



**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
THURSDAY, JUNE 8, 2017 MEETING
4:00 P.M.
ROSELLE PARK
1010 GRAND RIVER DR.
ADA, MICHIGAN**

AGENDA

1. Call meeting to order/roll call
2. Approval of agenda
3. Approval of minutes of May 11, 2017 meeting
4. Potential Conservation Easement Agreement on Cooper Property
5. Design services for Carl Creek Wetland Preserve public access improvements
6. Contract award for Knapp St./Grand River Dr. Landscape Restoration/Entry Sign
7. Review of draft Roselle Park Master Plan Update, Wes Steer, OCBA (4:45 pm)
8. Communications.
 - a. Capital Campaign Feasibility Study Final Report
 - b. Status of Settlers Grove/Riverfront Park Design
 - c. Park Director's Report
9. Board Member Comment
10. Public Comment
11. Adjournment

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, MAY 11, 2017 MEETING**

A meeting of the Ada Township Parks, Recreation and Land Preservation Advisory Board was held on Thursday, May 11, 2017, 4:00 p.m., at Ada Township Park, 1180 Buttrick Ave SE, Ada, MI.

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

1. ROLL CALL

Members present: Crosby, Jacobs, LeBlanc, Nowak, Roe, Schmottlach, Steketee, Terwilliger

Members absent: Damstra, Haga, VandenBerge

Staff present: Fitzpatrick, Ferro, McCormick, Schulte

Public Present: None

2. APPROVAL OF AGENDA

It was moved by Terwilliger, seconded by Jacobs, to approve the agenda.

Motion passed unanimously.

3. APPROVAL OF MINUTES OF MARCH 9, 2017 MEETING

It was moved by LeBlanc, seconded by Steketee, to approve the minutes of the March 9 meeting as presented.

Motion passed unanimously.

4. STATUS OF RIVERFRONT PARK DESIGN

Fitzpatrick provided an update regarding the status of design work on the proposed Settlers' Grove riverfront park. He noted that a grant application was not submitted based on concerns that an application would not score sufficient points to be competitive. It was noted that other possible funding options would need to be explored, including a separate millage or bond issue.

Fitzpatrick reported that a site visit to the park site was held by Township staff and consultants with several Advisory Board members and interested residents to review the condition of the river bank, options for stabilizing the eroding bank, and potential impacts on significant trees.

Crosby and Ferro reported on the discussion regarding the schoolhouse and its use that was held at the Ada Historical Society membership meeting earlier in the day. Ferro stated he and DDA Board Chair Kullgren presented information on the Township's proposed re-use of the building for public restrooms and a small multi-use space on a prominent plaza in the riverfront park. It was noted that a private party has proposed using the building for private development purposes at a different location.

Crosby stated that members of the Historical Society Board commented individually regarding their views on the Township's proposed use, but the Board as a whole did not take any action to express a position regarding the matter of who should own the building or how it should be used.

In discussion of the schoolhouse, Nowak commented that he was somewhat uncomfortable with using the building for bathrooms.

Jacobs suggested the possibility of the Advisory Board supporting the location in the park as proposed, without speaking to the use of the building.

LeBlanc commented that having the building located in the park at the intersection of two streets creates a very distinctive visual feature in the park.

Roe commented that she supports the building staying the planned location in the park.

Following discussion, it was moved by Jacobs, supported by Nowak, to recommend that the schoolhouse be located on the proposed park for public use as shown on the park master plan, with the specific use of the building to be determined in the future.

Motion passed unanimously.

5. BID RESULTS FOR KNAPP ST./GRAND RIVER DR. LANDSCAPE RESTORATION/ENTRY SIGN

Ferro presented a summary of the bids for the Knapp St./Grand River Dr. Landscape Restoration/Community Entry Sign project. He noted that the low bid of \$30,724 from Knapp Valley Landscaping is well over the pre-bid cost estimate of \$20,229. Ferro referenced the bid analysis table prepared by Viridis Design Group, showing that the \$17,400 cost of the masonry sign wall accounts for the entire amount by which the total bid exceeded the pre-bid estimate. Ferro pointed out that the cost-sharing formula that was approved by the Township Board places the entire cost of the masonry sign wall on the Township General Fund.

In discussion, Nowak suggested looking at the option of placing the masonry sign wall on a pad on the ground surface, rather than pouring a full-depth concrete foundation. Roe commented this seems like a very high price to pay for an entry sign.

6. INPUT SESSION REGARDING ROSELLE PARK MASTER PLAN UPDATE WITH WES STEER, OCBA

Wes Steer presented an overview of the areas of focus being looked at in updating the Master Plan for Roselle Park.

9. BOARD MEMBER COMMENT - None

10. PUBLIC COMMENT - None

11. ADJOURNMENT

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

Respectfully Submitted,

Jacqueline Smith, Township Clerk



MEMORANDUM

Date: 6/7/17

TO: PRLP Advisory Board
FROM: Jim Ferro, Planning Director
RE: Consideration of Potential Conservation Easement on Richard Cooper Property

Ada Township has held periodic discussions since 2010 with Dick Cooper regarding the possible placement of a conservation easement on his property at the southwest corner of Bailey Dr. and Boynton Ave.

Most recently, in November, 2016, April Scholtz and I met with Dick, family members and his financial advisor at Plante, Moran regarding his continuing interest in placing a conservation easement on the property. His financial advisor has indicated to us that Dick is interested in receiving an offer of compensation from the Township for placing a conservation easement on the property, and that they believe he would accept an offer of partial compensation rather than full compensation for the value of the easement.

Dick winters in Arizona, and it would be desirable for the Township to reach a conclusion on whether we wish to offer any compensation to Cooper for a conservation easement.

Pertaining to this question are the following attachments:

- 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.
- a summary of the natural features inventory for the property that was completed by Calvin College biologists in 2006.

Immediate action on this matter is not needed; however, we should endeavor to reach a conclusion on the matter within the next two months.

BAILEY DR.

800'
278'
EXCLUDED
FROM
CE
(6.37 AC.
incl. R.O.W.)
FAMILY
MEMBER
OWNED
500'
200'

1730' (70 ROAD CL)

41-15-25-200-020
92.1 AC.
(FOREST HILLS SCHOOLS)
EXCLUDED
FROM CE
(49.56 AC.
incl. R.O.W.)

1222.79'

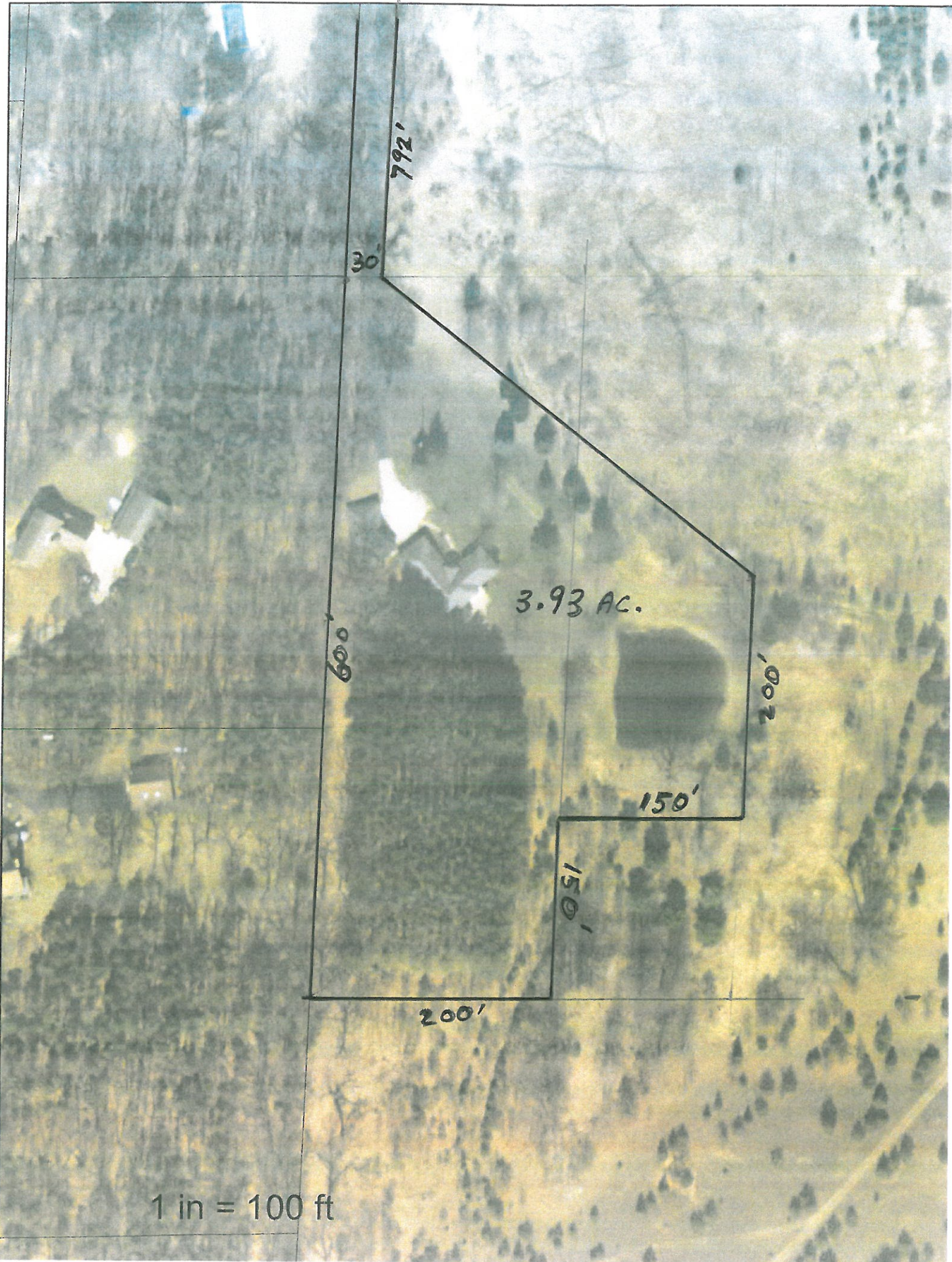
BOYNTON AVE

41-15-25-200-017
40.7 AC.
(LOWELL SCHOOLS)

41-15-25-400-047
76.72 AC
(LOWELL SCHOOLS)

660'
660'
LIMITS OF
LOCATION OF
NEW PARCEL

1 in = 400 ft



792'

30'

3.93 AC.

600'

200'

150'

150'

200'

1 in = 100 ft

TERMS OF COOPER PROPERTY CONSERVATION EASEMENT

5/28/14 Draft

4. **PROHIBITED ACTIONS.** Any activity on, or use of, the Property that is inconsistent with the Purposes or that is detrimental to the Conservation Values is expressly prohibited. By way of example, but not by way of limitation, the following activities and uses are explicitly prohibited (THESE PROHIBITIONS MAY BE EASED, PROVIDED THE CONSERVATION EASEMENT CONTINUES TO MEET THE DEFINED PURPOSE AND PROTECT THE CONSERVATION VALUES; HOWEVER, BE CAUTIOUS THAT MODIFICATIONS TO SECTIONS 4 AND 5 DO NOT CREATE AMBIGUITY OR INCONSISTENCY IN THE ACTIVITIES PROSCRIBED BY THE CONSERVATION EASEMENT):
- A. **Subdivision.** The legal or defacto subdivision of the Property, including any subdivision, short subdivision, platting, binding site plan, testamentary division, creation of a site condominium or other submission of the Property to a condominium form of ownership, or other process by which the Property is divided into lots or in which title to different portions of Property are held by different owners is prohibited, with the exception of the division of the Property described in Par. 5.D.
 - B. **Commercial Activities.** Any commercial activity on the Property is prohibited, except for de minimis commercial recreational activity as such term is referenced in Internal Revenue Code Section 2031(c)(8)(B), and de minimus harvesting and sale of cut and split firewood as provided in Par. 5.E.
 - C. **Industrial Activities.** Any industrial activity on the Property is prohibited.
 - D. **Construction.** The placement or construction of any human-made modifications, including structures, buildings, fences, roads, and parking lots is prohibited, except as provided in Par. 5.D..
 - E. **Cutting Vegetation.** Any alteration of trees or vegetation, including pruning or trimming, is prohibited, except as permitted in Par. 5.E., and except for periodic harvesting of timber carried out in conformance with Par. 5.F. The provisions of Par. 5.F. notwithstanding, the cutting or removal of standing dead trees is prohibited, unless such trees are located in such proximity to established trails that they pose a health and safety risk to persons using such trails.
 - F. **Alteration of Land.** The alteration of the surface of the land, including the excavation or removal of soil, sand, gravel, rock, peat, or sod is prohibited.
 - G. **Mining.** The Owner retains the right to extract oil, gas, hydrocarbons, or petroleum from the Property for commercial purposes provided that no exploration for, or extraction of, minerals shall be conducted from the surface of the Property. The Owner may enter into a non-developmental lease if said lease is part of a pool for oil, gas, hydrocarbons or petroleum which solely permits the extraction of oil, gas, hydrocarbons, or petroleum. Extraction shall not involve any surface alteration of the Property or construction or placement of any structures, including pipelines, on, over, across, or under the Property.
 - H. **Dumping.** Processing, storage, dumping, or disposal of liquid, solid, natural or man-made waste, refuse, or debris on the Property is prohibited.
 - I. **Water Courses, Ground Water.** Natural water courses, lakes, wetlands, or other bodies of water may not be altered and water from ground or surface sources may not be diverted.
 - J. **Off-Road Recreational Vehicles.** Use of motorized off-road vehicles such as, but not limited to, snowmobiles, dune buggies, all-terrain vehicles, and motorcycles is prohibited

on the Property, except as permitted in Par. 5.G..

- K. **Livestock.** Raising or housing of livestock, poultry or horses, commercial kenneling of animals and commercial aquaculture is prohibited on the Property.
- L. **Signs and Billboards.** Billboards and signs are prohibited.

5. **PERMITTED USES.** The Owner retains all ownership rights that are not expressly restricted by this Conservation Easement. In particular, the following rights are reserved:

- A. **Right to Convey.** The Owner retains the right to sell, mortgage, bequeath, or donate the Property. Any conveyance will remain subject to the terms of the Conservation Easement and the subsequent Owner will be bound by all obligations in this agreement.
- B. **Right to Maintain and Replace structure(s) existing as of the effective date of the Easement.** The Owner retains the right to maintain, renovate, and replace the structure(s) existing as of the effective date of the Easement in substantially the same location and size. Any expansion or replacement may not substantially alter the character or function of the structure. Prior to beginning renovation or replacement of the structure(s) existing as of the effective date of the Easement, the Owner will provide a written plan to the Township for its review and approval. Such approval may be withheld only upon a reasonable determination by the Township that the action as proposed would be inconsistent with the Purpose and terms of this Easement.
- C. **Right to Add Designated Structures or Uses.** The Owner retains the right to add the following structures, modifications, or uses on the Property:
 - 1. Installation, repair or maintenance of fencing along the boundary of the easement property. Fencing must be designed and installed in a manner that does not inhibit wildlife movement.
 - 2. Permanent stakes or posts for purposes of property boundary identification.

Prior to beginning construction of any of the above, the Owner shall provide a written plan to the Township for review and approval. Such approval shall not be unreasonably withheld.

- D. **Right to Divide the Property.** The Owner of the Property retains the right to divide the Property to create no more than one (1) parcel in addition to the parcels in existence as of the date of this easement, on which may be constructed no more than one (1) single family home and associated detached accessory buildings and structures as may be permitted by the zoning regulations of Ada Township. The new parcel created by the division shall have an area no greater than ten (10) acres, net of public road right-of-way, and the boundaries of the new parcel shall be located entirely within the south 660 feet of the east 660 feet of the parent parcel (Permanent parcel number 41-15-25-400-047) as depicted on the attached Exhibit A.
- E. **Right to Cut or Alter Vegetation.** The Owner retains the right to cut or alter vegetation for the following purposes:
 - 1. to remove threats to human life or property.
 - 2. to maintain permitted trails.
 - 3. to plant native tree species.
 - 4. to control invasive or exotic species that threaten the natural habitat.
 - 5. as part of allowed activities in this Easement.

6. to cut and collect fallen trees and standing overcrowded live trees for use as firewood, in accordance with the “Forest Stewardship Plan” described in Par. 5.F., below.
7. to harvest timber as provided in Par. 5.F., below.

F. **Right to Harvest Timber.** The Owner retains the right to periodically harvest timber from the Property, provided that the following conditions are satisfied:

1. Harvesting of timber shall be carried out in accordance with the “Forest Stewardship Plan” for the Property prepared by Jack W. Boss, Ecosystems Management, LLC, dated September, 2011, and signed by the Michigan DNR Service Forester on October 6, 2011, as the same may be amended from time to time, provided that any amendment to the plan shall be prepared by a plan writer whose qualifications have been certified by the Michigan Department of Natural Resources (DNR), and shall be subject to review and approval by the DNR. In the event of the termination of the Michigan Forest Stewardship Program, any amendment to the plan shall be subject to review and approval by Ada Township as provided in subparagraph 3., below.
2. The “Forest Stewardship Plan,” and any amendments thereto must be designed to:
 - a. Preserve the Property’s multiple Conservation Values, including the protection of wetlands and water quality, the maintenance of the forested character of the Property for scenic and habitat values, the conservation of native plant and animal species, as well as timber production.
 - b. Use ecologically sound cutting methods, including selective cutting that produces an uneven-aged and diverse forest.
 - c. Prohibit “high-grading,” in which only large-diameter, high-quality trees of merchantable value are cut, while leaving trees of small size, poor quality or undesirable species.
 - d. Comply with all applicable local, state and federal laws and regulations.
3. The Owner shall submit any proposed amendment to the “Forest Stewardship Plan” to Ada Township for review and approval by the Open Space Preservation Advisory Board or the Ada Township Board. The Township shall have thirty (30) days from receipt of the amended “Forest Stewardship Plan” to complete its review, and either approve the Plan or notify the Owner of any deficiencies and requested changes to the Plan. The Township’s approval shall not be unreasonably withheld.
4. All timber harvesting activities shall be conducted in full accordance with the recommendations contained in the “Forest Stewardship Plan,” as amended, and shall be carried out in a manner that is not detrimental to the purposes of this Easement or to the identified Conservation Values of the Property.

G. **Right to Operate Motorized Vehicles and to Ride Horses.** The Owner retains the right to operate motorized off-road vehicles and utility tractors and to ride horses on established trails on the Property, as identified in the Baseline Documentation Report, provided that such activity is not detrimental to the Conservation Values of the Property, and further provided that such activity is not conducted as part of a commercial business activity on the property, except for the harvesting and sale of cut fire wood. The Owner also retains the right to operate motorized vehicles and ride horses off established trails, for the purpose of

conducting the permitted maintenance/management uses described herein and for the permitted hunting uses described herein.

- H. **Hunting Rights.** The Owner and the Owner's invitees retain the right to conduct firearm and archery hunting and trapping on the Property, including the installation of temporary elevated hunting platforms in trees on the Property, provided that hunting is conducted in accordance with all applicable State and local laws and regulations.

CARLSON APPRAISAL COMPANY

SCOTT M. CARLSON, CERTIFIED GENERAL REAL ESTATE APPRAISER
1710 NOTTINGHAM ROAD
LANSING, MICHIGAN 48911

FIELD OFFICE LOCATED IN KALKASKA, MICHIGAN

TELEPHONE (517) 485-7366
FACSIMILE (517) 485-7344
ELECTRONIC MAIL scottclson@aol.com
Or scott@carlsonappraisalcompany.com

APPRAISAL OF A CONSERVATION EASEMENT

Cooper Property Conservation Easement

**A Conservation Easement on 153.21 Acres of a
207.21 Acre Larger Parcel**

**Part of the East ½ of Section 25, T7N, R10W
Ada Township, Kent County, Michigan**

Tax ID #'s

41-15-25-200-017

41-15-25-200-020

41-15-25-400-047

**Owned by the Richard C. Cooper Trust; and the
Shirley E. Cooper Trust**

Appraisal Report

**Prepared for Richard and Shirley Cooper; and Ada Township
Prepared by Scott M. Carlson, Certified General Real Estate Appraiser
Carlson Appraisal Company
Effective Date of Value: May 14, 2014**

CARLSON APPRAISAL COMPANY

SCOTT M. CARLSON, CERTIFIED GENERAL REAL ESTATE APPRAISER
1710 NOTTINGHAM ROAD
LANSING, MICHIGAN 48911

FIELD OFFICE LOCATED IN KALKASKA, MICHIGAN

TELEPHONE (517) 485-7366
FACSIMILE (517) 485-7344
ELECTRONIC MAIL scottclson@aol.com
Or scott@carlsonappraisalcompany.com

June 16, 2014

Mr. Jim Ferro, Planning Director
Ada Township
PO Box 370
7330 Thornapple River Drive SE
Ada, Michigan 49307
C/O
Mr. & Mrs. Richard Cooper
9200 Bailey Drive NE
Ada, Michigan 49301

Re: Appraisal of Real Estate
Value of a Conservation Easement
Cooper Property Conservation Easement
Subject Larger Parcel Located in Section 25, T7N, R10W
Ada Township, Kent County, Michigan
Tax ID #'s 41-15-25-200-017; 41-15-25-200-020 & 41-15-25-400-047

Dear Mr. Ferro:

In compliance with your request, we have inspected and analyzed the above-captioned real estate and prepared this narrative appraisal report. The purpose of this appraisal is to present our professional opinion of the market value of the Cooper Property Conservation Easement that is being contemplated for placement on 153.21 acres of the 207.21 acre subject larger parcel.

This appraisal has been prepared for use by Ada Township and Mr. and Mrs. Cooper for consideration in negotiating the placement of the conservation easement on parts of the subject larger parcel, and for income tax purposes in conjunction with the potential donation of the conservation easement to Ada Township. This appraisal has been prepared in conformance with the *Uniform Standards of Professional Appraisal Practice* (USPAP) of the Appraisal Foundation, as well as the Codes of Ethics and Standards of the International Right of Way Association and the Appraisal Institute.

The date of valuation is May 14, 2014, which is the most recent date of inspection of the subject property. The interest appraised is a conservation easement interest in the subject property which is achieved by performing a "Before and After" appraisal of the fee simple interest in the entire "larger parcel" in order to determine the value of the conservation easement.

Based on the information and analysis presented in this report, it is our opinion that the market values addressed in this appraisal, as of May 14, 2014 are as follows:

**Market Value of Land Component of
Entire 207.21 Acre Property
Before Placement of Conservation Easement:** **\$2,383,000**

**Market Value of Land Component of
Entire 207.21 Acre Property
After Placement of Conservation Easement:** **\$1,678,000**

Value of Conservation Easement: **\$ 705,000**

This appraisal is based upon the property as we find it and upon certain details, assumptions, limiting conditions and restrictions on disclosure and use that are attached hereto and made a part hereof, without any consideration of title, restrictions or tax history that might impair its value (except as noted and discussed). We have no interest in this property or any property in the immediate vicinity and our fee is in no way contingent upon the amount of value herein reported. Per USPAP reporting requirements, Carlson Appraisal Company has not performed any prior services regarding the subject property within a three year period immediately preceding acceptance of this assignment, as an appraiser or in any capacity.

This appraisal has been prepared for income tax purposes. As such, the appraiser understands that a substantial or gross valuation misstatement resulting from an appraisal of the value of property that the appraiser knows, or reasonably should have known, would be used in connection with a return or claim for refund, may subject the appraiser to a civil penalty under § 6695A.

Respectfully submitted,



Scott M. Carlson, Certified General Real Estate Appraiser
Carlson Appraisal Company

Evaluation Category	Subcategory	Maximum Points	Score
Ada Open Space Priorities (Select one) (4 points)	Grand River corridor	4	
	Chase Lake area	3	
	Agricultural lands (particularly in NE part of township)	2	
	Grand River/Sunny Creek overlook	2	
	Misc. other sites	1	1
Comments: From the perspective of township green infrastructure this is a relatively isolated parcel.			
Aesthetic Value (Select one) (4 points)	Contains or enhances striking landscape features (e.g. river corridor, pronounced landforms, mixed viewsapes).	4	
	Provides open greenspace to separate incompatible land uses or relieve monotony of same uses.	3	
	Provides unique aesthetic values	2	2
	Aesthetic values average for township	1	
Comments: As a result of active management of the forest floor (shrub control, removal of fallen dead wood) a large portion of the forest has a pleasant park-like appearance. This aesthetic quality, however, is not evident from commonly traveled public rights-of-way.			
Development Potential (Select one) (10 points)	High	10	10
	Medium	5	
	Low	1	
Comments: In terms of accessibility and suitability of the land for building, the development potential seems quite high.			
Surrounding Land Uses (Select all that apply) (10 points)	Property contiguous to protected lands (e.g. wetlands, riparian areas, parks or preserves).	4	
	Property contiguous to agricultural area	3	
	Property contiguous to residential area	2	2
	Property contiguous to mixed use area	1	1
Comments:			
Environmental Quality (Select one) (10 points)	No environmental contamination	10	
	Possible environmental contamination	5	5
	Known environmental contamination	1	
Comments: No evidences of environmental contamination, but the entire area has not been surveyed.			
Page 2 Subtotal:			21
Page 1 Subtotal:			36
Total Points (Maximum possible: 86)			57

**Ada Township Open Space Preservation Program
Preliminary Land Screening Form - Non-Agricultural Land**

Form Revised: 10/27/06

Date Nominated:	Parcel No: 41-15-25-200-017 and 25-400-047	File No.:
Property Address:	185 Boynton Ave. SE and 65 Boynton Ave NE	
Parcel Description:	Richard and Shirley Cooper property. Approx. 116 acres of rolling, wooded land, mostly deciduous, with some pine plantation; 2 small wetland pockets w ephemeral ponds.	
Preliminary Review Prepared by:	<i>Elise Roe</i>	

Evaluation Category	Subcategory	Maximum Points	Score
Ecological Value (Select all that apply) (18 points)	Contains ecosystems or habitats of state, regional or local importance.	7	7
	Contains protected wildlife or vegetation and/or overall high species diversity (FQI>30)	5	5
	Contains habitat for protected species	4	4
	Helps connect prime greenways and wildlife corridors.	2	0
Comments:			
Natural Function Value (Select all that apply) (16 points)	Significant upland buffer to an area otherwise protected (wetland, shoreline, riparian area)	4	0
	Provides flood and storm water control	3	0
	Provides ground water recharge and water quality enhancement	3	0
	Contains significant woodlot or woodland	2	2
	Contain prime/unique soils or agricultural values	2	0
	Provides important natural functions not protected by other means.	2	2
Comments:			
Parcel Size (Select one) (14 points)	Parcel size is 40 acres or more, has potential to become a significant natural resource, and is contiguous to permanently preserved property or property that also has strong prospects for preservation.	14	0
	Parcel size is 40 acres or more, with potential through succession to become a significant natural resource.	10	10
	Parcel size is >5 acres and <40 acres	6	0
	Parcel size is 5 acres or less	2	0
Comments:			
Point Subtotal (Enter here and on page 2):			34

Evaluation Category	Subcategory	Maximum Points	Score
Ada Open Space Priorities (Select one) (4 points)	Grand River corridor	4	0
	Chase Lake area	3	0
	Agricultural lands (particularly in NE part of township)	2	0
	Grand River/Sunny Creek overlook	2	0
	Misc. other sites	1	1
Comments:			
Aesthetic Value (Select one) (4 points)	Contains or enhances striking landscape features (e.g. river corridor, pronounced landforms, mixed viewsapes).	4	1
	Provides open greenspace to separate incompatible land uses or relieve monotony of same uses.	3	0
	Provides unique aesthetic values	2	0
	Aesthetic values average for township	1	1
Comments:			
Development Potential (Select one) (10 points)	High	10	10
	Medium	5	
	Low	1	
Comments:			
Surrounding Land Uses (Select all that apply) (10 points)	Property contiguous to protected lands (e.g. wetlands, riparian areas, parks or preserves).	4	0
	Property contiguous to agricultural area	3	3
	Property contiguous to residential area	2	1
	Property contiguous to mixed use area	1	1
Comments:			
Environmental Quality (Select one) (10 points)	No environmental contamination	10	10
	Possible environmental contamination	5	0
	Known environmental contamination	1	0
Comments:			
Page 2 Subtotal:			34
Page 1 Subtotal:			28
Total Points (Maximum possible: 86)			62

B5 (205B)

Ada Township Open Space Preservation Program Preliminary Land Screening Form - Non-Agricultural Land

Form Revised: 10/27/06

Date Nominated:	Parcel No: 41-15-25-200-017 and 25-400-047	File No.:
Property Address:	185 Boynton Ave. SE and 65 Boynton Ave NE	
Parcel Description:	Richard and Shirley Cooper property. Approx. 116 acres of rolling, wooded land, mostly deciduous, with some pine plantation; 2 small wetland pockets w ephemeral ponds.	
Preliminary Review Prepared by:		

Evaluation Category	Subcategory	Maximum Points	Score
Ecological Value (Select all that apply) (18 points)	Contains ecosystems or habitats of state, regional or local importance.	7	
	Contains protected wildlife or vegetation and/or overall high species diversity (FQI>30)	5	5
	Contains habitat for protected species	4	4
	Helps connect prime greenways and wildlife corridors.	2	2
Comments:			
Natural Function Value (Select all that apply) (16 points)	Significant upland buffer to an area otherwise protected (wetland, shoreline, riparian area)	4	
	Provides flood and storm water control	3	
	Provides ground water recharge and water quality enhancement	3	3
	Contains significant woodlot or woodland	2	2
	Contain prime/unique soils or agricultural values	2	
	Provides important natural functions not protected by other means.	2	2
Comments:			
Parcel Size (Select one) (14 points)	Parcel size is 40 acres or more, has potential to become a significant natural resource, and is contiguous to permanently preserved property or property that also has strong prospects for preservation.	14	
	Parcel size is 40 acres or more, with potential through succession to become a significant natural resource.	10	10
	Parcel size is >5 acres and <40 acres	6	
	Parcel size is 5 acres or less	2	
Comments:			
Point Subtotal (Enter here and on page 2):			0

Evaluation Category	Subcategory	Maximum Points	Score
Ada Open Space Priorities (Select one) (4 points)	Grand River corridor	4	
	Chase Lake area	3	
	Agricultural lands (particularly in NE part of township)	2	
	Grand River/Sunny Creek overlook	2	
	Misc. other sites	1	1
Comments:			
Aesthetic Value (Select one) (4 points)	Contains or enhances striking landscape features (e.g. river corridor, pronounced landforms, mixed viewsapes).	4	4
	Provides open greenspace to separate incompatible land uses or relieve monotony of same uses.	3	
	Provides unique aesthetic values	2	
	Aesthetic values average for township	1	
Comments:			
Development Potential (Select one) (10 points)	High	10	10
	Medium	5	
	Low	1	
Comments:			
Surrounding Land Uses (Select all that apply) (10 points)	Property contiguous to protected lands (e.g. wetlands, riparian areas, parks or preserves).	4	
	Property contiguous to agricultural area	3	3
	Property contiguous to residential area	2	2
	Property contiguous to mixed use area	1	1
Comments:			
Environmental Quality (Select one) (10 points)	No environmental contamination	10	
	Possible environmental contamination	5	5
	Known environmental contamination	1	
Comments:			
Page 2 Subtotal:			0
Page 1 Subtotal:			0
Total Points (Maximum possible: 86)			0

Ada Township Open Space Preservation Program
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Preliminary Review Prepared by:	J.M. FERRO	

