



**Ottawa County Parks &  
Recreation Commission**

*Jason D. Shamblin  
Director*

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*Kelly N. Rice  
President*

May 17, 2024

**NOTICE OF MEETING**

Dear Commission Member:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, May 22, 2024**, at **3:00 pm** at the Ottawa County Fillmore Street Complex, 12220 Fillmore St., West Olive, MI in the Board Room.

Additional public viewing will be offered via YouTube by visiting <https://www.youtube.com/@OttawaCountyParks/streams>. Public comment will be received in-person only.

The agenda for the meeting is attached for your review.

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

Sincerely,

A handwritten signature in blue ink that reads "J. D. Shamblin".

Jason D. Shamblin  
Parks and Recreation Director

JDS/jls

Enclosures

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*Kelly Rice, President · Jane Longstreet, Vice President · Linda McAffrey, Secretary · Cheryl Clark, Treasurer  
Roger Belknap · Joe Bush · Bruce Greenlee · Lukas Hill · Allison Miedema · Jim Miedema · Paul Sachs*

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

Ottawa County Parks and Recreation Commission  
May 22, 2024 3:00 p.m.  
Regular Meeting Agenda  
Public Access is provided via YouTube at:  
<https://www.youtube.com/@OttawaCountyParks/streams>

**Mission Statement:**  
*The Ottawa County Parks and Recreation Commission enhances quality of life for residents and visitors, by preserving parks and open spaces and providing natural resource-based recreation and education opportunities.*

1. Call to Order by President
2. Roll Call: Rice  
Longstreet  
McAffrey  
Belknap  
Bush  
Greenlee  
Hill  
A. Miedema  
J. Miedema  
Sachs
3. Absences (excused/unexcused)
4. Additions/Deletions to Agenda
5. [Approval of Minutes of Previous Meeting](#)
  - a) Approve the minutes of the Commission's April 17, 2024 regular meeting.
6. [Communications](#)
  - a) Correspondence from Donn Werling
7. Public Comment (Public comments limited to 3 minutes)
8. [Staff Reports](#)
  - a) Director's Report
  - b) Park Operations Report
  - c) Planning and Development Report
  - d) Community Engagement Report
  - e) Natural Resources Management Report
  - f) Development Report
  - g) Strategic Plan Progress Report
9. [Committee Reports](#)
  - a) Executive Committee – May 13, 2024 Meeting Report (*verbal*)
  - b) Planning Committee – April 16, 2024 and May 7, 2024 Meeting Notes
  - c) Finance and Policy Committee – May 14, 2024 Meeting Notes
  - d) Ottawa County Parks Foundation Update (*verbal*)

10. Old Business: *None*

11. New Business

a) [Annual Motor Vehicle Permits for Lakeshore Advantage Summer Intern Program](#)

Suggested Motion: *To approve the disbursement of 120 Motor Vehicle Permits for the Lakeshore Advantage Summer Intern program at no cost. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

b) [Annual Grant Distribution from Nature Education Center Endowment Fund at Grand Haven Area Community Foundation](#)

Suggested Motion: *To approve a request for the allowable annual grant distribution from the Nature Education Center (NEC) Endowment Fund at Grand Haven Area Community Foundation (GHACF) in the amount of \$4,472.00 to the Ottawa County Parks Foundation. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

c) [Sheldon Landing and Holly Drive Trash Pickup](#)

Suggested Motion: *To authorize staff to include trash pickup Memorial Day – Labor Day at Sheldon Landing and Holly Drive a maximum of 2 times per week. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

12. Agenda Items for Next Meeting

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

14. Commissioners Prerogative

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

16. Upcoming meeting date(s):

June 19, 2024

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment

## Regular Meeting of the Parks and Recreation Commission

*Proposed Minutes*

**Date:** April 17, 2024

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

**Place:** Board Room, Fillmore Complex

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

**Absent:** Jim Miedema

**Staff:** Jason Shamblin, Director; Jason Boerger, Coordinator of Park Maintenance and Operations; Curt TerHaar, Coordinator of Park Planning and Development; Glenn Bosch, Coordinator of Fund Development & Major Gifts; Nealy Molhoek, Coordinator of Natural Resources Management; Kyle Roffey, Administrative Assistant; Jessica VanGinhoven, Coordinator of Community Engagement

**Guests:** Melissa DeWitt

### Motions

#### **Approval of Minutes**

PR 24-34      Motion:      To approve the minutes of the Commission's February 21, 2024 and March 20, 2024 regular meetings.

Moved by:    Longstreet                      Supported by: Bush                      Unanimous

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

PR 24-35      Motion:      To approve and authorize staff to execute the amendment to the Bend Area Expansion Phase III Trust Fund Grant agreement pending review and approval from Corporation Counsel and the Board of Commissioners. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

Moved by:    McAffrey                      Supported by: Hill                      Unanimous

#### **Ottawa Sands/Harbor Island Coastal Resilience Project**

PR 24-36      Motion:      To recommend to the Board of Commissioners that a contract for engineering services with GEI be approved for Ottawa Sands/Harbor Island for a not to exceed amount of \$274,864 with an option to authorize \$124,950 in additional work at Ottawa Sands at a future date.

Moved by:    Hill                      Supported by: Bush

Yeas: Longstreet, McAffrey, Greenlee, Bush, Hill, Sachs, Belknap, A. Miedema

Nays: None      Abstained: Rice                      Motion passed 8 to 0

**To go into Closed Session**

PR 24-37      Motion:      To go into Closed Session per Section 8d of the Open Meetings Act.  
Moved by:    A. Miedema      Supported by: McAffrey      Unanimous

**To Rise from Closed Session and Adjourn**

PR 24-38      Motion:      To Rise from Closed Session and Adjourn.  
Moved by:    McAffrey      Supported by: Longstreet      Unanimous

**Other Items Discussed**

4. Additions/Deletions to Agenda:

None

5. Approval of Minutes

The proposed minutes of the Commission's March 20, 2024 regular meeting.

6. Communications:

- a) Mountain Biking at NOD
- b) Dune Trespass Letter

7. Public Heard:

Melissa DeWitt of Fruitport, MI

8. Staff Reports

a) Director

The Commission accepted the Director's Report as written.

b) Park Operations

The Commission accepted the Parks Operations Report as written.

c) Planning and Development Report

The Commission accepted the Planning and Development Report as written.

d) Community Engagement Report

The Commission accepted the Community Engagement Report as written.

e) Natural Resources Management Report

The Commission accepted the Natural Resources Management Report as written.

f) Development Report

The Commission accepted the Development Report as written.

g) Strategic Plan Progress Report

The Commission accepted the Strategic Plan Progress Report as written.

9. Committee Reports

a) The Commission accepted the Executive Committee April 8, 2024 verbal report.

b) Commission accepted the Community Engagement Committee meeting report of April 9, 2024 as written.

c) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.

