



**Ottawa County Parks &
Recreation Commission**

*Jason D. Shamblin
Director*

*Kelly N. Rice
President*

August 16, 2024

NOTICE OF MEETING

Dear Commission Member:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, August 21, 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, appearing to read "J. D. Shamblin".

Jason D. Shamblin
Parks and Recreation Director

JDS/ksr

Enclosures

*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
Administrative Office 12220 Fillmore St, West Olive, MI 49460

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Ottawa County Parks and Recreation Commission
August 21, 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 July 24, 2024 regular meeting.
6. Communications: none
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
9. [Committee Reports](#)
 - a) Executive Committee – August 13, 2024 Meeting Report (*verbal*)
 - b) Planning Committee – August 6, 2024 Meeting Report
 - c) Community Engagement Committee – August 13, 2024 Meeting Report
 - d) Ottawa County Parks Foundation Update (*verbal*)
10. Old Business
 - a) [MDNR Bass River Phase 1 Grant Funding](#)

Suggested Motion: *To approve and authorize staff to execute the amendment to the Memorandum of Understanding and Agreement with the Michigan Department of Natural Resources to provide \$50,000 in funding for the*

Design of Phase 1 of the Idema Explorers Trail through the Bass River Recreation Area. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

b) [2024 Ottawa County Parks & Recreation Commission Strategic Plan](#)

Suggested Motion: To approve the 2024 Ottawa County Parks & Recreation Commission Strategic Plan. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

11. New Business - None

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):

September 18, 2024

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment

Regular Meeting of the Parks and Recreation Commission

Proposed Minutes

Date: July 24, 2024

Time: 3:00 p.m.

Place: Board Room, Fillmore Complex

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

Absent: Paul Sachs

Staff: Jason Shamblin, Director; Nealy Molhoek, Coordinator of Natural Resources Management; Kyle Roffey, Administrative Assistant; Jessica VanGinhoven, Coordinator of Community Engagement; Aaron Bodbyl-Mast, Park Planner

Guests: Angela Miller-Niarhos, Brandi Mitchem, David Barnosky and Frank Roldan

Motions

Approval of Minutes

PR 24-46 Motion: To approve the minutes of the Commission's May 22, 2024 regular meeting.

Moved by: Hill Supported by: McAffrey Unanimous

Shoreline Amateur Astronomical Association reimbursement

PR 24-47 Motion: Reimburse the Shoreline Amateur Astronomical Association in the amount of \$990.76 for repair costs for the telescope at the Observatory at Hemlock Crossing County Park.

Moved by: McAffrey Supported by: Longstreet

2024 Budget Adjustment – Memorial program – Benches

PR 24-48 Motion: To increase the FY24 budget: Parks Operations Center, Onetime Operating Expense, 20834502-739100, by \$10,500 from the unencumbered fund balance for commemorative/memorial benches.

Moved by: Longstreet Supported by: A. Miedema

Review and Adopt 2025 Parks Budget

PR 24-49 Motion: To approve the proposed 2025 budget as presented.

Moved by: Belknap Supported by: McAffrey Unanimous

Rosy Mound Master Plan Consultant Recommendation

PR 24-50 Motion: To accept the proposal from MCSA Group Inc. for professional design services to master plan the property expansion at the Rosy Mound Natural Area in the amount of \$49,950.
Moved by: Hill Supported by: Belknap Unanimous

**Idema Explorers Trail, Stearns Bayou Connector
Grant Agreement Amendment**

PR 24-51 Motion: To approve and authorize staff to execute the amendment to the Idema Explorers Trail - Stearns Bayou Connector 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: Longstreet Supported by: A. Miedema Unanimous

IEC Business Plan

PR 24-52 Motion: To approve the Idema Explorers Camp Business plan, including the proposed fees and rules with the inclusion of policy for deposits.
Moved by: McAffrey Supported by: Belknap Unanimous

Ottawa County Parks Foundation 2023 Audit and Financial Standing

PR 24-53 Motion: To accept the Ottawa County Parks Foundation's 2023 Audit letter and the Statement of Financial Position.
Moved by: Longstreet Supported by: Hill Unanimous

To go into Closed Session

PR 24-54 Motion: To go into Closed Session per Section 8d of the Open Meetings Act.
Moved by: Greenlee Supported by: Longstreet Unanimous

To Rise from Closed Session and Adjourn

PR 24-55 Motion: To Rise from Closed Session and Adjourn.
Moved by: Belknap Supported by: Hill Unanimous

Other Items Discussed

4. Additions/Deletions to Agenda:
None

5. Approval of Minutes
The proposed minutes of the Commission's May 22, 2024 regular meeting.

6. Communications:
None

7. Public Heard:
None

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 June 10, 2024 and July 15, 2024 verbal report.

b) The Commission accepted the Planning Committee meeting reports of June 4, 2024 as written.

c) The Commission accepted the Community Engagement Committee meeting report of June 11, 2024 as written.

d) The Commission accepted the Finance and Policy Committee meeting report of June 12, 2024 and July 9, 2024 as written.

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

10. Old Business

a) The Parks Commission reviewed the Strategic Plan draft report.

11. New Business

a) The Parks Commission approved the reimbursement to the Shoreline Amateur Astronomical Association in the amount of \$990.76 for repair costs for the telescope at the Observatory at Hemlock Crossing County Park.

b) The Parks Commission approved to increase the FY24 budget by \$10,500 from the unencumbered fund balance for commemorative/memorial benches.

c) The Parks Commission approved the proposed 2025 Budget as presented.

d) The Parks Commission accepted the proposal from MCSA Group Inc. for professional design services to master plan the property expansion at the Rosy Mound Natural Area in the amount of \$49,950.

e) The Parks Commission reviewed the Grant Status Report.

f) The Parks Commission approved the amendment to extend the date of the Idema Explorers Trail - Stearns Bayou Connector Trust Fund Grant agreement to January 31, 2025.

- g) The Parks Commission approved the Idema Explorers Camp Business plan, including the proposed fees and rules with the inclusion of language regarding deposits. Prior to implementation, the final Business Plan will incorporate similar deposit language as used with facility reservations and will be provided to the Commission.
- h) The Parks Commission accepted the Ottawa County Parks Foundation's 2023 Audit letter and the Statement of Financial Position.

12. Agenda Items for Next Meeting

13. Public Heard

David Barnosky

14. Commissioners Heard

15. Closed Session

16. Meeting adjourned at 4:38 p.m.

Next meeting: August 21, 2024, Time: 3:00 p.m.

Location: Fillmore Complex, Board Room



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 OCPRC 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. Additional information can be found at the Renew Harbor Island webpage at: <https://www.renewharborisland.org/>

UPDATE: None

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 Explorers 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. As part of this engagement effort, the OCPRC conducted the Grand River Greenway Identity Study (completed in 2020). While the study provided preliminary recommendations for enhancing the Greenway experience through possible interpretive programs and even major amenities, 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, opening the way to broaden public engagement with the ecological, cultural, and historical elements of the Greenway.

Update: Staff have been working with representatives from Kent County and the County's Corporation Council to finalize an agreement to be used between the agencies and a consultant. Kent County is on schedule to post a Request for Proposal this month. See the attached draft of the background and scope for the project.

Pigeon River Greenway

Consumers Energy, J.H. Campbell Decommissioning

Consumers Energy is in the process of decommissioning the plant, which is expected to shut down in 2025. The large plant property, which is over 2,400-acres, includes high quality features along the Lake Michigan Coastal Greenway and Pigeon River Greenway (which are highlighted in the "Campbell Site Natural/Recreational Features Summary below). These greenways are key focus areas for the OCPRC. OCPRC has been in discussions with Consumers Energy about portions of this property for several decades. Consumers Energy even participated in the 2000 Pigeon River Greenway Plan. Notable Campbell Site Natural Features:

- 1,505' Lake Michigan frontage
- 185 acres of designated critical dune,
- 12,496' frontage along the Pigeon Lake and Pigeon River
- Several existing public recreational amenities (Windsnest Park, Sheldon Landing, Pigeon Lake Boat Launch, and a boardwalk trail along Pigeon Lake)
- Directly adjacent to parks owned by the OCPRC (Pine Bend/Hemlock Crossing).
- In close proximity to Olive Shores County Park

OCPRC sponsored a Natural Features Inventory (NFI) is underway on several areas of the Campbell site.

Update: A preliminary draft of the NRI has been shared with the Township's consultant facilitating their Economic Resiliency Plan. Park staff met with representatives from MDNR and discussed the site, decommissioning process and desired outcomes.

INTRODUCTION

Kent and Ottawa Counties are partnering to develop a regional interpretation plan that cultivates experiences for our residents and visitors along the greenway and the proposed regional trail. These experiences will connect people to the cultures, history, ecology, and wildlife that the Grand River has supported. Key sites will be selected and appropriately developed to provide a place where people can connect with nature and the region's history while enjoying our regional trail. This work will not be done in isolation, but instead will recognize and be informed by the sites along the Grand River already curated/developed.

The funding for this project will be provided by both Kent County and Ottawa County. Payment shall be split by the Municipal Parties. Separate invoicing will be required by Contractor to each Municipality.

BACKGROUND

The Kent County Purchasing Division is soliciting proposals for the development of a regional Interpretation Plan for the Grand River Greenway. Kent and Ottawa Counties have partnered to develop a regional connection along the 70-mile Grand River Greenway, which is the largest watershed in Michigan (refer to Exhibit A). The original concept for the Grand River Greenway was first articulated in Ottawa County's 1989 Parks and Recreation Plan. The Plan called for protection of key natural and recreational lands along the Grand River and a regional connection with a multi-use pathway. Ottawa County is near completion of its Idema Explorers Trail project with a new archway recently dedicated in 2023 at the Ottawa and Kent border. Remaining trail gaps will be closed over the next few years. Taking inspiration from Ottawa County, Kent County and a coalition of local units of government and non-profit organizations have a vision to close gaps in the trail network along the Grand River to create a contiguous regional connection that will start in Grand Haven at Lake Michigan and run all the way to Lowell.

Beyond the immense regional trail project, there are numerous greenspaces along the Grand River. These range from fully developed park properties to natural areas. These areas are destinations that are or will be connected through the regional trail. In fact, many of the public lands along the river are some of the most sought-after parklands in West Michigan. Residents and visitors long to reconnect with nature and experience the unique habitats, wildlife, and sights that the watershed provides.

The importance of connecting the communities along the Grand River through a non-motorized trail is not only recreational, but also cultural, ecological, and educational. The Grand River has been a cultural resource for as long as humans have inhabited the area. The river was life supporting for the indigenous people, providing plentiful food and shelter. Ancient indigenous cultures chose to locate their burial grounds along the river, further highlighting the cultural importance of the watershed. In fact, one of the areas along the Grand River where the burial mounds still exist is recognized on the National Register of Historic Places. Following colonization, new settlers also chose to live along the Grand River, which supported industrialization and growth. The region is now focused on returning the river to its natural state, prioritizing the environmental health and recreational value of the Grand River. The region is also focused on documenting, preserving, and sharing the cultural history of the River, as well as educate residents and visitors on its unique ecological traits with a focus on preservation and conservation, all while making it accessible for public recreation.

SCOPE

Kent and Ottawa Counties are seeking a qualified firm or team of firms to facilitate development of a regional Grand River Greenway Interpretive Plan that incorporates the following:

- Identification of 20 sites (10 in each County) along the Grand River that have culture, historical, and/or ecological significance (see Exhibit A of initial priority sites identified). These sites will become the Interpretive Nodes that will be the focus of interpretive work completed using the Grand River Greenway Interpretive Plan
- Interpretation narrative that is inclusive of all cultural sites identified along the river (including those already curated/developed). The purpose of this narrative will be to tie all the sites together to demonstrate how the holistic cultural heritage, watershed ecology, and history is represented throughout the Grand River Greenway. The Plan should include an overarching narrative as well as narratives for each of the Interpretive Nodes, inclusive of site history; cultural, historical, and/or ecological significance; and interpretation recommendations/best practices. The plan should also include a review of regional and key studies conducted along the Grand River Greenway to provide recommendations about how these studies could be incorporated into the park and trail experience.
- Regional design and interpretation standards that can be used in development of park and trail sites along the Grand River or one of its tributaries.

In order to ensure the final deliverables are high quality as well as representative and respectful of the diverse perspectives, cultures, and histories of the region, the firm selected for this work must incorporate the following into the methodology:

- Finalization of a regional steering committee that represents the stakeholder groups necessary to the success of the project.
- Recognizing that not all perspectives will likely be represented in the steering committee, identification and engagement with additional stakeholder groups and representatives throughout the project, including a robust and inclusive public engagement process.
- Identification and review of relevant resources (some of which are identified in Exhibit B) to honor the work previously completed in the region, while identifying gaps in knowledge and/or awareness that need to be addressed during the project.
- Awareness of the customs, preferences, and sensitivities of each stakeholder group and strategies that ensure various cultures are included in a way to honor their contributions and perspectives.

Park Operations Report

August 21, 2024

Report Covers July 2024

Submitted by: Jason Boerger



Ottawa County Parks &
Recreation Commission

Responsive Maintenance and Repairs

- 53 down or dead trees were removed from 22 park properties.
- 6 vehicles and 14 other pieces of equipment received routine maintenance or repairs.
- Power washed the walks and decks to remove Spongy Moth droppings at Connor Bayou for reservations.
- Patched (7) holes in the Musketawa Trail.
- Installed a trail camera to view the vending machines at Hager Age of Discovery restroom due to previous years' reoccurring vandalism of the vending machines.
- Routine bridge and boardwalk repairs continue.
- Staff installed grip tape on the bridges at the Upper Macatawa Natural Area in response to a visitor injury.



- Removed old trail bridge and constructed a new bridge on the Helstrom section of the Idema Explorers Trail (Bob Shannon's last project).

Scheduled Maintenance and Tasks

- Set-up and clean-up was performed for 205 facility reservations. In comparison, 217 reservations were held during this time last year.
- Printed, mounted, and installed 84 park signs.
- Gravel roads and parking areas were graded at 6 Parks.
- Took Type 2 well water samples at Upper Macatawa Natural Area, Hager Picnic building, Age of Discovery restroom, South Area parks, East Area parks, Grose, Connor, Eastmanville Farm and Crockery Lake. Hager AOD restroom tested positive for Coliform. We are looking for the cause and retesting.
- Sand was added to the Beach at Grose Park
- New high-speed fiberoptic internet was installed at the North Park Operations Center at Eastmanville Farm.

Staff Updates

- Bob Shannon the East Area Park Operations Technician officially retired after 10 years with OCPRC on July 26th. Interviews for his replacement are being scheduled.
- The North Area Park Caretaker took and passed the Pesticide Certification exam.

Project Updates

Port Sheldon Township Lakeshore Parks Partnership

Staff met with PST and Consumers Energy to discuss additional parking options for Windsnest Park.

New Memorial Benches

- 2 Grand Ravines North
- Grand River Park
- Prepared concrete pad at Hemlock Crossing
- Replaced existing bench at Hemlock Crossing
- Riley Trails

Fee Machine and Parking Software

Motor vehicle permit revenue has exceeded the 2024 annual budgeted amount this month by almost \$65,000. This more than covers the lower-than-expected revenue at Pigeon Creek this past winter.

Park Rules Committee

No progress to report this month.

Oil Release at Bend Area

- Crews are on site working on plugging the 2 wells in the lake and the kayak launch area is closed to the public.
- Work is expected to finish in Early October

Keyless Lock Project

- New controller was installed at the Pumphouse
- One non-functioning pad lock was replaced at Eastmanville Farm

Ottawa Sands Idema Explorers Camp updates

- Staff continued watering of the newly planted trees for the Idema Explorers Camp.
- An old memorial bench was reinstalled
- Staff began purchasing supplies and furnishing to set up the camp and Welcome Center including refrigerators, microwaves, coffee makers, water pumps, desks, chairs, carts, shelves, retail displays, and more.

Seasonal Hiring Update

We were almost fully staffed this summer, but now as some staff return to school for the fall, we are planning for coverage with less help in late August and September.

Escape Ministries at-risk youth employment program

- Trimmed up trails, pulled spotted knapweed and removed a tree on the trail at Paw Paw West.
- Planted native plants and cut teasle seed heads at Paw Paw East.
- Performed monthly inspection of the AEDs at Pigeon and the Nature Center.
- Trimmed and removed oriental bittersweet at Black Lake East and West.



Incident Reports

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

Special Permits Issued

- Grand Fondo bike race North Beach 6/21/25
- Kamppinen Photography
- Mae Photo
- Posh West Picnics and Events
- Paige Photography
- Wollet Photography
- Rexford Photography
- Emaleedee Photography
- Roth Photography



GRAND RIVER GREENWAY

GR Greenway – Idema Explorers Trail (IET) - Stearns Connector Segment. Construction continues but at a slow pace. Some extensions of time have been approved moving completion to later in the fall. The bridge over Stearns Bayou is still closed as work on the bridge joints, railings, and bridge abutments continues. Some trail work has begun to the east of the bridge.

Project Budget Summary

Funding

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	\$ 7,107,732.00

Projected Expenditures

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	\$ 5,685,095.91

Balance remaining **\$ 1,422,636.09**



Bridge construction in progress



Completed abutment ready for steel beams



Bridge joints and south railings nearing completion



Trail construction east of bridge

GR Greenway – IET-Bass River Segment. No change since last report. Design and Engineering work continues on the first phase of trail. Plans have been resubmitted to EGLE to address comments from the State in regard to wetland and floodplain issues. We now await a decision on our Land & Water Conservation Fund (LWCF) grant application (prepared by the State DNR with our assistance) in December. This will determine a potential bidding and construction schedule.

Other work continues on desired easements for the second phase of the Bass River segment of the trail.

Project Budget Summary

Funding

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

Projected Expenditures (estimated)

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. No change since last report. Parks 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 continues to secure desired easements along the route.

GR Greenway – Allendale Segment. Preliminary engineering work has started including surveying of the proposed trail route, which will determine a preferred alignment and determine what easements may be needed or desirable. This work is necessary for us to apply for a Transportation Alternatives Program (TAP) grant needed to fund this segment of the trail.

Bend Area Family Event Center Feasibility Study. This project is complete.

LAKE MICHIGAN COASTAL GREENWAY

Ottawa Sands – Phase 1 Development. Good progress has been made on the day use restroom after delays related to the approval and manufacture of the large wood beams that are part of the roof structure were overcome. The roof is now complete along with most of the siding. Electrical and plumbing rough-ins are also almost complete. Heavy equipment work on the outside of the building is nearing completion which will allow the paving of the day-use parking area to be completed.

Work on the treehouses also continues, with siding and roofing nearing completion. Interior pine walls and ceilings are also in progress.

Park Staff are working on many details of the camp including furniture, appliances, and signage. New park trail and interpretive signage is also to be developed.

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>



Day Use Restroom in progress



Treehouse Interior

Ottawa Sands and Harbor Island Resiliency Project. Initial site inventory and analysis work is in progress as needed to determine opportunities and constraints for habitat enhancements and future recreational improvements.

Kirk Park Improvements. This project is complete except for final paperwork and grant reimbursement.

Rosy Mound Expansion Master Plan. MCSA Group has been selected to assist us with this project. Work will begin later this month

Lake Michigan High Water Damage Replacement/Repairs. No change since last report. Design and permit application preparation for repairs and replacement of stairs and boardwalks at Rosy Mound and Kirk Park are in progress.

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	<u>\$ 14,870.00</u>
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MACATAWA RIVER GREENWAY

Middle Macatawa Trail Connection. Detailed design and engineering work on this project continues as required to submit permit applications to the Road Commission for required road crossings and EGLE for work in wetlands and floodplains. Bidding and construction will commence once these permits are in although this may push this work into 2025.

Initial design work on the UMNA restroom building is also in progress.

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	<u>\$ 0.00</u>
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PIGEON RIVER GREENWAY

Consumers Energy Trail/Sheldon Landing. Conversations continue with various interested parties as we await clarification on the direction that Consumers Energy will determine for future use of its properties.

OTHER PROJECTS

Park Entrance Drives and Parking Lot Repaving Projects. "Chip Seal" resurfacing of the existing parking lot at Grand River Park by the Ottawa County Road Commission has been scheduled for August 20 -23 followed by restriping.

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>

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
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>
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Grose Park Beach Improvements. Design work for this project to address erosion and the undermining of the beach access walkway is nearing completion. It will then be submitted to EGLE for permit approval.

**PROGRAM/VISITOR NUMBERS**

Type	Participants	Programs	Notes
School Programs	102	4	
Private Programs	145	6	
Public Programs	262	23	
Engagement Outpost	-	-	<i>None done this month due to staffing and other programs/events taking priority.</i>
Events	550	2	
Totals	1059	35	

Type	Count	Notes
Nature Center Attendance	1,898	<i>Below average visits; average month = 2,473*</i>
Trafx Car Count	3,520	<i>May 1-30, 2024; average month = 3,522*</i>
SAAA Public Observing	114	<i>July 2024</i>

*Averages visits based on FY23

UPCOMING EVENTS

- **August 17, 9:30-11:30 am** – Pedal the Pigeon with Velo Kids at Pigeon Creek Park
- DATE TBA Ottawa Sands Dedication

GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS

- **Increase participation in Outdoor Education programs**
 - Preparing for back-to-school – targeted email campaign
 - Preparing to assist with service-based learning
 - Finalizing EOY reporting
- **Increase visitation to the Nature Education Center to 25,000 in FY24**
- **Increase public program/event participation by 25%**
 - Interviewing Recreation & Wellness Lead candidates
- **Implement Marketing and Communications Plan**
 - Creating options for newsletter plan in FY25
 - Develop new interim Parks brochure
 - Complete Ottawa Sands interpretive signage

PRESS

- [Ottawa Co. Parks' Strategic Plan Draft Available for Public Review, Comment | 1450 AM 99.7 FM WHTC | Holland](#)
- <https://emeatribune.com/macatawa-water-festival-will-celebrate-water-learning-and-fun/>

GOVDELIVERY BULLETINS / EMAIL MARKETING

	Date	Recipients	Open Rate	Click Rate
Marketing				
Parks Update – July News, Events, & More!	7/1/24	15,883	41%	4%
Nature Calls: Bring Family for a Day of Fun!	7/18/24	3,185	39%	2%
Press Release: Strategic Plan Draft...	7/26/24	16,822	32%	7%
Step it Up Weekly Emails				
Step it Up! Post-Survey	7/1/24	792	60%	13%
Birding				
Birding Update: Newswire	7/13/24	2,536	47%	12%



Ottawa Sands Restoration/Creation

- Staff and contractors surveyed woody habitat structures for potential maintenance and installation issues.
- Staff and contractors began invasive species control treatments in restoration areas.

Hemlock Woolly Adelgid Management

- Stewardship staff were trained in hemlock injection treatments and ArborJet injector operation and maintenance by the Michigan DNR's West MI HWA Coordinator.
- **Stewardship staff treated 332 hemlock trees totaling 3,115 DBH inches throughout Kirk Park in July.**



Stewardship Activities

- Stewardship staff collected native seed from priority early season species (such as wild lupine, hoary puccoon, etc.) and developed a native seed ripening calendar to streamline collections and increase species diversity in the future.
- Staff continued to monitor and maintain the native planting area at Grose Park where native species have already germinated and started flowering.
- Staff surveyed for wild rice in Stearns Bayou and the Pigeon River through Hemlock Crossing.

Partnerships

- Staff and volunteers worked with student employees from Escape Ministry to complete projects at Riley Trails, Paw-Paw Park, Upper Macatawa Natural Area, and Historic Ottawa Beach Parks.
- Staff toured Ottawa Sands and other sites in the lower Grand with members of National Audubon's executive team.

Invasive Species Management

- Staff and volunteers hand-pulled ninety-two bags of spotted knapweed across eleven parks in July.
- Staff treated sixteen invasive species with selective foliar applications across ten parks in July.
- Staff and volunteers hand-pulled European frog-bit from Stearns Bayou to reverse the recent invasion and prevent future spread.

Volunteer Updates

- Volunteer groups completed 11 workdays in July.
- Public 'Service Saturday' volunteer opportunities are scheduled for every third Saturday through the end of the year.
- Starting this fall, Volunteer Supervisor, NRM staff, and Outdoor Educators will collaborate to lead Service-based Learning programs in order to free up NRM staff while utilizing the expertise of our Outdoor Educators.
- **Park Steward volunteers** helped to maintain native plantings at the M-231 trailhead, removed spotted knapweed at Stearns Creek Park and Hager Park, and **hand-pulled European frog-bit at Stearns Creek North.**





Friends of Ottawa County Parks Updates

- FOOCP attended and shared information at LAUP Fiesta Week and at the Ottawa County Fair's Kids Day and Seniors Day.
- Open Houses continue at the Weaver House and Grand Ravines Lodge.
- The Annual Meeting will be held on Wednesday, September 18 from 5:45-7:15pm at Pigeon Creek Lodge. Outdoor Educator Ria Vanderklok will be giving us the opportunity to learn about and experience nature journaling.
- Planning for Lights at Night continues. The event will run from December 1-14 with the luminary walk being held on December 13 and 14.



Present: Roger Belknap Kelly Rice
Joe Bush Paul Sachs

Staff: Curt TerHaar, Coordinator of Park Planning & Development
Aaron Bodbyl-Mast, Park Planner

Strategic Plan Discussion

TerHaar provided an update on the Strategic Plan process, explaining that a draft of the plan has been posted for public review and comment. The final plan will be presented for final approval at the August Parks Commission meeting.

Commissioners and staff then reviewed specific items that Commissioner Rice had noted in an email outlining suggested revisions or questions regarding the plan draft.

Following this review, Bodbyl-Mast presented an analysis of the Placer.ai visitation data to park sites from 2017 to 2024. The intention is to include this report as an appendix to the Strategic Plan. Commissioners recommended abridging the analysis and also suggested reviewing with Strategic Impact Department staff.

Bend Area Family Event Center Feasibility Study

TerHaar explained that the Bend Area Family Event Center Feasibility Study had been finalized and will be incorporated in future updates of the Bend Area Master Plan.

Property Issues

TerHaar reviewed various on-going property issues, including utility easements at Stearns Creek Park and Bur Oak Landing as well as a trail easement at Upper Macatawa Natural Area. There was also a brief update on the Bend Area Phase III Expansion project and other property issues along the Macatawa Greenway and in Robinson Township.

Lakeshore Drive Road Crossing

TerHaar explained that Commissioner McAffrey requested discussion by the Planning Committee of working to add improved pedestrian crossings for Lakeshore Drive for Tunnel Park, Kirk Park, and Rosy Mound Natural Area. TerHaar mentioned that parks staff have been working with the Ottawa County Road Commission to install a flashing light signal and pedestrian crossing sign at 96th Avenue for the Middle Macatawa projects. Bodbyl-Mast added that there had been discussions with Park Township officials about a similar crossing for Tunnel Park.

Commissioners considered Tunnel Park to be the highest priority for this type of signalization and signage. Some concerns were expressed about other locations due to visibility, traffic speeds, and lack of connecting bicycle and pedestrian infrastructure within Kirk Park and Rosy Mound.

TerHaar stated he would review possible funding sources to add the Tunnel Park signal into the capital budget.

Countywide Broadband

Commissioner Sachs provided a brief update on the Countywide Broadband initiative.

The meeting adjourned at approximately 4:55 pm.

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



Ottawa County Parks & Recreation Commission

Jason D. Shamblin
Director

Kelly N. Rice
President

August 13, 2024 Community Engagement Committee Meeting Notes
Submitted by: Jessica VanGinhoven

Present: Jane Longstreet, Chair
Linda McAffrey
Kelly Rice
Allison Miedema
Bruce Greenlee

Staff: Jason Shamblin, Director
Jessica VanGinhoven, Coordinator of Community Engagement
Rylie Dorman, Communications Specialist
Jason Boerger, Coordinator of Operations & Maintenance
Curt TerHaar, Coordinator of Park Planning & Development

Guest: Marci Cisneros, Executive Director, Grand Haven Area Convention & Visitors Bureau

The following items were presented and discussed:

- Grand Haven Area Convention & Visitors Bureau presentation
- Ottawa Sands Dedication Event Plan
- Strategic Plan
- FY25 Goals and Marketing
- Virtual Programming

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

Action Request

Electronic Submission – Request # 382



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 8/21/2024

Vendor/3rd Party: MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: 10A MDNR BASS RIVER PHASE 1 GRANT FUNDING

Suggested Motion:

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

Discussions with the Michigan Department of Natural Resources for construction of the Idema Explorers Trail through the Bass River Recreation Area involved negotiations in regard to trail location and funding. One result of these negotiations was the commitment from the State to assist with funding for a more expensive but less intrusive route through the property. One of these sources is a \$50,000 grant from the Recreation Improvement Fund provided through a Memorandum of Understanding that was executed in December 2023. This Memorandum of Understanding expires September 30, 2024. Since engineering design is still ongoing for Phase I of the Bass River Segment, an amendment to the Memorandum of Understanding is needed to extend the grant through September 30, 2025. Since this is an amendment to a previously approved grant, this will be forwarded to the Board of Commissioners for ratification.

Financial Information:

Total Cost:

Parks Fund Cost:

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is:

Action is Related to Strategic Plan:

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date:



**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR THE
RECREATION IMPROVEMENT FUND**

*This information is required by authority of Part 166 of Act 111 of 2022,
as amended, to qualify for reimbursement.*

Grantee Ottawa County Parks	
Attention Jason Shamblin, Director	
Address 12220 Fillmore Street, Room 267 West Olive, MI 49460	
Email: abodbyl-mast@miottawa.org	
Telephone (269) 616-738-4810	Federal Employer Identification Number (FEIN) CV0048100 / SIGMA Address ID: 24

It is expressly understood by and between the parties hereto that the proposal bears the above Grant Agreement Number and associated documents including all attachments, are by this reference made part of this understanding. All materials bearing this number constitute the entire understanding between the parties.

An agreement is made between the MICHIGAN DEPARTMENT OF NATURAL RESOURCES (hereinafter called the Department; **State Trails** Coordinator, contracting officer) and the above-named Grantee for funding **Design of Phase 1 of the Idema Explorers Trail, Grand River Greenway through Bass River Rec Area.**

The project period shall be from **Signature** to **9/30/24**. This understanding shall convey a sum of money for eligible costs, but which shall not in any event exceed **Fifty thousand dollars \$50,000** dollars.

All projects will comply with the Americans with Disabilities Act of 1990.

All work must comply with State and Federal guidelines rules, regulations, and laws.

Additional guidelines and specifications for this agreement:

- **Project Coordination:** The Department contact for this project is **State Trails Coordinator**, hereinafter referred to as the Coordinator. The Grantee will confer regularly with the Coordinator on the progress of this project.
- **Suspended and Debarred Parties:** ***Sec. 3016.35 Sub awards to debarred and suspended parties.** Grantees and sub grantees must not make any award or permit any award (sub grant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.
- **Payment:** Where applicable, the Department agrees to reimburse the Grantee for authorized expenditures upon verification of actual expenditures up to 90 percent of the grant amount. The Department will pay the final 10 percent upon project completion and final audit. Total payment under this grant is not to exceed the actual costs or **\$50,000**, whichever is less. Initial request for payment shall be made by completing *Request for Grant Reimbursement, PR4121*, (additional forms are available from the address at the end of this agreement). All requests for payment must be submitted quarterly and received by the Department no later than the 15th of the month following the end of the quarter. A final request must be made by **September 30, 2024**. Requests for payment must include copies of invoices and cancelled checks for all expenditures. **A Sigma Vendor ID is required for reimbursement. To apply for the required ID, please follow the instructions found online at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.**
- **Fiscal Control and Accounting Procedures:** In addition to the summary documentation submitted to the Department, the Grantee will maintain complete financial records. Documents required to be maintained for audit include: purchase orders, vouchers, authorized payments, and time records for individual employee(s) charged to this program. All financial records for this Grant will be retained by the Grantee until audit, or for a minimum of three (3) years, whichever is less. Records under audit will be retained until the audit is closed.
- **Procurement:** The Grantee will use their own procurement procedures provided they reflect applicable state and local laws and regulations, to include low bidder competition bid process, as applicable.

- **Prevailing Wage and Fringe Benefits:** Any sub-contractor performing work under this agreement must comply.
- **Insurance:** The Grantee will add the State of Michigan, Department of Natural Resources, as an additional insured party on Grantee's liability insurance policy. Proof of liability insurance must be supplied to the State Trails Coordinator prior to the Department releasing any reimbursements for this grant.
- **Changes:** From time to time, changes may be needed in the scope or an extension of the project and the grant. All changes must be submitted in writing to the Coordinator and approved by the Department 45 days prior to September 30, 2024. Changes implemented prior to approval by the Department will not be eligible for reimbursement.
- **Audits:** The project and related reports are subject to audit by the Department. This may include both financial audits and site visits.
- **Hold Harmless:** Each party to this agreement will be responsible for its own negligent acts, including the acts of its officers, agents, and employees.
- **Right of Cancellation:** This grant agreement may be cancelled by either party upon giving thirty (30) days' written notice to that effect to the other party.

The individuals or officers signing on behalf of the parties to this Agreement certify by their signatures that they have read, understand and agree to comply with this Agreement, and have the authority to enter into this Agreement on behalf of the Grantee.

DEPARTMENT COORDINATOR

Printed Name: Tim Novak Title: State Trails Coordinator
Signature:  Date: 12/6/2023

GRANTEE'S REPRESENTATIVE(S)

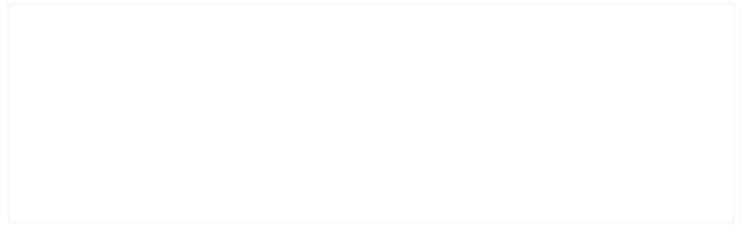
Printed Name: Jason Shamblin Title: Director
Signature:  Date: 11/20/2023

Please sign and return both copies to:

**Lee Maynard, NON-MOTORIZED GRANT COORDINATOR
PARKS AND RECREATION DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
MaynardL1@michigan.gov
517-275-0299**

A fully executed copy will be returned for Grantee's files to the email address provided on page 1.

OTTAWA COUNTY



By: 
Joe Moss, Chairperson
Board of Commissioners

Date 12/05/2023

By: 
Justin F. Roebuck, Clerk/Register

Date 12/01/2023



Michigan Department of Natural Resources – Parks and Recreation Division

Parks and Recreation – Trails Section
Recreation Improvement Fund Grants

AMENDMENT TO GRANT AGREEMENT

This information is required by authority of Act 451 of 1994, as amended to qualify for reimbursement.

SUBJECT OF AMENDMENT

Grantee Ottawa County Parks, Bass River Trail	Grant Number RIF 24-04
--	---------------------------

This amendment to the Grant Agreement, entered above, is hereby made between that participating Grantee and the Department of Natural Resources, through the State Trails Coordinator.

That the above mentioned agreement is amended by adding the following terms or conditions:

Extension of grant through FY25 9/30/25

Explanation:

Project expenses are coming later this year that they would like to be able to submit for reimbursement. They will be submitting expenses incurred to date in August so there will be some balance moving out of this prior to the end of FY2024.

Grantee Representative

By: _____

Jason Shamblin, Director Ottawa County Parks

8/12/2024

Date

DNR State Trails Coordinator

By: _____

Tim Novak

8/12/2024

Date

In all other respects the Agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof, the parties hereto have executed this amendment as of the date entered above.

Please return **both** signed amendments to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS AND RECREATION DIVISION
Maynard1@michigan.gov
(517) 275-0299**

Michigan Department of Natural Resources
First Amendment to Recreation Improvement Fund Memorandum of Understanding 24-04

Ottawa County

By:_____

Joe Moss, Chairperson
Board of Commissioners

Date

By:_____

Justin F. Roebuck, Clerk/Register

Date

Action Request

Electronic Submission – Request # 379



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 8/21/2024

Vendor/3rd Party: STRATEGIC PLAN

Requesting Department: PARKS AND RECREATION

Submitted By: AARON M BODBYL-MAST

Agenda Item: 10B 2024 OTTAWA COUNTY PARKS & RECREATION
COMMISSION STRATEGIC PLAN

Suggested Motion:

To approve the 2024 Ottawa County Parks & Recreation Commission Strategic Plan. 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:

The land acquisition strategy that the OCPRC developed over time focused on four "greenway" corridors within the County (the Grand River, Lake Michigan Coastal, Macatawa River, and Pigeon River Greenways) and successfully helped to drive the approval of a 0.33 Parks Millage in 1996 and two subsequent renewals in 2006 and 2016. The last update to the mission statement was in 2010. Over time, the OCPRC's goals within the various iterations of the Parks, Recreation, and Open Space Plan (which focuses on land acquisition and facility development and has typically been updated every five years) have evolved and broadened as the Parks Department has expanded and varied its offerings. While the Parks, Recreation, and Open Space plan highlights many of the various initiatives of the OCPRC in some way, it does not fully account for the strategic needs of the entire OCPRC and its significant supporting organizations. Additionally, there is no record of a previous formal, comprehensive strategic planning process. Furthermore, many organizations rely on a vision and values statement in addition to a mission statement. As the OCPRC prepares for the 2026 millage renewal and reviews its long-term goals with the completion of many of its original acquisition goals, Crowe LLC was retained to complete a comprehensive Strategic Plan. This process included robust public and stakeholder engagement input as well as several associated inputs (such as a Community Benefits Survey, a scientific polling survey, and visitation data from Placer.ai). The 2024 Strategic Plan will now guide the 2026 Parks, Recreation, and Open Space Plan, other strategic initiatives of various parks divisions and support organizations, and immediate and future organizational realignments. The Strategic Plan and its input will now be an important tool for the millage renewal campaign.

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 1: To Maintain and Improve the Strong Financial Position of the County. 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: Planning and Development: 08/06/2024