

CITY OF NORTH MUSKEGON CITY COUNCIL

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Cover Image: View of Muskegon Lake from Custer Park

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COMMUNITY DESCRIPTION

SECTION 1

1. COMMUNITY DESCRIPTION

LOCATION

The City of North Muskegon is located on the north shore of Muskegon Lake in Muskegon County, Michigan. The city lies north of the City of Muskegon and is bounded on the north east end by Muskegon Township and on the north and west by Bear Lake and Laketon Township. North Muskegon is part of the Muskegon Metropolitan Area.

TRANSPORTATION SYSTEMS

The City is not on or adjacent to any of the US interstate system. It is bisected along its length by Ruddiman Drive which is an extension of M-120/Holton Road on the east end and Memorial Drive, a County primary road, on the west end. Most of the City local streets branch off from Ruddiman Drive through the length of the City and are generally quiet, very low volume streets. Many of the local streets are attractive for walking and bicycling because of the residential character and the occasional views to the lakes on either side of the peninsula.

In addition, Phase I of the the Berry Junction Bike Trail has been completed as far as Dalton Township. Future phases will bring it to Dykstra Road in Laketon Township where the City will eventually connect to it. The City is connected to the Muskegon Lakeshore Trail on the south end of the City as far as Witham Drive. Phase II will take the bike trail down Witham to Dykstra Road to connect to the Berry Junction Trail.

PHYSICAL CHARACTER

Topography: Most of the City is situated on a glacial ridge that extends from the eastern two thirds of Muskegon Lake east along the Muskegon River basin to the limits of the county. The ridge separates Bear Lake from Muskegon Lake and forms a peninsula that is separated from the west end of the Muskegon Lake shoreline by the Bear Lake channel. The City limits extend approximately one-half mile west of the channel.

The ground elevation within the city varies from approximately 585 feet (above sea level) to approximately 628 feet. The lower elevations are found along the shores of Muskegon Lake and Bear Lake and the higher elevations are found along the nearly level top of the peninsula. Virtually all of the peninsula and the east end of the City are at the higher elevation which creates spectacular views and access points to the lakes from many parts of the City. The "west end" area west of the Bear Lake channel is lower than the rest of the City at an approximate elevation of 600 feet and offers easy access to Muskegon Lake.

The small land area and the unique setting between the lakes create the somewhat uniform landscape interrupted with very steep slopes at the shoreline that characterizes the City.

Climate: The proximity of the city to Lake Michigan, and associated inland lakes, markedly influences local climatic conditions. As the prevailing westerly winds move over Lake Michigan, they are cooled by the water during the warm months and warmed by the lake temperature in the cold months. This effect tends to delay summer heat by two to three weeks and similarly affects the onset of winter, which is typical along the coast of Lake Michigan.

Precipitation is fairly moderate, averaging about 32 inches (liquid equivalent) per year. Snowfall has averaged 94 inches per year since 1990, with the heaviest amounts generally occurring from December through February.

Surface Water Resources: The city is uniquely blessed with an uncommon amount of water, having approximately seven miles of lake frontage along the shores of Bear Lake to the north and Muskegon Lake to the south, as well as approximately one mile of river frontage at the east end of the city. Bear Lake is connected to Muskegon Lake via the Bear Lake channel which forms the west end of the peninsula near the west end of the city. Muskegon Lake, in turn, connects to Lake Michigan via the Muskegon Lake channel. This interconnectivity makes it possible to boat on all three lakes from North Muskegon, which is particularly attractive for all water related recreational activities including power boating, sailing, fishing, water skiing and swimming.

Vegetation: Due to the developed nature of the city, native understory vegetation has been significantly modified over the years and has been replaced by maintained lawns associated with predominately residential development of the City. These lawn areas are generally complimented with a variety of indigenous and cultivated trees, shrubs, and floral plants. Most of the City is canopied with native trees (primarily oak), which extend to the shores of the lakes in most of the City. Native wetland vegetation associated with the surrounding water bodies is found along the shore in natural, non-maintained areas and along the frontage of Bear Creek and the Muskegon River.

Soils: Predominant soils in the upland areas are unchanged except that they have been modified to accommodate development over the years. Much of the shorelines of Bear Lake and Muskegon Lake have been modified with fill from a variety of sources to improve that land for residential yard uses.

Area: Based on the 2000 US Census, North Muskegon has a land area of 1.8 square miles (4.7 kilometers). One can better understand the general character of the City when the area is considered as a length - width ratio. Generally, the

City is approximately four miles long and averages slightly less than one-half mile (2,600 feet) in width. The widest part of the City is at the east end where nearly one third of the area is in the Muskegon River and Bear Creek flood plains, which leaves less than one-half mile of usable land area. The peninsular portion of the City is two and one-half miles in length, which accounts for approximately sixty-three percent of the total length area, and is less than one-half mile in width. The extensive amount of area that is either defined by the peninsula or is part of the seven miles of shoreline places very unique limitations on the availability of land for all types of uses in the City. Creative utilization of existing and potential joint tenancy land resources is essential for the City to provide quality leisure time opportunities for its residents.

Existing Land Use: The City is primarily residential in character with a limited amount of acreage devoted to commercial, industrial, office or service related uses. Nearly fifty-five percent of the land is used for residential purposes and approximately four percent of the land is vacant or unused. Approximately fourteen percent of the City's land is used for street and road rights-of-way and an additional five percent is used for public facilities or quasi-public purposes such as schools. A total of approximately seventy-seven percent of the land in the city is committed to residential or residential-related public or quasi-public uses or it is vacant, undeveloped land. Table 1 generally summarizes land use in the City and quantifies the various uses.

The remaining 23 percent of the land is accounted for in a few fairly large tracts used for agricultural, industrial and commercial purposes. The City is clearly a bedroom community with nodes of service commercial uses located on primary streets, as well as some industrial uses, which are located on the east end of the City.

**TABLE 1
EXISTING LAND USE
CITY OF NORTH MUSKEGON**

LAND USE	ACRES	% OF TOTAL AREA
Residential	620	54%
Commercial and Industrial	271	23%
Public and Quasi-Public	52	5%
Right-of-Way (Streets and roads)	161	14%
Undeveloped	48	4%
Totals	1,152	100%

Note: Calculations represent land area only.

POPULATION

General Trends: As indicated in Table 2, the city's population has been relatively stable over the past three decades, with fairly modest gains and declines in population. Between 1970 and 1980, the city experienced a 5.9% increase in population and between 1980 and 1990, the city experienced a decline in population of 2.6%. From 1990 to 2000, a moderate resurgence occurred, creating a 4.5% gain, from 3,919 people to 4,097. However, the 2010 Census reported a 7.5% decline from 4,097 people to 3,786 people.

**TABLE 2
POPULATION CHANGE, 1980 TO 2010
CITY OF NORTH MUSKEGON**

1980	1990	CHANGE	2000	CHANGE	2010	CHANGE
4,024	3,919	-2.6%	4,097	4.5%	3,786	-7.5%

Source: US Census Bureau

It is anticipated that similar modest changes in both positive and negative directions will occur in the future. Fluctuations in dominant age groups and family make-up will account for most of the change in the future with the development of remaining land and changes in existing land uses accounting for the balance. This indicates that the City should continue to develop available land for recreation in areas that have concentrations of family units or on available sites that are not favorable for general development yet are suitable for recreation purposes. Facilities should be designed to best meet the needs of a community of approximately 3,500 to 4,500 residents.

Population Density: North Muskegon has a population density of approximately 2,262 people per square mile. The city ranks as the fourth most densely populated city in the County. The three more densely populated cities are also mature, older cities that have been developed to their limits and rely on changes in land use and infilling for expansion of their populations. Table 3 compares five of the cities in the County with greatest density.

**TABLE 3
POPULATION DENSITY
MOST DENSE CITIES IN MUSKEGON COUNTY**

CITY	PERSON/SQUARE MILE
Muskegon Heights	4,213
Roosevelt Park	3,867
City of Muskegon	3,387
North Muskegon	2,262
Norton Shores	1,933

Source: US Census Bureau, Census 2000

Gender and Age Profile: The 2010 Census reports that the population of North Muskegon consists of 2,018 female residents (53.3%) and 1,768 male residents (46.7%). This is similar to many other parts of the country.

According to the 2010 Census, the median age of North Muskegon residents is 45 years, compared to 42.2 years in 2000 and to 38.2 years for the County overall. It is anticipated that a moderate fluctuation in both the general population make-up and the median age of the population will occur during the coming decade, similar to what has occurred during other generational cycles. However, a dramatic shift in population demographics is not expected. Therefore, catering the recreational plan to a specific age-group may serve a short-term purpose, but could likely alienate majority groups in the longer term.

**TABLE 4
NORTH MUSKEGON AGE BREAKDOWN
1990-2010**

AGE	1990	2000	2010
Under 5	6.30%	4.10%	5.8%
5~18	16.40%	23.10%	19.2%
18~24	5.40%	3.60%	5%
25~44	27.10%	24.90%	39.2%
45~64	22.40%	25.30%	29.4%
65+	22.50%	19%	20.5%
85+	3.60%	3.30%	4.6%
Median Age	41.7	42.2	45

Source: US Census Bureau

General Socio-Economic Information: Based on the 2000 US Census, the City of North Muskegon residents are highly dependent on employment in the Educational, Health and Social Services industry (31.7%), as well as the Manufacturing industry (20.2%). Employment for the majority of the residents is outside the City. Over the life of this plan, it is anticipated the City will not experience any major changes in local employment opportunities. Because of the relatively short commuter trips to work outside the City, this condition will have a very minor impact on recreational facilities and programs provided by the City.

The fairly high standard of living, as well as the age profile of the families in the City, indicates a need for not only active recreation facilities for sports and youth activities, but also for general leisure time and passive recreation experiences. Updating park features, maintaining park facilities, providing a park east of Whitehall Road and providing connections to other recreation areas, public service buildings, and retail centers are some of the most important community leisure time and recreation needs.

Population Distribution by Race: The racial make-up of the City of North Muskegon is predominately white. The 2010 Census reports that the City is home to 206 minority residents, an increase over the 144 minority residents reported in 2000. The racial composition of the City has little impact on the extent or type of recreational facilities or programs that are needed in the community. By comparison to the County as a whole, North Muskegon is much less ethnically diverse than surrounding communities.

