

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, NOVEMBER 9, 2017 MEETING**

A meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, November 9, 2017, 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, LeBlanc, Nowak, Roe, Schmottlach, Steketee, Terwilliger and VandenBerge

Members absent: Jacobs and Schmottlach

Staff present: Fitzpatrick, McCormick, Ferro

Public Present: None

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES OF OCTOBER 12 MEETING

It was moved by Terwilliger, seconded by VandenBerge, to approve the minutes of the October 12 meeting as presented. Motion passed unanimously.

4. KNAPP ST./GRAND RIVER DR. COMMUNITY ENTRY SIGN/LANDSCAPE RESTORATION PROJECT - BID RESULTS/RECOMMENDATION TO TOWNSHIP BOARD

Ferro and Fitzpatrick presented the bid results for the Entry Sign/Landscape project at the Knapp St./Grand River property, including written correspondence from Viridis Design Group with the bid analysis and recommendation. It was noted that Trevor Bosworth from Viridis recommends award of the contract to Katerberg-Verhage, in the amount of \$23,780.

Following discussion, it was moved by Terwilliger, seconded by Steketee, to recommend award of the contract to Katerberg Verhage in the amount of \$23,780.

Motion approved unanimously.

5. CARL CREEK WETLANDS PRESERVE IMPROVEMENTS, RECOMMEND PREPARATION OF CONSTRUCTION PLANS/BID DOCUMENTS AND ADVERTISEMENT FOR BIDS FOR 2018 CONSTRUCTION

Ferro and Fitzpatrick presented a proposal to retain Viridis Design Group to complete construction plans and bid documents for public access improvements at the Carl Creek Wetland Preserve on Alta Dale Ave., as shown in the updated Master Plan that was approved last month. It was pointed out that of the total proposed fees totaling \$21,500, \$16,200 would be expended this fiscal year, and the remaining \$5,300 expenditure would occur after April 1, 2018, during construction.

Ferro pointed out that the proposed expenditure was not included in this year's budget, but was included in the recently approved 5-year Parks, Recreation and Land Preservation Plan. Amending the budget was recommended so that design could be completed this year, and the project bid during winter, well in advance of the 2018 construction season.

In Board discussion, Damstra questioned whether we should proceed with this project, due to other higher priority demands on our financial resources. It was suggested that financial projections be prepared that take into consideration all of our capital project plans for the next few years, before committing to this project.

Crosby pointed out that this project has been in our project plans for several years, consistent with our desire to make our preserved open space accessible to the public.

Following discussion, it was moved by Haga, seconded by LeBlanc, to postpone action until the December meeting.

The motion passed unanimously.

Staff will prepare an analysis of current and projected revenues and expenditures for Parks, Recreation and Land Preservation programs.

6. REVIEW DRAFT RFP FOR PARK/RECREATION FACILITY INVENTORY UPDATE AND NEEDS ASSESSMENT

Fitzpatrick presented an outline of RFP specifications for a parks and recreation needs assessment. Board members commented on the draft and the level of detail needed in the scope of work.

7. STAFF REPORTS

Ferro and Fitzpatrick updated Board members regarding Settler's Grove Park construction progress, the recent capital improvements bonds sale and park operations.

8. BOARD MEMBER COMMENT

It was requested that discussion of tennis court repair/replacement needs be placed on the December agenda.

8. PUBLIC COMMENT

There was no public comment.

9. ADJOURNMENT

The meeting was adjourned at approximately 5:45 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk