

S T A T E O F M I C H I G A N
BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

PARKS—AUTHORIZE GUN LAKE SITE PLAN REVISIONS

WHEREAS, on April 6, 2021, the Parks Advisory Board recommended the Board of Commissioners (Board) use Local Revenue Sharing Funds (#2470) to hire an engineering firm to update the current Gun Lake Park Master Plan and apply for a Michigan Natural Resource Trust Fund (MNRTF) Grant in 2022 to fund these desired improvements; and

WHEREAS, \$100,000 has been accumulated in the Local Revenue Sharing fund to provide the necessary local matching funds needed to secure \$300,000 in (MNRTF) Grant funds; and

WHEREAS, up to \$10,000 is needed to hire an engineer to update the Gun Lake Master Plan and prepare required (MNRTF) grant application documents; and

WHEREAS, Executive Director of Finance recommends the use of \$10,000 from the Parks Fund (#2080) fund balance to complete this action.

THEREFORE BE IT RESOLVED, the Board authorizes an application to the Michigan Natural Resource Trust Fund (MNRTF) grant due April 1, 2022 for Gun Lake improvements; and

BE IT FURTHER RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to use \$10,000 from the Parks Fund #2080 fund balance to complete this action; and

BE IT FINALLY RESOLVED that this resolution supersedes any prior Board action.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 200-799

Date: 4/14/21

Request Type Grant Select a Request Type to reveal and complete required form.

Department Requesting Parks

Submitted By Brandy Gildea

Contact Information Ext 2542

Name of Grant:

Summary of Grant:

Beginning in 2015, \$20,000 has been set aside each year for grant match. The Parks Advisory Board is recommending application to the Michigan Natural Resource Trust Fund (MNRTF) grant of \$300,000 with County matching \$100,000 for a project total of \$400,000 for improvements to Gun Lake Park. Over the past year the Parks Advisory Board reviewed each park, campground and the recreation plan to determine priority project improvements. Park management also reviewed the grant scoring criteria to determine which project would score highest based on current grant criteria. The improvements to Gun Lake best fit the grant criteria.

With board approval of the grant application, Parks is also seeking up to \$10,000 to begin the application process and hire an engineer to update the Gun Lake Master Plan and assist with the application documents required by the MNRTF. Funds could come from either local revenue sharing funds (#2470) or Parks fund balance (#2080). The Exec Dir of Finance recommends that funds be drawn from Parks (#2080) fund balance, which has a healthy surplus.

A motion was made by Langeance, seconded by Brown to recommend to the Board of Commissioners to consider using local revenue sharing funds (#2470) to hire engineer firm to amend/update the current Gun Lake Park Master Plan and then use this plan and engineer firm to apply for a Michigan Natural Resource Trust Fund (MNRTF) grant in 2022 (due April 1, 2022). The motion carried.

Grant Submission Deadline Date

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$300,000.00

Source of Grant Funds (% of allocation) _____

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:

Term of Grant _____

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

The improvements will need regular maintenance throughout the season/years. By making improvements to the park, an increase in pavilion rentals and watercraft launches (revenue) should occur.

2022 MNRTF Estimated Grant Timeline

April 6, 2021 – Parks Advisory Board determine/recommend best project to move forward on to apply for a 2020 MNRTF Grant.

BOC meeting 2021 (Second April meeting) - BOC - to approve a Budget Adjustment to appropriate the necessary funds from the DNR Trust Fund reserves to pay for the engineering services needed to develop a site/master plan and submit a grant application for ... insert whatever project the Parks Advisory Board determines-will determine at their 4/6/21 meeting)... and, if the grant is awarded, to prepare bid documents for construction and provide construction administration services until the project is completed. Grant application due April 1, 2022

May 2021– Develop “engineering services” RFP (that would take us through entire process/project not just the planning stage)

June 2021 – Put RFP out for bid

July 2021- “Award engineering services contract (BOC approval needed if recommended total contract award exceeds \$50,000)

August 2021- November 2021–Update/develop master/site plan based on feedback from users, staff, the Parks Advisory Board and the BOC

November /December 2021 – seek BOC feedback (approval?) of park site/master plan to be used in grant (may be able to be complete by putting in a BOC update)

January 1 – Mid – February 2022 – Complete grant application (and supplement materials)

BOC meeting 2022 (Second February meeting) - – BOC to review project/application and set meeting for public hearing

BOC meeting 2022 (First March meeting) - hold public hearing at BOC meeting. Pass resolution for applying for the grant

April 1, 2022 – grant due (submit grant)

December 2022 – Get awarded grant

June/July 2023 – Seek BOC Resolution - Accept terms of the grant agreement.

July– September 2023– work on construction plans with Engineering/Architect Firm

August/September 2023 – Engineering/Architect Firm to develop RFP for Construction

September/October 2023 – Put construction RFP out for bid

October/November 2023 - Seek BOC Resolution – approve contractor from RFA process

Late fall 2023/Early Spring 2024 – construction begins

July 31, 2024– construction completed

Allegan County Parks Advisory Board



Allegan County Parks, Recreation &
Tourism
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Allegan, MI 49010
269-686-9088
parks@allegancounty.org
<http://www.allegancounty.org>

Chairperson: Pam Brown
Vice Chairperson: John Clark III

PARKS ADVISORY BOARD MEETING – MINUTES

Tuesday, April 6, 2021 @ 8:30am

Virtual Meeting – Connectivity Instructions **Attached**

Pam Brown
616-490-1627
Allegan

John Clark III
269-274-2736
Allegan

**Mark
DeYoung**
616-318-9612
Dorr

Gale Dugan
269-694-5276
Otsego

**Samuel
Dykstra**
269-792-2945
Wayland

**Kevin
Formsma**
616-886-7030
Hamilton

Dean Kapenga
616-218-2599
Hamilton

Jackie Metz
269-521-6524
Allegan

**Maryln
Langeance**
269-694-9326
Otsego

CALL TO ORDER: Meeting was called to order by Chairman Brown at 8:31am

ROLL CALL:

Members Present: Pam Brown, John Clark, Mark DeYoung, Gale Dugan, Samuel Dykstra, Kevin Formsma, Dean Kapenga, Jackie Metz, Maryln Langeance

Members Absent:

Also Present: Brandy Gildea, Ashley Thomson

APPROVAL OF MINUTES: A motion made by Kapenga, seconded by DeYoung to approve the February 2, 2021 minutes as presented. The motion carried.

Yes – Brown	N/A – Dykstra	Yes – Metz
Yes – Clark III	Yes – Formsma	
Yes – DeYoung	Yes – Kapenga	
Yes – Dugan	Yes – Langeance	

PUBLIC PARTICIPATION: None

ADDITIONAL AGENDA ITEMS: None

APPROVAL OF AGENDA: Motion made by Clark III, seconded by Langeance to approve the agenda as presented. The motion carried.

Yes – Brown	N/A – Dykstra	Yes – Metz
Yes – Clark III	Yes – Formsma	
Yes – DeYoung	Yes – Kapenga	
Yes – Dugan	Yes – Langeance	

PARK ADMINISTRATION UPDATES: Gildea went over the Parks Administrative update that was sent along with the agenda packet. Gildea shared that the seasonal rangers and maintenance start on April 19. Season passes and campsites are off to a good start. Littlejohn Lake Park fence is scheduled to be removed by the end of this month. All cooking grills at all parks have been checked and bad ones replaced.

There was discussion about the removal of Littlejohn Lake Park fence.

A motion was made by Dugan, seconded by Formsma that the Parks Advisory Board supports the removal of Littlejohn Lake Park fence. The motion carried.

Yes – Brown	N/A – Dykstra	Yes – Metz
No – Clark III	Yes – Formsma	
Yes – DeYoung	Yes – Kapenga	
Yes – Dugan	Yes – Langeance	

REVIEW ITEMS:

1. Financial Statements
 - a. Quarterly Revenue Comparisons

Gildea went over the financial statements and reviewed the quarterly revenue comparisons for first quarter. Gildea shared that pavilion reservations have picked up a little within the last week. Season passes and campsites are really picking up.

RECOMMENDATION/ACTION ITEMS:

1. 2022 Michigan Natural Resource Trust Fund (MNRTF) Grant - Gildea went over the timeline for the grant. Gildea reviewed the purpose, key items and benefits for the New Richmond Park proposal and the Gun Lake Park proposal.

A motion was made by Langeance, seconded by Brown to recommend to the Board of Commissioners to consider using local revenue sharing funds (#2470) to hire engineer firm to amend/update the current Gun Lake Park Master Plan and then use this plan and engineer firm to apply for a Michigan Natural Resource Trust Fund (MNRTF) grant in 2022 (due April 1, 2022). The motion carried.

Yes – Brown	N/A – Dykstra	Yes – Metz
Yes – Clark III	Yes – Formsma	
Yes – DeYoung	Yes – Kapenga	
Yes – Dugan	Yes – Langeance	

DISCUSSION ITEMS:

1. West Side Park South Beach Access
 - a. Temporary fix for North Stairs
 - b. Long Term with ADA accessibility

Gildea shared that a contractor won't fix anything without an engineer. Parks staff went out this morning to take pictures of the North stairs and to get an idea on what material is needed to fix the stairs. Parks staff will be fixing the North stairs. Right now the water levels are down. Much discussion took place about the long term plan.

A motion was made by Langeance, seconded by Dugan to recommend to the Board of Commissioners for up to \$25,000 be reserved within the local revenues sharing funds for maintenance of access to the beach via north stairs at West Side Park for the duration of the 2021 season. Then to secure an RFP for maintaining long term access to the beach which shall incorporate ADA Accessibility to the degree practical. The motion carried.

Yes – Brown	N/A – Dykstra	Yes – Metz
Yes – Clark III	Yes – Formsma	
Yes – DeYoung	Yes – Kapenga	
Yes – Dugan	Yes – Langeance	

2. 2020-2024 Recreation Plan Review - [Link to Recreation Plan](#)

- a. Consideration of the National Community Citizen Survey (NCS) input - [Link to NCS](#)
- b. Input from Board and Elected Official Combined Board Survey
- c. Input from Parks Advisory Board Members

Gildea would like everyone to review the Recreation Plan, the Citizen Survey (NCS) input/results and Input from Board and Elected Official Combined Board Survey and be ready to discuss at the June meeting.

NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:

FUTURE AGENDA ITEMS: John Clark mentioned that Joe Gill owner of BlueGill Disc Golf Course would like to present at the next meeting.

ROUND TABLE:

Brown - She went to SilverCreek and seen that the old picnic tables were removed and that the park is looking nice.

Clark III –John shared that 50 million rounds of disc golf were played in 2020. There was an increase of 50% new players for disc golf. John was at Jaycee Park on Palm Sunday and seen a lot of people playing disc golf.

Dugan - Gale shared that the Trowbridge Township Board reviewed the latest option for dam removal and a possible new park. Gale will be bringing to the Park's Advisory Board to put into the recreational plan in 2024/2025.

ADJOURNMENT: Next Meeting –Tuesday, June 1, 2021 @ 8:30 Virtual

Motion made by Brown, seconded by Kapenga to adjourn the meeting at 10:26 am. The motion carried

Yes – Brown

Yes – Clark III

Yes – DeYoung

Yes – Dugan

N/A – Dykstra

Yes – Formsma

Yes – Kapenga

Yes – Langeance

Yes – Metz

Determining which project to consider for the 2022 MNRTF Grant –

Info to help assist in that decision

Michigan Natural Resources Trust Fund Board Priorities/scoring criteria – Development Grants

- Highest point scoring criteria for grant
 1. Natural Resource Access & Conservation (60 points)
 2. Urban Area Recreation Opportunities (Park within urban boundaries as defined by the US Census bureau (60 points) – No Allegan County park falls into this category. Will not get any of these 60 points)
 3. Priority project types of MNRTF Grant Board (50)
 4. Local Match (no points if you just do the 25% match) (40 points)

- Michigan Natural Resources Trust Fund Program Goals
 1. Resource Protection
 2. Water Access
 3. Community Recreation
 4. Urban Recreation
 5. Economic Development

- 2020 & 2021 Michigan Natural Resources Trust Fund Board Priorities
 1. Trails (Land & Water)
 2. Regionally Significant
 - The Department has determined that the project is regionally significant to their prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors

Based on all of the above: Top two projects Parks Manger would recommend to consider (with project/items that have already been listed/ approved in our Recreation Plan)

1. New Richmond Park

- Purpose:
 - i. *Provide a historical site that provides motorized and non-motorized watercraft launching, fishing opportunities, hiking, natural wildlife viewing, outdoor educational opportunities and family gathering.*
- Key items/actions that have been identified to improve/future develop our parks:
 - i. Develop and install kayak launch
 - ii. Add a pay machine/gate at current parking lot

- iii. Additional parking/no pay parking lot
- iv. Add improved location closer to river for sturgeon trailer
- v. Develop platform/presentation/release area near river for education and sturgeon release opportunities
- vi. Improve sections of walkway
- vii. Add more trails
- viii. Education/fishing areas right along the banks of the river
- ix. Bank/boardwalk stabilization project
- x. More emphasis on the historical part of the park
- xi. Clear more brush for improved fishing opportunities
- xii. Improve Signage
- xiii. Buy/Get land just south east of bridge
 - If we get this here are opportunities/improvements for this section of land:
 - Pavilion (picnicking/education staging area)
 - Boat launch that's out of the main flow of the river

Some benefits of New Richmond Project:

- Increase level of activities available at park
- Will increase revenues collected – should see revenues double
- Provided a place/opportunities for education/history

2. Gun Lake Park

- Purpose
 - i. *Provide a family friendly park used for multiple recreational activities and to provide public watercraft access to the lake.*
- Key items/actions that have been identified to improve/future develop our parks:
 - i. Improved crosswalk (flashing solar lights)
 - ii. Improve drive to launch
 - iii. Improve launch area (above water)
 - iv. Improve signage
 - v. Pay machine
 - Electric or solar powered
 - Will accept credit cards and cash
 - vi. ADA kayak launch
 - vii. Improve beach area (Expansion)
 - viii. Add benches along beach
 - ix. Add Lighting near boat Launch area
 - x. Add sidewalk along the front of the park
 - xi. Improve play areas (playground equipment, basketball court, etc)
 - xii. Tree plantings/Tree Trimmings
 - xiii. Remove old yellow pay tube & concrete pad
 - xiv. Update lighting in barn & restroom -- replace to LED and make motion activated
 - xv. Install safety fence - direct people to cross at designated location
 - xvi. Fishing Dock
 - xvii. Install Wi-Fi

xviii. Improve drainage

Some benefits of Gun Lake Project:

- Increase level of activities available at park
- Steady revenues - As pavilion has already been completed and boat launch to be possibly be done by the DNR in 2021 I don't see revenue increase with the project completed by grant
- Project would be all completed in one phase – once completed this park should not need any major work for at least 20 + years if regular maintenance done annually

MEMORANDUM

May 11, 2021

TO: Rob Sarro, County Administrator

FROM: Dan Wedge, Executive Director of Services

RE: Gun Lake – Michigan Natural Resource Trust Fund Grant (MNRTF)

In 2019 the Board of Commissioners approved the capital request in the amount of \$265,000 to implement a number of improvements to the Gun Lake Park. At the time the project was bid, the responses were over the amount approved by the Board and funds available. As a result the Parks Advisory Board prioritized the construction of the Pavilion with new concrete slab and the installation of the concert launch pad (Under water portion). The pavilion with slab was completed in 2020 and the launch pad is in process for fall 2021 with construction by the Michigan Department of Natural Resources.

The Parks Advisory Board considered the different priorities within the Park Recreation Plan. At the February 2021 Parks Advisory Board meeting, the Park Manager presented two parks for priority consideration, New Richmond Park and Gun Lake. The Parks Advisory Board voted to table the decision until April 6, 2021 meeting. At the April Parks Advisory Board meeting, the board reviewed the MNRTF point scoring criteria, program goals and priorities. The Board also looked at the benefits for each park project. This review resulted in a recommendation to the Board of Commissioners to consider using local revenue sharing funds (#2470) to hire engineer firm to amend/update the current Gun Lake Park Master Plan and then use this plan and engineer firm to apply for a Michigan Natural Resource Trust Fund (MNRTF) grant in 2022 (due April 1, 2022).

The MNRTF point scoring criteria, Program Goals and Priorities, and the benefits for each park project are shown below as presented to the Parks Advisory Board in April.

For additional information please contact Brandy Gildea BGildea@allegancounty.org or myself Dan Wedge dwedge@allegancounty.org.