



**PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
THURSDAY, MARCH 14, 2019 MEETING  
4:00 P.M. ROSELLE PARK, MEETING ROOM  
1010 GRAND RIVER DR NE  
ADA, MICHIGAN**

**AGENDA**

1. Call meeting to order/roll call
2. Approval of agenda
3. Approval of minutes of December meeting
4. Updates on Capital Improvement Plan and FY 2019-20 budget
5. Approval of changes to Roselle Park rental fees and guidelines.
6. Committee Reports - Updates
  - Rules Committee
    - Status of Roselle Park building use for private rentals
  - Stewardship Committee
    - Committee report from March 12 meeting
  - Park Facilities and Recreation Programs Committee
    - To set date for next meeting
  - Trails Committee
    - To set date for meeting
7. Park Director's Report and Current Project Updates
  - Volunteers for Community Expo Booth
  - Settlers Park
  - Roselle Park north trails; Shelter Parking lot project DNR grant
  - GRNA
  - Ada Park
  - Kent County Chief Hazy Cloud Park land acquisition grants
8. Board Member Comment
9. Public Comment
10. Adjournment

**DRAFT**

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, DECEMBER 13, 2018 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, Damstra, Haga, Nowak, Roe, Steketee, Terwilliger

**Absent:** Jacobs, Schmottlach, VandenBerge

**Staff Present:** Ferro, Fitzpatrick, Winczewski,

**Public Present:** Judy Levick

**2. Approval of agenda**

Terwilliger moved to approve agenda. Crosby supported. Motion carried unanimously.

**3. Approval of minutes of the November 8th meeting**

Terwilliger moved to approve the minutes for the November 8<sup>th</sup> meeting as written. Crosby supported. Motion carried unanimously.

**4. Capital Improvement Plan, Park Improvement Plans**

Ferro and Fitzpatrick updated the Board on Capital Improvement Projects and related fund balances. Damstra asked what the tax base growth rate is for 2019. Haga stated he believes it was 2.1%

Fitzpatrick stated Kent County Parks Director, Roger Sabine, has retired. The Operations Director, Dan Delooff, is serving as the interim Director.

There was board discussion regarding Kent County's DNR grants for land acquisition along Pettis Avenue.

Fitzpatrick stated he would like to have the Park Facilities and Recreation Programs Committee meet to come up with ideas for a Master Plan for Leonard Park. Several changes are needed at the park such as handicap accessibility, landscape changes for said accessibility, improved fencing, water access as requested through the Recreational Needs Assessment, decks for concerts, etc. A Leonard Park Master Plan would aid in the comprehensive design process. Damstra questioned the necessity for such a plan and stated that if money is being spent on consultants, the focus should be on trails.

**5. Schedule/Process for Roselle Park Picnic Area/Parking Lot Improvements and Grant Application**

Ferro reviewed projected revenues and expenditures as outlined in the board packet. He stated that more cost estimating input is needed. As of now, \$100,000 will be transferred in yearly from the General Fund into the Trail Fund until FY 2020-21 which is the last year of tax revenue from the 15-year Non-Motorized Trail millage.

Fitzpatrick distributed a handout outlining the Roselle Park Improvement Projects. Board discussed the application process for obtaining a Michigan DNR grant to cover some of the improvement costs. Fitzpatrick stated that \$7,000 is needed to hire the services of OCBA which is not in this year's budget.

Haga moved, Steketee supported, to recommend to the Township Board allocating \$7,000 for FY 18-19, to hire OCBA to facilitate the DNR grant application which will be submitted in March 2019. Motion passed unanimously.

**6. Committee Updates**

- Rules Committee – Roe stated their recent meeting was very productive. A final review will be done at their January meeting.
- Park Facilities and Recreation Programs – Fitzpatrick stated a summary of their recent meeting was sent to everyone. This group needs to discuss the Ada Park Master Plan and Roselle Park. Damstra offered to help with this committee.
- Trails – Fitzpatrick stated the wood chipper is no longer in the plan.
- Stewardship – Fitzpatrick stated this committee has not yet met. Their focus should be around land acquisition and land management.

*Roe and Terwilliger left the meeting at 5:30 p.m.*

**7. Park Director's Report and Current Project Updates**

- Resignation of Trustee LeBlanc; filling of vacancy – Haga gave a brief update on LeBlanc's resignation and the timeline for interviewing new candidates.
- Status of Riverfront Park Construction – Ferro stated plant shoots along the river bank will be planted this month to aid in stabilizing the bank. The final designs for the amphitheater are still under review. Sidewalk completion will be done in the spring.

**8. Board Member Comment**

Fitzpatrick stated the Recreation Program Assistant position should be filled in January.

Crosby stated it is dangerous when exiting Roselle Park from the south parking lot onto Grand River Drive. It is difficult to see pedestrians on the trail as you leave the parking lot. Fitzpatrick stated he would look into that.

Fitzpatrick stated a Sign Committee is being formed to look into signs for the Township. The goal is to have consistent branding.

**9. Public Comment**

There were no public comments.

Meeting was adjourned at 5:42 p.m.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
NOTES FROM FEBRUARY 14, 2019 MEETING (WITH NO QUORUM PRESENT)**

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

**Present:** Crosby, Steketee, Nowak, Levick, VandenBerge

**Absent:** Damstra, Haga, Jacobs, Roe, Schmottlach, Terwilliger

**Staff Present:** Fitzpatrick, Ferro, Winczewski

**Others Present:** Trustee McAleenan, Paul Warnick of OCBA

Vice Chair Crosby noted that a quorum was not present.

**2. Presentation by Paul Warnick of OCBA Landscaping Architects**

Mr. Warnick summarized the proposed 2019 project in Roselle Park to improve the unpaved trails in the north end of the park by filling selected areas to reduce seasonal wetness of these trails.

Warnick also summarized the proposed picnic shelter/playground/parking area improvements project at Roselle Park, which will be completed in 2021, if 50% funding can be secured from a Michigan DNR grant. OCBA will be facilitating the DNR grant application that will be submitted prior to April 1st this year.

Of the PRLP Advisory Board members present, it was unanimously voted to recommend that a grant application be submitted to the DNR this year for 50% funding of the project.

**3. Welcome New Member, Judy Levick**

Crosby welcomed Judy Levick to the PRLP Advisory Board. Crosby also welcomed Trustee McAleenan. Levick and McAleenan introduced themselves.

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

Planning Director, Ferro, reviewed fund balances as outlined in the board packets & noted the following:

- FY 2020-21 is the last year of the tax revenue from the 15-year Non-Motorized Trail millage. The last debt service payment on the 2007 Capital Improvement bonds is due the following year, in FY 2021-22.
- In FY 2019-20, \$33,942 of parks and rec operating expenses are charged to Fund 208 which will zero out and terminate the fund.
- In FY 2021-22, \$41,526 of parks and rec operating expenses are charged to Fund 213 which will zero out and terminate the fund.

**5. Committee Reports – Updates**

Rules Committee – Fitzpatrick stated the final documents pertaining to Roselle Park building use for private rentals are currently under legal review. Everything should be finalized soon.

Trails Committee – VandenBerge stated they have not yet had a meeting. They have received interest from several community members wanting to join this committee.

## **6. Current Project Updates**

Fitzpatrick stated an assessment of the space needs for the park office and maintenance buildings are being coordinated with a space study of the Township Hall. The goal is to put all this into one study this year and use the data for future facility development needs. A needs assessment for Leonard Park is also necessary before a Request for Proposal can be submitted.

Levick asked if there are any plans for technology improvement. Fitzpatrick stated that recreational software is planned in next year's budget. The software will be utilized for program registrations, scheduling of activities, and reservations for facilities.

Trustee McAleenan asked for clarification on how staff is divided in the Recreation department. Fitzpatrick stated that Parks staff are divided into several categories; Park Operations, Administrative, Recreational Operations, and Community Programs. Interviews for a Recreation Program Assistant will be held on February 19<sup>th</sup>.

Fitzpatrick stated that Music on the Lawn at the Averill Historical Museum will continue this summer. There's a possibility that the concerts will move to the new amphitheater once it is completed.

Levick asked if there are plans to make the bathrooms at Ada Park accessible to the public in the winter. Fitzpatrick stated that due to the water supply to the restrooms having to be winterized, there are no plans at this time.

Fitzpatrick gave a quick review of the Recreation Needs Assessment findings, highlighting the "Blue Trail" (river trail) on the Grand River in Ada Township.

Fitzpatrick also gave a quick review of the Park Asset Management presentation prepared by Prein & Newhof.

Meeting adjourned at 5:50 P.M.

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>					
Dept 020.000 - TAXES					
208-020.000-406.000	TAXES: VOTED .2500 MILLS				
208-020.000-406.001	TAXES: 208 SHARE 42%				
208-020.000-423.000	TAXES: PA 198 & PA 255				
208-020.000-423.001	TAXES: IFT - LAND/OPEN SPACE				
208-020.000-573.000	LOCAL COMMUNITY SABILIZATION				
Totals for dept 020.000 - TAXES					
Dept 023.000 - INTEREST & RENTS					
208-023.000-454.000	CELL TOWER RENTS				
208-023.000-665.004	INT: COUNTY POOL	308			
208-023.000-665.016	INTEREST - BANK	1,875		618	
208-023.000-665.017	INTEREST/DIVIDEND - ARBORETUM				
208-023.000-677.000	RENTALS				
208-023.000-677.100	RENTAL:BUILDING				
208-023.000-677.200	RENTAL:FIELD				
208-023.000-677.300	ROSELLE PARK BUILDING				
Totals for dept 023.000 - INTEREST & RENTS		2,183		618	
Dept 024.000 - STATE REVENUE SHARING					
208-024.000-566.100	GRANTS:OTHER				
Totals for dept 024.000 - STATE REVENUE SHARING					
Dept 024.001 - GRANTS					
208-024.001-566.000	STATE GRANT				
Totals for dept 024.001 - GRANTS					
Dept 025.000 - CHARGES FOR SERVICES					
208-025.000-651.000	FEES: RECREATION LEAGUES				
208-025.000-651.100	FEES:RECREATION LEAGUES-ADULT LEA				
208-025.000-651.200	FEES:RECREATION LEAGUES-TOURNAMEN				
208-025.000-652.000	FEES: PROGRAMS				
208-025.000-652.100	FEES:YOUTH PROGRAMS	(283)			
208-025.000-652.200	FEES:ADULT/FAMILY				
208-025.000-652.300	FEES:SPECIAL EVENTS				
Totals for dept 025.000 - CHARGES FOR SERVICES		(283)			
Dept 026.000 - CONTRIBUTIONS					
208-026.000-675.001	CONTRIBUTIONS - PARK				
208-026.000-675.001-PK IMPR 2012	CONTRIBUTIONS - PARK				
Totals for dept 026.000 - CONTRIBUTIONS					
Dept 027.000 - OTHER REVENUE					
208-027.000-694.000	MISC AND OTHER REVENUE	641			
Totals for dept 027.000 - OTHER REVENUE		641			
Dept 030.000 - TRANSFER IN					
208-030.000-695.000	TRANSFERS IN				
Totals for dept 030.000 - TRANSFER IN					
Dept 031.000 - GAIN ON INVESTMENTS					
208-031.000-697.000	GAIN ON INVESTMENT				
Totals for dept 031.000 - GAIN ON INVESTMENTS					
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,541</b>		<b>618</b>	

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 299.000 - GENERAL ADMINISTRATION					
208-299.000-974.000-TECH IMPR 14 IMPROVEMENTS					
Totals for dept 299.000 - GENERAL ADMINISTRATION					
Dept 545.000 - RECREATION DEPARTMENT					
208-545.000-704.000	WAGES	16,535			
208-545.000-707.000	WAGES - HOURLY WORKER	7,381			
208-545.000-707.005	OVERTIME				
208-545.000-715.000	FICA - TOWNSHIP SHARE	1,483			
208-545.000-716.000	FICA - MEDICARE TWP SHARE	347			
208-545.000-740.000	OPERATING SUPPLIES/SERVICES	4,207			
208-545.000-801.000	CONTRACT SERVICE	12,387			
208-545.000-983.000	NEW EQUIPMENT	(229)			
Totals for dept 545.000 - RECREATION DEPARTMENT		42,111			
Dept 546.000 - PARK PROGRAMS					
208-546.000-704.000	WAGES				
208-546.000-707.000	WAGES - HOURLY WORKER	24,917			
208-546.000-707.005	OVERTIME	24			
208-546.000-715.000	FICA - TOWNSHIP SHARE	1,548			
208-546.000-716.000	FICA - MEDICARE TWP SHARE	362			
208-546.000-719.000	RETIREMENT - EMPLOYER COST	64			
208-546.000-719.001	MEDICAL, DENTAL INSURANCE	237			
208-546.000-740.000	OPERATING SUPPLIES/SERVICES	2,780			
208-546.000-801.000	CONTRACT SERVICE	1,206			
208-546.000-983.000	NEW EQUIPMENT				
Totals for dept 546.000 - PARK PROGRAMS		31,138			
Dept 692.000 - PARKS AND ARBORETUM					
208-692.000-704.000	WAGES	74,984			
208-692.000-704.001	WAGES - SUPPORT	39,960			
208-692.000-704.003	PK MAINTENANCE	40,520			
208-692.000-704.005	WAGES: OVERTIME	680			
208-692.000-707.000	WAGES - HOURLY WORKER	11,170			
208-692.000-707.005	OVERTIME				
208-692.000-708.000	WAGES - ADMIN ASSISTANT	1,380			
208-692.000-715.000	FICA - TOWNSHIP SHARE	9,567			
208-692.000-716.000	FICA - MEDICARE TWP SHARE	2,238			
208-692.000-718.000	UNIFORMS	178			
208-692.000-719.000	RETIREMENT - EMPLOYER COST	14,619			
208-692.000-719.001	MEDICAL, DENTAL INSURANCE	30,976			
208-692.000-740.000	OPERATING SUPPLIES/SERVICES	22,358			
208-692.000-742.000	ARBORETUM TREE CARE	2,280			
208-692.000-800.000	CONTINUING EDUCATION	640			
208-692.000-801.000	CONTRACT SERVICE	17,081			
208-692.000-801.004-PK PLAY 11-3	CONTRACT - PRK PLAYGROUND PROJECT				
208-692.000-817.000	LAWN CARE CONTRACT	17,944			
208-692.000-818.000	SANITATION CONT SERVICE	6,279			
208-692.000-820.000	MEMBERSHIP & DUES	165			
208-692.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	7,299			
208-692.000-870.000	MILEAGE & EXPENSES	4,208			
208-692.000-910.000	TOWNSHIP INSURANCE/BONDS	10,077			
208-692.000-920.000	UTILITIES/SPEC ASSM'TS	16,904			
208-692.000-930.000	MAINTENANCE & REPAIR	18,565			
208-692.000-933.000	TRUCK/EQUIP EXPENSES	7,860			
208-692.000-956.000	OTHER				
208-692.000-970.000	CAPITAL PURCHASE				
208-692.000-974.000	IMPROVEMENTS	22,683			26,153
208-692.000-974.000-PK IMPR 2012	IMPROVEMENTS				
208-692.000-974.000-ROS PK 09-01	IMPROVEMENTS				
208-692.000-974.000-ROSELLE PK13	IMPROVEMENTS				
208-692.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	5,067	3,800	628	4,000
208-692.000-974.006	OTHER SERVICES & CHARGES				
208-692.000-983.000	NEW EQUIPMENT	4,864			
Totals for dept 692.000 - PARKS AND ARBORETUM		390,546	3,800	628	30,153
Dept 900.000 - OTHER TOWNSHIP EXPENSES					
208-900.000-719.002	LIFE INSURANCE, OTHERS	1,339			
208-900.000-719.003	CONTRIBUTIONS EXPENSE				
208-900.000-899.000	TAX TRIBUNAL REFUNDS ORDERED				
208-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS				
Totals for dept 900.000 - OTHER TOWNSHIP EXPENSES		1,339			
Dept 904.000 - CAPITAL IMPROVEMENTS L/T					
208-904.000-970.000	CAPITAL PURCHASE				

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
APPROPRIATIONS					
Dept 904.000 - CAPITAL IMPROVEMENTS L/T					
208-904.000-974.000	IMPROVEMENTS	140	101,000	36,240	4,299
	JORDAN INTERCOASTAL 2018 PROJECT BALANCE				
Totals for dept 904.000 - CAPITAL IMPROVEMENTS L/T		140	101,000	36,240	4,299
TOTAL APPROPRIATIONS		465,274	104,800	36,868	34,452
NET OF REVENUES/APPROPRIATIONS - FUND 208		(462,733)	(104,800)	(36,250)	(34,452)
BEGINNING FUND BALANCE		564,603	101,871	101,871	65,621
ENDING FUND BALANCE		101,870	(2,929)	65,621	31,169



ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
ESTIMATED REVENUES					
Dept 020.000 - TAXES					
211-020.000-406.002	TAXES: VOTED .50 MILLS	443,568	461,599	448,669	485,331
	FOOTNOTE AMOUNTS:				485,331
	\$1,043,480,873 TAXABLE VALUE X .4546 MILLAGE RATE				
211-020.000-423.000	TAXES: PA 198 & PA 255	5,424	5,515	5,272	5,329
	FOOTNOTE AMOUNTS:				5,329
	23,445164 TAXABLE VALUE X .2273 MILLAGE RATE(50%)				
211-020.000-573.000	LOCAL COMMUNITY SABILIZATION	93,256	25,000	1,649	25,000
Totals for dept 020.000 - TAXES		542,248	492,114	455,590	515,660
Dept 023.000 - INTEREST & RENTS					
211-023.000-665.016	INTEREST - BANK	2,949	1,975	1,788	3,575
211-023.000-665.018	INTEREST - BONDS				
Totals for dept 023.000 - INTEREST & RENTS		2,949	1,975	1,788	3,575
Dept 024.000 - STATE REVENUE SHARING					
211-024.000-566.000	STATE GRANT				
Totals for dept 024.000 - STATE REVENUE SHARING					
Dept 024.001 - GRANTS					
211-024.001-566.000	STATE GRANT				
Totals for dept 024.001 - GRANTS					
Dept 026.000 - CONTRIBUTIONS					
211-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES				
Totals for dept 026.000 - CONTRIBUTIONS					
Dept 030.000 - TRANSFER IN					
211-030.000-695.000	TRANSFERS IN	70,000	100,000		100,000
Totals for dept 030.000 - TRANSFER IN		70,000	100,000		100,000
Dept 032.000 - BOND PROCEEDS					
211-032.000-698.000	BOND PROCEEDS				
Totals for dept 032.000 - BOND PROCEEDS					
Dept 440.000 - PUBLIC WORKS					
211-440.000-694.000	MISC AND OTHER REVENUE	967			
Totals for dept 440.000 - PUBLIC WORKS		967			
TOTAL ESTIMATED REVENUES		616,164	594,089	457,378	619,235

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 211.000 - LEGAL & ACCOUNTING					
211-211.000-807.000	AUDIT SERVICES				
211-211.000-828.000	LEGAL SERVICES	(6,987)			
Totals for dept 211.000 - LEGAL & ACCOUNTING		(6,987)			
Dept 265.000 - BUILDINGS & GROUNDS					
211-265.000-704.000	WAGES	9,421	12,120	15,355	12,000
211-265.000-715.000	FICA - TOWNSHIP SHARE	552	751	908	744
211-265.000-716.000	FICA - MEDICARE TWP SHARE	129	176	212	174
211-265.000-719.000	RETIREMENT - EMPLOYER COST	350	1,212	875	1,200
211-265.000-719.001	MEDICAL, DENTAL INSURANCE	447	1,500	1,677	1,100
211-265.000-740.000	OPERATING SUPPLIES/SERVICES	8,843	8,000	5,220	7,000
211-265.000-801.000	CONTRACT SERVICE			2,205	2,205
211-265.000-930.000	MAINTENANCE & REPAIR	538	200,000	250,523	101,227
GENERAL TRAIL MAINTENANCE					
JORDAN INTERCOASTAL 2018 PROJECT BALANCE					
211-265.000-983.000	NEW EQUIPMENT				
Totals for dept 265.000 - BUILDINGS & GROUNDS		20,280	223,759	276,975	125,650
Dept 440.000 - PUBLIC WORKS					
211-440.000-808.000	ENGINEERS SERVICE	247		2,542	20,000
211-440.000-808.000-TRAILS 09-01	ENGINEERS SERVICE				
211-440.000-974.005	TRAIL CONSTRUCTION				100,005
211-440.000-974.005-TRAILS 09-01	TRAIL CONSTRUCTION				
211-440.000-974.005-TRAILS 09-02	TRAIL CONSTRUCTION				
211-440.000-974.005-TRAILS 09-03	TRAIL CONSTRUCTION				
Totals for dept 440.000 - PUBLIC WORKS		247		2,542	120,005
Dept 441.000 - CONTRACTED SERVICES					
211-441.000-974.005	TRAIL CONSTRUCTION				
Totals for dept 441.000 - CONTRACTED SERVICES					
Dept 900.000 - OTHER TOWNSHIP EXPENSES					
211-900.000-719.002	LIFE INSURANCE, OTHERS	30	100	104	100
211-900.000-899.000	TAX TRIBUNAL REFUNDS ORDERED				
211-900.000-991.000	BOND PRINCIPAL PAYMENTS	390,000	440,000	440,000	455,000
211-900.000-995.000	BOND INTEREST PAYMENTS	25,550	26,570	26,570	21,079
211-900.000-999.000	PAYING AGENT FEES	500		500	
Totals for dept 900.000 - OTHER TOWNSHIP EXPENSES		416,080	466,670	467,174	476,179
Dept 990.000 - BOND ISSURANCE					
211-990.000-994.000	BOND ISSUANCE	(1,813)			
Totals for dept 990.000 - BOND ISSURANCE		(1,813)			
<b>TOTAL APPROPRIATIONS</b>		<b>427,807</b>	<b>690,429</b>	<b>746,691</b>	<b>721,834</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 211</b>		<b>188,357</b>	<b>(96,340)</b>	<b>(289,313)</b>	<b>(102,599)</b>
BEGINNING FUND BALANCE		473,286	661,640	661,640	372,327
ENDING FUND BALANCE		661,643	565,300	372,327	269,728

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
ESTIMATED REVENUES					
Dept 020.000 - TAXES					
213-020.000-406.001	TAXES: VOTED .40 MILLS				
213-020.000-423.000	TAXES: PA 198 & PA 255				
213-020.000-573.000	LOCAL COMMUNITY SABILIZATION				
Totals for dept 020.000 - TAXES					
Dept 023.000 - INTEREST & RENTS					
213-023.000-665.004	INT: COUNTY POOL				
213-023.000-665.016	INTEREST - BANK	5,817		4,818	
Totals for dept 023.000 - INTEREST & RENTS		5,817		4,818	
Dept 024.001 - GRANTS					
213-024.001-566.000	STATE GRANT				
Totals for dept 024.001 - GRANTS					
Dept 026.000 - CONTRIBUTIONS					
213-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES				
Totals for dept 026.000 - CONTRIBUTIONS					
Dept 027.000 - OTHER REVENUE					
213-027.000-694.000	MISC AND OTHER REVENUE				
Totals for dept 027.000 - OTHER REVENUE					
Dept 030.000 - TRANSFER IN					
213-030.000-695.000	TRANSFERS IN				
Totals for dept 030.000 - TRANSFER IN					
TOTAL ESTIMATED REVENUES		5,817		4,818	

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 692.000 - PARKS AND ARBORETUM					
213-692.000-704.000	WAGES				
213-692.000-956.000	OTHER				
Totals for dept 692.000 - PARKS AND ARBORETUM					
Dept 693.000 - OPEN SPACE					
213-693.000-704.000	WAGES	8,152			
213-693.000-715.000	FICA - TOWNSHIP SHARE	483			
213-693.000-716.000	FICA - MEDICARE TWP SHARE	113			
213-693.000-719.000	RETIREMENT - EMPLOYER COST	815			
213-693.000-719.001	MEDICAL, DENTAL INSURANCE	1,453			
213-693.000-726.000	OFFICE SUPPLIES/SERVICES				
213-693.000-740.000	OPERATING SUPPLIES/SERVICES	1,295			
213-693.000-801.000	CONTRACT SERVICE	893			
213-693.000-828.000	LEGAL SERVICES				
213-693.000-956.000	OTHER				
213-693.000-970.000	CAPITAL PURCHASE				
213-693.000-974.000	IMPROVEMENTS	4,640	630,000	404,586	4,846
	JORDAN INTERCOASTAL 2018 PROJECT				
213-693.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	1,785			
Totals for dept 693.000 - OPEN SPACE		19,629	630,000	404,586	4,846
Dept 900.000 - OTHER TOWNSHIP EXPENSES					
213-900.000-719.002	LIFE INSURANCE, OTHERS	75		31	
213-900.000-899.000	TAX TRIBUNAL REFUNDS ORDERED				
213-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS				
Totals for dept 900.000 - OTHER TOWNSHIP EXPENSES		75		31	
<b>TOTAL APPROPRIATIONS</b>		<b>19,704</b>	<b>630,000</b>	<b>404,617</b>	<b>4,846</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 213</b>		<b>(13,887)</b>	<b>(630,000)</b>	<b>(399,799)</b>	<b>(4,846)</b>
BEGINNING FUND BALANCE		1,133,357	1,119,469	1,119,469	719,670
ENDING FUND BALANCE		1,119,470	489,469	719,670	714,824

ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
ESTIMATED REVENUES					
Dept 020.000 - TAXES					
214-020.000-406.002	TAXES: VOTED .65 MILLS	586,019	610,540	589,106	627,341
	FOOTNOTE AMOUNTS:				627,341
	\$1,,043,480,873 TAXABLE VALUE @ .6012				
214-020.000-423.000	TAXES: PA 198 & PA 255	7,174		6,971	
214-020.000-573.000	LOCAL COMMUNITY SABILIZATION	24,167	94,000	28,445	94,000
Totals for dept 020.000 - TAXES		617,360	704,540	624,522	721,341
Dept 023.000 - INTEREST & RENTS					
214-023.000-454.000	CELL TOWER RENTS	7,187	8,000	7,187	8,000
214-023.000-665.004	INT: COUNTY POOL		325	247	425
214-023.000-665.016	INTEREST - BANK	1,786	8,350	2,331	4,675
214-023.000-665.017	INTEREST/DIVIDEND - ARBORETUM		375		375
214-023.000-677.000	RENTALS				
214-023.000-677.100	RENTAL:BUILDING	4,055	5,000	6,105	6,500
214-023.000-677.200	RENTAL: FIELD	6,990	6,000	3,055	6,000
214-023.000-677.300	ROSELLE PARK BUILDING	2,060	3,000	4,720	4,000
Totals for dept 023.000 - INTEREST & RENTS		22,078	31,050	23,645	29,975
Dept 024.000 - STATE REVENUE SHARING					
214-024.000-566.100	GRANTS: OTHER	544	1,575	109	600
Totals for dept 024.000 - STATE REVENUE SHARING		544	1,575	109	600
Dept 024.001 - GRANTS					
214-024.001-566.000	STATE GRANT				
Totals for dept 024.001 - GRANTS					
Dept 025.000 - CHARGES FOR SERVICES					
214-025.000-651.000	FEES: RECREATION LEAGUES				
214-025.000-651.100	FEES: RECREATION LEAGUES-A	32,895	20,000	18,660	18,000
214-025.000-651.200	FEES: RECREATION LEAGUES-T	4,700	5,000	3,580	4,500
214-025.000-652.000	FEES: PROGRAMS				
214-025.000-652.100	FEES: YOUTH PROGRAMS	11,185	15,000	9,222	12,000
214-025.000-652.200	FEES: ADULT/FAMILY	789	1,500	400	1,000
214-025.000-652.300	FEES: SPECIAL EVENTS		400		400
Totals for dept 025.000 - CHARGES FOR SERVICES		49,569	41,900	31,862	35,900
Dept 026.000 - CONTRIBUTIONS					
214-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES	529		50,000	
214-026.000-675.001	CONTRIBUTIONS - PARK	630	1,000	1,555	1,000
Totals for dept 026.000 - CONTRIBUTIONS		1,159	1,000	51,555	1,000
Dept 027.000 - OTHER REVENUE					
214-027.000-694.000	MISC AND OTHER REVENUE	1,272		5,220	
Totals for dept 027.000 - OTHER REVENUE		1,272		5,220	
Dept 030.000 - TRANSFER IN					
214-030.000-695.000	TRANSFERS IN				
Totals for dept 030.000 - TRANSFER IN					
TOTAL ESTIMATED REVENUES		691,982	780,065	736,913	788,816

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 03/31/1	2019-20 ADOPTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 299.000 - GENERAL ADMINISTRATION					
214-299.000-974.000	IMPROVEMENTS				
Totals for dept 299.000 - GENERAL ADMINISTRATION					
Dept 545.000 - RECREATION DEPARTMENT					
214-545.000-704.000	WAGES		16,421	14,123	13,957
214-545.000-707.000	WAGES - HOURLY WORKER		8,000	4,812	7,000
214-545.000-707.005	OVERTIME				
214-545.000-710.000	WAGES - UMPIRE/SCOREKEEPER			8,870	9,000
214-545.000-715.000	FICA - TOWNSHIP SHARE		1,018	1,724	1,857
214-545.000-716.000	FICA - MEDICARE TWP SHARE		238	403	434
214-545.000-740.000	OPERATING SUPPLIES/SERVICES		17,200	3,554	9,000
214-545.000-800.000	CONTINUING EDUCATION				
214-545.000-983.000	NEW EQUIPMENT		250		700
Totals for dept 545.000 - RECREATION DEPARTMENT					
Dept 546.000 - PARK PROGRAMS					
214-546.000-704.000	WAGES				
214-546.000-707.000	WAGES - HOURLY WORKER		25,500	20,313	30,417
214-546.000-707.005	OVERTIME				
214-546.000-715.000	FICA - TOWNSHIP SHARE		1,581	1,259	1,886
214-546.000-716.000	FICA - MEDICARE TWP SHARE		370	295	441
214-546.000-719.000	RETIREMENT - EMPLOYER COST				
214-546.000-719.001	MEDICAL, DENTAL INSURANCE				
214-546.000-740.000	OPERATING SUPPLIES/SERVICES	107	5,500	1,770	4,500
214-546.000-801.000	CONTRACT SERVICE		3,000	1,074	3,000
214-546.000-983.000	NEW EQUIPMENT		1,100		1,000
Totals for dept 546.000 - PARK PROGRAMS					
Dept 692.000 - PARKS AND ARBORETUM					
214-692.000-704.000	WAGES		76,520	73,895	80,222
214-692.000-704.001	WAGES - SUPPORT		1,800	3,027	
214-692.000-704.003	PK MAINTENANCE		117,546	84,484	119,736
214-692.000-704.005	WAGES: OVERTIME		1,500	1,139	1,000
214-692.000-704.006	WAGES- PLANNER SUPPORT				
214-692.000-707.000	WAGES - HOURLY WORKER		15,700	8,655	15,000
214-692.000-707.005	OVERTIME				
214-692.000-708.000	WAGES - ADMIN ASSISTANT			9,600	17,586
214-692.000-715.000	FICA - TOWNSHIP SHARE		1,214	10,334	13,643
214-692.000-716.000	FICA - MEDICARE TWP SHARE		3,324	2,417	3,191
214-692.000-718.000	UNIFORMS		1,500	166	1,500
214-692.000-719.000	RETIREMENT - EMPLOYER COST		19,407	15,544	19,996
214-692.000-719.001	MEDICAL, DENTAL INSURANCE		35,737	33,737	49,448
214-692.000-740.000	OPERATING SUPPLIES/SERVICES	663	20,000	19,074	20,000
214-692.000-742.000	ARBORETUM TREE CARE		3,000	1,775	3,000
214-692.000-800.000	CONTINUING EDUCATION		900	535	900
214-692.000-801.000	CONTRACT SERVICE	723	28,000	31,758	10,000
PARK OFFICE AND MAINTENANCE BUILDING SPACE NEEDS STUDY					
214-692.000-801.004	CONTRACT - PRK PLAYGROUND PROJECT				
214-692.000-817.000	LAWN CARE CONTRACT		18,000	23,324	20,000
214-692.000-818.000	SANITATION CONT SERVICE		8,000	6,120	9,000
214-692.000-820.000	MEMBERSHIP & DUES		350	135	350
214-692.000-853.000	COMMUNICATIONS/TELEPHONE,ETC		7,500	5,681	7,500
214-692.000-870.000	MILEAGE & EXPENSES		4,500	3,762	4,000
214-692.000-910.000	TOWNSHIP INSURANCE/BONDS		20,917	8,652	12,600
214-692.000-920.000	UTILITIES/SPEC ASSM'TS		18,000	17,972	18,000
214-692.000-930.000	MAINTENANCE & REPAIR	410	24,000	8,658	9,950
GENERAL OPERATING EXPENSE, BASIC SERVICING, TIRES FOR UNIT 18					
UNIT 18 REPLACE REAR FENDER OR INSTALL NEW BOX					
214-692.000-933.000	TRUCK/EQUIP EXPENSES		4,000	6,234	4,000
214-692.000-956.000	OTHER				
214-692.000-970.000	CAPITAL PURCHASE		8,500		
214-692.000-974.000	IMPROVEMENTS			250	
214-692.000-974.004	DESIGN DEVELOPMENT CONTRACTOR		3,000		26,364
M&B ENGINEERING - ADA PARK PAVED TRAIL EXTENSION & PARKING LOT PROJECT					
LEONARD FIELD MASTER PLAN CONSULTANT					
214-692.000-974.006	OTHER SERVICES & CHARGES		3,200	1,300	
214-692.000-983.000	NEW EQUIPMENT				9,950
Totals for dept 692.000 - PARKS AND ARBORETUM					
Dept 693.000 - OPEN SPACE					
214-693.000-704.000	WAGES		9,000	7,920	8,364
214-693.000-715.000	FICA - TOWNSHIP SHARE		558	470	519
214-693.000-716.000	FICA - MEDICARE TWP SHARE		130	110	121
214-693.000-719.000	RETIREMENT - EMPLOYER COST		900	792	836

BUDGET REPORT FOR ADA TOWNSHIP  
 Fund: 214 PARKS, RECREATION, AND LAND PRESERVATION  
 ADOPTED BUDGETS FY 2019-2020, 03/11/2019  
 Calculations as of 03/31/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET THRU	2018-19 ACTIVITY 03/31/1	2019-20 ADOPTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 693.000 - OPEN SPACE					
214-693.000-719.001	MEDICAL, DENTAL INSURANCE		1,759	1,394	1,824
214-693.000-726.000	OFFICE SUPPLIES/SERVICES				
214-693.000-740.000	OPERATING SUPPLIES/SERVICES				
214-693.000-801.000	CONTRACT SERVICE				
214-693.000-828.000	LEGAL SERVICES				
214-693.000-956.000	OTHER				
214-693.000-970.000	CAPITAL PURCHASE				
214-693.000-974.000	IMPROVEMENTS				
214-693.000-974.004	DESIGN DEVELOPMENT CONTRACTOR				
Totals for dept 693.000 - OPEN SPACE			12,347	10,686	11,664
Dept 900.000 - OTHER TOWNSHIP EXPENSES					
214-900.000-719.002	LIFE INSURANCE, OTHERS			1,588	
214-900.000-719.003	ACCRUED VACATION/SICK PAY				
214-900.000-899.000	TAX TRIBUNAL REFUNDS ORDERED				
214-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	55,000	57,166		67,650
	TRANSFER TO 301 FUND 2017 BOND PRINCIPAL				
	TRANSFER TO 301 FUND 2017 BOND INTEREST				
Totals for dept 900.000 - OTHER TOWNSHIP EXPENSES		55,000	57,166	1,588	67,650
Dept 904.000 - CAPITAL IMPROVEMENTS L/T					
214-904.000-970.000	CAPITAL PURCHASE				
214-904.000-974.000	IMPROVEMENTS		20,078	14,664	65,406
	JORDAN INTERCOASTAL 2018 PROJECT BALANCE				
	ADA PARK - PAVED TRAIL EXTENSION AND PARKING LOT PROJECT				
Totals for dept 904.000 - CAPITAL IMPROVEMENTS L/T			20,078	14,664	65,406
<b>TOTAL APPROPRIATIONS</b>		56,903	615,884	463,363	704,848
<b>NET OF REVENUES/APPROPRIATIONS - FUND 214</b>		635,079	164,181	273,550	83,968
BEGINNING FUND BALANCE			635,080	635,080	908,630
ENDING FUND BALANCE		635,079	799,261	908,630	992,598
<b>ESTIMATED REVENUES - ALL FUNDS</b>		1,316,504	1,374,154	1,199,727	1,408,051
<b>APPROPRIATIONS - ALL FUNDS</b>		969,688	2,041,113	1,651,539	1,465,980
<b>NET OF REVENUES/APPROPRIATIONS - ALL FUNDS</b>		346,816	(666,959)	(451,812)	(57,929)
<b>BEGINNING FUND BALANCE - ALL FUNDS</b>		2,171,246	2,518,060	2,518,060	2,066,248
<b>ENDING FUND BALANCE - ALL FUNDS</b>		2,518,062	1,851,101	2,066,248	2,008,319



## **Ada Township Parks & Recreation Department**

### **Facility Use Fees**

**3-16-18 version with proposed changes of 3-11-19 noted in red**

**Ada Township Parks & Recreation Department has three parks with rental facilities. These include Ada Township Park, Roselle Park and Leonard Field Park. The information below provides a framework for the fees associated with reservations, rentals and other services.**

**For additional information or to make a reservation, contact the Ada Township Parks & Recreation Department at 616-676-0520 or [mfitzpatrick@adatownshipmi.com](mailto:mfitzpatrick@adatownshipmi.com)**

#### **General Rental Policies**

- \*Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- \*No alcohol is permitted in the Township Parks without special permit by the Ada Township Board.
- \*Smoking is prohibited inside or near the entrance of any facilities, near the playgrounds, courts and athletic fields.
- \*Payments must be made at the time of the reservation to hold a facility.
- \*Cancellations must be made prior to ten days of an event for a partial refund. A processing fee of 10% with a \$10 minimum will be applied to all refunds.
- \*Damage deposits of \$100.00 are required for large events and private rentals at Roselle Park. Additional fees will be charged if damages exceed \$100.00.
- \*Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues. Refunds or credit would then be available.
- \*A complete listing of park rules and regulations is available from the Park office and web site.
- \*Resident status is determined as those property owners paying taxes to Ada Township.



## **Ada Township Park**

Located at 1180 Buttrick Dr., Ada 49301

Rental facilities available: Shelter, Gazebos, athletic fields and courts

### **Shelter/Pavilion-**

Available April 1<sup>st</sup> - Oct. 31<sup>st</sup> 8:00 a.m. - Dusk.

Located adjacent to the playground. Accommodates 72-96 people with (12) picnic tables.

Has restrooms, a large grill, electric hook-up and a water source.

Resident and Non-Profit Group rate \$50.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$100.00 for the first four hours; \$10/hour thereafter.

### **Large/Triple Gazebo**

Available April 1<sup>st</sup> - Oct. 31<sup>st</sup> 8:00 a.m. - Dusk.

Located by the pond. Accommodates 36-48 people with (6) picnic tables for seating.

Has a large grill and electric hook-up. No restroom or water. Port-a-john nearby.

Ada Resident and Non-Profit rate \$35.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$75.00 for the first four hours; \$10/hour thereafter.

### **Small Single Gazebo**

Available April 1<sup>st</sup> - Oct. 31<sup>st</sup> 8:00 a.m. - Dusk.

Located in the arboretum. Accommodates 12-16 people with (2) picnic tables for seating.

Has a small grill, shelter restroom nearby.

Ada Resident rate \$30.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$60.00 for the first four hours; \$10/hour thereafter.

### **Les Craig Learning Center**

Small meeting room adjacent to the Park office. Able to hold up to 40 people.

Available only to local non-profit organizations, groups sponsored by Ada residents and Ada businesses. Not available for private groups. Tables, chairs, screen, sink, single restroom.

During business hours (8 a.m.-5 p.m.) \$35.00 for the first four hours; \$10/hour thereafter.

Outside of Business Hours \$45.00 for the first four hours; \$10/hour thereafter.

### **Softball Fields**

No lights, available only to dusk.

Non-prepped (as is) rate \$15.00 per hour

Field prep fees: \$60.00-\$75.00 per field (based on number of games)

Umpires: Based on current contractual rates

**Soccer Field** \$15.00 per hour

**Athletic Field** \$15.00 per hour

**Tennis and Pickle Ball Courts** \$15.00 per hour

**Basketball Court** \$15.00 per hour

## **Leonard Field Park**

7490 Thornapple River Dr., Ada 49301 (Next to the Ada Covered Bridge)

There are no building facilities available to rent at this park.

### **Riverside decks**

Two decks are located near the river that may be reserved and rented for small gatherings.

They have limited availability. Group size is limited to 30 people.

Resident Rate \$50.00 for the first four hours; \$10/hour thereafter.

Non-Resident Rate \$75.00 for the first four hours; \$10/hour thereafter.

### **The Ada Covered Bridge is not available for reservations, rentals or private use.**

It must remain open to the public at all times.

### **Softball Field**

Non-prepped (as is) rate \$15.00 per hour

Field prep fee: \$60.00-\$75.00 per field (based on number of games)

Lights \$20.00 / hour

Scoreboard \$15.00 / hour

Umpires Based on current contractual rates

## **Roselle Park**

1010 Grand River Dr., NE, Ada 49301

Currently the only rental facility is a meeting room inside the main building.

### **Roselle Park Building Meeting Room**

Meeting room inside the building with a small kitchenette. Adjacent public restroom. Room capacity varies depending on set up, generally 80 people for auditorium style seating and 65 with seating around tables. Parking spaces are limited to 75 vehicles. The kitchenette contains a sink, table and refrigerator (no stove or cooking amenities).

Projector, screen and microphones are available with staff assistance and an added fee of \$10.00. Primary hours of availability: 8:00 a.m. through 9:00 p.m. Additional fees for extended hours.

### **Old Wording:**

#### **Non-Profit groups, local community groups and business meetings:**

During business hours (8-5) \$75.00 for first two hours + \$20 per hour thereafter.

Evenings (5-9) and weekends (8-9) \$100.00 for first two hours + \$20 per hour thereafter.

#### **Private Groups:**

##### **Ada Residents**

During business hours \$100.00 for first two hours + \$25 per hour thereafter.

Evenings and weekends \$125.00 for first two hours + \$30 per hour thereafter.

##### **Non-Residents**

During business hours \$150.00 for first two hours + \$50 per hour thereafter.

Evenings and weekends \$200.00 for first two hours + \$60 per hour thereafter.

**Revised wording:**

**Ada Residents and Non-Profit groups**

Resident status includes households, community groups and businesses located in Ada Township. Non-profit groups include 501 3(c) businesses and schools.

During business hours (8-5) \$100.00 for first two hours + \$25 per hour thereafter.

Evenings (5-9) and weekends (8-9) \$125.00 for first two hours + \$30 per hour thereafter.

**Non-Residents**

During business hours \$150.00 for first two hours + \$40 per hour thereafter.

Evenings and weekends \$200.00 for first two hours + \$50 per hour thereafter.

**Settlers Grove Riverside Park**

No rental facilities are available at this time. The park is to open in the fall of 2019.

**Damage Deposit**

**Old wording**

A damage deposit will be required, prior to use, for large special events in the parks, groups over 75 people, private events at Roselle Park, events with extended hours and activities that have potential for damage to the facilities

**Revised wording**

A damage deposit will be required, prior to use, for special events and large group in the parks.

Damage Deposit Fee: \$100.00

To be paid by a separate check at time of reserving the facility. The check will be returned or destroyed after the event if no damages occur. The cost of damages and additional staff time will be deducted from the \$100.00. Cost of damages over the \$100.00 level will be billed to the customer.

**Special events and large group events**

Special events are considered activities that need more than a particular venue within the park such as a shelter, gazebo or meeting room. These may also include substantial use of parking or space in or around a park. Availability for special events such as 5-K runs or large group gatherings are limited since the parks must remain open to the public at all times and many other activities are scheduled.

Parking is limited at each site (Ada Park 100; Roselle Park 120, Leonard Field 30) unless other arrangements are made.

Rates are for the base fee for an event. Additional fees may be added for use of facilities, meeting rooms and staff support.

Residents and non-profit groups rate \$150.00

Non-resident and for-profit business rate \$250.00

Damage deposit required \$100.00

## **Recreation Program Fees**

Ada Township Parks and Recreation Department offers a range of recreation and education programs for all ages. Contact the Park office for listings, fees or to receive program announcements and brochures.

Ada Township Parks & Recreation Department  
P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301  
Phone: 616-676-0520 e-mail: [c/o\\_mfitzpatrick@adatownshipmi.com](mailto:c/o_mfitzpatrick@adatownshipmi.com)  
Web site: [www.adatownshipmi.com](http://www.adatownshipmi.com)



## Roselle Park Meeting Room Confirmation Letter & Rental Agreement

DRAFT – Template 3-11-19

Date \_\_\_\_, 2019

Attn. Contact person, Organization  
Address  
Ada, MI, 49301

Dear \_\_\_\_\_,

This letter is to acknowledge your reservation and rental of the meeting room in the building at Roselle Park on, **Date** \_\_\_\_\_, **Times** \_\_\_\_\_. It is understood that you will be using the room for the purpose of \_\_\_\_\_

When arriving at Roselle Park, located at 1010 Grand River Drive, Ada, MI 49301, please use the driveway and parking lot closest to the building. A park staff member will meet you at \_\_\_\_ to open the room and review the use of the facility. Note that the bathrooms in the building will be open to the public.

Your fee for use of this facility is: \$ \_\_\_\_\_ (based on \$\_\_\_\_ for the first two hours and \$\_\_.00 for each hour thereafter). Other charges may occur if additional time is required or damages occur. Please make your payment of \$\_\_\_\_.00, payable to Ada Township.

Payments may be made in person at the Treasurer's Office in Ada Township Hall, 7330 Thornapple River Drive, or by mail to Ada Township Treasurer, P.O. Box 370, Ada, MI 49301.

Cancellations made at least 10 days prior to the event date are entitled to a refund, less a 10% processing fee.

The room will be set with tables and chairs in a (*auditorium/meeting/U-shape*) pattern, with additional tables and chairs to the side for (*food/displays/check-in*). The audio-visual system and/or a microphone *will/ will not* be available for your use. (*Please provide your own laptop computer.*)

It is understood that you will have food at your event for which will be provided *by your guest / by the catering service of* \_\_\_\_\_. The kitchenette will be available to assist with your food set-up and clean-up. Note that you are fully responsible for food set-up and clean-up.

Enclosed with this letter is a list of guidelines specific to the use of the meeting room and building. A complete list of park rules is available via the Ada Township web site or park office. Through your payment for this reservation and signature below, it is understood that you have reviewed the rules and will agree to them.

**DRAFT**

Continued ...





## **Roselle Park Meeting Room Guidelines for facility Reservations and Rental**

**DRAFT 3-11-19**

**Please review the following guidelines prior to submitting a request for the use of the Community Meeting Room at Roselle Park. Acknowledgement of these guidelines are required in rental agreements.**



### **Facility Overview**

- Roselle Park is located at 1010 Grand River Drive, Ada, MI 49301, north of the Village.
- The park is 240 acres along the Grand River.
- Within the park is the new Community Resource Building with public restrooms and a large meeting room.

### **Reservation and Rental Procedures**

- Reservations should be made through the Ada Township Park Office by walk-in, phone or email:  
The Ada Township Park office is located at 1180 Buttrick, Ada, MI 49301  
Phone : 616-676-0520 Fax: 616-676- 5870 Email: mfitzpatrick@adatownshipmi.com
- Online reservations are not available at this time.
- A site visit is available to review the facility prior to your reservation.
- Reservation requests are required at least two weeks prior to an event.
- A confirmation letter and invoice will be generated after the request is confirmed.
- Payment and signed agreement must be received prior to the event to confirm the reservation.

### **Availability**

- The meeting room rental is available between 8:00 a.m. and 9:00 p.m.
- Reservations are not accepted beyond one year in advance.

### **Accessibility**

The meeting room and parking lots are fully handicap accessible. Hearing support devices are available for audio presentations.

### **Capacity and Room Set Up**

- Room capacity varies depending on set up – generally 80 for auditorium style seating and 65 with seating around tables.
- Thirteen 6' banquet tables and 90 chairs are available for use in the room. These may be arranged in a theater style set up, board meeting style or for eating.
- Bringing in alternative or rented tables requires prior approval.
- Park staff will place the number of chairs and tables and in the room, and to the format requested. Renters will need to complete final set-up to meet their needs.

## **Fees and Charges**

### **Room use fees:**

#### **Ada Residents and Non-profit groups**

Resident status includes households, community groups and businesses located in Ada Township.

Non-profit groups include 501 3(c) business and schools.

During Business hours (8 am– 5 pm)	\$100.00 for first two hours + \$25 per hour thereafter
Evenings (5-9) and weekends (8-9)	\$125.00 for first two hours + \$30 per hour thereafter

#### **Non-Residents**

During business hours (8 am– 5 pm)	\$150.00 for first two hours + \$40 per hour thereafter
Evenings (5-9) and weekends (8-9)	\$200.00 for first two hours + \$50 per hour thereafter

**Audio-visual Equipment:** \$10.00

*(Includes screen, projector & microphone)*

Note that a separate fee applies for special and large group events in the park (outside of the building). These large events also include a damage deposit.

Fee for special event in the park	\$150.00
Damage Deposit for special events:	\$100.00

**Payments are to be made by check to “Ada Township.”**

## **Cancellation Policy**

- Cancellations made at least 10 days prior to the event date are entitled to a refund, less a 10% processing fee.
- Refunds will be paid by check mailed out after the schedule date.
- Severe weather or other unforeseen conditions may result in the building not being available or delay of the event. The Ada Parks Department holds the right to cancel an event and/or close the park in such conditions. In doing so, your rental fee will be refunded or event re-scheduled.
- The Ada Township Parks & Recreation Department has the right to cancel the event if any of the guidelines are breached. No refund will be issued for that kind of cancelation.

## **Amenities**

### **Parking**

- Parking for up to 75 vehicles is available in the main lot. If the secondary lot (capacity of 45) is also filled a special event rate may be assessed.
- Parking or driving on sidewalks, bike paths or lawns is not permitted.

### **Audio/Visual**

- The room is equipped with a large screen, projector and wireless microphone. These may only be used if the rental charge is paid. Renters need to provide their own laptop computers and a person to manage the computer.

### **Kitchenette**

- A small kitchenette is available and includes a counter, sink and refrigerator.
- Outlets for electric cords to run hot-pots and other devices are limited.

### **Food and Caterers**

- Potluck food service and/or caterers are allowed & must be noted at the time of reservation.



## **Guidelines**

### **Damages**

- You and the organization you represent are responsible for all damages to Township property arising from your event, and all of you will indemnify Ada Township and its representatives from all loss, including reasonable attorney's fees, arising from your use of Township property.

### **Cleaning, Trash and Recyclables**

- All trash is to be put in containers provided.
- Recyclable materials should be clean and placed in the recycle bin provided.
- All decorations or displays must be removed before leaving
- Renters are responsible for their own clean-up. Additional fees may be charged if not.

### **Alcohol and Tobacco**

- Roselle is a tobacco free establishment.
- Smoking and vapor products are not allowed in the building or near the entrances.

### **Animals and Pets**

- Pets are not permitted inside the building unless pre-approved for special needs.
- Pets must be leashed at all times in the park.

### **Disturbing Noise/Nuisance**

- Anything causing a public nuisance at the building or in the park is not permitted.

### **Decorations**

- Decorations may not be adhered to the walls, ceiling, floors or furnishings.

### **Heating, AC controls & Fireplace**

- The room temperature is set by park staff and may be adjusted by request.
- Doors and windows are to be kept closed.
- A gas fireplace is available upon request.

## **Guideline and Responsibility**

- By making a reservation it is understood that the renter has reviewed the rules and guidelines and will adhere to them.

**All other Federal, State and Local laws, Township Ordinances and Park Rules apply to activities in the park and the building.** See our website for a more complete listing: [www.adatownshipmi.com](http://www.adatownshipmi.com)

### **For additional information, questions or special needs, please contact the Park Office:**

Ada Township Parks & Recreation Department

- Park office location: Ada Township Park, 1180 Buttrick Dr., Ada, MI 49301
- Mailing address: P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301
- 616-676-0520 (office) 616-862-0584 (cell) 616-676-5870 (fax)
- Email: [mfitzpatrick@adatownshipmi.com](mailto:mfitzpatrick@adatownshipmi.com) web site: [www.adatownshipmi.com](http://www.adatownshipmi.com)

**To: PRLP Rules Committee**  
**Re: Changes in Fees for Roselle Park Room Rentals**  
**Date: March 11, 2019**

**\*Changes to “Facility Use Fees” document**

**Roselle Park Building Meeting Room**

**Current Wording:**

**Non-Profit groups, local community groups and business meetings:**

During business hours (8-5) \$75.00 for first two hours + \$20 per hour thereafter.  
Evenings (5-9) and weekends (8-9) \$100.00 for first two hours + \$20 per hour thereafter.

**Private Groups:**

**Ada Residents**

During business hours \$100.00 for first two hours + \$25 per hour thereafter.  
Evenings and weekends \$125.00 for first two hours + \$30 per hour thereafter.

**Non-Residents**

During business hours \$150.00 for first two hours + \$50 per hour thereafter.  
Evenings and weekends \$200.00 for first two hours + \$60 per hour thereafter.

**Revised Wording:**

**Ada Township Residents and Non-Profit groups**

Resident status includes households, community groups and businesses located in Ada Township.  
Non-profit groups include 501 3(c) businesses and schools.

During business hours (8-5) \$100.00 for first two hours + \$25 per hour thereafter.  
Evenings (5-9) and weekends (8-9) \$125.00 for first two hours + \$30 per hour thereafter.

**Non-Residents**

During business hours \$150.00 for first two hours + \$40 per hour thereafter.  
Evenings and weekends \$200.00 for first two hours + \$50 per hour thereafter.

**Damage Deposit**

**Current Wording**

A damage deposit will be required, prior to use, for large special events in the parks, groups over 75 people, private events at Roselle Park, events with extended hours and activities that have potential for damage to the facilities

**Revised Wording**

A damage deposit will be required, prior to use, for special events and large groups in the parks.



**Ada Township Parks & Recreation Department  
Park Director's Report  
For March 14, 2019  
Submitted by Parks & Recreation Director Mark Fitzpatrick**

**Updates on Administrative Items**

**Staffing Updates**

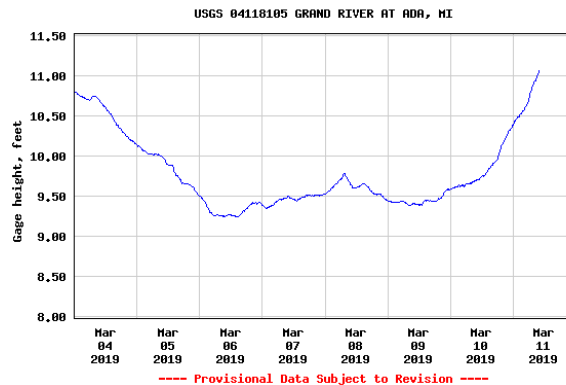
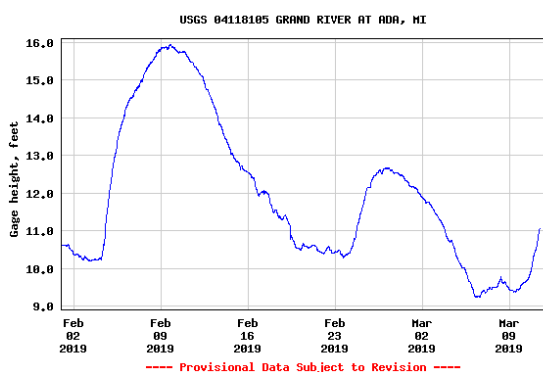
- \*We filled the Recreation Program Assistant position with our Intern Lauren Harvey. After a public search and interview process, Lauren proved herself to be the best candidate.
- \*We are posting for a new Intern to work May through August.
- \*We are also posting for new softball program assistants and a Kid's Garden Coordinator. The folks that worked with us last summer are not available to return.
- \*Rob McCormick plans to return on March 22<sup>nd</sup>.

**Planning Initiatives**

- \*The FY 2019-20 budget and 2019-24 CIP was approved at the March 11 Township Board meeting.
- \*The Community Center/Library project has been moved back to the north side of Headley Street. Updated building concept drawings are available.
- \*Follow up to the Recreation Needs Assessment will be on the agenda for the next Park Facilities and Recreation Programs Committee. This will include means to incorporate recommendations from the report along with the development plans in the village.
- \*We are reviewing a number of recreation software alternatives to aid in managing our recreation programs and facilities. Specification will be compiled to submit a request for proposals later this year. Funds have been allocated in the FY 2019-20 budget.
- \*Developing a Master Plan for Leonard Field Park is an objective for this year. One of our first steps will be preparing a request for proposals.
- \*We shifted the timeline in the CIP for purchasing a new pick-up truck for the Parks Department to be in FY 2019-20. Specifications being developed.
- \*The rules sub-committee has provided recommendations to update the rental fees and guidelines for Roselle Park. These are to be reviewed by the Advisory Board and then the Township Board.
- \*A Space Needs Assessment is being planned for the Township Hall. The Park office and maintenance building will be incorporated into this review.

**Updates on Parks, Preserves, Trails and Related Projects**

Winter storms and some flooding has had an impact on all properties, especially the trees. Clean-up of branches and broken trees will remain until after the snow and ice melts off. We are monitoring for potential flooding in some areas over the next two weeks.



## **Updates on Parks, Preserves, Trails and Related Projects continued ...**

### **Ada Township Park**

- \*We are still in the winter mode with snow on the ground but preparing for spring openings of well-based facilities and the athletic fields.
- \*The well that feeds the shelter and garage will be serviced at the end of March so those facilities can open for April 1<sup>st</sup>. We aim for April 1<sup>st</sup> to have the Shelter and Gazebos back open for the season.
- \*Middle school baseball games have been scheduled to start the third week of March. Some games are being delayed due to snow still on the fields.
- \*Field rentals for youth soccer and frisbee start the second week of April.
- \*Midstate Security upgraded the alarm system in the park office and Learning Center. We are still working on a review of the electrical systems.
- \*We expect the contractor that worked on paved trail along Buttrick drive and the paved paths within the arboretum to return this spring to finish up those projects.
- \*A new project for this year incorporates a trail connector around Ada 2 softball field and adjusting parking spaces in the lot by the office building.

### **Roselle Park**

- \*An application for a DEQ Permit for the improvement project in the north section non-paved trails has been submitted by OCBA. We expect feedback from the DEQ in 30 days, possibly a site visit after that. Targeting the construction phase for mid-late summer.
- \*In regards to the shelter/picnic area project planned for 2021, an application for the MI DNR Non-Game Trust Grant is to be approved by the Township Board this week and then submitted to the MI DNR by the end of March. We have been working with OCBA on the details of that application.
- \*The Rules Committee has made recommendations to adjust the fees and guidelines for renting out the Roselle Park meeting room. They will be reviewed this month by the Boards. We anticipate starting to take reservations for private groups in April.
- \*Flooding in sections of the trails is expected again for the next couple weeks.

### **Leonard Field Park**

- \*The softball Fields are still under snow while we have games scheduled for the last week of March. We will start work on the fields as soon as they start to dry out.
- \*Some follow work on last year's parking lot improvement project will be taken care of this spring.
- \*We will start putting together a request for proposals this spring for having a park master plan developed.

### **Settler's Park**

- \*The contractors are to put in plant shoots along the bank this April which are expected to grow into bushes to stabilize the bank. Completion of the paved trail is to re-start in April as well.
- \*The conceptual design for the amphitheater has been completed. That part of the project is now into the construction document phase. Bids will be done later this spring with the construction phase anticipated for late spring - summer.
- \*A naming and donor recognition ceremony for the park is planned for May 23<sup>rd</sup>.
- \*We are adjusting our mowing and fertilization contracts to accommodate the new park as well as recruiting volunteers to assist with the care for the gardens.

### **Grand River Natural Area**

- \*The DEQ permit was approved this winter. We expect the contractor to complete the trail repair project late spring or early summer.
- \*Basic maintenance has been kept up on this site.

## **Updates on Parks, Preserves, Trails and Related Projects continued**

### **Carl Creek Crossings Preserve**

- \*No new projects planned for this preserve. We will start stewardship work again in April.
- \*Staff have been monitoring it weekly through the winter for fallen trees and other maintenance issues.

### **Carl Creek Wetland Preserve**

- \*No new projects planned for this preserve. We will start stewardship work again in May.
- \*The site development project is still pending review for potential timing and extent.

### **Knapp Corners Preserve**

- \*The sign is being incorporated into the Township-wide sign initiative.
- \*Stewardship and maintenance work will restart in April.

### **Bike Paths / Non-Motorized Trails**

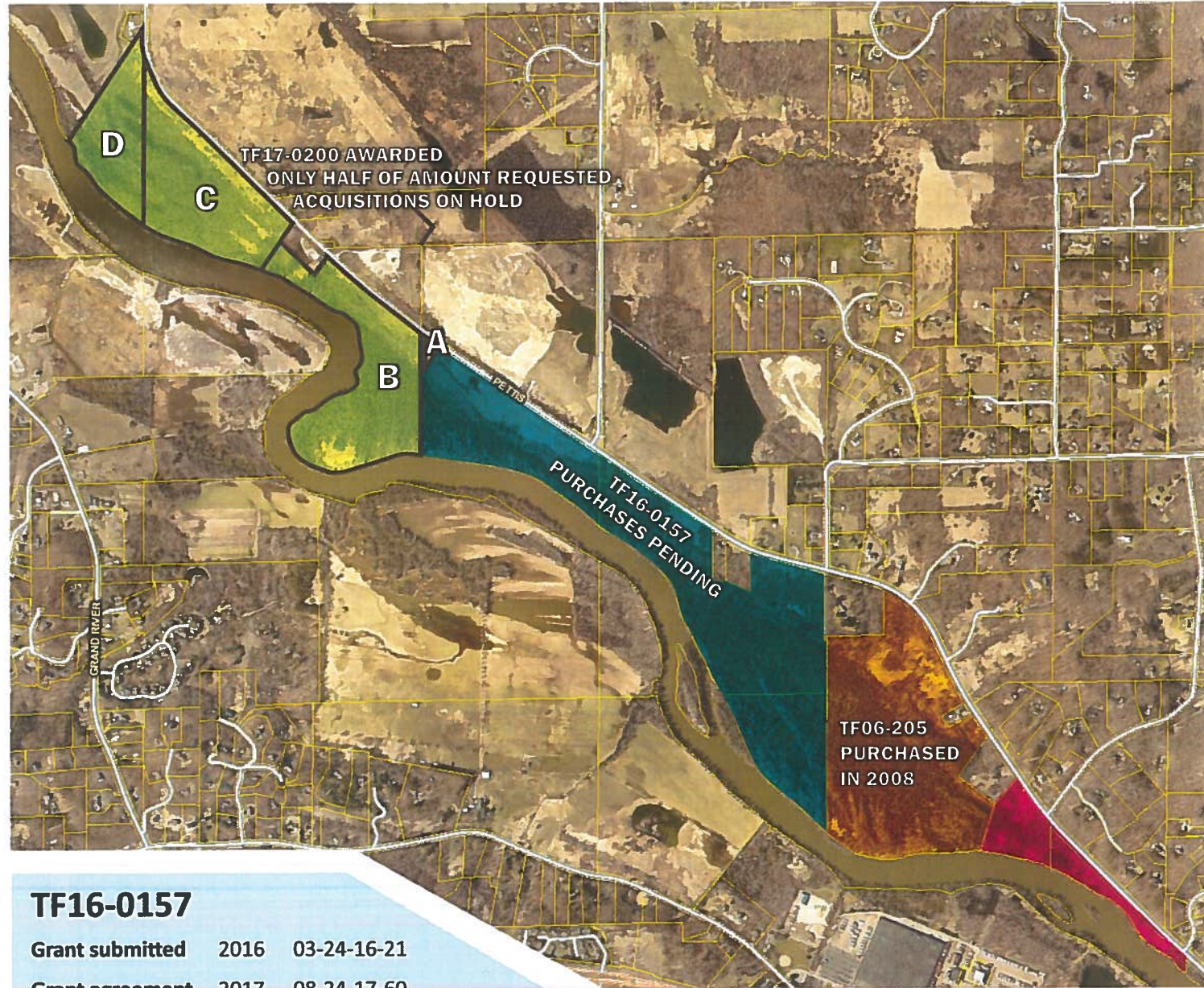
- \*The contractor, Jordan Intercostal, is to complete last year's contract and repairs to their work this spring.
- \*Moore & Bruggink has submitted a new trail maintenance and repair project for this year based on "Year Two" in the Trail Maintenance Plan. That will need to go out to bid this spring.
- \*We will again contract out a service to power-wash boardwalks along the trail to reduce slipperiness.
- \*The Trails Committee is to meet to review steps for the millage renewal and future trail projects.

## **Updates on Recreation and Education Programs**

- \*Marketing for spring and summer programs is underway.
- \*Our 2019 spring-summer program flier went out to the community as an insert in the spring Adaview. It is posted on our website and hard copies are available in the parks and offices.
- \*Our summer youth program registration packet is completed and also available for folks to access. We have started taking reservations.
- \*The Kid's Garden is being set up to run again since there were changes in the time schedule for the Community Church improvements. We will need to find a new coordinator to facilitate it.
- \*The Forest Hills Community Expo will be held March 16. We will have a booth there to distribute our materials. We will have our past Parks and Open Spaces table-top displays up at the event. Note that these display boards need to be updated soon.
- \*Forest Hills Foods will again assist in disseminating information at their store.
- \*The DDA will include our fliers in their Leprechaun hunt this Friday.
- \*Spring middle school baseball games are to start in March. The target date is delayed due to snow.
- \*Registration for summer adult softball leagues is open. Team forms are due March 19<sup>th</sup>. Games are to start the first week of May.
- \*Youth soccer and ultimate frisbee will both be facilitated thru rentals on the fields at Ada Park with the organizations AYSO and Zig Zag Ultimate. Both will run April through June.
- \*Spring family programs include a presentation about hiking the Application Trail, an evening on nighttime sights and sounds, and a presentation with live animals. All of these will be held at Roselle Park.
- \*The Grand Rapids Triathlon is set for June 9<sup>th</sup>.
- \*We are working to help host a new criterium bike event in the village this year.
- \*Summer community events include the 4<sup>th</sup> of July, three Beers at the Bridge and the August in Ada children's fair.
- \*We have started scheduling spring school field trips to the parks. So far a few are set for both Ada Park and Roselle Park. Pre-school field trips will be worked on next.
- \*Planning for programs to be held at the Settler's Park will start later this spring to be able to have events there in the fall.

**2013 COMMUNITY EXPO BOOTH ASSIGNMENTS  
SATURDAY, MARCH 16**

	<b>3 volunteers per shift</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>8:30 TO 10:45</b>	<b>Ferro</b>	<b>Fitzpatrick</b>	<b>Harvey</b>
<b>10:45 TO 12:00</b>	<b>Fitzpatrick</b>	<b>Harvey</b>	
<b>12:00 TO 1:15</b>	<b>Hilbrands</b>	<b>Fitzpatrick</b>	<b>Harvey</b>
<b>1:15 TO 2:30</b>	<b>Ferro</b>	<b>Hilbrands</b>	<b>Fitzpatrick</b>



# Chief Hazy Cloud Park Land Acquisitions

Supported by the Michigan Natural Resources Trust Fund

## TF17-0200

Grant submitted 2017 03-23-17-25  
 Grant agreement 2018 07-26-18-56  
 Proposal Acquire four parcels totaling 124 acres

### Status

Requested \$3,122,000 to support purchase of Parcels A, B, C and D but only half the request (\$1,561,000) was funded. An application needs to be submitted in 2019 to request funding for Phase 2.  
 Agreement Period 6/5/18 - 6/30/20

## TF19-0039

Grant request to be submitted in March 2019

### Parcel A

PPN 41-15-20-200-003  
 Size 1.06 acres  
 Owner Joseph Iaria  
 Estimated Price \$340,000

### Parcel B

PPN 41-15-20-200-015  
 Size 54.0 acres  
 Owner Edith Pettis  
 Estimated Price \$1,760,000

### Parcel C

PPN 41-15-18-400-003  
 Size 25.5 acres  
 Owner Ada Holdings  
 Estimated Price \$2,300,000

### Parcel D

PPN 41-15-17-300-005  
 Size 48.5 acres  
 Owner Ada Holdings

## TF16-0157

Grant submitted 2016 03-24-16-21  
 Grant agreement 2017 08-24-17-60

Proposal Acquire four parcels totaling 145 acres

Parcel(s) 45-15-28-100-002 - East River Holdings  
 45-15-21-300-024 - East River Holdings  
 45-15-21-300-012 - East River Holdings  
 45-15-20-200-018 - East River Holdings

### Funding (proposed)

MNRTF	\$2,152,500
Ada Township	300,000
Kent County Parks Foundation	322,500
2017 CIP	300,000
<b>Total</b>	<b>\$3,075,000</b>

### Status

Agreement Period 7/14/17 - 7/31/19  
 Environmental due diligence Jan/March 2018  
 40-year title search 1/30/18  
 Appraisals submitted to DNR 09/10/2018

## TF06-205

Grant submitted 2006 7-27-06-71

Grant agreement 2007 10-25-07-108

Proposal Acquire one parcel totaling 96 acres with 1,900 feet of river frontage

Parcel(s) 45-15-28-200-031

### Funding (proposed)

MNRTF	\$1,110,000
Parks Acquisition/Development Fund	\$ 390,000
<b>Total</b>	<b>\$1,500,000</b>

Status Purchase completed 01/17/2008 (98.29 acres)

## Phase 1

### Parcel A (Iaria)

Estimated purchase price \$ 340,000  
 Estimated closing costs 4,500

### Parcel B (Pettis)

Estimated purchase price 1,760,000  
 Estimated closing costs 24,000

**Phase 1 Total Estimated Costs \$ 2,128,500**

### Funding Sources

MNRTF: TF17-0200	\$ 1,489,950	70%
Ada Township	400,000	19%
KCParks Acquisition/Dev Fund	92,550	4%
<b>Other sources</b>	<b>146,000</b>	<b>7%</b>

**Phase 1 Total Funding \$ 2,128,500**

## Phase 2

### Parcels C and D (Ada Holdings)

Estimated purchase price \$ 2,300,000  
 Estimated closing costs 31,500

**Phase 2 Total Estimated Costs \$ 2,331,500**

### Funding Sources

MNRTF: TF17-0200 balance	\$ 71,050	3%
MNRTF: 2019 application	1,561,000	67%
<b>Private gifts/in-kind</b>	<b>699,450</b>	<b>30%</b>

**Phase 2 Total Funding \$ 2,331,500**