

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY NOVEMBER 9, 2021 REGULAR MEETING
8:30 A.M., ROSELLE MEETING ROOM
1010 GRAND RIVER DR., ADA 49301**

1. Call meeting to order/roll call

Present: Leisman, Crosby, Steketee, Winczewski, Terwilliger, Schmottlach and VandenBerge

Absent: Jacobs, Damstra, Roe and Levick

Staff Present: Fitzpatrick, Ergang, Said, Stichman **Absent:** Suchy

Public Present: Tiffany Smith from MCSA Group

2. Approval of agenda

Leisman moved, VandenBerge supported, to approve the agenda as presented. Motion carried unanimously.

3. Approval of minutes from October 14th, 2021

Steketee moved, Crosby supported, to approve with changes making correction on spelling on section #4. Motion carried unanimously. Approval to not read the minutes. Leisman moved, Crosby supported, Motion carried unanimously.

4. Review of, and recommendation for, the Roselle Park Shelter Project Implementation Plan

Fitzpatrick gave an overview of the project history and intention to divide into two separate projects, whereas the parking lot component would be done first as a standalone project and the shelter/picnic area/playground components to be done as another project in a future year. Fitzpatrick also explained that to do this would require adjusting the contract for OCBA to administrate the construction phase of the parking lot project. Comments were made by several Board members including Winczewski, Terwilliger, and VandenBerge.

Fitzpatrick requested of the Advisory Board to accept his recommendation as noted above and to make a recommendation to the Township Board requesting approval to:

- Adjust the scope and cost estimates of this project into two separate projects
- Approve an amendment to the OCBA contract to reflect the change
- Approve OCBA to complete revised construction documents and to go to bid in January of 2022 for the Roselle Park parking lot improvement project for construction phase in 2022.

Winczewski moved, VandenBerge supported, to approve recommendations. Motion carried unanimously.

5. Committee Report and updates

- a. Stewardship Committee** — No meeting held. Crosby commented on educating home owners more on identifying and managing invasive species on their property. Terwilliger recommend making a YouTube video that could be posted on our website. Fitzpatrick noted that Jim Ferro will be able to participate with the Stewardship Committee as a ~~guest~~ **resource person**, versus a formal member. Leisman confirmed.

- b. Programs & Facilities Committee** – Next meeting set for November 17, 4:00 p.m. at Roselle Park. No reports at this time.
- c. Trails Committee** – A meeting was held November 8, 1:00 p.m., AVA Library
VandenBerge provided an overview of the meeting, the status of current projects and priority projects being considered for next year.

6. Directors Report –

Fitzpatrick provided highlights from the report included in the packet. He showed the CIP and Budget planning schedule for the FY 2022-23 with the Township board approved the night before. He noted that December will be the key time to be engaged in this process.

Fitzpatrick provided an update on staffing, noting that our Recreation Program Assistant Kristina Iglesias turned in her resignation and that she will be leaving for a fulltime position. Fitzpatrick noted the challenges associated with part time staff positions and a short discussion followed.

7. PRLP 5-year Rec Plan Status Update and Work Session – MCSA Group Consultants

Tiffany from the MCSA Group presented an update on several aspects of the PRLP Plan. Highlights included a review of the public input data including core comments. She went through the Goals and Objectives briefly which allowed for Board member comments and recommendations. She also went through and updated schedule required for completions, noting all our notes to her were needed by November 29 so she can prepare the draft for the 30-day public comment period of December 20 to January 20 with the public hearing and Township Board approval to be on January 24. She will be providing all the Board members with a binder with the draft in December.

8. Board Member Comment –

A non-formal discussion included comments about staffing, staff structure, the need for visual charts, and examples of other like organizations. VandenBerge was going to reach out to the FHPS for feedback on the school's recreation millage.

9. Public Comment –

No public comments we made.

Meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Jacqueline Smith, Ada Township Clerk