

**ADA TOWNSHIP OPEN SPACE PRESERVATION ADVISORY BOARD
MINUTES OF THE SEPTEMBER 12, 2013 MEETING**

The meeting was called to order at 4:04 p.m. by Board Chair Betty Jo Crosby.

Members present: Bergman, Crosby, Damstra, Haga, LeBlanc, Steketee and VandenBerge
Absent: Ladd, Roe

Staff present: Planning Director Ferro, Parks Director Fitzpatrick
Others present: Steve Groenenboom, P.E., Moore & Bruggink

APPROVAL OF MINUTES OF THE AUGUST 8, 2013 MEETING:

It was moved by Leblanc, seconded by VandenBerge, to approve the minutes of the August 8, 2013 meeting as presented.

Motion passed unanimously.

STATUS OF PROJECTS:

Carl Creek Bridge Culvert:

Steve Groenenboom was present to provide the Board with information regarding the steps needed and estimated costs for repair or replacement of the damaged driveway culvert at the Carl Creek Crossing Preserve. Groenenboom stated a temporary fix that will allow light vehicle traffic across the creek is to place a heavy steel plate over the damaged culvert. Jack Dykstra Excavating, the contractor that is working on the trail connector project at the M-21 bridge, has been asked to provide and place a steel plate over the culvert. Haga stated he is waiting to hear from the contractor as to whether there will be any charge for this.

Groenenboom stated options for a permanent fix include a replacement corrugated pipe culvert, a concrete box culvert or a boardwalk span across the entire creek. Groenenboom noted these solutions will require a Michigan DEQ permit, which can be a lengthy and costly process requiring projecting peak flows on the creek, measurement of stream cross section, and consideration of upstream and downstream culvert sizes. Groenenboom stated the permitting process could take 4 months, and that his estimate of engineering costs for the process is \$4,000 to \$5,000, with construction being an additional \$5,000 to \$15,000, depending on the type of structure used.

In Board discussion, the consensus was that engineering and permitting should be completed over the winter, so that construction can be budgeted for completion of the project next spring.

Following discussion, it was moved by Leblanc, seconded by Steketee, to authorize engineering services not to exceed \$5,000 for design and permitting of a culvert replacement project for the Carl Creek Crossing Preserve driveway.

Motion passed unanimously.

980 Buttrick Ave. Property Acquisition:

Ferro reported that the Township Board has approved purchase of the property, subject to completion of an acceptable Phase 1 Environmental Site Assessment for the property. Ferro stated that the Phase 1 study is underway by Dixon Engineering. He stated though the Phase 1 report is not yet completed, the consultants have completed a site visit, and do not anticipate any environmental concerns. Ferro stated that once the Phase 1 report is received, we will send written confirmation to the owner that we are exercising our option to purchase the property, and a closing can occur by the end of September.

Cooper Property:

Ferro reported on a meeting held yesterday with Dick Cooper, Haga, Crosby and April Scholtz from the Land Conservancy of West Michigan, regarding Dick potentially working with the Land Conservancy on an easement transaction, as an alternative to working with the Township. Ferro stated that a site visit to the Cooper property has been scheduled for next week. Ferro stated that as a follow-up to the meeting, Cooper has submitted a list of questions regarding a possible easement transaction that he would like answered.

Preserved Property at 4950 Knapp St.:

Crosby noted that the restoration of the open space property at the Knapp/Grand River Dr. intersection has not yet been completed by the Road Commission. She stated it would be nice if the Road Commission could add some fill to provide a small level area for a rest stop along the bike trail. Possible use of the property for a community entry sign and landscaping was also suggested.

POTENTIAL PROPERTY ACQUISITION AT 149 PETTIS AVE. NE

Ferro stated the Township has been contacted by the owner of a 2.5-acre parcel of land located between Pettis Ave. and the Grand River, adjacent to Chief Hazy Cloud Park, regarding any interest we may have in acquiring the property. Ferro noted the entire property is within the regulated floodplain, and it has very little development potential. Ferro stated that the assessment records are based on an estimated market value for the property of \$7,689. Ferro stated he has discussed the property with the Kent County Parks Director regarding a possible cost-sharing arrangement with the County, and there is some interest there, provided the price is not too high.

Following discussion, it was moved by Damstra, seconded by Leblanc, to authorize negotiations for purchase of the property, for a purchase price not to exceed \$7,689.

Motion passed unanimously.

PAYMENT TO CALVIN COLLEGE FOR MARKETING VIDEO PRODUCTION

Ferro presented an invoice from Calvin College for costs in producing the open space marketing video, totaling \$600. Ferro stated that the invoice includes reimbursable expenses plus wages for the paid student who shot additional video of summer conditions on several sites, and edited it into the video to replace some of the winter footage.

Ferro noted that we are still waiting for a narration voiceover to be completed, to correct the name of the Land Conservancy of West Michigan.

Comment was made that a partial payment may be in order, pending viewing of the final product after all edits are made. It was noted by Leblanc that the mileage costs of \$450 seemed excessive, and that based on the IRS mileage rate, it would be about 800 miles.

The consensus of the Board was that a partial payment was warranted, pending completion of final edits, and that Ferro should inquire how the mileage reimbursement amount was determined.

It was moved by Leblanc, seconded by VandenBerge, to approve a partial payment of \$400 to Calvin College.

Motion passed unanimously.

Ferro was asked to re-send by email the link to the open space marketing video.

REVIEW/DISCUSSION OF DRAFT VILLAGE DESIGN PLAN

Ferro presented the draft Village Design Plan graphic that was produced during the Design Workshop held last week.

MEMBER AND STAFF COMMENTS/REPORTS

Fitzpatrick reminded the Board of the upcoming Grand River Festival at Roselle Park, and asked whether there would be an Open Space Preservation program booth. Crosby stated that the Calvin video could be used for this event. Ferro will coordinate with Fitzpatrick on a display location and possible need for electrical service.

PUBLIC COMMENT:

There was no public comment.

There being no further business the meeting was adjourned at 5:45 PM.

Respectfully submitted,

Susan Burton Township Clerk
RS: jf