

**ADA TOWNSHIP OPEN SPACE PRESERVATION ADVISORY BOARD  
MINUTES OF THE APRIL 14, 2016 SPECIAL MEETING**

A special meeting of the Ada Township Open Space Preservation Advisory Board was held on Thursday, April 14, 2016, at Ada Township Hall, 7330 Thornapple River Dr., Ada, MI.

The meeting was called to order at 4:00 pm by Chairperson Crosby

**ROLL CALL**

Members present: Crosby, Damstra, Haga, LeBlanc, Roe, Steketee  
Members absent: Bergman, Ladd, VandenBerge  
Staff present: Planning Director Ferro, Parks Director Fitzpatrick  
Parks Committee members present: Wayne Nowak, Norm Rhoades, Township Treasurer  
Others present: Catherine Jacobs, Trustee, Rob McCormick, Parks Dept.  
Public present: Eileen McNeal, Seyferth PR

**APPROVAL OF MINUTES OF MARCH 10 MEETING**

It was moved by Damstra, seconded by LeBlanc, to approve the minutes of the March 10 meeting as presented.

Motion passed unanimously.

**REVIEW/RECOMMENDATION REGARDING DRAFT BALLOT PROPOSAL FOR PARKS, RECREATION AND LAND PRESERVATION MILLAGE**

Damstra presented summary findings from a phone survey conducted on behalf of a group of private citizens in the last few days by a professional survey firm. He stated the survey results indicate there is public support by slightly over 50% for a combined parks, recreation and land preservation millage, at a combined millage rate of .65 mills. He stated there is not majority support for an increase above the current rate. He also stated the survey shows there is not support for purchase of more land by the Township. He stated the survey results also show strong support for the Public Safety millage, and having both millage proposals on the August primary election ballot.

Haga distributed guidelines for ballot proposal wording from the Kent County Clerks office, which indicate that ballot proposals may not contain bullet points. The Board reviewed and discussed proposed wording of a ballot proposal that would renew and combine the parks and recreation and parks and land preservation millages at a rate of .65 mills for 10 years.

Following discussion, it was moved by Haga, seconded by LeBlanc, to recommend the following ballot proposal be placed on the August primary election ballot:

**“PARKS, RECREATION, AND LAND PRESERVATION MILLAGE**

This proposal is for a renewal and combination of two millages expiring in 2016 (rolled back under the Headlee Amendment): the 0.25 mills parks and recreation millage and the 0.40 mills parks and land preservation millage.

May Ada Township levy up to 0.65 mills (\$0.65 per \$1,000 of taxable value) to provide funds for purposes of parks, recreation, and land preservation, for a period of ten (10) years beginning in the year 2017 and continuing through the year 2026? These purposes include constructing, equipping, operating, acquiring and maintaining land, buildings and improvements for parks,

preserves and recreational facilities; and financing for any of these purposes.

The Township estimates that this levy would raise \$612,277 in its first year.”

The motion passed unanimously.

**REVIEW/RECOMMENDATION REGARDING DRAFT PARKS, RECREATION, AND LAND PRESERVATION ORDINANCE AND BYLAWS (Joint Discussion and Action by the Advisory Board and Parks Committee members in attendance).**

The Board reviewed a revised draft ordinance creating a single Parks, Recreation and Land Preservation Advisory Board prepared by Fitzpatrick. It was noted there were some formatting inconsistencies that needed correction. In addition, Ferro noted that definitions for certain terms and phrases should not be included in the ordinance if those terms and phrases aren't used in the ordinance.

In discussion of Sec. 51.04.D, Terms of Office, the consensus was that a sentence should be added stating that members are eligible for appointment to successive terms.

Following discussion, it was moved by LeBlanc, seconded by Haga, to recommend approval of the ordinance with the corrections that were discussed by the Board.

Motion passed unanimously.

In review of the proposed Bylaws, it was noted that the required minimum number of regular meetings per year should be reduced from 10 to 6. With respect to what constitutes a quorum, the wording “half plus one members” was dropped, and “a majority of the appointed members” substituted in Sec. 3.3. Under Rule 4, Committees, the necessity for Board approval of committee appointments by the Chair should be removed. In Sec. 6.2,B., the reference to the Township Parks, Recreation and Open Space Plan should be generalized, in anticipation of periodic plan updates.

Following discussion, it was moved by Haga, seconded by LeBlanc, to postpone action on the proposed Bylaws to the May meeting.

Motion passed unanimously.

**KNAPP/GRAND RIVER DR. “GATEWAY” SIGN/LANDSCAPE IMPROVEMENTS**

Ferro stated that the only progress on landscape and signage at the Knapp/Grand River corner property to date was obtaining a proposal for design and construction administration services from Viridis Design Group. Ferro summarized the proposal from Viridis Design Group, noting that it included an estimated 51 hours and total fee of \$5,355.

In discussion, the direction from the Board was for staff to engage Viridis Design Group for a scaled-back scope of services to include development of a landscape and signage plan only, and to exclude preparation of bid documents and construction administration services at this time.

**COUNTRY HOMES OF ADA IRRIGATION SYSTEM – DRAFT LETTER TO CONDO ASSOCIATION**

Ferro stated he has not yet drafted a letter to the condo association regarding the Township's expectations regarding the Association carrying out land alterations within the easement area that are subject to DEQ permitting requirements.

**STAFF COMMENT**

Park Director Fitzpatrick reported on the nearly complete status of construction at the Roselle Park Resource building, and additional fund-raising efforts for the project.

Fitzpatrick also reported on the Township Board approving a letter of intent to purchase the Kent County Road Commission garage on Fase Street.

**PUBLIC COMMENT - None**

**ADJOURNMENT**

The meeting was adjourned at 5:40 pm.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk