



**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, JANUARY 9, 2020 REGULAR MEETING  
8:30 A.M., ROSELLE PARK, MEETING ROOM  
1010 GRAND RIVER DR NE, ADA, MICHIGAN**

**1. Call meeting to order/roll call**

Present: Crosby, Haga, Levick, Terwilliger, Schmottlach, Stekete, VandenBerge, Roe, Damstra  
Absent: Jacobs, Nowak      Staff Present: Fitzpatrick, Ferro, Winczewski      Public Present: None

**2. Approval of agenda**

Terwilliger moved, Roe supported, to approve the agenda as presented. Motion carried unanimously.

**3. Approval of minutes of the November 14, 2019 meeting**

Terwilliger moved, Stekete supported, to approve the November 14, 2019 minutes as presented. Motion carried unanimously.

**4. CIP Projects and Budget Planning**

Fitzpatrick stated that planning is underway for Capital Improvement Projects for 2020-2025. CIP projects include expenditures that are greater than \$10,000. Smaller expenditures are included in the budget under 'Improvements' or 'Maintenance'. He provided an overview of which projects are under review and which funds they come under for the Parks department.

Fund 208 has the Roselle Park's North Trails project while Fund 213 has the Chief Hazy Cloud Park acquisition project. Fitzpatrick recommended keeping the projects in their current Funds for the FY 20-21. Both will have fund balances to be evaluated by the accountant.

Damstra inquired about the Chief Hazy Cloud acquisition. Ferro stated that the acquisition is split into 3 parcels. Kent County is currently acquiring Edie Pettis' property and should close on it this February or March. The County has obtained 2 DNR grants and are currently in the review process for obtaining a 3<sup>rd</sup> which is a Trust Fund grant. Damstra stated that it is important that Ada Township's contributions also get recognized by Kent County.

Fitzpatrick summarized proposed projects in Fund 214, the main fund for the Parks department, which currently has a balance of around \$950,000. Fitzpatrick stated that the recent purchase of a new truck and tractor were unexpected expenses out of Fund 214. Fitzpatrick stated that we did not get awarded the DNR grant and the project is not very feasible without it. Review of the project was given to the Programs and Facilities Committee.

Fitzpatrick stated the electrical upgrades at Leonard Field Park are a priority due to damage that was done in recent storms and to eliminate the need for generators.

Fitzpatrick stated the basketball courts at Ada Township Park need repairs. Crack fill and paint could be anywhere from \$7,000-\$10,000. We should also research what the cost would be to replace the courts.

Fitzpatrick stated a Space Needs Master Plan is being presented to the Township Board on January 27<sup>th</sup>. He recommended the PRLP Advisory Board to attend. The plan will address short-term upgrades and future space-needs options. Fitzpatrick noted that all Township buildings & grounds equipment, in addition to park's equipment and supplies is stored in the Ada Park facility. Everyone agreed that we have outgrown the facilities at Ada Park. Review of the facilities and master planning needs was given to the Programs and Facilities Committee.

Damstra inquired what the operating expenses are for the Parks department. Ferro stated it's around \$550,000 per year. Damstra stated he thinks that is low and suggested researching what the operating expenses are for Grand Rapids Township and Cascade Township.

Ferro stated that around \$100,000 comes in per year from room rental fees, softball fees, etc. Crosby asked if the user fees coming in pays for the staff costs to operate, open and close the buildings, etc. Haga answered yes, the user fees cover the majority of those costs.

Steketee asked how much the Township receives from the Trails millage. Ferro stated that around \$600,000 comes in from the millage. Steketee requested staff to prepare a list of potential projects with their potential costs as well as the incoming funds to help the PRLP Advisory Board members in deciding what projects to prioritize.

In regards to the Carl Creek Wetlands Preserve development project, Crosby stated that the creek is now protected and recommended holding off on the development project. Everyone agreed.

Terwilliger suggested looking into vehicle leasing vs. buying.

Fitzpatrick stated he's looking into contracting out custodial services.

## **5. Committee Reports and Updates**

### **Stewardship Committee**

Ferro stated the focus is on education and awareness. The committee is planning to meet with property owners about conservation easements. In particular, they would like to meet with the McDonald and Tubergen families. Crosby stated she's interested in obtaining a conservation easement on the Gilmore property.

### **Trails & Connect Ada Committees**

Ferro stated there are a lot of projects the committee would like to accomplish but they need to figure out which one's should be targeted for millage preparation. The committee plans to randomly survey residents to get an idea of how high a millage they would be willing to support.

### **Facilities/Programs Committee**

Fitzpatrick stated another meeting needs to be scheduled. It was set up for January 21.

### **Rules Committee**

Fitzpatrick stated another meeting needs to be scheduled. The current rules were established in 1994. Updated rules should include drones, firearms, and alcohol usage. Haga recommended having the Township attorney present in the next meeting. Terwilliger requested to see examples of rules set by other cities / townships.

## **8. Board Member Comment**

Damstra inquired about the silo roof replacement. Haga stated Thomet Construction was the contractor and it cost \$11,000.

## **9. Public Comment - There were no public comments**

## **10. Adjournment - Meeting adjourned at 10:00 a.m.**

Respectfully Submitted,

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Jacqueline Smith, Ada Township Clerk