



**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
THURSDAY, NOVEMBER 8, 2018 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 September 13, 2018 meeting
4. Review/Approve Park and Recreation Needs Assessment Final Report
5. Review of Projects and timelines for the Capital Improvement Plan update
6. Park Director's Report and Current Project Updates
  - Wes Steer Retirement and OCBA Services
  - Knapp Corner Entry Sign
  - Settler's Grove Riverfront Park
  - Trail and Parking Area Repairs/Construction
  - Roselle Park north trails
7. Advisory Board Administrative Matters
  - a. Member terms of office.
  - b. Status of Committee membership
  - c. Establish Committee meeting schedules
8. Board Member Comment
9. Public Comment
10. Adjournment

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, SEPTEMBER 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:** Terwilliger, Steketee, Crosby, Roe (left at 4:54pm), Nowak, Schmottlach (left at 5:45pm)

**Absent:** Damstra, Haga, Jacobs, LeBlanc, VandenBerg

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

**Public Present:** Jan Johnson of Mainstreet Planning, Katie Hallgren of RJM Design Group

**2. Approval of agenda**

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

**3. Approval of minutes of the July 12th meeting**

Steketee moved to approve the minutes for the July 12<sup>th</sup> meeting. Schmottlach supported. Motion carried unanimously.

**4. Review/Discussion of Parks and Recreation Needs Assessment Public Input**

Jan Johnson of Mainstreet Planning Company and Katie Hallgren of RJM Design Group were introduced. Ms. Johnson reviewed the results of public input gathered from the Community Remarks Web Site, Workshops in a Box, and Leadership Café. Ms. Johnson stated there were 350 comments online which she feels is a good representation of the population. Ms. Hallgren stated the goal is to have a final report of these findings by the end of October.

Roe stated she was surprised there were not more comments on open green space. Crosby asked if these reports will be helpful for applying for DNR or other grants. Fitzpatrick stated yes.

Board further discussed findings and Ferro stated he believed that the Leadership Café input was gathered to differentiate whether the public wants the Headley Street property to be for public use or to leave as open green space. Ferro stated he believed that the Leadership Café input regarding the property on the north side of Headley Street more clearly indicated a preference for it being retained for public use than is reflected in the conclusion statement that “a clear consensus on the use of this property has not yet developed.”

Crosby noted that there was no longer a quorum.

**5. Discussion of Potential Projects for Capital Improvements Plan Update**

Fitzpatrick briefly reviewed the CIP charts as presented in the board packets. He stated that a DEQ permit might be required for the hydrology and trails improvements at Roselle Park.

Ferro stated, in regards to the FY 20-21 improvements at Roselle Park, a grant application would need to be submitted by April 2019 in order to get a bid out by 2020 and have the project completed by 2021.

**6. Project Updates**

Fitzpatrick gave a brief update on various projects throughout the township as outlined in the board packets. He stated the PRLP Advisory Board needs higher attendance so more decisions can be made.

**7. Park Director's Report**

Fitzpatrick provided staffing updates for the Park's & Rec department. The board discussed the need for additional staff members.

**8. Board Member Comment**

Terwilliger requested to be on the Recreation's Subcommittee.

**9. Public Comment**

There were no public comments

Meeting was adjourned at 6:27 p.m.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk

<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.:	Parks & Recreation	Date Prepared:	9/21/2018					
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by:	Mark Fitzpatrick							
Project Title: <u>Roselle Park Im provements - Gazebo</u>		Project Description and Location: <u>New improvement : Picnic Gazebo, accessable picnic area, improved parking area, bridge across river</u>										
Department Priority: <u>High</u>		Project Justification: <u>Park improvement in accordante to Master Plan</u>										
Current Status:	Prelim. Design:		Relevant Studies, Plans, etc: <u>Part of the current master plan for Roselle Park</u>									
	Plans and Specs.:		Alternatives Considered:									
	Construction:		Relationship to Other Projects:									
	Impact on Operating Budget:											
Annual operating cost:		\$000	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
		\$0	Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land acquisition needed? If so, status:			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$0	\$462,336	\$0	\$0	\$0	\$0	\$462,336
			Building/Other Constrn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$462,336</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$462,336</b>
Comments: Master plan done. Construction designs and fundraising to be done. DNR Grant targeted as part of funding. Does not include bridge to Chief Hazy Cloud park.		Proposed Method of Financing:				(\$000)	Net effect on revenue:		(\$\$\$)	Notes: * Identify project location on attached map. * See attached instructions for completing this form.		
		General Fund 101				\$0	Tax gain or loss:					
		Public Safety Fund-205				\$0	Other income:					
		Parks/Rec Fund-208				\$0	Salvage Value of Replaced Asset:					
		Parks/Land Fund-213				\$0			\$0			
		Parsk/Rec/Land Fund-214				\$462,336						
		Trail Fund - 211				\$0						
		DDA Fund - 248				\$0						
		Grant/Loan/Bond Issue:				\$0						
		Charitable Donations:				\$0						
Other				\$0								
<b>TOTAL:</b>				<b>\$462,336</b>								

<b>ADA TOWNSHIP CIP, 2019-2024 CAPITAL PROJECT REQUEST WORKSHEET</b>						Dept.:	Parks & Recreation	Date Prepared:	9/21/2018			
						Submitted by:		Mark Fitzpatrick				
Project Title: <u>Ada Park Improvements - Gates</u>		Project Description and Location: Ada Township Park improvements: 3 gates - one at main Buttrick driveway, 2 others at lots on Grand River Drive										
Department Priority: <u>High</u>		Project Justification: Two of the current gates are worn out and difficult to manage. One lot just has a cable where a gate would match the other lots.										
	Current Status:	% Complete										
	Prelim. Design:	10%	Relevant Studies, Plans, etc: Park master plan, 5 year rec plan									
	Plans and Specs.:	0%	Alternatives Considered: simple manual gates, similar stylys to current gates, motorized gates									
	Construction:	0%	Relationship to Other Projects:									
Impact on Operating Budget:		\$000										
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land acquisition needed? If so, status:			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
			Building/Other Constrn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>
Comments: Estimated \$7,000 per gate, 3 gates. Type of gate chosen will change that estimate.		Proposed Method of Financing:				(\$000)	Net effect on revenue:			(\$\$\$)		
		General Fund 101				\$0	Tax gain or loss:					
		Public Safety Fund-205				\$0	Other income:					
		Parks/Rec Fund-208				\$0	Salvage Value of Replaced Asset:					
		Parks/Land Fund-213				\$0				\$0		
		Parsk/Rec/Land Fund-214				\$21,000						
		Trail Fund - 211				\$0	Notes: * Identify project location on attached map. * See attached instructions for completing this form.					
		DDA Fund - 248				\$0						
		Grant/Loan/Bond Issue:				\$0						
		Charitable Donations:				\$0						
Other				\$0								
<b>TOTAL:</b>				<b>\$21,000</b>								

<b>ADA TOWNSHIP CIP, 2019-2024 CAPITAL PROJECT REQUEST WORKSHEET</b>				Dept.:	Parks & Recreation	Date Prepared:	9/21/2018				
				Submitted by:		Mark Fitzpatrick					
Project Title: <u>Ada Park Improvements - Paving</u>		Project Description and Location: Ada Township Park improvements: Related to paving - widening entrance driveway, patching cracks in main driveway and parking lots, ...									
Department Priority: _____		Project Justification									
Current Status:	Prelim. Design:		30%								
	Plans and Specs.:		0%								
	Construction:		0%								
	Relevant Studies, Plans, etc:		Park master plan								
Impact on Operating Budget:		\$000									
Annual operating cost:		\$0									
Annual maintenance cost:		\$0									
Land acquisition needed? If so, status:		PROGRAMMED EXPENDITURE SCHEDULE (\$000)									
		EXPENDITURE TYPE	ACTUAL	ESTIM.	BUDGET	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
			TO 3/31/18	TO 3/31/19	FY 19-20						
		Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Design; Engineering:	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
		Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Site Improvement:	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
		Building/Other Constrn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other:	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0		
TOTAL:	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000		
Comments: Moved from FY 19-20 to FY 21-22. May have to go later if coordinating other paved trail improvements with same work (all asphalt). Note, worksheets for other trail improvements not included yet.		Proposed Method of Financing:			(\$000)		Net effect on revenue:		(\$\$\$)		
		General Fund 101					\$0		Tax gain or loss:		
		Public Safety Fund-205					\$0		Other income:		
		Parks/Rec Fund-208					\$0		Salvage Value of Replaced Asset:		
		Parks/Land Fund-213					\$0				
		Parsk/Rec/Land Fund-214					\$70,000				
		Trail Fund - 211					\$0		Notes: * Identify project location on attached map. * See attached instructions for completing this form.		
		DDA Fund - 248					\$0				
		Grant/Loan/Bond Issue:					\$0				
		Charitable Donations:					\$0				
Other					\$0						
TOTAL:					\$70,000						

<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.: Park & Recreation		Date Prepared: 10-1-18						
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by: Mark Fitzpatrick								
Project Title: Carl Creek Wetland Preserve Trails		Project Description and Location: Carl Creek Wetland Preserve - site improvements including parking area, trails and boardwalks										
Department Priority: _____		Project Justification: To provide public access										
	Current Status:	% Complete										
	Prelim. Design:	50%	Relevant Studies, Plans, etc: 5 year Recreation Plan, recent master plan									
	Plans and Specs.:	0%	Alternatives Considered: revise the plan and or priority or timeline									
	Construction:	0%	Relationship to Other Projects:									
Impact on Operating Budget:		\$000										
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Land acquisition needed? If so, status:			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$201,468
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,468</b>
Comments: This project has been move from FY 2018-19 to an "undetermined" year. To be revisited for priority, cost and time frame. This may also need to be moved from the 213 fund to the 214 fund at some point.		Proposed Method of Financing:			(\$000)	Net effect on revenue:			(\$\$\$)			
		General Fund 101			\$0	Tax gain or loss:						
		Public Safety Fund-205			\$0	Other income:						
		Parks/Rec Fund-208			\$0	Salvage Value of Replaced Asset:						
		Parks/Land Fund-213			\$201,468				\$0			
		Parsk/Rec/Land Fund-214			\$0							
		Trail Fund - 211			\$0	Notes: * Identify project location on attached map. * See attached instructions for completing this form.						
		DDA Fund - 248			\$0							
		Grant/Loan/Bond Issue:			\$0							
		Charitable Donations:			\$0							
Other			\$0									
<b>TOTAL:</b>			<b>\$201,468</b>									

<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.:	Parks & Recreation	Date Prepared:	10/1/2018					
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by:	Mark Fitzpatrick							
Project Title: <u>Equipment - wood chipper</u>		Project Description and Location: <u>New Equipment - Tow behind wood chipper</u>										
Department Priority: <u>medium</u>		Project Justification: <u>For use by Parks and Grounds Departments on the non-motorized trails, parks, preserves and other Township properties.</u>										
	Current Status:	% Complete										
	Prelim. Design:	10%	Relevant Studies, Plans, etc:									
	Plans and Specs.:	0%	Alternatives Considered: <u>Rentals. Curently we rent several times a year</u>									
	Construction:	0%	Relationship to Other Projects: <u>Maintenance and operations</u>									
Impact on Operating Budget:		\$000										
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Land acquisition needed? If so, status:			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other: Equipment - chipper	\$0	\$0	\$10,000		\$0	\$0	\$0	\$0	\$10,000
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
Comments: Maintenance equipment for trails, parks and other township properties. Cost to be split between 211 and 214.		Proposed Method of Financing:			(\$000)	Net effect on revenue:			(\$\$\$)			
		General Fund 101			\$0	Tax gain or loss:						
		Public Safety Fund-205			\$0	Other income:						
		Parks/Rec Fund-208			\$0	Salvage Value of Replaced Asset:						
		Parks/Land Fund-213			\$0				\$0			
		Parsk/Rec/Land Fund-214			\$5,000							
		Trail Fund - 211			\$5,000	Notes:			<ul style="list-style-type: none"> <li>* Identify project location on attached map.</li> <li>* See attached instructions for completing this form.</li> </ul>			
		DDA Fund - 248			\$0							
		Grant/Loan/Bond Issue:			\$0							
		Charitable Donations:			\$0							
		Other			\$0							
		<b>TOTAL:</b>			<b>\$10,000</b>							



<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.:	Park & Recreation	Date Prepared:	10/1/2018					
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by:		Mark Fitzpatrick						
Project Title: <u>Chief Hazy Cloud Park support</u>		Project Description and Location: Kent County Parks - Chief Hazy Cloud Park expansions - grants matching funds										
Department Priority: <u>high</u>		Project Justification: Support of Kent County Parks to expand parks, openspace and recreation opportunities in Ada Township										
	Current Status:	% Complete	Relevant Studies, Plans, etc: 5 year rec plan, Kent County Parks plan									
	Prelim. Design:	100%										
	Plans and Specs.:	50%										
	Construction:	0%										
Impact on Operating Budget:		\$000	Relationship to Other Projects:									
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Land acquisition needed? If so, status: This is to support a land acquisition initiative by Kent County Parks that directly benefits Ada Township.			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$400,000
			Site Improvement:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TOTAL:	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$400,000
Comments: Timeframe for expenditures moved out a year. Kent County wanted payment of \$400 split into two years		Proposed Method of Financing:			(\$000)	Net effect on revenue:			(\$\$\$)			
		General Fund 101			\$0	Tax gain or loss:						
		Public Safety Fund-205			\$0	Other income:						
		Parks/Rec Fund-208			\$0	Salvage Value of Replaced Asset:						
		Parks/Land Fund-213			\$400,000				\$0			
		Parsk/Rec/Land Fund-214			\$0							
		Trail Fund - 211			\$0	Notes: * Identify project location on attached map. * See attached instructions for completing this form.						
		DDA Fund - 248			\$0							
		Grant/Loan/Bond Issue:			\$0							
		Charitable Donations:			\$0							
		Other			\$0							
		TOTAL:			\$400,000							

<b>ADA TOWNSHIP CIP, 2019-2024 CAPITAL PROJECT REQUEST WORKSHEET</b>						Dept.:	Parks & Recreation	Date Prepared:	9/21/2018					
						Submitted by:		Mark Fitzpatrick						
Project Title: Leonard Field softball field fence		Project Description and Location: Improvements to park including a site master plan in the first year and the major projects in following years: ball field fences, accessbaility, deck repairs, river access, lighting upgrades, scoreboard, electric												
Department Priority: high - safety and access issu		Project Justification: A formal master plan needs to be developed to guide improvements from reapirs to old and worn out items to and re-design needs.												
	Current Status:	% Complete												
	Prelim. Design:	10%	Relevant Studies, Plans, etc: 5 year recreation plan											
	Plans and Specs.:	0%	Alternatives Considered: Site use priorities and options for fencing, decks and access											
	Construction:	0%	Relationship to Other Projects: General maintenance											
Impact on Operating Budget:		\$000												
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>											
			EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL		
Annual maintenance cost:		\$0	Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Land acquisition needed? If so, status:			Design; Engineering:	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000		
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Site Improvement:	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000		
			Building/Other Constrn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>		
Comments: Priority repairs done as maintenance items. Master plan to be done in 2019, other improvements to follow in 2020 or 2021. Note previously budgeted with parts in both 213 and 214 Funds		Proposed Method of Financing:			(\$000)		Net effect on revenue:		(\$\$\$)					
		General Fund 101					\$0		Tax gain or loss:					
		Public Safety Fund-205					\$0		Other income:					
		Parks/Rec Fund-208					\$0		Salvage Value of Replaced Asset:					
		Parks/Land Fund-213					\$64,000						\$0	
		Parsk/Rec/Land Fund-214												
		Trail Fund - 211					\$0		Notes: * Identify project location on attached map. * See attached instructions for completing this form.					
		DDA Fund - 248					\$0							
		Grant/Loan/Bond Issue:					\$0							
		Charitable Donations:					\$0							
Other					\$0									
		<b>TOTAL:</b>			<b>\$64,000</b>									

<b>ADA TOWNSHIP CIP, 2019-2024 CAPITAL PROJECT REQUEST WORKSHEET</b>				Dept.:	Parks & Recreation - Trails	Date Prepared:	9/21/2018					
				Submitted by:		Mark Fitzpatrick						
Project Title: <u>Non-motorized trail repairs</u>		Project Description and Location: Maintenance repairs to paved non-mototrized trail in the Township. Work as outlines in "Year 2" of maintenance plan. To include bridge and boardwalk decking wood.										
Department Priority: _____		Project Justification Rotted deck board on the bridgers and boardwalks need immediate attention. Other areas in the asphalt as defined in "Tear 2" of the trail maintenance plan.										
	Current Status:	% Complete										
	Prelim. Design:	10%	Relevant Studies, Plans, etc: Trail maintenance plan - observation									
	Plans and Specs.:	0%	Alternatives Considered: Select only part of the Year 2 recommendations									
	Construction:	0%	Relationship to Other Projects: Ongoing maintenance for the trails									
Impact on Operating Budget:		\$000										
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
			EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Annual maintenance cost:		\$0	Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land acquisition needed? If so, status:			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Building/Other Constrn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Comments: To be coordinated with M&B for next phase of trail repairs throughout the non-mptorized trail system. Specifics to the repairs and budgets are not defined at this time. Some repairs to go into the maintenance line item versus CIP. Trail Fund 211		Proposed Method of Financing:		(\$000)			Net effect on revenue:		(\$\$\$)			
		General Fund 101					Tax gain or loss:					
		Public Safety Fund-205					Other income:					
		Parks/Rec Fund-208					Salvage Value of Replaced Asset:					
		Parks/Land Fund-213							\$0			
		Parsk/Rec/Land Fund-214										
		Trail Fund - 211										
		DDA Fund - 248										
		Grant/Loan/Bond Issue:										
		Charitable Donations:										
		Other										
		<b>TOTAL:</b>										
							Notes:		<ul style="list-style-type: none"> <li>* Identify project location on attached map.</li> <li>* See attached instructions for completing this form.</li> </ul>			

<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.:		Date Prepared:		10/1/2018				
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by:		Mark Fitzpatrick						
Project Title: <u>Pick-up truck replacements</u>		Project Description and Location: Replacement trucks for parks/trails operations. One full size truck with plows , one smaller utility truck.										
Department Priority: <u>medium</u>		Project Justification: Current 2008 Ford F350 pick-up, 10 years old, has 59,400 miles. Current 2011 Ford Ranger Pick-up has 34,074 miles.										
	Current Status:	% Complete										
	Prelim. Design:	50%	Relevant Studies, Plans, etc: Age of vehicles past									
	Plans and Specs.:	0%	Alternatives Considered: To be purchased in different years 2021 and 2023, to be confirmed.									
	Construction:	0%	Relationship to Other Projects:									
Impact on Operating Budget:		\$000										
Annual operating cost:		\$0	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Land acquisition needed? If so, status:			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other: Large pick up - small pick up trucks	\$0	\$0		\$32,000	\$0	\$22,000	\$0	\$0	\$54,000
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,000</b>
Comments: Actual years for replcement to be confirmed. Large pick-up to include cost of plows. Estimates - Large pick up at \$32,000 (2021), Small pick-up at \$22,000 (2023)		Proposed Method of Financing:			(\$000)	Net effect on revenue:			(\$\$\$)			
		General Fund 101			\$0	Tax gain or loss:						
		Public Safety Fund-205			\$0	Other income:						
		Parks/Rec Fund-208			\$0	Salvage Value of Replaced Asset:						
		Parks/Land Fund-213			\$0				\$0			
		Parsk/Rec/Land Fund-214			\$54,000							
		Trail Fund - 211			\$0	Notes: * Identify project location on attached map. * See attached instructions for completing this form.						
		DDA Fund - 248			\$0							
		Grant/Loan/Bond Issue:			\$0							
		Charitable Donations:			\$0							
Other			\$0									
<b>TOTAL:</b>			<b>\$54,000</b>									

<b>ADA TOWNSHIP CIP, 2019-2024</b>				Dept.:	Parks and Recreation	Date Prepared:	10/1/2018					
<b>CAPITAL PROJECT REQUEST WORKSHEET</b>				Submitted by:	Mark Fitzpatrick							
Project Title: <u>Roselle Park non-paved Trails, hydrolog</u>		Project Description and Location: Roselle Park - improvements to wet area										
Department Priority: <u>High</u>		Project Justification ; Part of park master plan improvements										
	Current Status:	% Complete	Relevant Studies, Plans, etc: Recent master plan, 5-year rec plan Alternatives Considered: Relationship to Other Projects:									
	Prelim. Design:	80%										
	Plans and Specs.:	0%										
	Construction:	0%										
Impact on Operating Budget:		\$000	<b>PROGRAMMED EXPENDITURE SCHEDULE (\$000)</b>									
Annual operating cost:		\$0										
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/18	ESTIM. TO 3/31/19	BUDGET FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	TOTAL
Land acquisition needed? If so, status:			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Design; Engineering:	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Site Improvement:	\$0	\$0	\$24,240	\$0	\$0	\$0	\$0	\$0	\$24,240
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,740</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,740</b>
Comments: Part of project being done in FY 2018-19 while most is being moved to FY 2019-20 to coordinate consultants, DEQ and weather		Proposed Method of Financing:			(\$000)	Net effect on revenue:			(\$\$\$)			
		General Fund 101			\$0	Tax gain or loss:						
		Public Safety Fund-205			\$0	Other income:						
		Parks/Rec Fund-208			\$27,740	Salvage Value of Replaced Asset:						
		Parks/Land Fund-213			\$0				\$0			
		Parsk/Rec/Land Fund-214			\$0							
		Trail Fund - 211			\$0	Notes:  * Identify project location on attached map. * See attached instructions for completing this form.						
		DDA Fund - 248			\$0							
		Grant/Loan/Bond Issue:			\$0							
		Charitable Donations:			\$0							
Other			\$0									
<b>TOTAL:</b>			<b>\$27,740</b>									



## Ada Township Parks & Recreation Department

### Park Director's Report

For November 8, 2018

Submitted by Parks & Recreation Director Mark Fitzpatrick

#### Updates on Administrative Items

##### Staffing Updates

\*Michelle Ergang has been hired as the Administrative Assistant for the Parks & Recreation Department. This is a ½ time position. Michelle is working mornings Monday-Friday in the office. Michele has a strong background in administrative service with experiences at both Spectrum Heal and Priority Health.

\*Rob McCormick will leave for the winter on November 10. He will return in March of 2019.

##### Planning Initiatives

\*Regarding the retirement of Wes Steer of OCBA, we have meet with representatives from OCBA to review their services and are recommending that we retain OCBA for work related to Ada Township Park and Roselle Park.

\*Consultants from RJM Design have submitted their final report on the recreation needs assessment. This will be reviewed for approval at the PRLP Advisory Board meeting November 8 and then submitted to the Township Board for approval on November 26. After that point it will be posted for public access. We will be incorporating the findings and recommendations from that report to our planning documents and an amendment to the MI DNR for our 5-year Recreation Plan. The document can be found via the following link: <https://we.tl/t-RIKo5bayuX>

\*The Capital Improvements Committee has to re-schedule their meeting to review upcoming capital improvement recommendations. Our preliminary list of items for parks, preserves and trails will be reviewed by the Advisory Board this week. Highlights under review include:

- Fund 211 Non-motorized trail improvements. Details to be set yet.
- Fund 208 Roselle Park non-paved trails and hydrology in north section moving to FY 19-20.
- Fund 213 Carl Creek Wetland Preserve improvements – moved out of FY18-19 to a status of “undetermined year” for implementation.
- Fund 213 Leonard Field Park Improvements – revised plans to include a master plan process in 2019, then site improvements in 2020 or 2021.
- Fund 213 Kent County Chief Hazy Cloud Park contributions – shifted expenditures one year.
- Fund 214 Roselle Park Improvements – next phase -including gazebo, picnic area, parking lot and playground. Targeted for FY 2020-21 with DNR grant proposal due in 2019.
- Fund 214 Ada Park Improvements – proposing 3 new gates for the parking lots.
- Fund 214 Ada Park Improvements – proposing a new paving project of widening and repairs to driveway and parking lot. Needs coordination of related future projects.
- Fund 214 Capital Purchases -future replacement of current trucks – to add into the CIP plan.
- Fund 214 Capital Purchase – Wood Chipper – for use with parks, trails and grounds.

\*Kent County Parks has drafted a new Master Plan for their parks, trails and open spaces. Please visit via the link: <https://www.kentcountyparks.org/info/2019-2023MasterPlan.php>

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

### **Ada Township Park**

- \*The new tennis and pickleball courts maintained good use through the fall. Some final landscaping tasks were done by the contractor and staff are still working on signs and donor recognition items. The nets will come down for the winter.
- \*The projects for the paved trail along Buttrick drive and the paved paths within the arboretum still have some finish work by the contractor to complete.
- \*Winterization of the facilities is mostly complete. This includes blowing out the irrigation lines, closing up the shelter bathroom and moving of picnic tables.
- \*Shelter and Gazebo reservations 2019 will start in December.
- \*A computer in the office and the control box for Midstate Security were found to be damaged from the storm in September. The computer has been repaired. We are waiting for replacement of a unit by Midstate.

### **Roselle Park**

- \*As noted in the CIP updates, the non-paved trails and hydrology work in the north section of the park is getting divided into a two-year process with most of the work moving into FY 2019-20. This is in part due to timeframes for a DEQ permit and the effects rain has had on access to the site.
- \*The next development phase of the park is targeted for FY 2020-21. The CIP will also reflect this. The project includes a gazebo, accessible picnic area, renovated parking lot by the silos and additions to the playground. A DNR grant proposal is due in March of 2019.
- \*The elections are held in the meeting room this week. Other rentals groups, meetings and park programs have been held through October.
- \*Volunteers and staff have put in several stewardship work days. More to be scheduled.

### **Leonard Field Park**

- \*The parking lot improvement project still has work to be done before it is considered completed. The contractor is expected to have that done this November.
- \*We are adjusting our CIP plans to reflect development of a park master plan in 2019 and then to do other major upgrades after that. Major maintenance items will still be done in the meantime.
- \*The Covered Bridge will be used in the upcoming *Tinsel, Treats and Trolleys* event.

### **Settler's Grove – Riverfront Park**

- \*The contractors continue to work on getting as much work done as they can before winter sets in. Focus areas now include the riverbank stabilization, paved trail development and removal of invasive brush. Other work will be postponed until spring.
- \*The final designs for the amphitheater/deck/stage have not been confirmed yet so that work and section of the park will not be completed until the spring.
- \*The formal ribbon cutting or “naming” event may now be postponed until the spring.

### **Grand River Natural Area**

- \*Basic maintenance has been kept up on this site.
- \*A section of the trail flooded over once this fall during a period of heavy rains.
- \*The contractor has not been able to secure the DEQ permit in time to complete the trail repair project this fall. That project is being moved to the spring and will be reflected in the CIP.

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

### Carl Creek Crossings Preserve

- \*Park staff and volunteers continue with regular maintenance and stewardship work.
- \*The site gets daily use by visitors.

### Carl Creek Wetland Preserve

- \*A work day is being set up to inspect the site and replace border marker signs.
- \*The site development project was put on hold this past year. Review of when that may occur will be a part of the CIP updating process.

### Knapp Corners Preserve

- \*Members of the PRLP Advisory Board that attended last month's meeting reviewed the sign remedy proposal that was submitted by Trevor from the VIRIDIS Design Group. They did not accept the proposal siting that the costs were too much and the design was still unclear on how it would resolve the "readability" of the sign.
- \*General maintenance and work on the landscape initiatives continue.

### Bike Paths / Non-Motorized Trails

- \*The contractor, Jordan Intercostal, has not completed all the work required for the bike paths system. Some of that work is currently underway but it is unclear on how much will be done yet this fall or carried into the spring.
- \*We have contracted out a service to power wash several of the boardwalks along the trail. This will help with them becoming slippery when wet. We will be working on specifications to do this on the rest of the boardwalks and bridges for future years.
- \*Staff have been working on "tools" to better manage the trail system. This includes a project management worksheet on Excel and incorporating data from the M&B plan and our Assessors office. We are also working on incorporating GIS technologies.

## Updates on Recreation and Education Programs

- \*Recent family programs included two evening events: "Creatures of the Night" and "Batty for Bats".
- \*Youth programs have mostly finished up for the season except and upcoming Discovery Day.
- \*Details for winter family and youth programs are scheduled with details submitted for marketing.
- \*The Kid's Garden is under review for its future. It will need a new location due to the new library project. We are starting to dis-assemble the facilities at the current location.
- \*We provided support to the recent "*Beers and Brats*" community event at the Fire Station and will again for the *Chili Cook-off* at the Community Church on December 1.
- \*We have framed up our 2019 calendar to set dates for programs and activities through the year along with available for facility rentals. This will be used in planning the 2019-20 budget as well.
- \*The final report for the recreation needs assessment has been submitted to us and will be reviewed by the Boards for approval. The information and recommendations gained from that report will be incorporated into and revisions and updates to our plans for facilities, recreation program programs and operations. We will also be using that report as part of an amendment to our MI DNR 5-Year Recreation Plan.
- \*The next Adaview newsletter is scheduled to arrive to residents at the end of November. Our winter program flier will be ready next week.





TO: ADA TOWNSHIP BOARD  
FROM: GEORGE HAGA  
TOWNSHIP SUPERVISOR  
DATE: JUNE 22, 2016  
SUBJECT: PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD APPOINTMENTS

In accordance with Sec. 51-04 C & D, of the Parks, Recreation and Land Preservation Program, Ordinance O-042516-1, the following appointments are recommended for approval by the Township Board for terms noted in this memorandum.

All of the applicants have served on either the Parks Committee or the original Open Space Preservation Advisory Board. Their experience and interest in parks and open space preservation has served our community well.

Therefore, I would recommend approval to appointments to the Parks, Recreation and Land Preservation Advisory Board listed below.

Two year appointment for term ending September 30, 2018:

Kraig Schmottlach  
Jeff VanderBerg

Three year appointment for term ending September 30, 2019:

Randy Damstra  
Elise Roe  
Mike Terwilliger

Four year appointment for term to ending September 30, 2020:

Betty Joe Crosby  
Rick Steketee  
Wayne Nowak

Township Board members to be appointed to serve shall serve so long as they remain a member of the Township Board:

Supervisor George Haga  
Trustee Paul LeBlanc  
Trustee Catherine Jacobs

Thank you for consideration of these recommended appointments.



**Ada Township Parks, Recreation and Land Preservation  
Advisory Board - Standing Committees**

10-9-18

**Trails (Non-Motorized Bike Path)**

Jeff VandenBerge  
Catherine Jacobs  
Wayne Nowak  
George / Jim / Mark / Steve G

**Land Preservation and Stewardship**

Elise Roe  
Betty Jo Crosby  
Rick Steketee  
Jim / Mark

**Recreation Programs, Services and Facilities**

Kraig Schmottlach  
Mike Terwilliger  
Mark

**Interest list** (*application form sent to all*)

Recreation Programs, Services and Facilities

Ashley Chrysler achrysler@wnj.com  
Judy Levick jklev8@gmail.com 616-752-2217  
Taylor McDonald taylorbuch@hotmail.com  
Lindsey Tschudy ouelle10@gmail.com

Trails committee

Dennis Brown dbrown68@gmail.com 8067 Fulton St E, 49301 616-920-1961  
Mathew Crawley Mathew.crawley@amway.com (o) 616.787.0757 (m)616.828.6655  
Bronson Hindman bhindman@vpfgroup.com 616-419-3137 w 231-342-5614 cell

Others that didn't select a committee

Jeff Gielniak jeffgielniak82@gmail.com 616-788-0781  
Trails or Rec programs:

Rules & Policies sub-committee (temporary)

Elise Roe  
Catherine Jacobs  
George Haga  
Kraig Schmottlach  
Mike Terwilliger  
Mark