

Ada Township Parks, Recreation and Land Preservation Advisory Board

May 11, 2023 Meeting

Page 1 of 2



PARKS, RECREATION AND LAND PRESERVATION

ADVISORY BOARD MEETING

THURSDAY, May 11, 2023, 8:30 AM

Roselle Park Community Building Meeting Room

1010 Grand River Dr., Ada, MI 49301

MINUTES

1) Call meeting to order/roll call

Board Members Present: Hurwitz, Roe, Crosby, Schmottlach, Hulst, Terwilliger, Levick, VandenBerge, Britt

Board Members Absent: Leisman, Heule

Staff Present: Said, Sullivan, Suchy, McIntosh, Fitzpatrick

Public Present: None

2) Approval of agenda

Moved by Terwilliger, supported by Hurwitz. Motion Carried.

3) Approval of meeting minutes from April 13, 2023.

Moved by Terwilliger, supported by Hurwitz. Motion Carried.

4) Financial report – monthly update

Fitzpatrick presented the current 208 fund, as April 1 is the start of the fiscal year.

5) Old business

a) Update on Building, Facilities and Grounds Director position and staff restructuring. Suchy stated the position closes May 12 at the end of the day. Suchy and Fitzpatrick agreed that there is a good pool of candidates and they look forward to meeting them.

b) Update on Leonard Field Riverfront Improvement Project
Fitzpatrick stated the project went to out to bid. In the coming weeks, Fitzpatrick hopes to open a ‘Buy a Brick’ campaign to bolster funds and existing donations. Fitzpatrick answered board member questions regarding an updated timeline and final renderings of the project.

6) New Business

a) Amendment to alcohol use rule and new alcohol permit process
Fitzpatrick gave a summary regarding current rules and regulations regarding our alcohol permitting process. Fitzpatrick opened discussion to the board regarding alcohol in the parks. Motion to encourage a permitting process for alcohol use in the parks to be approved by the parks department. Move to discussion by Levick, supported by Roe.
Discussion ensued regarding use of alcohol. The board asked questions regarding criteria, event specific details, and clauses for approval or denial. Board encourages more language for criteria of approval for Parks Department reference. Amendment to create criteria and

Ada Township Parks, Recreation and Land Preservation Advisory Board

May 11, 2023 Meeting

Page 2 of 2

guidelines for accessible use.

Motion to approve the above motion with edits regarding additional criteria and additional guidelines regarding the policy.

Motion to approve by Levick, supported by Roe. 1 nay, Motion Carried.

Motion to review and update 2004 rules and regulations document. Motion Levick, supported by Terwilliger. Motion Carried.

b) Recommended changes to facility use fees

Fitzpatrick presented an overview of new fee outlines to be adopted by the advisory board.

Terwilliger motion to table until next month seeing typos and edits. Supported by Schmottlach.

Motion carried.

7) Committee Reports & Updates

- Stewardship Committee

Fitzpatrick referenced the minutes that are in the packet. Roe commented on second half of the meeting regarding programming and stewardship program goals for next year. Roe and Crosby thanked Deason for helping out and providing insight regarding future stewardship programming.

- Programs & Facilities Committee

Fitzpatrick and staff are set to meet soon regarding the fees and rate document edits.

- Trails Committee

Crosby inquired about Pettis update. Vandenberg stated that the committee is still discussing it. Suchy hopes to have more progress with community members regarding trail on north and south side of Pettis.

8) Staff Reports

a) Director's report

Fitzpatrick stated that the Director's Report is set to be sent out to the committee after the meeting. There is a list of properties in the packet outlining parcels of the Township that are parks and preserves.

b) Others

Said announced that Master plan comments are due by May 31

9) Board Member Comments

10) Public Comments

11) Adjournment

Moved to adjourn by Terwilliger, supported by Vandenberg.

Meeting adjourned at 9:50am



Ada Township Parks & Recreation Department
Park Director's Report
For July 5, 2023
Submitted by Parks & Recreation Director Mark Fitzpatrick

Parks, Recreation, and Land Preservation Advisory Board Items

- The June 8 PRLP Advisory Board meeting was cancelled.
- The next PRLP Advisory Board meeting is on Thursday, July 13, 2023, at 8:30 am, in the room at Roselle Park.
- A public hearing was held for the Township Master Plan at the Planning Commission meeting on June 15 at the Township Hall. The Planning commission approved the Plan as presented.
- I have invited Melanie Manion, the new Parks & Recreation Director for Cascade Township to the July PRLP Advisory Board meeting.

Administrative Updates

- Dennis Brinks has been hired as the new Buildings, Facilities & Grounds Department (BFG) Director. He started July 3rd.
- BFG Maintenance worker Colin Rodriguez left for a full-time fire position in Muskegon. We will be posting for a new BFG maintenance worker soon.
- Harry Hill was hired as an Intern to work with us this summer. He started June 12. That position is split with the Planning Department.
- We are going through the process of transitioning from our current registration software service of RecPro over to a new system called DaySmart. That process is including restructure of some of the facility use fees and policies, credit card use, and activating alcohol use permits.
- The Kent County Sheriff Department has been working with us to design and facilitate an Incident Action Plan for major events in the community. The initial focus was set up for the 4th for July activities.

Updates on Township Parks and Preserves

Roselle Park

- The parking lot project, contracted with Redline Excavation LLC. and facilitated by OCBA, is nearly done. Some landscape recovery work remains. A retainage of \$18,298.09 is still being held.
- The irrigation system around the building is to be replaced.
- We are getting past the spring crunch of rentals for graduation parties.

Leonard Field Park

- For the Riverfront Improvement Project, Thomet Construction was awarded the project at the May 8 Township Board meeting for \$651,473.80. Feedback from on the EGLE permit noted that it would not be permitted as initially presented. We have revised and resubmitted the permit to only include work around the Plaza and overlook deck. The fill request in the permit for the area for the sidewalk extension up to Thornapple River Drive has been removed. That allows the rest of the project to move forward and postpones the work on the pathway connector to the Thornapple River Drive bridge until a re-design with less impact in the floodplain can be done. The construction work will begin this week.

Ada Township Park

- The Kent County Road Commission has been doing road construction along Buttrick Drive and Grand River Drive over the past month. The section of Buttrick by the park is scheduled for the 1st of August.

Updates on Township Parks and Preserves continued ...

Legacy Park – In Memory of Helen and Rich Devos

- The contractor working with Progressive A&E on the erosion issues has completed that work.
- The trail connection from Legacy Park, through the new housing unit, and up to Fulton Street is underway.
- We have had a number of issues with the irrigation system. Additional work will be done this week.

Carl Creek Crossings Preserve

- No updates at this time.

Carl Creek Wetlands Preserve

- No updates at his time.

Grand River Natural Area Preserve

- Josh Hulst and Mark Fitzpatrick walked through the north section of the property to see how it relates to the planned section along the Thornapple River.

Update on the Bike Paths / Non-Motorized Trails

- A bid opening was held June 6 for the trail maintenance work. The project focuses on repairs to the boardwalks and asphalt work. Thomet Construction was awarded the contact and has begun the work.
- The Pettis trail project from Chief Hazy Cloud Park south to Fulton still on hold.
- The connection from Legacy Park up to Fulton is underway.
- The “Wayfinding” initiative is getting closer to a final plan.
- The next Trails Committee meeting is planned for July 12.

Updates on Recreation Programs

- The 4th of July events were held yesterday, July 4. The day went well and included the pancake breakfast, Kid’s Parade, General Parade, classic car show, youth and family activities, an evening concert, and the fireworks.
- The summer concerts series have been doing well. These includes the ten Wednesday *Music on the Lawn* concerts and the three *Beers at the Bridge* concerts.
- The GR Triathlon was held June 10-11, utilizing Ada and Legacy parks. A planning meeting to set a potential date for 2024 is set for July 11.
- The Forest Hills Girl Scout day camp at Ada Park, held June 12-14, went well.
- Our adult softball leagues are doing well. Men’s on Wednesdays, Coed on Thursdays. Fall league registration is being set up.
- The next tournament is set for July 14-16. That is with Thornapple Valley Baseball League (TVBL).
- A pickleball tournament is set for July 29. Wesley has obtained a good set of sponsors for that.
- Community enrichments programs include a summer yoga series at Roselle Park; a photography club at the library and three more youth day events.
- A kickball tournament with the ABA is set for August 25.
- Information for the fall edition of the Adaview newsletter is due July 21.



Ada Township Parks & Recreation Department
Park Director's Report
For June 5, 2023
Submitted by Parks & Recreation Director Mark Fitzpatrick

Parks, Recreation, and Land Preservation Advisory Board Items

- The June 8 PRLP Advisory Board meeting has been cancelled.
- The next PRLP Advisory Board meeting is on Thursday, July 13, 2023, at 8:30 am, in the room at Roselle Park.
- The Programs & Facilities Committee met June 2nd to discuss proposed changes to facility use fees, an alcohol permit process and updating the park rules. This process will require another meeting or two.
- A public hearing will be held for the Township Master Plan at the Planning Commission meeting at 5:00 pm on June 15 at the Township Hall.
- I will soon be meeting with Melanie Manion, the new Parks & Recreation Director for Cascade Township. We will be reviewing how the two Townships can work together on common goals related to trails, open space planning, parks & preserve management, stewardship volunteers, recreation services and educational programs. I have invited her to our July PRLP Advisory Board meeting.

Administrative Updates

- We interviewed six candidates for the new Buildings, Facilities and Grounds Department (BFG) Director position. After review, we narrowed the pool to two top candidates for further review. We are following up with those candidates and hope to finalize the decisions soon. Proposed start date would be July 3. A job description can be found at [Job Postings - Ada Village \(adamichigan.org\)](https://www.adamichigan.org/job-postings-ada-village)
- We are going through a series of trainings and logistical changes to transition from our current registration software service of RecPro over to a new system called DaySmart. This is impacting our formatting for facility use fee structures and credit card services. The process may take a couple months for us to get through.
- Staff and the Programs and Facilities Committee are working through the process to update the facility use fees, developing an alcohol permit process, and updating the Park Rules & Regulations.
- We are hiring an Intern to work with us this summer. That will be a split position with the Planning Department. Harrison Hill is the applicant, a student at MSU. He will start June 12.
- The DDA Director Haley Stichman will be off on maternity leave for two months. The Parks & Recreation Department will be picking up some responsibilities for managing community events

Updates on Township Parks and Preserves

Roselle Park

- Regarding the parking lot project, the contractor Redline Excavation LLC. is closer to final completion. A short punch list remains. After our next payment to them next week, a retainage of \$18,298.09 will be held. OCBA is monitoring the work.
- The irrigation system around the building is to be replaced. We are waiting for a quote.
- Facility use rental levels are high for June – 4-5 days a week.

Leonard Field Park

- For the Riverfront Improvement Project, Thomet Construction was awarded the project at the May 8 Township Board meeting. The DNR also approved that contractor. The contracted amount is \$651,473.80. We are still waiting on the EGLE permit to be approved. Some work is to start soon.

Updates on Township Parks and Preserves continued ...

Ada Township Park

- The park is very busy with activity: shelter rentals, soccer games, softball games, pickleball and tennis players, and other general users enjoying the park.
- Plans to follow up on improvements to the maintenance building are postponed until the new BFG Director is on and he can coordinate with the Programs & Facilities Committee. Note that those improvements also relate to the need for updating the park master plan. A decision to do that internally or hire a designer will need to be made.
- The road construction along Buttrick Drive and Grand River Drive has been tolerable so far. The section of Buttrick by the park is set for August.
- We are working on quotes to repaint the pickleball court. Early estimates are very high.

Legacy Park – In Memory of Helen and Rich Devos

- The contractor working with Progressive A&E on the erosion issues has completed that work.
- The trail connection from Legacy Park, through the new housing unit, and up to Fulton Street is being planned as one of the trail projects for 2023.
- The backflow preventor for the irrigation system broke and we are waiting on parts. That is adding to the dry conditions.

Carl Creek Crossings Preserve

- No updates at this time other than the staff are maintaining the site and we have daily visitors.

Carl Creek Wetlands Preserve

- No updates at this time. The Stewardship Committee is planning to review the site master plan yet this year.

Grand River Natural Area Preserve

- No updates currently

Update on the Kent County Parks in Ada Township

- Some updates are being provided through the Trails Committee reports and Township Manager reports.

Update on the Bike Paths / Non-Motorized Trails

- A bid opening is set for Tuesday, June 6 for the trail maintenance work. The project is to focus on repairs to the boardwalks and asphalt work.
- The Pettis trail project from Chief Hazy Cloud Park south to Fulton still on hold.
- The connection from Legacy Park up to Fulton, and possibly Rix Street are still planned for this year.
- There will be an update meeting on June 7 for the “Wayfinding” initiative. Our consulting firm of Corbin Design is working on site locations for the signs and cost estimates.

Water Trail Initiatives

- No updates at this time
- Here is a link to the draft of the Water Trail Development Plan:
https://drive.google.com/file/d/1fkiNhaLKEdy9bCz_3duN7tP1rMMnjP8S/view

Updates on Recreation Programs

We may be in our busiest month of the summer. A lot is going on and lot of people are out using the parks and trails.

Here are a few highlights on upcoming programs:

- AYSO soccer at Ada Park finished on Saturday June 3
- The GR Triathlon is set for June 10-11, utilizing Ada and Legacy parks. Set up on June 9.
- We will be hosting the Forest Hills Girl Scout day camp at Ada Park June 12-14.
- Zig Zag Ultimate Frisbee will continue on Tuesdays through the summer.
- A girls fast-pitch softball tournament was held May 12-14. Thanks to Mike Terwilliger for facilitating that. A TVBL tournament is planned for July 14-16.
- Our adult softball leagues are doing well. Men's on Wednesdays, Coed on Thursdays.
- A pickleball tournament is set for July 29. Wesley has obtained a good set of sponsors for that.
- Upcoming community enrichments programs include a summer yoga series at Roselle Park; a new photography club; several youth day events, and a fitness program on June 29.
- The *Music on the Lawn* summer concert series at Legacy Park is set up for ten Wednesday nights. We have a good set of bands and sponsors for this summer.
- The *Beers at the Bridge* concerts are set to be at Legacy Park on three Friday nights in the summer.
- We added a youth open mic event at Legacy Park for July 13.
- The 4th of July Celebrations and community activities are coming together. To include pancake breakfast, kids and community parades, car show, family activities, concert in the park, fireworks.
- A kickball tournament with the ABA is set for August 25.

Other Items

- The summer edition of the Adaview newsletter went out Mid-May. Planning for the fall is underway.
- We have purchased a new 10x10 canopy and banners for promoting us at outdoor events.
- The Ada Historical Society has been hosting a special exhibit in the Museum on "Parks of Ada". It will run into the fall. A public reception at the Museum is set for 5:30 pm on August 24
- We will be hosting the LGROW annual Jamboree at Legacy Park on September 16, 2023. This will be a meeting of all the sub-watershed groups in the lower section of the Grand River, plus a community event. More details to come.
- We set Saturday October 21 for the Ada Community Clean Up-Day at Ada Christian School.