



**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
FEBRUARY 8, 2018 MEETING  
4:00 P.M. ADA TOWNSHIP HALL, 7330 THORNAPPLE RIVER DR SE  
ADA, MICHIGAN**

**AGENDA**

1. Call meeting to order/roll call
2. Approval of agenda
3. Approval of minutes of January 11 meeting
5. Review of Proposed Budget for FY 2018-19
6. Draft of Recreation Needs Assessment RFP
7. Proposed "Park Rental Fees"
8. Roselle Park Room acoustics – Ken Dixon
9. Park Director's Report and Project Updates
10. Board Member Comment
11. Public Comment
12. Adjournment

**MINUTES OF THE THURSDAY, JANUARY 11, 2018 MEETING**

A meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, January 11, 2018, 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, Nowak, Roe, Terwilliger

Members absent: LeBlanc, Schmottlach, Steketee, VandenBerge

Staff present: Fitzpatrick, Ferro

Public Present: 1

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES OF DECEMBER 14, 2017 MEETING**

It was moved by Terwilliger, seconded by Jacobs, to correct the description of the proposed improvements in Roselle Park and the motion made regarding same to read as follows:

“An option 2 groups several projects together for inclusion in a DNR grant application, including the following components:

1. Improvements to the south parking lot.
2. A new picnic area with universal accessibility.
3. A group picnic gazebo
4. Playground and stream access improvements.

Following discussion, it was moved by Haga, seconded by Terwilliger, to recommend the phasing of projects as proposed in the presented option 2, to include items 1-4 as listed above in a DNR grant application submitted in 2019, and to recommend inclusion in the plan of hydrology and trail system improvements in the north section of Roselle Park for completion in 2018, based on an updated cost estimate to be prepared by OCBA.”

Motion approved unanimously.

It was moved by Crosby, seconded by Jacobs, to approve the minutes of the December 14, 2017 meeting as corrected. Motion passed unanimously.

**4. UPDATES ON FUND SUMMARIES AND CIP PLANNING**

Ferro and Fitzpatrick presented a revised listing of capital projects and cost estimates for inclusion in the draft Capital Improvements Plan, based on direction provided by the Advisory Board at the December meeting. The information presented included projections of future revenues, expenditures and fund balances for the 3 different funds that support the parks, recreation and land preservation program – the Parks and Recreation Fund with the expired millage, the Parks and Land Preservation Fund with an expired millage, and the new millage for Parks, Recreation and Land Preservation.

**5. KENT COUNTY AGRICULTURE PRESERVATION PROGRAM, APPLICATION AND REQUEST FOR LOCAL MATCHING FUNDS, KENT COUNTY AGRICULTURE PRESERVATION PROGRAM, 86.4 ACRE PROPERTY AT 9100 4 MILE RD NE, 3535 MCCABE AVE NE AND 3300 MCCABE AVE NE**

Ferro presented information from Stacy Byers, Kent County Agriculture Preservation Board regarding an application that has been submitted to the County by the John and Margaret Hefferan Trust, owners of the 86.4 acres near the corner of 4 Mile Rd. and McCabe Ave., for participation in the County's Farmland Preservation Program. Ferro stated that under this program, the County purchases an agricultural preservation easement from the property owner, that restricts the development of the property in perpetuity, to preserve the land for agricultural use. He stated the purchase price is based on an appraisal of the value of the development rights for the property.

Ferro noted that an appraisal of the property has not yet been completed by the County, but an estimate provided by the County is that the value would be no greater than about \$3,000 per acre. Ferro stated that if local matching funds can be found, the County will submit an application for Federal funding for 45% of the project cost, with the remainder coming from local foundations and the Township.

Ferro provided information from the Township Master Plan and the Parks, Recreation and Land Preservation Plan that encourages preservation of farm land in the northeastern quadrant of the Township. He noted the property in question has a high percentage of soils that are classified as "prime or unique farmland," which makes it a high priority for preservation for agricultural purposes.

Ferro stated if the Township offered half of the estimated local matching funds required, with the other half coming from local foundations, the Township's share of costs would be approximately \$70,950. He stated that the project would likely not be completed until the Township's 2019-20 fiscal year.

Following discussion, it was moved by Haga, seconded by Jacobs, to recommend that the Township offer to provide 27.5% of project costs, or \$70,000, whichever is less, as local matching funds for the project.

Motion passed unanimously.

**6. OCBA PROPOSAL FOR ADA PARK TENNIS COURT IMPROVEMENTS**

Fitzpatrick presented a proposal from Wes Steer, from O'Boyle, Cowell, Blalock & Associates, for preparation of construction plans and specifications, bid documents and construction contract administration for re-construction of the tennis courts at Ada Township Park. He noted the rear courts would be re-configured as pickle ball courts. The proposed fee from OCBA is \$14,300.

It was moved by Jacobs, seconded by Crosby, to recommend retaining OCBA for the services as described in the proposal for a fee of \$14,300.

Motion passed unanimously.

(Note: Terwilliger left at 5:00 p.m.)

**7. DISCUSSION/RECOMMENDATION REGARDING NAMING OF NEW RIVERFRONT PARK.**

Ferro stated that Advisory Board input was requested as to whether the new riverfront park should be formally-named at this time, or whether the possibility should be left open for the park to be named for a major donor to the capital campaign that is getting underway. It was noted that the park has often been

referred to as “Settlers Grove” Park based on the historical location of the annual settlers’ picnic that used to be held nearby.

After Board discussion, there was a consensus that a formal name should not be recommended at this time, and that it was acceptable for the capital campaign to offer a naming opportunity for a major donor.

## **8. RECREATION NEEDS ASSESSMENT RFP UPDATE – REQUEST FOR SUB-COMMITTEE INPUT**

Fitzpatrick presented an updated draft of the RFP for consultant services to complete a recreation needs assessment.

Following discussion, it was moved by Haga, seconded by Jacobs, to recommend proceeding with issuance of the RFP, with the final draft of the RFP subject to Subcommittee review and approval.

Motion passed unanimously.

## **9. STAFF REPORTS**

### **a. Proposed FY 2018-19 Meeting Schedule**

Ferro presented a monthly meeting schedule for the upcoming fiscal year.

It was moved by Haga, seconded by Crosby, to approve the proposed meeting schedule.

Motion passed unanimously.

### **b. Park Director’s Report.**

Fitzpatrick referenced his written Park Director’s Report contained in the meeting packet. He also updated the Advisory Board on the status of work at the Subcommittee level to revise and update the Parks and Recreation Facility Use Fees Schedule and the Park Rules and Regulations.

## **10. BOARD MEMBER COMMENT**

None.

## **11. PUBLIC COMMENT**

There was no public comment.

## **12. ADJOURNMENT**

The meeting was adjourned at 5:25 pm.

Respectfully Submitted,

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Jacqueline Smith, Township Clerk



To: PRLPP Advisory Board  
From: Mark Fitzpatrick, Director, Parks & Rec. Dept.  
Re: Recreation Needs Assessment RFP  
Date: February 5, 2018

Attached is an updated draft of the request for proposals (RFP) for a consulting firm to conduct a *"Recreation Needs Assessment"* on our facilities and programs. Earlier drafts have been reviewed by sub-committee members for feedback.

The document will need one more editing after clarifying the schedule and feedback from the Advisory Board.

Please review the attached draft and note areas needing clarity. We will have this as an agenda item and Thursday for comment. Follow up work and edits will include the sub-committee.

Thank you for your assistance.

**DRAFT– 2-5-18**



**ADA TOWNSHIP PARKS AND RECREATION DEPARTMENT  
REQUEST FOR PROPOSALS  
RECREATION NEEDS ASSESMENT**

February \_\_, 2018

**Introduction and Objectives:**

Ada Township is soliciting proposals for the following service:

To provide a Recreation Needs Assessment for Ada Township that will incorporate an analysis of Township–owned and regional recreation facilities and recreation/education programs. The assessment is to provide recommendations for potential future recreation amenities in Township parks, and a guide for planning recreation programs and support services.

**Background Information:**

Ada Township is a suburban community within the Grand Rapids metro area, located 11 miles east of the Grand Rapids central business district. The Township’s 2010 US Census population was 13,142.

The operations of the Township parks, preserves and recreation programs are managed by staff in the Township’s Parks and Recreation Department and overseen by a Parks, Recreation and Land Preservation Advisory Board. Under Township management are three public parks, several land preserves and a non-motorized trail system.

Kent County Parks Department and the MI DNR also have parks and recreation properties within Ada Township. Adjoining Townships also have park properties. Few of these agencies provide active or instructional recreation programs. A variety of private businesses and non-profit organizations in the region provide recreation program services available to Ada Township residents.

The Township updated its Community Recreation Plan in the spring of 2017. The Plan was approved by the MI DNR in 2017. That document is titled Ada Township Parks, Recreation and Land Preservation Plan and may be reviewed: <http://adamichigan.org/uploads/township/Parks-Recreation/Ada-Township-Parks-Recreation-and-Land-Preservation-Plan.pdf>

Over the past few years Ada Township has been working on an “*Envision Ada*” plan which entails changes to the Village center. Those plans can be found at: <http://adamichigan.org/village>

Several interest surveys have been sent to Ada Township residents over the past few years. These provided some input for the community’s interest in park amenities and programs. Those surveys will be available for review to the selected consultant.

## **Summary of desired Scope of Work and Products:**

Incorporate a review of existing plans, studies and surveys relevant to the assessment including the Parks, Recreation and Land Preservation Community Recreation Plan, the “Envision Ada” plans, recent community surveys, park master plans, recent accessibility review, listings of recreation programs and review of operating facilities.

Review and provide updated information for the “RECREATION INVENTORY” component of the Township’s 2017, Parks, Recreation and Land Preservation Program Community Recreation Plan, available at: <http://adamichigan.org/uploads/township/Parks-Recreation/Ada-Township-Parks-Recreation-and-Land-Preservation-Plan.pdf>

- \*To update our current inventory of publicly accessible recreational properties in the region.
- \*To update our current inventory of recreational facilities and agencies in the region, both public and private.
- \*To update our current inventory of recreational service providers in the region, both public and private.
- \*The assessment should conform with the standards and requirements outlined in the MI DNR guidelines for Community Recreation Plans available at:  
[http://www.michigan.gov/dnr/0,4570,7-153-58225\\_58672\\_58676-294106--,00.html](http://www.michigan.gov/dnr/0,4570,7-153-58225_58672_58676-294106--,00.html)

Assess the facilities and amenities in the Township parks for their adherence to current standards and ability to meet public needs and interest.

- \*To review and assess current amenities.
- \*To demonstrate needs for new amenities in relation to those in the region.
- \*To acquire public and stakeholder input for potential future improvements and amenities.
- \* To provide recommendations and support data for improvements and amenities to be incorporated into the current Township parks and potential new parks.

Assess the recreation and education programs and services provided by Ada Township for their adherence to current standards and ability to meet public needs and interest.

- \*To review and assess current recreation and education programs and services.
- \*To identify areas of needs in the community and Township facilities for recreation programs and services, including data on regional resources and interest plus trends for future programs.
- \*To acquire public input for potential recreation and education programs to be offered by the Township Parks & Recreation Department.
- \*To provide recommendations and support data for improvements to current programs to adhere to current standards and ability to meet public needs and interest.
- \*To provide recommendations for potential new recreation and education programs and services that could be provided in the future through the Township Parks & Recreation Department.

Identify areas of need within the Township’s Parks and Recreation Department for managing and offering quality recreation facilities, programs and services.

- \*Assess administrative operations and support services, including, but not limited to, data management, registration processes, communications and marketing.
- \*Assess current staffing and personnel framework and operating space needs.
- \*Assess funding requirements and resources.
- \*Provide recommendations to support better administrative, operational and funding efficiencies and future needs.

Establish a plan that will address the needs of the community and serve as a guide for future park and recreation development.

## **Stakeholder Engagement Process**

Proposals should identify a process and schedule for engaging key stakeholders in the assessments and recommended enhancements to park amenities, recreation programs and services.

Among the stakeholders that should be engaged are the following:

- \*Ada Township Parks, Recreation and Land Preservation Advisory Board
- \*Staff from the Parks and Recreation Department
- \*Residents and property owners of Ada Township
- \*Community organizations in the Township
- \*Cultural, conservation and faith-based organizations
- \*Recreation service providers in the region
- \*The Ada Township Downtown Development Authority
- \*The Ada Business Association

The stakeholder engagement process should provide for consultation with individual stakeholders on a one-to-one basis, as well as interaction with stakeholder groups and the public.

The stakeholder engagement process should also include use of Ada Township's web presence and social media to communicate with stakeholders and facilitate ongoing dialogue within the community.

## **Process and Schedule for Consultant Selection**

The Ada Township Parks, Recreation and Land Preservation Advisory Board will review proposals and make a recommendation to Ada Township Board of Trustees for final selection of a consultant.

Consultants from favorable proposals may be invited to a personal interview or asked to make a presentation on their behalf.

Schedule:

*Schedule Draft – To be edited – Base on Advisory Board and Township Board review needs and meeting dates.*

- |                                                 |                   |
|-------------------------------------------------|-------------------|
| *Distribution of RFP                            | February or March |
| *Deadline to receive proposals                  | March             |
| *Review of proposals by committee               | March             |
| *Interviews with short-listed firms             | March or April    |
| *Selection and Recommendation                   | April             |
| *PRLP Advisory Board & Township Board approvals | April 9 or 30     |



## **Required Proposal Contents:**

### **Proposals submitted in response to this RFP should contain the following information:**

#### **Contact information:**

Name, address, phone, fax and e-mail contact information for the lead organization contact and any sub-consultants that are part of a consultant team.

#### **Form of organization**

Describe the form of organization (whether incorporated, an LLC, a partnership or sole proprietorship) of the consultant (or of each member, in the case of a multiple consultant team).

#### **Key personnel**

Identify the staff persons of the consultant team who will be responsible for carrying out specific work tasks. Identify the Project Manager who will be the person responsible for overall project completion. For the Project Manager and other key Project staff, identify their titles, their length of service with the organization and their qualifications and experience.

#### **Proposed Scope of Services and Schedule**

Describe the specific approach, tasks and methods you propose to use in completing the desired scope of services. Describe the methods you propose to identify key stakeholders and encourage their participation in the process. Describe the specific techniques you propose to maximize the general public awareness of, interest in and participation in the assessment process.

Provide a flow chart identifying the timeframe for completing major project tasks and products.

#### **Work Plan**

Timetable for the completion of the Recreation Needs Assessment and final reports.

Number of meetings required.

Overall project management approach and specifics on direct coordination with the Township personnel.

Detailed list of final deliverables.

#### **Experience List and References**

Provide a listing of recent recreation needs assessments you or your firm have completed, and the role of your firm on the projects.

Provide names and contact information for three references.

#### **Hour Allocation and Fee Proposal**

Provide an estimated timeframe and schedule for conducting assessments and providing a report.

Submit a matrix identifying the number of labor hours allocated to each project task and for each team member assigned to the task.

Provide an estimate of reimbursable expenses to complete the project, by major expense categories.

Provide a total proposed “not to exceed” fee for completion of the assessment, with separate amounts identified for labor and for reimbursable expenses associated with the project.

### **Evaluation Criteria:**

Criteria to be used in evaluating Proposals will include, but not necessarily be limited to, the following:

- \*The degree to which the Proposal demonstrates a thorough understanding of the needs of the community and an ability to best provide the products and services as requested in this RFP.
- \*Quality, completeness and organization of the Proposal.
- \*Past record of completing recreation assessments that have been successfully implemented in community settings similar to Ada Township.
- \*Inclusion on the project team persons in key disciplines and areas of expertise.
- \*Proposed fees in relation to the level of effort and comparable proposals.

### **Disclaimer:**

Ada Township reserves the right to reject any and all proposals received, in whole or in part, and shall not be obligated to award a contract solely on the basis of any response made to this request. The Township reserves the right to award a contract to the respondent that, in the judgment of the Township, best serves the Township's interest. In addition, Ada Township shall not be liable for any cost incurred by respondents in the preparation of their Proposal, or in preparing for and attending an interview.

### **Deadline for Proposal Submission:**

Both a printed copy and a digital file in a 'pdf' format should be submitted by 5:00 p.m. on \_\_\_\_\_, 2018 to:

Attn: George Haga, Ada Township Supervisor  
Ada Township Hall  
P.O. Box 370, 7330 Thornapple Rive Dr., Ada, MI 49301

### **For additional information, questions or to arrange a site visit, contact:**

George Haga, Ada Township Supervisor 616-676-9191 ext. 50 [ghaga@adatwshipmi.com](mailto:ghaga@adatwshipmi.com)

Mark Fitzpatrick, Parks & Recreation Director, 616-676-0520 [mfitzpatrick@adatownshipmi.com](mailto:mfitzpatrick@adatownshipmi.com)

***DRAFT***



To: PRLPP Advisory Board  
From: Mark Fitzpatrick, Director, Parks & Rec. Dept.  
Re: Park Rental Fees  
Date: February 5, 2018

Attached is an updated draft of the “Park Rental Fees”. This is a revision to the Township *“Fees and Charges”* (2014) document. For this version we have separated the park items from the rest of the Township fee items and adjusted our related fees and descriptions. Earlier drafts have been reviewed by sub-committee members for feedback.

The document will need one more editing after feedback from the Advisory Board and Township Treasurer. Areas needing further review include damage deposit procedures, use of credit cards for payments and deposits, staffing availability for evening rentals and the rules related to facility reservations. Note that the Settler’s Grove – Riverside Park deck is not included in this document.

Please review the attached draft and note areas needing clarity. We will have this as an agenda item and Thursday for comment. Follow up work and edits will include the sub-committee.

Thank you for your assistance.



## **Ada Township**

### **Parks & Recreation Department**

#### **Facility Use Fees**

**Ada Township Parks & Recreation Department has three parks with rental facilities. These include Ada Township Park, Roselle Park and Leonard Field Park. The information below provides a framework for the fees associated with reservations, rentals and other services.**

**For additional information or to make a reservation, contact the Ada Township Parks & Recreation Department at 616-676-0520 or [mfitzpatrick@adatownshipmi.com](mailto:mfitzpatrick@adatownshipmi.com)**

#### **General Rental Policies**

- \*Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- \*No alcohol is permitted in the Township Parks without special permit by the Ada Township Board.
- \*Smoking is prohibited in or near the entrance of any facilities, the playgrounds, courts and athletic fields. **review**
- \*Payments must be made at the time of the reservation to hold a facility.
- \*Cancellations must be made prior to **5** days of the event for refund. A processing fee of **10% with a \$10 minimum** will be applied to refunds.
- \*Damage deposits of \$100.00 are required for special events and some events. Addition fees may be charged if damages exceed \$100.00 or extra staff time is required.
- \*Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues.
- \*A complete listing of park rules and regulations is available from the Park office and web site.
- \*Resident status is determined as those property owners paying taxes to Ada Township.

## **DRAFT**

### **Ada Township Park**

Located at 1180 Buttrick Dr., Ada 49301

Rental facilities available: Shelter, Gazebos, athletic fields and courts

#### **Shelter/Pavilion -**

Available April 1<sup>st</sup>-Oct. 31<sup>st</sup> 8:00 a.m. – Dusk.

Located adjacent to the playground. Accommodates 72-96 people with (12) picnic tables.

Has restrooms, a large grill, electric hook-up and a water source.

Resident and Non-Profit Group rate \$50.00 up to four hours; \$10/hour thereafter.

Non-Resident rate \$100.00 up to four hours; \$10/hour thereafter.

#### **Large/Triple Gazebo**

Available April 1<sup>st</sup>-Oct. 31<sup>st</sup> 8:00 a.m. – Dusk.

Located by the pond. Accommodates 36-48 people with (6) picnic table for seating.

Has a large grill and electric hook-up. No restroom or water. Port-a-john nearby.

Ada Resident and Non-Profit rate \$35.00 up to four hours; \$10/hour thereafter.

Non-Resident rate \$75.00 up to four hours; \$10/hour thereafter.

#### **Small Single Gazebo**

Available April 1<sup>st</sup>-Oct. 31<sup>st</sup>

Located in the arboretum. Accommodates 12-16 people with (2) picnic tables for seating.

Has a small grill, shelter restroom nearby.

Ada Resident rate \$30.00 up to four hours; \$10/hour thereafter.

Non-Resident rate \$60.00 up to four hours; \$10/hour thereafter.

#### **Les Craig Learning Center**

Limited availability throughout the year.

Small meeting room adjacent to the Park office. Able to hold up to 40 people.

Available only to local non-profit organizations, groups sponsored by Ada residents and

Ada businesses. Not available for private groups.

Banquet tables and chairs available, screen, sink, single restroom.

During business hours (M-F 8 am-5 p.m.) \$35.00 up to four hours; \$10/hour thereafter.

Outside of Business Hours \$45.00 up to four hours; \$10/hour thereafter.

#### **Softball Fields**

No lights, available only to *dusk*.

Non-prepped (as is) rate \$15.00 per hour

Field prep fees: \$60.00-\$75.00 per field (*based on number of games*)

Umpires: Based on current contractual rates

**Soccer Field** \$15.00 per hour

**Athletic Field** \$15.00 per hour

**Tennis and Pickle Ball Courts** \$15.00 per hour

**Basketball Court** \$15.00 per hour

## Leonard Field Park

7490 Thornapple River Dr., Ada 49301 (Next to the Ada Covered Bridge)

There are no building facilities available to rent at this park.

### Riverside decks

Two decks are located near the river that may be reserved and rented for small gatherings. They have limited availability. Groups size is limited to 30 people.

Resident Rate \$50.00 up to four hours; \$10/hour thereafter.

Non-Resident Rate \$75.00 up to four hours; \$10/hour thereafter.

The Ada Covered Bridge is not available for reservations, rentals or private use. It must remain open to the public at all times.

### Softball Field

Non-prepped (as is) rate \$15.00 per hour

Field prep fee: \$60.00-\$75.00 per field (*based on number of games*)

Lights \$20 / hour

Scoreboard \$15 / hour

Umpires Based on current contractual rates

## Roselle Park

1010 Grand River Dr., NE, Ada 49301

Currently, the only rental facility is a meeting room inside the main building.

### Roselle Park Building Meeting Room

Meeting room inside the building with a small kitchenette. Adjacent public restroom.

Room capacity varies depending on set up, generally 80 people for auditorium style seating and 70 with seating around tables. Parking spaces are limited to **70** vehicles.

The kitchenette contains a sink, table and refrigerator (no stove or cooking amenities).

Projector, screen and microphones available with staff assistance – added fee.

Primary hours of availability: 8:00 a.m. through 9:00 p.m. Additional fees for extended hours.

### Non-Profit groups, local community groups and business meetings:

During business hours (8-5) \$75.00 for first two hours + \$20 per hour thereafter.

Evenings (5-9) and weekends (8-9) \$100.00 for first two hours + \$20 per hour thereafter.

### Private Groups:

#### Ada Residents

During business hours \$100.00 for first two hours + \$25 per hour thereafter.

Evenings and weekends \$125.00 for first two hours + \$30 per hour thereafter.

#### Non-Residents

During business hours \$150.00 for first two hours + \$50 per hour thereafter.

Evenings and weekends \$200.00 for first two hours + \$40 per hour thereafter.

## **Damage Deposit**    **Edit – review**

A damage deposit may be required prior to use for private events, special events, events with extended hours, food and or activities that have potential damage to the facility.

### **Options under consideration:**

- a) Check payment held until after event: **\$100.00**
- b) Credit card number held, to be charged after the event
- c) No deposit and clause stating to be billed for damages and/or extra staff time.

## **Special events and large group events**

**Review:** Special events are considered activities that need more than a particular venue within the park such as a shelter, gazebo or meeting room. These may include substantial use of parking or green space in or around a park. Availability for special events such as 5-K runs or large group gatherings are limited since the parks must remain open to the public at all times and many other activities are scheduled.

Parking is limited to 70 vehicles unless other arrangements are made.

Rates are for the base fee. Additional fees may be added depending on site use and staff support needs. Meeting room fees are in addition to the special event fee.

Residents and non-profit groups rate	\$150.00
Non-resident and for-profit business rate	\$250.00
Damage deposit required	\$100.00

## **Recreation Program Fees**

Ada Township Parks and Recreation Department offers a range of recreation and education programs for all ages. Contact the Park office for listings, fees or to receive program announcements and brochures.

Ada Township Parks & Recreation Department  
P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301  
Phone: 616-676-0520 e-mail c/o mfitzpatrick@adatownshipmi.com  
Web site: www.adatownshipmi.com

### **Items to Review**

Damage Deposit procedures  
Credit card payment  
Staffing for evenings  
Rules related to facility reservations  
Settler's Grove – Riverside Park deck not included

**DRAFT**



**Ada Township Parks & Recreation Department  
Park Director's Report  
For February 8, 2018  
Submitted by Parks & Recreation Department Director Mark Fitzpatrick**

**Updates on Administrative Items**

**Strategic Planning**

- \*As part of the Ada Township Board Strategic Planning process, the Board is reviewing status updates once a month on the *Critical Success Factors*.
- \*Grand Rapids Township held a public input session on their Recreation Plan on January 25. For details see: [http://www.grandrapidstwp.org/docs/GRT5YearPlan%20-%202018-2022%20Final\\_Draft.pdf](http://www.grandrapidstwp.org/docs/GRT5YearPlan%20-%202018-2022%20Final_Draft.pdf)
- \*Note that the Supervisor of Grand Rapids Township said they have bought a groomer for x-c ski trails and have contracted with people in the community to do the work on the trails. They suggested that we don't buy a groomer and partner/contract with them to use theirs as needed.

**Staffing Update:**

- \*Within the next month, we hope to post both our summer *Intern* position and the *Recreation Program Assistant* position that Linda Gary has been in. We would like Linda's replacement to start in April and the Intern to start in May.
- \*We have put funds in the FY 18-19 budget for an additional *Park Maintenance* staff position. That position still needs some detailing but will need to be posted soon as well.

**Financial Planning**

- \*A draft of the 2018-2024 Capital Improvements Plan (CIP) (2-2-18) is available for review.
- \*A draft of the FY 2018-19 Budget is being prepared for the Township Board work session.

**Other Planning Initiatives**

- \*The RFP for a consultant to conduct a recreation needs assessment is in its final reviews. A sub-committee has been providing feedback on that document.
- \*The "Fees and Charges" document has been reformatted into a "Park Rental Fees" document. A sub-committee has been providing feedback for revisions to the fees and format of the document. A revised draft is ready for the Advisory Board to review. One area still not settled is the process for securing security/damage deposits. Treasurer Kevin Moran is reviewing the options.
- \*Revisions of the "Park Rules and Policies" document is still to be detailed by the sub-committee.

**Conferences**

- \*Mark attended a two-day conference for The Stewardship Network at MSU in January. Details can be found at: <https://www.stewardshipnetwork.org/2018-stewardship-network-conference>
- \*Mark is attending the one-day "Trails Summit" in Detroit Tuesday, February 6. This is part of the Michigan Parks and Recreation Association's annual conference. Details at: <http://www.mparks.org/conference>



## **Updates on Park and Preserve Facilities**

### **Ada Township Park**

- \*2018 Shelter and Gazebo reservations have been underway with the weekends starting to fill in.
- \*Shelter, Gazebo and restroom facilities will re-open April 1 with preliminary set up and well testing set for March.
- \*Staff have been purging and re-setting files in the park office. This is part of the “records retention” initiative set by the Township Clerk and our need to restructure operations and office work space.
- \*Major projects set for this spring and summer include reconstruction of the tennis courts and repairs to the paved path through the Arboretum. A fund-raising initiative is to be set to assist with the tennis/pickle ball court project.

### **Roselle Park**

- \*Review of the rental fees, included rentals for private groups close to completion by the sub-committee.
- \*Reservation for facility rentals continue overlapping our scheduling for park programs and community meetings.
- \*One proposal for services to maintain the green/live roof on the Roselle Park building was received. Issues related to securing safety lines are under review.
- \*Dixon Architects has narrowed down our options for acoustical ceiling panels in the building at Roselle Park. He will be presenting that information to the Advisory board this week and the final proposal to the Township Board next week.
- \*The non-paved trails are targeted as a major project in the park this coming summer. A project to add a picnic Gazebo, accessible playground and parking lot renovations is targeted for 2020.

### **Leonard Field Park**

- \*Patching or re-surfacing the parking lot is identified as a major project for 2018.
- \*Updating a master plan for the park is being planned for 2018.
- \*Repairs to the two riverside decks and access to the river are under review.

### **Settler’s Grove – Riverfront Park**

- \*Phase one of the construction is well underway along with the River Street construction. There is potential for the schoolhouse, restroom and playground to open around June 1. The rest of the work (phase 2) will continue through next summer.
- \*Review of the bike path plans through the park and connecting to other trails is to be reviewed.
- \*Work on the new water pipe alongside the Thornapple River bridge is trying to finish up.
- \*We have budgeted an increase in general operations costs in 2018 to accommodate for the new park.

### **Grand River Natural Area**

- \*Repairs to the paved bike path are targeted as a major project this spring/summer.
- \*Plans for the connecting paved-trails in our Rec Plan will need review and confirmation along with input from Cascade Township. These relate to acquiring the adjoining property or access through it.

### **Carl Creek Crossings Preserve**

- \*We have not been plowing the parking lot but we have been doing weekly checks on the trails. People have been using the lot and trails throughout the winter.

### **Carl Creek Wetland Preserve**

- \*No activity for the winter. Stewardship work will be done in the spring, summer and fall.

## **Knapp Corners Preserve**

- \*We are waiting on a schedule to be set by Katerberg-Verhage for the construction timeline of the Gateway entry sign project.
- \*Staff and volunteers will do site restoration work, including planting of native plants, before and after Katerberg-Verhage's work.

## **Bike Paths / Non-Motorized Trails**

- \*Snow management on the bike path was very busy in December and again this month.
- \*Fixing the high priority issues on the trails and bridges is targeted as a major project for this year. Moore and Bruggink will be managing that along with the trail repairs at Ada Park and the Grand River Natural Area.

## **Updates on Recreation and Education Programs**

- \*The pre-school program "Discovery Days", and fields trips by area pre-schools continue through the winter.
- \*Field trips and outreach programs for elementary and middle schools are being scheduled for April through June. These include groups funded through the Groundswell program at GVSU and others on separate funding sources.
- \*AYSO has submitted a request for use of the soccer fields again for this spring, April-early June.
- \*The schedule for the summer youth ½ day programs and 3-day camps is set. Information is being included in the spring Adaview. We will have a few days less of summer programs to manage a new staff person and all the upcoming projects.
- \*The Forest Hills Girl Scouts Day Camp is set for June 18-22 at Ada Park.
- \*The Kid's Garden program is set for April-September. Promotional and marketing materials will go out next week.
- \*This past weekend we held a family based "Snow Fun Day" program at Roselle Park. Staff from *Bill and Paul's Sporthaus* brought out snow shoes for folks to use and did a clinic on x-c skiing. A family-based evening program is set up in March on the "Night Sky. The Grand Rapids Amateur Astronomical Association will assist with that event including bringing out their telescopes.
- \*We will be hosting a workshop and partner training session by the West Michigan Conservation Network February 8 at Roselle Park. The topic is "*Planting to Encourage Pollinators*".
- \*We will again participate in the Forest Hills Expo on March 17 to promote our programs and improvement projects.
- \*The spring edition of the Adaview is at the printer this week. It will include our "Spring-Summer" program brochure as an insert. That will be mailed out by the end of February.
- \*Three "*Beers at the Bridge*" events are set for this summer at Leonard Field Park.