

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, MARCH 14, 2019 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, Haga, Jacobs, Levick, Roe, Steketee, Terwilliger

Absent: Damstra, Nowak, Schmottlach, VandenBerge

Staff Present: Fitzpatrick, Winczewski

Public Present: None

2. Approval of agenda

Terwilliger moved to approve the agenda. Levick supported. Motion carried unanimously.

3. Approval of minutes of the December 13, 2018 meeting

Terwilliger moved to approve the minutes of the December 13th meeting as presented. Steketee supported. Motion carried unanimously.

4. Updates on Capital Improvement Plan and FY 2019-20 budget

Haga stated the CIP and budget for FY 2019-20 was approved by the Township Board on March 11th. The Trails Fund will have \$100,000 transferred in from the General Fund for maintenance and repair operations in the new fiscal year. The bond payment in April will decrease the Trails Fund balance.

Jacobs stated the Trails Fund is on the Township Board's radar.

Haga stated the Trails Committee will be forming soon. Multiple people have expressed interest in being on the committee.

5. Approval of changes to Roselle Park rental fees and guidelines

Fitzpatrick gave a brief summary of the proposed changes to Roselle Park's rental fees and guidelines. The Roselle Park Meeting Room Confirmation Letter & Rental Agreement has been updated and included in the board packet for review. A vote is not needed for that document.

Fitzpatrick stated the Township Board previously made a Resolution to make changes to the Ada Township Parks & Recreation Department, Facility Use Fees. The PRLP Advisory Board needs to review and approve the updated fee schedule.

There was a brief discussion on whether or not damage deposits should be included. Haga stated he thought it was already decided to eliminate all damage deposits.

Crosby suggested obtaining a credit card number from the renter to keep on file. Fitzpatrick stated there is a goal to have a credit card process for all Township transactions, however, the Treasury department does not currently have that in place.

Fitzpatrick reminded the Board that there is a clause in the rental agreement, which the renter signs, which states the renter is responsible for all damages arising from their event.

Terwilliger stated that damage incurred will likely be more than the damage deposit or less than the damage deposit. Either way, staff would have to bill the renter or give a refund. Terwilliger recommended eliminating all mention of damage deposits.

It was moved by Haga, supported by Levick, to recommend the proposed changes to all Ada Township Park Rentals as submitted but to eliminate all damage deposit fees. Motion carried unanimously.

Discussion ensued over the Facility Use Fees document. It was moved by Terwilliger, supported by Crosby, to approve the new fees and categories in the Facility Use Fees document as submitted noting to correct all spelling and capitalization errors. Motion carried unanimously.

6. Committee Reports – Updates

Stewardship Committee – Roe stated they met two days ago and decided they need to move ahead and market to residents who have large areas of property or property with riparian rights. There is a lot more work to do in terms of identifying people with these types of property. Crosby stated the purpose of marketing to them is to make them aware of the sensitive features of their property. Next meeting for the Stewardship Committee is set for April 2, 2019.

Steketee left the meeting.

7. Park Director's Report and Current Project Updates

Fitzpatrick reviewed the Chief Hazy Cloud Park Land Acquisitions document provided in the board packets. Board discussed the need for more communication from Kent County and decided that until that happens additional payments should not be made.

Fitzpatrick gave a brief summary of the upcoming Community Expo, scheduled for March 16th. He requested a volunteer to help with the booth. Roe volunteered to help.

Crosby left the meeting.

Fitzpatrick stated Lauren Harvey has been hired as the Parks and Recreation Program Assistant. She was the best candidate and is a welcomed addition to the staff.

8. Board Member Comment

Roe reminded the Board of her plan to step down as Chairperson effective April, 2019.

Levick stated she will not be able to attend the April meeting.

9. Public Comment

There were no public comments.

10. Adjournment

Meeting was adjourned at 5:14 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk