

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, NOVEMBER 14, 2019 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, Levick, Terwilliger, Nowak, Schmottlach, Steketee, VandenBerge, Roe, Damstra

**Absent:** Haga, Jacobs

**Staff Present:** Fitzpatrick, Ferro, Ergang

**Public Present:** Paul Warnick, OCBA

**2. Approval of agenda**

Mark requested to move Item 6, Roselle Park North Trails, up on the agenda so Paul Warnick could leave earlier. Crosby moved to approve the agenda as amended. Roe supported. Motion carried unanimously.

**3. Approval of minutes of the October 10, 2019 meeting**

Levick moved to approve the October 10, 2019 minutes as presented. Roe supported. Motion carried unanimously.

**4. Roselle Park North Trails Project**

Warnick stated that five bids were submitted to the Township. He has reviewed with Bulstma options for reducing the proposed construction costs. Warnick requested of the PRLP Advisory Board to accept the bid of \$45,520.00 by Bultsma Construction for the trail construction project for next summer 2020.

Damstra moved to approve the bid from Bultsma Construction for \$45,520.00. VandenBerge supported. Motion carried unanimously.

**5. Review of proposed exchange of a portion of Township-owned open space at 7980 E. Fulton St. for a portion of 8066 E. Fulton St. property owned by Jeff Engler**

Ferro updated everyone on feedback from Engler regarding a “swap” of sections of the properties. Jim discussed his email communications with Engler including one saying he didn’t like either option that was presented to him and that he will be out of town and cannot meet in person at this time.

Damstra moved to decline the “property swap” options presented and offered by Engler and to review the original option of selling the parcel to Engler. Nowak supported. Motion carried unanimously.

**6. Recommendation for Consultant**

Fitzpatrick updated everyone on the request for proposals (RFP) to recruit a consulting firm for the development of a Leonard Field Park Master Plan. Eight firms submitted proposals with fees ranging from \$9,700.00 to \$43,000.00. The Facilities and Programs Committee reviewed and narrowed them down to three firms. Interviews were held on October 31<sup>st</sup> by representatives from the Facilities and Programs Committee and Township staff. The interviewers unanimously chose the consulting firm of RJM Design as their top choice. Fitzpatrick requested the PRLP Advisory Board to accept the Committee’s recommendation for RJM Design.

Levick moved to recommend retaining RJM Design for the development of the Leonard Field Park Master Plan. Steketee supported.

Terwilliger questioned why certain firms initially excluded from the interview list were back in the interviews. Fitzpatrick reviewed the selection process.

Motion carried unanimously.

**7. Trail Committee Report**

Ferro provided an update on the work of the “Connect Ada” initiative and work of the Trails Committee. Ferro commented on the Connect Ada public input sessions held at Roselle Park on November 12<sup>th</sup>. A lot of feedback was provided. The next Trail Committee meeting is planned for December 17<sup>th</sup>.

**8. Park Director’s Report**

A copy of the report was included in the packet. Fitzpatrick commented on a few highlights. He provided an update on the new Bobcat model 5600 tractor being approved by the Township Board and noted that the new truck is in use. He commented on the firm Integrated Architecture who is currently conducting the space needs and facility study which incorporates the Park office/Learning Center and maintenance buildings. Fitzpatrick also provided a status update for the circuit panel replacement at Leonard Park noting we are still working with Consumer Energy and Buist Electric. Fitzpatrick also stated that the trails crack-seal project facilitated by Moore & Bruggink was incomplete and will be finished in the spring. Also noted was the Legacy Park Amphitheater construction is almost complete, with the final landscaping work to be completed in the spring.

**9. Board Member Comments**

Damstra updated the PRLP Advisory Board on the Township Board’s Governance Review Initiative and stated that it includes consideration of hiring a Township Manager. The Governance Review Committee is hoping to complete the study prior to the election registration deadlines in the spring.

**10. Adjournment**

Meeting adjourned at 9:44 a.m.

Respectfully Submitted,

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Jacqueline Smith, Ada Township Clerk

rs: me