



**PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
THURSDAY, APRIL 8, 2021 MEETING, 8:30 AM**

PURSUANT TO PUBLIC ACT 228 OF 2020, IN ORDER TO PROTECT THE PUBLIC HEALTH, THIS MEETING WILL BE CONDUCTED VIA ELECTRONIC COMMUNICATIONS. ANY MEMBER OF THE PUBLIC WISHING TO LISTEN AND/OR WATCH THE PROCEEDINGS OR PROVIDE PUBLIC COMMENT MAY DO SO BY USING THE FOLLOWING INTERNET LINK OR PHONE NUMBER, MEETING ID NUMBER AND PASSCODE:

Click below to join by videoconferencing:

<https://us02web.zoom.us/j/86055296470>

Meeting ID: 860 5529 6470

Passcode: 060206

Dial-in phone audio:

1-646-876 9923 or

1-312-626-6799

Meeting ID: 860 5529 6470

Passcode: 060206

Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Clerk, Jackie Smith, at jsmith@adatownshipmi.com or 616-676-9191 at least 24 hours prior to the meeting

AGENDA

- 1) Call meeting to order/roll call
- 2) Approval of agenda
- 3) Approval of minutes from February 11, 2021 (*no quorum for March*)
- 4) PRLP Advisory Board terms update; nominations & selection of Chair and Vice Chair
- 5) Update on Kent County Chief Hazy Cloud Park
- 6) Update on the major projects:
 - Leonard Field Park Ballfield Lighting Improvements
 - Leonard Field Park Riverfront Improvements – LWCF Grant application
 - Roselle Park – Shelter, Picnic area, parking lot
- 7) Committees Reports
 - Stewardship Committee
 - Trails Committee
 - Programs and Facilities Committee
- 8) Park Director's Report
- 9) Board Member Comment
- 10) Public Comment
- 11) Adjournment

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY FEBRUARY 11, 2021 REGULAR MEETING
8:30 A.M., ZOOM MEETING**

1. Call meeting to order/roll call

Present: Terwilliger, Schmottlach, Steketee, Levick, Roe, Crosby, Leisman, Damstra (left early), Jacobs (in late)

Absent: VandenBerge

Staff Present: Ferro, Fitzpatrick, Ergang, McCormick, Buckley, Suchy

Public Present: None

2. Approval of agenda

Steketee moved, Crosby supported, to approve the agenda as presented. Motion carried with a roll call vote 8-0.

3. Approval of minutes of the January 14, 2021 meeting.

Roe moved, Crosby supported, to approve the minutes with changes (Crosby spelling). Motion carried with a roll call vote 7-0.

4. Update on PRLP Advisory Board & Committees – Suchy stated he has been working with Leisman and Fitzpatrick to get a better understand of the sub-committees for the PRLP and looking at the terms for members. Leisman commented on the role of sub-committee and how PRPL Advisory Board members should be the people on them. Fitzpatrick commented that the Rules Committee has been dissolved.

Fitzpatrick went over the schedule for 2021-2022 meetings and an updated list of current Advisory Board member. Noting that if changes are needed to let him know.

5. Update on the major projects – Fitzpatrick gave updates on the following:

- a. Leonard Field Park Lighting improvement Project - ballfield poles & lights:
RJM-Design is finalizing the plans in coordination with the contractor MUSCO. The new plan includes six metal poles, new LED lights and wires buried. Requests for bids are to go out February 19 and due in March 1. Board approval is planned for March 8 with construction to be completed by April 30. Spring flooding might affect the scheduled. Fundraising is still a need.
- b. Leonard Field Park Riverfront improvement and MI DNR LWCF grant application:
Fitzpatrick provide an update on the project and status of the grant application. Noting a Public Input session to be at the Township Board meeting March 8 and application materials due by March 31.
- c. Roselle Park improvement – Shelter/Picnic area/parking lot project.
Fitzpatrick provided an update noting that due to tight fund balances and a need for more time to do fund-raising, the start of the project is going to be delayed a year and the construction phases are to be combined 1 year instead of 2. Due to this change, the contract with OCBA has to be amended. A copy of recommended edits was included in the packet.

A motion was made to support the amending the contract as noted in the documents and adjusting the construction phase from 2 years to 1 year. Damstra moved the motion, Steketee supported. Motion carried with roll call 8-0

6. CIP Update and Proposed FY 21-22 Budget – Fitzpatrick gave update of the Fund 214 budget draft. Fitzpatrick stated that some rentals and program revenue estimates are low due to COVID-19, hoping to pick back up. Suchy noted budgeting for a new 2nd shift maintenance position to be shared between parks, trails, library and building and grounds. Fitzpatrick went over a Capital Improvements Plan chart posted by Ferro. Suchy discussed future fund balance concerns and the possibility of obtaining a small bond to help with the cashflow over the next 5-6 years. He noted that FY 21-22 shows a \$137,000 deficit. Suchy also noted plans to keep the Fund 213 active to support future land acquisition. Lots of Board discussion on open space funding history and future plans. Fitzpatrick commented on plans for fundraising to help with upcoming major projects.

7. Committee Report and updates

a. **Stewardship** – Fitzpatrick stated they have not met recently and he would like the group to meet and set some goals and coordinate with other localized stewardship education programs.

b. **Trails-Connect Ada** — Ferro provided an update for this committee inkling planning for upcoming and long-term projects and a potential bond for financing. Potential projects identified so far for 2021 include resurfacing a section of trail on Ada Dr., replacing 3 boardwalks along Ada Drive so plows vehicles can drive across them, a section of trail by the Grand River Nature Area and Ada Moorings and the Consumers Easement trail. Others are being looked at.

c. **Programs and Facilities** – No updates at this time.

8. Directors Report – Fitzpatrick provides a few highlights including: still working through the set-up process for RecPro software; trying to keep outdoor areas open during COVID-19; to be opening up rentals and restroom at Ada Park in April; a recent well water test for Pfas at Roselle was done by Ryan’s Plumbing came back clear; the GR Triathlon is schedule for June as a 2-day event; and that we are working with the Grand River Expedition team to bring awareness of and better access to the river; system.

9. Board Member Comment – None

10. Public Comment – None

Meeting adjourned at a.m. 9:47am

Respectfully Submitted,

Jacqueline Smith, Ada Township Clerk

Ada Township
Parks, Recreation and Land Preservation Advisory Board
(Updated 4/5/21)

Advisory Board Members

- | | | | |
|----------------------|---|----------------------------|--|
| 1) Ross Leisman | Board of Trustees member
Township Supervisor | rleisman@adatownshipmi.com | 616-676-9191 ex. 47
Exp. March 31, 2025 |
| 2) Catherine Jacobs | Board of Trustees member | cjacobs@wnj.com | 616-634-6032
Exp. March 31, 2025 |
| 3) Elise Roe | resident member | eroe1580@gmail.com | 616-780-1625
Exp. March 31, 2024 |
| 4) Betty Jo Crosby | resident member | bjcroz@comcast.net | 616-949-0417
Exp. March 31, 2022 |
| 5) Rick Steketee | resident member | rsteketee1969@gmail.com | 616-682-0566
Exp. March 31, 2023 |
| 6) Randy Damstra | resident member | randyd@rdvcorp.com | 616-643-4746
Exp. March 31, 2022 |
| 7) Kraig Schmottlach | resident member | kschmottlach@hotmail.com | 616 216 1209
Exp. March 31, 2022 |
| 8) Adina Winczewski | resident member | adina@adinawinc.com | 616-498-7019
Exp. March 31, 2025 |
| 9) Mike Terwilliger | resident member | mterwilliger4@comcast.net | 616-901-8944
Exp. March 31, 2023 |
| 10) Judy Levick | resident member | jklev8@gmail.com | 616-460-6525
Exp. March 31, 2023 |
| 11) Jeff VandenBerge | resident member | jeff@yellowraft.com | 616-560-1795
Exp. March 31, 2034 |

Staff:

- | | | | |
|------------------|--------------------------------|--------------------------------|--|
| Jim Ferro | Planning Director | jferro@adatownshipmi.com | office 616-676-9191 ex.31
cell 616-862-0582 |
| Mark Fitzpatrick | Parks & Recreation Director | mfitzpatrick@adatownshipmi.com | office 616-676-0520
cell 616-862-0584 |
| Julius Suchy | Township Manager | jsuchy@adatownshipmi.com | office 616-676-9191 ex.48
cell 616-446-7724 |
| Rob McCormick | Recreation Programs – Softball | rmccormick@adatownshipmi.com | office 616-676-0520
cell 616-862-0263 |
| Michelle Ergang | Administrative Assistant | mergang@adatownshipmi.com | office 616-676-0520 |

MINUTES

Ada Township Parks, Recreation and Land Preservation

Stewardship Committee

Meeting held Wednesday, March 24, 2021, 10:00 a.m., via Zoom

Attendees: Betty Jo Crosby, Elise Roe, Rick Steketee, Jim Ferro, Mark Fitzpatrick, Julius Suchy

Agenda items reviewed and discussed:

*Jim provided an update on Kent County Parks closing on the Pettis parcel and final stages for the Chief Hazy Cloud Park land acquisition process. Closing is expected Monday March 29.

*Discussion was held on the next steps for promoting and securing conservation easements. Jim provided an update on past priority properties and contacts. Betty Jo and Jim both agreed to reach out to some of the contacts for updates on their status and interests (Vogt, Nelson, Burns, DeVos). Goal set to meet in person to review maps and update an action plan.

*Mark commented on the need to establishing more formal stewardship plans for all Ada Township properties and connecting the plans better to the budget. Mark commented on assistance being provided by the Kent Conservation District for treating invasive plants. Betty Jo commented on the need to treat and/or education private land owners on invasive plants. Mark commented on hoping to get the volunteer service days going again in the parks and preserves. Mark provided an overview of the stewardship components of the 214 Fund budget.

*Mark provided an update on the past goals to provide more stewardship educational programs and resources and the budget allocations to support those initiatives. He also reviewed some work being done by other organizations in the region including the West Michigan Conservation Network. Discussion by the groups supported this as a high priority and set a goal to spend time at the next meeting to focus on a plan for educational initiatives.

*The next meeting was set for Tuesday, April 13 at 1:00 p.m., at the Roselle Park meeting room.
Agenda to focus on conservation easements and educational initiatives



Ada Township Parks & Recreation Department
Park Director's Report
For April 5, 2021
Submitted by Parks & Recreation Director Mark Fitzpatrick

Parks, Recreation, and Land Preservation Advisory Board Items

- Selection of a new Advisory Board Chair and Vice Chair will be conducted at the April 8 meeting.
- Adina Winczewski was approved as a new Advisory Board member at the March 22 Township Board meeting. Adina will be joining the Programs and Facilities Committee.
- At the March 22 Township Board meeting, the follow re-appointments and terms were approved:

Randy Damstra – March 31, 2022	Betty Jo Crosby – March 31, 2022
Kraig Schmottlach – March 31, 2022	Judy Levick – March 31, 2023
Mike Terwilliger – March 31, 2023	Rick Steketee – March 31, 2023
Elise Roe – March 31, 2024	Jeff Vandenberg – March 31, 2024
Adina Winczewski – March 31, 2025	Catherine Jacobs – March 31, 2025
Ross Leisman – March 31, 2025	

Updates related to COVID-19

- Increases in limits to indoor room gatherings has allowed us to open up Roselle Park for more meetings and rentals. Masks and distancing protocols are still in place.
- We are still maintaining reduced staffing and workplace occupancy along with other Township protocols.

Administrative Updates

- The ReCPro registration software is now targeted to go “live” via the Township web site April 15, but could be a few days after yet. This will primarily assist with facility rentals and programs reservations. The ability to take credit card payments through it will be by a company called “Point and Pay”. Final coordination of RecPro, Point and Pay, and our web site is underway.
- The FY 2021-22 budget and 2021-26 CIP were approved by the Township Board March 22.
- The Township Fertilization program was awarded to Thornapple River Nursery March 22.
- Position openings have been posted for the Recreation Program Assistant, a Softball Program Assistant and an Intern.

Updates on Township Parks and Preserves

Leonard Field Park

- The contract for replacing the light poles at Leonard Field Park was awarded to “Airport Lighting.” Construction will start April 12, and should be substantially completed by April 30.
- The application for the MI DNR Land and Water Conservation grant was submitted March 31. After a review by the DNR, any adjustments or supplemental info will be processed by the end of September. That includes an Archeological survey we are having done as part of a Michigan State Historic Preservation Office application required for the DNR grant.

Ada Township Park

- We have opened the shelter restroom and for the season. That includes water over to the garage. All the gazebos, courts and athletic fields are also open for use now.
- Reservations for the shelter and gazebos are underway with weekends starting to fill in.

Updates on Township Parks and Preserves continued

Legacy Park – In Memory of Helen and Rich Devos

- Rentals of the Pavilion have begun again with the first one this past Sunday for an outdoor church service. COVID-19 restrictions and protocols similar to last summer are in place.
- Plans for summer concerts and other events are under way following the same COVID-19 restrictions and protocols we had last summer. Outdoor yoga sessions will start April 20.
- Re-staining the finish on the Pavilion wood work has been started, expected to be completed soon.
- We are assessing some erosion issues along the river. Progressive A&E is working on this with us.

Roselle Park

- We have opened up the room for meetings and rentals following the recent COVID-19 increased limits to 25 people for indoor areas. To accommodate some larger groups and “open house style events”, we are allowing up to three 10x10 canopies to be used outside the building.
- We amended the OCBA contract for the Roselle Park Shelter/Accessible Picnic/Playground improvement project to consolidate it into one year of construction versus two, and for that to occur in 2022.

Carl Creek Crossings Preserve

- The site is active with daily use.
- We are re-assessing the easement held by the adjoining condo association to access water for their irrigation system.

Carl Creek Wetlands Preserve

- The Kent Conservation District has included this site in a grant application to the Cascade Community Foundation for support to treat invasive plants in the late summer and fall.

Grand River Natural Area Preserve

- Moore & Bruggink is working on a trails maintenance plan for this summer which will include a section of paved trail at this site.

Knapp Corners Preserve

- No updates at this time.

Shady Drive Preserve

- The property corners have been posted to denote the boundaries and Township ownership.
- The adjoining neighbor has removed his personal property from the site.

Update on the Bike Paths / Non-Motorized Trails

- With the assistance of Moore & Bruggink, a plan is being put together for trails maintenance and additions to be done this summer. Recommendations for that plan and futures trail additions are being prepared for the Trails Committee.
- Park staff have cleared the trails of all remaining winter debris.

Update on the Kent County Chief Hazy Cloud Park

- Kent County Parks has closed on the final parcel for the park expansion. We are waiting on an invoice from them to process our contribution toward the DNR grant match.

Updates on Recreation Programs

- Several softball programs updates, all to be operated under the same COVID-19 protocols that we had last summer.
 - Middle School Baseball League games start April 12 and will continue to the end of April.
 - Team registrations for the summer adult softball leagues are underway. Rob McCormick has been processing the teams that have registered so far. We have extended the due date so others can still apply. So far, the Tuesday and Wednesday night leagues look okay.
 - Five softball/baseball tournaments have been scheduled in May, June and July.
- Field Rentals for AYSO youth soccer and ZigZag Ultimate Frisbee at Ada Park will begin April 12. Soccer will be Monday through Saturday, while frisbee will be Tuesdays only.
- No spring school or pre-school field trips to the parks are planned due to COVID-19.
- Summer youth day-camp programs are being set up for late June to mid-August, formatted as a few outdoor, ½ day, events on various themes.
- Outdoor adult programs start April 20 with yoga at Legacy Park. Others are being reviewed.
- Outdoor summer concerts will be held on Wednesday nights at Legacy Park. The Ada Historical Society is setting bands for six of the nights while the Parks Department is coordinating the other nights. Site limits and other covid-19 restrictions will still be in place.
- The *Beers at the Bridge* Committee met and decided not to hold the June or July events, but still plan for an August 20 event. They are looking into other activities in the Village to support local business during June and July. The August *Beers at the Bridge* event is being marketed along with the October 8 *Brats and Bonfires* event.
- The Grand Rapids Triathlon will be based out of Ada Park this year and run over two days, Saturday June 19 and Sunday 20. The youth component will be held on Saturday June 19, also at Ada Park.
- A determination on the 4th of July parade and activities has not been made yet.
- We have not opened up the Community Rooms at the new Library yet for rentals or programs.
- Information for the next Adaview newsletter is due April 23. We hope to have information on summer programs listed with that edition. It will arrive to residents at the end of May.