



**PARKS, RECREATION AND LAND PRESERVATION  
ADVISORY BOARD MEETING  
THURSDAY, SEPTEMBER 14, 2023, 8:30 AM  
Leonard Field Park  
7490 Thornapple River Dr SE., Ada, MI 49301**

**Note: Meeting to be held outside at Leonard Field Park.  
Canopies will be put up for inclement weather.**

**AGENDA**

- 1) Call meeting to order/roll call
- 2) Approval of agenda
- 3) Approval of meeting minutes from August 10, 2023.
- 4) Financial update – Fund 208
- 5) Old business
  - a) Consideration of adjusted fees for facility rentals
  - b) Consideration of changes to alcohol use request procedure, permit, fee, and rule
  - c) Update on Leonard Field Riverfront Improvement Project and Covered Bridge repairs
- 6) New Business
  - a) Review and ground truthing of concept plan for merging River Street property acquisition into Leonard Field Park, related projects, and capital campaign
- 7) Committee Reports & Updates
  - a) Stewardship Committee
  - b) Programs & Facilities Committee
  - c) Trails Committee
- 8) Staff Reports
  - a) Director's report
  - b) Others
- 9) Board Member Comments
- 10) Public Comments
- 11) Adjournment



**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  
DRAFT**

**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 – Fund 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 provided an update noting a 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 hired 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 current Director Fitzpatrick has given his retirement date of November 15, 2023. Hulst motioned 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 noted that the development plan for the property on Egypt Valley with the conservation easement under another review with the Planning Commission. He also noted that the landowner contracted out services to remove invasive plants from the easement area.

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

**DRAFT**

PERIOD ENDING 08/31/2023

\*NOTE: Available Balance does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - PARKS AND RECREATION FUND						
Revenues						
Dept 020.000 - TAXES						
208-020.000-406.002	TAXES: PARK/OPEN SPACE AD VAL	789,770.00	13,575.00	0.00	776,195.00	
208-020.000-437.000	TAXES:PARK/OPEN SPACE IFT	7,282.00	0.00	0.00	7,282.00	
208-020.000-573.000	LOCAL COMMUNITY SABILIZATION	27,606.00	60,618.50	0.00	(33,012.50)	
Total Dept 020.000 - TAXES		824,658.00	74,193.50	0.00	750,464.50	
Dept 023.000 - INTEREST & RENTS						
208-023.000-665.004	INT: COUNTY POOL	100.00	69.70	0.00	30.30	
208-023.000-665.016	INTEREST - BANK	2,000.00	0.00	0.00	2,000.00	
208-023.000-667.001	CELL TOWER RENTS	7,900.00	3,294.25	658.85	4,605.75	
208-023.000-667.100	RENTAL: ADA PARK	0.00	3,441.40	100.00	(3,441.40)	
208-023.000-667.110	RENTAL: ADA PARK BLDG	4,500.00	(135.00)	0.00	4,635.00	
208-023.000-667.120	RENTAL: ADA PARK FIELD	25,500.00	0.00	0.00	25,500.00	
208-023.000-667.130	RENTAL: ADA PARK SPECIAL EVENT	250.00	0.00	0.00	250.00	
208-023.000-667.200	RENTAL: LEONARD PARK	0.00	13,971.31	0.00	(13,971.31)	
208-023.000-667.210	RENTAL: LEONARD PARK BLDG	200.00	0.00	0.00	200.00	
208-023.000-667.220	RENTAL: LEONARD PARK FIELD	1,950.00	0.00	0.00	1,950.00	
208-023.000-667.230	RENTAL: LEONARD PARK SPECIAL EVI	250.00	0.00	0.00	250.00	
208-023.000-667.300	RENTAL: ROSELLE PARK	0.00	13,154.70	0.00	(13,154.70)	
208-023.000-667.310	RENTAL: ROSELLE PARK BLDG	25,000.00	0.00	0.00	25,000.00	
208-023.000-667.320	RENTAL: ROSELLE PARK FIELD	100.00	0.00	0.00	100.00	
208-023.000-667.330	RENTAL: ROSELLE PARK SPECIAL EVI	250.00	0.00	0.00	250.00	
208-023.000-667.400	RENTAL: LEGACY PARK	0.00	1,134.40	0.00	(1,134.40)	
208-023.000-667.410	RENTAL: LEGACY PARK BLDG	4,000.00	0.00	0.00	4,000.00	
208-023.000-667.420	RENTAL: LEGACY PARK FIELD	100.00	0.00	0.00	100.00	
208-023.000-667.430	RENTAL: LEGACY PARK SPECIAL EVEI	250.00	0.00	0.00	250.00	
Total Dept 023.000 - INTEREST & RENTS		72,350.00	34,930.76	758.85	37,419.24	
Dept 024.000 - STATE REVENUE SHARING						
208-024.000-566.100	GRANTS: OTHER	450.00	0.00	0.00	450.00	
Total Dept 024.000 - STATE REVENUE SHARING		450.00	0.00	0.00	450.00	
Dept 024.001 - GRANTS						
208-024.001-566.000	STATE GRANT	300,000.00	0.00	0.00	300,000.00	
Total Dept 024.001 - GRANTS		300,000.00	0.00	0.00	300,000.00	
Dept 025.000 - CHARGES FOR SERVICES						
208-025.000-647.000	PARK CREDIT CARD RECEIPTS	3,500.00	12,506.03	7,385.00	(9,006.03)	
208-025.000-651.100	FEES: SPORTS YOUTH	200.00	17,956.80	1,125.00	(17,756.80)	
208-025.000-651.200	FEES: SPORTS ADULT/FAMILY	31,500.00	0.00	0.00	31,500.00	
208-025.000-652.100	FEES: ENRICHMENT YOUTH	1,000.00	1,356.60	(100.00)	(356.60)	
208-025.000-652.200	FEES: ENRICHMENT ADULT/FAMILY	1,000.00	5,244.40	0.00	(4,244.40)	
208-025.000-652.300	FEES: SPECIAL EVENTS	1,600.00	0.00	0.00	1,600.00	
208-025.000-653.000	FEES: STEWARDSHIP	1,000.00	0.00	0.00	1,000.00	

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2023

\*NOTE: Available Balance does not reflect amounts encumbered.

		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2023	INCREASE (DECREASE)	BALANCE
						NORMAL (ABNORMAL)
Fund 208 - PARKS AND RECREATION FUND						
Revenues						
Total Dept 025.000 - CHARGES FOR SERVICES		39,800.00	37,063.83	8,410.00		2,736.17
Dept 026.000 - CONTRIBUTIONS						
208-026.000-674.001	CONTRIBUTIONS - ADA PARK	5,750.00	0.00	100.00		5,750.00
208-026.000-674.002	CONTRIBUTIONS - LEONARD FLD	33,000.00	0.00	0.00		33,000.00
208-026.000-674.003	CONTRIBUTIONS - ROSELLE PARK	6,000.00	0.00	0.00		6,000.00
208-026.000-674.004	CONTRIBUTIONS - MOTL SPONSORSHI	0.00	7,750.00	0.00		(7,750.00)
208-026.000-674.400	CONTRIBUTIONS - LEGACY PARK	4,000.00	0.00	0.00		4,000.00
Total Dept 026.000 - CONTRIBUTIONS		48,750.00	7,750.00	100.00		41,000.00
Dept 027.000 - OTHER REVENUE						
208-027.000-675.000	MISC AND OTHER REVENUE	1,000.00	25.49	25.49		974.51
Total Dept 027.000 - OTHER REVENUE		1,000.00	25.49	25.49		974.51
TOTAL REVENUES		1,287,008.00	153,963.58	9,294.34		1,133,044.42
Expenditures						
Dept 279.000 - OTHER TOWNSHIP EXPENSES						
208-279.000-719.002	LIFE INSURANCE, OTHERS	2,000.00	677.33	134.38		1,322.67
208-279.000-995.000	TRANSFERS OUT TO OTHER FUNDS	50,000.00	0.00	0.00		50,000.00
208-279.000-999.000	PAYING AGENT FEES	75.00	0.00	0.00		75.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		52,075.00	677.33	134.38		51,397.67
Dept 753.000 - RECREATION DEPARTMENT						
208-753.000-704.000	WAGES	27,005.00	11,204.22	3,116.30		15,800.78
208-753.000-707.000	WAGES - HOURLY WORKER	10,240.00	5,095.53	1,400.83		5,144.47
208-753.000-707.005	OVERTIME	200.00	1,506.49	226.26		(1,306.49)
208-753.000-710.000	WAGES - UMPIRE/SCOREKEEPER	10,700.00	7,775.00	2,437.50		2,925.00
208-753.000-715.000	FICA - TOWNSHIP SHARE	2,340.00	1,561.85	439.30		778.15
208-753.000-716.000	FICA - MEDICARE TWP SHARE	500.00	371.60	102.69		128.40
208-753.000-719.000	RETIREMENT - EMPLOYER COST	2,700.00	1,140.04	311.63		1,559.96
208-753.000-719.001	MEDICAL, DENTAL INSURANCE	5,500.00	3,342.33	502.47		2,157.67
208-753.000-724.000	PHONE ALLOWANCE	720.00	149.97	30.00		570.03
208-753.000-740.000	OPERATING SUPPLIES/SERVICES	4,000.00	1,875.20	541.22		2,124.80
208-753.000-800.000	CONTINUING EDUCATION	500.00	0.00	0.00		500.00
208-753.000-801.000	CONTRACT SERVICE	2,500.00	0.00	0.00		2,500.00
208-753.000-983.000	NEW EQUIPMENT	2,500.00	959.99	159.99		1,540.01
Total Dept 753.000 - RECREATION DEPARTMENT		69,405.00	34,982.22	9,268.19		34,422.78
Dept 754.000 - PARK PROGRAMS						
208-754.000-704.000	WAGES	27,005.00	11,205.19	3,116.52		15,799.81
208-754.000-707.000	WAGES - HOURLY WORKER	12,400.00	17.87	17.87		12,382.13
208-754.000-707.005	OVERTIME	200.00	0.00	0.00		200.00
208-754.000-715.000	FICA - TOWNSHIP SHARE	3,000.00	671.66	188.40		2,328.34
208-754.000-716.000	FICA - MEDICARE TWP SHARE	1,000.00	163.54	44.08		836.46

PERIOD ENDING 08/31/2023

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		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	BALANCE
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)
Fund 208 - PARKS AND RECREATION FUND						
Expenditures						
208-754.000-719.000	RETIREMENT - EMPLOYER COST	3,975.00	1,140.13	311.65		2,834.87
208-754.000-719.001	MEDICAL, DENTAL INSURANCE	5,500.00	2,142.67	502.53		3,357.33
208-754.000-724.000	PHONE ALLOWANCE	700.00	150.03	30.00		549.97
208-754.000-740.000	OPERATING SUPPLIES/SERVICES	2,500.00	212.86	69.76		2,287.14
208-754.000-801.000	CONTRACT SERVICE	4,000.00	6,608.00	1,458.00		(2,608.00)
208-754.000-983.000	NEW EQUIPMENT	3,000.00	0.00	0.00		3,000.00
Total Dept 754.000 - PARK PROGRAMS		63,280.00	22,311.95	5,738.81		40,968.05
Dept 755.000 - PARKS AND ARBORETUM						
208-755.000-704.000	WAGES	45,402.00	18,454.78	5,208.64		26,947.22
208-755.000-704.001	WAGES - SUPPORT	10,800.00	3,161.00	1,423.63		7,639.00
208-755.000-704.003	PK MAINTENANCE	59,548.00	24,536.48	6,732.04		35,011.52
208-755.000-704.005	WAGES: OVERTIME	2,000.00	0.00	0.00		2,000.00
208-755.000-707.000	WAGES - HOURLY WORKER	24,800.00	13,324.14	5,717.00		11,475.86
208-755.000-707.005	OVERTIME	300.00	0.00	0.00		300.00
208-755.000-708.000	WAGES - ADMIN ASSISTANT	35,720.00	13,946.24	3,435.18		21,773.76
208-755.000-715.000	FICA - TOWNSHIP SHARE	11,142.00	4,384.79	1,358.61		6,757.21
208-755.000-716.000	FICA - MEDICARE TWP SHARE	2,230.00	1,062.37	317.78		1,167.63
208-755.000-719.000	RETIREMENT - EMPLOYER COST	17,827.00	6,070.62	1,603.09		11,756.38
208-755.000-719.001	MEDICAL, DENTAL INSURANCE	37,000.00	11,450.68	2,389.33		25,549.32
208-755.000-724.000	PHONE ALLOWANCE	1,600.00	596.49	121.58		1,003.51
208-755.000-729.000	UNIFORMS	3,700.00	1,250.31	0.00		2,449.69
208-755.000-740.000	OPERATING SUPPLIES/SERVICES	30,000.00	11,265.88	1,656.23		18,734.12
208-755.000-742.000	ARBORETUM TREE CARE	4,000.00	0.00	0.00		4,000.00
208-755.000-800.000	CONTINUING EDUCATION	3,300.00	40.00	0.00		3,260.00
208-755.000-801.000	CONTRACT SERVICE	32,000.00	19,175.12	9,884.60		12,824.88
208-755.000-817.000	LAWN CARE CONTRACT	50,000.00	21,583.32	0.00		28,416.68
208-755.000-818.000	SANITATION CONT SERVICE	11,000.00	5,367.50	733.84		5,632.50
208-755.000-820.000	MEMBERSHIP & DUES	900.00	0.00	0.00		900.00
208-755.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	11,000.00	2,077.52	496.51		8,922.48
208-755.000-870.000	MILEAGE & EXPENSES	2,000.00	4.00	0.00		1,996.00
208-755.000-910.000	TOWNSHIP INSURANCE/BONDS	19,000.00	17,925.44	607.89		1,074.56
208-755.000-920.000	UTILITIES/SPEC ASSM'TS	24,000.00	8,368.77	4,048.46		15,631.23
208-755.000-930.000	MAINTENANCE & REPAIR	53,500.00	23,404.78	18,657.05		30,095.22
208-755.000-933.000	TRUCK/EQUIP EXPENSES	14,000.00	5,687.62	2,906.73		8,312.38
208-755.000-955.000	CREDIT CARD EXPENSES	1,000.00	0.00	0.00		1,000.00
208-755.000-970.000	CAPITAL PURCHASE	513,350.00	26,364.14	0.00		486,985.86
208-755.000-974.000	IMPROVEMENTS	54,400.00	0.00	0.00		54,400.00
208-755.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	83,000.00	30,695.59	4,973.44		52,304.41
208-755.000-983.000	NEW EQUIPMENT	15,300.00	199.77	0.00		15,100.23
Total Dept 755.000 - PARKS AND ARBORETUM		1,173,819.00	270,397.35	72,271.63		903,421.65
Dept 765.000 - OPEN SPACE						
208-765.000-704.000	WAGES	5,015.00	2,050.57	578.76		2,964.43
208-765.000-715.000	FICA - TOWNSHIP SHARE	316.00	130.02	36.07		185.98
208-765.000-716.000	FICA - MEDICARE TWP SHARE	64.00	31.84	8.44		32.16
208-765.000-719.000	RETIREMENT - EMPLOYER COST	505.00	211.81	57.88		293.19
208-765.000-719.001	MEDICAL, DENTAL INSURANCE	150.00	62.50	0.00		87.50
208-765.000-724.000	PHONE ALLOWANCE	150.00	15.01	3.01		134.99

PERIOD ENDING 08/31/2023

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		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - PARKS AND RECREATION FUND						
Expenditures						
208-765.000-726.000	OFFICE SUPPLIES/SERVICES	1,000.00	0.00	0.00	1,000.00	
208-765.000-740.000	OPERATING SUPPLIES/SERVICES	6,500.00	503.80	0.00	5,996.20	
208-765.000-801.000	CONTRACT SERVICE	9,000.00	0.00	0.00	9,000.00	
208-765.000-828.000	LEGAL SERVICES	2,000.00	0.00	0.00	2,000.00	
208-765.000-974.000	IMPROVEMENTS	2,000.00	0.00	0.00	2,000.00	
208-765.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	12,000.00	0.00	0.00	12,000.00	
Total Dept 765.000 - OPEN SPACE		38,700.00	3,005.55	684.16	35,694.45	
Dept 905.000 - OTHER TOWNSHIP EXPENSES						
208-905.000-991.000	BOND PRINCIPAL PAYMENTS	95,000.00	30,000.00	0.00	65,000.00	
208-905.000-993.000	BOND INTEREST PAYMENTS	20,213.00	11,751.75	4,495.50	8,461.25	
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		115,213.00	41,751.75	4,495.50	73,461.25	
TOTAL EXPENDITURES		1,512,492.00	373,126.15	92,592.67	1,139,365.85	
Fund 208 - PARKS AND RECREATION FUND:						
TOTAL REVENUES		1,287,008.00	153,963.58	9,294.34	1,133,044.42	
TOTAL EXPENDITURES		1,512,492.00	373,126.15	92,592.67	1,139,365.85	
NET OF REVENUES & EXPENDITURES		(225,484.00)	(219,162.57)	(83,298.33)	(6,321.43)	
BEG. FUND BALANCE		1,638,556.15	1,638,556.15			
NET OF REVENUES/EXPENDITURES - 2022-23			(205,759.68)		(205,759.68)	
END FUND BALANCE		1,413,072.15	1,213,633.90			



**Ada Township  
Amy Van Andel Library and Community Center  
Kent District Library  
Facility Rental Guidelines and Fees**

**DRAFT 8-27-23**

**Items in Red are new, changes needing approval or needing further review.**

The Amy Van Andel Library and Community Center is located at 7215 Headley Street SE in Ada. It is owned by Ada Township and operated in partnership by Kent District Library. There are two community rooms on the second floor of the library that are available for rent as well as two common areas inside the building. Rental requests are to be processed and coordinated through the Ada Township Parks and Recreation Department. Outlined below are the rental reservation procedures, facilities, fees, and guidelines for use. For additional information, contact the Parks office.

**Reservation and Rental Procedures**

- Reservations are available through the Ada Township Park Office by:  
Phone: 616-676-0520  
Email: [adaparks@adatownshipmi.com](mailto:adaparks@adatownshipmi.com)  
In person: The Ada Township Park office is located at 1180 Buttrick, Ada, MI 49301  
Online: at [rec.adamichigan.org](http://rec.adamichigan.org)
- The time frame you are reserving should include set-up and clean-up time.
- A site visit is available to review the facility prior to your reservation.
- Reservation requests are required at least two weeks prior to an event.
- A confirmation letter and invoice will be generated after the request is confirmed.
- Payment and signed agreement must be received prior to the event to confirm the reservation.
- Check payments are to be made to “Ada Township”
- Payments should be submitted to Ada Township Hall, P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301
- Credit card payments are available at the Township Hall and for Online reservations.

**Cancellation Policy**

- Cancellations made at least 10 days prior to the event date are entitled to a refund, less a **\$25.00** processing fee.
- Refunds may occur by a check mailed out after the cancellation date or refunded to a credit card.
- Ada Township holds the right to cancel or delay due to severe weather or other unforeseen conditions. In doing so, your rental fee will be refunded or event re-scheduled.
- Ada Township has the right to cancel a rental event if any of the guidelines are breached. (Ex. unauthorized alcohol, damage to the facility, disturbance to other park visitors, not following staff request, etc.). No refund will be issued for that kind of cancellation.



# **Amy Van Andel Library - Summary of Rental Facilities & Fees**

## **Community Rooms – Two available**

### **Hours of Availability for Rental of the Community Rooms**

Monday	9:30 am - 8:00 pm
Tuesday	9:30 am - 5:00 pm
Wednesday	9:30 am - 5:00 pm
Thursday	12:00 pm - 8:00 pm
Friday	9:30 am - 5:00 pm
Saturday	9:30 am - 1:30 pm
Sunday	Closed

### **Community Room #1**

- Maximum seating capacity of 60, varies depending on set up.
- Tables and chairs may be configured in classroom, auditorium, board meeting or dining styles. 6-foot tables fit 2 to 4 chairs.
- Room includes projector and screen on one wall. Audio Visual (AV) system requires your own laptop computer. Microphone available.

### **Rates for Ada Residents and Non-Profit Groups**

Monday-Thursday	\$200.00 for first two hours + \$50 per hour thereafter
Friday – Saturday	\$225.00 for first two hours + \$60 per hour thereafter

### **Rates for Non-Residents**

Monday-Thursday	\$300.00 for first two hours + \$60 per hour thereafter
Friday – Saturday	\$350.00 for first two hours + \$80 per hour thereafter

### **Community Room #2**

- Maximum seating capacity of 30, varies depending on set up.
- Tables and chairs may be arranged in classroom, auditorium, board meeting or dining styles. 6-foot tables fit 2-4 chairs.
- Two LCD screens, front and back walls. AV system requires your own laptop computer. Microphone available.

### **Rates for Ada Residents and Non-Profit Groups**

Monday-Thursday	\$175.00 for first two hours + \$40 per hour thereafter
Friday – Sunday	\$200.00 for first two hours + \$50 per hour thereafter

### **Rates for Non-Residents**

Monday-Thursday	\$275.00 for first two hours + \$50 per hour thereafter
Friday – Sunday	\$300.00 for first two hours + \$70 per hour thereafter

*New:*

**Rate for Non-profit groups holding short, small business meetings.**

**Monday – Friday 8:00 am- 5:00 pm \$100 for two hours, no time extension.**

## Kitchenette

Available as an addition fee to community room and common area rentals.

*New fee and format:*                      \$50 per event.

## Common Areas:

*Note for Review: Do we want to not show these as a public option for now?*

*New facility offerings:*

The “Common Areas” include the Main Lobby and Upper Lobby areas on each floor and the outdoor Courtyard. Availability is very limited. These areas can only be rented outside of normal library hours given their support needs of other library functions as noted below:

    Wednesdays:                      6:00 pm - 10:00 pm

    Fridays:                              6:00 pm - 10:00 pm

    Saturdays:                         2:00 pm - 9:00 pm

Area and seating capacity vary depending on set up

Main Lobby – maximum 75    Upper Lobby – maximum 25    Courtyard – maximum 40

The two lobby’s may be rented separately or together. Rentals of the community rooms may be rented separately from the lobbies or together as well. Use of the Community rooms for the same events are additional fees.

- Tables and chairs may be arranged in formations adequate for strolling events, mixers, or networking events. Not adequate space for classroom, seminar, or auditorium set up.
- AV equipment is not available in the Lobby’s or Courtyard.
- Adjacent kitchenette can be utilized per the previously outlined fee.
- Activities must remain in rented spaces and not in attached library sections.
- Alcohol use requires a separate permit and additional fee.

## Initial Fees and Charges

*New fees and format*

*Note that final fees for renting lobby and courtyard areas will be determined after discussions on set-up and staffing needs.*

Main Lobby Area:	\$700.00 for the first two hours \$100.00 per hour thereafter
Upstairs Lobby area:	\$600.00 for the first two hours \$100.00 per hour thereafter
Courtyard:	\$250.00 for the first two hours \$100.00 per hour thereafter

## **Rental Guidelines for the Amy Van Andel Library**

**These guidelines serve as rules for use for all renters of facilities in the Amy Van Andel Library in Ada Township. Department.**

### **Rental Areas**

- Rental of the Community Rooms, Common Areas and Kitchenette are just for use of those specific areas in the library and do not apply to use of other areas or facilities in the library.
- Restrooms are open for use to all people in the library.

### **AV Equipment**

- Coordination and use of audio-visual systems are to be requested at the time of the rental request.
- Renters are responsible for their own laptop computer to be used with the AV system.

### **Damages**

- Renters (including an organization they represent), are responsible for all damages to Library and Township property arising from a rental event or actions of their guest.
- Cost for repair of damages to the facility causes by the renter, their guest or activity will be billed to the renter.
- Renters are to report any damages at the time of their event.

### **Cleaning, Trash and Recyclables**

- All trash items are to be put in containers provided.
- Recyclable materials should be clean and placed in the recycle bin provided.
- Renters are responsible for clean-up of their own materials and any messes in the rooms.
- Renters are to report any issues at the time of their event.

### **Alcohol and Tobacco**

- The library is a tobacco free facility.
- Smoking and vaping are not allowed in the Library or near the entrances.
- Alcohol is not permitted inside the library without prior authorization from the Ada Township Parks and Recreation Department. This requires a pre-approved permit and a \$75 fee while setting up the reservation. Open alcohol is not permitted outside on the grounds or parking lot.

### **Pets**

- Pets are not permitted inside the building unless service animals or pre-approved for special events.

### **Noise/Nuisance**

- Loud noise and rowdy behavior in the rooms or building are not permitted.
- Sound systems beyond the facility AV systems need prior approval.

**Decorations**

- Decorations may not be adhered to the screens, walls, ceiling, floors or furnishings.
- Confetti or glitter is not permitted, including confetti in balloons.
- All decorations or displays must be removed before leaving.

**Food Trucks**

- Food trucks are only permitted with prior permission from the Parks Department.

**Heating, AC Controls**

- The room temperature is pre-set by park and library staff. It may be adjusted by request.

**Additional Laws and Ordinances**

- All Federal, State and Local laws and Township Ordinances apply to activities in the library.
- Current Michigan Department of Health and Human Services protocols apply to activities in the library.

**Indemnification**

- Through the rental agreement, Renters are to indemnify and hold harmless Ada Township, Kent District Library and their representatives from all damages or loss arising from the use of and activities in the Ada Township Library facility.

**Responsibility**

- By making a reservation and paying the rental fees, it is understood that the renter will adhere to all the guidelines.



**Ada Township**  
**Parks & Recreation Department**  
**Park Facilities - Rental Guidelines and Fees**

*DRAFT 8-27-23*

**Ada Township Parks & Recreation Department has rental facilities available at the following parks: Ada Park, Roselle Park, Leonard Field Park, Legacy Park.**

Rental requests are to be processed and coordinated through the Ada Township Parks and Recreation Department. Outlined below are the general policies for use, rental process and reservation procedures and facility listings and associated rental fees. For additional information, contact the Ada Township Parks & Recreation Department at 616-676-0520, email [adaparks@adatownshipmi.com](mailto:adaparks@adatownshipmi.com) or stop into the Park Office

### **General Rental Policies**

#### **Regulations:**

- A complete listing of park rules and regulations is available from the Park Office and web site: [www.adatownshipmi.com](http://www.adatownshipmi.com)
- Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- Dogs must be on a leash and picked up after. Dogs are not allowed inside buildings unless as services animals or pre-approved by the Parks Department.
- Alcohol is not permitted in the Township Parks or facilities without prior authorization from the Ada Township Parks and Recreation Department or in designated Social Districts. This requires a pre-approved permit and a \$75 fee while setting up the reservation.
- Smoking and vaping are prohibited inside the buildings, at the playgrounds, ballfield bleachers, and on the courts.
- Renters (including an organization they represent), are responsible for all damages to Township property arising from a rental event or actions of their guests. Cost for repair of damages to the facility causes by the renter, their guest or activity will be billed to the renter. Renters are to report any damages at the time of their event.
- Full payment of fees must be made prior to the reservation date to hold a facility.
- Cancellations made by the renter prior to ten days of an event may be eligible for a refund minus a **\$25** processing fee. Cancellation made by the renters within 10 days of an event will not be eligible for a refund.
- Ada Township has the right to cancel a rental event if any of the guidelines are breached. (Ex. Unauthorized alcohol, damages to facility, disturbance to park visitors, not following staff request, etc.). No refund will be issued for that kind of cancellation.
- Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues. In such cases, renters may be refunded or rescheduled to another available date.
- Food trucks are only permitted with prior permission from the Parks Department. Food trucks must be self-contained, supply their own power, and not block handicap parking spaces or entrances to any building or facility.
- Residency versus non-resident fees are based on the residency status of persons or

businesses making and responsible for the reservation. Ada Township residents and businesses that pay property taxes to Ada Township receive the noted discounted rates. If you have a “mailing address” that says Ada, but you pay your property taxes to another community, you are not eligible for the “resident” rate. In most situations, non-profit groups are charged at the resident rates.

- Through the rental agreement, Renters are to indemnify and hold harmless Ada Township and their representatives from all damages or loss arising from the use of and activities in the Ada Township Parks and facilities.

## **Rental Process and Procedures**

- Reservations are available through the Ada Township Park Office by:  
Phone: 616-676-0520  
Email: [adaparks@adatownshipmi.com](mailto:adaparks@adatownshipmi.com)  
In person: The Ada Township Park office is located at 1180 Buttrick, Ada, MI 49301  
Online: at [rec.adamichigan.org](http://rec.adamichigan.org) *(new link coming this fall)*
- Set up and tear down/clean up time should be accounted for and reflected in your reservation timeframe request.
- A site visit is available to review the facility prior to your reservation upon request.
- Reservation requests are required at least two weeks prior to an event.
- A confirmation letter and invoice will be generated after the request is confirmed.
- Payment and signed agreement must be received prior to the event to confirm the reservation.
- Check payments are to be made to “Ada Township” with the facility you are renting stated in the note section of the check.
- Payments are to be submitted to Ada Township Hall, P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301 or online.
- Credit card payments are available at the Township Hall and for Online reservations.

## **Summary of Park Facilities and Rates**

Residency versus non-resident fees are based on the residency status of persons or businesses making and responsible for the reservation. Ada Township residents and businesses that pay property taxes to Ada Township receive the noted discounted rates. In most situations, non-profit groups are charged at the resident rates.

### **Ada Township Park:** 1180 Buttrick Dr., Ada 49301

Rental facilities available: Shelter, Gazebos, Athletic Fields, and Courts

Available April 1st - October 31<sup>st</sup> 8:00 a.m. - Dusk

#### **Shelter**

Located adjacent to the playground. Accommodates 60-80 people with 12 picnic tables.

Amenities: restrooms, grill, electric hook-up and a water source.

Resident and Non-Profit \$100.00 for the first four hours; \$25/hour thereafter.

Non-Resident \$125.00 for the first four hours; \$30/hour thereafter.

#### **Large Triple Gazebo**

Located by the pond. Accommodates 30-48 people with 6 picnic tables for seating.

Amenities: grill and electric hook-up. No restroom or water. Port-a-john nearby.

Ada Resident and Non-Profit \$75.00 for the first four hours; \$20/hour thereafter.

Non-Resident \$100.00 for the first four hours; \$25/hour thereafter.

#### **Small Single Gazebo**

Located in the arboretum. Accommodates 12-16 people with 2 picnic tables for seating.

Amenities: small grill, shelter restroom nearby.

Ada Resident and Non-Profit \$35.00 for the first four hours; \$15/hour thereafter.

Non-Resident \$50.00 for the first four hours; \$20/hour thereafter.

#### **Softball Fields** No lights, available only to dusk.

Non-prepped, as is: *Old: \$15.00 per hour*

*New: \$25.00 per hour up to 4 hours*

Field prep fee (dragged and lined): *Old: \$70.00 per field/game*

*New: \$75.00 per field/game up to 4 hours*

#### **Softball/Baseball Tournaments**

Full-Service Rate (4 hr min – 10 hr max) \$350.00/day/field

Self Service Rate (4 hr min -10 hr max) \$225.00/day/field

#### **Soccer & Athletic Fields**

*Old: \$15.00 per hour per field*

*New: \$20.00 per hour per field*

#### **Tennis, Pickle Ball & Basketball Courts**

*Old: \$15.00 per hour per court*

*New: \$20.00 per hour per court*

**Leonard Field Park:** 7490 Thornapple Driver Drive, Ada 49301

Rental facilities available: Softball field, Plaza deck west of the Bridge, River Overlook deck east of the Bridge (includes nearby lawn area).

Available April 1st - October 31<sup>st</sup> 8:00 a.m. - Dusk

**Currently Not Available Due to Construction**

**Softball Field**

Non-prepped (as is):

*Old: \$15.00 per hour per field*

**New: \$25.00 per hour per field up to 4 hours**

Field prep fee:

*Old: \$70.00 per field/game*

**New: \$75.00 per field per game up to 4 hours**

Lights:

\$25.00 per hour

*Scoreboard:*

*To be Removed – not currently available*

**Softball/Baseball Tournaments**

**Full-Service Rate (4 hr min – 10 hr max) \$350.00/day/field**

**Self Service Rate (4 hr - 10 hr max) \$225.00/day/field**

**Riverside Overlook Deck and Plaza**

The Riverside Overlook Deck is located east of the Covered Bridge. The Plaza is located west of the Covered Bridge. These may be reserved and rented for small gatherings.

**Group size is limited to 50 people.**

Resident and Non-Profit Rate

*old: \$50.00 for the first four hours; \$15/hour thereafter.*

**New: \$75.00 for the first four hours; \$20/hour thereafter.**

Non-Resident

*old: \$75.00 for the first four hours; \$20/hour thereafter.*

**New: \$100.00 for the first four hours; \$25/hour thereafter.**

**The Ada Covered Bridge is not available for reservations, rentals, or private use.  
It must always remain open to the public.**

**Legacy Park- In Honor of Helen and Richard DeVos:**

7430 River Street, Ada MI 49301

Amenities include playground, outside tables, amphitheater, walking path, river view.

Rental facilities available: Pavilion/Stage and area around it with areas of the lawn.

Available April 1st - October 31<sup>st</sup> 8:00 a.m. - **Dusk**

**Amphitheater Area**

Residents and Non-Profits:

Monday-Thursday, 8:00 am– 9:00 pm \$175.00 for first two hours + \$40 per hour thereafter

*New*

**\$200.00 for first two hour +\$ 50 per hour thereafter**

Friday – Sunday, 8:00 am-9:00 pm \$200.00 for first two hours + \$50 per hour thereafter

*New*

**\$225 for first two hours + \$60 per hour thereafter**

Non-Residents:

Monday- Thursday, 8:00 am– 9:00 pm \$275 for first two hours + \$50 per hour thereafter

*New*

**\$300.00 for first two hours + \$60 per hour thereafter**

Friday – Sunday, 8am-9pm

**\$300.00 for first two hours + \$75 per hour thereafter**

*New*

**\$350.00 for first two hours + \$80 per hour thereafter**



## **Lawn Areas**

There are areas of the lawn that may be reserved for small group gatherings.

Group size is limited to 100 people. No tent stakes may be put into the lawn.

<u>Resident Rate</u>	\$50.00 for the first four hours; \$20/hour thereafter.
<i>New</i>	<b>\$75.00 for the first four hours; \$20 per hour thereafter</b>
<u>Non-Resident Rate</u>	\$75.00 for the first four hours; \$25/hour thereafter.
<i>New</i>	<b>\$100.00 for the first four hours; \$25 per hour thereafter</b>

## **Roselle Park:** 1010 Grand River Drive NE, Ada 49301

### **Roselle Park Building Meeting Room**

- Amenities: meeting room inside the building, small kitchenette, adjacent public restroom.
- Open year-round for rentals, excluding holidays.
- Hours of availability: 8:00 a.m. through 9:00 p.m.
- Room capacity varies depending on set up, approximately 60-70 people seated.
- Parking spaces are limited to 70 vehicles.
- The kitchenette contains a sink, table, and refrigerator (no stove or cooking amenities).
- Projector, screen, and microphones are available with an added fee of \$25.00 per event.

#### Residents and businesses:

Monday-Thursday, 8:00 am - 9:00 pm	\$175.00 for first two hours + \$40 per hour thereafter
<i>New</i>	<b>\$200.00 for first two hour +\$50 per hour thereafter</b>
Friday – Sunday, 8:00 am - 9:00 pm	\$200.00 for first two hours + \$50 per hour thereafter
<i>New</i>	<b>\$225.00 for first two hours + \$60 per hour thereafter</b>

#### Non-Residents:

Monday- Thursday, 8 am– 9 pm	\$275.00 for first two hours + \$50 per hour thereafter
<i>New</i>	<b>\$300.00 for first two hours + \$60 per hour thereafter</b>
Friday – Sunday, 8am-9pm	\$300.00 for first two hours + \$75 per hour thereafter
<i>New</i>	<b>\$350.00 for first two hours + \$80 per hour thereafter</b>

### **Rate for Non-profit groups holding short, small business meetings.**

Monday – Friday 8 am- 5pm *New* \$100 for two hours, no time extension.

<b>Audio Visual system</b>	\$20.00 per event
<i>New</i>	<b>\$25.00 per event</b>

### **Lawn Area across from parking lot**

A lawn area across from the parking lot from the building may be reserved for small group gatherings.

**Group size is limited to 50 people. 10 x 10 canopies permitted.**

If renting the room inside the building, this would be an additional fee.

<u>Resident Rate</u>	\$50.00 for the first four hours; \$20/hour thereafter.
<u>Non-Resident Rate</u>	\$75.00 for the first four hours; \$25/hour thereafter.

## Special Events

- Special events and large group rates apply to activities that substantially restrict or displace others from visiting a park by potentially taking up substantial parking, restricting use of facilities, limiting access to trails or requiring additional staff time or extended hours.
- Availability for special events such as races or large group gatherings are limited since the parks and trails must always remain open to the public. The availability is also limited due to other activities scheduled throughout the year. Holidays are not available.
- Parking is limited at each site: Ada Park 100 cars; Roselle Park 70 cars, Leonard Field 30 cars. Legacy Park does not have designated parking.
- Fees for use of rental facilities such as indoor rooms or outdoor shelters may be charged in addition to the special event fee.
- Rates:
  - Ada Residents: \$350 per day per park
  - Non-Residents: \$450 per day per park
  - Non profit groups: \$250 per day per park
- Any additional park staff requested for assistance with an event: \$30/hour.

Ada Township Parks and Recreation, 1180 Buttrick Ave, Ada, MI 49301  
Phone: 616-676-0520 // Email: [adaparks@adatownshipmi.com](mailto:adaparks@adatownshipmi.com)

**To: PRLP Advisory Board**

**From:** Mark Fitzpatrick, Parks & Recreation Director

**Re: Revising procedures for alcohol use during rentals and other facility use events.**

**Date:** September 11, 2023

**DRAFT**

**Part 1) Change in Park Rule for Authorization**

As requested by the Ada Township Board, to change the approval process for alcohol use in Ada Parks and the Library to be moved from the authorization of the Township Board to the Parks & Recreation Department staff.

Request to change in “Rule #11” in the **ADA TOWNSHIP PARKS AND RECREATION AREAS RULES AND REGULATIONS:**

**From:**

**11. DISORDERLY CONDUCT.**

No person shall consume, possess, or bring into the Park any beer, wine, liquor, malt or other intoxicating beverage. This provision may be waived for such periods and at such location with the Park as may be authorized by the Ada Township Board

**To:**

**11. DISORDERLY CONDUCT.**

No person shall consume, possess, or bring into a Park or the Township Library any beer, wine, liquor, or other intoxicating beverage. This provision may be waived for such periods and at such location within a Park or Library as may be authorized by the Ada Township Parks & Recreation Department.

**Part 2) Alcohol Use Request and Permit Procedure and Form**

To accommodate requests for alcohol use by renters, we have set up a new process that will be facilitated by the Parks & Recreation Department. This process incorporates a fee and permit.

**Process:**

- At the same time of requesting a facility reservation, potential renters and other groups wishing to have alcohol, are to make a request for alcohol use through the Park office or the on-line reservation system.
- A *Request for Alcohol Use Form* is to be filled out at that time and submitted to the park office along with the rental request. At that same time, they review and acknowledge the terms and conditions.
- Park staff review both the rental request and alcohol request for facility availability and meeting the terms and conditions.
- Park staff then notify the applicant of the facility availability and approval of alcohol use, noting payment and insurance forms need to be submitted before the rental agreement is finalized and alcohol permit issued.
- Once the payment and insurance forms are submitted, the rental will be confirmed with approval of alcohol use.

**Request and Permits Form:**

- A new form has been developed that serves as both a request for alcohol use and a permit for alcohol use. The form also includes the terms and condition that need to be met for approval of the permit.
- There is a \$75 fee associated with the permit to cover additional staff time.



## ADA TOWNSHIP ALCOHOL USE REQUEST & PERMIT FORM

*DRAFT 9-11-23 – Note that this form is also to be set up as a digital, fillable, document.*

**This form is to request the use of alcohol as part of a rental agreement in a facility that is owned by Ada Township. The information below must be completed prior to approval.**

**A \$75.00 fee is required for an alcohol permit at the time of making the facility reservation. Alcohol permits are restricted to beer and wine beverages only.**

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant/Contact Person:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Facility Requested:**

Roselle Park Meeting Room

Other: \_\_\_\_\_

Library Community Room: 1 / 2

Library Common Areas: Lower / Upper / Courtyard

**Date Requested for Event:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time requested:** \_\_\_\_am/pm to \_\_\_\_am/pm

**\*\*Be sure to include set-up and clean-up time.**

**Event Type:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Please briefly describe the purpose for alcohol at the event and how it will be managed:**

\_\_\_\_\_  
\_\_\_\_\_

**By my signature below, myself and/or the organization I represent agree:**

\*That this form must be approved and signed by an Ada Township staff before alcohol will be permitted for the requested rental event.

\*To adhere to terms and condition outlined on page 2.

\*To accept full responsibility for any damage to Township property as a result of the event.

\*To hold Ada Township and all their representatives harmless for any loss or harm as a result of this rental event including any alcohol related loss, damage or injury.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ada Park Staff Approval/Denial:**

Approved:

YES

NO

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

## **ADA TOWNSHIP ALCOHOL USE REQUEST & PERMIT FORM - PAGE 2**

**For approval of the alcohol request, as part of a facility rental with Ada Township, and a permit to be approved, the renter/applicant must sign page 1 of this document agreeing to the following terms and conditions:**

**DRAFT**

- 1) The term “Applicant” may refer to both an individual being issued a permit and/or the organization the person represents.
- 2) The applicant agrees to pay a \$75.00 permit fee in addition to a facility rental fee at the time the pay for the facility rental fee. Refunds only apply if facility rental is cancelled prior to the 10 days of the event.
- 3) The applicant it to provide Ada Township a copy of their certificate of liability insurance naming Ada Township as covered during the time of the event. This must be received before the permit can be approved.
- 4) The applicant agrees that the alcoholic beverages are to be limited to beer and wine.
- 5) The applicant agrees to ensure that alcohol shall not be available to, served to, or consumed by, any person under 21 years of age.
- 6) The applicant agrees that there shall be no sale of alcoholic beverages and that use of alcohol is limited to only guests invited by the applicant.
- 7) The applicant agrees that alcohol may only be provided and consumed within the room or area designated in the rental agreement. Not to be consumed in other areas of the facility or parking lots.
- 8) The applicant agrees that they are solely responsible for providing the alcohol to be served at the event and that no guest can bring their own alcohol into the facility.
- 9) The applicant agrees to have a designated server to manage the alcohol and means to provide it to the guests (ex. caterer, bartender, etc.), including limiting the number of drinks to guests as needed.
- 10) The applicant agrees to comply with all State and local laws regarding the use and possession of alcoholic beverages including serving to impaired drivers.
- 11) The applicants agrees that Ada Township reserve the right to not issue a permit for alcohol use to an individual or organization with poor rental history, such as late payments or damages to property.
- 12) The applicant acknowledges that the facilities being rented for this purpose are rooms within a building in a public park or library and as such, has limited in capacity to accommodate large events.
- 13) The applicant agrees to indemnify and hold harmless Ada Township and Kent District Library and their agents and employees harmless of any and all liability, loss, injuries, death, damages or expenses, including attorney fees, which may result from the applicant’s use and their guests use of alcohol in an Ada Township facility.
- 14) The applicant agrees that failure to comply to these terms and condition during an event may result in the permit being revoked with no refund or the event cancelled with no refund.

**DRAFT 9-11-23**









**Ada Township Parks & Recreation Department**  
**Park Director's Report**  
**For September 5, 2023**  
**Submitted by Parks & Recreation Director Mark Fitzpatrick**

**Parks, Recreation, and Land Preservation Advisory Board Items**

- The next PRLP Advisory Board meeting is on Thursday, September 14 2023, at 8:30 am, in the room at Roselle Park.

**Administrative Updates**

- Erin Macintosh completed her position as the Administrative Assistant for the Parks & Recreation Department on August 18<sup>th</sup>. She began training for the Deputy Clerk position on August 21<sup>st</sup> and officially started in that role September 3<sup>rd</sup>.
- Six candidates were interviewed for the Administrative Assistant position to replace Erin. A final candidate was selected and accepted the position. Courtney Marik will start on September 13.
- A full-time Buildings, Facilities and Grounds maintenance worker position is currently posted.
- The PRLP sub-committee set up to process the hiring of a new Parks & Recreation Director helped to create an updated job description. The position has been posted and applications are due September 15. As to our transition planning goals, this should allow time for the new Director to be in place before Fitzpatrick departs.
- We are still working to finalize changes to facility use fees and permits as part of the process of changeover to the new "DaySmart" reservation software.

**Updates on Township Parks and Preserves**

**Roselle Park**

- For the parking lot project, OCBA staff updated the punch list with Redline Excavation LLC to complete the remaining landscape work. We are still holding a retainage of \$18,298.09. Redline has been in recently to complete some of that work. We should have an update from OCBA to us soon.
- Fitzpatrick will be conducting orientation and training days on the Roselle Park facilities for staff member Brinks on the 7<sup>th</sup> and Deason on the 12.
- A volunteer stewardship workday is being set for September 25 and coordinated with the River City Wild Once for assistance.
- The building was out of power for several days due to a recent storm. We are still working with our security contractor, EPS, to repair some of the systems damaged in the storm.

**Leonard Field Park**

- The Riverfront Improvement Project is well underway. Thomet Construction is the contractor, overseen by RJM-Design. A change order noting changes to the scope and costs will be submitted to us soon. The project is ahead of schedule.
- As part of the Riverfront Improvement project, staff have been working to remove poor trees and invasive plants along the bank. We are also removing and trimming back trees next to the Covered bridge as part of the maintenance needs. There is more tree trimming to be done this fall. We are also looking at re-painting the parking lot striping so the whole park looks refreshed.
- For the Covered Bridge repairs, we have approved a proposal from Jennifer Dougherty with Cogent Civil Engineering to provide design engineering services for the repairs needed.
- Planning teams are still working on a concept plan and capital campaign for incorporating the newly acquired parcels on River Street into the park. We are hoping for those details in October.

## **Ada Township Park**

- Our summer Intern helped us update the tree inventory for the Arboretum and identify trees that need to be removed due to safety issues or dying off. He also updated information needed for new Tree ID tags.
- Now that Dennis Brinks is in place as the Buildings, Facilities and Grounds Director, we will need to revisit updating the maintenance building in Ada Park too meet the new, larger scope of services.

## **Legacy Park – In Memory of Helen and Rich Devos**

- The repair work on the erosion site next to the concrete pad we had done failed after a major storm event. The contractor and staff at Progressive A&E are reviewing options to re-do the work at that location. All the other work along the riverbank was completed successfully.
- The trail connection from Legacy Park, through the new housing unit, and up to and along Fulton Street is progressing. We are having progress meetings every two weeks.

## **Carl Creek Crossings Preserve**

- As noted before, Kent Conservation District will be in this fall to treat the invasives plants.

## **Carl Creek Wetlands Preserve**

- As noted before, Kent Conservation District will be in this fall to treat some of the invasives plants.

## **Grand River Natural Area Preserve**

- We are continuing a discussion with Cascade Township and Kent Conservation District to reduce the Oriental Bittersweet in both the GRNA and Cascade's McGraw Park which are adjacent to each other. We are jointly looking into a State grant for funding.

## **Update on the Bike Paths / Non-Motorized Trails**

- The contractor, Thomet Construction is making their way through the trail maintenance work, facilitated by Moore & Bruggink. Most of the asphalt work has been completed. Some thresholds and boardwalks remain.
- The connection from Legacy Park up to and along Fulton is well on its way. Meetings are being held every two weeks. Facilitated by Moore & Bruggink and Contract with Wyoming Excavators.
- For the "Wayfinding" initiative, we are waiting for final fabrication costs from Corbin. Once reviewed, we should be able to set up to go out to bid on the first phase of sign.

## **Updates on Recreation Programs**

- The Wednesday night summer concert series, *Music on the Lawn*, went well. Out of the ten concerts planned, two were rained out. Sponsorships covered the cost of the bands plus some operational cost for the Parks Department and the Ada Historical Society. Attendance ranged from 200 to 1,000 people per show.
- The once-a-month summer concerts, *Beers at the Bridge*, also went well. Good revenues from sponsors and on-site sales. Around 3,000 people per event. The general feedback for hosting these at Legacy Park and using River Street was positive.
- The summer adult softball leagues went well with both Men's and Coed leagues. Only a Men's league is being held this fall, which started August 29. The dynamics of the construct at Leonard Field Park worked out so that all the games could still be held there instead of using the Amway field.
- The summer yoga series at Roselle Park had low attendance. That will not be offered this fall.
- The photography club program at the library is still active as a once-a-month series.
- We canceled the three summer ½-day youth programs we scheduled due to low registrations.
- The August 25 kickball tournament with the ABA at Ada Park was cancelled due to low registrations.
- The Michigan Titanium Triathlon was held Sunday, August 13.
- AYSO youth soccer at Ada Park started up again on August 28.
- We will be participating in the annual River-Clean-Up with the Thornapple River Watershed Council on the morning of September 16.
- We will be hosting the LGROW Jamboree at Legacy Park on the afternoon of September 16. The public program will be from 3:00 to 5:00 pm with presentations at 3:30 p.m.  
<https://www.lgrow.org/events/2023/9/16/subwatershed-jamboree>
- The fall edition of the Adaview newsletter has been mailed out.