



**PARKS, RECREATION AND LAND PRESERVATION
ADVISORY BOARD MEETING
THURSDAY, August 10, 2023, 8:30 AM
Roselle Park Community Building Meeting Room
1010 Grand River Dr., Ada, MI 49301**

MINUTES

1) Call meeting to order/roll call

Board Members Present: Roe, Crosby, Schmottlach, Hulst, Terwilliger, VandenBerge, Britt, Heule

Board Members Absent: Levick, Hurwitz

Staff Present: Said, Suchy, McIntosh, Deason, Brinks, Fitzpatrick

Public Present: None

2) Approval of agenda

Moved by Britt, supported by VandenBerge. Motion Carried.

3) Approval of meeting minutes from July 13, 2023

Moved by VandenBerge, supported by Schmottlach. Motion Carried.

4) Financial report – monthly update – Funds 208

A monthly update was provided in the packet. Fitzpatrick gave a brief update regarding the budget and financial reporting.

5) Old business

a) Update on amending fees, permits and rules

For the rules, Fitzpatrick requested to focus only on the one rule needed now for changing the alcohol use request procedures we can accommodate the timing of the reservation software changeover. He noted they will follow up with fees with the Program and Facilities committee.

b) Update on Leonard Field Riverfront Improvement Project and Covered Bridge repairs

Fitzpatrick provided the board with updated pictures regarding the project and recent changes regarding the scope of the contracted services. Suchy gave an update regarding the repairs needed on the covered bridge. Pay application #1 is expected in September.

6) New Business

a) Envisioning River Street property acquisition into Leonard Field Park

Hulst provided an update regarding the progress of concept drawings. Fitzpatrick presented two recent alternative concept plans. The board provided feedback regarding the concepts. Suchy provided an update regarding the Oxbow trail, connecting with the existing paved Grand River Nature Trail.

b) Update on status of Capital Campaign

Hulst announced the target of mid-October for a launch of the cabinet. Expect to hear more about the upcoming PRLP involvement. Suchy stated that the Township Board will be hiring a consultant to assist with this campaign, similar to what was done with the Envision Ada campaign.

c) Establishing Sub-Committee for Parks & Recreation Director Position

Hulst began discussion regarding the transition plan for hiring a new director as the current director has given his retirement date of November 15, 2023. Motion to appoint Hulst, Leisman, Terwilliger, Such and Levick to the sub-committee to hire the new Parks and Recreation Director. Supported by VandenBerge. Motion Carried.

7) Committee Reports & Updates

a) **Stewardship Committee:** Fitzpatrick stated that there is an upcoming review sent to the Planning Commission for the Egypt Valley conservation easement.

b) **Programs & Facilities Committee:** This committee is set to meet soon regarding the review of the new fees and alcohol policy.

c) **Trails Committee:** VandenBerge announced Fulton Street bridge has started has begun construction and is set to conclude in November.

8) Staff Reports

a) Director's report

Fitzpatrick gave a brief staffing updated regarding the BFG department and the progress that Brinks has made in the past month. Administrative Assistant position will begin the interview process next week.

b) Others

Hulst stated that Britt will be stepping down from the board as of this meeting.

9) Board Member Comments

10) Public Comments

11) Adjournment

Moved by Terwilliger, supported VandenBerge. Adjournment at 10:01am