10. Old Business

None

11. New Business

- a) The Parks Commission approved and authorized staff to execute the amendment to the Bend Area Expansion Phase III Trust Fund Grant agreement pending review and approval from Corporation Counsel and the Board of Commissioners.
- b) The Parks Commission reviewed the Presentation of Resident Scientific Survey Results from Probolosky Research.
- c) The Parks Commission approved the recommendation to the Board of Commissioners that a contract for engineering services with GEI be approved for Ottawa Sands/Harbor Island for a not to exceed amount of \$274,864 with an option to authorize \$124,950 in additional work at Ottawa Sands at a future date.

12. Agenda Items for Next Meeting

13. Public Heard

None

14. Commissioners Heard

15. Closed Session

16. Meeting adjourned at 4:32 p.m.

Next meeting: May 22, 2024, Time: 3:00 p.m.

Location: Fillmore Complex, Board Room

**From:** Jason Shamblin  
**Sent:** Friday, May 10, 2024 10:53 PM  
**To:** 'Donn Werling' <[werlingdonna@gmail.com](mailto:werlingdonna@gmail.com)>  
**Cc:** Jason Boerger <[jboerger@miottawa.org](mailto:jboerger@miottawa.org)>; Nealy Molhoek <[nmolhoek@miottawa.org](mailto:nmolhoek@miottawa.org)>; Tyler Allyn-White <[tallyn-white@miottawa.org](mailto:tallyn-white@miottawa.org)>  
**Subject:** RE: Thanks and applause to your deer management team

Donn,  
Thank you very much for sharing! That is a great testament to the work being done.

**Jason Shamblin**

Director, Ottawa County Parks & Recreation Commission  
12220 Fillmore St, West Olive, MI 49460  
Office: 616.738.4810  
[jshamblin@miOttawa.org](mailto:jshamblin@miOttawa.org) | [www.miOttawa.org/parks](http://www.miOttawa.org/parks)



*The Ottawa County Parks & 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.*

**From:** Donn Werling <[werlingdonna@gmail.com](mailto:werlingdonna@gmail.com)>  
**Sent:** Friday, May 10, 2024 12:11 PM  
**To:** Jason Shamblin <[jshamblin@miottawa.org](mailto:jshamblin@miottawa.org)>  
**Subject:** Thanks and applause to your deer management team

**Caution!** This email is from an external address and has a compressed file attached. These files can contain a virus. Use caution when opening this file, or do not open this file at all if you did not expect to receive it.

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Five years ago as a volunteer naturalist for P.J. Hoffmeister State Park I led a school group up and down the stairs at North Ottawa Beach and saw one trillium. Today I not only saw trillium by the dozens but also false Solomon seal, bedstraw, et. al.

Thank you and your deer management team. Hopefully the holocaust the unmanaged deer herds have cause is over and wildflowers will again spread into the rest of our Parks.

All best wishes,

Donn

Begin forwarded message:

**From:** Donn Werling <[werlingdonna@gmail.com](mailto:werlingdonna@gmail.com)>

**Date:** May 10, 2024 at 11:49:04 AM EDT  
**To:** Donn Werling <[werlingdonn@gmail.com](mailto:werlingdonn@gmail.com)>





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## **Grand River Greenway**

### **Harbor Island**

The former JB Sims power plant ceased operations in February 2020 and is now managed by the City of Grand Haven (City) as part of Harbor Island. The city is collecting community input as it moves this process through several avenues including the Harbor Island Community Advisory Group, of which the Ottawa County Parks Director is a member. Harbor Island provides a unique opportunity for nature-based enhancements which complement the work the Parks Commission has performed in the Grand River Greenway with 144 acres of existing wetlands and approximately 10,000 feet of river shoreline. The Grand River and Lake Michigan Coastal Corridor's wetlands and tributaries make up one of the globe's most important and endangered freshwater ecosystems. This habitat has been largely degraded and lost, which can be seen with the loss of 83% wetland habitat in Grand Haven and 97% in Ferrysburg.

**UPDATE:** The City continues to solicit community input regarding the future of the Harbor Island site. Additional information can be found at the Renew Harbor Island webpage at: <https://www.renewharborisland.org/> The electronic survey continues to be available at the following link: <https://form.jotform.com/240667968214163> Reuse concepts will be presented to the public on **May 22, 2024**, and to the City Council on **June 3, 2024**. The 2024 First quarter Groundwater Monitoring and Corrective Action Report for the site has been posted at: [https://www.renewharborisland.org/download\\_file/de98f085-d66f-4cbc-9610-6779ba6b90bc/1](https://www.renewharborisland.org/download_file/de98f085-d66f-4cbc-9610-6779ba6b90bc/1)

### **Grand River Greenway Interpretation Plan**

Ottawa and Kent Counties have been working to develop a regional connection along the 92-mile Grand River Greenway (GRG) from Grand Haven to Lowell. As the OCPRC nears completion of the Idema Explores Trail, staff have been coordinating with various stakeholders and partners along the Greenway to engage the public and share the ecological, cultural, and historical significance of the region. In 2020 the OCPRC conducted a Grand River Greenway Identity Study. While the study identified various resources of the Greenway with some preliminary recommendations, it established that more work is needed to refine these resources and experiences. In 2023, Kent County prioritized the construction of missing trail connections from the Kent County border to Lowell in order to complete their sections of the Grand River Greenway. Additionally, Kent County Parks has proposed a regional GRG interpretive plan including Ottawa County. Staff continue to work to refine the scope of the project, discuss the timing and budget needed for the project with Kent County.

## **Pigeon River Greenway**

### **Consumers Energy, J.H. Campbell Decommissioning**

Staff continue to have conversations with stakeholders and Consumers representatives about the Parks Commission's interests at the Campbell site. We are working with Consumers to coordinate a Natural Features Inventory to provide information to assist with developing a balanced plan for the future of the site for years to come.

# Park Operations Report

May 22, 2024

Report Covers April 2024

Submitted by: Jason Boerger



Ottawa County Parks & Recreation Commission

## Responsive Maintenance and Repairs

- 97 down or dead trees were removed from 16 park properties.
- 5 vehicles and 14 other pieces of equipment received routine maintenance or repairs.
- **Turf mowing began early this year. We normally start mowing in May, but the grass needed to be mowed more than once at several park locations this April.**
- Adjusted the courtesy docks at the boat launches due to river level change.



## Scheduled Maintenance and Tasks

- Set-up and clean-up was performed for 40 facility reservations. In comparison, 53 reservations were held during this time last year.
- Printed, mounted, and installed two park signs. The new plotter is now operational, and we will be working on the sign backlog over the next few months.
- Gravel roads and parking areas were graded at Eastmanville Farm.
- All full-time and some part-time operations staff contributed to the creation of the 2025 operations budget proposal.
- Trimmed the pine trees along the road at Grose.
- Performed routine playground inspections.
- Staff met with the Questers to discuss an MOU agreement for the Weaver House.

## Project Updates

### Spring Park Prep

- Opened Spring Grove and Grose Park on April 1<sup>st</sup> for the season.
- Installed plumbing fixtures, deep cleaned restrooms, repaired leaks, painted as needed, and chlorinated the type II wells to get the modern restrooms ready to open on April 15<sup>th</sup>.
- Staff discussed the sand section of the dog park at Grand Ravines. It was decided to leave the sand in the formally muddy areas instead of planting grass this spring.
- Delivered 4 yards of crushed limestone to Riley Trails for MEMBA trail work.
- Put tables, grills, and trash barrels out for the season.
- Trimmed trees along trails and in the mowed lawn areas of the parks.
- **Began mulching landscape beds and trees.**
- Continued repainting the entry sign panels.
- Installed beach boundary signs and boundary fences at the Lakeshore Parks for the season.
- Removed the beach snow fence for the season.

### Port Sheldon Lakeshore Parks Partnership

Staff met with PST Supervisor and Consumers Energy to discuss parking and other issues of concern.



### New Memorial Benches

No new benches this month.

### Fee Machine and Parking Software

The fee machines were reinstalled and will be activated in May. Permits will be required starting May 25<sup>th</sup>.

### Park Rules Committee

No progress to report this month.

### Oil Release at Bend Area

A meeting with EGLE is scheduled for May to discuss the plan to plug the wells.

### Keyless Lock Project

- Only the Pumphouse and Kirk Park remain to be installed
- There are still a few small bugs being worked out.

### Ottawa Sands Idema Explorers Camp updates

Staff installed "Park Closed" signs and snow fence to block off the entry points and temporarily close Ottawa Sands due to the multiple construction projects within the park.

### Seasonal Hiring Update

- 10 current open positions
- 128 applicants total
- 18 interviews this month
- 9 offers this month
- 8 hired this month

### **Incident Reports**

- Employee involved equipment damage –2 incidents.
- Vandalism/theft/damage – 1 incident.
- Graffiti – 0 incidents.
- Visitor health and safety - 0 incidents.
- Employee health and safety – 1 incident.
- Rules violation/law enforcement call for service – 1 incident.

### **Special Permits Issued**

- Body Haus Lifestyle Club- Yoga at North Beach Tuesdays June 4- August 22
- Blue Wagon Commercial Photography permit exp: 2/8/25
- Menno Lake Homeowners Association boat launch permit exp 1/1/25
- WMPA Wi-Fi pole permit exp: 4/19/27
- Jean Allen Charcuterie Launch Party Spring Grove 5/4/24
- HSO Music Moves Us Sound Bath and Yoga Event Tunnel Park 8/6/24
- John Teeple for County Commissioner Kick off Hager Park 5/1/24
- Park 2 Park race rest station Tunnel Park 9/28/24
- Pure Barre fitness class Tunnel Park 6/27/24
- Georgetown Fire Department training Grand Ravines 5/30/24





**GRAND RIVER GREENWAY**

**GR Greenway – Stearns Connector Segment.** This project has been delayed due to additional coordination required with the utility companies; however, excavation has begun for the trail on the western end of the project. Repairs on the Stearns bridge are also in progress, and new pilings for the expanded bridge deck should start this week.

Project Budget Summary

<u>Funding</u>	
Parks Budget	\$ 150,000.00
TAP Grant	\$ 3,428,238.00
Easement Budget	\$ 32,458.00
MNRTF Grant	\$ 300,000.00
Parks Foundation Greenway Funds (original allocation)	\$ 1,197,036.00
County ARPA Funds	\$ 2,000,000.00
Funding total	<u>\$ 7,107,732.00</u>

<u>Projected Expenditures</u>	
Consultant fees	\$ 386,756.50
Additional Environmental Work	\$ 9,950.00
Mussel Relocation work	\$ 35,000.00
Archaeology	\$ 8,779.72
Tree Removal	\$ 29,757.00
Trail Construction (bid)	\$ 5,116,773.69
OCRC fees (est.)	\$ 33,079.00
Easements	\$ 65,000.00
Expenditure’s total	<u>\$ 5,685,095.91</u>
Balance remaining	<u>\$ 1,422,636.09</u>

**GR Greenway – Bass River Segment.** Design and Engineering work continues on the first phase of trail. Permits have been submitted for the required floodplain and wetland impacts, and adjustments are being made in response to regulator comments. Parks staff assisted the State in submitting a Land & Water Conservation Fund grant request to assist in funding this phase of the project. If successful, County funds budgeted for this phase would be moved to future phases.

Project Budget Summary

<u>Funding</u>	
Michigan DNR Grants	\$ 840,000.00
County and Greenway Campaign Funds	\$ 853,686.00
Funding total	<u>\$ 1,693,686.00</u>

<u>Projected Expenditures (estimated)</u>	
Engineering Fees	\$ 67,005.00
Trail Construction (estimated)	<u>\$ 1,565,091.00</u>
Expenditure's total	<u>\$ 1,632,096.00</u>
Balance remaining	<u>\$ 61,590.00</u>

**GR Greenway – Eastmanville Connector Segment.** Park planning staff have submitted a grant application to the Michigan Natural Resources Trust Fund to assist with this project. We believe we have a reasonable chance of success based on the project location within the updated urbanized area zone which improves our grant score. We will know if we are recommended for funding in December. The grant schedule also aligns well with the proposed construction schedule that is being coordinated with other Allendale Township public works projects in that area in 2025. Additional work is being done to secure desired easements along the route.

**GR Greenway – Allendale Segment.** No change since last report. F & V is being secured to begin preliminary engineering on this segment of the trail utilizing funds already provided by Allendale Township. Preliminary engineering will determine a preferred route and determine what easements may be needed or desirable.

**Ottawa Sands Development.** Major construction work is in progress by several contractors. This includes work on the treehouses, day-use restroom, lake loop, and ecological enhancements.

Project Budget Summary

Funding

Private Donations	\$ 3,480,000.00
County ARPA Funds	\$ 3,400,000.00
Additional approved parks funding	\$ 700,000.00
MNRTF Grant (Day Use Parking/Lake Loop)	\$ 300,000.00
LWCF Grant (Day Use Restroom)	<u>\$ 242,864.00</u>
Funding total	<u>\$ 8,122,864.00</u>

Projected Expenditures

Consultant fees	\$ 301,120.00
Phase 1 Contract	\$ 3,539,000.00
Phase 1 –Kayak Launch/Welcome Center	\$ 308,000.00
Fire Protection Additions	\$ 241,815.72
Internet Service	\$ 104,854.88
Other Contract Revisions	\$ -9,129.30
Contingency (remaining)	\$ 59,663.58
Treehouse Contract	\$ 1,667,000.00
Yurt and Treehouse Furnishings (est.)	\$ 103,690.00
Day Use Parking/Lake Loop (contract)	\$ 788,314.25
Contract Revision – Bench Pads	\$ 10,000.00
Day Use Restroom (contract)	\$ 510,000.00
Other Expenses	<u>\$ 3,971.10</u>
Expenditure's total	<u>\$ 7,628,300.23</u>
Balance remaining	<u>\$ 494,563.77</u>



**Concrete placement using large equipment**



**Completed trail loop**



**New concrete walks and restroom building**



**Day use parking area ready for paving**

**Ottawa Sands and Harbor Island nature-based enhancements.** GEI has been selected as the consultant for this project and will begin work as soon as their contract is approved.

**Kirk Park Improvements.** Major construction continues on the restroom building. Mechanical and electrical rough-ins are complete, and siding is in progress. Playground equipment has been installed and concrete edging completed. Rubber playground surfacing along with additional concrete walkways will be installed soon and be ready for the Memorial Day Weekend. Restroom completion is estimated for early June.

Project Budget Summary

Funding

Park Budget	\$ 237,000.00
MNRTF Grant	\$ 237,000.00
Additional approved parks funding (2022)	\$ 50,000.00
Additional approved parks funding (2023)	\$ 180,000.00
Additional approved parks funding (CPM004)	\$ 13,811.00
Additional approved parks funding (CPM006)	\$ 5,000.00
Funding total	<u>\$ 722,811.00</u>

Expenditures

Building Renovation Contract	\$ 454,422.00
Septic Field (contract)	\$ 83,877.09
Play Area (contract)	\$ 103,807.00
Contract Revisions (estimated)	\$ 26,538.98
Consultant fees	\$ 37,634.86
Permit and other Expenses	\$ 1,486.00
Expenditure's total	\$ 706,934.07

Balance remaining (contingency) \$ 15,045.07



**New playground with concrete walk**



**Restroom with siding in progress**

**Lake Michigan High Water Damage Replacement/Repairs.** Work on the dog beach stairs at Kirk Park is complete and approved by the Township Building Inspector. Design and permitting work are starting on the other repairs and replacements.

Project Budget Summary

Funding

Ottawa County Insurance Authority Claim	\$ 170,000.00
Contingency (also through OCIA)	\$ 17,000.00
Funding total	\$ <u>187,000.00</u>

Expenditures

Kirk Park Dog Beach Stairs Contract – Landtec	\$ 38,130.00
Rosy Mound Additional (est.)	\$ 90,000.00
Kirk Park Additional (est.)	\$ 44,000.00
Expenditure's total	\$ <u>172,130.00</u>

Balance (contingency) remaining \$ 14,870.00

## MACATAWA RIVER GREENWAY

**Middle Macatawa Trail Connection.** Design and engineering work on this project has begun with the intent of starting construction in the fall. A progress meeting with the design consultant, Holland Township, and our other partners is scheduled for May 21.

Park planning staff submitted a grant application to the Land & Water Conservation Fund (through the State of Michigan MDNR) to assist with funding the restroom building at the UMNA. Successful grant funding would delay the construction start of this building into 2025, however, design work on the building and site has begun.

### Project Budget Summary

#### Funding

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

#### Expenditures

Middle Mac trailhead and connector construction. (est.)	\$ 1,300,00.00
UMNA Restroom construction (est.)	<u>\$ 456,000.00</u>
Expenditure's total	<u>\$ 1,756,000.00</u>

Balance (contingency) remaining \$ 0.00

## PIGEON RIVER GREENWAY

**Consumers Energy Trail/Sheldon Landing.** Conversations continue with various interested parties.

## OTHER PROJECTS

**Park Entrance Drives and Parking Lot Repaving Projects.** No change since the last report. An agreement with the Road Commission to "Chip Seal" resurface the existing parking lot at Grand River Park has been approved. This work will occur this summer along with restriping. Work will need to be coordinated with the schedule of rentals at this park since the parking area will be closed for several days.

### Project Budget Summary

#### Funding 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>

<u>Expenditures to date</u>	
Paw Paw West total payment	\$ 43,002.45
Riverside Park total payment	\$ 116,410.20
Hager Park total payment	\$ 157,249.27
Grand River Park total cost (est.)	\$ 53,692.00
Consultant Fees	<u>\$ 10,750.00</u>
Expenditure's total	<u>\$ 381,103.92</u>
Balance remaining	<u>\$ 106,896.08</u>



**PROGRAM/VISITOR NUMBERS**

Type	Participants	Programs	Notes
School Programs	636	12	
Private Programs	65	4	Senior, scout, other private programs
Public Programs	588	13	Spring Break Camp & First Step it Up Walk
Events	1,369	2	Solar Eclipse event & Art for the Parks
<b>Totals</b>	<b>2658</b>	<b>31</b>	

Type	Count	Notes
Nature Center Attendance	2,961	Above average visits; average month = 2,473*
Trafx Car Count	NA	Incomplete dataset for Mar/Apr; average month = 3,522*
SAAA Public Observing	2	2 events were cancelled (cloudy conditions)

\*Averages visits based on FY23



Photo 2-Students at Connor Bayou



Photo 3-Georgetown Connections Eagle Walk



Photo 1-Solar Eclipse event



Photo 4-Solar Eclipse event



**UPCOMING EVENTS**

- **June 1, 9 am-1 pm** – Native Plant Sale hosted by Ottawa Conservation District
- **June 1, 10 am-12 pm** – National Trails Day Cleanup hosted by Friends of Ottawa County Parks at Connor Bayou
- **June 22** – Grand Explorers Trail Race hosted by Ottawa County Parks Foundation (registration required)
- **July 13, 9 am-1 pm** –Macatawa Water Festival hosted by Outdoor Discovery Network at Windmill Island

**GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS**

- **Improve online registration and user-experience**
  - RecTrac and WebTrac have been fully implemented; punch list items being completed
  - Public program participants automatically receive a post-program survey next day (April included)
  - Staff also implemented a post-reservation survey for facilities (data not included)
  - Post-program survey for schools is in development
- **Increase public program/event participation by 25%**
  - Over 800 people are registered for Step it Up!. The first group walk on April 30 had 182 participants
  - There has been a growing desire for “public” programming offering in partnership with local libraries and other groups. A more streamlined program request process is being developed.
- **Increase participation in Outdoor Education programs**
  - Very busy spring planned; changes to *Rendezvous! Fur Trading on the Grand* to accommodate more school partners at Connor Bayou
  - Meeting with Future Prep’d teachers in May – great networking

**PRESS**

- [Morning Buzz: April 11 \(fox17online.com\)](http://fox17online.com)
- [List: West Michigan events and activities celebrating Earth Day 2024 \(woodtv.com\)](http://woodtv.com)
- [Morning Buzz: April 15 \(fox17online.com\)](http://fox17online.com)
- [Ottawa County dog beach to fully reopen May 1](#)
- [West Michigan Weekend Guide: April 26–28 - Grand Rapids Magazine \(grmag.com\)](http://grmag.com)
- [Todd's Weekend Adventures: April 26-28 \(fox17online\)](http://fox17online.com)
- [Local parks offer free fitness program to boost community activity](#)
- [Weekend Events \(April 27 & 28\) \(fox17online.com\)](http://fox17online.com)

**GOVDELIVERY BULLETINS / EMAIL MARKETING**

	Date	Recipients	Open Rate	Click Rate
<b>Marketing</b>				
Take the Strategic Plan Before it’s too Late	4/3/24	20,347	39%	3%
Press Release: It’s time to Step it Up!	4/9/24	20,760	40%	4%
Press Release: Art for the Parks	4/10/24	17,283	34%	2%
Press Release: Step it Up!	4/23/24	20,760	40%	4%
Press Release: Celebrate Earth Day	4/19/24	8,708	39%	2%
Step it Up! - Welcome to Week 1	4/29/24	734	81%	45%

**Birding**

Birding Update: Newswire	4/13/24	2,567	45%	6%
Birding Update: QUICK LOOK!	4/19/24	2,565	35%	5%



### Ottawa Sands Restoration/Creation

- Grading of the shoreline and placement of woody habitat structures around the lake have been completed.
- The 6-acre interdunal wetland and dune construction are complete.
- All restoration areas have been seeded with the exception of a 10 ft. buffer on either side of the paved lake loop. GEI will seed as soon as McCormick has finished their final re-grading of lake loop path edges.
- Staff and volunteers have been planting patches of marram grass on the constructed dune for stabilization.

### Hemlock Woolly Adelgid Management

- Staff continued to survey and tag hemlock trees at Port Sheldon Natural Area, which finalized delimitation surveys until they are resumed during the fall of 2024.
- Stewardship staff attended the MI DNR's regional training for HWA survey and treatment.

### Stewardship Activities

- Staff continued assisting contractors with woody habitat structure installation in shoreline restoration areas at Ottawa Sands Park.
- Staff conducted selective maintenance (e.g. removed invasive species, re-seeded bare spots, installed erosion blanketing, etc.) as needed in native planting areas at multiple parks including Grose Park.
- Staff and volunteers sampled three vernal pools throughout Port Sheldon Natural Area as part of the Vernal Pool Patrol statewide community science monitoring network.



### Partnerships

- Staff worked with teachers and students from White Pines Intermediate School to remove invasive honeysuckle using the cut-stump method.
- Staff worked with students from OAISD's Careerline Tech Center to monitor ephemeral vernal pools in Port Sheldon Natural Area.

### Invasive Species Management

- Staff and volunteers hand-pulled garlic mustard and dame's rocket throughout five parks in April.
- Staff and volunteers continued to treat herbaceous invasive plants (e.g. garlic mustard, dame's rocket, etc.) using backpack propane torches in two parks.
- Staff spot-treated poison hemlock populations with selective foliar herbicide applications throughout twenty-three acres across five different parks.
- Staff surveyed for and removed non-native pines from two different parks using the cut-stump method.
- Staff surveyed and updated GIS records for Japanese knotweed, poison hemlock and spotted knapweed populations throughout multiple parks during April.



## Volunteer Updates

- **Park Steward volunteers** assisted in vernal pool monitoring at Port Sheldon Natural Area and **hand-pulled garlic mustard** at Grand River Park, Eastmanville Bayou, and **Stearns Creek Park**.
- Volunteer groups completed 18 workdays in April (not counting park steward workdays).
- Earth Day volunteer events were a success! Attendance was good, with 173 individuals volunteering over 2 days to remove garlic mustard and litter. Participation was highest on Sunday, so weekend dates for future Earth Day events will be considered.
- Adopt-a-Park update:  
We currently have 24 Adopt-a-Park groups, across 21 properties. Likely soon to be 25 and 22, respectively, as we are in the process of completing paperwork with a new group.



## Friends of Ottawa County Parks Updates

- Minutes from the April Friends meeting have not yet been sent out or approved. The meeting focused on proposed changes within that organization. No additional events have been announced.
- **2024 meeting dates:** All meetings will be held at 4:00 p.m. at the Fillmore Complex
  - June 19, 2024
  - July 17, 2024
  - August 21, 2024
  - September 18, 2024 - Annual Meeting, no Board meeting
  - October 16, 2024
  - November 20, 2024
  - December 13 (tentative date) Luminary Event, no Board meeting



- **Individual Gift Count:**

○ 2022 – April	95;	Year to date: 206
○ 2023 – April	96;	Year to date: 232
○ 2024 – April	85;	Year to date: 250

- **Percent Annual Revenue Goal**

○ 2022 – April	1.0%;	Year to date: 11.1%
○ 2023 – April	1.2%;	Year to date: 3.5%
○ 2024 – April	4.5%;	Year to date: 16.7%

- **Average Donation**

○ 2022 – April	\$ 154;	*Year to date: \$795
○ 2023 – April	\$ 100;	Year to date: \$118
○ 2024 – April	\$ 185;	Year to date: \$233

## Development Notes

- Concluded our Fireside Chat speaker series with a presentation by Bill Martinus on the history of Ottawa County Parks. This marked the sixth and final of our monthly presentations that featured local speakers on topics associated with OC Parks. Discussions regarding future presentations are ongoing.
- Ottawa County Parks Foundation participated in Ottawa County Parks and Recreation Commissions strategic planning sessions. As OCPF and OCPRF enjoy a symbiotic relationship, it behooves the foundation to engage in and contribute to the strategic planning process.
- Preparations are underway to host breakfast/luncheon guests at Grand Ravines Park on June 20 for the annual Breakfast/Lunch at The Park fundraiser. Guests are invited to enjoy a meal at hosted tables and learn more OC Parks.



Throughout the Parks Strategic Plan process, staff will provide the Parks Commission with updates on the project. The following provides an update for May 2024.

- Strategic Plan Process
  - Weekly project meetings are ongoing with staff and Crowe to prepare for the Strategic Plan.
  - All stakeholder engagement sessions have been held and a report was completed to outline the themes of the engagement. Overall, the sessions were all well attended and provided valuable feedback. The final four sessions focused on the following groups (all sessions were in-person at the Nature Center at Hemlock Crossing):
    - Partner Organizations and Other Stakeholders: Thursday, March 7 at 10 am
    - Local Units of Government: Thursday, March 7 at 4 pm
    - Support Organizations (Parks Foundation/Friends of Ottawa County Parks): Friday, March 8 at 10 am
    - Parks Commission/Board of Commissioners/Advisory Committee: Friday, March 8 at 1 pm
  - The two online surveys closed April 10. Results were provided at the Strategy Lab. The surveys include the following:
    - [Strategic Plan Public Survey](#): This is a brief survey designed to gather public input. Over 5,600 responses were received as of Monday, March 11. A comment section was added to the end of the survey to allow additional public feedback.
    - Stakeholders Survey: This survey includes additional questions and is directed to the Parks Commission's many stakeholders, including local elected officials. Emails were sent to these stakeholders to request their participation.
  - Parks staff are implementing a community engagement strategy for the plan process. This included a press release that was distributed in February that announced that the Parks & Recreation Commission was launching the strategic plan. It was picked up by several local media outlets, and included links to the public survey and a web page that was developed for the plan. The survey is also being promoted with signage in parks, on social media, and in our quarterly newsletter. Reminder emails will be sent to stakeholders on a periodic basis.
  - The "Strategy Lab" (an engagement model exclusive to Crowe): was held on April 18 with key staff, the Parks Commission, and the Advisory Committee.
  - Utilizing the information gathered from the surveys, mobility data, community benefits study, stakeholder sessions, and the Strategy Lab, Crowe worked with Parks staff to develop mission, vision, values, and strategic "pillars" (similar to goals). Additionally, a set of strategic projects/initiatives have preliminarily identified and assessed according to the pillars. The mission, vision, value, and pillars were reviewed at the first draft work session on May 15<sup>th</sup> at the Nature Center. Feedback from the draft review session and from staff will be used to make any needed revisions prior to presentation of the mission, vision, values, and pillars to the public in June.
  - A preliminary draft of the Strategic Plan was provided for initial feedback.
  - All other milestone meetings have been scheduled and calendar holds have been sent for these meetings, which include the following:
    - Public Presentation of Strategic Plan: A public presentation of the Strategic Plan will be held Thursday, June 13<sup>th</sup> at the Nature Center. While we would love as many to attend as possible, this is optional.



- Presentation of Final Strategic Plan: The presentation of the final strategic plan to the OCPRC is planned for its regular meeting on Wednesday, August 21st in the Board Room of the Fillmore Street Complex at 3 pm. While we would love as many to attend as possible, this will be an optional meeting for the Advisory Committee.
- Affiliated Projects
  - Probolsky Research is being retained for the Scientific Survey. The survey has been completed and a survey report has been provided. Probolsky presented the results at the April 17 Parks Commission meeting.
  - Crowe consulting is being retained to perform the Community Benefits Analysis and the project is underway. Crowe has provided a detailed data request and staff is working to meet this request. Preliminary results were provided in April.
  - Staff now have a subscription with mobility data vendor Placer.ai, which will provide access visitor data to our parks dating back to 2017. It will provide the number of visits to each park, unique visitors, and resident/non-resident visits. This information will be used, along with other visitor data, to inform the Strategic Plan, including the Community Benefits Survey. Preliminary data has been provided to Crowe and is being compiled by staff. More information will be provided to the Parks Commission at an upcoming meeting.
- Upcoming
  - June 13, 2024, at 6 p.m. Public Meeting - Draft Strategic Plan presentation to the Parks Commission at the Nature Center at Hemlock Crossing County Park.



**Present:** Roger Belknap  
Joe Bush  
Lukas Hill  
Kelly Rice  
Paul Sachs

**Staff:** Jason Shamblin, Director  
Curt TerHaar, Coordinator of Park Planning & Development  
Jason Boerger, Coordinator of Park Maintenance and Operations  
Nealy Molhoek, Coordinator of Natural Resources Management  
Aaron Bodbyl-Mast, Park Planner

### **Idema Explorers Trail - Bass River Segment**

TerHaar provided an overview of a recent meeting with Parks staff, Michigan Department of Natural Resources (MDNR) staff, elected officials, and stakeholders on-site at the Bass River State Recreation Area to discuss the planned route for the Idema Explorers Trail in the park. This meeting was prompted by concerns expressed by some equestrian users. Once the project and route were better understood on-site, many of the concerns were addressed. TerHaar mentioned that Parks will work in the future to coordinate with the MDNR to improve and/or increase the equestrian trail system.

### **Northwest Ottawa Recreation Plan**

Shamblin explained that he met with the consultant that is working on the update of the parks and recreation plan for five municipalities in northwest Ottawa County to discuss how the Ottawa County Parks and Recreation Commission (OCPRC) might be involved in this process. Commissioner Hill was also included in the meeting. This will be the third time that this group of municipalities will be coordinating on the project. The OCPRC will work to assist with the plan update process where possible.

### **Trail Management**

Commissioner Rice explained she wanted to learn more about how trail construction projects are managed to avoid the spread of invasive species. Rice mentioned she had observed that trails are often a vector for the spread of invasive species. TerHaar explained that in Parks managed construction contracts there are provisions for cleaning up equipment. Boerger mentioned that these types of provisions are also included in maintenance contracts. Shamblin mentioned that invasive species management was an item that had significant support in the Strategic Plan scientific survey. Shamblin suggested that it could be a future initiative to coordinate with local units and other land managers to standardize construction or maintenance contracts for trails, parks, roads, and other key areas that could be vectors for invasive managements.

### **NOD Mountain Biking Proposal**

Shamblin explained that a mountain biking advocate emailed requesting that the OCPRC allow for mountain biking improvements at North Ottawa Dunes, which would possibly be funded by the mountain biking community. Shamblin responded that this type of request has been considered by the OCPRC in the past but always declined due to the sensitive nature of the dune ecosystem at North Ottawa Dunes. Shamblin inquired whether there was interest by commissioners in revisiting this position. Commissioners did not express interest in further exploring mountain biking at this site.

### **Ottawa Sands Lake Loop**

There was an impromptu discussion about allowing bikes on the "lake loop" around the Ottawa Sands mining lake and whether biking would be allowed on the new 1.6-mile paved pathway. Boerger explained that under current park rules

bikes are allowed on improved park trails and that it would require a new rule to prohibit biking at Ottawa Sands. Commissioners supported allowing biking at the park on the new paved trail.

### **Ottawa Sands/Harbor Island Resilience Planning**

TerHaar explained that vendor proposals have been received for the National Fish and Wildlife Foundation Coastal Resilience grant project. The project will help determine the feasibility of additional ecological enhancements at Ottawa Sands and Harbor Island. The purpose of the scope is to identify one vendor (or a team of vendors) to manage all aspects of the project, which include site assessments, engineering, and public engagement. Five proposals were received, with most of them within the grant budget. Parks staff that had reviewed the proposals were in agreement that the GEI/Edgewater Resources proposal was the strongest proposal due in part to the comprehensive work plan, cost, and experience of the team with restoration projects and marinas/docks.

### **Grose Park Cell Tower**

Commissioner Sachs provided an overview of the County-wide Broadband Initiative. As part of the process, the Department of Strategic Impact has been working with a consultant to identify sites for cell towers to increase access to areas of need within the County. As part of the process, County-owned property has been included in the review, and Grose Park was identified as a possible cell tower site in northeast Ottawa County. One potential issue with this proposal is that the site is encumbered under an agreement with the Michigan Natural Resources Trust Fund, which restricts the ability of the OCPRC to locate non-recreational uses at the site. There is a process known as “conversion” to potentially locate non-recreational uses at a Trust Fund encumbered site, but it includes potentially significant costs, staff time, and a major penalty on grant applications that would likely make any grant application reviewed during the conversion process non-competitive. Parks staff has reached out to the Trust Fund staff for additional details. While there was some discussion about the pros and cons of a cell tower located at Grose Park, the consensus was to revisit the discussion once more information is obtained from Trust Fund staff.

Locations at Ottawa Sands were also discussed including right off North Shore Drive, and there were some concerns expressed about locating a tower at any site at Ottawa Sands even if the conversion could be more easily resolved than Parks staff currently believes.

### **Pumphouse Signage**

TerHaar explained the Historic Ottawa Beach Society (HOBS) has requested permission to install additional signage at the Pump House Museum in order to better market to the public along Ottawa Beach Street when the museum is open. Commissioners concurred with continuing further discussions with HOBS about allowing the signs at these locations.

### **Bend Area Family Event Center Feasibility Study**

TerHaar provided an update on a major project at the Bend Area. The proposed project is dependent on the success of a pending request to a private funder. The project would involve renovation of the “Moss House” along 12<sup>th</sup> Avenue to convert it to a meeting and reservation space and the construction of a large three-season event facility nearby. A feasibility study is now underway with Viridis Design Group and their team of engineers who recently visited the Moss House to review the structure and gather data. TerHaar explained that preliminary reviews showed that renovation of the Moss House would be feasible, but costly. Preliminary estimates also showed that the project would be more expensive than originally estimated in part due to the cost of improvements needed to ensure that 12<sup>th</sup> Avenue would be less flood prone. A formal report is expected in May.

### **Property Issues**

Various property issues were discussed.

### **Other Items**

- **Grand River Greenway Regional Interpretation Plan**

Shamblin informed the commissioners that parks staff is coordinating with Kent County Parks on a possible Request for Proposal for a regional interpretive plan for the Grand River Greenway and design for several

“experience nodes” that would serve as interpretive sites, place-making areas, and outdoor education spaces. Communication continues with Kent County Parks.

The meeting adjourned at approximately 4:45 pm.

The next regular meeting is scheduled for Tuesday, May 7, 2024 at 3 pm.



**Present:** Roger Belknap Kelly Rice (via Teams)  
Joe Bush Paul Sachs  
Lukas Hill

**Staff:** Jason Shamblin, Director  
Curt TerHaar, Coordinator of Park Planning & Development

### **Pumphouse Signage**

TerHaar provided an update on proposed signage to advertise hours and events at the Pumphouse Museum at Ottawa Beach. The new proposal would mount signs on two sides of the building rather than on posts. Parks staff are assisting in production and installation of the signs.

### **Bend Area Family Event Center Feasibility Study**

TerHaar provided an update on work in progress to define the scope and cost of facilities needed for an event center at the Bend Area. Elements in progress include evaluation and renovation concepts for the Moss House as well as a proposed floor plan for a new pavilion building. Analysis of needed utilities, raising the access road, and permit requirements are also in progress. A draft report is scheduled to be complete and ready for review by May 21.

### **Property Issues**

TerHaar reviewed various on-going property issues in the Bass River Area, Bend Area, and Ottawa Beach. Discussion continued regarding next steps after finally acquiring the easement from the KOA campground next to Bass River.

Shamblin and TerHaar reported on conversations with a family about their deceased parents farm in Robinson Township. They are looking to dispose of it, and one of the daughters in particular would like to see it preserved. Park staff walked the site to determine its conservation value. Forty of the eighty acres are nice natural woods that abut a MDOT wetland mitigation site to the east. The remainder is a mixed use of a house and outbuildings, old farm fields, and old Christmas tree farm. Although the back forty acres are of interest, the committee agreed that there is no funding currently available, and the likelihood of a successful grant very small. Parks will need to pass on this opportunity unless a landowner donation or other funding becomes available.

### **Grand River Greenway Regional Interpretation Plan**

Parks has communicated with partners in Kent County about the desired extent of our financial participation in this project. We continue to be interested in working in a collaborative fashion as this work proceeds even if not being a major funder.

### **County-wide Broadband Initiative**

Shamblin distributed a document outlining the project and recent information received about cell towers on park land under restrictions by the Michigan Natural Resources Trust Fund and other federal grant programs. The process for choosing sites was discussed along with suggestions of possible locations as alternatives to Grose Park. Sachs said that he would talk with the consultant about getting more information about how sites have been vetted and prioritized.

### **Equestrian Trails at Pigeon Creek Park**

TerHaar shared a request from equestrians to look at additional trails at Pigeon Creek Park. Park staff will evaluate options, but there is some concern about too many trails that might deter from the experience. It was noted that the recent logging opened up lanes that could be used for trails within the equestrian loop north of Stanton.

The meeting adjourned at approximately 4:45 pm.

The next regular meeting is scheduled for Tuesday, June 4, 2024 at 3 pm.



**Present:** Linda McAffrey  
Jane Longstreet  
Roger Belknap

**Absent:** Jim Miedema  
Kelly Rice

**Staff:** Jason Shamblin, Director  
Jason Boerger, Coordinator of Park Maintenance & Operations  
Jessica VanGinhoven, Coordinator of Community Engagement  
Brandi Mitchem, Budget Analyst  
Kyle Roffey, Administrative Assistant

**The following items were discussed:**

1. Lakeshore Advantage (LA) – MVP request
2. 2025 Budget development – review and discussion
  - 2025 seasonal hourly rates and number of hours per position
  - 2025 equipment and vehicle requests
3. Upgrade MVP Fee Stations - adding multilingual software
4. Special Permits proposed policy update
5. Grand Haven Area Community Foundation Disbursements
  - Ottawa County Parks Nature Education Center Endowment Fund
  - Ray & Alma Statema Park Stewardship Fund
6. Ottawa Sands Business Plan – *review and discussion*
  - Goals and Objectives
  - Budget
  - Campground Rules
  - Operating Procedures

# Action Request

Electronic Submission – Request # 364



Ottawa County Parks &  
Recreation Commission

**Committee:** Parks Board

**Meeting Date:** 5/22/2024

**Vendor/3<sup>rd</sup> Party:** LAKESHORE ADVANTAGE

**Requesting Department:** PARKS AND RECREATION

**Submitted By:** JESSICA VANGINHOVEN

**Agenda Item:** 11A ANNUAL MOTOR VEHICLE PERMITS FOR LAKESHORE  
ADVANTAGE SUMMER INTERN PROGRAM

## Suggested Motion:

To approve the disbursement of 120 Motor Vehicle Permits for the Lakeshore Advantage Summer Intern program at no cost. 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:

Ottawa County parks and open spaces have long been considered among the primary selling points of the West Michigan region. Lakeshore Advantage has partnered with Ottawa County for several years in multiple ways, and asked the Parks Commission to work alongside them again by providing Motor Vehicle Permits, which they utilize to attract summer interns to explore Ottawa County Parks. Lakeshore Advantage is a non-profit economic development organization that connects businesses to the resources in Allegan and Ottawa Counties. They aim to ensure current and future generations want to live and work in West Michigan's vibrant economy. Lakeshore Advantage is a non-profit community-wide organization that believes parks play an important role in the economic development of Ottawa County. Each year, Lakeshore Advantage provides information to incoming interns in the area about the jobs and recreation our region has to offer.

120 MVP x \$15 = \$1,800.00 at no cost.

Lakeshore Advantage has hosted the West Michigan intern event for 5 years, supporting some of the County's largest employers, who employ over 5,000 people in Ottawa County. They will host 120 interns, making the case Ottawa County is a great place to intern, work, live, and play. They highlight the great parks on and off the lakeshore, large industries that make up the beating heart of our economy, and small businesses and restaurants. Lakeshore Advantage has traditionally partnered with Ottawa County Parks to offer park passes so that they can encourage the interns to get out to our beautiful natural resources. Their mission is to empower the interns to make the most of their summer and desire to stay upon graduation. Additionally, this program supports local businesses and organizations of all kinds from the increased customer or volunteer traffic this summer.

## 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 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:** Finance and Policy: 05/14/2024

# Action Request

Electronic Submission – Request # 366



Ottawa County Parks &  
Recreation Commission

**Committee:** Parks Board

**Meeting Date:** 5/22/2024

**Vendor/3<sup>rd</sup> Party:** OTTAWA COUNTY PARKS FOUNDATION

**Requesting Department:** PARKS AND RECREATION

**Submitted By:** SHAMBLIN

**Agenda Item:** 11B ANNUAL GRANT DISTRIBUTION FROM NATURE EDUCATION CENTER ENDOWMENT FUND AT GRAND HAVEN AREA COMMUNITY FOUNDATION

## Suggested Motion:

To approve a request for the allowable annual grant distribution from the Nature Education Center (NEC) Endowment Fund at Grand Haven Area Community Foundation (GHACF) in the amount of \$4,472.00 to the Ottawa County Parks Foundation. 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:

In 2008, as part of the Capital Campaign to assist in the construction of the Nature Center, endowment funds for nature education were established at the GHACF. As the Ottawa County Parks Foundation did not exist at the time, the funds were created with the Parks Commission as the fund advisory committee.

Endowment funds allow for "annual spendables" that can be requested by the fund manager each year or not distributed (the spendable is then absorbed back into the fund).

With the annual support of the Ottawa County Parks Foundation for Nature Education programming there is an opportunity to utilize these annual spendables to supplement the funds collected by the Parks Foundation. See attached GHACF letter and Recommendation for Grant Distribution form.

## 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 4: To Continually Improve the County's Organization and Services.

Objective:

## Administration:

Recommended by Parks Director:

**Committee/Governing/Advisory Board Approval Date:** Finance and Policy: 05/14/2024



**Allendale**  
Community Foundation



**Grand Haven Area**  
Community Foundation



**Coopersville Area**  
Community Foundation

February 13, 2024

Ottawa County Parks and Recreation Department  
Attn: Jason Shamblin  
12220 Fillmore St  
West Olive, MI 49460

**RECEIVED**

**FEB 21 2024**

OTTAWA COUNTY PARKS  
AND RECREATION COMMISSION

Dear Friends,

We are pleased to inform you of the amount available to request from the Ottawa County Parks Nature Education Center Endowment Fund held here at the Community Foundation for 2024. Following the Foundation's spending policy, the spendable amount for the upcoming fiscal year is determined each year as 4% of the average of the previous 12 rolling quarters' average market value of the fund balance of each individual fund managed as an endowment within the Foundation, ending December 31st. In addition, per IRS Regulations, the term FASB is a financial designation used internally to separate donations from the non-profit organization and donations given by third party donors for the non-profit organization. This year, your fund's spendable is:

Ottend: \$4,472.00

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2024 calendar year. To ensure your request can be processed in a timely manner, we strongly recommend submission occur before November 15. **In addition to the attached form, a copy of the minutes approving this action from your organization's Board of Directors is required for distribution.**

In the event that the distribution is not taken by December 31, 2024, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance. A reminder will be sent electronically in the third quarter of 2024. If you would like to update the email contact on file, please reach out at your earliest convenience.

Thank you for following this procedure to ensure that we are honoring the intention for these funds as designated by your organization. For questions about updating your fund, please contact Chris Riker, [criker@ghacf.org](mailto:criker@ghacf.org). If you have any questions regarding this distribution process or your fund's purpose, please email Holly Cole at [hcole@ghacf.org](mailto:hcole@ghacf.org).

We are happy to partner with you to help build your fund and to support your valuable work in the community. Additionally, we are always here to help you with ideas to raise awareness and dollars for your fund, please don't hesitate to reach out.

Sincerely,

  
Adrienne Whisman  
Philanthropic Services Associate  
Grand Haven Area Community Foundation

  
Holly Cole  
Vice President of Grants & Program  
Grand Haven Area Community Foundation

Enclosure



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

# Recommendation for Grant Distribution from Organization Funds

Date: \_\_\_\_\_

Holly Cole, Vice President of Grants & Program  
Grand Haven Area Community Foundation  
6 Sherman Ave.  
Grand Haven, MI 49417

Dear Holly:

Please let this letter serve as our recommendation for a grant in the amount of \_\_\_\_\_ from our Fund(s):

\_\_\_\_\_

The grant will be used to support \_\_\_\_\_. This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on \_\_\_\_\_.

Non-FASB account \$ \_\_\_\_\_

FASB account \$ \_\_\_\_\_

Sincerely,

\_\_\_\_\_

Board President or Chair

\_\_\_\_\_

Treasurer (or equivalent member of  
the Executive Committee)

**Our Organization's contact information is as follows:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Preferred Contact's Name: \_\_\_\_\_

Contact's Email: \_\_\_\_\_



Check here to confirm that a copy of the Minutes approving this request is enclosed.

# Action Request

Electronic Submission – Request # 367



Ottawa County Parks &  
Recreation Commission

**Committee:** Parks Board

**Meeting Date:** 5/22/2024

**Vendor/3<sup>rd</sup> Party:** PORT SHELDON TOWNSHIP

**Requesting Department:** PARKS AND RECREATION

**Submitted By:** JASON BOERGER

**Agenda Item:** 11C SHELDON LANDING AND HOLLY DRIVE TRASH PICKUP

## Suggested Motion:

To authorize staff to include trash pickup Memorial Day – Labor Day at Sheldon Landing and Holly Drive a maximum of 2 times per week. 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:

Adding trash pickup at these two locations a logical addition to our current managed services agreement with Port Sheldon Township. The cost to the Parks Commission to take on these additional services would be approximately \$1,000 annually. The 2023 revenue from Kouw and Windsnest Parks exceeded expenses by \$36K. Future management of Sheldon Landing by Ottawa County Parks is likely once the trail connection between Sheldon Landing and Pine Bend Park is complete, and upon the finalization of the decommissioning process of the J.H. Campbell plan by Consumers energy.

## Financial Information:

Total Cost: \$1,000.00

Parks Fund Cost: \$0.00

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: