

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, JANUARY 11, 2018 MEETING**

A meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, January 11, 2018, 4:00 pm, at the Ada Township Offices, 7330 Thornapple River Dr SE, Ada, MI.

The meeting was called to order at 4:00 pm by Chairperson Elise Roe.

**1. ROLL CALL**

Members present: Crosby, Damstra, Haga, Jacobs, Nowak, Roe, Terwilliger

Members absent: LeBlanc, Schmottlach, Steketee, VandenBerge

Staff present: Fitzpatrick, Ferro

Public Present: 1

**2. APPROVAL OF AGENDA**

It was moved by Crosby, seconded by Terwilliger, to approve the agenda as presented. Motion passed unanimously.

**3. APPROVAL OF MINUTES OF DECEMBER 14, 2017 MEETING**

It was moved by Terwilliger, seconded by Jacobs, to correct the description of the proposed improvements in Roselle Park and the motion made regarding same to read as follows:

“An option 2 groups several projects together for inclusion in a DNR grant application, including the following components:

1. Improvements to the south parking lot.
2. A new picnic area with universal accessibility.
3. A group picnic gazebo
4. Playground and stream access improvements.

Following discussion, it was moved by Haga, seconded by Terwilliger, to recommend the phasing of projects as proposed in the presented option 2, to include items 1-4 as listed above in a DNR grant application submitted in 2019, and to recommend inclusion in the plan of hydrology and trail system improvements in the north section of Roselle Park for completion in 2018, based on an updated cost estimate to be prepared by OCBA.”

Motion approved unanimously.

It was moved by Crosby, seconded by Jacobs, to approve the minutes of the December 14, 2017 meeting as corrected. Motion passed unanimously.

**4. UPDATES ON FUND SUMMARIES AND CIP PLANNING**

Ferro and Fitzpatrick presented a revised listing of capital projects and cost estimates for inclusion in the draft Capital Improvements Plan, based on direction provided by the Advisory Board at the December meeting. The information presented included projections of future revenues, expenditures and fund balances for the 3 different funds that support the parks, recreation and land preservation program – the Parks and Recreation Fund with the expired millage, the Parks and Land Preservation Fund with an expired millage, and the new millage for Parks, Recreation and Land Preservation.

**5. KENT COUNTY AGRICULTURE PRESERVATION PROGRAM, APPLICATION AND REQUEST FOR LOCAL MATCHING FUNDS, KENT COUNTY AGRICULTURE PRESERVATION PROGRAM, 86.4 ACRE PROPERTY AT 9100 4 MILE RD NE, 3535 MCCABE AVE NE AND 3300 MCCABE AVE NE**

Ferro presented information from Stacy Byers, Kent County Agriculture Preservation Board regarding an application that has been submitted to the County by the John and Margaret Hefferan Trust, owners of the 86.4 acres near the corner of 4 Mile Rd. and McCabe Ave., for participation in the County's Farmland Preservation Program. Ferro stated that under this program, the County purchases an agricultural preservation easement from the property owner, that restricts the development of the property in perpetuity, to preserve the land for agricultural use. He stated the purchase price is based on an appraisal of the value of the development rights for the property.

Ferro noted that an appraisal of the property has not yet been completed by the County, but an estimate provided by the County is that the value would be no greater than about \$3,000 per acre. Ferro stated that if local matching funds can be found, the County will submit an application for Federal funding for 45% of the project cost, with the remainder coming from local foundations and the Township.

Ferro provided information from the Township Master Plan and the Parks, Recreation and Land Preservation Plan that encourages preservation of farm land in the northeastern quadrant of the Township. He noted the property in question has a high percentage of soils that are classified as "prime or unique farmland," which makes it a high priority for preservation for agricultural purposes.

Ferro stated if the Township offered half of the estimated local matching funds required, with the other half coming from local foundations, the Township's share of costs would be approximately \$70,950. He stated that the project would likely not be completed until the Township's 2019-20 fiscal year.

Following discussion, it was moved by Haga, seconded by Jacobs, to recommend that the Township offer to provide 27.5% of project costs, or \$70,000, whichever is less, as local matching funds for the project.

Motion passed unanimously.

**6. OCBA PROPOSAL FOR ADA PARK TENNIS COURT IMPROVEMENTS**

Fitzpatrick presented a proposal from Wes Steer, from O'Boyle, Cowell, Blalock & Associates, for preparation of construction plans and specifications, bid documents and construction contract administration for re-construction of the tennis courts at Ada Township Park. He noted the rear courts would be re-configured as pickle ball courts. The proposed fee from OCBA is \$14,300.

It was moved by Jacobs, seconded by Crosby, to recommend retaining OCBA for the services as described in the proposal for a fee of \$14,300.

Motion passed unanimously.

(Note: Terwilliger left at 5:00 p.m.)

**7. DISCUSSION/RECOMMENDATION REGARDING NAMING OF NEW RIVERFRONT PARK.**

Ferro stated that Advisory Board input was requested as to whether the new riverfront park should be formally-named at this time, or whether the possibility should be left open for the park to be named for a major donor to the capital campaign that is getting underway. It was noted that the park has often been

referred to as “Settlers Grove” Park based on the historical location of the annual settlers’ picnic that used to be held nearby.

After Board discussion, there was a consensus that a formal name should not be recommended at this time, and that it was acceptable for the capital campaign to offer a naming opportunity for a major donor.

**8. RECREATION NEEDS ASSESSMENT RFP UPDATE – REQUEST FOR SUB-COMMITTEE INPUT**

Fitzpatrick presented an updated draft of the RFP for consultant services to complete a recreation needs assessment.

Following discussion, it was moved by Haga, seconded by Jacobs, to recommend proceeding with issuance of the RFP, with the final draft of the RFP subject to Subcommittee review and approval.

Motion passed unanimously.

**9. STAFF REPORTS**

a. Proposed FY 2018-19 Meeting Schedule

Ferro presented a monthly meeting schedule for the upcoming fiscal year.

It was moved by Haga, seconded by Crosby, to approve the proposed meeting schedule.

Motion passed unanimously.

b. Park Director’s Report.

Fitzpatrick referenced his written Park Director’s Report contained in the meeting packet. He also updated the Advisory Board on the status of work at the Subcommittee level to revise and update the Parks and Recreation Facility Use Fees Schedule and the Park Rules and Regulations.

**10. BOARD MEMBER COMMENT**

None.

**11. PUBLIC COMMENT**

There was no public comment.

**12. ADJOURNMENT**

The meeting was adjourned at 5:25 pm.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk