

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE JULY 14, 2016 MEETING**

A regular meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, July 14, 2016, at the Ada Township Office, 7330 Thornapple River Dr. SE, Ada, MI.

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

ROLL CALL

Members present: Betty Jo Crosby, Paul LeBlanc, Wayne Nowak, Elise Roe, Rick Steketee, Mike Terwilliger, Jeff VandenBerge

Members absent: Randy Damstra, George Haga, Catherine Jacobs, Kraig Smottlach

Staff present: Jim Ferro, Mark Fitzpatrick, Rob McCormick

ADMINISTER OATH OF OFFICE

Jackie Smith, Township Clerk, administered the oath of office to those members present.

APPROVAL OF AGENDA

The agenda was approved by consent.

ELECTION OF OFFICERS

Board Chair Crosby nominated Elise Roe to serve as a new Chairperson. By unanimous consent, Elise Roe was elected to serve as Advisory Board Chair, beginning with the next meeting.

The consensus of the Board was to postpone election of a Vice-Chairperson to the next meeting.

APPROVAL OF MINUTES OF APRIL 14 AND JUNE 9 SPECIAL MEETINGS

It was moved by Roe, seconded by Steketee, to approve the minutes of the April 14 and June 9 meetings.

Motion approved unanimously.

**APPROVAL OF PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
RULES OF PROCEDURE**

It was moved by LeBlanc, seconded by VandenBerge, to approve the proposed Parks, Recreation and Land Preservation Advisory Board Rules of Procedure.

Motion approved unanimously.

APPROVAL OF MEETING SCHEDULE FOR REMAINDER OF FISCAL YEAR

It was moved by LeBlanc, seconded by Roe, to approve the following meeting schedule for the balance of Fiscal Year 2016-17:

August 11, 2016
September 8, 2016
October 13, 2016
November 10, 2016
January 12, 2017
March 9, 2017

Motion passed unanimously.

PROPOSED COMMUNITY ENTRY SIGN/LANDSCAPE RESTORATION PLAN FOR KNAPP/GRAND RIVER DR. PROPERTY.

The Advisory Board reviewed a design concept and cost estimate for native landscape restoration and placement of a community entry sign at the Township-owned open space site at the southeast corner of Knapp St. and Grand River Dr.

Ferro presented photo-simulations for both 20-foot long and 30-foot long options for the proposed sign. The consensus of the Board was that the 20-foot long version of the sign would be acceptable for this location. It was noted that the design theme has applicability to other possible community entry sign locations in the Township, with shape and dimensions potentially varying to fit site-specific circumstances. Ferro noted that the adopted DDA Development Plan proposes community entry signs at the east and west ends of the DDA District along Fulton St.

LeBlanc stated he believed the entry sign was an important component of the Knapp/Grand River project. He stated the proposed bench may need to be moved to be out of the road right-of-way.

LeBlanc suggested that input on the design concept be obtained from the DDA Board before any final decision on a design is made. The suggestion was also made to obtain input from other Township boards and commissions. No formal action was taken.

APPROVAL OF ANNUAL REPORT TO TOWNSHIP BOARD

It was moved by Terwilliger, seconded by Roe to approve the annual report to the Township Board as drafted.

Motion passed unanimously.

STAFF REPORTS

Park Director's Report:

Fitzpatrick summarized his written status report.

Correspondence to Country Homes of Ada Condo Association:

Ferro reported on written correspondence to the Country Homes of Ada Condo Association expressing the Township's expectation that any future work they undertake in the irrigation easement area will be done in conformance with applicable DEQ permitting requirements.

PUBLIC COMMENT None

ADJOURNMENT

The meeting was adjourned at approximately 5:30 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk