



Ottawa County Parks &
Recreation Commission

January 13, 2023

NOTICE OF MEETING

Dear Commission Member:

The annual meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, January 18, 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, reading "J-D. Shamblin".

Jason D. Shamblin
Parks and Recreation Director

JDS/jls

Enclosures

Ottawa County Parks and Recreation Commission
January 18, 2023 3:00 p.m.
Annual 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 Parks Director
2. Roll Call: Rice
Longstreet
Bush
Harmon
Hill
McAffrey
Miedema
Terpstra
Miedema
Sachs
3. Absences (excused/unexcused)
4. Nominating Committee Report
 - a) Election of 2023 Officers
 - President:
 - Vice President:
 - Secretary:
 - b) Committee Appointees
 - Foundation:
 - Friends:
5. Additions/Deletions to Agenda
6. [Approval of Minutes](#)
 - a) Approve the minutes of the Commission's December 7, 2022 regular meeting.
7. [Communications](#)
8. Public Heard (Public comments limited to 3 minutes)
9. [Director and Divisions Reports](#)
 - a) Director's Report
 - b) Park Operations Report
 - c) Planning and Development Report
 - d) Community Engagement Report
 - e) Grant Status Report

10. [Committee Reports](#)

- a) Receive the report of the Planning Committee meeting of December 15, 2022.
- b) Receive the report of the PR Committee meeting of December 6, 2022.
- c) Friends of Ottawa County Parks Update (*verbal report by Commissioner McAffrey*)
- d) Receive the report of the Executive Committee meeting of January 10, 2023
- e) Ottawa County Parks Foundation 2022 Metrics review and verbal report by Commissioner Longstreet

11. Old Business:

- a) [Idema Explorers Trail Jenison Mill Segment Trust Fund Grant Agreement Amendment](#)

Suggested Motion: *Approve and authorize staff to execute the Amendment to Idema Explorers Trail Jenison Mill Segment Trust Fund Grant Agreement pending review and approval from Corporation Counsel and 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.*

12. New Business:

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

Suggested Motion: *To establish the 2023 meeting dates.*

- b) [Ottawa County Parks Foundation Grand Explorers' Trail Race Event and Fundraiser](#)

Suggested Motion: *To approve staff to issue a special permit to the Ottawa County Parks Foundation to host a run on the Idema Explorers Trail in June of 2023 and annually thereafter for at least 3 years total.*

- c) [Ottawa County Parks Commission Staffing Realignment](#)

Suggested Motion: *Approve Parks Commission staffing realignment and appropriate funding, pending review and approval of the County Administrator, HR and the Board of Commissioners and authorize staff to take such actions as are necessary to implement the intent of the Commission in these matters.*

13. Public Heard (Public comments limited to 3 minutes)

14. Commissioners Heard

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

16. Proposed upcoming meeting date:

Wednesday February 15, 2023

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment

Monthly Meeting of the Parks and Recreation Commission

Proposed Minutes

Date: December 7, 2022

Time: 3:00 p.m.

Place: Board Room, Fillmore Complex

Present: Kelly Rice, Jane Longstreet, Phil Kuyers, Joe Bush, Greg DeJong, Kate Harmon, Lukas Hill, Linda McAffrey, and Jim Miedema.

Absent: Jim Holtvluwer

Staff: Jason Shamblin, Director; Jason Boerger, Coordinator of Park Maintenance and Operations; Curt TerHaar, Coordinator of Park Planning and Development; Jessica VanGinhoven, Coordinator of Community Engagement; Kyle Roffey, Administrative Assistant; Aaron Bodbyl-Mast, Park Planner.

Guests: Carlos Esquivel

Motions

Approval of Minutes

PR 22-93 Motion: To approve the minutes of the Commission's November 2, 2022 regular meeting.

Moved by: Hill Supported by: Kuyers Unanimous

Motor Vehicle Permit Purchase and Enforcement Applications

PR 22-94 Motion: To authorize staff to enter into a contract with Passport Labs Inc. to provide a Motor Vehicle Permit purchase and enforcement application for a first-year cost of \$63,700 including equipment and implementation costs and an annual cost thereafter of \$56,000 for the duration of the 3-to-5-year contract.

Moved by: Kuyers Supported by: Longstreet Unanimous

Grand Ravines Fund – Withdrawal Request and Close-Out

PR 22-95 Motion: To approve a request of funds from the Grand Ravines Fund at the Allendale Community Foundation in the amount of \$5,658.67 to fund trail improvements at Grand Ravines County Park, and close-out the fund.

Moved by: McAffrey Supported by: DeJong Unanimous

Grand Ravines Treehouse Construction

PR 22-96 Motion: To approve the contract with Denny's Excavating in the amount of \$279,895.00 for construction of the Grand Ravines Treehouse and forward to the County Board of Commissioners for final approval and to reallocate capital improvement monies to fully fund the project.

Moved by: Rice

Supported by: Hill

Unanimous

Idema Explorers Trail - Bass River Segment Operating Agreement

PR 22-97 Motion: To approve the agreement, or one substantially similar as determined by the Parks Director, with the Michigan Department of Natural Resources to construct, operate, and maintain portions of the Idema Explorers Trail through the Bass River State Recreation Area.

Moved by: Rice

Supported by: Kuyers

Unanimous

FFA Community Garden at Eastmanville Farm

PR 22-98 Motion: To approve staff to issue a special use permit to the Coopersville FFA which will allow for the continued use of 2 acres of Eastmanville Farm as a community garden, along with a memorandum of understanding that will allow for automatic annual renewals until such time as either party wishes to cancel or change the terms.

Moved by: Longstreet

Supported by: DeJong

Unanimous

To go into Closed Session

PR 22-99 Motion: To go into Closed Session per Section 8d of the Open Meetings Act.

Moved by: Kuyers

Supported by: Longstreet

Unanimous

To Rise from Closed Session and Adjourn

PR 22-100 Motion: To Rise from Closed Session and Adjourn.

Moved by: Kuyers

Supported by: Harmon

Unanimous

Other Items Discussed

4. Additions/Deletions to Agenda:

None

5. Approval of Minutes

The proposed minutes of the Commission's November 2, 2022 regular meeting were approved.

6. Communications:

None

7. Public Heard:

Carlos Esquivel

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. TerHaar handed out the 2022 Grant Status Report.

d) Community Engagement Report

The Commission accepted the Community Engagement Report as written.

9. Committee Reports

- a) The Commission accepted the Finance and Policy Committee meeting report of November 8, 2022, as written.
- b) McAffrey updated the Commissioners on the Friends of Ottawa County Parks. McAffrey invited commissioners to the Christmas event on December 9 at the Nature Center.
- c) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.
- d) Nominations Committee will prepare the slate of officers for the President, Vice-President, and Secretary for the January 2023 Commission meeting.
- e) 2022 Committee Organization: The President will establish the committee appointments for Presentation at the January 2023 Commission meeting.

10. Old Business:

None

11. New Business

- a) The contract with Passport Labs Inc. for the Motor Vehicle Permit Purchase and Enforcement Applications was approved.
- b) The request of funds and close-out the Grand Ravines Fund at the Allendale Community Foundation was approved.
- c) The contract with Denny's Excavating for the Grand Ravines Treehouse construction was approved.
- d) The operating agreement with the Michigan Department of Natural Resources to construct, operate, and maintain portions of the Idema Explorers Trail through Bass River State Recreation Area was approved.
- e) The special use permit to the Coopersville Future Farmers of America (FFA) to use 2 acres of Eastmanville Farm as a community garden was approved.

12. Public Heard:

None

13. Commissioners Heard:

Many commissioners thanked the outgoing Commission Members for their service to Ottawa County Parks.

14. Closed Session

15. Meeting adjourned at 4:12 p.m.

Next meeting: January 11, 2022

Time: 3:00 p.m.

Location: Fillmore Complex, Board Room

From: [Jason Shamblin](#)
To: ["jennifer.guernsey@gmail.com"](mailto:jennifer.guernsey@gmail.com)
Cc: [OC Parks](#); [Jessica VanGinhoven](#); [Angela Miller-Niarhos](#)
Subject: RE: Ottawa County Commissioner Meeting- Parks Impact
Date: Friday, 6 January, 2023 1:18:28 PM

Jennifer,

Thank you very much for the email and thank you for supporting Ottawa County Parks Foundation. I understand your concerns in relation to the events that transpired during the Board meeting on 1/3/2023. It came as a surprise to many of us. I will ensure your email and this response with the Parks Commission prior to the next Parks Commission meeting. The next Parks Commission meeting is scheduled for Wednesday, 1/18/23 in the Board room at the Fillmore Complex (12220 Fillmore St, West Olive, MI 49460) at 3 p.m. You are welcome to attend in person or connect via zoom. The meeting information is posted on the County's website prior to each meeting.

To answer your question, no one from the Parks Commission or the Parks Foundation were aware or supplied any input in the actions taken at the Board meeting 1/3/2023. Although I have not had a chance to meet with any of the new Board of Commissioners at this time, I am not aware of any changes that will affect the parks budget or our operations. We are proud of our park system and feel we have one of the best departments in the country. Our staff, and Commission strive to hear and serve all of our residents and visitors. Nothing that transpired on Tuesday will change that.

Thank you again for your email.

Jason Shamblin
Director, Ottawa County Parks
12220 Fillmore St, West Olive, MI 49460
Office: 616.738.4810
jshamblin@miOttawa.org | www.miOttawa.org/parks

-----Original Message-----

From: OC Parks <ocparks@miottawa.org>
Sent: Wednesday, 4 January, 2023 3:36 PM
To: Jason Shamblin <jshamblin@miottawa.org>; Jessica VanGinhoven <jvanginhoven@miottawa.org>
Subject: FW: Ottawa County Commissioner Meeting- Parks Impact

-----Original Message-----

From: Jennifer Guernsey <jennifer.guernsey@gmail.com>
Sent: Wednesday, January 4, 2023 3:21 PM
To: OC Parks <ocparks@miottawa.org>; info@ottawacountyparksfoundation.org
Subject: Ottawa County Commissioner Meeting- Parks Impact

Good afternoon,

As a resident of Ottawa County and a monthly donor to the Ottawa County Parks Foundation, I am writing as a concerned citizen about the events of the Ottawa County Commissioner meeting on 1/3/2023 due to lack of transparency of the meeting agenda along with the change of the county vision statement from "Where you belong" to "Where freedom rings". When I see the current logo and vision, it is one of the main reasons why my family and I moved to Spring Lake. We wanted to be closer to the lakeshore and are very proud of the park system that Ottawa

County maintains and its goals for the future. We also believe that our county will thrive with having a diverse population of residents and visitors that truly feel like they belong in our community.

Please reply if there was any input from anyone in the parks department on the new vision and how the parks budget and operations could potentially be impacted by yesterday's decisions.

Thank you for your time and response,
Jennifer Guernsey
Spring Lake, MI



Grand River Greenway/Lake Michigan Coastal Greenway

- **Ottawa Sands/Harbor Island Planning** - The 2022 National Fish and Wildlife Foundation (NFWF) Coastal Resilience Fund Grant did not receive funding.
- **Ottawa Sands** - On December 14, the Michigan Department of Natural Resources Trust Fund Board recommended the 2022 Development grant application for funding. Staff will commence work on the next stage of design for the Ottawa Sands Lake Loop & Idema Explorers Connector. This includes funding 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.
- **Ottawa Sands** - It was formally announced that the 2022 Land and Water Conservation Fund grant to help fund development of a modern restroom at the day-use area at Ottawa Sands in Ferrysburg has been recommended. The next step in the process would be to receive a grant contract in the Spring of 2023.

Lake Michigan Coastal Greenway

- **Rosy Mound Natural Area Expansion** - The 127-acre former sand mine to the northeast of the Rosy Mound has been a high priority target for the Parks Commission since the first parks plan in 1989. This property features 108 acres of designated critical dune and 55 disturbed acres that are attractive for restoration and recreational development. Parks staff is coordinating with the landowner on a two-phase Michigan Natural Resources Trust Fund grant process. A \$1.65 million Trust Fund grant was recommended in December 2022 and work will begin soon to complete the first acquisition. A second grant application will be submitted in 2023.

Pigeon River Greenway

- **Port Sheldon Township Park Services Agreement** – in August of 2022 the Parks Commission approved the Park Services Agreement with Port Sheldon Township which would allow Ottawa County Parks to assume responsibility for the regular operations and daily maintenance of two Lake Michigan beach parks. The agreement is designed to cover the cost of Ottawa County's services at a minimum. The Township will make an annual payment defraying the direct operating costs to Ottawa County Parks, as well as retaining the responsibility for major capital costs. In December of 2022 the Township Board approved the agreement and it has been forwarded to the Board of Commissioners for review and approval at the Planning and Policy Committee meeting and then on the full Board later this month.

Miscellaneous

- **Coordinator of Fund Development and Major Gifts** – Staff have been coordinating with the Human Resources department on finalizing a position description of this Parks Foundation funded position. We hope to have the position posted in the upcoming week.



Revenue collected through Period 2 (November) -Fiscal Year 2023 (October 1, 2022 – September 30, 2023)

Description	2022 YTD Actual	2023 Actual	2023 Budget	% of Budget
Motor Vehicle Permits	\$147	\$0.00	\$468,400	0.0%
Marina Revenues	\$5,312	\$12,405	\$118,340	0.1%
Grand Ravines dog wash	\$2,083	\$557.25	\$12,000	0.05%
Reservations	\$23,833	\$37,642	\$335,856	0.11%
Pigeon Creek Lodge	\$0	\$0.00	\$50,100	0.0%
Totals	\$31,375.00	\$50,604.25	\$984,696.00	0.5%

Responsive Maintenance and Repairs

- 65 down or dead trees were removed from 17 park properties.
- 5 vehicles and 11 other pieces of equipment received routine maintenance or repairs.
- 3 gravel drives were graded.
- Snow removal was performed as needed at various locations during the month.
- Made additional repairs to the dog wash at Grand Ravines.
- Continued stair, boardwalk, and railing repairs county wide.

Scheduled Maintenance and Tasks

- Set-up and clean-up was performed for 75 Facility reservations. In comparison, 65 reservations were held during this time last year.
- 15 park signs were printed and mounted.
- **Removed the old snow fencing and installed new bollard posts along the 152nd Ave. entrance to the Port Sheldon Natural Area.**



Beach Update

Lake levels continue to decline leaving our beaches as large as we have seen them in

years. There is no change along the lakeshore in terms of erosion, however we are still seeing the anticipated windstorms shift sand.

Project Updates

Spoonville Trail Takeover

Flexible posts on the bridge over I-96 at 112th Ave were removed for the winter.

Port Sheldon Lakeshore Parks Agreement

The contract will be discussed and likely approved at the next Township Trustees meeting

Grose Park Rebuilding Project

Although progress is slow, only garage doors and shelving remain to be completed.

Memorial Benches

Installed a new bench plaque at Hager Park.

Winter Prep

- Mowed the sledding hill and snowshoe trail at Pigeon to prepare for the winter season.
- The pay station batteries were removed and stored at the Operations Center for the winter season and the pay stations were also removed and stored on site at North Beach, Rosy Mound, Olive Shores, and Riverside.
- **Park Staff spent several days removing trees and grinding stumps which were in the way of the winter trail grooming operations at Pigeon Creek. They also completed the clearing on the new redirection of the outer loop due to the new Family Justice Center.**
- Stored summer equipment at Paw Paw East for the season.
- Brought the winter trail grooming equipment to Pigeon from storage for the winter season.
- **Continued to split firewood for Pigeon Lodge winter supply.**
- Stored the Nature Center kayaks at Paw Paw East garage for the winter season.
- Reset all park light timers and automatic gates for the time change this month.
- Winterized the restrooms.
- Brought in trash barrels and painted them.
- Pulled the remaining boat launches and docks.
- Prepared the Pigeon Creek Lodge and trained the new employees.
- Repaired the trail lights at Pigeon Creek.
- Installed the dock bubblers at the Ottawa Beach Marina to prevent ice buildup.



Keyless Lock Project

Locks are now on order

2023 Fee Machine and Parking software upgrades

The project was approved by the Parks Commission and we are working on the purchase order and a draft contract.

Incident Reports

- Truck #19 damage - Seasonal tried to avoid deer in the road and hit a pole.
- Employee injury - jarred back while moving tables for a reservation.
- Vehicle #23 – damage to cargo carrier, backed into a bollard.
- Employee injury – Part of a plant hit them in the eye while driving a utility vehicle on the trail.
- Stolen Sign – Olive Shores Kiosk information sign stolen.
- Broken parking lot light pole – vehicle hit light pole and snapped it off.
- Stolen signs – 3 signs were stolen at Bur Oak East, Hunting Information, Rules and Regulations, and Tick information.
- Private Property signs installed on our easement access gate at Bur Oak.

Natural Resource Management Project Updates

Ottawa Sands Restoration & Wetland Creation

- As GEI Consultants' contract was processed, the fisheries biologists from the Science Team met with Ottawa County Park staff and the project manager from GEI Consultants to refine the project area around the lake. The next step will be to meet with Department of Environment, Great Lakes and Energy staff to determine what will be permitted at the site.
- Staff submitted a preproposal to the Michigan Department of Natural Resources' Fisheries Habitat Grant program to match the Sustain Our Great Lakes grant from Great Lakes Audubon.

Eastmanville Farm Restoration

This project was not selected to be funded by ARPA funds.

Hemlock Woolly Adelgid (HWA) Management

HWA surveys began at Kirk Park.

Pigeon Creek and Hemlock Crossing Forest Management

- Students from Grand Valley State University's Restoration Ecology class removed woody invasives after learning about the pine plantation management at Pigeon Creek Park.
- Ottawa County Parks and Recreation hosted a Forestry Workshop by the Ottawa Conservation District at Pigeon Creek Lodge. Parks' Natural Resources Manager presented on the pending harvest.

North Ottawa Dunes pumping impact assessment

Staff worked with Ottawa Conservation District's forester to create a list of foresters that could assess the damages.

Natural Resource Management individual park plans

No progress this month.

Partnerships

Natural Resources Manager presented (virtually) at the Water Quality Forum on native landscaping.

Invasive Species Management

- Final narrow-leaved cattail and phragmites treatments for the year occurred at three parks.
- Tree of heaven was treated at two parks.
- Woody invasive species were removed at Riverside Park within the shoreline restoration area.
- Common teasel was treated in restoration area at Eastmanville Farm.
- Final invasive surveys were conducted at six effectively-invasive-free parks (Rosy Mound Natural Area, Kirk Park, Van Buren Dunes, Connor Bayou, Hiawatha Forest, and Port Sheldon Natural Area).

Maintenance Projects

Staff prepared for the Lakeshore Wildlife Management Program. Despite four days of challenging weather, 42 deer (35 does, 7 bucks) were harvested without incident.

Volunteer Updates

- **Volunteers from MillerKnoll collected seed at Grand Ravines as part of their Day of Purpose. These seeds will be used in restoration projects across the County.**
- Jenison High School's AP Environmental Science class removed woody invasive species from Hager Park as part of the Adopt-A-Park program.





GRAND RIVER GREENWAY

GR Greenway – Stearns Connector Segment. Approvals for improvements to the railing on the south side of the Stearns Bayou bridge and other bridge improvements are complete and awaiting final approval by the State. Bidding is scheduled for early 2023. County ARPA dollars for the Idema Explorers Trail have been placed in this account because this will be the next project that expends funds for the trail. Foundation contributions and any leftover funds will be moved to the next trail segment to be constructed once actual costs of construction are known.

Project Budget Summary

Funding

Park Budget (TBD)	\$ 150,000.00
TAP Grant (conditional commitment)	\$ 2,337,757.00
Easement Budget	\$ 32,458.00
MNRTF Grant	\$ 300,000.00
County ARPA Funds	<u>\$ 2,000,000.00</u>

Funding total \$ 4,820,215.00

Projected Expenditures

Consultant fees	\$ 386,756.50
Additional Environmental Work (est.)	\$ 9,950.00
Mussel Relocation work (est.)	\$ 35,000.00
Trail Construction	\$ 3,933,269.50
OCRC fees (est.)	\$ 28,785.83
Easements	<u>\$ 65,000.00</u>

Expenditure's total \$ 4,458,761.83

Balance remaining \$ 361,453.18

GR Greenway – Jenison Mill Segment. No change since last report. The project is complete except for the final details on the Secchia Arch. Stonework has been completed on the arch base, but we are still waiting for the prefabricated arch itself to be installed. An opening celebration will be scheduled for next spring or early summer.

Project Budget Summary

Funding

Park Budget	\$ 200,000.00
Georgetown Township	\$ 337,500.00
MNRTF Grant	\$ 300,000.00
Greenway Campaign Funds	\$ 395,636.00
County General Fund Transfer	<u>\$ 180,000.00</u>

Funding total \$ 1,413,136.00

Projected Expenditures

Consultant fees (remaining)	\$ 61,451.76
Additional Fees & Costs	\$ 19,016.76
Trail Construction (contract)	\$ 1,283,936.50
Contract Revisions (est.)	\$ 15,000.00

Expenditure's total \$ 1,379,405.02

Balance remaining \$ 33,730.98

GR Greenway – Bass River Segment. We are nearing agreement on the final details of the operating agreement to allow the trail to cross State property. State funding through their Recreation Trails Program (RTP) has been secured and allows us to do a request for proposals for detailed design and engineering for the first segment with construction as soon as this agreement is in place. Construction is planned for 2024. Progress on needed easements and land acquisition on the east end of the project continues to be slow with alternatives being investigated for the Bakale easement.

GR Greenway – Eastmanville Connector Segment. No change since last report. Our consultant is completing final permitting and approvals so that this project can be ready for bid ("shovel-ready"). Scheduling of construction of this segment is being evaluated based on available funds, schedule of Bass River segments, and other projects in Allendale Township

GR Greenway – Allendale Segment. Park Staff met with Township officials to update each other on progress. Allendale will contact MDOT to see if the analysis of the 60th Ave./M-45 intersection has been completed. Parks will be updating the project schedule based on the latest information about related road and utility projects.

Project Budget Summary

Funding

MDOT TAP Grant (estimated)	\$ 1,768,800.00
Allendale Township (proposed)	\$ 670,000.00
Greenway Campaign Funds	\$ 113,396.00
Other funds (TBD)	\$ 762,004.00

Funding total \$ 3,314,200.00

Projected Expenditures (estimated)

Preliminary Consultant fees (current)	\$ 5,000.00
Proposed Consultant fees	\$ 361,200.00
Trail Construction (estimated)	\$ 2,948,000.00

Expenditure's total \$ 3,314,200.00

GR Greenway – Grand Ravines to Grand River Park Segment. The trail portion of this project is substantially complete. Fencing and restoration seeding has been completed. The ravines wall stabilization portion of the project has gone through the public permit review process with the State of Michigan. We should have a final determination by January 1, 2023. Work on the wall project will likely begin when weather permits in the spring.

Project Budget Summary

Funding

Park Budget	\$ 157,400.00
Georgetown Township	\$ 112,500.00
County General Fund Transfer	\$ 120,000.00
Parks Foundation	\$ 924,700.00
Parks Funding (includes CIP transfer)	<u>\$ 260,000.00</u>

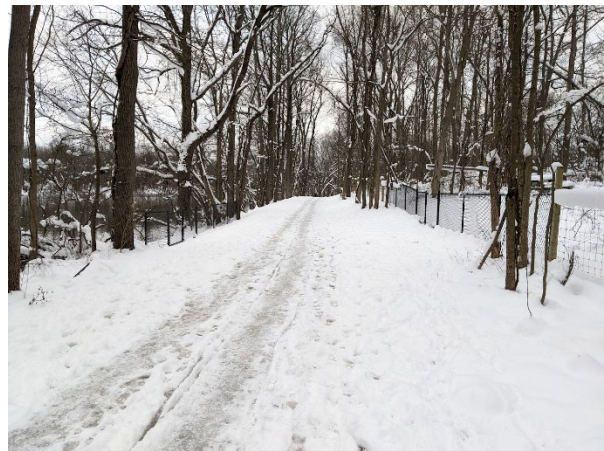
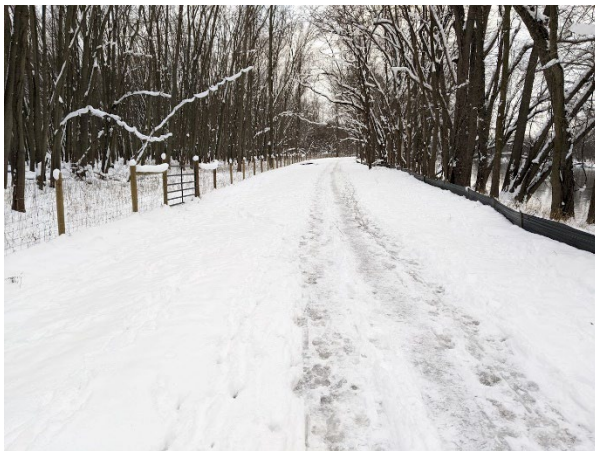
Funding total \$ 1,574,600.00

Projected Expenditures (estimated)

Property Acquisition	\$ 180,000.00
Consultant fees (M&B – est.)	\$ 116,246.00
Consultant fees (SME)	\$ 24,500.00
Archaeology	\$ 8,400.00
Construction Contract	\$ 967,262.50
Contract Revisions	\$ 73,067.90
Wall stabilization (est.)	\$ 76,274.00
Bike Repair Station	\$ 1,985.70
Miscellaneous	<u>\$ 302.92</u>

Expenditure's total \$ 1,371,765.16

Balance remaining \$ 202,834.84



Fencing completed along trail easement

Grand Ravines Treehouse. Concrete foundations have been installed. This will allow the support posts and carpentry work for the treehouse and boardwalk to proceed over the winter.

Project Budget Summary

Funding

Private Donation	\$ 330,000.00
Proposed Budget Adjustments	<u>\$ 55,558.67</u>

Funding total \$ 385,558.67

Expenditures

Consultant fees	\$ 53,053.75
Concrete Foundation PO – Denny’s Excavating	\$ 49,990.00
Contract - Denny’s Excavating	<u>\$ 279,895.00</u>

Expenditure’s total \$ 382,938.75

Balance remaining (contingency) \$ 2,619.92



Excavation for treehouse foundation



Concrete foundations in place for boardwalk

Ottawa Sands Development. County ARPA funding has been added to this project, and both grant applications to assist with the day use improvements have been successful. Initial work to clear and grade the site has begun

Project Budget Summary

Funding

Private Donations	\$ 3,480,000.00
County ARPA Funds	\$ 3,400,000.00
Additional approved parks funding	<u>\$ 700,000.00</u>

Funding total \$ 7,580,000.00

Projected Expenditures

Consultant fees	\$ 278,000.00
Phase 1a Contract	\$ 3,539,000.00
Owner Provided Items	\$ 35,990.00
Fire Safety Changes (est.)	\$ 100,000.00
Contingency	<u>\$ 192,350.00</u>

Expenditure’s total \$ 4,145,340.00

Balance remaining \$ 3,434,660.00

Ottawa Sands Restoration Work. Our consultant is working and planning and design for the shoreline and interdunal wetland restorations and enhancements. Coordination with the various interested parties and State regulators is in progress.

Kirk Park Improvements. Construction documents are complete and have been submitted to the state for review and approval. A Michigan State Spark Grant application (State ARPA funds) to provide the match for this grant and fund other improvements including paving renovations and reconstruction of the beach interpretive deck and stairs has been submitted. Grand awards will be announced in late January 2023. If successful, a new project schedule will be developed based on the grant requirements.

Project Budget Summary

Funding

Park Budget	\$ 237,000.00
MNRTF Grant	\$ 237,000.00
Additional approved parks funding	<u>\$ 50,000.00</u>

Funding total \$ 524,000.00

Expenditures (estimated)

Consultant fees	\$ 38,453.00
Permit Fees	<u>\$ 575.00</u>

Expenditure's total \$ 39,028.00

Balance remaining (construction budget) \$ 484,972.00

Ottawa Beach Walkway Improvements. Work has begun on retaining wall replacement at Ottawa Beach along the upper boardwalk. This work is being done in coordination with other retaining wall work on adjacent private property.

Project Budget Summary

Funding

Parks Budget	\$ 25,000.00
Private Owner participation	<u>\$ 7,314.00</u>

Funding total \$ 32,314.00

Expenditures

Existing Contract - LandTec	\$ 19,451.50
Additional Wall Work	<u>\$ 10,018.50</u>

Expenditure's total \$ 29,470.00

Balance remaining \$ 2,844.00



MACATAWA RIVER GREENWAY

Middle Macatawa Trail Connection. Park staff have met with project partners to discuss funding and time frame. The current plan is for Ottawa County Parks to assist Holland Charter Township in submitting a MNRTF grant application to assist with project funding in April 2023. If successful, construction could begin in the fall of 2024.

Project Budget SummaryFunding

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

PIGEON RIVER GREENWAY

Consumers Energy Trail/Sheldon Landing. No change since last report. This project is on hold pending further determination of the closure of the power plant.

Pigeon Forest Trail Expansion. This project is complete

OTHER PROJECTS

Park Entrance Drive and Parking Lot Repaving Projects. Work to reconstruct 28th Ave. including a new cul-de-sac as well as our trail work in Grand River Park have been completed. Park drives and parking areas will be evaluated to determine what repaving and/or repairs are needed. This work will likely occur next spring or summer.

Project Budget SummaryFunding in current parks budgets

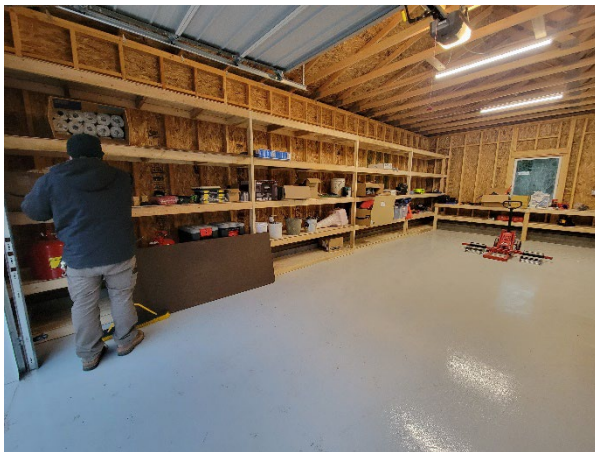
Spring Grove Park	\$ 20,000.00
Hager Park	\$ 147,000.00
Grand River Park	\$ 110,000.00
Riverside Park	\$ 171,000.00
Paw Paw West	<u>\$ 40,000.00</u>
Funding total	<u>\$ 488,000.00</u>

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
Consultant Fees	<u>\$ 10,750.00</u>
Expenditure's total	<u>\$ 327,411.92</u>

Balance remaining \$ 160,588.08

Grose Park Maintenance Building Reconstruction. This project is finally complete. Staff have moved all their equipment and supplies out of the storage container and into the new building.



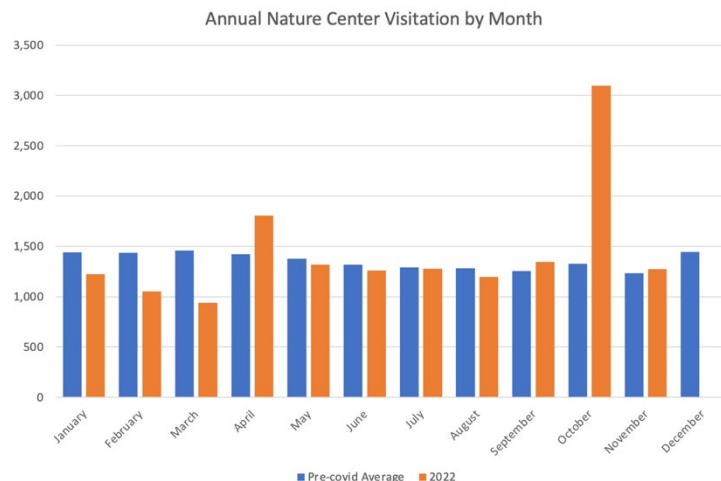
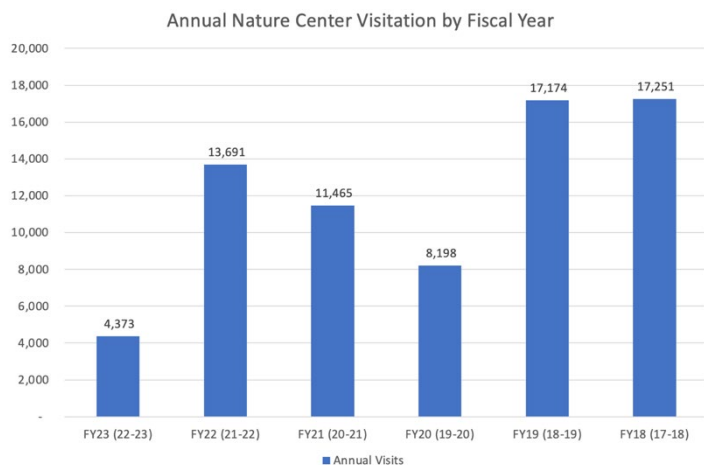


PROGRAM/VISITOR NUMBERS

Private Programs	90 participants, 3 programs
Public Programs	234 participants, 11 programs
Nature Center Attendance	1,933 visitors, including 584 luminary event
Traffic Car Count*	2,982 cars

Monthly Average: 1,400

**Data reporting 11/5/2022-12/5/2022*



GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS

- Develop structure, programs, and processes to offer and implement the “Parks for All Program”** – Curriculum has been “piloted.” The pilot is scheduled to begin Spring 2023. Staff will be using the Creature Connection 4th grade curriculum to develop related 3rd and 5th grade curriculum (different science standards).
- Implement programs supported by the “Art in the Parks” grant** - The committee has completed three fall focus groups and may host one additional focus group in December. The final Frost Center is complete and will be shared at the next Parks Commission meeting. The committee has invited Encompass Socio-ecological Consulting to assist with program recommendations.
- Identify, purchase, install and facilitate implementation of equipment needed to produce and stream nature-based programs** – Additional equipment has been installed, but implementation is not complete. The first live stream program of the season, Coffee with the Birds, garnered around 30 views. Parks staff improvised with the help of the Department of Public Health, who allowed us to use their camcorder.
- Increase visitation to the Nature Center by 150% (compared to 2021) in FY23 (annual visitation ~11,066)** - Data being reported each month.
- Develop Program Pricing Policy** - Staff is working toward implementation.
- Fully implement Program Proposal form** - Staff continues to use and tweak this tool for program scheduling.
- Implement Marketing and Communications Plan** –
- Identify areas and residents within Ottawa County not adequately served by county park lands and or program opportunities. Develop program offerings to promote an understanding and appreciation of natural and cultural history** – We have assessed our program offerings to identify underserved areas/populations; data will be used for annual program planning.
- Strategically develop, market, and implement programs geared towards engaging new or first-time participants** – Staff is compiling a list of community events where parks should have presence.

PRESS

[County approves grant for ecological restoration at Ottawa Sands](#), GH Tribune
[Whitmer pushes for park upgrades in select Michigan counties](#), WGVU
[DNR announces funding for 4 park projects in West Michigan](#), WOOD-TV8
[DNR announces funding for park projects in West Michigan](#), Holland Sentinel
[Whitmer pledges funds for Ottawa Sands restrooms](#), GH Tribune
[Gov. Whitmer Announces Support for Park Upgrades in 11 Counties in Michigan](#), State of Michigan press release
[Whitmer, DNR announce \\$2M investment in West Michigan park upgrades](#), Fox-17
[Holiday celebration set for Hemlock Crossing](#), Holland Sentinel
[Birding programs have enthusiasts flocking to Ottawa County](#), Second Wave Media
[Ottawa County approved \\$33.5 million in ARPA funds for 24 projects. Here's what passed](#), Holland Sentinel
[Appeals court sides with drone enthusiasts who challenged Ottawa County ban](#), Holland Sentinel
[Commissioners OK additional ARPA funded projects](#), GH Tribune

GOVDELIVERY BULLETINS / EMAIL MARKETING

	Date	Recipients	Open Rate	Click Rate
Birding Update Newswire	12/17/22	2,032	33%	5%
Press Release: BOC approves...	12/16/22	4,647	36%	1%
Birding Update Quick Look	12/9/22	2,029	39%	5%
Parks Update December	12/1/22	15,213	42%	2%
Press Release: Luminary Walk	11/30/22	16,047	44%	3%
Birding Update Quick Look	11/23/22	2,017	37%	4%

County approves grant for ecological restoration at Ottawa Sands

Published Dec 17, 2022

In a short time since the completion of the \$11.2 million acquisition of the 345-acre Ottawa Sands County Park, the property has become beloved for the wide-open views of the inland mining lake set within the sandy Lake Michigan dunes.

Despite the park's aesthetic beautiful, as a former sand mine, it is out of balance, especially in two areas: ecological health and access. In order to address these issues, the Ottawa County Parks & Recreation Commission adopted the Ottawa Sands Master Plan, which focuses on a "regenerative approach" to enhance access to this site while maintaining its aesthetic features and enhancing its ecological health.

Under the plan, 92 percent of the site will remain undeveloped and 69 percent of the site will be targeted for restoration and enhancement.

Wetland restoration

Through the Ottawa Sands Master Plan, significant wetland restoration and creation projects were recommended to enhance the site's ecology and aesthetics, which had been degraded as a result of previous mining and sand extraction activity. In November, the Ottawa County Board of Commissioners approved a subaward agreement a Sustain Our Great Lakes (SOGL) grant through the National Audubon Society, Inc, which will implement the first phase of these restorations.

Soften 2,500 linear feet of shoreline around the 80-acre manmade lake

A wetland assessment prioritized the order of restoration and creation by ecological impact, ranking shoreline enhancement for the manmade lake as the highest priority. Although the shoreline is aesthetically attractive, it currently offers poor habitat for

wildlife. Grant funding will support the construction of 2,500 linear feet of wetlands (approximately a third of the lake's shoreline). This new littoral zone, a grassy, reedy, marshy perimeter along the banks of waterways, will include habitat for shoreline and marsh birds, warm-water fish species, amphibians, and other non-game species.

It is estimated that 35 to 65 feet of the existing shoreline will need to be cut back where none currently exists. The new, shallower pitch will improve the resiliency of the site by incorporating a greater range of shorelines for projected changes in precipitation and water levels.

After being mined, the man-made lake was left with a shoreline with an average of 3:1 slope. Comparatively, natural slopes within coastal wetlands of the Great Lakes range between 10:1 to 20:1.

Restoration of dunal wetland

In addition to the shoreline work, six acres of dunal wetland will be regraded and restored to a functioning marsh. This lagoon had been filled in when the sand mine operation came to a close.

This project is funded by a Sustain Our Great Lakes (SOGL) grant, obtained by Audubon Great Lakes and made available to Ottawa County Parks through a sub-award agreement of \$400,000. Ottawa County Parks' contribution to the required grant match is through in-kind labor, the completed acquisition of Stearns Creek, and a Michigan DNR Fisheries Habitat Grant. No additional cash funding is required.

DNR announces funding for park projects in West Michigan

Published Dec. 8, 2022

Gov. Gretchen Whitmer and the Michigan Department of Natural Resources have approved funding for 13 park projects across the state, including four in West Michigan.

The projects will cost an estimated \$7.4 million total, covered by grants from the Land and Water Conservation Fund.

“The Land and Water Conservation Fund is a shining example of what’s possible when federal, state and local government partners come together to deliver real benefits for Michigan residents and visitors,” Whitmer said in a release.

“Today’s \$7.4 million in projects will improve facilities people use every day and support the outdoor recreation economy that brings billions in value and supports thousands of jobs across Michigan.”

Of the four West Michigan projects, the Lexington Green Park Improvement Project in Kalamazoo County will receive the most funding — \$500,000. The other projects are the Fred Meijer Trail Hub Project in Montcalm County (\$465,000), improvements at Hale Park in Ionia County (\$382,000) and adding restrooms at Ottawa Sands in Ottawa County (\$242,900).

A \$428,600 grant was also issued for renovations at the Dr. T.K. Lawless Dark Sky Park in Cass County, one of two internationally certified dark sky parks in the state.

The Land and Water Conservation Fund is supported by the Great American Outdoors Act, which was signed into law in August 2020 and uses tax dollars from energy development to support facilities and infrastructure at national parks, wildlife refuges and recreation areas across the country.

“Access to the outdoors is vital to the quality of life for everyone who lives here or visits here,” Michigan DNR Director Dan Eichinger said in a release.

“The Land and Water Conservation Fund, in addition to other important grant programs, broadens that access in meaningful ways, whether through expanded hiking trails, increased public water access, or better amenities like restroom renovations and welcoming pavilions at local parks.”

More projects for Michigan parks are on the horizon. Earlier this year, Gov. Whitmer signed the Building Michigan Together Plan, which will invest approximately \$450 million in state and local parks, addressing a backlog of infrastructure and maintenance projects.

Whitmer pledges funds for Ottawa Sands restrooms

By Tribune Staff Dec 8, 2022

FERRYSBURG ← Gov. Gretchen Whitmer and the Michigan Department of Natural Resources on Wednesday recommended 13 community parks, trails and sports facilities to receive a combined \$7.4 million in Land and Water Conservation Fund grants.

Among the projects recommended is a day-use restroom at Ottawa Sands County Park in Ferrysburg. A total of \$242,900 was pledged to the project.

“The Land and Water Conservation Fund is a shining example of what’s possible when federal, state and local government partners come together to deliver real benefits for Michigan residents and visitors,” Whitmer said in Wednesday’s announcement.

“Today’s \$7.4 million in projects will improve facilities people use every day and support the outdoor recreation economy that brings billions in value and supports thousands of jobs across Michigan.”

DNR Director Dan Eichinger said access to the outdoors is vital to the quality of life for everyone who lives here or visits Michigan.

“The Land and Water Conservation Fund, in addition to other important grant programs, broadens that access in meaningful ways, whether through expanded hiking trails, increased public water access, or better amenities like restroom renovations and welcoming pavilions at local parks,” he said. “These grants are integral to connecting more people to our state’s uniquely Michigan outdoor experiences.”

Ottawa County approved \$33.5 million in ARPA funds for 24 projects. Here's what passed

Published Nov 24, 2022

OTTAWA COUNTY — Two dozen projects and initiatives addressing — in part — affordable housing, childcare and workforce development were approved for funding through Ottawa County's American Rescue Plan Act funds Tuesday.

The Ottawa County Board of Commissioners approved 24 projects totaling \$33,501,657.58 during an hours-long meeting Tuesday, Nov. 22. The budget represents the majority of the county's \$57 million overall ARPA allocation.

The approval capped a months-long process of determining priorities, soliciting ideas and proposals and discussing options, which began with the creation of an ARPA committee in May 2021.

More: Affordable housing, broadband among categories highlighted for Ottawa County ARPA funds

Approval came in the second-to-last board meeting for eight members of the commission. The nine commissioners affiliated with Ottawa Impact (eight incoming, one incumbent) sent a letter to commissioners saying decisions should be tabled until the new board is in place.

Commissioners said they're simply finishing the job they were elected to do.

"The board of commissioners and the county staff built and utilized a very thorough and transparent process that allowed many voices of Ottawa County to have input," said board chair Matt Fenske. "The committee was created one-and-a-half years ago and met consistently. It was not a hurried or incomplete process."

Kyle Terpstra, the lone sitting commissioner affiliated with Ottawa Impact, was absent from the meeting. Roger Bergman, the lone Republican to win reelection in November, didn't attend in person — meaning he couldn't vote — but shared his support via Zoom.

What made the cut? For starters, affordable housing

Each project approved Tuesday fell into one of four "buckets" — human and social needs, affordable housing, business stabilization and county initiatives. Managers for each bucket presented projects to the board and answered questions prior to commissioner approval.

All projects passed 9-0 unless otherwise noted.

The largest project approved was a \$10 million investment to an affordable housing revolving loan fund. The initial request was for \$8 million, but commissioners voted 6-3 to increase the investment.

Following the increase, commissioners approved the project by the same 6-3 vote. Fenske, Phil Kuyers, Doug Zylstra, Randy Meppelink, Al Dannenberg and Greg DeJong voted yes, while Joe Baumann, James Holtvluwer and Frank Garcia voted no.

Zylstra made the motion to increase the investment, saying “this is about fulfilling an obligation, that residents have said over and over and over” there is a lack of senior, disability and workforce housing in the county.

Administrator John Shay recommended against the increase, saying additional funds could be pledged at a later date if desired.

More: 'What is wrong with this state?' Holland resident might leave Michigan after housing nightmare

More: Holland church team up on affordable, accessible housing project takes step forward

The revolving loan fund will be managed by nonprofit IFF, which pledged to match triple the county investment prior to the increase. Funds will be loaned at low interest rates to developers committed to building affordable homes and apartments targeting median income households.

Ryan Kilpatrick, former director of Housing Next, said Ottawa County needs 15,000 housing units. To be granted loans from the fund, projects will have to meet certain income-based metrics, spend all money in Ottawa County and have letters of support from the municipality the build will be located in.

Childcare and mental health treatment

Another large-scale investment is a \$7.5 million project through the Outdoor Discovery Center (and multiple partners) to create an additional 1,000 childcare slots in Ottawa County. Human and social needs bucket manager Mike Goorhouse said there's currently one childcare slot for every two children in the county.

Childcare slots will be added in centers, businesses and homes throughout the county over the next three years. ODC expects around \$30 million in corporate investments to assist with the project, much of which has already been committed.

Goorhouse said the county is taking a “transformational swing” with the project.

More: 'I couldn't afford to work:' Holland parents struggle with cost of childcare

More: 'The workforce has not returned:' Michigan childcare centers face staffing crisis

To address a shortage of prescribing mental health professionals in Ottawa County, \$1 million will go toward a recruitment and retention fund, which will offer yearly stipends for professionals who start practices in Ottawa County and serve underserved populations.

The goal is to eliminate waiting periods for people who need a prescribing professional for mental health issues, which can sometimes last four to six months.

The Children's Advocacy Center was awarded \$211,750 to hire a new staff member for two years, helping the CAC work through a backlog of cases created during COVID-19.

Reach for Recovery, which helps community members overcome addiction, received \$337,500, which will allow the program to double the number of people it serves through increased staffing.

Four projects to help staff members obtain direct care provider certifications were approved, totaling \$350,000. Benjamin's Hope, Harbor House, Heritage Homes and Moka Corporation will work with Grand Rapids Community College to support a direct care provider certification program.

Grand Rapids Community College was also awarded \$506,493 to expand the Michigan Reconnect Program, which allows qualifying students to receive free, in-district community college tuition. Ottawa County isn't currently in-district for any community college — but Michigan Reconnect allows them to obtain in-district tuition.

GRCC will use the funds to cover the in-district rate for Ottawa County students participating in the program, giving them the opportunity to attend tuition-free.

BizStream Academy received \$700,000 to expand coding and computer programming to high school students. The academy currently offers after-school hours in Allendale, but will use ARPA funds to provide in-school learning throughout the county.

LAUP will use \$799,000 for a workforce development initiative to work with underemployed and underrepresented people in the community. LAUP will serve as a workforce navigator to connect individuals with employment resources.

A \$100,000 request by County Clerk Justin Roebuck will implement an electronic roll call and e-voting system for the county board, approved by an 8-

1 vote. Roebuck said the system will improve transparency by making motions and votes easier to search through the county website.

Zylstra was the lone dissenting vote on the project. He said he supported the idea, but thought it better to leave for the incoming board to decide, since it directly affects the work of commissioners.

A trio of parks department requests — \$2 million for the Idema Explorer Trail, \$906,000 for the Middle Macatawa Trail System and \$3.4 million for Ottawa Sands Phase 1 Improvements — were approved.

The Idema Explorer Trail and Middle Macatawa Trail projects passed 9-0, while Ottawa Sands passed 8-1, with Zylstra voting against the project.

Meppelink attempted to amend the amounts for the Idema Explorer Trail and Ottawa Sands down by \$150,000 each to help offset the increase in affordable housing funds. The motions failed, with support coming only from Meppelink and Zylstra.

The county's crime victim assistance fund received \$1 million. Prosecutor Lee Fisher plans to invest the money and use interest generated to support victims of crimes in the county, creating a sustainable funding source.

An initiative to provide a countywide food rescue infrastructure was approved for \$486,675. The collaboration between Ottawa Food and Community Action House will work with restaurants and grocers to “rescue” food that would otherwise be thrown out and provide it to residents struggling with food insecurity.

The Ottawa County Department of Public Health was granted slightly over \$1.5 million for Medicaid cost-based reimbursements. Ottawa County DPH receives partial reimbursement for Medicaid services provided already, but payments are typically delayed by two fiscal years, according to Ottawa County Health Officer Lisa Stefanovsky.

As a result, OCDPH is expecting a shortfall over the next two years, due to COVID-19 service disruptions. Funds are intended to cover that shortfall for the next two years.

One million dollars will go toward accelerating farmland protection in the county. The Agricultural Preservation Board will use the funds to purchase agricultural conservation easements in areas known to have groundwater challenges and need for intensive management.

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ARPA funds were previously used to give county employees “inflation impact payments” of up to \$5,000, which totaled \$5 million.

In addition to the projects approved Tuesday, the county is setting aside \$7.5 million for broadband access and \$5 million for capital improvement projects.

These figures were initially \$15 million and \$10 million, respectively, but were reduced to accommodate more projects.

After increasing the housing fund investment to \$10 million, funds for these projects will need to be scaled back by about \$700,000.

Appeals court sides with drone enthusiasts who challenged Ottawa County ban

Published Nov 23, 2022

GRAND RAPIDS — An appellate court has affirmed a lower court's ruling that Ottawa County exceeded its authority when it tried to ban the use of drones in county parks in summer 2021.

The Michigan Court of Appeals, on Nov. 17, said the ruling of Circuit Court Judge Karen Miedema in November 2021 would stand, noting the county didn't cite any errors in the lower court's ruling — a key factor when an appellate court considers a reversal.

More:Ottawa County board will revisit drone policies ahead of court appeal

More:Circuit judge grants injunction blocking Ottawa County's ban on drones at public parks

"The Court of Appeals is an error-correcting court," the judges said in the unanimous opinion. "Defendants are actually seeking a gratuitous opinion on a matter of their own interest — not the correction of an alleged error by the trial court."

The initial lawsuit was filed in summer 2021 by a group of drone enthusiasts called the Michigan Coalition of Drone Operators after the county enacted a policy that banned drones from being operated without a permit at county parks and altogether at other county properties.

Ottawa drone decision.PDF

Miedema found state law prevents local governments from enacting policies regulating drone usage, essentially allowing drone pilots to fly as long as they are compliant with federal law. By limiting the conditions in which pilots could operate their drones, Ottawa County violated Michigan's Unmanned Aircraft Systems Act, she concluded.

The policy on the county's website currently says: "Use or operate (sic) any remote-controlled airplane, helicopter, drone, car, boat, or similar device unless prior written permission is obtained from the Commission or its Agent." Elsewhere on the site, the county says drones are, in fact, banned.

"No aerial masts, drones, or other types of aerial photography are permitted without additional prior written permission. Please note that drone permits are rarely if ever issued unless there is a direct benefit to the Parks Commission for doing so," reads a commercial photography/videography

agreement the county requires all commercial photographers to complete to obtain a permit.

Section 400.5 of the County Operations Ordinance, revised in January 2022, specifically prohibits the use of drones to drop “contraband” over the county jail in West Olive, bans the “harassment” of wildlife or people with drones, and bans photographing, video recording or audio recording of any work area, person or proceeding inside a county building, with exceptions for public proceedings.

In January, Ottawa County Legal Counsel Doug Van Essen said those revisions — made after Miedema's ruling — still maintain most of the protections the county sought without running afoul of the court.

"This makes our ordinance consistent with the court's ruling, and also gives us some protections, I would say 80 percent of the protections we were seeking with the ordinance in its original form," Van Essen said in January.

It's unclear when the website will reflect those changes.



This document is meant to summarize the status of pending grant applications and active grants.

• **Pending Grant Applications**

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
- **Parks Commission Action:** **UPDATE**
- **Status:** **Declined**
- **Update:** On December 5, the NFWF informed Ottawa County Parks that the grant to fund restoration design at Ottawa Sands and Harbor Island was declined. However, the following feedback was provided: “...reviewers saw significant merit in your proposal. If additional funding comes into the program prior to the next proposal request cycle in March 2023, we may be able to consider your proposal through an expedited and streamlined process and will reach out with further guidance and reviewer feedback by February 2023. Regardless of whether we have an expedited process, we would encourage you to consider reapplying to the NCRF in future cycles.” This item will stay in the report until after February 2023 based on the comments from the reviewer.

Michigan Natural Resources Trust Fund (MNRTF): 2022 Acquisition Grants

- **Project:** Rosy Mound Expansion (Grant #: TF22-0039)
- **Request Amount:** \$3,291,800 (\$1,650,000 recommended)
- **Parks Commission Action:** **UPDATE**
- **Status:** **Recommended**
- **Update:** On December 14, the MNRTF Board recommended this grant application to purchase 127 acres of land adjacent to Rosy Mound Natural Area in Grand Haven Township for approval, but at half of the requested grant amount, as expected. The next step is for the state legislature to appropriate the grant funding, which typically occurs mid-year. In the meantime, work can begin on due diligence. Staff will coordinate with the landowner on the due diligence process and identifying a suitable property split. Work is underway on a second grant request (See below).

MNRTF: 2023 Acquisition Grants

- **Project:** Rosy Mound Expansion Phase II (Grant #: TTBD)
- **Request Amount:** \$1,645,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Application Preparation (Due April 1)**
- **Update:** Staff is preparing an application to assist with the purchase of land adjacent to Rosy Mound Natural Area in Grand Haven Township. Per the typical Trust Fund grant process, a required public meeting will be advertised for the February Parks Commission meeting. At that meeting, the Parks Commission will review the required grant resolution to approve and forward to the Board of Commissioners.

MNRTF: 2022 Development Grants

- **Project:** Ottawa Sands Lake Loop and Idema Explorers Connector (Grant #: TF22-0153)
- **Request Amount:** \$300,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Recommended**



- **Update:** On December 14, the MNRTF Board recommended this grant application for funding. Staff will commence work on the next stage of design for the Ottawa Sands Lake Loop & Idema Explorers Connector. This includes funding 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. The next step is for the state legislature to appropriate the grant funding, which typically occurs mid-year.

MNRTF: 2023 Development Grants

- **Project:** TBD (Grant #: TBD)
- **Request Amount:** TBD
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Identification (Application Due April 1)**
- **Update:** It is likely that two or more Trust Fund grants will be prepared for submission in the 2023 grant cycle. However, staff is currently reviewing which pending projects are the most suitable and most likely to succeed. More information will be available once a decision is made.

MNRTF: 2023 Development Grant for Holland Township

- **Project:** Middle Macatawa Improvements (Grant #: TBD)
- **Request Amount:** TBD
- **Parks Commission Action:** **Concurrence**
- **Status:** **Application Preparation (Due April 1)**
- **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. The project team has recommended that Holland Township submit this grant application with assistance from Parks staff. Staff would like Parks Commission concurrence with this proposed strategy.

Land and Water Conservation Fund 2022 (LWCF)

- **Project:** Ottawa Sands Day-Use Restroom (Grant #: LW22-0037)
- **Request Amount:** \$242,900
- **Parks Commission Action:** **UPDATE**
- **Status:** **Recommended**
- **Update:** It was formally announced that this grant to help fund development of a modern restroom at the day-use area at Ottawa Sands in Ferrysburg has been recommend. The next step in the process would be to receive a grant contract in the Spring of 2023.

LWCF 2023

- **Project:** TBD (Grant #: TBD)
- **Request Amount:** TBD
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Identification (Application Due April 1)**
- **Update:** It is likely that LWCF will be prepared for submission in the 2023 grant cycle. However, staff is currently reviewing which pending projects are the most suitable and most likely to succeed. More information will be available once a decision is made.



Fisheries Habitat Grant Program 2022

- **Project:** Ottawa Sands Lake Nearshore Habitat Enhancements (Grant #: FH22-0002)
- **Request Amount:** \$150,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Full Proposal Preparation (Due January 27)**
- **Update:** On December 20, 2022, the MDNR invited Ottawa County Parks to submit a full proposal for this grant program to complement the work being done to enhance the Ottawa Sands mining lake shoreline and restore a former mining lagoon to a wetland.

Michigan Spark Grant 2022

- **Project:** Kirk Park Renovation (Grant #: ARPA22-0039)
- **Request Amount:** \$674,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Submitted Applications Under Review**
- **Update:** On December 19, a grant application was submitted for this new MDNR grant program made possible with ARPA funding awarded to the State of Michigan. This grant application would help fund additional improvements at Kirk Park (in Grand Haven Township) including a renovated parking area and entry drive, a renovated Lake Michigan interpretive overlook, and a renovated trail to Lake Michigan on the north side of park. An awarded Trust Fund grant (see TF21-0139 below) would be match for this project. Staff is uncertain about the potential success of this grant given the scoring system is not clear. A decision on the first round of Spark applications is expected by the end of January. Two more Spark grant cycles are expected this year and staff will identify the most suitable projects based on the outcome of this first grant.

• **Current Grants**

MNTRF Development Grant 2016

- **Project:** Spoonville Trail (Grant #: TF16-0129)
- **Grant Amount:** \$200,000
- **Next Grant Report Due:** March 15
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Closeout**
- **Update:** This grant, which helped fund construction of Phase II of the Spoonville Trail in Crockery Township, is managed by the Department of Strategic Impact with Parks staff assisting in the grant closeout. The grant has been fully reimbursed but additional closeout documentation is needed, including documentation from the project consultant.

MNTRF Development Grant 2019

- **Project:** Idema Explorers Trail – Jenison Mill Segment (Grant #: TF19-0117)
- **Grant Amount:** \$300,000
- **Next Grant Report Due:** March 15
- **Parks Commission Action:** **APPROVE GRANT AMENDMENT (FOR EXTENSION)**
- **Status:** **Project Construction**
- **Update:** Construction is nearly complete for this 1-mile segment of the Idema Explorers Trail in Georgetown Township and the City of Grandville. The grant project agreement expires on February 28, 2023. Since the project is nearly complete but not ready for close-out, staff is preparing a project amendment request to extend the grant. This can be done through the post-ratification process, but staff would like Commission approval to move forward with the amendment request. A public dedication is required and is tentatively targeted for late spring.



MNTRF Acquisition Grant 2020

- **Project:** Bend Area Expansion Phase III (Grant #: TF20-0175)
- **Grant Amount:** \$504,700
- **Next Grant Report Due:** March 15
- **Parks Commission Action:** **UPDATE**
- **Status:** **Pre-Appraisal Documents Submitted to Trust Fund**
- **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 31, 2023. It is likely that staff will be request a grant extension in the next few months.

MNTRF Development Grant 2021

- **Project:** Kirk Park Renovation (Grant #: TF21-0139)
- **Grant Amount:** \$237,000
- **Next Grant Report Due:** March 15
- **Parks Commission Action:** **UPDATE**
- **Status:** **Design Documents Submitted.**
- **Update:** This grant will help fund renovations of the restroom, replacement and relocation of the playground and trailhead amenities at Kirk Park. Design is nearly complete for the restroom renovation and the restroom design documents have been submitted for review and approval by MNRTF staff.

MNTRF Development Grant 2021

- **Project:** Idema Explorers Trail – Stearns Bayou Connector (Grant #: TF21-0039)
- **Grant Amount:** \$300,000
- **Next Grant Report Due:** March 15
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Agreement Pending**
- **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. The project agreement has been submitted to the MNRTF for execution and is expected to be finalized at any time. Project design is complete (see more information below regarding the MDOT TAP grant for this project) and will be submitted to the MNRTF once the project agreement is executed.

Ottawa County ARPA Grant 2022

- **Project:** Ottawa Sands Phase I Improvements (Grant #: N/A)
- **Grant Amount:** \$3,400,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design and 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 and renovation of the welcome center. The Idema Explorers Camp treehouses will be out for bid shortly.

Ottawa County ARPA Grant 2022



- **Project:** Idema Explorers Trail – ARPA Projects (Grant #: N/A)
- **Grant Amount:** \$2,000,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design**
- **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, which could be out for bid this spring 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 expected to commence in the next few months.

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:** \$2,337,757
- **Next Grant Report Due:** April 1
- **Parks Commission Action:** **UPDATE**
- **Status:** **Final Project Review by MDOT**
- **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. The final bid documents have been submitted to MDOT Local Agency Programs for final review. The hope is that these documents will be approved soon, and the project will go out for bid (through MDOT) in April or May. Once the bid documents are approved, the TAP funding is officially awarded through a process called obligation, until that occurs the funding is “conditional” upon meeting

Hope College Andrew W. Mellon Foundation Grant

- **Project:** Art in the Parks (Grant #: N/A)
- **Grant Amount:** \$33,500
- **Next Grant Report Due:** April 30
- **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 has completed three fall focus groups and may host one additional focus group in December. The final Frost Center report is complete and will be shared



Grants Status Report– Brief Summary

at an upcoming Parks Commission meeting. The committee has invited Encompass Socio-ecological Consulting to assist with program recommendations.

Grand Haven Area Community Foundation Grant 2021

- **Project:** Expanding Nature Education Access (Grant #: 202129422)
- **Grant Amount:** \$35,000
- **Next Grant Report Due:** August 26
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Ongoing**
- **Update:** This grant is helping to fund two Community Engagement projects including 1) developing capacity to provide virtual programming with the purchase and installation of audio/visual equipment and software and 2) provide a pilot program for “Parks for All” with the goal of assisting all fourth-grade students in four northern Ottawa County school districts to attend nature education programs (up to 1,000 students). For the virtual programming, equipment has been installed but implementation is not complete. For the Parks for All, curriculum has been developed and the pilot is scheduled to commence in 2023.

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:** January 30
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design and Construction**
- **Update:** This grant will help fund the construction of various elements at the 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 and renovation of the welcome center. The Idema Explorers Camp treehouses will be out for bid shortly.

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:** March 31
- **Parks Commission Action:** **UPDATE**
- **Status:** **Position Submitted for Board of Commissioners Approval**



- **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 intensive time and effort to implement. The grant agreement was approved by the Board of Commissioners in December. A position request has been submitted internally and is expected to be reviewed by the Board of Commissioners in the next few months.

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
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design/Securing Additional Grant Funding**
- **Update:** This grant will help fund 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 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 MDNR fisheries grant application is being prepared to provide additional funding for this project.



Present: Joe Bush
Greg DeJong (via Teams)
Lukas Hill
Kelly Rice (via Teams)

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

County ARPA Funding Ottawa Sands Planning Update

TerHaar provided an overview of the status and recommended approach for each of the three projects which were awarded American Rescue Plan Act (ARPA) funding by the Board of Commissioners.

- Ottawa Sands Phase I Development: TerHaar reviewed a spreadsheet with the proposed project elements and funding for this Phase. Since November 22, several pending funding items were approved or recommended, including \$3.4 million in County ARPA funding, \$300,000 in Natural Resources Trust Fund funding for the lake loop pathway and day-use area, and \$242,864 in Land and Water Conservation Fund funding for the day-use restroom. In November 2022, a contract was approved for the initial improvements at Ottawa Sands that included a reduced scope because the low bid was above available funding at the time. Therefore, renovations to the Welcome Center as well as the installation of a kayak launch and related amenities were removed from the contract. Additionally, to help with funding for the kayak launch, a \$100,000 Coastal Zone Management (CZM) grant application was being prepared. With the additional funding now available, TerHaar asked for the Commissioners' concurrence to add these items back into this initial project since it would avoid delays, complement the rest of the initial project, and would avoid re-bidding these items and possibly increasing costs. In this event, the CZM grant would not be submitted. The Commissioners concurred with this approach.

The next steps will be to bid out the treehouse subphase, begin design work on the lake loop, obtain necessary permits, and seek design services for the day-use restroom.

- Idema Explorers Trail: TerHaar explained that the ARPA funding for this project would be first allocated to the Stearns Bayou Connector Segment, which is expected to be bid in the Spring 2023 and is anticipated to be over-budget. In the ARPA application, it was mentioned that the Eastmanville Connector Segment would also receive funding and be constructed in the near future. However, staff has since learned that Allendale Township is planning extensive utility work on a portion of the planned route for the Eastmanville Connector Segment, which would make it more suitable to construct this segment in 2025 near or concurrently with the Allendale Segment (which would provide connectivity on the south side of Eastmanville Connector Segment). Furthermore, extensive design work is now planned in 2023 for the Bass River Segment in coordination with the Michigan Department of Natural Resources. In light of these developments, TerHaar recommended that the Bass River Segment be next in line for allocation of the ARPA funding instead of the Eastmanville Connector Segment. The Commissioners concurred with this approach.
- Middle Macatawa: TerHaar provided an overview of the current strategy for this project which will happen in close coordination with Holland Township, the ODC Network, and possibly Zeeland Township. The next step in this project will be the preparation of Michigan Natural Resources Trust Fund grant by Holland Township (with assistance from Parks staff). Staff will also review obtaining design services for the Upper Macatawa Natural Area restroom.

Grant Updates/Strategy

There was brief discussion on the grant strategy for the next year in light of the recommendation by the Michigan Natural Resources Trust Fund Board for half of requested funding for the Rosy Mound Expansion project. As a result, a second Rosy Mound Expansion grant will be prepared in 2023 for the remaining amount needed to complete the acquisition. However, due diligence work can begin on the first phase acquisition in 2023. Staff will also review the potential for development grant once more information is available on the Trust Fund 2023 grant scoring criteria.



Present: Jane Longstreet, Linda McAffrey, Kate Harmon, Kelly Rice, Robyn Afrik, Meg DeKievit
Staff: Jason Shamblin, Jessica VanGinhoven, Rylie Dorman

Hemlock Crossing Public Observatory

VanGinhoven updated the committee on communication related to the Hemlock Crossing Observatory. Public viewing hours are every Friday from 7-9 pm, weather permitting. A new web page (<https://miottawa.org/observatory>) was created for information related to the observatory and opportunities for use. Parks staff is working with the Observatory Director, Frank Roldan, to develop curriculum for groups who are interested in utilizing the facility. More information to follow.

Fee machines on the Lakeshore/Bridge Card holder permits - DHHS / Beaches are for Everyone

VanGinhoven and Shamblin recently met with the Michigan Department of Health and Human Services (MDHHS) to discuss changes in daily and annual motor vehicle permit sales (pay station vs. at the booth) and how that may affect Bridge Card holders. The software allows us several options to ensure that we are able to continue to waive the annual motor vehicle fee for those receiving benefits within the previous 18 months. Parks staff will work with MDHHS to develop a solution and present to the Parks & Recreation Commission. The application should be ready for testing by March/April.

Discussion: Website language

The committee discussed implementing policies and procedures related to reviewing language and images on the website (as well as in other communication material such as curriculum). Afrik and DeKievit joined the meeting for this discussion. Afrik recommended developing a policy or guidelines related to language use to assist with vetting language to be compliant with county standards, as well as a flow chart/decision matrix for when issues arise. The committee agreed that audits and standards for cultural competency, as well as training should be included and outlined in the strategic plan. The committee also discussed the potential for an advisory committee. Afrik and DeKievit offered to follow up with staff following the meeting.

FY22 Annual Report

The committee reviewed the FY22 Annual Report Schedule. Tentative presentation dates:

2/14/2023 - PR Committee

3/1/2023 - Parks Commission

4/4/2023 - Board of Commissioners

Community Engagement Staff Realignment

McAffrey inquired to the timing of addressing staffing needs with the Community Engagement division. VanGinhoven and Shamblin discussed the recent resignation of the Head Naturalist and proposed adjustments to the department and Community Engagement staffing structure to better facilitate the current initiatives. Shamblin also shared an overview of the internal staffing analysis which recommended filling the currently vacant Communications Specialist position. The Commissioners concurred to funding and filling the Communications Specialist position.



Present: Kelly Rice
Jane Longstreet
Lind McAffrey

Staff: Jason Shamblin

2023 Commission and Committee meeting dates and appointments

- Review new Board of Commissioners meeting schedule and discuss adjustment to the Parks Commission meeting and Committee meeting schedules to best facilitate workflow.
- Appointments to the Parks Commission Committees

Supporting organization representatives

- Ottawa County Parks Foundation
- Friends of Ottawa County

January meeting agenda review

Parks legal counsel RFP update

Parks Staffing analysis and proposed realignment

Procedures, Processes, and Information Sharing

- Process for consistent material distribution
- Commissioner active participation engagement
- Microsoft TEAMS
- Commissioner onboarding



2022 Metrics

At a Glance in 2022

Average donation: \$548.95

Median donation: \$102.56

Lapsed donors: 161

New donors: 232

- 2021 - 110
- 2022 Goal - 120

Recaptured lapsed: 51

Increased donation: 53

Monthly Donors: 23*

- 12 donors in 2021

New Monthly Donors: 11*

- 91% increase

Benches: 8

First time donor retention: 28%

- 2022 Goal: 38%
- National average: 25%

474
DONORS

38% Increase

343 Donors in 2021

Goal of 20%

2022
Donor Retention

54%

50% Retention in 2021

National average 45%

E-Newsletter Subscribers

January 2022 - 911

December 2022 - 1,116

Facebook

924 Page Likes

263 New Page Likes in 2022

- Up 205%

1,884 Page Visits in 2022

- Up 24%

2022 E-Newsletter
Open Rate

58%

National average is 25.96%

**Three monthly donors are for the dog park.*

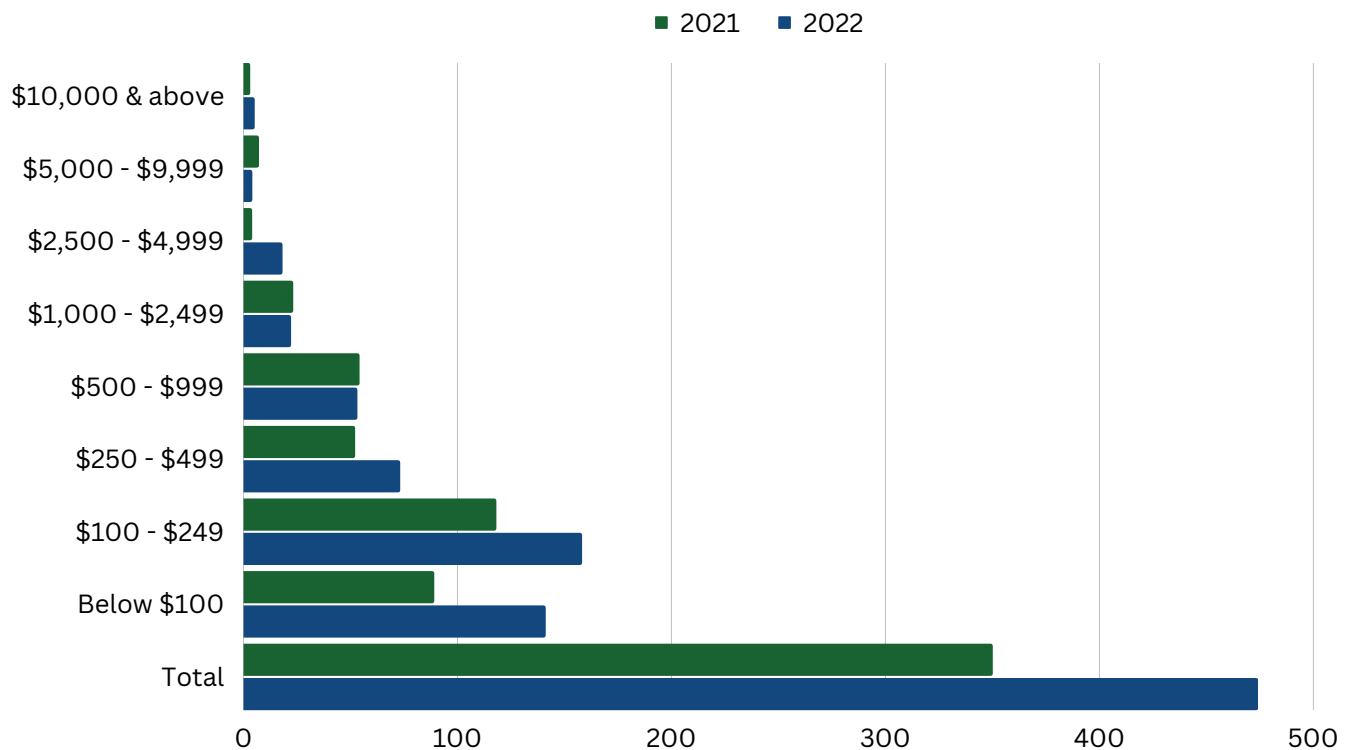
Parks for Life

New Members: 5

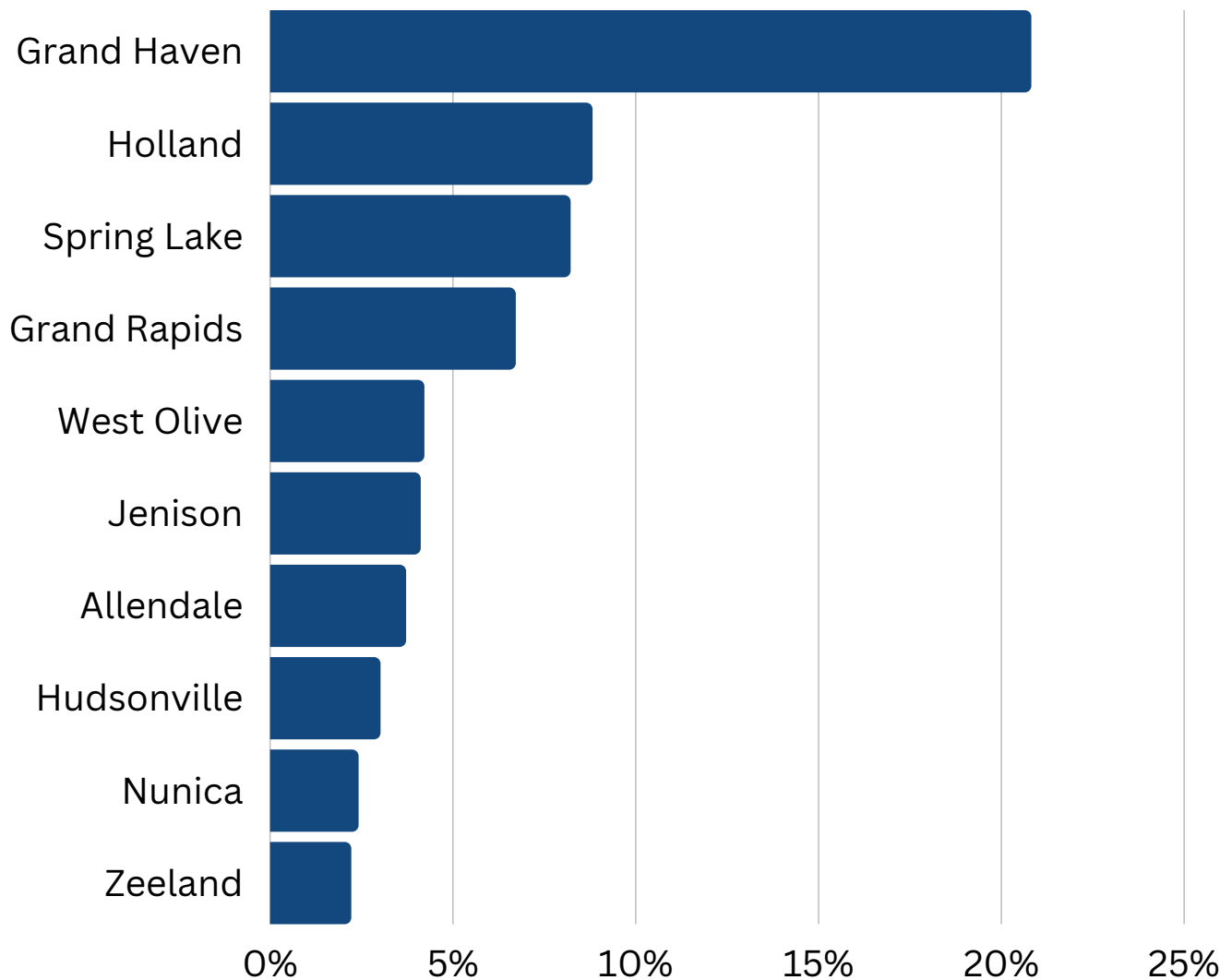
Total Members: 6

Comparison between 2021 and 2022

	2021	2022
\$10,000 & above	3	5
\$5,000 - \$9,999	7	4
\$2,500 - \$4,999	4	18*
\$1,000 - \$2,499	23	22
\$500 - \$999	54	53
\$250 - \$499	52	73
\$100 - \$249	118	150
Below \$100	89	141
Total	\$201,578.40	\$260,204.17
	*Includes 8 benches.	



Facebook Reach in 2022

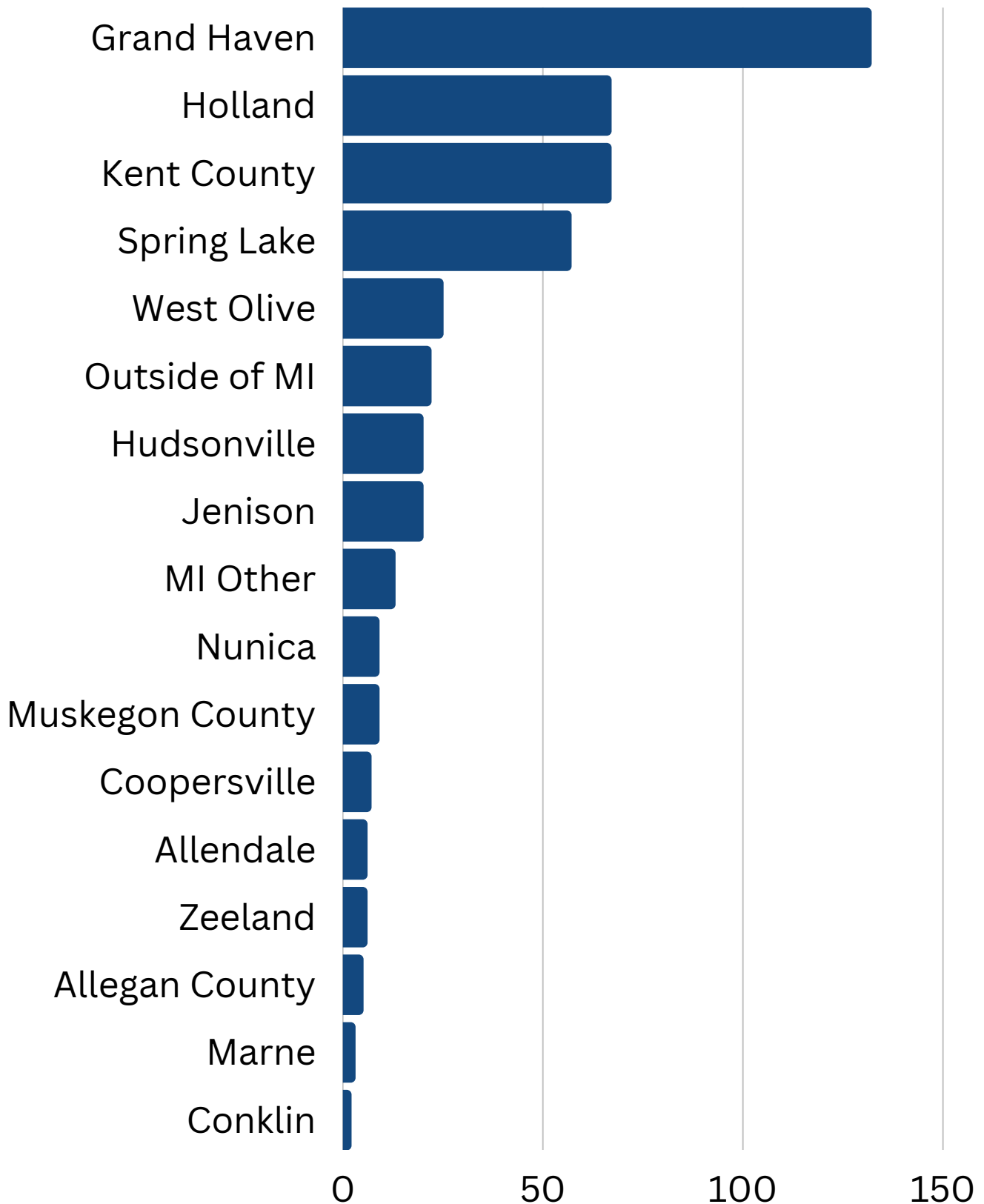


Income by Fund

General fund: \$214,312
Grand River Greenway: \$50
Land Legacy: \$45,000
Nature Education: \$3,469**
Ottawa Sands: \$2,502,130

**Memorial donations only

Donors Geographically in 2022



Action Request

Electronic Submission – Request # 222



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 1/18/2023

Vendor/3rd Party: MICHIGAN NATURAL RESOURCES TRUST FUND

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: 11A IDEMA EXPLORERS TRAIL JENISON MILL SEGMENT TRUST FUND GRANT AGREEMENT AMENDMENT

Suggested Motion:

Approve and authorize staff to execute the Amendment to Idema Explorers Trail Jenison Mill Segment Trust Fund Grant Agreement pending review and approval from Corporation Counsel and 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:

Construction of the Jenison Mill Segment of the Idema Explorers Trail is rapidly progressing and is expected to be completed sometime this spring.

This project is partially funded through a \$300,000 Michigan Natural Resources Trust Fund Grant, which is governed by an amended grant agreement that expires on February 28, 2023. Since the project won't be completed before the grant agreement expires, staff

will initiate a second amendment request through the Michigan Natural Resources Trust Fund to extend the grant agreement. It is anticipated that this amendment will be processed without any issue - however the amendment document has not yet been provided by the Trust Fund staff. The only anticipated change will be 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: \$839,000.00

Parks Fund Cost: \$539,000.00

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 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:



Michigan Natural Resources Trust Fund Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between **Ottawa County** in the county of **Ottawa County**, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act **145 of 2020**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Idema Explorers Trail - Jenison Mill Segment Project #: TF19-0117

Grant Amount: \$300,000.00 36% PROJECT TOTAL: \$839,000.00

Match Amount: \$539,000.00 64%

Start Date: Date of Execution by DEPARTMENT End Date: 08/31/2022

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 10/02/2020 or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED

By [Print Name]: Roger A. Bergman

Title: Chairperson

Organization: Ottawa County Board of Commissioners

085899011

DUNS Number
CV0048100 24

SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By:

Grants Section Manager

January 26th, 2021

Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiRecGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Jason D. Shamblin, Director

Name/Title

Ottawa County Parks & Recreation Commission

Organization

12220 Fillmore Street

Address

West Olive, MI 46460

Address

616-738-4810

Telephone Number

jshamblin@miottawa.org

E-mail Address

DEPARTMENT CONTACT

MNRTF Grant Program Manager

Name/Title

Grants Management/DNR Finance & Operations

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-284-7268

Telephone Number

DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF19-0117** uploaded to MiRecGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiRecGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **08/03/2020** through **08/31/2022**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiRecGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.
 - Bench(es)
 - Boardwalk
 - Landscaping
 - Recycle Bin(s)
 - Signage
 - Trail 8' wide or more
6. The DEPARTMENT will:
 - a. grant to the GRANTEE a sum of money equal to **Thirty-Six percent (36%) of Eight Hundred and Thirty-Nine Thousand dollars (\$839,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand dollars (\$300,000.00)**.
 - b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:

- i. Payments will be made on a reimbursement basis at **Thirty-Six percent (36%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiRecGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Five Hundred and Thirty-Nine Thousand dollars (\$539,000.00)** in local match. This sum represents **Sixty-Four percent (64%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.

- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
 - f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2020** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 11/30/2022**. If the GRANTEE fails to submit a complete final request for reimbursement by **11/30/2022**, 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.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use

thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.

13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the

GRANTEE, and

- c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
 20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
 21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
 22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
 23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
 24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
 28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or

- b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
 - d. Require repayment of grant funds already paid to GRANTEE; and/or
 - e. Require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

RESOLUTION
(Development)

Upon motion made by Joseph Baumann, seconded by James Holtvluwer, the following Resolution was adopted:

"RESOLVED, that the Board of Commissioners of Ottawa County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Ottawa County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Five Hundred and Thirty-nine Thousand Dollars (\$ 539,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

Holtvluwer, DeJong, Bergman, Fenkse,

The following aye votes were recorded: Garcia, Baumann, Zylstra, Dannenberg, Meppelink, Terpstra

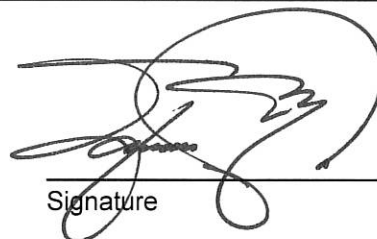
The following nay votes were recorded: None

STATE OF MICHIGAN)

) ss

COUNTY OF Ottawa)

I, Justin F. Roebuck, Clerk of the County of Ottawa, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the Ottawa County Board of Commissioners at a meeting held on September 22, 2020.



Signature

Ottawa County Clerk/Register

Title

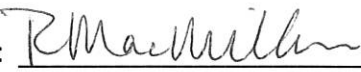
September 22, 2020

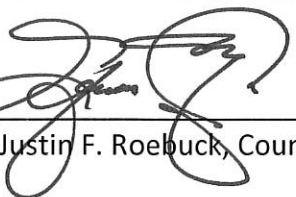
Date

Michigan Natural Resources Trust Fund
Development Project Agreement
Project Number TF19-0117

COUNTY OF OTTAWA

By: 
Rodger A. Bergman, Chairperson
Board of Commissioners

Witnessed: 

By: 
Justin F. Roebuck, County Clerk/Register

Witnessed: 

Jenison Mill Legal Description
TF19-0117

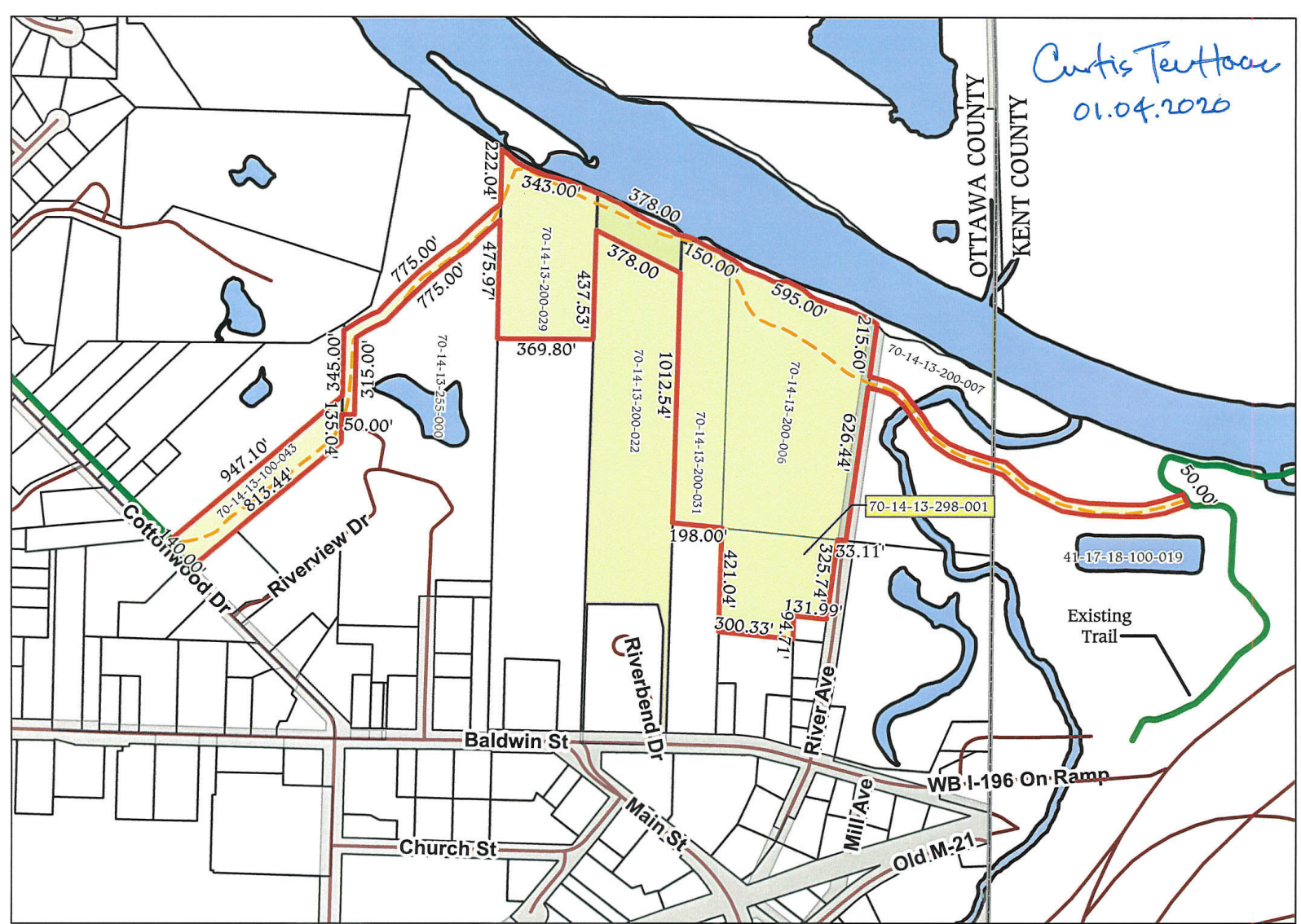
Lands and premises situated in **Georgetown Township, County of Ottawa and City of Grandville, Kent County, State of Michigan**, described as follows, to-wit:

Part of Section 13, Town 6 North, Range 13 West in Ottawa County and Section 18, Town 6 North, Range 12 West in Kent County

Commencing North 47 degrees West 852 feet, from intersection of the centerline of Cottonwood Drive, with North and South 1/4 Line of Section 13 to the point of beginning, then North 47 degrees West 140 feet, then North 49 degrees East 947.1 feet, then North 00 degrees 47 minutes 00 seconds East 267.00 feet to bank of the Watson Drain, then Northwesterly 775.00 feet along the bank of the said drain, then North 0 degrees 31 minutes East 222.04 feet to water's edge of Grand River then meandering Southeasterly 1,466 feet more or less along water's edge to centerline of River Avenue, then south along road centerline 215.60 feet, then South 51 degrees 52 minutes 29 seconds East 24 feet, then South 56 degrees 00 minutes 13 seconds East 44.21 feet, then South 67 degrees 52 minutes 41 seconds East 56.59 feet, then South 71 degrees 46 minutes 03 seconds East 38.14 feet, then South 64 degrees 44 minutes 49 seconds East 24.98 feet, then South 56 degrees 34 minutes 31 seconds East 25.53 feet, then South 41 degrees 11 minutes 09 seconds East 22.65 feet, then South 33 degrees 52 minutes 58 seconds East 70.33 feet, then South 35 degrees 27 minutes 35 seconds East 72.73 feet, then South 39 degrees 51 minutes 49 seconds East 53.86 feet, then South 54 degrees 28 minutes 36 seconds East 59.96 feet, then South 70 degrees 06 minutes 28 seconds East 49.21 feet, then South 82 degrees 30 minutes 54 seconds East 42.07 feet, then South 80 degrees 56 minutes 34 seconds East 50.56 feet, then South 37 degrees 26 minutes 35 seconds East 41.97 feet, then South 62 degrees 47 minutes 54 seconds East 33.81 feet to border with Kent County, then southeasterly along easement on City of Grandville Wastewater property to be described upon final construction of the proposed trail for which this easement was established, then southeasterly 50 feet at existing trail to southern boundary of City of Grandville easement, then northwesterly to border with Kent County, then North 62 degrees 47 minutes 54 second West 33.81 feet, then North 73 degrees 26 minutes 35 seconds West 41.97 feet, then North 80 degrees 56 minutes 34 seconds West 50.56 feet, then North 82 degrees 30 minutes 54 seconds West 42.07 feet, then North 70 degrees 06 minutes 28 seconds West 49.21 feet, then North 54 degrees 28 minutes 36 seconds West 59.96 feet, then North 39 degrees 51 minutes 49 seconds West 53.86 feet, then North 35 degrees 27 minutes 35 seconds West 72.73 feet, then North 33 degrees 52 minutes 58 seconds West 70.33 feet, then North 41 degrees 11 minutes 09 seconds West 22.65 feet, then North 56 degrees 34 minutes 31 seconds West 25.53 feet, then North 64 degrees 44 minutes 49 seconds West 24.98 feet, then North 71 degrees 46 minutes 03 seconds West 38.14 feet, then North 67 degrees 52 minutes 41 seconds West 56.59 feet, then North 56 degrees 00 minutes 13 seconds West 44.21 feet, then North 51 degrees 52 minutes 29 seconds West 24 feet to centerline of River Avenue, then south along said centerline 626.44 feet, then along North line of Jenisonville Plat 33.11 feet, then South 08 degrees 02 minutes 51 seconds West 352.74 feet, then North 84 degrees 09 minutes 11 seconds West 131.99 feet, then South 01 degrees 35 minutes 14 seconds West 94.71 feet, then North 84 degrees 08 minutes 44 seconds West 300.33 feet, then North 01 degrees 47 minutes 58 seconds West 421.04 feet, then along North line of Jenisonville Plat 198

feet, then North 01 degrees 38 minutes 45 seconds West 1012.54 feet, then North 63 degrees 14 minutes 35 seconds West 378 feet, then South 0 degrees 31 minutes 00 seconds West 437.53 feet, then North 89 degrees 29 minutes 00 seconds West 369.80 feet, then North 00 degrees 31 minutes 00 seconds East 475.97', then Southeasterly 775.00 feet 50 feet south of bank of the Watson Drain, then South 00 degrees 47 minutes 00 seconds West 315.00 feet, then North 88 degrees 29 minutes 29 seconds West 50 feet, then South 00 degrees 47 minutes 00 seconds 135.04 feet, then South 49 degrees 00 minutes 00 seconds West 813.44 feet to beginning

Curtis Teutboer
01.04.2020



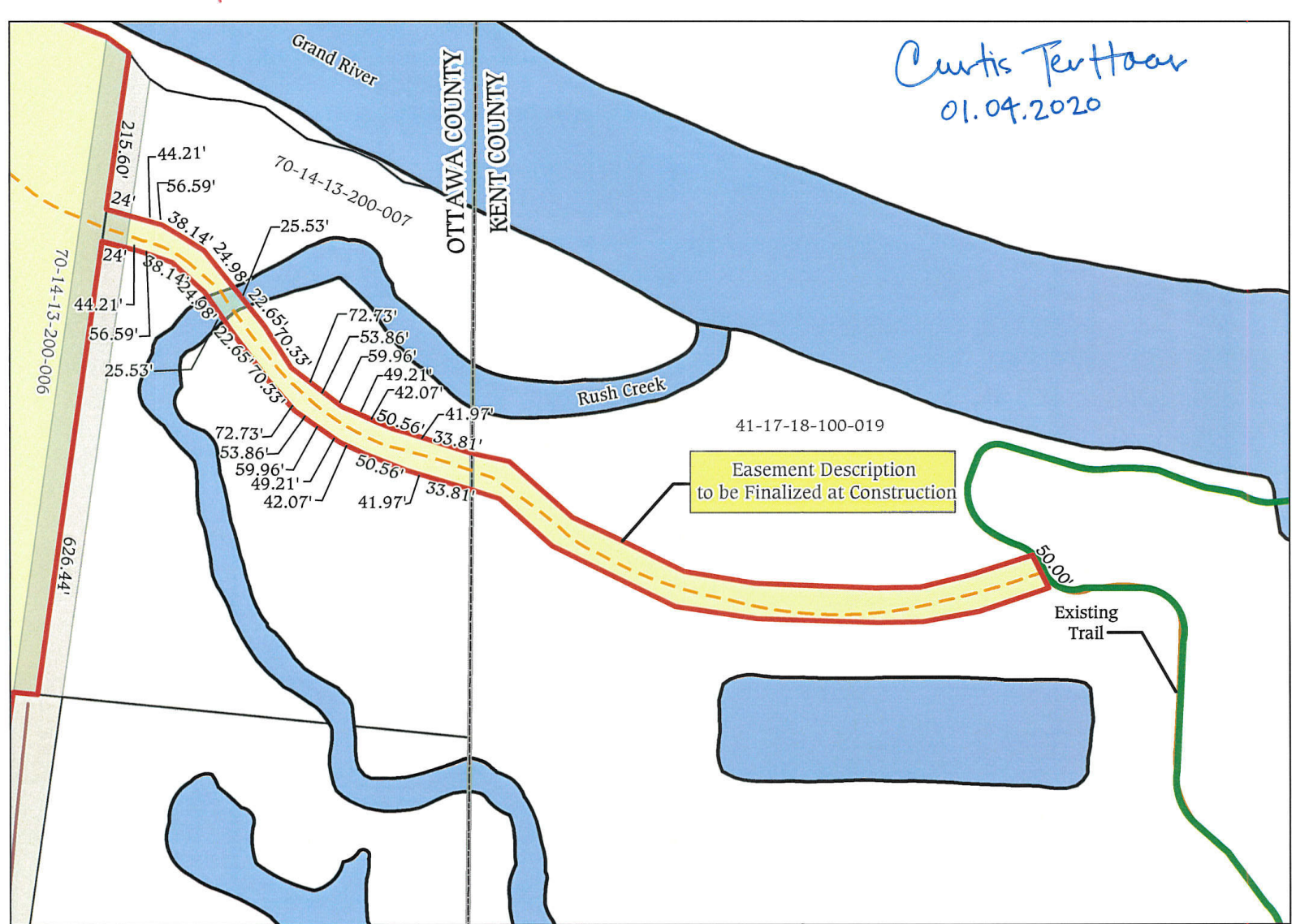
Idema Explorers Trail: Jenison Mill Segment

PROJECT SITE BOUNDARY MAP



Ottawa County Parks & Recreation Commission

Curtis Terttoor
01.04.2020



Idema Explorers Trail: Jenison Mill Segment

PROJECT SITE BOUNDARY MAP - Enlargement



Ottawa County Parks & Recreation Commission



MICHIGAN DEPARTMENT OF NATURAL RESOURCES-GRANTS MANAGEMENT

MICHIGAN NATURAL RESOURCES TRUST FUND AGREEMENT AMENDMENT

Organization:	Ottawa County
Project Title:	Idema Explorers Trail - Jenison Mill Segment
Project Location:	Ottawa
Project Number:	TF19-0117
Amendment Number:	2

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 TF19-0117.

The purpose of this amendment is to:

- extend the end date of the project period from 08/31/2022 to 02/28/2023 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 08/03/2020 through 02/28/2023, 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 5/30/2023. If the GRANTEE fails to submit a complete final request for reimbursement by 5/30/2023, 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: 09/13/2022

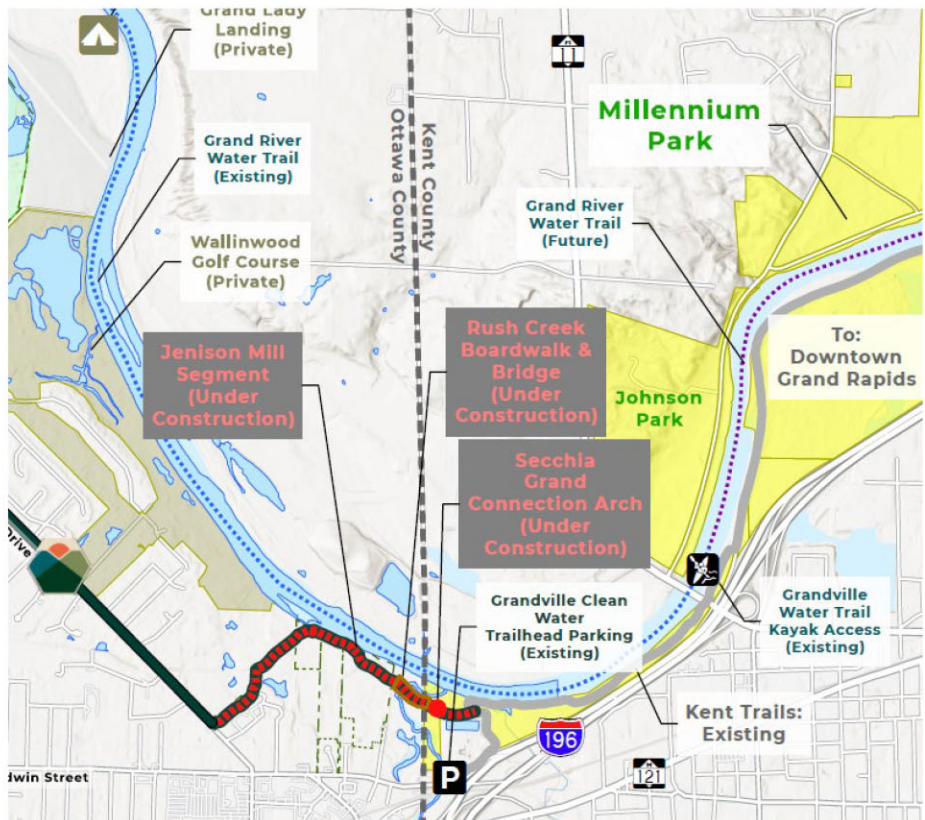
By: _____



Project: Idema Explorers Trail – Jenison Mill Segment

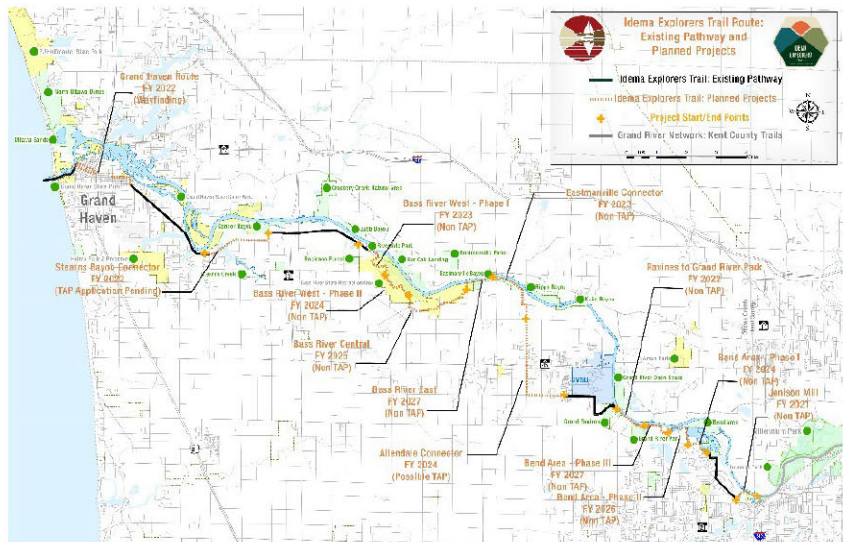
- **Parks Initiative:** Grand River Greenway – Idema Explorers Trail
- **Parks Plan/Strategic Plan/Master Plan Reference (where applicable):** 2021 Parks Plan 161-163; Appendix L-4 (Project D54)
- **Budget:** \$1,413,136 (*This number now reflects contracted construction costs*)
- **Committed Funding:**
 - Ottawa County Parks Millage (Committed): \$200,000
 - Ottawa County General Fund - \$180,000
 - Georgetown Township - \$337,500 (committed)
 - Michigan Natural Resources Trust Fund (Committed): \$300,000
 - **Ottawa County Parks Foundation – Grand River Greenway Fund (Committed): \$395,636**

- **Location:** Georgetown Township, Ottawa County (Senate District 30, State House District 88)
- **Summary:** This 1-mile segment will be the final connection from a 2-mile existing segment of the Idema Explorers Trail in Georgetown Township to the existing trail system in Kent County. As a result, bike/pedestrian users from the dense neighborhoods in this area will be connected to 100-miles plus of trails in Kent County, including connections to Millennium Park, Kent Trails, downtown Grand Rapids, the Grand Rapids riverfront, as well as several other trails.



Additionally, users from Kent County will have access to Bend Area Park in Georgetown Township, which features over 4 miles of hiking trails with Grand River access.

- **Status:** Construction underway.



(background below in *italics*)

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 # 223



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 1/18/2023

Vendor/3rd Party: 2023 MEETING DATES

Requesting Department: PARKS AND RECREATION

Submitted By: JENNIFER SHARABIDZE

Agenda Item: 12A OTTAWA COUNTY PARKS & RECREATION COMMISSION MEETING DATES

Suggested Motion:

To establish the 2023 meeting dates.

Summary of Request:

Wednesday January 18, 2023, at 3:00 p.m.

Wednesday February 15, 2023, at 3:00 p.m.

Wednesday March 22, 2023, at 3:00 p.m.

Wednesday April 19, 2023, at 3:00 p.m.

Wednesday May 24, 2023, at 3:00 p.m.

Wednesday June 21, 2023, at 3:00 p.m.

Wednesday July 19, 2023, at 3:00 p.m.

Wednesday August 23, 2023, at 3:00 p.m.

Wednesday September 20, 2023, at 3:00 p.m.

Wednesday October 18, 2023, at 3:00 p.m.

Wednesday November 15, 2023, at 3:00 p.m.

Wednesday December 20, 2023, at 3:00 p.m.

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:

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date:

Ottawa County Parks & Recreation Commission

Commission Board Meeting	Commission Meeting	Planning Committee	Community Engagement Committee	Finance & Policy Committee	Executive Committee
Month	2nd to last Wednesday 3:00 p.m.	1st Tuesday 3:00 p.m.	every other month 2nd Tuesday 3:00 p.m.	every other month 2nd Tuesday 3:00 p.m.	Monday before packet release 3:00 p.m.
Jan	1/18/2023				1/10/2023
Feb	2/15/2023	2/7/2023	2/14/2023		2/6/2023
Mar	3/22/2023	3/7/2023		3/6/2023	3/13/2023
Apr	4/19/2023	4/4/2023	4/11/2023		4/10/2023
May	5/24/2023	5/2/2023		5/9/2023	5/15/2023
Jun	6/21/2023	6/6/2023	6/13/2023	6/14/2023	6/12/2023
Jul	7/19/2023			7/11/2023	7/10/2023
Aug	8/23/2023	8/1/2023	8/8/2023		8/14/2023
Sep	9/20/2023	9/5/2023		9/12/2023	9/11/2023
Oct	10/18/2023	10/3/2023	10/10/2023		10/9/2023
Nov	11/15/2023	11/7/2023		11/14/2023	11/6/2023
Dec	12/20/2023		12/12/2023		12/11/2023

OTTAWA COUNTY PARKS AND RECREATION COMMISSION PLANNER 2023

2023 COMMISSION AND COMMITTEE MEETING DATES Please check the calendars below for any exceptions to the rules.

COMMISSION	STARTING	ENDING	RULE
PARKS & REC COMMISSION	1/18/2023	12/20/2023	SECOND TO LAST WEDNESDAY AT 3:00 P.M.
PLANNING COMMITTEE	2/7/2023	11/7/2023	FIRST TUESDAY AT 3:00 P.M.
COMMUNITY ENGAGEMENT COMMITTEE	2/14/2023	12/12/2023	SECOND TUESDAY OF EVERY OTHER MONTH AT 3:00 P.M.
FINANCE & POLICY COMMITTEE	3/6/2023	11/14/2023	SECOND TUESDAY OF EVERY OTHER MONTH AT 3:00 P.M.
EXECUTIVE COMMITTEE	1/10/2023	12/12/2023	MONDAY BEFORE PACKET RELEASE AT 3:00 P.M.
COUNTY BOARD OF COMMISSIONERS	1/10/2023	12/26/2023	SECOND TUESDAY AT 9:00 A.M., FOURTH TUESDAY AT 6:30 P.M.*
COUNTY PLANNING COMMITTEE	2/7/2023	12/5/2023	FIRST TUESDAY AT 9:00 A.M.*

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
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JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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*County Board dates are indicated by red text.

November Parks Commission moved up one week to avoid Thanksgiving Holiday travel

No Parks Planning Committee meeting in December

Parks Finance and Policy Committee – several non-typical meeting dates and times for annual budget preparation and to avoid other committees' meetings. These include March and June.

Action Request

Electronic Submission – Request # 224



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 1/18/2023

Vendor/3rd Party: OTTAWA COUNTY PARKS FOUNDATION

Requesting Department: PARKS AND RECREATION

Submitted By: JASON BOERGER

Agenda Item: 12B OTTAWA COUNTY PARKS FOUNDATION GRAND EXPLORERS' TRAIL RACE EVENT AND FUNDRAISER

Suggested Motion:

To authorize staff to issue a special use permit to the Ottawa County Parks Foundation to host a run on the Idema Explorers Trail in June of 2023 and annually thereafter for at least 3 years total.

Summary of Request:

As authorized in the overarching MOU between the Ottawa County Parks Commission and the The Ottawa County Parks Foundation (Foundation), the Foundation will host the Grand Explorers' Trail Race on June 24, 2023, starting at 8:00 a.m. The 5k and 10k run will take place on the Idema Explorers Trail and park trails between and at Grand River Park and Grand Ravines Park. The race hub will center around the picnic building at Grand River Park where check-in and timing will occur. The purpose of the event will be to raise funds for, and awareness of, Grand River Greenway and the Ottawa County Parks Foundation while encouraging outdoor recreation and exposing new users to the opportunities available on the Idema Explorers Trail and at Grand River and Grand Ravines Parks. Revenue generated by registration fees, donations, and merchandise sales will benefit the Ottawa County Parks Foundation.

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 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. 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 &
Recreation Commission

Special Use Permit

Date: 01/11/2023 **Organization:** Ottawa County Parks Foundation

Contact Name: Angela Miller-Niarhos **Phone:** 616.215.6544

Email: angela@ottawacountyparksfoundation.org **Website:** ottawacountyparksfoundation.org

Address: PO Box 314, West Olive, MI 49460 **SS# or EIN:** 81-1601681

Event Name: Grand Explorers' Trail Race **Per Participant:** \$35

Event Description: (see full event description below)

The Ottawa County Parks Foundation and the Ottawa County Parks Commission are partnering to host a 5k and 10k run on the Idema Explorers Trail and park trails between and at Grand River Park and Grand Ravines Park on June 24, 2023, starting around 8 am. The Ottawa County Parks Foundation will be the coordinator of this event with event day logistical support and the event venue to be provided by the Ottawa County Parks Commission. The race will be held on both paved trails and trails with unimproved surfaces. The race hub will center around the picnic building at Grand River Park where check-in and timing will occur. The purpose of the event will be to raise funds for, and awareness of the Ottawa County Parks foundation while encouraging outdoor recreation and exposing new users to the opportunities available on the Explorers Trail and at Grand River and Grand Ravines Parks. Revenue generated by registration fees, donations, and merchandise sales will benefit the Ottawa County Parks Foundation.

Measurables, the event will be considered a success if:

- The net proceeds that benefit the Parks Foundation exceeds expenses in the first year and increases by 10% in each years two and three.
- The presence of the event does not have a significant negative impact on the park trails nor the ability of others to use the trails following the event.

Agreement Period: 2023, 2024, 2025

Proposed 2023 Date/Times:

June 24, 2023 8am to 12pm

Participant Ages Classes: Under 15, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75+

Minimum Enrollment: 20 **Maximum Enrollment:** 500

Marketing Plan:

Race websites: grandexplorerstrailrace.com and runsignup.com (for registration)

Supplemental Websites & Social Media: ottawacountyparksfoundation.org and miottawa.org/Parks

- Website placements to be requested – sponsors, running clubs, event directories, WAWL radio, and other media outlets as able
- The GET race website will also have a page linking directing to the general donations page of the OC Parks Foundation website.
- Flyers to be placed at both parks and NEC and at sponsor's businesses, and run clubs
- Promoted in OC Parks Foundation newsletters
- Press release through OCP the month before
- Flyers at the OC Parks Foundation Breakfast/Lunch event the week prior

TERMS

1. Ottawa County Parks Foundation is responsible for all program planning, special equipment desired, and set-up requirements prior to the event unless otherwise agreed to in writing by both parties.
2. No compensation will be issued to Ottawa County Parks Foundation for purchases without prior approval of OCP Coordinator and subject to approved invoicing from the Provider.
3. Ottawa County Parks Foundation is responsible for communication with all participants regarding cancellations, postponements, etc. Ottawa County Parks will provide a current registration list 14 days prior to the event. Events times and dates may not be changed without the consent of the Ottawa County Parks Coordinator. If the event must be cancelled due to an Ottawa County Parks Foundation illness or emergency, the Ottawa County Parks Foundation must notify participants and Ottawa County Parks staff.
4. The Ottawa County Parks Foundation will provide a race director/coordinator and volunteers to facilitate the planning and implementation of the event.
5. Ottawa County Parks Foundation shall submit an event outline or plan and budget. At the conclusion of the event Ottawa County Park Foundation may be required to submit an evaluation of the program to the Ottawa County Parks Coordinator.
6. In the event of an accident or injury during a program or activity, the Ottawa County Parks Foundation will immediately notify Ottawa County Parks Coordinator and submit a department incident report to Ottawa County Parks Coordinator by noon of the next business day.
7. All advertisement material to promote the event must be approved by the Ottawa County Parks Community Engagement Coordinator and deemed appropriate per Ottawa County Parks current marketing strategy. All advertisements must include the Ottawa County Parks Logo.
8. Ottawa County Parks Foundation sets all participant fee amounts.
Notwithstanding the provisions above, neither of the parties shall be held responsible for cancellations caused by inclement weather, mechanical failure, riot, crime, acts of God or other conditions beyond the parties' control. Should a cancellation of a scheduled activity or use occur, the parties pledge to work cooperatively to reschedule the cancelled event.

9. Non-Exclusive: Ottawa County Parks does not agree to utilize the Services of Ottawa County Parks Foundation exclusively. Nothing in this permit prohibits Ottawa County Parks from working and contracting with other Program Instructors/Service Providers. Likewise, Ottawa County Parks Foundation is free to contract for similar services to be performed for others during the term of this Agreement. Ottawa County Parks Foundation agrees that such other services shall not impair, impede, or conflict in any way with the services provided under this permit.
10. This permit is issued by Ottawa County Parks and Recreation Commission to the Ottawa County Parks Foundation. It is agreed that the terms, as outlined above, are to be honored by both parties and that failure to act in the manner as provided shall result in the violation of this permit and its potential termination of this permit at the option of Ottawa County Parks and Recreation.

(Signature) Anita Yoder, President, Ottawa County Parks Foundation Date _____

(Signature) Jason D. Shamblin, Director, Parks & Recreation Commission Date _____

Coordinator : _____ Date: _____
Email: _____ Phone (o) _____(c) _____

Grand Explorers' Trail Race

Grand River Park to Grand Ravines Park, 10K, 5K, 1-Mile Fun Run/Walk (Allow dogs?)

Race Description

Purpose:

- Generate enthusiasm and awareness for the Idema Explorers Trail/Grand River Greenway and the new recreational opportunities it provides.
- Fundraiser for OC Parks Foundation
- Potential as a cultivation event

Create a fun event celebrating our amazing OC Parks, the Grand River Greenway, and Idema Explorers Trail while highlighting parks are for everyone. With the location of both parks, it could be an event that would bring together Ottawa and Kent County runners, organizations, and businesses. The location to GVSU is also helpful for promotion.

How will this event relate to the Foundation's mission?

It will be a fundraising event and because of its central location in the county, it will bring people together from west and east sides of the county. It will highlight the contributions of the Foundation to the overall mission of OC Parks. Hopefully, it raises awareness to a wider community. It may also highlight the contribution of the Idema Foundation and provide inspiration to others.

The vision is to have a family-friendly event that would also be appealing to more hardcore runners, both road and trail. Keep the event festive with music and food provided after the race. Fruit and bagels or donuts would be provided to participants and three food (coffee/drinks) trucks will provide food for purchase. Select businesses and organizations will have informational/educational tables (Friends of OC Parks, Be Nice, Still I Run, Trail Sisters, and more). Participants can run/walk the race, eat, drink, learn about participating organizations, and explore the parks including a short nature program provided by OC Parks (?).

Mission:

- Bring awareness/excitement for Trails & Grand River Greenway
- Highlight the Joy of being in Nature
- Importance of parks for mental and physical health
- Parks are for everyone, be inclusive, keep them accessible for all
- Trails connecting communities
- Bridging Community to Nature

If done successfully, it could be a reoccurring event that could grow as the Idema Explorers Trail grows building to a marathon length race and/or at some point include a kayaking or biking portion.

Build an event committee that would include people from different communities to help assure wider buy in of the event from their respective social groups.

Estimated Expenses: \$10,500

General Race Information

Race Distances

There will be two distance options, a 5K and a 10K, as well as a kids' fun run of approximately one mile. Please bear in mind that trail races are generally not wheel-measured exact distances and these courses are no exception. The actual distances will be more like 3.5 and 6.5 miles, although the distance your running watch may measure can vary significantly as GPS signals don't work as well in the woods.

Starting Time

Both races will start at 8am. The kids' fun run will begin at 8:15am.

Trail Conditions

This is a trail race but there is a significant part of the trail along the river that is paved. For the 5K, this amounts to about two miles that will be paved. For the 10K, it will be about 2 to 2.5 miles that are paved. The rest of the trail will be dirt or grass complete with roots and uneven ground, and if it rains significantly, could be muddy. The 10K includes some steps.

Course Descriptions

5K - The 5K is a mostly flat course that starts out on dirt and does a loop by the lake in the Grand River Park before heading out to the paved trail by the Grand River. It then follows the Idema Explorers' Trail by the river until it gets to the lodge at Grand Ravines Park. There is a hill to navigate as you go around the lodge (where there will be an aid station and bathrooms) before heading back to the river trail where you came from. Once you get back to Grand River Park you will navigate a short dirt section of trail before crossing the finish line.

10K - The 10K course will challenge you with some hills and stairs as you wander further into Grand Ravines Park. The start of the course will mirror the 5K course until you reach the Grand Ravines Lodge. At that point, the 10K course will branch out and continue to climb the hill behind the lodge. You will then follow the edge of the woods until you cross the park entrance road and head down towards the dog park. You will follow the edge of the dog park and cross the parking lot for the dog park (where there will be an aid station and bathrooms) before running around to the east of the dog park and heading back into the woods. You will then cross the suspension bridge and descend the East Ravine stairs down onto the Statema Woodland Trail. From there you will get back on the Idema Explorers' trail and head back to Grand River Park. When you get to Grand River Park, your work is far from done as you will have two big climbs and descents to conquer before heading to the finish line.

Strollers

No running strollers will be allowed due to the narrowness of parts of the trail and the significant portions that are not on pavement.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made effective as of this 2nd day of October 2019, by and between OTTAWA COUNTY PARKS AND RECREATION COMMISSION, 12220 Fillmore Street, West Olive, MI 49460, ("Parks Commission"), a Michigan municipal entity and OTTAWA COUNTY PARKS FOUNDATION, 13631 Johnson Street, Grand Haven, MI 49417, (the "Foundation"), a Michigan nonprofit corporation. The Parks Commission and Foundation are sometimes hereinafter referred to as a "Party" or, collectively, as the "Parties."

RECITALS

- A. The Parks Commission has an interest in purchasing and developing parcels of real property located in Ottawa County for the purposes of enhancing the quality of life in Ottawa County by providing outstanding open spaces, recreational areas, parks and trails; and
- B. The Foundation is a Michigan non-profit corporation, which is also a federal 501(c)(3) organization for tax purposes and is organized for the public purpose of raising funds to be used for the improvement, expansion and promotion of open spaces, recreational areas, parks and trails owned by Ottawa County and operated by the Parks Commission (collectively, "Ottawa County Parks"); and
- C. The Foundation will receive and administer funds for Ottawa, plus assist in cooperative projects with the Parks Commission and other governmental, community or private entities to promote the enjoyment and use of Ottawa County Parks; and
- D. The Foundation has a need for certain record-keeping and clerical services; and
- E. It is the Parties' intent to set forth each Party's individual and joint responsibilities, rights, obligations, and duties in this Memorandum of Understanding

In consideration of the mutual promises contained in this Memorandum of Understanding, the Parties agree as follows:

I. COOPERATION AND PLANNING

The Parties agree to work together to develop and promote Ottawa County Parks. The Pledge of Cooperation includes the following:

- A. Throughout the duration of this Memorandum of Understanding, the Parks Commission shall select from its membership a person who shall serve as a Director on the Foundation's Board of Directors ("Commission Director").

- B. The Parks Commission shall determine the term of the Commission's Director and shall have the authority to withdraw and/or replace the Commission's Director at any time by written notice to the Foundation.
- C. The Parks Commission and the Foundation agree that the Parks Commission's Parks Director ("Parks Director") and such other staff member ("Staff") may attend the Foundation Board of Director's Meetings and/or Foundation Board of Director committee meetings. The Parks Director shall not be entitled to vote at any of the Foundation Board of Director's Meetings.

II. INDIVIDUAL ROLES

- A. The Foundation and the Parks Commission are separate legal entities. Neither the Foundation nor the Parks Commission has the authority to bind, commit, or otherwise represent the other Party unless agreed to in writing or stated otherwise in this Memorandum of Understanding.
- B. The Foundation shall have sole authority and control over its administration including, but not limited to investment and distribution policies and procedures.
- C. The Parks Commission shall have the sole authority and control over the Ottawa County Parks system including: land acquisition, physical development, maintenance, operation, all departmental operating, special revenue and Capital Improvement Program (CIP) budgets, including any funds granted by the Foundation, and appropriated by the Board of Commissioners pursuant to a grant or agreement.
- D. The Foundation shall conduct fundraising and promotional activities to encourage individual, corporate, and non-profit organization support for the Ottawa County Parks.
- E. The Parks Commission shall assist the Foundation in its fundraising efforts when deemed appropriate by both Parties.

III. FUNDRAISING

- A. The Parties shall comply with all applicable federal, state, and local laws and regulations regarding fundraising.
- B. The Parks Director and the President of the Board of Directors of the Foundation shall meet at least annually to review and coordinate their respective fundraising strategies, including potential target projects and highlighted donors, with updates as necessary throughout the year.
- C. The Parks Director and the Foundation Board of Directors shall meet at least annually to review and agree upon a list of promotional, acquisitions and development projects to be presented to potential donors. Such projects shall be consistent with the Parks Commission's plan, as approved by the Ottawa County Board of Commissioners.

- D. The Foundation may host fundraising events at County Parks, pending availability and with the approval of the Parks Director. The Parks Director may waive the any fees or charges for use of grounds, facilities or staff at such events.
- E. The Foundation may accept funds without the approval of the Parks Commission and/or Parks Director when the funds are not restricted or subject to contingencies of use by the Parks Commission.
- F. The establishment of any donor-directed fund or project, or any named fund or projects is subject to the approval of the Parks Director.
- G. The Parks Commission and the Parks Director have or may develop relationships with individuals and organizations with an interest in supporting the County Parks and may also engage in fundraising for specific projects.
- H. The Parks Director, or designee, will be informed of and/or involved in the planning of large-scale events or fund-raising activities.
- I. If it is not possible for the Parks Commission to follow through in honoring the donor intent of any funds received by the Foundation, the Foundation will be responsible for returning the funds to the donor.

IV. FOUNDATION ADMINISTRATIVE AND GENERAL OPERATIONS FUNDING

- A. Upon the receipt of restricted funds, the Foundation may retain for administrative purposes an amount equal to the fundraising costs incurred by the Foundation and general administrative/operation costs of the Foundation, under the following conditions:
 - 1. The restricted funds are received as a result from fundraising efforts led by a non-Parks Commission designated Board Member; and
 - 2. The donor(s) are advised and aware that the use of the restricted funds will be for designated purpose inclusive of development costs, construction costs and maintenance costs associated with the project; and
 - 3. The donor(s) are advised and are aware of that the use of restricted funds in part will also be for fundraising costs and administrative/operation costs of the Foundation.
- B. In the event the restricted funding received does not cover the amount set aside for fundraising and administrative/operation purposes in addition to the final development and construction costs of the project, the Foundation may retain for fundraising and administrative/operation purposes an amount not to exceed the amount of the restricted funding less final development and construction costs.

V. GRANT AWARD AND FUND DISBURSEMENT

- A. The Foundation acknowledges that it administers different types of gifts for the benefit of Ottawa County Parks:
1. **Temporarily Restricted Gifts**, defined as gifts that are not perpetual in duration and are intended to be expended for a specific purpose over a specified period of time; and
 2. **Endowment, or Permanently Restricted Gifts**, defined as gifts of which the principal funding may not be expended and only the income generated from the principal in the form of interest may be available for release.
- B. In order to ensure and demonstrate compliance with donor intent, the Parties agree to the following funding procedure:
1. The Parks Commission shall submit a formal written grant request to the Foundation for Board approval. This request shall include the following:
 - i. Amount requested; and
 - ii. Purpose for funding; and
 - iii. Requested schedule for disbursements.
 2. As a part of its approval process, the Foundation will ensure and document that the request complies with any donor intentions or restrictions associated with the selected funding source.
 3. Following grant request approval by the Foundation, the Parks Commission shall submit an invoice for request of payment according to the schedule approved by the Foundation.
 4. The Foundation shall remit payment according to the Parks Commission's invoice within 30 days of the invoice date.
 5. Following the completion of the acquisition, construction, installation, or other project, the Parks Commission shall submit a report to the Foundation detailing the work completed within 60 days to the Foundation.

VI. RECORD KEEPING AND REPORTING

- A. The Foundation will account for and manage invoices and reminders to donors for the collection of pledges and processing tax deduction communications and paperwork.
- B. The Foundation will develop internal procedures detailing methods for gift acceptance and funding disbursements, to the extent that they are not in conflict with this Memorandum of Understanding.
- C. The Foundation will notify the Park Director immediately in the event of donation deferrals or cancellations of pledges.

- 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.
- E. Prior to the approval of the Foundation's Annual Budget, the Foundation and the Parks Commission will reconcile and affirm pledges received and pledges receivable.
- F. The Ottawa County Parks Department shall provide such record-keeping and clerical services to the Foundation as agreed to by the President of the Board of Directors of the Foundation and the Parks Director. Notwithstanding such assistance, all records of the Foundation in the custody and control of the Parks Commission or employees of the Ottawa County Parks Department shall remain records of the Foundation and shall be retained as "confidential" by the Parks Commission and the Ottawa County Parks employees and other Ottawa County employees who have access thereto.

VII. MARKETING

- A. Parties agree that the Ottawa County Seal, the Ottawa County Parks logo and any affiliated logos may only be used for Foundation promotional activities or fundraising purposes and only at the discretion and approval of the Parks Director. The Foundation shall be entitled to use its logo with regard to the Foundation promotional activities and/or for fundraising and such other Foundation activities and purposes consistent with and authorized by its Articles of Incorporation and Bylaws.

VIII. ANCILLARY AGREEMENTS

- A. The Parties by written agreement may create ancillary agreements, on a case-by-case basis, to support projects and other activities as needed to accomplish the purposes as articulated in under the Recitals section of this document. The contents of such agreement may include but are not limited to the following:
 - 1. Timing of payments
 - 2. Project timing
 - 3. Marketing
 - 4. Indemnification
 - 5. Cash flow

IX. SUPPORT

- A. The County shall provide the Foundation with office space and office supplies and clerical assistance in amounts mutually agreed.
- B. Out of unrestricted or gifts amounts earmarked for "administration," the Foundation may provide the County grants for purposes of reimbursing the County for the support

provided under Section "A," above as well as planning and other services of the Parks Department for the Ottawa County Parks.

X. MISCELLANEOUS

- A. **Status as an Independent Contractor:** The parties agree that this MOU shall be deemed to give rise to an independent contractor relationship and under no circumstances shall it in any way be construed as giving rise to a joint venture, common enterprise or any employer/employee relationship among the Foundation, the Parks Commission and/or Ottawa County or any of their officers, employees, or subcontractors.
- B. **Entire Agreement:** This MOU represents the entire understanding between the parties and supersedes all prior or contemporaneous negotiations, representations or agreements, whether written or oral. This MOU may be amended only by written instrument signed by the authorized representatives of the Foundation and the Parks Commission.

XI. DURATION

The duration of this MOU will be for (1) one year from the date of its execution and will automatically renew for successive (1) one-year terms unless either Party elects to modify or terminate the agreement. Either Party may propose modifications or terminate the agreement with or without cause by providing (90) ninety days written notice to the other Party.

OTTAWA COUNTY PARKS AND RECREATION COMMISSION

By: 
David VanGinhoven

Its: President

OTTAWA COUNTY PARKS FOUNDATION

By: 
Bobbi Sabine

Its: President

September 13, 2019

Action Request

Electronic Submission – Request # 226



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 1/18/2023

Vendor/3rd Party: OTTAWA COUNTY PARKS

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: 12C OTTAWA COUNTY PARKS COMMISSION STAFFING
REALIGNMENT

Suggested Motion:

Approve Parks Commission staffing realignment and appropriate funding, pending review and approval of the County Administrator, HR and the Board of Commissioners and authorize staff to take such actions as are necessary to implement the intent of the Commission in these matters.

Summary of Request:

The Ottawa County Parks and Recreation Commission (OCPRC) was established in 1987 by the Ottawa County Board of Commissioners. OCPRC's expressed goal for the park system is to provide the highest quality recreational experience possible through creative park design, high quality programs, and by implementing exacting standards for parks maintenance and facility construction. This goal has been pursued through the diligent efforts of park staff in all aspects of park planning, administration, programming, and park maintenance and operations.

The basic structure for park operations was established in 1990. In 2019 the organization experienced a leadership change when the first Director retired after 32 years. 2020 Census data shows that Ottawa County has been and continues to be the fastest growing county in the state.

In light of the increased use of the Parks as a result of Covid-19 pandemic and in preparation for their first department-wide Strategic Master Plan, OCPRC sought a consultant to assess the current staffing and organizational structure of the department.

To that end, a request for proposals was published seeking a consultant to perform an assessment of current staffing and organizational structure. Although several proposals were received, the only proposal offering a comprehensive staffing analysis was more than \$30,000 over budget.

As a result, hiring a consultant was tabled as similar information can be gathered during the upcoming strategic plan. In the meantime, staff have conducted an internal survey and the Parks Management team, which includes representatives from all division analyzed the current staffing levels and structure. (See attached Summary and Analysis of a Group Discussion of Park Managers October 24, 2022).

Additionally, in recent weeks the Head Naturalist resigned, providing an opportunity to evaluate the current structure of the Community Engagement Division to better serve the residents of Ottawa County now and in the future. Staff have been collaborating with Human Resources Staff to work the proposed realignment. See attached current organizational chart and proposed organizational chart.

The proposed changes have been summarized below:

- Head Naturalist- Vacant, unclassified, Exempt, Pay Grade 9. Updated job description and renamed.
- Naturalist, Group T, Pay Grade 8. Change to Unclassified, Exempt, Pay Grade 9 - Program Supervisor with updated job description.
- Nature Center Secretary, Group T, Pay Grade 2. Change to Secretary, Pay Grade 3 and reassign to work under the Administrative Assistant.
- Communications Specialist - Vacant unfunded, unclassified, Exempt, Pay Grade 9. Update job description and reclassify to unclassified, exempt, pay grade 8 and fund the position.

The estimated costs as calculated by the Human Resources Department for the proposed reorganization is: \$95,009.85 per year.

Financial Information:

Total Cost: \$95,009.85

Parks Fund Cost: \$95,009.85

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:

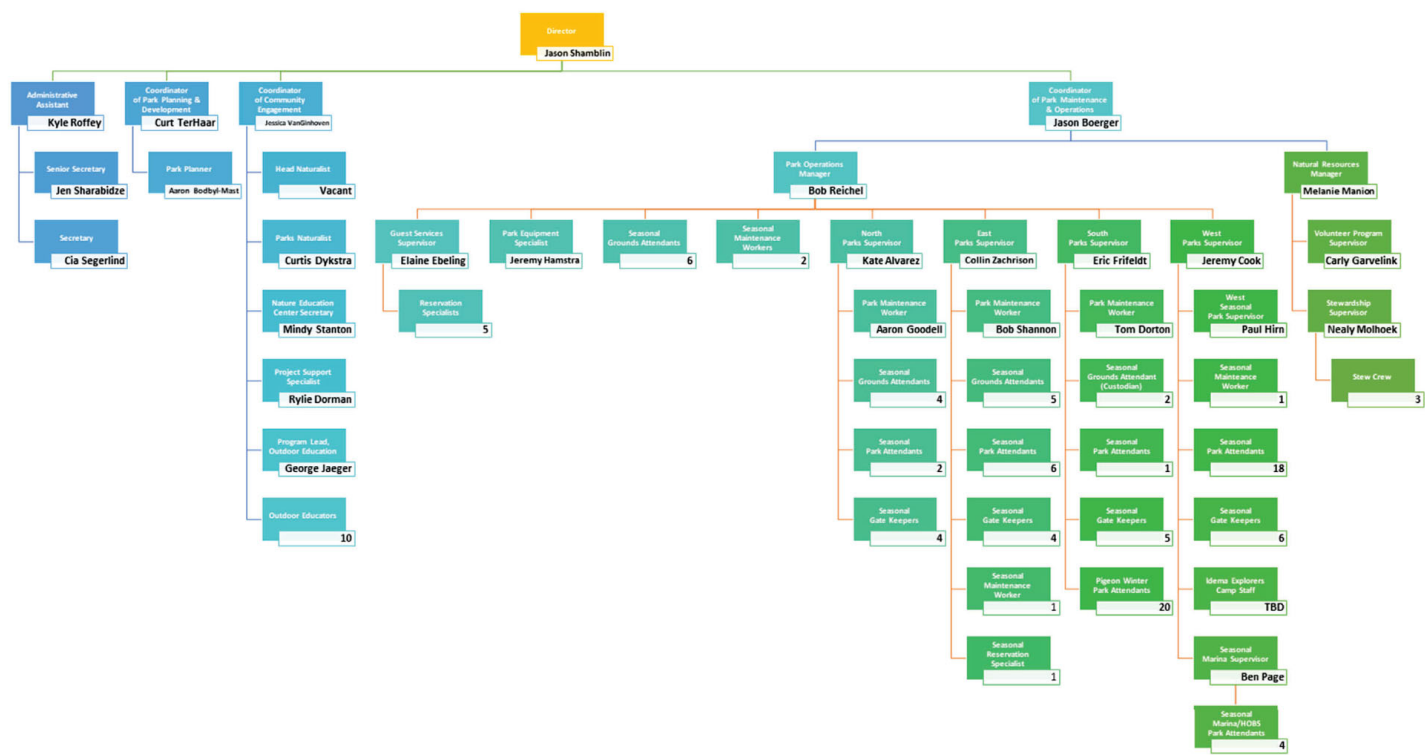
Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date:

Participants: Jason Shamblin, Jason Boerger, Jessica VanGinhoven, Curt TerHaar, Jennifer Sharabidze, Bob Reichel, Melanie Manion, Kristin Hintz, Aaron Bodbyl-Mast

<u>Priority</u>	<u>Challenge</u>		<u>Initial Strategies</u>
1	Marketing/Communications - Graphics/Signage		Hire Full-time person
2	General Maintenance - Cleaning Invasive Removals Reservation Support		Work with HR on classification revisions for critical seasonal workers
3	Administrative Support - Operations - Community Engagement		Evaluate Administrative Staff Structure and Assignments for Efficiency and Effectiveness
4	Money		Hire Development Person (Foundation) Cost Recovery (fees) Increase Millage Automation Partnerships

Organizational Chart



Proposed Organization Chart – Ottawa County Parks & Recreation
December 2022

