



**PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD MEETING  
MINUTES THURSDAY, APRIL 14, 2022 BOARD MEETING, 8:30 AM**

**Roselle Park Community Building Meeting Room**

**1010 Grand River Dr., Ada, MI 49301**

**MINUTES**

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

**Present:** Crosby, Steketee, Winczewski, Terwilliger, Hurwitz, Britt, Roe, Schmottlach, Levick

**Absent:** VandenBerge, Leisman, Suchy

**Staff Present:** Fitzpatrick, Said, Buckley, McIntosh

**Public Present:** Kent Conservation District Staff Jessie Schulte

**2) Welcome new PRLP Advisory Board members Dan Hurwitz and Wayman Britt, and new staff member Erin McIntosh.**

All staff and board members present introduced themselves.

**3) Approval of agenda**

Moved by Hurwitz, supported by Roe to approve the Agenda. Motion Carried.

**4) Approval of minutes from March 10, 2022 meeting.**

Moved by Steketee, supported by Winczewski to approve minutes. Motion Carried.

**5) Old Business**

**Status of PRLP Community Recreation Plan**

Fitzpatrick discussed the importance of the 5-year strategic plan. Fitzpatrick provided Hurwitz and Britt with binders of the plan. Fitzpatrick reviewed relevant content.

Terwilliger stated recreation plan must be submitted to DNR to be eligible for grants.

**FY 22-23 Funds 208 & 213 Budgets**

Fitzpatrick discussed the budget supplied by Manager Suchy for FY 2022-23. Manager Suchy noted 208- Parks, recreation and land preservation, 211- trails, 213- land acquisition fund. This provided an updated look at the fund balances. Projected to have a 10,000 surplus in the 208 fund in the coming FY.

**Status of RJM-Design & the Leonard Field Riverfront Improvement Project**

Fitzpatrick discussed grant in progress from DNR. Construction is noted to start in spring 2023.

**Status of Roselle Park Parking Lot Improvement Projects**

Fitzpatrick noted the construction to start Monday. Construction expected to last through June 1.

**6) New Business**

**Nomination and selections of PRLP Advisory Board Chair and Vice Chair**

Terwilliger opened the floor for nominations regarding the PRLP Advisory Board Chair and Vice Chair. Fitzpatrick read an email from Supervisor Leisman regarding his support for Terwilliger for the position of Chair, and Britt for the position of Vice Chair.

Confirmation of Terwilliger for PRLP Advisory Board Chair: Motioned by Crosby, supported by Hurwitz. Motion carried via unanimous consent.

Confirmation of Britt for PRLP Advisory Board Vice Chair: Motioned by Terwilliger, supported by Roe, Motion Carried via unanimous consent.

**Discussion on having PRLP Advisory Board Training/Planning Session**

Fitzpatrick addressed this and hopes to move it to next meeting due to the need for Supervisor Leisman and Manager Suchy input. This will be a separate board session regarding expectations, responsibilities.

**Ada Park Improvements:  
Changes to Playground structures**

Fitzpatrick addressed the status of two structures in the play ground area of Ada Park that are old and outdated. The log cabin structure has been removed and a climbing structure needs a replacement part for \$5,702 and is requesting input regarding the expense. Levick moved to approve the recommendation to update the climbing structure, supported by Britt. Motion carried.

**Offices & Maintenance Buildings Improvements**

Fitzpatrick stated this is a high priority due to expanding staff. We are working with the Kent County Health Department to obtain plans and water permits for the maintenance building. Fitzpatrick also stated that we are moving forward with improvements to current office building, including an upcoming meeting with Integrated Architects.

**7) Committee Reports & Updates**

Fitzpatrick to add subcommittee discussion regarding placement for Hurwitz and Britt for next meeting.

- **Programs and Facilities** – last meeting held March 3, no update given.
- **Trails** – next meeting April 18, no update given.
- **Stewardship** - recent meeting held April 7, report attached.

**8) Presentation by Kent Conservation District Staff, Jessie Schulte**

KCD representative Schulte provided presentation regarding services available from Kent County Conservation District, including invasive plant species.

**9) Staff Comments & Reports**

- **Planner:** Township Planner, John Said, reported the planning department is currently going through the master plan process. Said discussed the long-term and short-term impacts this has on planning and land allocation. Said concluded that there will be opportunities to provide insight into service delivery and goals. Said also provided a brief update on the ongoing development projects in the village and social district planning progress.

- **Parks Director:** Fitzpatrick referred to attached directors report. Fitzpatrick gave updated regarding status of full-time Recreation Program Coordinator position and ongoing part time seasonal positions.

**10) Board Member Comments**

There were no board comments.

**11) Public Comments**

There were no public comments.

**12) Adjournment**

Meeting Adjourned at 10:03am.