Seasonal Population: The City experiences a slight increase in population during the summer months. This increase is made up of vacationing tourists and ex-residents who claim a different primary address in the summer. The 2010 Census Bureau does not tract this population by number, but it does indicate that 49 seasonal housing units are located in the City, compared to only 15 seasonal housing units in 2000. The application of the average household size of 2.30 members per household reveals additional seasonal residents of approximately 113 people. This represents a 3% seasonal increase in population. This increase is not of the character or magnitude to affect the recreational facility or program needs of the City.

Population Projections: Historic population projections for the City of North Muskegon have indicated modest, but continued, growth. However, the city declined in population since 2000. As previously stated, the population of the City is anticipated to experience minor fluctuations in both directions in the future but generally it is projected to remain relatively consistent. This premise is based on the following considerations:

- a. The City has an increasingly older population resulting in fewer births.
- b. The average number of persons per household will continue to change slightly as older person household's change to young and visa versa.
- c. There is a very limited amount of undeveloped land available for new construction remaining in the City.

Table 5 below includes population projections for the City of North Muskegon as prepared by the West Michigan Shoreline Regional Development Commission.

**TABLE 5
POPULATION PROJECTIONS, 2015-2040
CITY OF NORTH MUSKEGON**

2010	2015	2020	2025	2030	2035	2040
3,786	3,808	3,830	3,853	3,875	3,898	3,920

Source: WMSRDC

ADMINISTRATIVE STRUCTURE

SECTION 2

2. ADMINISTRATIVE STRUCTURE

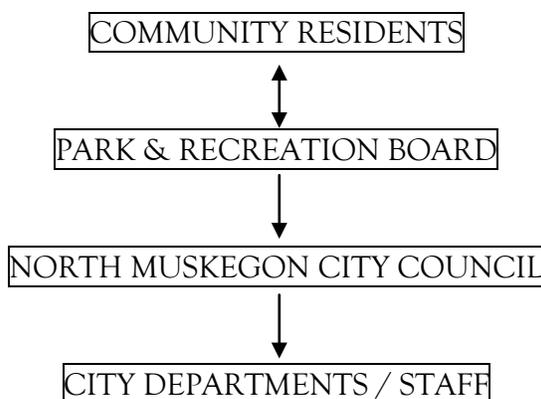
The North Muskegon City Council is responsible for the establishment, operation, and maintenance of park and recreation facilities and programs in the City. The Council appoints a Recreation Board comprised of local residents and one council member to serve as an advisory body to the Council on recreation matters.

Maintenance of the parks and other similar public land is conducted by the City's Department of Public Works. Maintenance activities include litter collection, equipment repair and facility rehabilitation. The City's 2011/2012 park budget is \$66,125; the only specific improvement planned during that budget year, beyond regular maintenance and other activities, is the planting of 15 trees along the newly constructed trail. The current funding source for operations and maintenance is the City's general fund.

The Parks Board relies on volunteers who include the members of the Board itself, Scouting organizations, and the private citizens who help maintain the Fleischmann's Overlook and Custer Park. The Parks Board also organizes a self-funded, volunteer-dependent annual Arts and Crafts fair and the "Taste of the Northside" held in Walker and Custer Parks. The Parks Board maintains a strong relationship with area school districts, other public agencies and private organizations. The City cooperates with the White Lake Area Community Education (for recreation programs) and the North Muskegon Youth Sports League. The North Muskegon school district uses the sports fields in various City parks at no cost.

The following Community/Recreation Chart provides a basic flow diagram of the process involved in the City's recreational planning and implementation process.

COMMUNITY/RECREATION ORGANIZATION CHART



The City's capital improvements budget fluctuates each year based on the needs and monies available. Each budget request is investigated and weighed. These monies come from the City general fund and can be expected to continue based on the Action Program outlined in the Master Plan. Projects that are outlined as priority projects are executed through direct expenditures of these funds or using them as match money for grant-in-aid funding assistance programs.

RECREATION INVENTORY

SECTION 3

3. RECREATION FACILITIES

EXISTING PARK AND RECREATION FACILITIES

The City owns and operates ten community park and recreation facilities. It also has an interest in or participates in the maintenance and programming of two other quasi-public facilities that are managed by the North Muskegon Public School System. There are also public street rights-of-way in the City that have limited use by the public which are the city's responsibility. Private facilities are also available in the community that provide leisure time and recreation opportunities for North Muskegon residents but have limitations for open public access and have no relationship to the City or the Board of Education. The following summary generally describes each facility by the type of ownership and/or availability to the public. They are listed by the identification key used in the Open Space and Bike Trail Plan on page 7:

A. Public Parks:

P-1 West End Park

Size: 4 acres

Type: Neighborhood Park

Features: Partially wooded park with unimproved trails, soccer field and goals, play structure, park benches, shelter, picnic tables (2), Porta Jon restrooms, tennis courts (2), 3 on 3 basketball court and goal, walks, parking area, and landscaping. A recreational complex observation deck exists across the bridge connecting the soccer field to an open field with unimproved trails.



P-2 North Muskegon Waterfront Sports Park

Size: 7.1 acres

Type: Community Park

Features: Open park with fenced soccer and softball fields, paved parking with illumination, lake access and approximately 500 feet of lakeshore beach. The access is at the end of the First Street right-of-way and is used for small boats in the summer and ice fishing access in the winter. The facility also has a play structure, illuminated picnic shelter, shoreline boardwalk and pier. The picnic shelter houses 5 picnic tables and provides electricity and 2 grills.



P-3 Bear Lake Park

Size: Approximately 7 acres.

Type: Community Park

Features: Partially wooded with steep slopes and approximately 475 feet of frontage on Bear Lake with beach, restroom/concession building, fenced ball fields (2) with bleachers and tennis courts (4), off street parking and picnic area.



P-4 Custer Park

Size: 0.5 acres

Type: Community Park

Features: Wooded, maintained memorial park on a high lakeshore bluff with walks, benches, gazebo, flag area, monument stone and time clock. Used frequently for weddings, community gatherings, outdoor exercise classes and community events.



P-5 Walker Park

Size: 1.0 acre
Type: Community Park

Features: Wooded open space that is integrating yard for City Hall, the Public Library, the Walker Community Center and the High School with lighted walks, benches, monument stone and maintained turf. It is the location for the annual arts and crafts fair, concerts in the park, school related outdoor activities, classes, and other community events.



P-6 East End Park

Size: 0.75 acre
Type: Neighborhood Park

Features: Wooded lot in residential area on a main street with play equipment area, picnic area, 3-on-3 basketball court and goal, benches and Porta Jon restroom facilities.



P-7 Causeway Memorial Park

Size: 4.0 acres
Type: Community Park

Features: Memorial greenspace and boulevard with ponds, river crossings, memorial fountain and flag/sculpture features, memorial walkway, bridges and landscaping.

P-8 Fleischmann's Overlook

Size: 1.0 acre

Type: Mini Park

Features: Wooded, high steep-banked bluff on Muskegon Lake shoreline with deck overlooks (3) and wrought iron railings and planters adjacent to Ruddiman Drive sidewalk and pedestrian lighting. Lake access is not provided.



P-9 Pocket Park

Size: approx. 4,000 sq. ft.

Type: Mini Park

Features: Seating and greenspace

P-10 Local/Regional Bike routes/Trails

Size: 3.0 miles

Type: Local and regional

Features: Paved, scenic bikeways with signage, rest areas, and trailheads. North Muskegon has completed a one-mile extension of the Lakeshore Trail, and another one-mile extension is proposed to connect it to the planned 5-mile extension of the 7-mile Berry Junction Trail.

B. Quasi-Public Open Space:

Q-1 Moulton-Stewart Park

Size: Approximately 5 acres

Type: Neighborhood Park

Features: Wooded site along approximately 400 feet of lake frontage with an open, broad shore zone and a moderately steep slope to the upland area that has many mature trees, a water tower site, play equipment and sand play area. The area is used for elementary school recess. The school district recently improved the site with playground equipment, picnic shelter, swing set four half-court basketball courts,

and several portable picnic benches. The site is owned and operated by the North Muskegon school district.

Q-2 North Muskegon Sports Complex

Size: 13.0 acres

Type: Community Park

Features: Unimproved wooded beach on Bear Lake with recently (1997) renovated sports complex on upland area that includes a modern football field with running track, track and field stations, bleachers, concession/restroom building and press box as well as a fenced baseball field with dugouts and associated parking and landscaping. The slope area is used for sledding in the winter in an unimproved condition. The site is owned by the City and the complex is funded and operated by the school district.

C. Private Recreation:

R-1 Pointe Marine Marina Association

Size: Approximately 15 acres

Type: Private Association

Features: Boat slip rental, winter storage and take-out services.

R-2 Interlaken Association Recreation Area

Size: Approximately 1.5 Acres

Type: Private Association

Features: Wooded area with tennis court and play area.

R-3 Muskegon Conservation Club

Size: Approximately 12 acres

Type: Private Special Interest Organization

Features: Natural wetland and bay setting on both lake and river frontage with a marina available to members, nature trails, administrative building with showers, parking and boat storage areas.

R-4 Muskegon Environmental Research & Education Society (MERES)

Size: Approximately 15 acres

Type: Private Special Interest Organization

Features: Natural wetland and bay setting on both lake and river frontage with boardwalk, nature trails, and benches.

D. Out-Of-Community Recreational Facilities

In addition to facilities owned and operated by the City of North Muskegon, the greater Muskegon area has numerous other community and regional public recreational opportunities. They provide locations for periodic leisure time activities, particularly for resource based regional activities such as camping, Lake Michigan beaches, nature center visits, walking-skiing trails, winter sports and similar facilities. The availability of these facilities plays an important role in meeting the recreational needs of North Muskegon, but they are not included as part of this Recreation Plan because they are not readily available to residents except by special trip by car or mass transportation. A few of the nearby facilities that receive periodic use by residents are as follows:

Laketon Township:

1. Horton Park and Swimming Area - the park is located on the north side of Bear Lake approximately 2 to 4 miles from most residents and contains a play structure, restroom facility, picnic area, lighted parking and small boat put-in area.
2. Green Creek Park - the park contains two (2) tennis courts, baseball field with bleachers and benches, play structure with swings, gravel parking area, and two (2) basketball courts and is 4 to 5 miles from most residents.
3. Mullaly Park - the park is located 4 to 5 miles from most residents and contains two (2) tennis courts, basketball court, soccer-football fields, four baseball fields with bleachers and benches, press box, storage building, play structure, miscellaneous play equipment, timber structure, large play structures, swings, picnic shelters with grills and tables and walking paths.

Muskegon State Park:

The park consists of a number of special purpose, resource based use areas located within a very large natural area. The two miles of Lake Michigan shoreline provides a variety of beach and dune walk areas as well as camping and related activities. Some of the facilities that are found in the park are as follows:

1. Snug Harbor Park - is located approximately 1 1/2 miles from the west city limit and includes beach area, picnic area with playground, two picnic shelters and restroom building, fishing pier and boat launch facility.
2. Channel Campground South - full service camping area along the channel with pump-out and boat launch area and water shuttle to the

south side of the channel.

3. Lake Michigan Campground North - camping area with beach, hiking trails and barrier-free showers and toilets.
4. Lake Michigan Beach - beach with play equipment and bath house.
5. Winter Sports Park - volunteer operated lighted and groomed cross-country ski trails, luge course, ice skating and warming house with equipment rental and concession.
6. Block House Overlook - an observation point and replica of a frontier block house.

Pioneer County Park:

A county park that is located approximately 6 miles from most City residents and serves a regional user group providing family picnicking with open space, a lodge and play equipment, public camping, beach area, pick-up ball field, tennis court, basketball court and day use area with tables and grills.

Duck Lake State Park:

This park is located approximately 10 miles from most residents and contains Lake Michigan and Duck Lake beaches, a bath house, picnic shelter, trails and boat launch area similar to the resources and use types found in Muskegon State Park.

City of Muskegon:

The City has numerous parks and facilities that are used occasionally by North Muskegon residents. Most used facilities are those that provide special or unique activities such as theater, sporting events, concerts or other somewhat regional area-wide community events. L.C. Walker Arena, Frauenthal Theater, Hackley Park and Heritage Landing are important periodic destinations for North Muskegonites and serve the need for large community facilities other than educational or community buildings to be located within the City.

E. Recreation Programs

The White Lake Area Community Education Program hosts several classes in the North Muskegon area utilizing the community's parks and facilities.

F. Accessibility Assessment

In July 2006, an accessibility audit was conducted by Michael Wood from Play Environments. Mr. Wood is knowledgeable with the Consumer Product Safety Commission standards and the standards of the American Society for Testing Materials. Mr. Wood found that the playground

equipment at West End and East End Park exhibited deficiencies and were generally out of compliance with current accessibility standards. Therefore, the City included the replacement of all play equipment at West End and East End parks in the Action Plan in the previous 2007 - 2012 Master Plan. East End Park was renovated in 2008 using public funds. Public input was sought and the Parks and Recreation Plan were used in the planning process as a guide.

For this Master Plan, the City conducted its own evaluation of the accessibility of facilities to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents of the City. The community is committed to this effort.

Following is a summary of an adapted scoring system generally in accordance with DNR standards:

- Level 1. None of the facilities in the park meet accessibility guidelines. Little pavement is provided and access routes to the facilities are not easily accessible.
- Level 2. Some of the facilities meet accessibility guidelines, but many of the facilities or the access routes to them are not easily accessible.
- Level 3. Most of the facilities meet accessibility guidelines. Parking areas and walkways are paved; and while most facilities are generally accessible, some barriers may exist for certain people because of age, ability or situation.
- Level 4. All of the facilities meet accessibility guidelines. The park is accessible and the routes to facilities within the park are accessible, but some play or other equipment may not be designed for everyone.
- Level 5. Universal design guidelines were used to design the entire park.

The table below summarizes the accessibility of public facilities located within North Muskegon.

Table 6. City of North Muskegon Public Facilities Accessibility Assessment

Facility	Accessibility Level/Summary
West End Park	3 - West End Park has fenced-in barrier-free port-a-jon facilities. Sidewalks are provided throughout the park and at the three main entrances; however, the parking lot is not paved. There is a wooden bridge connected by sidewalks on both sides that allows accessibility to the observation deck. The unimproved trails are not barrier-free. Barrier-free access routes to many pieces of play equipment are provided, but access routes to several pieces of play equipment are not considered accessible. The picnic tables were recently installed and secured in the picnic shelter to insure that they are wheelchair friendly.
Waterfront Sports Park	5 - Waterfront Sports Park was built with grant funds and complies with all public facilities accessibility standards. The lake access point is even accessible to a wheelchair.
Bear Lake Park	2 - Bear Lake Park is a three-tiered park. The beach area has a paved parking area, but there are no paths provided on the sandy beach. The parking lot is also accessible to the second tier of the park where picnic tables and grills are provided on a grassy field without any paved sidewalks. The top tier houses the restroom/concession building, fenced ball fields and tennis courts. Paved sidewalks are provided on this level, but to reach the bleachers at either field you must cross grass. Parking to this specific area is off paved streets. A sidewalk runs around the entire upper tier of the complex.
Custer Park and Walker Parks	4 - These two parks are situated across the street from each other. The only structure located in either park is a gazebo that has a ramp entrance making it barrier-free. They each also have paved sidewalks that are wheel-chair accessible.
East End Park	3 - Two years ago, East End Park received paved sidewalks and new handicap accessible play equipment. The matting under the play equipment appears to be wood chips, but it is made out of a harder fiber that a wheel chair apparently can move freely over. It currently needs a new top layer to make it level with the sidewalks. The picnic area is located on a grassy area of the park and the picnic tables are not wheelchair friendly.
Causeway Memorial Park	n/a - Causeway Memorial Park is owned jointly by the City of Muskegon and North Muskegon. Our portion of the park does not include any facilities, parking or sidewalks.
Fleischmann's Overlook	4 - Fleischmann's Overlook is accessible from the sidewalk. The overlook is made of wood and is on a steep bluff overlooking Muskegon Lake. There are wrought iron rails the entire length for protection and visibility.
Pocket Park	5 - This is a very small park located on a corner. A concrete sidewalk traverses through the park.
Moulton-Stewart Park	3 - The street side entrance of this park is the primary recess area for the elementary school. There are paved sidewalks and the play equipment is handicap accessible. The lake side portion of the park is heavily wooded and is not accessible to handicapped individuals.

Table 6. City of North Muskegon Public Facilities Accessibility Assessment	
Facility	Accessibility Level/Summary
North Muskegon Sports Complex	2 - The Sports Complex is home to a number of diverse sports activities. The restroom/concession building, football field and bleachers are handicap accessible. The rest of the sports facilities are in grassy areas and may be difficult to navigate. The slope area is not accessible.

G. Status Report For All Grant Assisted Parks And Recreation Facilities

In 2003, the City of North Muskegon was awarded a grant from the Department of Natural Resources in the amount of \$208,000 for park improvements of the Waterfront Sports Park. Improvements to the park include accessible walkways and connections, site restoration, construction of a pier and small craft boat launch, play structure, picnic structure, landscaping, and lighting. Construction was completed in 2006 and final landscaping improvements were made in 2007.

RESOURCE INVENTORY

SECTION 4

4. RESOURCE INVENTORY

This section examines the recreational needs and desires of North Muskegon residents. Determinations have been made through the use of a combination of community input, field evaluations, generally accepted planning standards and a degree of experience and intuition. The recreation standards, which are included in the Appendix, are the same as those used in previous Master Plans and serve as a consistent basis of comparison for planning purposes. The standards are for reference only and need not be taken literally.

Park and recreation needs have been evaluated with a multifaceted process involving all aspects of physical, social and planning criteria. They include the following considerations:

- 1) Field inspections and assessments of existing facilities were conducted to analyze use patterns, determine the condition of the facilities, develop improvement recommendations and to understand maintenance needs.
- 2) Generally accepted recreation standards (Appendix A).
- 3) Public opinion survey information.
- 4) Local input by residents, governmental leaders, and recreational staff of the city and school systems.

Community input has been gained through a community survey conducted in 2004 and during open meetings of the Parks Board and other City bodies. Concerns generally related to the upgrading of existing park- land through the addition and/or improvement of facilities and with only a slight concern for the expansion of park land in the City. This is due in part to the local recognition and understanding that land is in very short supply and that there is virtually no vacant land available for park expansion except for areas that are unsuitable for other forms of development.

FIELD INSPECTIONS AND ASSESSMENTS



West End Park (P-1): This park has had a number of improvements which resulted in the construction of primary use areas like the tennis courts, soccer field, play apparatus area, shelter structure and basketball courts. Originally, a restroom building was proposed for the park, but the trend of using porta jon contractors for some of the parks in the City have eliminated that element from the park.



North Muskegon Waterfront Sports Park (P-2): This park is currently best described as a sports park, with primary improved use areas being a ball field and a soccer field. A small boat launch area and parking also occupy the site. The shoreline is predominately natural and unimproved. The 2006 improvements to the park were aimed at diversification of the recreational opportunities and upgrading all of the site features and facilities.



Bear Lake Park (P-3): This multi-purpose park has two distinct use areas, the sports complex and the picnic / beach area. The sports area consists of tennis courts, tennis practice wall, restroom-concession building and little league fields on the upland area. Below is off-street parking, a beach area and a wooded picnic area which are separated from the sports fields by a steep slope. This park is adjacent to Bear Lake, which makes it an attractive location for family outings and swimming.



Custer Park (P-4): This park is predominantly passive in character and has strolling and viewing as its primary activities. It is also used periodically for community events, for outdoor group meetings, such as taekwondo training, and for numerous weddings during the summer months. The park has concrete walks, a gazebo, and a memorial flagpole.



Walker Park (P-5): Walker Park is a passive recreational facility with large deciduous shade trees and paved pathways. In the summer, concerts are held in the park. The park, because of its large open area and pathways, is used for the annual art fair, Taste of the Northside, and the annual holiday Christmas tree displays.



East End Park (P-6): This neighborhood play lot currently has a porta jon enclosure, half court basketball and play apparatus area on a grassy, wooded site. It is recommended that parking be provided for 2-3 cars in the Marquard Street right-of-way, that a small (15-20 feet diameter) picnic shelter be constructed between the parking, play area and the court area, that a side-walk be installed that connects the parking to the proposed picnic shelter and that a decorative fence be installed along Ruddiman Drive for safety reasons.

Causeway Memorial Park (P-7): North Muskegon controls approximately one third of "Michigan's most beautiful mile." This well-known regional memorial is a significant landmark for the area and for North Muskegon, particularly because it is the primary entrance route into the City from the City of Muskegon and areas to the south. Construction of the veteran's memorial walkway has created interest in pedestrian use of the park. The City of North Muskegon and Muskegon County pays an annual fee to the City of Muskegon to maintain Causeway Memorial Park.



Fleischmann's Overlook (P-8): This small passive site is part of the street sidewalk system in the City and is an important park because of the significant amount of secondary use it receives from motorists and walkers as they pass the site for other destinations. New fencing and flower boxes have been added. The flowers and overlooks are popular features in the City, although lake access is not provided from the site.

Moulton-Stewart Park (Q-1): This land is currently primarily used by the school system for grade school recess and outdoor recreation and as a site for an elevated water tank. The land once received limited use as a community park and some of those features still exist.

North Muskegon Sports Complex (Q-2): Recent improvements to the sports fields, stadium, streetscaping and parking and access areas completed a long standing, comprehensive renovation of the school system's varsity and junior varsity sports facility.

RECREATION STANDARDS

Another means of analyzing the extent of recreational needs is through use of generally accepted recreation standards that have been developed through the evaluation of existing facilities by a variety of observers. For purposes of this plan, the City's facilities were compared to available state and national standards. National standards were developed by the National Recreation and Parks Association (NRPA) and Urban Land Institute. State standards were based on the current edition of the State Recreation Plan. The standards are provided by the Department of Natural Resources Guide to the Development of Community Park, Recreation, Open Space and Greenway Plans. Standards used in the City's prior recreation plan were also examined to better understand past planning and needs considerations.

These standards have been utilized in conjunction with other related park and recreation criteria to assess the potential and need for North Muskegon. The related considerations include:

- a. Types of available and needed parks and programs.
- b. Resource based recreational standards.

A. Types of Parks

There are standards for many different types of parks. This study limits the considerations to only those that would apply to small communities that are part of a larger metropolitan area. Standards for a small community were applied to this study because of the somewhat isolated and contained character of the City. These standards included:

1. Mini Parks .375 acres / 1,000 people.
2. Neighborhood Parks and Playfields 3.5 acres / 1,000 people.
3. Community Parks 6.5 acres / 1,000 people.

District and regional parks were not considered due to their recommended site size and radius of area served (100 to 1,000+ acre size and 3 to 10 mile service radius). However, it should be noted that both Muskegon County and the State of Michigan maintain district and regional parks within both the size and service radius standards for the City. Urban greens were identified but were also not considered. Even though they contribute to the perceptible quality of life of an area, they contribute little to recreational activities and opportunities. Neighborhood parks and play fields were combined as a single unit due to their similarity of function and general use requirements.

The following summary provides a comparison of the City's park acreage to the generalized standards. The summary indicates the City park system is generally adequate when compared to the standards. It should again be noted that the reason for this is because the regional requirements are not included in these considerations.

**TABLE 7
CITY PARKS AND STANDARDS COMPARISONS SUMMARY**

PARK TYPE	STANDARD ACRES/TOTAL SIZE	CITY LAND	DISPARITY
Mini	.375/1.42	1.1 acres	-.32 acres
Neighborhood	3.5/13.3	9.75 acres	-3.55 acres
Community	6.5/25	32.6 acres	+7.6 acres
<i>Total</i>			<i>+3.73</i>

(1) A population of 3,786 people was used, based on the 2010 Census.

Based on the standards of the National Recreation and Park Association, the City is deficient in providing a sufficient number of acres for mini and

neighborhood parks. However, there is a surplus of acreage for community parks and an overall surplus when taking into account the extent of community parkland. With stagnant population change, the City is generally not seeing a demand for additional parkland; nevertheless, the need exists for additional neighborhood park facilities especially east of Whitehall Road, where parks are not located.

B. Resource Based Standards

Resource based facilities accommodate activities linked to a specific natural resource feature. The location of these facilities is driven more by the location of the natural feature than by the socio-economic or demographic considerations. A beach use facility, for example, must be located on a suitable body of water with equally suitable soil, topographic and vegetative features. There are few variables that allow much flexibility in standards of this kind. At the same time, there are extreme limitations on the application of these standards.

The summary of Resource Based Standards in the Appendix indicates a range of possible resource based activities and established standards for those uses. Not all of these activities are possible in North Muskegon because not all of the necessary resources are available. Activities that require large land areas such as campgrounds, cross-country skiing, hiking, snowmobiling, ORV areas, hunting, general use recreation and related activities are inappropriate for a highly developed area like North Muskegon. Those activities that are possible are tabulated in the following resource based facilities standards comparison summary. The summary uses the standards to develop quantities for the City under optimum conditions and compares them to existing conditions. The summary follows:

**TABLE 8
RESOURCE BASED FACILITY / STANDARDS COMPARISON SUMMARY**

RESOURCE ACTIVITY	AREA STANDARD	FACILITY	DISPARITY
Boat Launch	10 parking spaces	+/- 20 spaces*	+ 10 spaces
Fishing Access	5,270 LF	12,000 LF	+ 6,700 LF
Fishing Pier	< 1	- 0 -	- 0 -
Marina Slips	11.5 slips	- 0 -**	**
Bathing Beaches	< 1	1.0 beach	+ 1 beach
Nature area	0.1 acre	3.2 acres***	+ 3.1***

* Provided outside the City by both private and public sectors.

** Numerous slips available in City at Conservation Club and Pointe Marine.

*** Partially improved area managed by Conservation Club.

C. Conclusion

The summary indicates that the City is generally abundant with natural resources and that recreational opportunities exist in the area. What it doesn't show is the level of improvement and the suitability for use of the various facilities. In most cases, even though standard criteria are met, the facilities are not of the character or quality that they create their own demand. They generally meet very basic needs and require considerable improvement before they will become a recreation destination.

The Michigan DNR indicates Muskegon Lake has enough slip space at this time. The Muskegon Environmental Research & Education Society, (MERES), an outgrowth of the Muskegon Conservation Club acquired land that was to become the Muskegon Lake Nature Preserve. Since that time, the Muskegon Lake Nature Preserve has served the environmental educational needs of 5,000 children per year and has been a sanctuary for some 4,000 people who walk the trails of the Preserve. The City has a few resource features that are still underdeveloped that can be accessed by the public. Because of accessibility limitations and the conditions of the areas, they receive very little use. There are few locations left in the City that can become public domain. Overall, all areas currently controlled by the City are all in need of continuous maintenance and improvement.

PUBLIC INPUT AND PLANNING PROCESS

SECTION 5

5. PUBLIC INPUT AND PLANNING PROCESS

PLANNING PROCESS

The City of North Muskegon Community Park and Recreation Plan was developed as a joint effort between local residents, the North Muskegon Parks and Recreation Board (an advisory board of local citizens, appointed by the City Council), the City Planning Commission, City staff, and the City Council. Each of the above was involved in the planning and review of the final document. The Parks and Recreation Board assumed the lead role in the plan development, including preliminary and final plan preparation.

As part of the planning process, the City Parks and Recreation Board provided insight, assessments of actual need, current and past program information, operating data and historical information. They also provided the results of a City-wide survey distributed in spring 2004 to all households. The survey included a series of questions pertaining to local recreational needs and desires. A total of 504 responses were returned.

For this 2011 Park and Recreation Master Plan, residents were given ample opportunity to participate during the planning process. In addition, once the draft Plan was complete, citizens were provided with a 30-day period to review and comment on the Plan. The Plan was published and placed at City Hall, Walker Memorial Library and the North Muskegon Police Department for this purpose. Contact information was provided. The Plan was also published on the City website. To notify the public that the Plan draft had been completed, a notice was placed on the City of North Muskegon's Electronic Sign. A notice was also sent to the Muskegon Chronicle, a newspaper of general circulation in the City, to be published on December 27, 2011 describing the locations that the plan would be available; offering a public comment review period; and providing information where comments could be sent (see Appendix A). When the City attempted to get an affidavit of the publication to incorporate as a part of this plan, it was discovered that the notice was never published – an error on the part of the Chronicle. A phone call was placed to Mr. Jon Mayes at the Department of Natural Resources and he advised that the situation be explained in this document.

A Notice of Public Hearing was published on January 21, 2012. The notice informed residents that the Plan was available for review and that the Recreation Board would be holding a public hearing on the specified date and time (Appendix A).

During the planning process, numerous alternatives were discussed regarding the extent and nature of development that was needed at virtually every park site.

The City is committed to meaningful citizen input and is dedicated to using this input to assist in evaluating trends and in forming policy. The City solicited public participation prior to developing the Plan using the community meeting method. The community meeting was intended to develop a general consensus among the participants as to current recreation issues and some potential solutions to perceived issues. This process also can assist the City in articulating the values of residents.

Williams & Works directed the workshop and facilitated the discussion. The workshop was held on Monday, September 26, 2011 at 7:00 PM at the Walker Community Center; and approximately 10 people attended. The atmosphere was open and informal. The meeting began with a discussion of the purpose of a recreation plan and a brief summary of the Community Description. A review of the goals and objectives presented in the previous plan then ensued and that discussion was followed by a general discussion of what is needed at each park facility. Participants were encouraged to engage the process to provide the City with the benefit of their experience, expertise and perspectives.

Results of the meeting, or the recreational projects desired by participants, are as follows. The following list summarizes the consensus items deemed most important by participants. Because this was a community workshop and not an official meeting of an instrumentality of the City, official meeting minutes were not taken.

Following is a summary of the public input:

West End Park

- Repave tennis courts and provide opportunity for pickle ball
- Add wall for tennis practice
- Update play facilities and install rubberized landing - needs ADA accessible equipment
- Signage program/branding for parks; apply a consistent design

East End Park

- Install a safety fence with a decorative design along Ruddiman
- Coordinate joint meetings between City Council and Parks and Recreation Board for park improvements
- Improve rubber matting / landing
- Install ADA-compliant picnic tables
- Add signage

Waterfront Park

- Improve the landing area under play facilities
- Any boat launch along Bear Lake needs to be limited to small boats

- Improve drainage near shelter
- Extend pier per Master Plan

Fleischmann's Overlook

- Study the feasibility of access to water at overlook and research the deed to determine original intent of park from donor.

Custer Park

- Add telescopes and a map of Muskegon.

Walker Park

- Install lights along the sidewalk; the lights should be equivalent to those along Ruddiman Drive. Lights should be designed for events, but on a timer to turn off at midnight.

Bicycle Trails

- Extend north along Witham Drive to connect to the Berry Junction Trail.
- Add bicycle lanes along Bear Lake Road and Ruddiman Drive to connect existing bike trail to the Laketon Township and Berry Junction Trails.
- Apply "complete streets" design concepts.

Bear Lake Park

- Resurface/reconstruct tennis courts and add lighting.
- Add 4 tennis courts with lighting
- Relocation of baseball fields

New Facilities or Projects

- Build a new park (referred to as a tot-lot) East of Whitehall Road as proposed in previous Plans.
- Replace the retaining walls at the northwest corner of the Bear Lake Channel and Ruddiman and add accessible overlooks on both sides of the bridge with benches facing east and west.
- Construct a new trailhead with parking and restrooms; explore the concept with the Conservation Club or look to build it on City property.
- Lake Avenue Recreation Fields - proposed park. Add sports fields - most likely soccer fields, and bleachers, sidewalks and restrooms (could be added to proposed DPW building).
- Look at the whole DPW site (Lake Avenue) to locate facilities not currently offered in North Muskegon in cooperation with North Muskegon Public Schools.
- Property acquisition for new baseball fields

PLAN REVIEW AND ADOPTION

This Park and Recreation Master Plan has been reviewed and accepted by the community, the Recreation Board and the City Council after an extensive planning process and public review and comment process. Involvement by the community and its representatives was part of the planning process and is evidenced by the adoption of this plan by the Recreation Board and the North Muskegon City Council via the following resolutions:

1. Resolution recommending the City Council Adoption of 2012 - 2016 Park and Recreation Master Plan by the Recreation Board.
2. Resolution for Adoption of the 2012 - 2016 Park and Recreation Master Plan by the North Muskegon City Council.

Following adoption of the Park and Recreation Master Plan by the City Council, the plan was forwarded to the Michigan Department of Natural Resources for review and approval and to the Muskegon County Administrator's Office and the West Michigan Shoreline Regional Development Commission for their information and review. Copies of the resolutions and letters of transmittal to the various agencies are attached to this document in Appendix B.

**GOALS,
OBJECTIVES
AND
ACTION
PROGRAM**

SECTION 6

6. GOALS AND OBJECTIVES

As stated in previous sections, the City of North Muskegon has very distinct boundaries that limit the amount of growth and the extent of development that can occur in the city. This condition also places constraints on the amount and types of parks that can be constructed. The lack of available land further limits opportunities for development or expansion of park facilities. The objective of this park and recreation plan is to identify areas of need and prioritize improvements for those areas for the next five to ten years. As shown throughout this study, the city has land in several parts of the city that is necessary for the basic park system.

North Muskegon Waterfront Sports Park and East End Park have undergone improvements to make the parks suitable for neighborhood and community use. A critical objective is to upgrade all existing parks to current ADA and Play Equipment Safety Standards. The improvement of all park land to accommodate a variety of use types that serve all age groups and levels of ability is critical. The inclusion of play equipment, restrooms, game areas, picnic areas with shelters, walking paths, open play areas and water access where possible are all important considerations to maximize usability and diversity.

The reconstruction of the Sports Complex that included a new stadium, running track, ball field, football field, track and field areas, parking and landscaping under a bond program was the result of the joint energies of the Board of Education and the City. An important future objective is to structure an alliance of the City and the Board of Education that would pursue development of park and recreation programs and facilities politically and financially, throughout the city. The objective of this alliance would be to upgrade and/or develop facilities where school programs regularly occur in conjunction with neighborhood and community.

GOALS AND OBJECTIVES

Goals and objectives were developed in part on the results of the 2004 Community Survey, after field visits to the parks, and following an analysis of ADA accessibility. Once the goals and objectives were drafted, the Recreation Board prioritized the list using colored dots. The items not completed on the list were incorporated into this plan document. The following is the prioritized list of goals, objectives and action steps to guide parks planning and funding priorities for 2012-2017.

Goal 1. Ensure that City Parks are safe and accessible to all residents and visitors of the City of North Muskegon.

Objective A. Upgrade the play areas at West End Park to a level compliant with the Americans with Disabilities Act (ADA) and the federal Architectural and Transportation Barriers Compliance Board.

- i. Replace play equipment at West End Park.

- ii. Improve the rubberized landing under the play area at East End Park and install a rubberized landing at West End Park to improve safety and accessibility.

Objective B. Improve sidewalk facilities.

- i. Add sidewalk at East End Park on Marquard and Washington and to future picnic shelter.

Objective C. Improve grading and drainage at each City Park.

- i. Waterfront Sports Park has a high water issue on ball fields and the boat ramp needs improving.
- ii. Improve grading and drainage at West End Park to provide additional parking.

Goal 2. Reinvest in City Parks to maintain a high level of quality in terms of park amenities.

Objective A. Seek funding for maintenance and upgrades of existing park facilities.

- i. Apply for grants from the DNR and other public bodies for the on-going maintenance and improvement of Park facilities.

Objective B. Develop an annual list of maintenance tasks for each park within the City.

- i. Create a sub-committee consisting of members of the Recreation Board, the Department of Public Works and volunteers to develop a master list of all park facilities and an annual schedule of maintenance needs.

Objective C. Increase awareness about the on-going costs related to maintaining a high level of quality at City Parks.

- i. Develop an annual Parks budget in conjunction with the maintenance sub-committee.
- ii. Include Park maintenance costs in City newsletter.

Goal 3. Develop a mechanism for funding park maintenance and administration for long-term sustainability.

Objective A. Consider long-term funding sources for maintenance of City Parks.

- i. Explore local bonding options for maintenance of City Parks.
- ii. Explore the potential for a parks and recreation millage.
- iii. Explore funding for a Lakeshore Trail trailhead.

Goal 4. Increase the level of use at each City Park.

Objective A. Promote City Parks through a consistent signage campaign.

- i. Develop signage for each park utilizing a consistent color theme, logo and sign type.
- ii. Advertise City parks in local publications and draw users from adjacent communities.

Objective B. Clean and repair broken facilities at all parks on a scheduled basis.

- i. Inventory facility repair needs on annual basis.
- ii. Clean parks on a weekly basis during periods of high usage.
- iii. Improve restroom facility accessibility.

Objective C. Recognize the diversity in ages living in the City and use the Park system.

- i. Include an active and a passive recreational experience at each City Park.
- ii. See Goal 5, C, ii, iii, v

Goal 5. Provide various types of recreational activities serving all age groups in the City.

Objective A. Avoid duplication of services at each park.

- i. Utilize parks inventory to determine where duplication exists.

Objective B. Recognize environmental limitations at certain parks to avoid costly repairs.

- i. Utilize topography and natural drainage patterns as a means to educate residents about local flora and fauna.
- ii. Continue to provide economical and low maintenance restroom facilities at City Parks.

Objective C. Include active and passive recreational amenities at City Parks.

- i. Add shelter and picnic tables at West End Park.
- ii. At West End Park, acquire land for parking and develop parking layout concept.
- iii. Reconstruct tennis courts at West End Park.
- iv. Add second picnic shelter and improve ramp at Waterfront Sports Park.
- v. Add telescopes and historical and current maps of Muskegon Shoreline to Custer Park.
- vi. Replace and add tennis courts at upper Bear Lake Park, also add tennis facility pavilion with lighting and benches. Upgrade restroom facilities. Relocate baseball fields.
- vii. Provide extension of Lakeshore Bike Trail down Witham Dr. to connect with the Berry Junction Trail at Dykstra Road in

Laketon Township.

- viii. Connect Bear Lake Trail to the Laketon Township trail on Bear Lake Road to Ruddiman Drive.

Goal 6. Acquire open space areas within the City in a balanced manner.

Objective A. Consider costs of maintaining new parkland against the benefit to the community.

- i. Develop criteria for consideration of new parkland including proximity to existing facilities, maintenance costs, duplication of services, and accessibility.
- ii. Provide recreational opportunities east of Whitehall Road.

ACTION PLAN

The Action Plan is intended to address what are perceived to be the most pressing, immediate park and recreation needs in the city. These projects have been identified during the planning and community input process and have been selected because of observed need, community interest, and apparent benefit to the community as a whole.

BASIS FOR ACTION PROGRAM

The Action Program is based on community interest and need and recognized park and recreation facility standards. The Action Program for North Muskegon is based on the goals and objectives the Board has identified. The limitations imposed by the size, shape and physical character of the community plays and important role in the quantity and distribution of parks and recreation areas in the City.

The proposed Action Plan addresses the improvement of the city park system, taking into account the ability to fund and construct the proposed improvements. The Action Program is also based on public input.

PROJECT FUNDING

Funding for the various projects will come from as many sources as can be found and are appropriate. The City General fund will be the primary source for maintenance and operation of the park and recreation system. Contributions of materials, time, equipment and financial resources will be sought from all available private parties, organizations and special interest groups where they are suitable and appropriate. Grant-in-aid funding assistance will be sought from foundations, local philanthropists, charitable organizations and available state and federal grant programs. The primary grant program at the time of this writing is the Michigan Natural Resources Trust Fund (MNRTF). This program will be the focus of funding assistance for the projects.

The schedules and extent of the planned future development are stated in general terms and are expected to be somewhat flexible depending on the opportunity circumstance. All of the projects that have been identified in this study warrant immediate consideration and timely construction. However, the prioritization of other municipal projects, and the will of the residents will affect real time execution of the various projects.

Operation of the park system will continue to be a combination of City general fund, participation fee, and sponsorship. The programs are anticipated to continue to expand in the future requiring additional facility and staff resources in addition to the increased funding needs.

Table 9. City of North Muskegon - Action Program & Estimated Costs for Future Improvements to City Parks			
Park:	Improvement:	Cost Estimate	Assumptions
General	Develop signage program for park system	\$17,600	Consultant design fees and installation, 8 new signs
	Bear Lake overlooks/benches	\$45,000	NW quadrant, sheeting, sidewalk, railing, etc
	Construct new trailhead w/parking and restrooms	\$131,000	Removable, signs, engineering, grading, sewer, etc
	Property acquisition	200,000	
	Total	\$393,600	
Lake Avenue Park	Recreation Fields	\$280,000	\$70,000 per field / soccer
(Proposed)	Project Total	\$280,000	
North East Park	Property Acquisition	\$45,000	Per lot purchase
(Proposed East of Whitehall Rd.)	Play Equipment	\$70,500	Rubber base, equipment, engineering, grading, etc.
	Project Total	\$115,500	
Bear Lake Park	Tennis Facility including pavilion, benches, lighting	\$390,000	
	Move baseball fields	\$240,000	Mostly new facilities, irrigation
	Resurface/reconstruct 4 tennis courts	\$48,000	\$12,000 per court
	Add 4 new tennis courts	\$90,000	Post-tensioned concrete
	Upgrade restroom facilities	\$139,000	
	Construction subtotal	\$907,000	
	Construction contingencies & engineering (25%)	\$226,750	
	Project total	\$1,133,750.00	
East End Park	Install ADA-compliant picnic tables	\$2,880	\$720 each, 4 tables
	Install decorative safety fence along Ruddiman Dr.	\$2,200	100 feet at \$22 per linear foot
	Install ADA-compliant rubberized landing mats	\$8,075	17 tons at \$475 per ton
	Construction subtotal	\$13,155	
	Construction contingencies & engineering (25%)	\$3,289	
	Project total	\$16,444	
West End Park	Grading, Play field, drainage improvements, irrigation	\$65,000	
	tennis court Reconstruction	\$45,500	
	Add wall for tennis practice/drills	\$8,000	Pre-fabricated backboard panel
	Property Acquisition for parking	\$50,000	
	Parking Concept Development (preliminary design)	\$6,500	
	Replace play equipment w/ADA-compliant equipment	\$65,000	
	Install ADA-compliant rubberized landing mats	\$8,075	17 tons at \$475 per ton
	Picnic facilities + 2 municipal quality tables	\$6,500	
	Construction subtotal	\$254,575	
	Construction contingencies & engineering (25%)	\$63,644	
	Project total	\$318,219	

Community Park and Recreation Master Plan

Walker & Custer Parks	Add lighting	\$20,000	\$5,000 each
	Add telescopes	\$2,000	\$1,000 each
	Add interpretive/educational signage	\$4,400	\$2,200 each
	Construction subtotal	\$26,400	
	Construction contingencies & engineering (25%)	\$6,600	
	Project total	\$33,000	
Waterfront Sports Park	Improve/extend lake access ramp/pier	TBD	
	Install ADA-compliant rubberized landing mats	\$8,075	17 tons at \$475 per ton
	Improve stormwater drainage near shelter	TBD	
	Construction subtotal	\$8,075	
	Construction contingencies & engineering (25%)	\$2,000	
	Project total	\$10,075	
Fleischmann's Overlook	Study feasibility of water access	TBD	
Trail Extension	Mills to City Limits	\$530,000	includes 425' boardwalk
	City limits to Dykstra Rd. (to Berry Junction Trail)	\$715,000	assume 1 mile of trail
	Laketon Township Trail connection down Bear Lake Rd.	\$260,000	Assumes 1/3 mile
	Construction Subtotal	\$1,505,000	
	Construction contingencies & engineering (25%)	\$376,250	
	Project total	\$1,881,250	
TOTAL ESTIMATED PROJECT COSTS			
PROJECT COSTS, FOR ALL PARKS		4,181,838	

PUBLIC PARKS

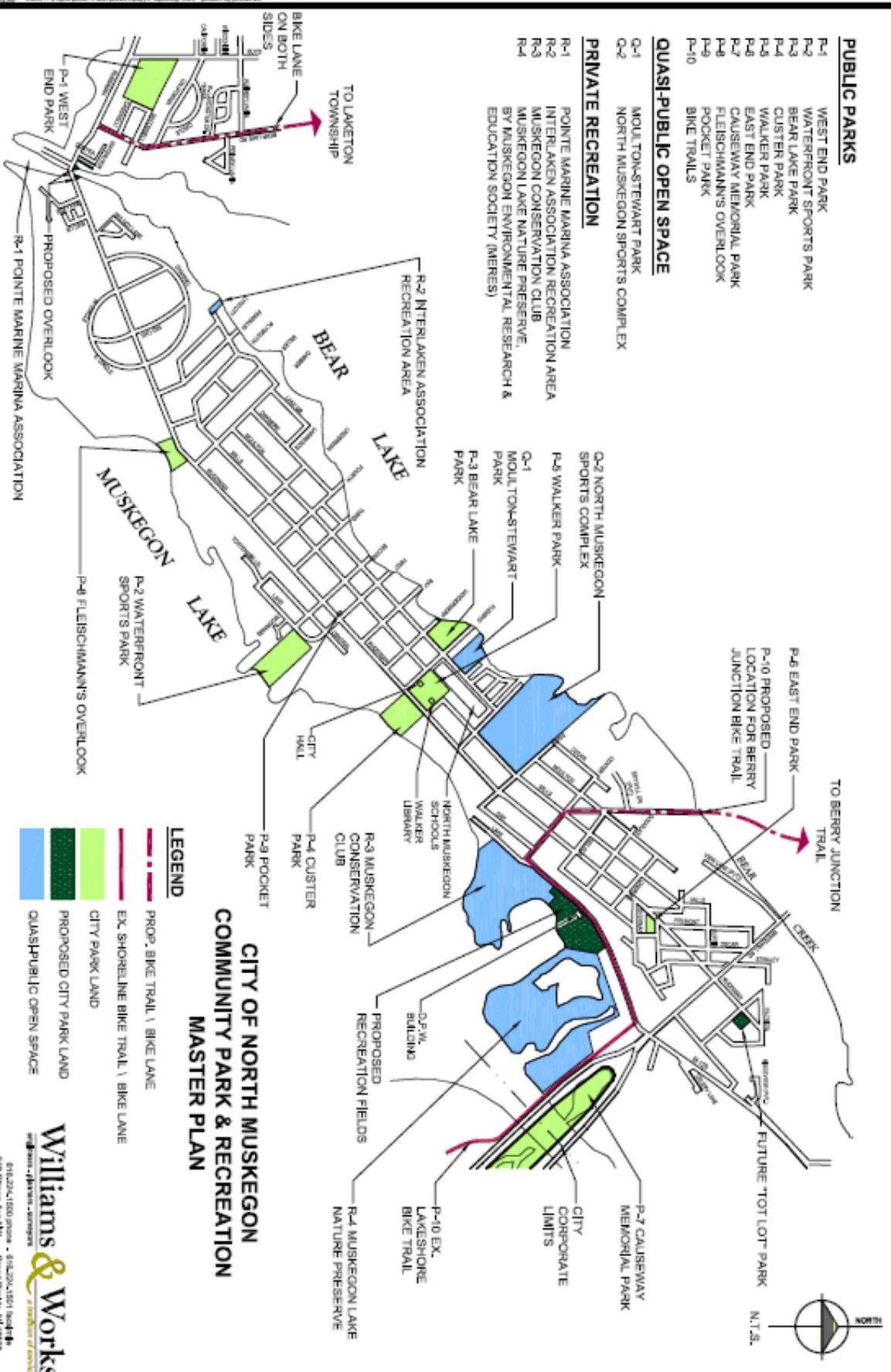
- P-1 WEST END PARK
- P-2 WATERFRONT SPORTS PARK
- P-3 BEAR LAKE PARK
- P-4 CUSTER PARK
- P-5 WALKER PARK
- P-6 EAST END PARK
- P-7 CAUSEWAY MEMORIAL PARK
- P-8 FLEISCHMANN'S OVERLOOK
- P-9 POCKET PARK
- P-10 BIKE TRAILS

QUASI-PUBLIC OPEN SPACE

- Q-1 MOUTON-STEWART PARK
- Q-2 NORTH MUSKEGON SPORTS COMPLEX

PRIVATE RECREATION

- R-1 POINTE MARINE MARINA ASSOCIATION
- R-2 INTERLAKEN ASSOCIATION RECREATION AREA
- R-3 MUSKEGON CONSERVATION CLUB
- R-4 MUSKEGON LAKE NATURE PRESERVE BY MUSKEGON ENVIRONMENTAL RESEARCH & EDUCATION SOCIETY (MERES)



**CITY OF NORTH MUSKEGON
COMMUNITY PARK & RECREATION
MASTER PLAN**

LEGEND

- Prop. Bike Trail \ Bike Lane
- Ex. Shoreline Bike Trail \ Bike Lane
- City Park Land
- Proposed City Park Land
- Quasi-Public Open Space

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 WILLIAMS GROUP
 416.224.4500 ext. 200 • 416.224.1851 (toll-free)
 507 Centre Ave. NW • Grand Rapids, MI 49503

APPENDIX A

**City of North Muskegon
Public Notice
Community Park and
Recreation Master Plan
Input Meeting**

The City of North Muskegon is in the process of updating its Community Park and Recreation Master Plan and will be facilitating a public input meeting on September 26th at 6:30 PM, at the Walker Community Center, 1522 Ruddiman. The purpose of the meeting is to discuss the thoughts and opinions of community residents and stakeholders, and to guide the formation of policies in connection with the future of parks and recreation in our City. All are welcome and encouraged to attend.
Marcia Jeske, MMC
City Clerk
PUBLISH:
Sunday, September 11,
2011

42182(4-01)

STATE OF MICHIGAN
County of Muskegon

Notary Public, State of Michigan
County of Muskegon
My Commission Expires Oct. 26, 2013
Acting in the County of Muskegon

SS. Steve S. Westphal being duly sworn deposes and says that he is the General Manager of the MUSKEGON CHRONICLE, a newspaper printed in Kent County and circulated within the Counties of Muskegon, Ottawa, Newaygo, Mason, and Oceana; that the annexed notice was duly printed and published in said MUSKEGON CHRONICLE for one (1) day(s); that is to say, on the 11th day(s) of Sept 2011, and the _____ day(s) of _____ 20____, and that said publication was continued during said time without any intermission or omission, and that he has a personal knowledge of the facts above set forth.

Steve S. Westphal
Subscribed and sworn to before me this 12th day
of Sept. A.D. 2011.
Leah Marie Allard
Notary Public, Muskegon County, Mich.

_____ inches _____ times, \$ _____

SP200

**City of North Muskegon Public Notice
Community Park and Recreation Master Plan
Public Review Period**

The City of North Muskegon has completed the process of updating its Five-Year Community Park and Recreation Master Plan and will publish the draft Plan for public review. The Recreation Master Plan will be available at the following locations until the public hearing on the Plan:

North Muskegon City Hall, 1502 Ruddiman Drive
Walker Memorial Library, 1522 Ruddiman Drive
North Muskegon Police Department, 1114 Ruddiman Dr.
www.cityofnorthmuskegon.com website

The Community Park and Recreation Master Plan is intended to help guide improvements to recreation facilities in the community. The process to develop the Plan included a community input element. Now that a draft of the Plan has been completed, the City is offering a public comment review period to give residents an opportunity to review and comment on the Plan prior to adoption.

To provide comments on the draft Plan, please send an email to mjeske@cityofnorthmuskegon.com or call 231-744-1621 with any questions or suggestions. Your input is appreciated.

Thank you,

Marcia Jeske, MMC
City Clerk

Publish: December 27, 2011

**City of North Muskegon Public Notice
Community Park and Recreation Master Plan
Notice of Public Hearing**

The City of North Muskegon has completed the process of updating its Five-Year Community Park and Recreation Master Plan. A public hearing will be held by the Recreation Board at 6:00 PM on January 30, 2012 at City Hall, 1502 Ruddiman Dr. The purpose of the hearing is to receive comments on the draft plan and to review comments received during the public review period. All interested persons are invited to submit their comments in person or in writing at or before the public hearing. To provide comments on the draft plan, please send an email to mjeske@cityofnorthmuskegon.com or call 231-744-1621 with any questions or suggestions. Thank you and we appreciate your input.

Marcia Jeske,
MMC City Clerk

PUBLISH: January 21, 2012

STATE OF MICHIGAN
County of Muskegon

ss.

Steve S. Westphal being duly sworn deposes and says that he is the General Manager of the MUSKEGON CHRONICLE, a newspaper printed in Kent County and circulated within the Counties of Muskegon, Ottawa, Newaygo, Mason, and Oceana; that the annexed notice was duly printed and published in said MUSKEGON CHRONICLE for five (5) day(s); that is to say, on the 21st day(s) of Jan 2012, and the 21st day(s) of Jan 2012, and that said publication was continued during said time without any intermission or omission, and that he has a personal knowledge of the facts above set forth.

Subscribed and sworn to before me this 21st day

of Jan 2012
I, Steve S. Westphal
Notary Public, Muskegon County, Mich.

Shirley Ann Yewette
Notary Public, Muskegon County, Mich.

APPENDIX B

**City of North Muskegon
Recreation Board
Resolution of Approval**

FIVE-YEAR COMMUNITY PARK AND RECREATION MASTER PLAN

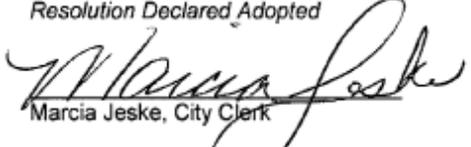
- WHEREAS,** the City of North Muskegon Recreation Board has engaged the process to develop a new Community Park and Recreation Master Plan which describes pertinent features, recreation facilities, policies and desired implementation to improve recreational offerings in the community during the 2012-2017 period, and
- WHEREAS,** the City of North Muskegon Recreation Board facilitated a public input session on September 26, 2011, prior to the development of the Plan, consisting of a community visioning meeting, enabling citizens and stakeholders to express opinions and needs, ask questions, offer advice and discuss all aspects of parks and recreation, and
- WHEREAS,** the City of North Muskegon has prepared the Community Park and Recreation Master Plan for the benefit of the entire community and to meet the recreation needs of residents as expressed during the public input session, and
- WHEREAS,** a notice was published indicating that the Plan was available for review and comment at several locations in the City and offered a period of 30 days for public comment and review, and
- WHEREAS,** a public hearing was held on the Plan on today's date.

NOW, THEREFORE BE IT RESOLVED,

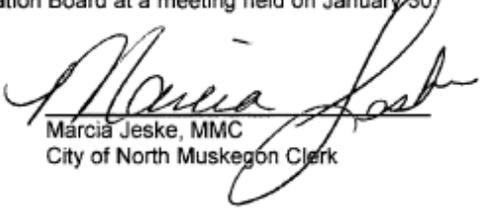
That the City of North Muskegon Parks and Recreation Commission hereby approves the Five-Year Community Park and Recreation Master Plan and recommends its adoption by the City Council as a guideline for improving recreation for the residents and visitors of the community.

Yeas: 6
Nays: 0
Absent: 1

Resolution Declared Adopted


Marcia Jeske, City Clerk

I, Marcia Jeske, City of North Muskegon City Clerk, hereby certify that the foregoing is a true and original copy of the resolution adopted by the Recreation Board at a meeting held on January 30, 2012, at 6:00 p.m.


Marcia Jeske, MMC
City of North Muskegon Clerk

**CITY OF NORTH MUSKEGON
RESOLUTION 2012-109**

Five-Year Community Park and Recreation Master Plan

Resolution of Adoption

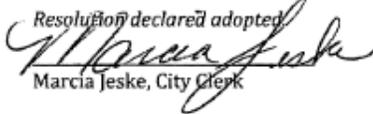
- WHEREAS,** the City of North Muskegon Recreation Board has engaged the process to develop a new Community Park and Recreation Master Plan which describes pertinent features, recreation facilities, policies and desired implementation to improve recreational offerings in the community during the period between 2012 to 2016, and
- WHEREAS,** the City of North Muskegon Recreation Board facilitated a public input session on September 26, 2011 prior to the development of the Plan; consisting of a community visioning meeting, enabling citizens and stakeholders to express opinions and needs, ask questions, offer advice, and discuss all aspects of parks and recreation, and
- WHEREAS,** the City of North Muskegon has prepared the Community Park and Recreation Master Plan for the benefit of the entire community and to meet the recreational needs of residents as expressed during the public input session, and
- WHEREAS,** a notice was published indicating that a draft of the Plan was available for public review and comment in several locations within the City and was offered for a period of at least 30 days, and
- WHEREAS,** the City of North Muskegon Recreation Board held a public hearing on the Plan on January 30, 2012 and considered and implemented those comments into the draft plan being presented to City Council on this date for adoption.

NOW, THEREFORE BE IT RESOLVED,

That the City of North Muskegon City Council hereby adopts the Five-Year Community Park and Recreation Master Plan as a guideline for improving recreation for the residents and visitors of the community.

At a regular meeting of the City Council of the City of North Muskegon, held on February 6, 2012 in the Council Chambers of City Hall, located at 1502 Ruddiman Drive, the foregoing resolution was moved for adoption by Mayor Pro Tem Anderson, seconded by Council Member McKibben and carried.

Yeas: 7 Nays: 0 Absent: 0

Resolution declared adopted

Marcia Jeske, City Clerk

I, Marcia Jeske, City of North Muskegon City Clerk, hereby certify that the foregoing is a true and original copy of the resolution adopted by the City Council at a regular meeting held on February 6, 2012 at 6:00 p.m.


Marcia Jeske, MMC
City of North Muskegon Clerk

City of North Muskegon
"Between the Calm Lake Waters"

February 15, 2012

Ms. Shamika Askew-Storay, Grant Coordinator
Michigan Department of Natural Resources
Grants Management
PO Box 30425
Lansing, MI 48909

Re: North Muskegon Community Park and Recreation Master Plan

Dear Ms. Askew-Storay:

Enclosed please find the 2012-2016 Five-Year Community Park and Recreation Master Plan for the City of North Muskegon. The Plan was prepared with assistance from the Recreation Board and approved and adopted by the City Council. Additionally, copies of the Plan have been submitted to the Muskegon County Administrator's office and the West Michigan Shoreline Regional Development Commission.

Please contact me with any questions, suggestions or comments on our new Plan.

Sincerely,

City of North Muskegon



Marcia Jeske
City Clerk

Enclosure

City of North Muskegon
"Between the Calm Lake Waters"

February 15, 2012

Muskegon County Administrator's Office
Michael E. Kobza Hall of Justice
990 Terrace, 4th Floor
Muskegon, MI 49442

Re: North Muskegon Community Park and Recreation Master Plan

Dear Board of Commissioners and Administrator Bonnie B. Hammersley,

Enclosed please find the 2012-2016 Five-Year Community Park and Recreation Master Plan for the City of North Muskegon. The Plan was prepared with assistance from the Recreation Board and approved and adopted by the City Council. Additionally, copies of the Plan have been submitted to the Michigan Department of Natural Resources and the West Michigan Shoreline Regional Development Commission.

Please contact me with any questions, suggestions or comments on our new Plan.

Sincerely,

City of North Muskegon



Marcia Jeske
City Clerk

Enclosure

City of North Muskegon
"Between the Calm Lake Waters"

February 15, 2012

Mr. Sandeep Dey, Executive Director
West Michigan Shoreline Regional Development Commission
P.O. Box 387
316 Morris Avenue, Suite 340
Muskegon, MI 49443-0387

Re: North Muskegon Community Park and Recreation Master Plan

Dear Mr. Dey:

Enclosed please find the 2012-2016 Five-Year Community Park and Recreation Master Plan for the City of North Muskegon. The Plan was prepared with assistance from the Recreation Board and approved and adopted by the City Council. Additionally, copies of the Plan have been submitted to the Michigan Department of Natural Resources and the Muskegon County Administrator's Office.

Please contact me with any questions, suggestions or comments on our new Plan.

Sincerely,

City of North Muskegon



Marcia Jeske
City Clerk

Enclosure

**NORTH MUSKEGON RECREATION BOARD
MEETING MINUTES**

CITY OF NORTH MUSKEGON CITY HALL

January 30, 2012

6:00 p.m.

Vice Chair Person Susan Snider called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Board Members Judy Mitchell, Susan Snider, Dana Gannon, Tom Trzaska and Chuck Woods

MEMBERS ABSENT: Chairman Sabina Freeman (She was on conference call during the whole meeting) and Board Member Alex Bartoli

OTHERS PRESENT: City Clerk Marcia Jeske

2011-028 APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON
Board Member Woods moved, supported by Board Member Mitchell that the current chair and vice chair be reappointed for the 2012 year.
MOTION CARRIED

2011-029 PUBLIC HEARING – DRAFT PARKS AND RECREATION PLAN 2012 – 2016
Board Member Gannon moved, seconded by Board Member Woods to open the public hearing at 6:05 p.m.

ROLL CALL VOTE:

Ayes: Gannon, Woods, Mitchell, Trzaska, and Snider

Nays: 0

Absent: 2

MOTION CARRIED

Public Comment:

Joe Gentle, Tennis Coach for North Muskegon Public Schools since 1989 and runs the summer tennis program, spoke about the need for additional tennis courts.

Bill Hogan, 640 Lake Drive added that North Muskegon residents are dedicated to the school tennis program and he urged the board to consider additional courts.

Board Member Snider added that her son plays tennis and they did not have any home games last year because of a lack of lighting and courts. She believes that the community is committed to this sport.

Mr. Hogan added that at a bare minimum they would need some sort of facility, the existing 4 courts need resurfacing and there is a need for 4 new courts.

Council Member Woods explained that if the City applied for a grant that most likely there would be a matching fund requirement. He asked the group if they were open to fundraising and seeking donors to aid the City with their portion of a grant or to improve the facilities. Mr. Gentle replied they were and those in attendance agreed that they need to begin soon at least educating the community of their needs.

Board Member Trzaska was in favor of centralizing each sport. He suggested that the tennis group sketch out how they would like to see Bear Lake Park. There is a statement of interest included in the plan and your suggestions can be added. Funding sources need to be sought.

Board Meeting Mitchell moved, seconded by Board Member Snider to close the public hearing at 6:45 p.m.

ROLL CALL VOTE:

Ayes: Mitchell, Snider, Gannon, Woods and Trzaska

Nays: 0

Absent: 2

MOTION CARRIED

2011-030 APPROVAL OF MINUTES

Board Member Mitchell moved, seconded by Board Member Gannon to approve the board meeting minutes from December 14, 2011 as submitted.

MOTION CARRIED

2011-031 UNFINISHED BUSINESS

a. Resolution - Adoption of the 2012-2016 Parks & Recreation Plan

Board Member Mitchell moved, seconded by Board Member Woods to approve the Resolution of Approval for the Five Year Parks & Recreation Plan.

ROLL CALL VOTE:

Ayes: Mitchell, Woods, Gannon, Trzaska, and Snider

Nays: 0

Absent: 2

MOTION CARRIED

2011-032 NEW BUSINESS - None

a. Art Fair Discussion

Art Fair Chair J'nai Closz was present to discuss some ideas and incentives that she had regarding this year's art fair.

The Board discussed new venues such as:

1. A variation of Food Vendors including school clubs.
2. Music throughout the day.
3. A reduced application fee if paid by a certain date.
4. Retail vendors and their effect on the show.
5. Chalk art competition.
6. Farmers Market.

2011-033

ADJOURNMENT

Motion by Board Member Trzaska, seconded by Board Member Gannon to adjourn the meeting at 7:35 p.m.

MOTION CARRIED

Marcia Jeske, MMC, City Clerk

**CITY OF NORTH MUSKEGON
COUNTY OF MUSKEGON, STATE OF MICHIGAN
COUNCIL MEETING MINUTES
February 6, 2012**

The meeting was called to order at
6:00 p.m. by Mayor Chris Witham

PRESENT: Mayor Chris Witham, Mayor Pro Tem Tom Anderson, Council Members Mary Fisher, Jan Koens, Patricia McKibben, Bill Mogren and Chuck Woods

ABSENT: None

ALSO PRESENT: City Manager Dennis Stepke

WORKSESSION

Council Member Mogren informed Council that the Muskegon Lake Watershed Partnership (MLWP) Committee will meet this Thursday, February 9th at 12:00 noon, at the Grand Valley State University Facility.

Mayor Witham called the regular meeting to order at 6:07 p.m.

2012-019 ROLL CALL
City Clerk Marcia Jeske called the roll.

2012-020 PUBLIC COMMENT
Marcia Hovey-Wright, Representative 92nd District spoke to Council on "happenings" at the State level that may impact the City. 1) In the budget process, the Personal Property Tax may be replaced by the expiration of battery tax credits. 2) Road funding may include an increase of the gas tax by 1/3 or vehicle registration fees may be raised by \$60 per vehicle. If the Council wishes to take a stand be sure to emphasize that any and all changes be revenue neutral.

Council Member Woods suggested that a resolution opposing the elimination of Personal Property Taxes be prepared and sent to our representatives.

Mayor Witham questioned the logistics of increasing registration fees by the year of the auto versus using the weight of the vehicle.

Meghan Hart, from the Muskegon Chronicle introduced herself as the individual that will be covering our local news.

Jim LeMeiux had some suggestions to Council about the damaged rail on the bike trail or the replacing of trees along the bike trail on Lake Avenue. Mayor Witham asked that Chief Korabik look into the situation and report back to Council.

2012-021

CONSENT AGENDA

a. Minutes – January 16, 2012 Regular Meeting Minutes

Summary of Request: To approve the meeting minutes.

Mayor Pro Tem noted that “Absent Members” was listed twice in the minutes.

b. Bills & Transfers:

Summary of Request: To approve all bills and transfers January 13, 2012 – January 26, 2012 in the amount of \$175,080.60.

c. Muskegon Northside Lions request to hold their annual White Cane Tag Day on Saturday, May 5, 2012.

d. Knights of Columbus Tootsie Roll Fundraiser, Saturday, April 7, 2012.

Council Member Mogren moved, seconded by Council Member Woods to approve the Consent Agenda amending the minutes as noted.

ROLL CALL VOTE

Ayes: Mogren, Woods, Anderson, Fisher, Koens, McKibben and Witham (7)

Nays: None

MOTION CARRIED

2012-022

OLD BUSINESS

a. Art Fair – 2012

Council Member Woods noted that at the request of the new Chair for the Art Fair, the Recreation Board discussed an incentive to attract vendors. Therefore, a reduction of \$10 to art fair registration fees if registered by a certain date is being requested.

Council Member Woods moved, seconded by Council Member Fisher to amend the City’s fee schedule to reflect a discount in art fair fees as recommended by the Recreation Board.

ROLL CALL VOTE

Ayes: Woods, Fisher, Anderson, Koens, McKibben, Mogren and Witham (7)

Nays: None

MOTION CARRIED

Continuing, Council Member Woods noted that the Recreation Board also discussed the elimination of the summer concerts and having music throughout

the day of the art fair. Mayor Witham agreed that the summer concert attendance had gone down and has run its course. However, he asked that an alternative event be considered by the Recreation Board such as a Community Picnic with music, possibly an event in conjunction with the triathlon, sunfish sailboat races or even a cooking class possibly utilizing the owner of Cichetti's.

2012-023 NEW BUSINESS

1. Resolution 2012-109 – Adoption of the Parks & Recreation Plan

Mayor Pro Tem Anderson moved, seconded by Council Member McKibben to approve Resolution 2012-109, adoption of the Parks & Recreation Plan as presented.

ROLL CALL VOTE

Ayes: Anderson, McKibben, Fisher, Koens, Mogren, Woods and Witham (7)

Nays: None

MOTION CARRIED

2012-024 CITY MANAGERS REPORT

1. An option agreement has been prepared and forwarded to Sustainable Michigan Energy LLC to locate on the Northshore Hospital property.
2. The Willbrandt property acquisition discussions have been delayed due to environmental testing. Communication from Eric Gielow, Parmenter O'Toole, will be forthcoming to identify the number of testing sites required.

2012-025 COMMUNICATIONS

- a. January, 2012 Building Department Reports
- b. Michigan Municipal League

2012-026 ADJOURNMENT

Council Member Woods moved, seconded by Mayor Pro Tem Anderson to adjourn the meeting at 6:50 p.m.

MOTION CARRIED

Approved _____

Marcia Jeske, City Clerk

APPENDIX H. COMMUNITY PARK, RECREATION, OPEN SPACE AND GREENWAY PLAN CERTIFICATION CHECKLIST



Michigan Department of Natural Resources-Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). To be eligible for grant consideration, plans must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

Name of Plan:		
List the community names (including school districts) covered by the plan	County	Month and year plan adopted by the community's governing body
City of North Muskegon	Muskegon	February 2012

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

<input checked="" type="checkbox"/> 1. COMMUNITY DESCRIPTION
<input checked="" type="checkbox"/> 2. ADMINISTRATIVE STRUCTURE <input checked="" type="checkbox"/> Roles of Commission(s) or Advisory Board(s) <input checked="" type="checkbox"/> Department, Authority and/or Staff Description and Organizational Chart Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation <input checked="" type="checkbox"/> Programming <input checked="" type="checkbox"/> Current Funding Sources <input checked="" type="checkbox"/> Role of Volunteers <input checked="" type="checkbox"/> Relationship(s) with School Districts, Other Public Agencies or Private Organizations Regional Authorities or Trailway Commissions Only Description of the Relationship between the Authority or Commission and the Recreation Departments of <input type="checkbox"/> Participating Communities <input type="checkbox"/> Articles of Incorporation
<input checked="" type="checkbox"/> 3. RECREATION INVENTORY <input checked="" type="checkbox"/> Description of Methods Used to Conduct the Inventory <input checked="" type="checkbox"/> Inventory of all Community Owned Parks and Recreation Facilities <input checked="" type="checkbox"/> Location Maps (site development plans recommended but not required) <input checked="" type="checkbox"/> Accessibility Assessment <input checked="" type="checkbox"/> Status Report for all Grant-Assisted Parks and Recreation Facilities
<input checked="" type="checkbox"/> 4. RESOURCE INVENTORY (OPTIONAL)
<input checked="" type="checkbox"/> 5. DESCRIPTION OF THE PLANNING PROCESS

6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice December 27, 2011 See chap 5, pg 1

Type of Notice Newspaper

Plan Location See chap 5, page 1

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) _____

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice January 21, 2012

Name of Newspaper Muskegon Chronicle

Date of Meeting January 30, 2012 / February 6, 2012

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- 1. Official resolution of adoption by the governing body dated: February 6, 2012
- 2. Official resolution of the Parks & Recreation Commission or Board, recommending adoption of the plan by the governing body, dated: January 30, 2012
- 3. Copy of letter transmitting adopted plan to County Planning Agency dated: February 15, 2012
- 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: February 15, 2012

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for
CITY OF NORTH MUSKEGON includes the required content, as indicated
(Local Unit of Government)
 above and as set forth by the DNR.

James W. Stank Feb 17, 2012
 Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

**GRANTS MANAGEMENT
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 PO BOX 30425
 LANSING, MI 48909-7925**

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

_____ Date _____

By: _____
 Grants Management Date _____