

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
MINUTES OF THE THURSDAY, JUNE 8, 2017 MEETING**

A meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, June 8, 2017, 4:00 p.m., at the Roselle Park Building, 1010 Grand River Dr. NE, Ada, MI.

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

**1. ROLL CALL**

Members present: Crosby, Haga, LeBlanc, Nowak, Roe, Schmottlach, Steketee, and Terwilliger  
Members absent: Damstra, Jacobs, VandenBerge  
Staff present: Fitzpatrick, Ferro, McCormick  
Public Present: Dick Cooper, Tim Cooper

**2. APPROVAL OF AGENDA**

The agenda was approved by consent.

**3. APPROVAL OF MINUTES OF MAY 11, 2017 MEETING**

It was moved by Schmottlach, seconded by LeBlanc, to approve the minutes of the May 11 meeting as presented.

Motion passed unanimously.

**4. POTENTIAL CONSERVATION EASEMENT AGREEMENT ON COOPER PROPERTY**

Ferro presented background information regarding previous activities that have taken place regarding a potential conservation easement transaction between the Township and Cooper, including a drawing showing the proposed boundary of a conservation easement that was developed in discussions with Mr. Cooper in 2014, draft terms of a conservation easement developed in 2014, summary of an appraisal that was conducted for the Township based on the draft boundary map and draft easement terms, evaluation forms and ratings for the property that were completed by staff and Advisory Board members in 2014, using the evaluation system we previously developed, and a summary of the natural features inventory for the property that was completed by Calvin College biologists in 2006.

Following discussion, it was moved by Haga, seconded by Crosby, to refer the matter of determining whether an offer of compensation should be made for placement of a conservation easement on the Cooper property, and whether an updated appraisal should be sought to a subcommittee comprised of Crosby as subcommittee Chair, Schmottlach and Terwilliger.

Motion passes unanimously.

**5. DESIGN SERVICES FOR CARL CREEK WETLAND PRESERVE PUBLIC ACCESS IMPROVEMENTS**

Ferro stated the budget for the current fiscal year includes funding of \$20,000 for contracted design services for preparation of construction plans for public access improvements at the Carl Creek Wetland Preserve, based on the Master Plan for the property that was prepared in 2012. He stated the goal would be to bid the project this winter for 2018 construction. He stated Advisory Board input was sought as to whether an RFP should be issued to solicit proposals for design and construction administration services, or whether to seek a proposal only from Viridis Design Group, who prepared the original Master Plan.

In discussion, it was noted that in the course of preparing construction plans, some aspects of the previous Master Plan would be revisited, including possible scaling back of the amount of boardwalk and trails to reduce costs, and determining the exact layout and amount of on-site parking. The consensus of the Board was that the revisions to the plan should be developed prior to contracting for preparation of construction plans.

It was moved by Haga, seconded by Schmottlach, to direct staff to seek a proposal from Viridis Design Group for working with the Township to revise the Master Plan.

Motion passed unanimously.

## **6. REVIEW OF DRAFT ROSELLE PARK MASTER PLAN UPDATE**

Wes Steer presented the proposed updated Master Plan for Roselle Park, including plans for a large group picnic pavilion in a new location, re-configuration of the current south parking area, and placement for a proposed maintenance building.

## **7. CONTRACT AWARD FOR KNAPP ST./GRAND RIVER DR. LANDSCAPE RESTORATION/ENTRY SIGN**

The Advisory Board discussed whether a recommendation to the Township Board should be made regarding award of the contract for completion of the Knapp St./Grand River Drive corner landscape restoration and entry sign project, in view of the fact that the low bid came in much higher than the pre-bid project cost estimate.

Following discussion, it was moved by Terwilliger, seconded by Nowak, to recommend that action be postponed regarding award of the contract for two months.

Motion passed unanimously.

(Note: Steketee left the meeting at 5:44 pm and LeBlanc left the meeting at 5:47 pm).

## **8. COMMUNICATIONS.**

### **a. Capital Campaign Feasibility Study Final Report**

Board members were referred to the Feasibility Study Final Report included in the Board packet. Schmottlach stated we may want to look into a new library branch recently developed in the City of Warren, MI.

### **b. Status of Settlers Grove/Riverfront Park Design**

Staff updated the Board regarding design progress on the proposed riverfront park.

### **c. Park Director's Report**

Fitzpatrick referenced the written report included in the Board packet.

## **9. BOARD MEMBER COMMENT - None**

## **10. PUBLIC COMMENT - None**

**11. ADJOURNMENT**

The meeting was adjourned at approximately 5:55 p.m.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk