

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, DECEMBER 13, 2018 REGULAR MEETING
4:00 P.M., ROSELLE PARK, MEETING ROOM
1010 GRAND RIVER DR NE, ADA, MICHIGAN**

1. Call meeting to order/roll call

Present: Crosby, Damstra, Haga, Nowak, Roe, Steketee, Terwilliger

Absent: Jacobs, Schmottlach, VandenBerge

Staff Present: Ferro, Fitzpatrick, Winczewski,

Public Present: Judy Levick

2. Approval of agenda

Terwilliger moved to approve agenda. Crosby supported. Motion carried unanimously.

3. Approval of minutes of the November 8th meeting

Terwilliger moved to approve the minutes for the November 8th meeting as written. Crosby supported. Motion carried unanimously.

4. Capital Improvement Plan, Park Improvement Plans

Ferro and Fitzpatrick updated the Board on Capital Improvement Projects and related fund balances. Damstra asked what the tax base growth rate is for 2019. Haga stated he believes it was 2.1%

Fitzpatrick stated Kent County Parks Director, Roger Sabine, has retired. The Operations Director, Dan Delooff, is serving as the interim Director.

There was board discussion regarding Kent County's DNR grants for land acquisition along Pettis Avenue.

Fitzpatrick stated he would like to have the Park Facilities and Recreation Programs Committee meet to come up with ideas for a Master Plan for Leonard Park. Several changes are needed at the park such as handicap accessibility, landscape changes for said accessibility, improved fencing, water access as requested through the Recreational Needs Assessment, decks for concerts, etc. A Leonard Park Master Plan would aid in the comprehensive design process. Damstra questioned the necessity for such a plan and stated that if money is being spent on consultants, the focus should be on trails.

5. Schedule/Process for Roselle Park Picnic Area/Parking Lot Improvements and Grant Application

Ferro reviewed projected revenues and expenditures as outlined in the board packet. He stated that more cost estimating input is needed. As of now, \$100,000 will be transferred in yearly from the General Fund into the Trail Fund until FY 2020-21 which is the last year of tax revenue from the 15-year Non-Motorized Trail millage.

Fitzpatrick distributed a handout outlining the Roselle Park Improvement Projects. Board discussed the application process for obtaining a Michigan DNR grant to cover some of the improvement costs. Fitzpatrick stated that \$7,000 is needed to hire the services of OCBA which is not in this year's budget.

Haga moved, Steketee supported, to recommend to the Township Board allocating \$7,000 for FY 18-19, to hire OCBA to facilitate the DNR grant application which will be submitted in March 2019. Motion passed unanimously.

6. Committee Updates

- Rules Committee – Roe stated their recent meeting was very productive. A final review will be done at their January meeting.
- Park Facilities and Recreation Programs – Fitzpatrick stated a summary of their recent meeting was sent to everyone. This group needs to discuss the Ada Park Master Plan and Roselle Park. Damstra offered to help with this committee.
- Trails – Fitzpatrick stated the wood chipper is no longer in the plan.
- Stewardship – Fitzpatrick stated this committee has not yet met. Their focus should be around land acquisition and land management.

Roe and Terwilliger left the meeting at 5:30 p.m.

7. Park Director's Report and Current Project Updates

- Resignation of Trustee LeBlanc; filling of vacancy – Haga gave a brief update on LeBlanc's resignation and the timeline for interviewing new candidates.
- Status of Riverfront Park Construction – Ferro stated plant shoots along the river bank will be planted this month to aid in stabilizing the bank. The final designs for the amphitheater are still under review. Sidewalk completion will be done in the spring.

8. Board Member Comment

Fitzpatrick stated the Recreation Program Assistant position should be filled in January.

Crosby stated it is dangerous when exiting Roselle Park from the south parking lot onto Grand River Drive. It is difficult to see pedestrians on the trail as you leave the parking lot. Fitzpatrick stated he would look into that.

Fitzpatrick stated a Sign Committee is being formed to look into signs for the Township. The goal is to have consistent branding.

9. Public Comment

There were no public comments.

Meeting was adjourned at 5:42 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk