

Regular Meeting of the Ottawa County Parks and Recreation Commission

Proposed Minutes

Date: April 11, 2007
Time: 4:00 p.m.
Place: Conference Room D, Fillmore Street Complex
Present: Mark Oppenhuizen, Ted Bosgraaf, Phil Kuyers, Joyce Kortman, Paul Geerlings, Betty Gajewski and Crystal Unema.
Absent: Russ Brown, Bobbi Jones Sabine and Roger Jonas.
Staff: John Scholtz, Director; Curt TerHaar, Coordinator of Park Planning and Development; and Dave Mazurek, Park Operations Superintendent.
Guests: Press

Subject: Approval of Minutes

PR 07-022 Motion: To approve the minutes of the Commission's March 7, 2007 regular meeting.
Moved by: Geerlings Supported by: Kuyers Unanimous

Subject: Approval of Minutes

PR 07-023 Motion: To approve the minutes of the Commission's March 21, 2007 special meeting.
Moved by: Bosgraaf Supported by: Geerlings Unanimous

Subject: DNR Use Permit

PR 07-024 Motion: To approve the Use Permit for state land at Holland State Park for the Mount Pisgah Dune Protection Project.
Moved by: Kortman Supported by: Kuyers Unanimous

Subject: Mission and Goals

PR 07-025 Motion: To approve the revised Parks Commission Mission Statement, Goals, Objectives and Performance Measures.
Moved by: Kuyers Supported by: Unema Unanimous

Subject: Consultant Selection – Mt. Pisgah Project

PR 07-026 Motion: To receive proposals and select M.C. Smith and Associates at a cost of \$36,300.00 to provide design, bidding and other consultant services for the Mount Pisgah Dune Protection Project.
Moved by: Unema Supported by: Kortman Passed 5 to 2

Subject: Kirk Park Irrigation Project

PR 07-027 Motion: To receive bids for the Kirk Park Irrigation Project and recommend Evergreen Sprinkling, Inc. at a cost of \$5,400.00.
Moved by: Bosgraaf Supported by: Kuyers Unanimous

Subject: Kirk Parking Lot Maintenance

PR 07-028 Motion: To receive bids for the Kirk Park Parking Lot Repair and Sealing Project and recommend Pittman Asphalt Maintenance at a cost of \$17,356.00.
Moved by: Kuyers Supported by: Kortman Unanimous

Subject: Grose Park Beach Improvements

PR 07-029 Motion: To receive bids for the Grose Park Beach Improvements Project and recommend Bultsma Construction Co. at a cost of \$72,102.00 including the base bid and alternate.
Moved by: Bosgraaf Supported by: Geerlings Unanimous

Subject: Park 12 Bikepath

PR 07-030 Motion: To receive bids for the Park 12 Bikepath Project and recommend Al's Excavating at a cost of \$39,188.25.
Moved by: Geerlings Supported by: Kuyers Unanimous

Subject: Smoke Free Beaches Resolution

PR 07-031 Motion: To approve the resolution stating the Commission's intent to revise County Park Rules and Regulations to prohibit smoking on all county park beaches.
Moved by: Geerlings Supported by: Kortman Unanimous

Subject: 2006 Annual Report

PR 07-032 Motion: To approve the 2006 Parks Commission Annual Report and forward to the Board of Commissioners.
Moved by: Kortman Supported by: Bosgraaf Unanimous

Subject: Go Into Closed Session

PR 07-033 Motion: To go into Closed Session to discuss property matters.
Moved by: Kuyers Supported by: Geerlings
Yeas: Oppenhuizen, Gajewski, Kortman, Kuyers, Geerlings, Bosgraaf and Unema.
Nays: None Motion passed 7 to 0.

Subject: Rise From Closed Session

PR 07-034 Motion: To rise from Closed Session.
Moved by: Geerlings Supported by: Gajewski Unanimous

Other Items Discussed:

Commission members received the March 8 letter from Ronald G. Bauer relative to hunting issues at North Ottawa Dunes. Commission members discussed the letter and Scholtz provided some background on the hunting issue and explained park staff is exploring the possibility of including the North Ottawa Dunes property in Hoffmaster's special deer hunt. Scholtz displayed a map of North Ottawa Dunes showing the location of the 450 foot setback line from structures. Kuyers suggested that, despite concerns expressed by Mr. Bauer, park staff should continue to explore including the land in the Hoffmaster hunt. Kuyers added that the North Ottawa Dunes property received little oversight under the previous owner with uncontrolled hunting and neighbors may fear similar problems under parks management. Bosgraaf and other Commission members agreed with Kuyers and staff was directed to continue exploring the potential to manage deer populations through hunting.

Commission members reviewed Comment Cards received since the previous meeting. There was general agreement that staff should explore a suggestion that glide wax be stocked in the concession. Mazurek noted that the overall positive nature of the comment cards relative to Pigeon Creek Park can be attributed in large part to the positive performance of long-term seasonal staff which we are trying to foster by adding additional steps in the seasonal employee wage scale.

Commission members reviewed the report of Parks and Recreation expenditures through February 28, 2007.

Scholtz reported on various items including an update of the office clerical situation. Diane Huhn is off on a medical leave and efforts are underway to hire a temporary to fill in. In addition, Scholtz indicated he is moving to fill the new position of Administrative Clerk and hopes to have the second clerical position in place within approximately a month.

Scholtz reported the Olive Shores Acquisition grant proposal was submitted successfully and he complimented TerHaar on his efforts in preparing the grant proposal. Scholtz also distributed copies of his letter responding to Mrs. Hunting who raised numerous questions in her letter of opposition to the project. Scholtz noted that his letter was also included with the grant proposal.

Scholtz reported that the intern for 2007 has been hired. Carla VanErp Hill is a GVSU student and will be introduced at the May meeting.

Scholtz asked whether any Commission members have an interest in attending the upcoming Special Parks District Forum. No Commission members voiced an interest. There was general agreement to send staff as permitted in the budget.

Scholtz explained the request by the farmer who had been pasturing cattle at Community Haven to plant three areas around the barn in barley. Scholtz indicated it is our intention to work with the farmer to continue to cut hay on the property but the request to plant the barley fields was denied because it would likely be in conflict with promoting more public use of the property later this year. Planting the rear of the property in crops would be more acceptable but this was not proposed.

Mazurek updated the Commission on the status of improvements to the Community Haven Barn. Bids were solicited and received from various barn repair companies but the proposed services varied so widely that comparison was not possible. A structural engineer was contacted to review the structure and the bids to assist with the decision. Based on his input, Mazurek indicated the project will be re-bid with established specifications provided by the engineer and bids should be available for the May meeting. Mazurek also distributed a copy of the Park Manager's Report for March, 2007.

Oppenhuizen called for discussion of old business and TerHaar began with a review of current park projects. TerHaar explained that approval of the North Ottawa Dunes Master Plan has been delayed until next meeting. He also updated the Commission on the status of the Tunnel Park restroom project, which is nearly complete, and other current projects.

TerHaar distributed copies of draft parking guidelines for Park 12 for review and discussion. He explained guidelines are recommended by staff to provide some overall direction on handling parking encroachments at Park 12. All agreed it will be difficult to apply guidelines across the board given the range of unique situations at Park 12 but there should be an effort to achieve equality in evaluating encroachments. Bosgraaf suggested the draft guidelines be reviewed at the next Planning Committee meeting and also by the

Park 12 Advisory Council before returning to the Parks Commission. The guidelines may be important in making final determinations on how to handle parking for landowners affected by the new bike path at Park 12 and a desire was expressed to make final determinations on these sites at the May meeting if possible.

Scholtz noted that Elaine Blouw, owner of Parkside Marina, contacted him with questions regarding her lease. Following discussion, Commission members agreed to leave her lease rate unchanged at \$13,500 for 2007 and take no action to terminate her lease for 2008. Kortman indicated she has the name of a marina planning firm that may be appropriate to assist the Commission in evaluating the site. She suggested this process begin in the near future.

The Commission's revised Mission Statement, Goals, Objectives and Performance Measures were received and reviewed by Commission members. Bosgraaf requested the old Mission Statement and other language be provided in a manner to make it easy to compare the changes for those who missed last month's meeting.

Scholtz next presented the rationale for hiring M.C. Smith and Associates to provide consulting services for the Mt. Pisgah Dune Protection Project. Scholtz noted that it was a difficult recommendation to make given that Williams and Works' bid is significantly lower. He explained that the lowest four bids are all well within the budget range and, given the complexity of the project and its high profile nature, staff recommends hiring the consultant with the most experience with construction in the dunes. Scholtz explained that M.C. Smith and Associates has completed projects at Tunnel Park, Kirk Park, Rosy Mound and other dune sites and has far more experience than Williams and Works. Bosgraaf pointed out that the tabulation of proposals is somewhat misleading in that Williams and Works' bid includes a topographic survey whereas M.C. Smith's survey is an added cost which essentially widens the gap in the bids by \$4,000. Scholtz agreed that the real difference between bids is \$8,000. Scholtz also commented that consulting services cannot be compared in the same way as construction bids and experience should be a significant factor in the decision. TerHaar noted that the consultant, with an approximate \$500,000 construction budget, could cost the Parks Commission far more than \$8,000 if incorrect decisions are made on the project. Commission members proceeded to approve M.C. Smith with both Geerlings and Bosgraaf opposing the decision.

The Parks Commission next proceeded to approve motions selecting the low bids for the Kirk Park Irrigation Project, the Kirk Park Parking Lot Repair and Sealing, the Grose Park Beach Improvements and the Park 12 Bike Path Construction.

Commission members discussed the draft copy of the Riley Trails Master Plan. TerHaar recommended the plan be placed on the web site for review for a month with approval in May. Bosgraaf commented the master plan is very well done and agreed with the decision to approve it next month.

Commission members received the draft resolution in support of smoke free beaches in the Ottawa County Park system. There was significant discussion including a decision to revise the resolution to remove references to cigarettes to be broader in reference to all forms of smoking. Kortman suggested the possibility of a broader ban to include all park land, not just beaches. Mazurek explained all buildings within the park system are currently smoke free. Bosgraaf suggested we start with the beaches and get feed-back from staff over time before considering a broader ban on smoking. There was general agreement to support the concept of smoke free beaches and the resolution was approved as revised. Scholtz will work with legal counsel to draft the necessary language to revise park rules which will be brought before the Commission either in May or June. If approved, it will then be presented to the full Board of Commissioners.

Commission members reviewed and approved the 2006 Parks and Recreation Annual Report as drafted to be forwarded to the Board of Commissioners.

The Parks Commission went into Closed Session to discuss property matters.

Meeting adjourned at 6:15 p.m.