Evaluation Category	Subcategory	Maximum Points	Score
Ecological Value (Select all that apply) (18 points)	Contains ecosystems or habitats of state, regional or local importance.	7	5
	Contains protected wildlife or vegetation and/or overall high species diversity (FQI>30)	5	5
	Contains habitat for protected species	4	4
	Helps connect prime greenways and wildlife corridors.	2	2
Comments: one of the highest quality woodlands in the Twp. high FQI; potentially part of a larger continuous greenway corridor			
Natural Function Value (Select all that apply) (16 points)	Significant upland buffer to an area otherwise protected (wetland, shoreline, riparian area)	4	—
	Provides flood and storm water control	3	3
	Provides ground water recharge and water quality enhancement	3	3
	Contains significant woodlot or woodland	2	2
	Contain prime/unique soils or agricultural values	2	—
	Provides important natural functions not protected by other means.	2	—
Comments: in upper headwaters area of Honey Creek & other small streams, sandy soils reduce runoff & foster GW recharge			
Parcel Size (Select one) (14 points)	Parcel size is 40 acres or more, has potential to become a significant natural resource, and is contiguous to permanently preserved property or property that also has strong prospects for preservation.	14	12
	Parcel size is 40 acres or more, with potential through succession to become a significant natural resource.	10	
	Parcel size is >5 acres and <40 acres	6	
	Parcel size is 5 acres or less	2	
Comments: not now contiguous to preserved land, but could be			
Point Subtotal (Enter here and on page 2):			0

Evaluation Category	Subcategory	Maximum Points	Score
Ada Open Space Priorities (Select one) (4 points)	Grand River corridor	4	
	Chase Lake area	3	
	Agricultural lands (particularly in NE part of township)	2	
	Grand River/Sunny Creek overlook	2	
	Misc. other sites	1	1
Comments:			
Aesthetic Value (Select one) (4 points)	Contains or enhances striking landscape features (e.g. river corridor, pronounced landforms, mixed viewsapes).	4	4
	Provides open greenspace to separate incompatible land uses or relieve monotony of same uses.	3	
	Provides unique aesthetic values	2	2
	Aesthetic values average for township	1	
Comments: <i>- not highly visible to public</i>			
Development Potential (Select one) (10 points)	High	10	10
	Medium	5	
	Low	1	
Comments:			
Surrounding Land Uses (Select all that apply) (10 points)	Property contiguous to protected lands (e.g. wetlands, riparian areas, parks or preserves).	4	
	Property contiguous to agricultural area	3	3
	Property contiguous to residential area	2	2
	Property contiguous to mixed use area	1	
Comments:			
Environmental Quality (Select one) (10 points)	No environmental contamination	10	10
	Possible environmental contamination	5	
	Known environmental contamination	1	
Comments:			
Page 2 Subtotal:		28	0
Page 1 Subtotal:		36	0
Total Points (Maximum possible: 86)		64	0

Ada Township Open Space Preservation Program
Preliminary Land Screening Form - Non-Agricultural Land

Form Revised: 10/27/06

Date Nominated:	Parcel No:	File No.:
Property Address: Pettis Avenue		
Parcel Description: Cooper property		
Preliminary Review Prepared by: Randy Van Dragt		
Preparation Date: 7/26/2010		

Evaluation Category	Subcategory	Maximum Points	Score
Ecological Value (Select all that apply) (18 points)	Contains ecosystems or habitats of state, regional or local importance.	7	5
	Contains protected wildlife or vegetation and/or overall high species diversity (FQI>30)	5	5
	Contains habitat for protected species	4	4
	Helps connect prime greenways and wildlife corridors.	2	1
Comments: FQI = 53.9. Ranked as one of the most important parcels of forest in the township in the 2005-06 Calvin College inventory. It hosts the state-threatened American chestnut and many other species rare or uncommon in the state, region or township.			
Natural Function Value (Select all that apply) (16 points)	Significant upland buffer to an area otherwise protected (wetland, shoreline, riparian area)	4	3
	Provides flood and storm water control	3	0
	Provides ground water recharge and water quality enhancement	3	2
	Contains significant woodlot or woodland	2	2
	Contain prime/unique soils or agricultural values	2	1
	Provides important natural functions not protected by other means.	2	1
Comments: The area contains high quality vernal pools the quality of which is maintained by their isolation in the forest.			
Parcel Size (Select one) (14 points)	Parcel size is 40 acres or more, has potential to become a significant natural resource, and is contiguous to permanently preserved property or property that also has strong prospects for preservation.	14	12
	Parcel size is 40 acres or more, with potential through succession to become a significant natural resource.	10	
	Parcel size is >5 acres and <40 acres	6	
	Parcel size is 5 acres or less	2	
Comments: The high quality forest of the Cooper property continues to the west and combined with that extension the overall forest is of very high significance to the township.			
Point Subtotal (Enter here and on page 2):			36

SITE NAME (NUMBER):**SECTION 25 DRY FOREST (25.1)****SITE LOCATION****Parcel Number:**

41-15-25-200-017

41-15-25-400-044

Address:

65 Boynton Ave. NE, 185

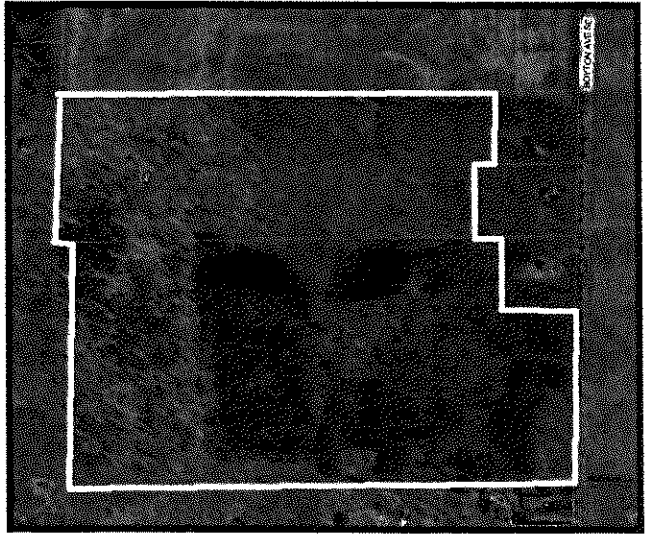
Boynton Ave. NE

Access:

Accessible from Boynton Ave.

Date First Visited:

6-27-06

**PHYSICAL FEATURES****Size (acres):**

116

Topographic Features:Fairly uniform,
drops off**Soil Types:**on western edge. A few low-lying moist areas exist as well.
Oakville fine sand, Boyer loamy sand, Owosso-Marlette sandy loam, and Tustin loamy fine sand.**Disturbance:**

Pine plantations, trails, two-tracks.

Comments:**COMMUNITY INFORMATION****Pre-settlement Communities:** Mixed Oak Savannah**Present Communities:** Dry Southern Forest**Maturity:** Less mature in eastern portions, mature in west, and middle-aged to the north**Total Species:** 223**FQI:** 53.9**Native to Non-Native Ratio:** 4.1**Notable Elements:**A single specimen of state endangered American Chestnut (*Castanea dentata*) was found in the center of this parcel as well as two species with a CC of 10: Claspig milkweed (*Asclepias amplexicaulis*) and black oatgrass (*Stipa avenacea*). An abundance of white pine (*Pinus strobus*) gives the forest a northern feel.**Problem Elements:**

Several non-native species appear to be gaining a presence along the parcel margins

Comments:**LANDSCAPE INFORMATION****Watershed:**

Grand River, Honey Creek

Corridor Component:

Close to Section 36 Dry Woods, similar in community types as well.

Problem Adjacencies:**Comments:**

DESCRIPTION

Section 25 Dry Woods is a relatively large area (40 acres) of predominantly dry oak forest. This forest is typically mid-successional (middle-aged) and somewhat disturbed in the south and east, wherein there exists a Red pine (*Pinus resinosa*) plantation. However, the forest along the western one-third of the property is older and less disturbed, and provides a relatively dense shady canopy. In addition, there are sporadic openings in the woods (oak barrens) that support species more typically associated with dry prairie habitats. The most extensive area of such openings is along the southern boundary of the mid-successional forest. The only moist areas occur as two small depressions along the western edge of the property, one of which has apparently been partially excavated and contains standing water, the other collects runoff from the neighboring farm and supports more disturbance-prone wet meadow species. For a property that is mostly comprised of a single habitat type, this parcel elicits a surprisingly high FQI (53.9), indicating a high degree of presettlement character and the presence of many species (223 total) of high conservation value (13 species have coefficients of conservatism of 8 or higher).

The more disturbed woodland located on the eastern section of the parcel occurs on rolling topography and is clearly dominated by oaks, mostly young Black oak (*Quercus velutina*), but with Red and White oak mixed in (*Quercus rubra*, *Q. alba*, respectively). Further to the north Red maple (*Acer rubrum*), Hackberry (*Celtis occidentalis*), Wild black cherry (*Prunus serotina*) and the non-native Sweet cherry (*Prunus avium*) become more abundant. In areas that open up into oak barrens, a suite of dry prairie species are found. Included in this community are Thimbleweed (*Anemone cylindrica*), Clasp milkweed (*Asclepias amplexicaulis*), Flowering spurge (*Euphorbia corollata*), Hairy bedstraw (*Galium pilosum*), Common rockrose (*Helianthemum canadense*), three species of Bush-clover (*Lespedeza capitata*, *L. hirta*, *L. intermedia*), Blue toadflax (*Linaria canadensis*), Wild lupine (*Lupinus perennis*), Birdfoot violet (*Viola pedata*), Spiderwort (*Tradescantia ohiensis*), Racemed milkwort (*Polygala polygama*), New Jersey tea (*Ceanothus americana*), Winged sumac (*Rhus copallina*), two dry prairie Panic grasses (*Panicum depauperatum*, *P. linearifolium*) and a dryland sedge, *Carex muhlenbergii*.

The forest along the western edge of the property is clearly the most mature and least disturbed on the property. Here there are many tall stately White pines (*Pinus strobus*) present in some parts of the forest and larger oaks (*Quercus velutina*, *Q. alba*, *Q. rubra*) than those found elsewhere. Other trees that contribute to this mature canopy include Wild black cherry (*Prunus serotina*), Red maple (*Acer rubrum*), Sassafras (*Sassafras albidum*), Bitternut hickory (*Carya cordiformis*) and Shagbark hickory (*Carya ovata*). In addition, this is the only Phase II site in which we found the state threatened American chestnut (*Castanea dentata*).



Ben stands next to an American chestnut (*Castanea dentata*), a species listed by the state as threatened.

Under this mature canopy a distinct understory layer has formed. These smaller trees and shrubs include Juneberry (*Amelanchier arborea*), Smooth shadbush (*Amelanchier laevis*), Hazelnut (*Corylus americana*), Choke cherry (*Prunus virginiana*), Flowering dogwood (*Cornus florida*), Hop tree (*Ptelea trifoliata*), Prickly ash (*Zanthoxylum americanum*), Maple-leaved viburnum (*Viburnum acerifolium*) and Mountain-ash (*Sorbus decora*). Two small blueberry shrubs are abundant here (*Vaccinium angustifolium*, *V. myrtilloides*) and

this site held the greatest abundance of huckleberry (*Gaylussacia baccata*) of any site we visited in the township.

There are several dryland grasses and sedges that exist on the forest floor, several of which are uncommon in the township. Among this group of grasses are Poverty grass (*Danthonia spicata*), Nodding fescue (*Festuca subverticillata*), Bottlebrush grass (*Hystrix patula*), Bluegrass (*Poa languida*), False melic (*Schizachne purpurascens* – the only known township occurrence), Black oat grass (*Stipa avenacea*), four species of typical dry forest Panic grasses (*Panicum columbianum*, *P. commonsianum*, *P. meridionale*, *P. oligosanthos*) plus one Panic grass (*Panicum xanthophysum*), which is a new record for the county. The sedge, *Carex pennsylvanica* is extremely abundant and at times forms complete carpeted areas. Three other common sedges in this woods are *Carex cephalophora*, *C. gracillima* and *C. rosea*.

The relatively pristine nature of this woods is further illustrated by its extensive diversity of herbaceous wildflowers. Some of the more unusual of these include Sickie-pod (*Arabis canadensis*), Drummond's rock cress (*Arabis drummondii*), Wild sarsaparilla (*Aralia nudicaulis*), Prince's pine (*Chimaphila umbellata*), Squawroot (*Conopholis americana*), Naked tick-trefoil (*Desmodium nudiflorum*), Panicked tick-trefoil (*Desmodium paniculatum*), Alum root (*Heuchera americana*), Indian pipe (*Monotropa uniflora*), Large-leaved shinleaf (*Pyrola elliptica*), Round-leaved shinleaf (*Pyrola rotundifolia*), Bloodroot (*Sanguinaria canadensis*) and Horse-gentian (*Triosteum aurantiacum*). Although this woods is clearly second growth (having been cleared at least once in the past), the rich assemblage of native plants present here indicates the clearing was done with minimal disturbance to the soil surface.

The wetland depressions are home to many species found nowhere else on the property, several of which are uncommon to rare in the township. Along the edges of the ponded area we encountered Clinton's fern (*Dryopteris clintonii*), Angelica (*Angelica atropurpurea*), Turtlehead (*Chelone glabra*), Common boneset (*Eupatorium perfoliatum*), Swamp dewberry (*Rubus hispidus*), American vetch (*Vicia americana*) and the only township record for Lance-leaved loosestrife (*Lysimachia lancolata*). The other wet depression shows more recent hydrological disturbance but still supports several less common species, including Blue vervain (*Verbena hastata*), Missouri ironweed (*Vernonia missurica*), Arrow-leaved violet (*Viola sagittata*), Ticklegrass (*Agrostis hyemalis*) and the only township occurrence of Larger Canada St. John's-wort (*Hypericum majus*).

While the list of native species found at this site is impressive, there are several non-native invasive species that are cause for concern. The ratio of native to non-native plants at this site is relatively low (4.1) and in total, 44 different non-native plants were recorded. The most problematic of these species typically attain their highest abundance along the property margins. Included in this group of undesirables are Spotted knapweed (*Centaurea maculosa*), Lily-of-the-valley (*Convallaria majalis*), Queen Anne's lace (*Daucus carota*), Motherwort (*Leonurus cardiaca*), Bitter dock (*Rumex obtusifolius*), Canada bluegrass (*Poa compressa*), Japanese barberry (*Berberis thunbergii*) and Autumn olive (*Elaeagnus umbellata*). Any efforts to remove even small populations of these invasive species would be most welcome.

This parcel represents the most extensive and highest quality dry forest habitat in the township. The forest here is strikingly beautiful in its overall aspect, and supports numerous species that are uncommon both in the township and in the state. As the forest continues to mature it will only become an increasingly valuable contribution to Ada Township's natural landscape.

MEMORANDUM

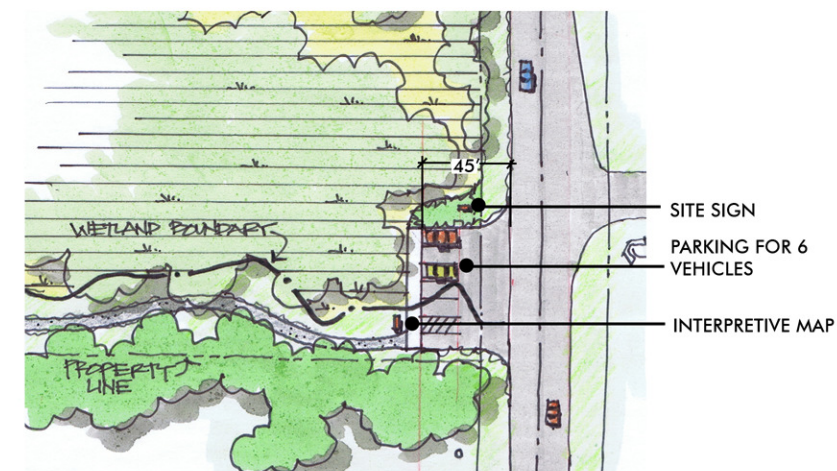
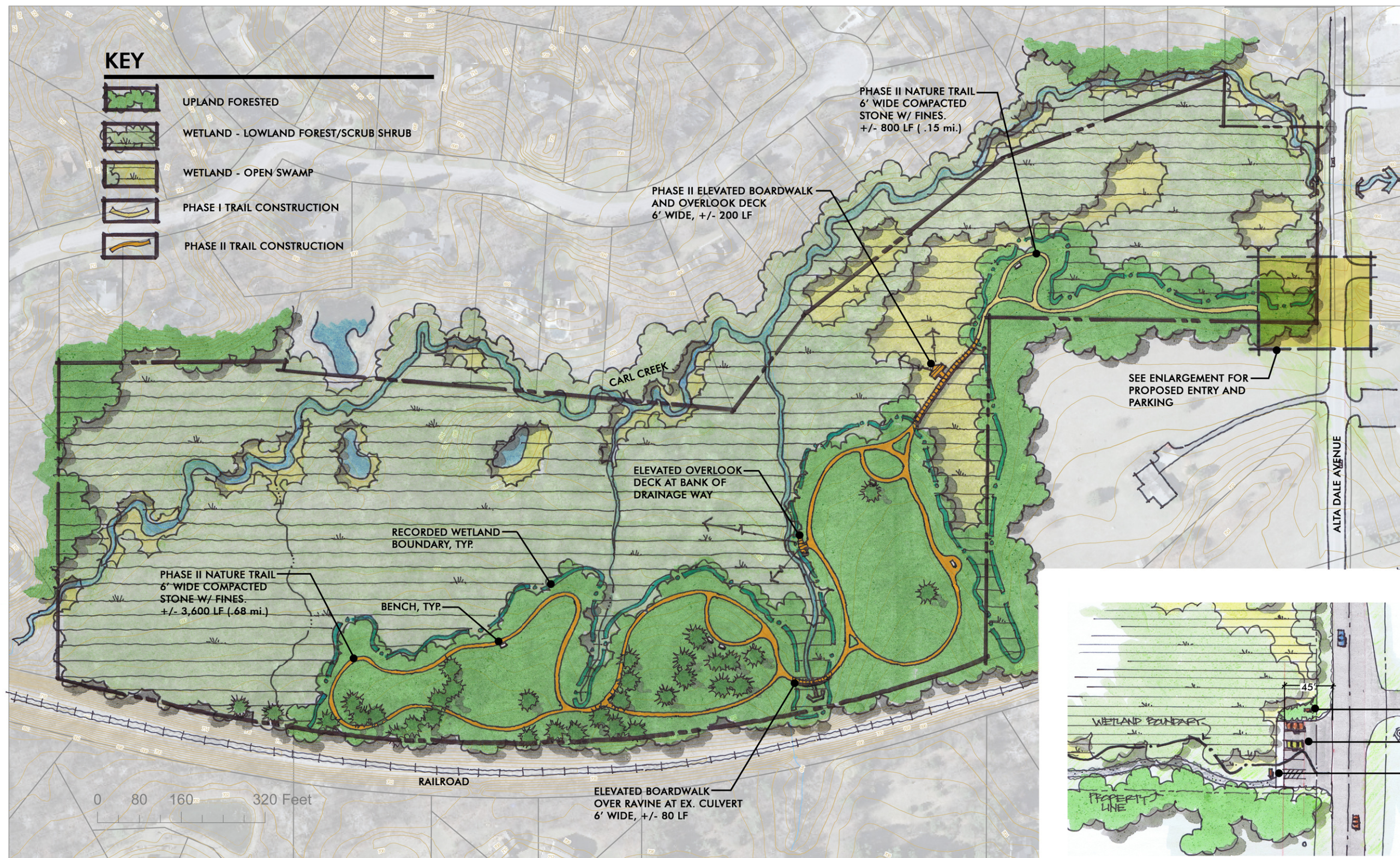
Date: 6/7/17

TO: PRLP Advisory Board
FROM: Jim Ferro, Planning Director
RE: Design Services for Carl Creek Wetland Preserve Public Access Improvements

Attached is the Master Plan for Carl Creek Wetland Preserve public improvements that was developed with assistance from Viridis Design Group in 2012, along with a cost estimate for the improvements prepared at that time.

The budget for the current fiscal year includes funding of \$20,000 for contracted design services for this project, in order to bid the project this winter for 2018 construction.

The Advisory Board is requested to consider 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.

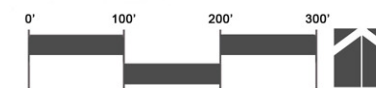


PHASE I ENTRY ENLARGEMENT
1"=50'

Master Plan

CARL CREEK WETLAND PRESERVE

Ada Township, Michigan
July 2012



12 July 2012

Carl Creek Wetland Preserve
Ada Township, Michigan

Opinion of Probable Costs – Based on Conceptual Plans Dated July 2012

Item	Qty.	Unit	Unit Price	Total
Phase #1				
Clearing	1	LS	\$2,000.00	\$2,000.00
Remove Unsatisfactory Soil from Site	128	CY	\$7.00	\$896.00
Mobilization & General Conditions	1	LS	\$3,200.00	\$3,200.00
Geotextile Fabric for Parking	3,300	SF	\$0.20	\$660.00
Asphalt Paving for Parking inc. Base	360	SY	\$25.00	\$9,000.00
18" CCP Culvert w/ Flared End Section for Parking	80	LF	\$70.00	\$5,600.00
Integral Concrete Walk/Curb	64	LF	\$32.00	\$2,048.00
Silt Fence	800	LF	\$2.25	\$1,800.00
Seeding / Restoration	6,000	SF	\$0.10	\$600.00
6' Wide Stone w/ Fines Trail	850	LF	\$4.00	\$3,400.00
Site Sign	1	LS	\$2,000.00	\$2,000.00
Interpretive Map Sign	1	LS	\$2,000.00	\$2,000.00
12" SLCPP Culverts w/ flared end sections	40	LF	\$35.00	\$1,400.00
Benches	1	EA	\$800.00	\$800.00
Rip Rap	16	SY	\$35.00	\$560.00
Subtotal				\$35,964.00
10% Contingency				\$3,596.00
Phase 1 Construction Total				\$39,560.00

Phase #1 A&E Fees, Includes: Survey, Soil Borings, CD's, Permitting, CA and Construction Testing

\$7,200.00

Phase #2

Clearing	1	LS	\$8,000.00	\$8,000.00
Mobilization & General Conditions	1	LS	\$8,000.00	\$8,000.00
Boardwalk #1	240	LF	\$200.00	\$48,000.00
Overlook Deck	128	SF	\$32.00	\$4,096.00
Boardwalk #2	80	LF	\$200.00	\$16,000.00
Silt Fence	2,600	LF	\$2.25	\$5,850.00
Seeding / Restoration	22,000	SF	\$0.10	\$2,200.00
6' Wide Stone w/ Fines Trail	3,600	LF	\$4.00	\$14,400.00
Benches	5	EA	\$800.00	\$4,000.00
12" SLCPP Culverts w/ flared end sections	20	LF	\$35.00	\$700.00
Rip Rap	16	SY	\$35.00	\$560.00
Subtotal				\$111,806.00
10% Contingency				\$11,180.00
Phase 2 Construction Total				\$122,986.00

Phase #2 A&E Fees, Includes: Soil Borings, CD's, Permitting, and CA

\$10,000.00



MEMORANDUM

Date: 06/01/17

TO: Ada Township Board
FROM: Jim Ferro, Planning Director
RE: Bidding Results and Contract Award for Landscaping/Community Entry Sign Project at Knapp St./Grand River Dr. Open Space Site

On April 25, bids were opened for the landscape restoration/community entry sign project proposed for the Township-owned property at the southeast corner of Knapp St. and Grand River Dr. The bid tabulation is attached. The low bid of \$30,724.46 from Knapp Valley Landscaping, LLC was far higher than the pre-bid estimate of \$20,229 prepared by the Township's design firm, Viridis Design Group. The attached bid analysis prepared by Viridis compares the bid unit prices to the pre-bid estimate. This analysis indicates that the bid price for the masonry sign wall is entirely responsible for the amount by which the bid price for the entire project exceeds the pre-bid estimate, with the cost of the wall being over 3 times the pre-bid estimate. According to Trevor Bosworth from Viridis, the cost of masonry work is very high this construction season, as the high unit price was consistent across all 3 bidders.

The Township Board should consider whether to award the project to the low bidder, Knapp Valley Landscaping, or whether to re-bid the project in early 2018, in anticipation of a more favorable bidding climate for construction next year. In considering whether to proceed with the project, the Board should also consider the project cost allocation method that was developed for sharing the project costs between the Township General Fund and the Land Preservation Fund. The cost sharing formula places 100% of the cost of the community entry sign on the General Fund. Attached is a table showing the proposed allocation of the as-bid project costs to the two funds - \$30,517 (80%) to the General Fund, and \$7,867 (20%) to the Open Space Fund. This compares to a pre-bid cost allocation of \$15,703 (65%) to the General Fund.

At its May 11 meeting, the Parks, Recreation and Land Preservation Advisory Board made no recommendation as to whether to proceed with the project.

If the Board wishes to proceed with the project, it is recommended that the contract be awarded to Knapp Valley Landscaping, in the amount of \$30,724.46.



313 North Burdick Street
Kalamazoo, Michigan 49007

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

25 April 2017

Bid Tab

Gateway Improvement Project
4950 Knapp Street NE
Ada Township, Michigan

Bid Opening Time: 10:00 AM

Bidder	Received	Bid Amount	Comments
Knapp Valley Landscaping, LLC	9:40 AM	\$30,724.46	Unit Prices Listed
Epic Excavating, Inc	9:04 AM	\$45,693.60	Unit Prices Listed
Erhardt Construction Company	10:00 AM	\$50,605.00	Unit Prices Listed

KNAPP ST./GRAND RIVER DR. SITE - LANDSCAPE RESTORATION AND COMMUNITY ENTRY SIGN PROJECT
ALLOCATION OF PROJECT COSTS, BASED ON LOW BID UNIT PRICES

Item	Qty.	Unit	Unit Price	Total	General Fund		Open Space Fund	
					Percent	Amount	Percent	Amount
<u>Sign Package (Bid)</u>								
Mobilization & General Conditions	1	LS	\$1,882	\$1,882.22	50%	\$941	50%	\$941
Permitting Allowance	1	LS	\$500.00	\$500.00	50%	\$250	50%	\$250
Masonry Sign Wall	20	LF	\$874.23	\$17,484.60	100%	\$17,485	0%	\$0
Lazer Cut Letters and Logo	20	LF	\$168.94	\$3,378.80	100%	\$3,379	0%	\$0
Multi-Stem Background Trees	4	EA	\$598.53	\$2,394.12	100%	\$2,394	0%	\$0
Buffer Planting - Evergreens	3	EA	\$501.04	\$1,503.12	100%	\$1,503	0%	\$0
Bench with Concrete Pad	1	EA	\$327.00	\$327.00	50%	\$164	50%	\$164
Grading	1	LS	\$1,750.00	\$1,750.00	50%	\$875	50%	\$875
Turf Seeding and Fine Grading	1200	SF	\$0.07	\$84.00	50%	\$42	50%	\$42
Restoration Seeding and Fine Grading	2000	SF	\$0.05	\$100.00	50%	\$50	50%	\$50
SESC Controls	1	LS	\$525.00	\$525.00	50%	\$263	50%	\$263
Topsoil	40	CY	\$19.89	\$795.60	50%	\$398	50%	\$398
			<i>Subtotal</i>	\$30,724		\$27,743		\$2,982
			<i>10% Contingency</i>	\$3,072		\$2,774		\$298
			<i>Construction Total</i>	\$33,797		\$30,517		\$3,280
<u>Native Plant Restoration Package (In-Kind Labor)</u>								
Mobilization & General Conditions	1	LS	-	-				
Permitting Allowance	1	LS	-	-				
Buffer Planting - Shrubs	11	EA	\$30.00	\$330	0%	\$0	100%	\$330
Native Seeding - Upland	3,300	SF	\$0.05	\$165	0%	\$0	100%	\$165
Native Seeding - Wet-to-mesic and stormwater	3,100	SF	\$0.05	\$155	0%	\$0	100%	\$155
Foundation Native Plants	200	EA	\$6.00	\$1,200	0%	\$0	100%	\$1,200
Mulch	10	CY	\$28.00	\$280	0%	\$0	100%	\$280
Lawn Seeding and Fine Grading	1,200	SF	\$0.20	\$240	0%	\$0	100%	\$240
Site Prep	6,000	SF	\$0.15	\$900	0%	\$0	100%	\$900
Misc Debris Removal	30	CY	\$30.00	\$900	0%	\$0	100%	\$900
SESC Controls	1	LS	-	-				
			<i>Subtotal</i>	\$4,170		\$0		\$4,170
			<i>10% Contingency</i>	\$417		\$0		\$417
			<i>Construction Total</i>	\$4,587		\$0		\$4,587
			<i>Total Project</i>	\$38,384		\$30,517		\$7,867
			<i>Percent</i>			80%		20%

**KNAPP ST./GRAND RIVER DR. SITE - LANDSCAPE RESTORATION AND COMMUNITY ENTRY SIGN PROJECT
RECOMMENDED ALLOCATION OF PROJECT COSTS BETWEEN GENERAL FUND AND OPEN SPACE FUND**

Item	Qty.	Unit	Unit Price	Total	General Fund		Open Space Fund	
					Percent	Amount	Percent	Amount
<u>Sign Package (Bid)</u>								
Mobilization & General Conditions	1	LS	\$1,050	\$1,050	50%	\$525	50%	\$525
Permitting Allowance	1	LS	\$500.00	\$500	50%	\$250	50%	\$250
Masonry Sign Wall	20	LF	\$260.00	\$5,200	100%	\$5,200	0%	\$0
Lazer Cut Letters and Logo	20	LF	\$150.00	\$3,000	100%	\$3,000	0%	\$0
Multi-Stem Background Trees	4	EA	\$350.00	\$1,400	100%	\$1,400	0%	\$0
Buffer Planting - Evergreens	3	EA	\$400.00	\$1,200	100%	\$1,200	0%	\$0
Bench with Concrete Pad	1	EA	\$2,000.00	\$2,000	50%	\$1,000	50%	\$1,000
Grading	1	LS	\$1,800.00	\$1,800	50%	\$900	50%	\$900
SESC Controls	1	LS	\$800.00	\$800	50%	\$400	50%	\$400
Topsoil	40	CY	\$20.00	\$800	50%	\$400	50%	\$400
			Subtotal	\$17,750		\$14,275		\$3,475
			10% Contingency	\$1,775		\$1,428		\$348
			Construction Total	\$19,525		\$15,703		\$3,823
<u>Native Plant Restoration Package (In-Kind Labor)</u>								
Mobilization & General Conditions	1	LS	-	-				
Permitting Allowance	1	LS	-	-				
Buffer Planting - Shrubs	11	EA	\$30.00	\$330	0%	\$0	100%	\$330
Native Seeding - Upland	3,300	SF	\$0.05	\$165	0%	\$0	100%	\$165
Native Seeding - Wet-to-mesic and stormwater	3,100	SF	\$0.05	\$155	0%	\$0	100%	\$155
Foundation Native Plants	200	EA	\$6.00	\$1,200	0%	\$0	100%	\$1,200
Mulch	10	CY	\$28.00	\$280	0%	\$0	100%	\$280
Lawn Seeding and Fine Grading	1,200	SF	\$0.20	\$240	0%	\$0	100%	\$240
Site Prep	6,000	SF	\$0.15	\$900	0%	\$0	100%	\$900
Misc Debris Removal	30	CY	\$30.00	\$900	0%	\$0	100%	\$900
SESC Controls	1	LS	-	-				
			Subtotal	\$4,170		\$0		\$4,170
			10% Contingency	\$417		\$0		\$417
			Construction Total	\$4,587		\$0		\$4,587
			Total Project	\$24,112		\$15,703		\$8,410
			Percent			65%		35%

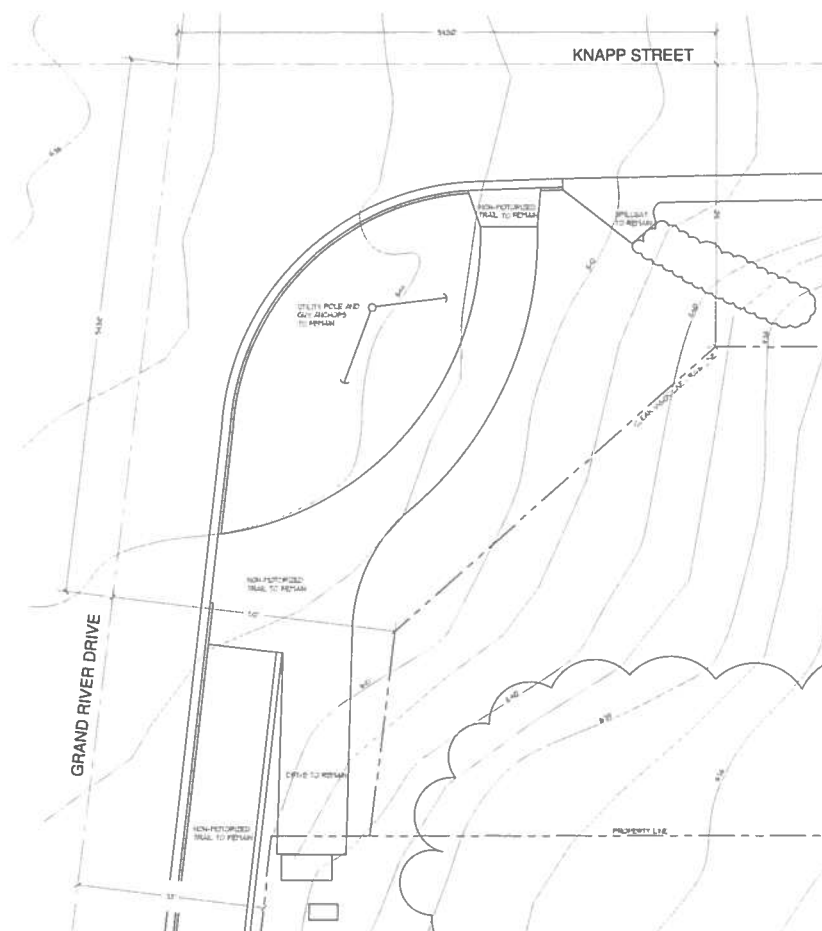
EX. CONDITIONS, LAYOUT, GRADING, AND
LANDSCAPE PLAN
GATEWAY IMPROVEMENT PROJECT
ADA TOWNSHIP, MICHIGAN

Issued For:

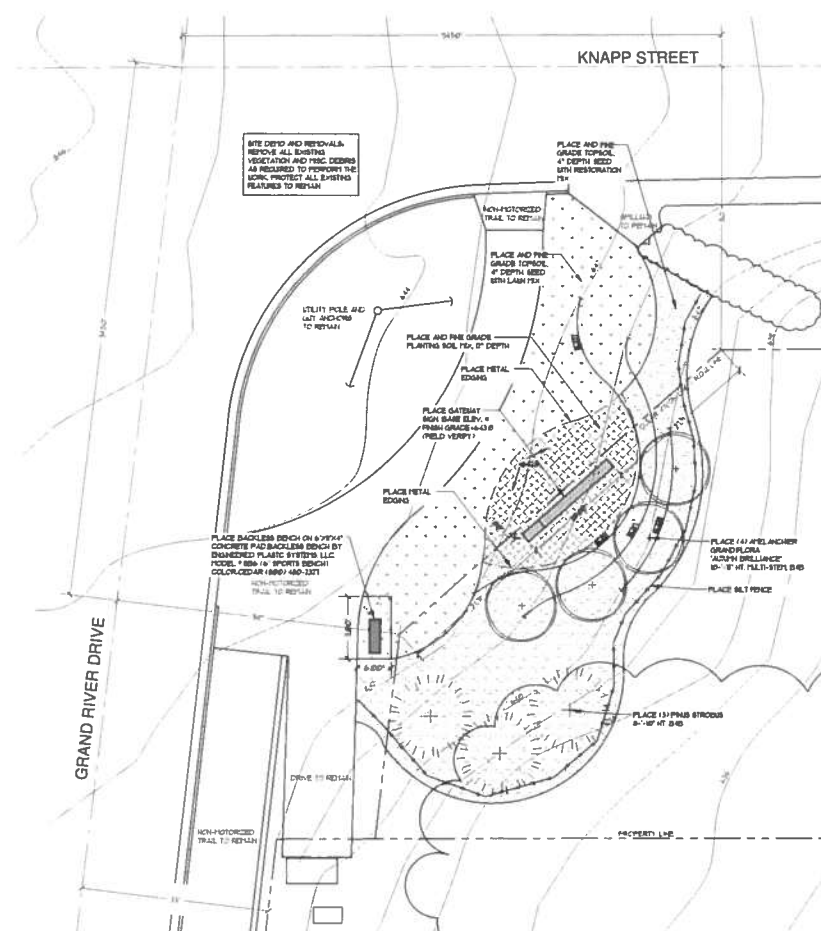
Owner Review 3-3-17
Bidding 4-3-17

Sheet

C1



1 EXISTING CONDITIONS PLAN
1" = 10'



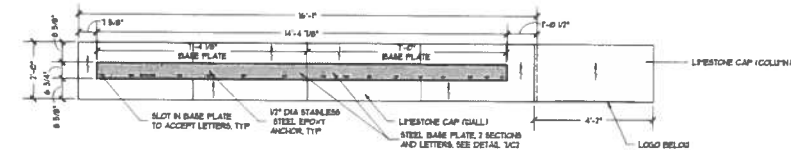
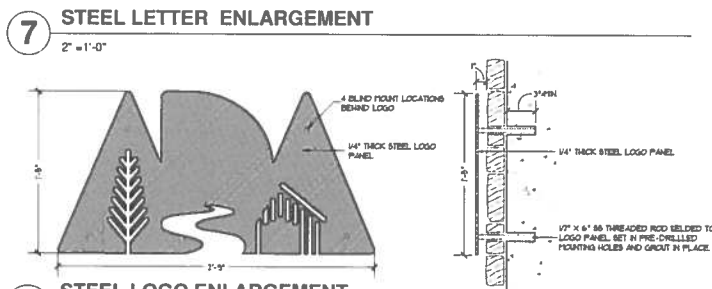
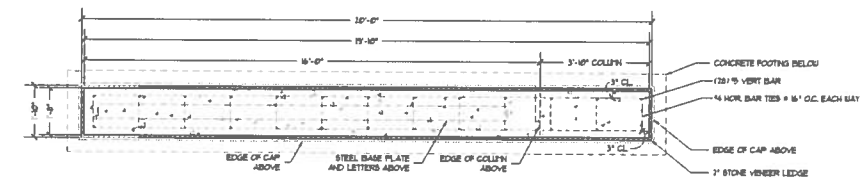
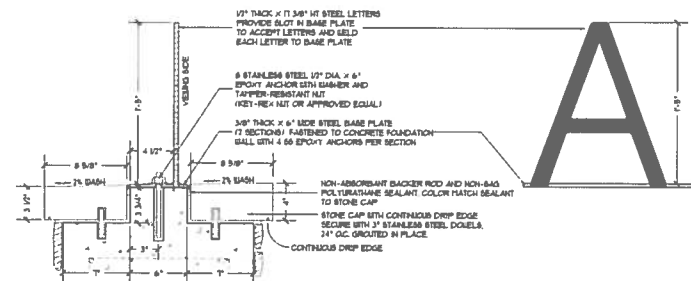
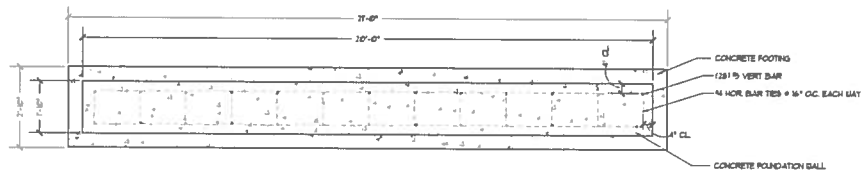
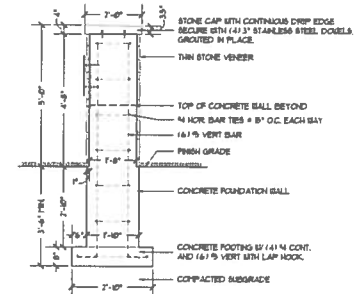
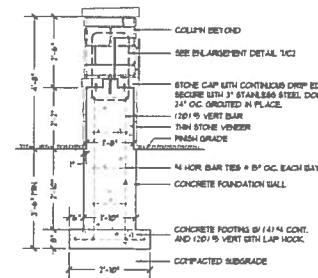
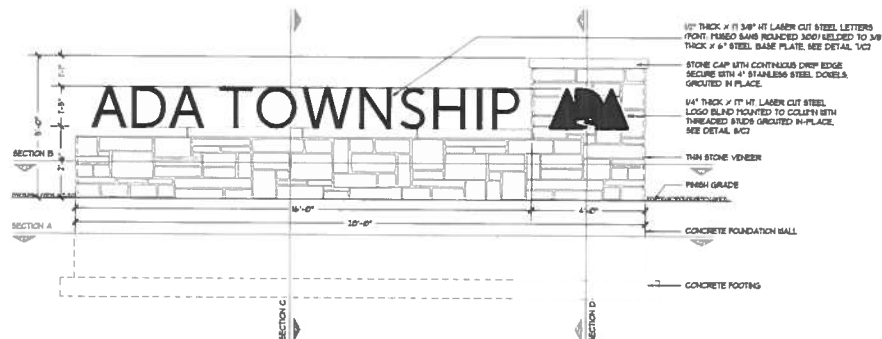
2 SITE LAYOUT, GRADING, & LANDSCAPE PLAN
1" = 10'

GENERAL NOTES

1. VERIFY ALL UNDERGROUND UTILITIES PRIOR TO BEGINNING WORK. 10 HOURS BEFORE YOU CAN CALL, ALL UTILITIES DISTURBED BY CONSTRUCTION SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE.
2. ANY DISCREPANCIES BETWEEN THESE PLANS AND ACTUAL FIELD CONDITIONS SHOULD BE REPORTED TO THE CONSTRUCTION MANAGER IMMEDIATELY FOR RESOLUTION.
3. PLACE 4" TOPSOIL, FINE GRADE NEED ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITY.
4. PROTECT ALL EXISTING FEATURES TO REMAIN. CONTRACTOR SHALL REPAIR AND/OR REPLACE ANY EXISTING FEATURES DAMAGED BY CONSTRUCTION ACTIVITY.
5. EXISTING TRAIL SHALL NOT BE CLOSED OR OBSTRUCTED BY CONSTRUCTION ACTIVITY WITHOUT WRITTEN AUTHORIZATION FROM OWNER.
6. ALL TOPSOIL AND EXCESS CUT & FILL MATERIAL SHALL BE REMOVED FROM THE SITE.

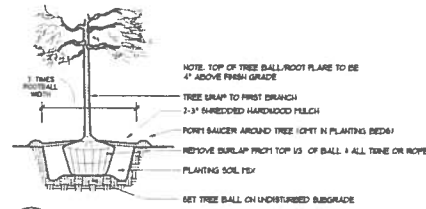
7. EROSION SHALL BE CONTROLLED AS REQUIRED BY LOCAL, STATE OR FEDERAL AUTHORITIES HAVING JURISDICTION.
8. ALL IMPROVEMENTS TO BE STAGED IN FIELD FOR OWNER REVIEW PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY OWNER'S REPRESENTATIVE 48 HOURS BEFORE EACH ADVANCE.
9. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS FROM AUTHORITIES HAVING JURISDICTION REQUIRED TO COMPLETE THE WORK.



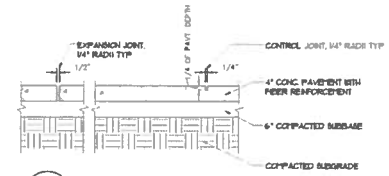


SIGN GENERAL NOTES:

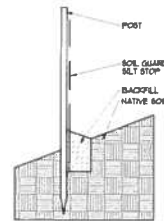
- PRIOR TO FABRICATION, CONTRACTOR SHALL SUBMIT 3 HARD COPY SETS OF SHOP DRAWINGS TO THE ARCHITECT FOR REVIEW AT A MINIMUM. SHOP DRAWINGS SHALL INCLUDE:
 - PLAN ELEVATION AND DETAILS OF SIGN AND ANCHORING/FASTENING SYSTEM WITH MATERIAL SPECIFICATIONS AND DIMENSIONS IN HOOD-KAP / SAMPLE OF STEEL LOGO AND LETTERS FOR REVIEW BY ARCHITECT.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM ADA TOWNSHIP AND KENT COUNTY ROAD COMMISSION.
- ARCHITECT WILL PROVIDE CONTRACTOR WITH DIGITAL FILE OF THE LETTERING AND LOGO.
- STEEL LETTERS, LOGO, AND BASE PLATE SHALL BE WEATHERING STEEL (COR-100 WITH AAS, AAS, SEE SPEC ALL EXPOSED STAINLESS STEEL FASTENERS AND HARDWARE TO BE PAINTED RORO GRAY).



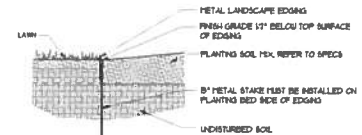
1 Tree Planting Detail
NOT TO SCALE



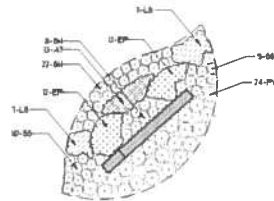
3 Section - Concrete Pavement
NOT TO SCALE



2 Silt Fence Detail
NOT TO SCALE



4 Metal Edging
NOT TO SCALE



5 Sign Landscape Planting (By Owner)
SCALE: 1"=10'

PLANT LIST:				
SYM.	BOTANICAL NAME	COMMON NAME	SIZE	COM.
A1	<i>Asclepias tuberosa</i>	Butterfly Milkweed	#1 Cont.	18" O.C.
EP	<i>Echinacea purpurea</i> 'Purpurea'	Pink Milkweed	#1 Cont.	18" O.C.
LS	<i>Leucis opacata</i> 'Tricolor'	Reddish Purple Blackberry	#1 Cont.	18" O.C.
PV	<i>Pennisetum setaceum</i> 'Shamrock'	Shamrock Switch Grass	#1 Cont.	24" O.C.
SS	<i>Schizanthus luteus</i> 'Shamrock'	Shamrock Switch Grass	#1 Cont.	24" O.C.
SH	<i>Sporobolus heterostachys</i> 'Tara'	Dwarf Prairie Dropseed	#1 Cont.	24" O.C.

Issued For:

Owner Review 3-3-17
Bidding 4-3-17

Sheet

C3

ROSELLE PARK
MASTER PLAN ENLARGEMENT 2017
June 6, 2017



New Nature Trails
Proposed Native Prairie
Restoration
Existing Bike Path

100 Year Floodplain

Resource Center
Entrance & Parking

Resource Center
& Restrooms

New Picnic Shelter w/
Grills

Daylighted Stream

Silo Observation
Tower & Playground

New Storage Building
30' x 36'

New Landscaped
Entrance

Trail / Playground
Entrance & Parking

Wetland

To
Trails

New Split Rail Fence / Guard Rail

Continue Wetland Reclamation In
Abandoned Sewage Ponds

Bridge

Nature Trails

Proposed Native Prairie
Restoration

New Stacked Stone Edging
Access To Stream

Adventure Playground Improve
-Obstacle Course
-Swings

Wetland

New Concrete Walk
w/ Accessible Picnic Tables

Proposed Accessible
Ramp - Water Access

To
Trails

New Asphalt Service Drive

Bioswale Rain Garden

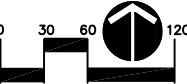
New Open Lawn Play / Picnic

New 45 Space Parking Lot

Restrictive Covenant Area

8' Wide Asphalt
Barrier Free Path

CONCEPT 2





February 8, 2017

Name

Title

Address

City, State, Zip

Dear:

In 2006, our community came together to begin planning for the future of Ada Village. Since then, business leaders, township officials, and area residents have worked to craft a plan that will enhance the Village as a destination, improve the business climate, and create green space that highlights our location on the Thornapple River.

If you drive through the Village, you can see that significant progress has already been made in achieving this vision for our community. Additional improvements are scheduled for 2017 and beyond. One important aspect of this plan calls for the creation of gathering spaces in the Village to give Ada a greater sense of community.

Accomplishing this goal will require a significant charitable investment from our community and our leadership team is considering the initiation of a capital campaign to help achieve these goals. Before undertaking such an ambitious endeavor, the Downtown Development Authority is now seeking community input and reaction to our plan. Enclosed is a "case for support" document detailing the need and rationale for the proposed campaign. We have sent this document to you because we value your opinion as a community leader and because we believe you may have some interest as a potential supporter of this important funding initiative.

Please review the enclosed case. We have recently engaged Hopkins Fundraising Consulting, experienced fund development counsel, to conduct a pre-campaign feasibility study on our behalf. In the next few days, [insert staff member name and title], will contact you to request your participation in this study. We only seek 30 minutes of your time. Your opinion is very important to us as we plan for our future.

Thank you in advance for your consideration of this effort. Charting the future of Ada is an important priority for all of us and we welcome your guidance as we consider initiation of this endeavor.

Sincerely,

Bob Kullgren, Chairperson
Ada Township Downtown Development Authority



TOWNSHIP

A Case for Support
February, 2017

The Community of Ada...Yesterday and Today

Ada has come a long way since it was founded by fur trader Rix Robinson in 1821 as Kent County's first permanent settlement. Today, it is home to more than 13,000 residents and thirty-seven square miles of great neighborhoods, abundant recreational opportunities, and thriving businesses.

Nestled near the convergence of the Grand and Thornapple Rivers, Ada offers the perfect place to live, work, and play, with more than 1,000 acres of public land, several community parks and nature reserves, and miles of trails. The township is also home to over one hundred progressive businesses, award winning schools and a vibrant community.

As a result, Ada is one of the most desirable places to live in West Michigan.

Looking to the Future

Despite these many advantages, local leaders believe that Ada can be much more.

In 2006, business and community leaders came together to begin planning for the future of Ada Village. Drawing on resident input, a design plan was developed that centered on several key principles, including:

- Taking full advantage of Ada's natural assets—specifically the Thornapple River—through a river walk and potential trail connections.
- Creation of a focal point in the heart of the Village, consisting of a civic building and surrounding public space that could serve as a community hub and gathering space.
- Ensuring that roadway corridors complemented Ada's distinctive village feeling, with slower traffic and improved safety.
- Improving walk ability throughout the Village.
- Encouraging building types that preserve the quaint, historic feeling of the Village.
- Reconfiguration of the Thornapple Village shopping center to reduce the prominence of parking, improve green space, provide for more trees, and encourage pedestrian access to the river.
- Striking a balance between residential and commercial uses within the Village.
- Expanding outdoor recreational opportunities and enhancing and connecting existing parks and trails.

The design plan developed in 2006 to carry out these principles featured a generous public green space surrounding a new civic building in the heart of the Village. While the

specific type of civic space was not firmly established, possible alternative uses identified for the building at that time included a multipurpose community center, library, Township offices or art center.

Envision Ada

In 2013, after significant investment in property acquisition by Amway, a follow-up planning process was undertaken by the Township, to refine and specify in greater detail the desired new public facilities and development pattern in the Village. Township, business and community leadership worked with local architects and engineers to develop a refined plan, based on further rounds of community input, for the redevelopment and redesign of Ada Village. This plan has become known as *Envision Ada*.

While construction plans were being prepared for the first round of street system changes in the Village, stakeholder groups were convened and a public input survey was undertaken to define in more detail the specific amenities desired in the two significant public green spaces and the civic building depicted on the Plan. Stakeholder groups and survey respondents identified two key priorities for green space and civic building space in the Village:

- Establishment of a downtown community center with a preference for an attached library space and farmers market (65% identified this as a top priority).
- Construction of an outdoor civic space along the Thornapple River for public gatherings, events, and concerts (89% rated this as a top priority).

This past year, significant investment from the Amway Corporation and the Township, allowed for a number of initial and noteworthy changes to jumpstart the redevelopment process in Ada. These improvements include:

- Construction of Headley Street through the center of Ada Village.
- Construction of new commercial buildings along Headley.
- Announcement of new investment in Ada, including a Kingma's Market to locate in the center of downtown.
- Significant changes to downtown parking with more on street, easy access parking.

These improvements are just the beginning. In 2017, additional road construction will occur to raise Ada Drive out of the floodplain, setting the stage for future demolition of the Thornapple Village Shopping Center and its redevelopment into a walkable, attractive collection of shops and restaurants in a "downtown" setting. A new street will also be constructed adjacent to a planned public park along the Thornapple River.

Headley Commons

Leadership envisions a 14,400 sq. ft.; two story community center and library on the triangular strip of land bordered by Headley Street and Fulton Street (see Appendix). This community center, to be named Headley Commons, would consist of:

- A Kent District library branch in downtown Ada.
- Community meeting and indoor event space.
- An adjacent three season multiuse pavilion for use by the nearly decade old farmers market and other community activities (2,600 sq. ft).
- An events plaza and community green space.
- A splash pad and ice skating rink.
- A sculpture plaza.

In response to the community interest in a local library, Ada Township has held exploratory discussions with Kent District Library (KDL) leadership regarding the potential for developing a single facility containing shared use space for both KDL events and programs and for other general community activities. Both have concluded that a shared-use facility and adjacent site amenities hold great promise in serving as an “anchor” community gathering place that will contribute greatly to the vitality and attractiveness of the Village.

Under the KDL funding model with local governments, the local municipality is responsible for financing the cost of a library branch facility and maintaining it, and KDL covers all costs of staffing the library, the catalog holdings and technology for the facility. KDL also develops and carries out a robust schedule of popular programs and events that serve all age groups.

Settlers Grove Riverfront Park

In the present location of a portion of the Thornapple Village shopping center, leaders envision a riverfront park (see Appendix) to be bordered by the Thornapple River and River Street (a road to be constructed in 2017). The park would include the following amenities:

- A river walk.
- River overlooks.
- A kayak launch pad.
- Relocation and repurposing of the historic Ada schoolhouse.
- A playground with a picnic area for families.

- An amphitheater for outdoor concerts and performances.
- A sculpture plaza.

In addition to the development of the plans for Headley Commons and Settlers Grove Riverfront Park, a team of business and Township leaders are exploring how these projects will impact downtown parking and developing potential solutions to account for the anticipated increase in Village visitors. A final study of parking should be finished by mid-2017.

Projected Cost and Timetable

Achieving the vision of improving Ada Village by developing Headley Commons and the Settlers Grove Riverfront Park will require \$8.6 million in funding. Approximately \$4.2 million in funding is currently available for these projects from Downtown Development Association revenue sources. To fund the remainder, community and township leaders are considering the initiation of a \$4.4 million capital campaign to raise philanthropic funds for this project.

The overall budget includes:

Development of Headley Commons	\$7,100,000
Development of Settlers Grove Riverfront Park	\$1,550,000
Total Projected Cost	\$8,650,000
Minus Current Funding Sources	\$4,263,000
Proposed Capital Campaign	\$4,387,000

Help Guide Our Future

Investing in Ada and its future is an important undertaking that requires the goodwill and interest of many. Before initiating this endeavor, *Envision Ada* leadership has decided to further explore this concept through a philanthropic feasibility study. Community input and reaction to our plans will be critical in helping us determine the future of Ada Village and its impact on the region.

As an area leader, we seek your participation in this process, which will serve as our guide in charting our future course. Your opinion is very important to us, and will help us continue to strive toward a more vibrant Ada community.

Attachments

- **Master Plan of Headley Commons**
- **Master Plan of Settlers Grove Riverfront Park**
- **Library/Community Center Preliminary Plans**
- **Envision Ada Leadership**



Concept Plan For Headley Commons

progressive|ae

FULTON STREET (M 21)

HEADLEY DRIVE

LEGEND

- A** SCULPTURE PLAZA
- B** COMMUNITY GREEN
- C** EVENTS PLAZA/SPLASH PAD
- D** 2 STORY LIBRARY/COMMUNITY BUILDING (14,000 SF)
- E** 3-SEASON PAVILION (FARMERS' MARKET, ETC.)
- F** PARKING/FARMER'S MARKET TENT AREA (35 STALLS)
- G** UNDERGROUND STORM WATER DETENTION



Concept Plan for Settler's Grove Park

progressive|ae



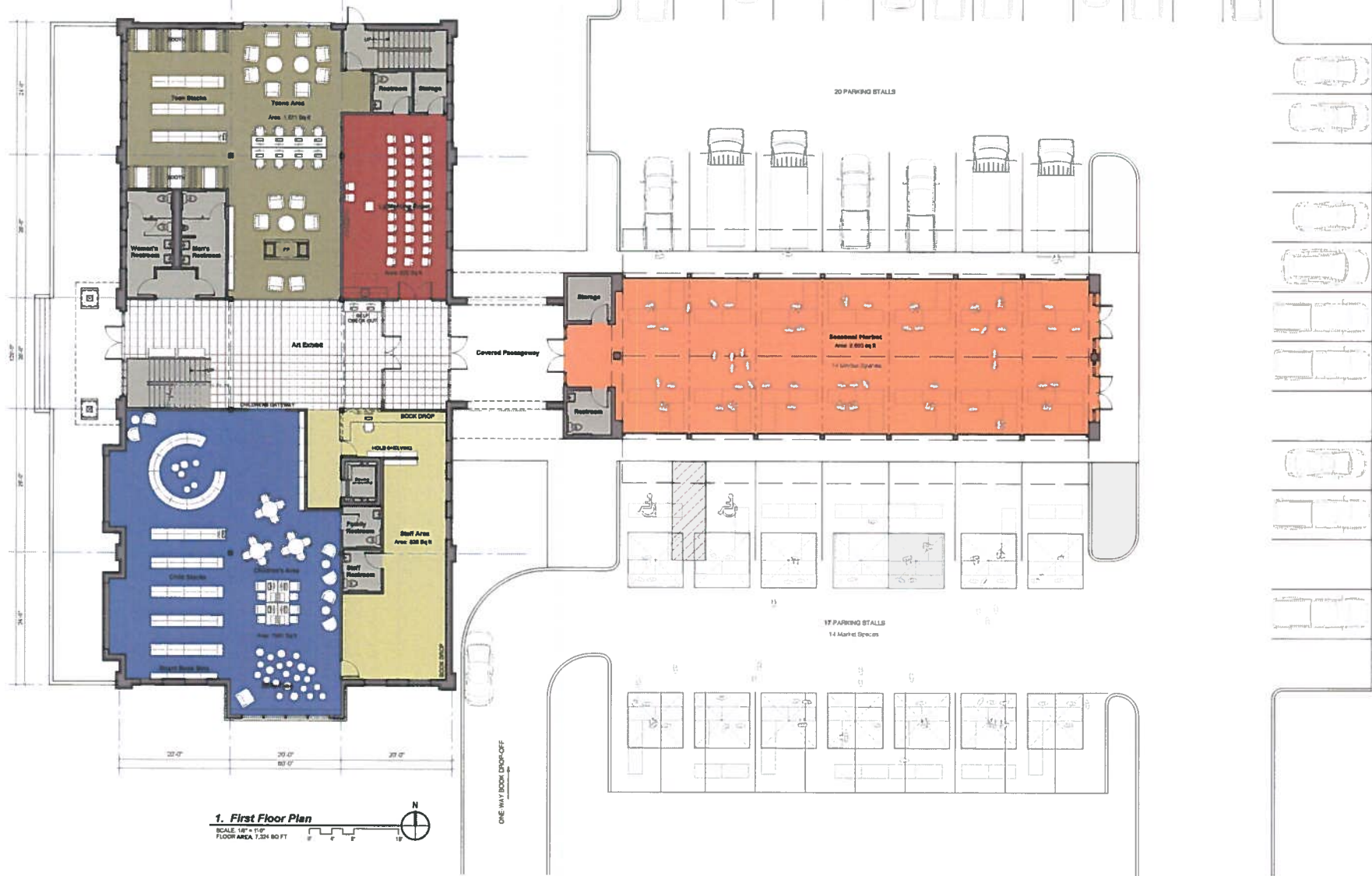
LEGEND

- | | | |
|----------------------------------|--|------------------------------|
| A SCULPTURE PLAZA OVERLOOK | E KAYAK LOADING/UNLOADING ZONE | I NATURAL STONE AMPHITHEATER |
| B BARRIER FREE PATH TO RIVERWALK | F OLD SCHOOLHOUSE PLAZA WITH RESTROOMS | J DECK/STAGE |
| C RIVERWALK WITH OVERLOOKS | G RIVER OVERLOOK PLAZA WITH TABLES | K FOUNTAIN |
| D KAYAK LAUNCH | H PLAY AREA | |



1ST FLOOR SPACE KEY

RESTROOMS, STORAGE & STAIRS	STUDY ROOMS	SEASONAL INDOOR / OUTDOOR SPACE	STAFF AREA
TEEN AREA	COMMON & EXHIBIT SPACE	CHILDREY AREA	



dixon
ARCHITECTURE
517 Ada Drive SE, Suite 201
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F: (816) 682-5145
www.dixonarch.com

Client
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Grand Rapids, MI 49503
P: (616)
F: (616)
www.mplslib.com

Ada Library and Community Building
Pawley Street
Ada, Michigan
First Floor Plan

Revisions:

Project No: 213120-B
Issue Date: 10/19/16
Reviewer: KCD
Drawn By: KCD

A2.1







Envision Ada Plan Leadership

Ada Township Board

George Haga, Township Supervisor
Jacqueline Smith Township Clerk
Kevin Moran, Township Treasurer
Paul Hurwitz, Township Trustee
Catherine Jacobs, Township Trustee
Paul LeBlanc, Township Trustee
Bob Proos, Township Trustee

Ada Township Downtown Development Authority Board

Bob Kullgren, Chairperson
Terry Bowersox, Vice Chairperson
Dr. Devin Norman, DDS, Secretary-Treasurer
George Haga, Township Supervisor
Sarah Andro
Bryan Harrison
Jim Ippel
Walt VanderWulp
Ted Wright

Feasibility Study Report

**Presented to the
Ada Downtown Development
Authority and Ada Township**

May, 2017

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Feasibility Study Methodology

As a precursor to initiating a major fundraising campaign, a feasibility study was conducted to assess community response to the Envision Ada project, a proposed \$4.4 million fundraising effort to develop the river front and build a community center and library in downtown Ada.

To prepare for the study process, the following tasks were completed:

- Hopkins Fundraising Consulting familiarized itself with the history of the Envision Ada project and the anticipated community benefits to accrue from a campaign.
- Working with staff leadership, a Case for Support document was developed highlighting the project plan and the rationale for a community-based campaign to achieve the outlined objectives.
- A list of community leaders was developed. This list included long time, generous local philanthropists, Foundation leadership, area business leaders, and other key community opinion leaders.
- The Case for Support was mailed to the selected leadership with an invitation to participate in an interview process that would result in a feasibility study report to be delivered to the leadership of the Downtown Development Authority and the Township.

To properly assess the Township's prospects for a campaign, I interviewed 24 community opinion leaders throughout the community during the winter of 2017. Interviewees were assured that their individual responses to questions would remain confidential to ensure candid responses.

Those who were interviewed represented an excellent cross-section of the broader business, corporate, and professional leadership in the area. The objective of the feasibility study was to evaluate answers to the following questions:

- What is the community understanding/perception of the Envision Ada project?
- What is the community reaction to the proposed project (as outlined in the Case for Support document)?
- What are the strongest elements of the proposed project plan?
- What are the weakest elements of the proposed project plan?
- Is a fundraising campaign for this project feasible at the level proposed in the Case for Support?
- Are community members willing to accept major leadership roles in a campaign effort on behalf of the Envision Ada project?
- What type of financial support is the community willing to dedicate to this plan?
- What is the proper timing and strategy for a campaign effort?
- What potential obstacles might be encountered if a campaign was initiated for this plan?
- What other strategies/options might be explored to achieve the desired objective?

Interviews were conducted with an emphasis on giving the respondents ample opportunity to provide additional information not covered in the above questions.

The following pages provide a synopsis of those interviews, a summary of positive and cautionary trends identified through the interview process, conclusions and recommendations regarding a decision to move ahead with a campaign effort, and supporting materials to assist the leadership in their final decision making.

Hopkins Fundraising Consulting has a great deal of confidence in the findings and recommendations summarized in this report based on twenty years of experience in conducting fundraising campaigns in the region.

**Throughout this report, italicized sections represent paraphrased comments that reflect the sentiments of a majority of the interview population.*

Positive Trends

1. Overall reaction to the Envision Ada project was overwhelmingly positive. Respondents are excited about the development in downtown Ada and are greatly anticipating the use of the riverfront as a centerpiece of a redefined Ada community. There was additional positive response (to lesser degrees) to the community center/library concept, the enhancement of the Farmers Market, and the additional community green space. In summary, nearly every interviewee could find something in the plan that they liked.
2. The majority of respondents believe that the development of Ada and the completion of the Envision Ada project will greatly boost visitors to the village and that is anticipated to have a very positive effect for local business owners. As one interviewee noted: *“It will take a while to get some traction and attract the right business mix, but in a few years, Ada should rival Rockford and East Grand Rapids as destination communities.”* Another suggested: *“Ada has the potential to be one of the very best places in our community for small businesses.”*
3. Most interviewees liked that the Envision Ada leadership made an intentional effort to preserve the “village feel” of downtown Ada. These respondents strongly encouraged DDA and township leaders to keep a village concept at the center of any development plans.
4. Respondents ranked the Envision Ada project elements (in priority order) in the following way:
 - 1st: Riverfront development/outdoor amphitheatre/green space along the Thornapple river/walkability of the riverfront
 - 2nd: Farmers Market expansion
 - 3rd: Community Center/Library
 - 4th: Green space along Fulton

Community members were very interested in the use of the Thornapple River as a community asset, loved the idea of summer concerts along the river, and encouraged the leadership of Envision Ada to “highlight the environmental aspects of the plan” to encourage donorship.

5. Interviewees suggested that achieving a \$4 million goal should be doable if the right leadership can be attracted to the project. Many believed that the project would garner broad community support and many agreed with the respondent who suggested: *“Ada is one of the wealthiest communities in Kent County. The funding potential is there if a leadership team is willing to work.”*
6. There was widespread appreciation for the role that the Amway Corporation has played in helping to secure properties in downtown Ada to ensure that this project has the potential to become a reality. As one interviewee noted: *“Amway made a catalytic investment in Ada that has spurred all this opportunity. The entire community is benefitting from their foresight, generosity, and goodwill.”*
7. The Downtown Development Authority’s willingness to contribute half of the funding for the full project was applauded. Interview respondents recognized the power of a private/public partnership in achieving this goal and several suggested positioning the DDA commitment as a match to donated charitable funds.
8. The concept of a community center in downtown Ada was viewed quite favorably. Respondents like the idea of a community gathering space in the center of the village but cautioned that leadership carefully consider the parking ramifications of such a facility (see Cautionary Trends).
9. Several respondents suggested the potential for a collaborative effort with Meijer Gardens to host a concert series along the river. These

interviewees believed that the leadership of the gardens would welcome a cooperative effort with a smaller, geographically local venue and many believed that the village would benefit from the expertise that Meijer Garden leadership could contribute to such a facility.

10. Several respondents compared this plan to the development of downtown Holland several decades ago. As one interviewee noted: *“When Holland began investing in their downtown, there was some initial skepticism, but look at it now. It’s one of the most attractive communities in West Michigan and Elsa Prince helped jumpstart that effort. Now, the Amway families are doing the same thing here.”*

Cautionary Trends

1. There was some concern expressed by interview respondents that because of the project's close proximity to the Amway Corporation, that there may be a community assumption that Amway (and its founding families) will cover the project cost. These same respondents cautioned that any campaign effort must include small business leadership and community leaders at large to demonstrate that the fundraising burden must be shared by the entire community and not just a few donors. As one interviewee suggested: *"This must have the feel and voice of the entire community. We can't make this an 'Amway' project. The benefits will be enjoyed by everyone, so everyone should participate in making this project a reality."*
2. Availability of parking was an overwhelming concern of interview respondents. The density of the community and the anticipated increase in visitors that the Envision Ada project will bring to downtown caused the majority of respondents to suggest that a comprehensive parking plan that fits into the village plan must be developed and shared with the community as part of any fundraising effort. As one respondent noted: *"Whenever I go to Rockford, I struggle to find parking. We've got to find a better solution in Ada."*
3. There was some disagreement among respondents regarding the inclusion of a library as part of the development plan. Some viewed the library as unnecessary given the close proximity of the Cascade branch of KDL, while others questioned the need for libraries in a technology saturated community. Others realized that the demand for library services is very high (the Cascade branch of KDL is the busiest branch in the system) and knew that library usage in the area is increasing, not decreasing and as a result, viewed the library project as attractive and worthwhile. Note: There is support for the library from some key donors in the region.

4. There will be limited Foundation support for this project from the broader Kent County community. Area foundation leaders are hesitant to support small community projects for fear that they will be asked to support *all* small community projects. In the words of one Foundation leader: *“This is a very attractive project, but we can’t participate as a funder because it would open a floodgate of requests from other communities for similar development ideas and we simply don’t have the funds to help every community.”*
5. There was near unanimous agreement that an Envision Ada campaign should be led by area business leaders and not by governmental leadership. Respondents cautioned that a campaign with civic leadership would feel less like a charitable endeavor and more like a governmental mandate.
6. Interview respondents suggested two modifications to the existing plan:
 - Most respondents suggested the elimination of the green space adjacent to the community center/library building. There was significant concern about the safety and security of children in close proximity to the busy traffic on Fulton Street. Many suggested that this land be used for additional parking instead
 - A majority of interviewees suggested moving the Farmers Market to the riverfront to take full advantage of this venue and to highlight one of Ada’s best known outdoor events.
7. Several small business owners suggested that there is a “wait and see” attitude among some area business leaders. The main concerns are parking availability, the ability of township leaders to draw additional attractive businesses to the downtown, and some trepidation about increasing rent. Despite this, there was broad agreement that an

investment in the downtown region was very likely to result in an increase in customers and visitors to the region.

Conclusions

Given the above positive and cautionary trends identified in the interviews, it is the judgment of Hopkins Fundraising Consulting that the Envision Ada project has the potential to raise significant funding in support of the proposed project.

In setting a campaign goal, DDA and township leadership should consider one of the following funding scenarios:

Conservative Campaign Goal: \$2,500,000

Requirements to reach goal:

- All questions in the feasibility study answered adequately.
- Campaign leadership drawn from the surrounding small business leadership and from the general community.
- All feasibility study respondents participating at the low end of the gifting range they discussed as part of the study.
- Low level participation in the campaign by the broader community.

Moderate Campaign Goal: \$3,000,000 to \$3,500,000

Requirements to reach goal:

- All questions in the feasibility study answered adequately.
- Campaign leadership drawn from the broader Ada community to include small business leaders, general community leadership, and Amway corporate leaders.
- Widespread community endorsements of the campaign effort.
- All feasibility study respondents participating at the high end of the gifting levels they mentioned as part of the study.
- Good participation in the campaign by the broader community.

Aggressive Campaign Goal: \$4,000,000+

Requirements to reach goal:

- All questions in the feasibility study answered adequately.

- Very compelling case statement based on feedback from feasibility study participants.
- Campaign leadership drawn from the top echelon of the Ada community and proven area leaders.
- Engaged volunteers committed to executing proven, time-tested and successful fundraising practices.
- Widespread community endorsements of the campaign effort.
- All feasibility study respondents participating at or above the high end of the gifting range they mentioned as part of the study.
- Securing at least a \$1 million lead gift (especially if the overall goal exceeds \$4 million).
- Exceptional participation in the campaign by the broader local community.

Regardless of the goal that is identified for the project, an important consideration should be reviewed:

- Positioning the project with two distinct construction phases:
 - Phase One: Riverfront development
 - Phase Two: Community Center/Library Facility
 - Funding for both phases to be secured under the auspices of one fundraising campaign, but leadership should position the Riverfront development as the initial phase given the positive reviews of that project component from the feasibility study.

Raising funds in support of this effort will not be easy and it will require the dedication of committed community volunteers. However, with hard work, a good plan, and passionate leaders, the Envision Ada project has significant potential for success.

Based on the key trends identified in this report, and pursuant to answering several of the important questions posed by community leaders during this study, the leadership of the DDA and the township should be confident that it can achieve some philanthropic funding for this plan given careful planning and conscientious cultivation of community donors.

Recommendations

Should the leadership of Envision Ada determine that a fundraising effort should be initiated, Hopkins Fundraising Consulting suggests the following steps in preparation for a successful campaign:

1. Set a campaign goal not to exceed \$4 million. Show all relevant line items, including campaign expenses.
2. If setting an “aggressive” fundraising goal, begin immediate conversations with key donors to determine the likelihood of a \$XX million lead gift possibility.
3. Complete the parking study and provide the community with the reassurance that parking issues can be addressed to benefit area businesses.
4. Focus initial fundraising efforts on the redevelopment of the river, the walkability of the community, the preservation of green space, and the family friendly amenities that will result from a successful campaign.
5. Work with KDL leadership to flesh out the plan for the library with specifics to include unique programming aspects and community benefits not found at other library locations. Consider the elimination of green space along Fulton due to safety and security concerns.
6. Highlight the enhancement of the Farmers Market as a result of the Envision Ada project. Show how the improvements will lead to a more robust market that attracts new visitors to downtown Ada.
7. Position the DDA financial commitment as a match of charitable funds that are committed to the project. Highlight the public/private partnership opportunity that this project provides.
8. Begin thoughtful consideration of recruiting campaign leadership. Campaign leadership for this project must be derived from Board leaders, business leadership, community volunteers and Amway corporate

representation. A tri-chair leadership configuration of Amway leadership, small business leadership, and community at-large leadership is likely the best scenario for success.

9. Seek an honorary chair(s) that is/are widely respected, recognized, and passionate about the project plan.
10. Consider whether or not the Envision Ada project will require campaign consulting assistance to plan, organize, and implement a successful fundraising effort. Identify an internal staff member to serve as the campaign coordinator and key contact person for all campaign related inquiries. This will require a near full time equivalent.
11. Prepare answers to the questions raised during the feasibility study (see Cautionary Trends).
12. Begin a series of meetings with interested stakeholders to communicate the findings of the feasibility study and to explain key steps going forward.
13. Develop a tentative timeline for the campaign effort.
14. Build a community-wide endorsement council of opinion leaders and area philanthropists who will “endorse” the project by lending their name to the effort.
15. Approve a gift chart that outlines a road map to the campaign goal. Ensure that the leadership team understands the necessary gifting levels to achieve campaign success.
16. Seek gift commitments from DDA and township Board members/staff to demonstrate the leadership’s belief and investment in the project plan and the proposed campaign.
17. Identify key themes for the campaign based on feedback from the feasibility study. These themes should include: Ada as a destination community, a focus on family friendly amenities, creation of gathering

space for the development of community connections and the preservation and utilization of the riverfront asset.

18. Meet with potential lead donor candidates to review the feasibility study and to discuss their role in making a significant leadership gift to the campaign.
19. Prepare simple but compelling campaign materials (i.e. campaign brochure, pledge cards, letterhead, envelopes, acknowledgement cards) detailing the funding objectives of the campaign. In all marketing materials, emphasize the impact on the lives of your Ada residents and on the broader community.
20. Concentrate initial solicitation strategies on key major gift prospects. The ability to raise substantial funding support will clearly be a function of the success in this area. Each one of these special contacts must be made with ample preparation, careful attention to the request, and the selection of the most appropriate solicitation team. In order to reach the goal, it will be necessary to secure approximately 70% to 80% of the funds from these key advanced gift donor prospects.
21. Implement any community-wide fundraising strategies only after completing successful fundraising efforts with leadership gifts. Time the fundraising strategies of this effort to coincide with a public announcement of the campaign and appropriate media strategies to support that effort.
22. Consider implementation of a broad based direct mail campaign to current Ada residents. This effort should only be launched after more personal solicitation strategies have been exhausted and should include a lower entry donor point (i.e. buy a brick) option.
23. Develop and implement a donor acknowledgement process (which may include naming opportunities) and a gift/pledge payment system that will ensure timely receipt of gifts and appropriate acknowledgement of donors.

It is important to remember that a campaign effort for the Envision Ada project will succeed, in the long run, because supporters understand the benefits that will accrue to the community as the result a redeveloped downtown.

No campaign effort is easy—but through hard work, careful planning, and dedicated and committed leadership, you can be successful.

Tentative Gift Chart

Campaign Goal: \$4,000,000

Level	Number of Gifts	Gift Range	Cumulative Total
A	1	\$500,000	\$500,000
B	3	\$300,000	\$1,400,000
D	4	\$150,000	\$2,000,000
E	5	\$100,000	\$2,500,000
F	6	\$50,000	\$2,800,000
G	8	\$25,000	\$3,000,000
H	10	\$15,000	\$3,150,000
I	15	\$10,000	\$3,300,000
J	20	\$5,000	\$3,400,000
K	40	\$3,000	\$3,420,000
L	Many	Less than \$3,000	\$4,000,000

***For every one gift, assume three prospects.*

Tentative Campaign Schedule

Until the Board of the Ada DDA makes a final decision to proceed with a campaign, it is difficult to construct an exact campaign timetable. However, it is my experience that a campaign of this magnitude will require approximately 12 to 14 months to complete.

Four to Six Months

- Review of Feasibility Study.
- Board decision and approvals to proceed with a campaign.
- Revisions to the Case for Support.
- Determination of final campaign goal, timetable, etc...
- Determination of a campaign organizational structure.
- Determination of lead donor cultivation activities.
- Accumulation of the critical project endorsements.
- Development of campaign marketing materials.
- Identification/recruitment of top campaign leaders.
- Identification/recruitment of a representative Campaign Cabinet.
- Implementation of solicitation strategies among Board members.
- Implementation of a staff solicitation plan.
- Identification and evaluation process of key major donor prospects.
- Initiation of private conversations with lead donor prospects.

- Development of appropriate naming opportunities.
- Development of a gift/pledge acknowledgment process.
- Convene leadership cabinet to begin the campaign effort.

Four to Six Months

- Ongoing Campaign Cabinet meetings.
- Identification and evaluation of major gift prospects.
- Initiation of Advanced Gift strategies among key prospects.
- Solicitation training for community volunteers.
- Identification of local/regional Foundation prospects.
- Foundation grant submissions.

Four to Six Months

- Launch the "public phase" of the campaign.
- Initiation of any community-wide solicitation efforts.
- Follow-up to key prospects unable to respond to initial requests.
- Coordination of the records management needs of the campaign.
- Implement volunteer and donor recognition.
- Hold campaign/community celebration.
- Other campaign strategies deemed necessary.

Tentative Campaign Budget

Although it is difficult to judge precisely the appropriate operating budget for this campaign, it should be the goal of campaign leadership that the total campaign budget should not exceed five percent of the final campaign goal.

The elements to be considered in the development of a comprehensive campaign budget include:

- Campaign Counsel (optional)
- Solicitation Materials
 - Brochure
 - Pledge Cards & Return Envelopes
 - Stationery & Envelopes
 - Thank You Notecards & Return Envelopes
 - Mailing Labels
 - Campaign Video (optional)
- Office Support
 - Supplies
 - Equipment
 - Donor Database Software (optional)
 - Postage
- Awareness Activities
 - Campaign web site and social media strategies
 - Donor cultivation activities
 - Volunteer training sessions
 - Various community awareness events
 - Public Announcement activities
- Contingency

As the campaign action plan is developed, the budget will also take shape. It must be approved prior to solicitation and should be shown as a line-item in all published campaign materials.

Feasibility Study Interviewees (24)

Alan Hartline (Kingmas)
Ben Wickstrom (Erhardt Construction)
Bill Payne (Amway)
David Dams (Old National Bank)
David Madiol and Michelle Meulendyk (One by One Foundation)
Devin Norman (Norman Dentistry)
Fred Keller (Keller Foundation)
Jason Zylstra and Ginny VanderHart (DeVos Family Foundations)
Jim and Mary Nelson (Community Volunteers)
Jim Rosloniec (Ada Business Leader)
Julie Ridenour (Steelcase Foundation)
Kate Luckert Schmidt (Grand Rapids Community Foundation)
Margaret Idema (Community Volunteer)
Pat Lonergan (Fifth Third Bank)
Scotty Kehoe (DTE Energy Foundation)
Stacie Behler (Meijer)
Steve and Amy Van Andel (Amway)
Steve Wilson and Lynne Ferrell (Frey Foundation)
Tom Smith (Ada Bike Shop)

Suggested Leadership

Alan Hartline
Ben Wickstrom
Bert Bleke
Bill Payne
Dan Vos
Dave Ellis
Penny and Jamie Ladd
Devin Norman
Doug and Maria DeVos
Jim Rosloniec
Joel Harner
John and Bonnie Sebright
Margaret Idema
Mary and Bill Ford
Mike Rosloniec
Steve and Amy Van Andel
U. Turan

Suggested Gift Support

Amway
Bill and Mary Ford
Dan Vos Construction
DeVos Families
Erhardt Construction
Frey Foundation
Gary Tilkin
Gilmore Family
Grand Rapids Community Foundation
JC Huizenga
Jeff VandenBerg
Jerry and Marcie Tubergen
Jim and Marianne Delavan
John and Bonnie Sebright
Kate Pew Wolters
Local Banks
McDonalds
Meijer
Peter Cook Foundation
Randy Damstra and Julie Duisterhof
Secchia Family
Steelcase Foundation
Van Andel Families
Wege Foundation

Next Steps

Following Board and staff review of the results of this feasibility study, Hopkins Fundraising Consulting recommends the following:

A letter should be mailed to all feasibility study participants. It should:

- Thank the participant(s) for their time
- Provide a brief synopsis of the feasibility study results
- Indicate the next steps in the process

Appendix:

Case for Support



Ada Township Parks & Recreation Department

Park Director's Report

For June 8, 2017

Submitted by Parks & Recreation Department Director Mark Fitzpatrick

Updates on Administrative Items

- *Work is underway to establish a new work station in the park office including a 3rd phone and computer. This will be used primarily by the new ½ time clerical position once hired.
- *Disability Advocates of Kent County has completed their accessibility Report on the parks. This will provide us with an updated guide for improvement needs.
- *Marketing on social media for Ada Village is now being managed by the Amway Community Relations Department. This utilizes Facebook and Twitter for events in the Village including parks and recreation activities. The Facebook site is under “Ada Village”. We are now providing them monthly updates to post.

Updates on Park and Preserve Facilities

Roselle Park

- *The process for updating the Roselle Park Master Plan is well underway. The sub-committee met twice and a public input session was held on May 16. Preliminary drawings are being reviewed. Most proposed changes are in the area around the parking lots with concepts for revising the old parking lot, placing a new gazebo picnic structure and locating a site for a maintenance/storage structure.
- *The river water levels are finally down enough for use to start accessing the trails in the north section of the property. We will begin mowing, clearing bush, updating signs and assessing the wet areas.
- *Inside the building TerHorst construction complete the drywall repairs and painting. They also installed tectum panels to close the gap in the upper wall between the entrance corridor and the kitchen area.
- *A request is being made to “Acoustics by Design, Inc. to review the acoustics in the room.
- *Staff, volunteers and student groups have been working on landscape maintenance and stewardship needs.
- *Three more donated benches are being ordered. Two for near the new building site, one for near the river.

Ada Township Park

- *The facility is busy with visitors, shelter rentals, youth programs, softball games and soccer games.
- *We have a quote ready for replacing the “diggers” in the playground that were damaged earlier this year.
- *Staff, volunteers and student groups have been working on landscape maintenance and stewardship needs.
- *The park will be utilized this coming weekend for the GR Triathlon.
- *The fountain at the pond has failed again. It is in the shop for repairs.

Leonard Field Park

- *The company “Concrete Lifters” has raised the sidewalks by the two decks. This is part of our “accessibility needs”. We also had three boards replaced next to the Covered Bridge.
- *Softball games are scheduled weekday evening and several weekends.
- *Staff have been working on landscape maintenance and stewardship needs.
- *The park will be utilized this coming weekend for the GR Triathlon.

Grand River Natural Area

- *More snow fencing has been put up along the river side of the paved path to protect visitors from the erosion areas.
- *Staff have been working on landscape maintenance and stewardship needs.

Carl Creek Crossings Preserve

- *Volunteers and staff put in more stewardship work days to clean up the preserve and remove invasive plants. More are needed and will be conducted on an ongoing basis.

Carl Creek Wetland Preserve

- *A volunteer and staff stewardship work day was held focusing on invasive plants and access to the site. That work will be ongoing for a while.
- *Decisions will need to be made soon on updating the master plan and site development process. Most specifically, to do an RFP for a site planner or to continue using “Viridis Design Group.”

Knapp Corners Preserve

- *The initial bids for the sign work came in substantially high. This is being reviewed to accept the lowest bid or to wait and rebid the project later on. Consideration of re-designing the sign has also been mentioned.
- *Restoration work on the site is still underway. A lot of trash and wood debris has been removed and the remaining trees have been trimmed up. The site still needs more removal of invasive plants, a good brush hog cutting and seeding.
- *Contract mowers and staff are maintaining the area by the corner.

Settler’s Grove Park

- *The “River Street” road construction work was separated from the “park plan” so that the road construction can move forward this summer.
- *The site plan has gone through a couple more updates and is moving closer to being ready for bids. With the changes to the site plan are changes in the costs. These are both under review.

Bike Paths / Non-Motorized Trails

- *Park staff have been working on trail maintenance.
- *The report from Moore & Bruggink on the trail conditions and maintenance recommendations is being reviewed to assess priority work and future cost needs.

Updates on Recreation and Education Programs

- *Summer softball games are well underway at Ada Park and Leonard Field. Another tournaments is set for this coming weekend.
- *AYSO soccer at Ada Park will wrap up June 10th.
- *Pre-school field trips and the Discover Day programs have been held at both Ada Park and Roselle Park. We have picked up more pre-school field trip programs for the summer months.
- *Spring elementary school field trips will wrap up this week.
- *The Kids Garden programs is underway.
- *The summer youth programs start next week with ½ programs and day camps starting the week after.
- *Forest Hills Girl Scout Day Camp will be held in Ada Park next week
- *Forest Hills Food’s sponsorship of the day camps has advertising on their paper grocery bags.
- *The Grand Rapids Triathlon is set for this coming weekend, June 11. It will utilize Ada Park and Leonard Field.
- *Details for The Grand River-Run are underway, to be held again at Roselle Park on September 30.
- *The Museum’s Tuesday night “Music on the Lawn” series start next week and incorporates the “Beers at the Bridge” concerts to be held on three Friday nights this summer at Leonard Field.

Ada Township Parks & Recreation
7330 Thornapple River Drive
Ada, Michigan 40301
Site Accessibility Report

Prepared by Disability Advocates of Kent County



May 15, 2017



Introduction

Background

The Ada Township Parks & Recreation Department wishes to ensure a welcoming and inclusive environment for employees, residents, and visitors to the recreation facilities in Roselle Park (1010 Grand River Drive NE), Leonard Field Park (7490 Thornapple River Drive SE), and Ada Township Park (1180 Buttrick Avenue SE). To meet this goal, Mark Fitzpatrick, Director of Ada Township Parks & Recreation Department, sought an evaluation of the accessibility of the park facilities and what needed to be done to meet ADA Standards. This evaluation follows a similar audit that was performed in 2011. Mark Fitzpatrick enlisted Disability Advocates of Kent County to evaluate the sites, and report the findings.

Disability Advocates of Kent County has over thirty-three years of experience in working with local municipalities and businesses on improving accessibility in our community. Past projects include the review of construction plans for Gerald R. Ford International Airport, Rivertown Crossings Mall, John Ball Park Zoo, and The Van Andel Arena. Additionally, site assessments were conducted for the Kent County District Library, Grand Rapids ArtPrize 7 exhibition venues, the City of Walker, and the Kent County Health Department.

How to Use This Report

The plan review and associated reports provide a snapshot in time of a facility. While some conditions such as restroom configuration, are unlikely to change without significant planning and preparation, other elements such as furniture placement, may have been altered since the time of the evaluation. This report provides a foundation on which to build. The evaluation of facilities should be an ongoing process.

This report is in no way intended to certify compliance or non-compliance with the Americans with Disabilities Act (ADA). Many of the factors which can affect whether or not a facility is ADA Compliant are outside the scope of the evaluation performed by Disability Advocates of Kent County, and can include:

- What date was the last renovation to a particular area of the facility conducted?
- If there have been renovations, what was the cost of the accessibility improvements in proportion to the overall renovation budget?
- What is the cost of accessibility improvements in relation to the overall budget of the facility or its parent organization?
- Is it possible to meet ADA Guidelines given the physical constraints of the property?
- Would meeting the technical Guidelines of the ADA reduce the overall accessibility or usability of the facility?
- If it is infeasible to meet the ADA Guidelines, have alternate means of accessibility or accommodation been implemented?

In addition, compliance with ADA technical Guidelines does not guarantee that a facility is accessible to the maximum extent possible. The ADA is intended as a baseline standard that will result in minimum accessibility at a majority of facilities. Additions or improvements to a facility may be desired to improve facility functionality for the maximum number of users.

For the purpose of this report, each element on the sites was evaluated individually. Unless specifically required by the ADA Guidelines, elements were not evaluated in relation to another. This means that, for example, while the ADA Guidelines would require that a room have at least one accessible door that adjoins an accessible route, the Disability Advocates team evaluated all doors to the room, even after it was determined that an accessible route was present.

Recommendations are divided into three levels:

- **Level 1** modifications include moving furniture, staff training, minor modifications to existing equipment, etc.
- **Level 2** modifications include purchasing equipment, significant modifications to existing equipment, or significant research or planning.
- **Level 3** modifications likely require construction and/or significant expense.

Terminology:

Unless otherwise specified, the term “slope” is used to denote a continuous change of level in the direction of travel and the term “cross slope” is used to denote a continuous change of level counter to the direction of travel.

Process:

Between March 14, 2017 and May 17, 2017, Disability Advocates of Kent County evaluated the Roselle Park, Leonard Field Park, and Ada Township Park. This evaluation was performed by Disability Advocates of Kent County Accessibility Specialist Jackson Botsford.

The Accessibility Specialist collected measurements on the elements located in the parking lots, recreational trails, play elements, park offices, including (but not limited to) the accessible routes connecting accessible elements, entry points to structures, and the presence of clear floors spaces in restrooms, and specifications of restroom fixtures. Each measurement was then recorded and compared to the ADA Guidelines, and was given a score from 0 – 3:

- **Rating 0** indicating that an element is not at all accessible.
- **Rating 1** indicating that an element is essentially functional for most people with disabilities, but does not meet ADA Guidelines.
- **Rating 2** indicating that an elements meets ADA Guidelines but there is still room for improvement
- **Rating 3** indicating that an element meets Universal Design¹ Principals.

These individual scores area averaged into two overall scores for each area or fixture. The first score is the ADA rating which takes into account only those elements which are required by the ADA Guidelines.

¹ Universal Design: Universal Design involves designing products and spaces so that they can be used by the widest range of people possible. Universal design evolved from Accessible Design, a design process that addresses the needs of people with disabilities. Universal Design goes further by recognizing that there is a wide spectrum of human abilities. Everyone, even the most able-bodied person, passes through childhood, periods of temporary illness, injury and old age. By designing for this human diversity, we can create things that will be easier for **all people** to use. SOURCE: <http://www.universaldesign.com/about-universal-design.html>

Ada Township Parks & Recreation I Park Site Accessibility Report

The second score is the Universal Design rating, which takes into account all the elements required by the ADA Guidelines, along with elements of some areas and fixtures which are not required but can significantly impact accessibility. The intent for the second rating is to help establish a “best practice” approach to accessibility.

Please note that for many elements, such as a restroom mirror, the element must meet ADA Guidelines when it is provided even when that element is not required.

Recommendations for each fixture were determined based primarily on elements with a score indicating that it does not meet or exceeds the ADA Guidelines. In some instances, no recommendations for elements which do not meet ADA Guidelines were provided because it was judged likely that alterations were technically unfeasible or not worth the financial investment for a small gain. One example of this is where providing sufficient clear floor space outside of the door swing of a water closet door would involve moving the door.

In other instances, Universal Design recommendations were included despite an element meeting ADA Guidelines. One example of this is recommending the widening doorways to 36-inches.

Executive Summary

Roselle Park at 1010 Grand River Drive NE, Leonard Field Park at 7490 Thornapple River Drive SE, and Ada Township Park at 1180 Buttrick Avenue SE in Ada, were evaluated between March 14th 2017 and May 17th 2017. Existing conditions and recommendations do not encompass any alterations made after that date. Each of the sites have several barriers to accessibility with the accessible routes in the exterior spaces, primarily in sections of trails and walking paths that are adjacent to the park structures.

Ada Township Park

The spaces and park structures at Ada Township Park at 1180 Buttrick Avenue SE that may be difficult to impossible to access by persons with mobility or coordination impairments include:

- **The Parking Lot by the Baseball Diamond:** The parking lot contains 65 total parking spaces. There are no designated accessible parking spaces present. Currently, if the spots near to the baseball diamond seating are occupied, a guest with a disability may need to park in the Ada Township Parks Office lot. This is a very long distance to travel for people with limited mobility, stamina or strength. Under the ADA Design Standards, for a lot of this size, at least Three (3) designated accessible parking spaces should be present nearest to the path to the baseball diamond seating area, with at least One (1) of the spaces being designated as being Van-Accessible **(Level 2 recommendation)**. The Curb Ramp that at the beginning of the path to the Baseball Diamond is damaged, with significant changes in level and fracturing. This may prevent guests with assistive technology such as walkers, wheelchairs, and scooters from passing the damaged sections of the accessible route to the Baseball Diamond, and should be repaired **(Level 2 recommendation)**.

- **The Ada Township Parks Office and Les Craig Learning Center:** The Office entrance threshold and the Learning Center threshold exceeds ½-inch. The concrete pads at these entrances have a minor slope to reduce the threshold from what would otherwise be in excess of 1-inch. At least once of these entrances should have a threshold that does not exceed ½-inch. This may be accomplished by constructing a wooden, metal, or concrete threshold ramp (**Level 2 recommendation, see right**). Another more permanent option is to plan to regrade the surface of the parking lot and concrete pad at the entrances so as to ensure that the current threshold does not exceed ½-inch. This may be done at the time when the parking lot surface is repaved (**Level 3 recommendation**). The entrance ramp in the Les Craig Learning Center has no handrails. Handrails allow people to have support while moving up the ramp, and provide indications that the ramp incline is ending or beginning. Handrails should be installed along both sides of the ramp length (**Level 2 recommendation**). The accessible restroom in the Ada Township Parks Office has a wall-mounted paper towel dispenser that protrudes far out from the wall next to the sink. This fixture is in compliance with the ADA, however the device placement obstructs the clear-space in front of sink, and may block the headspace for people using the sink. To comply with Universal Design principles, the paper towel dispenser should be moved away from the sink clear space (**Level 1 recommendation**). The Mirror in the accessible restroom is mounted at 51-inches above the floor. To comply with the ADA, the mirror should be lowered to be not higher than 40-inches above the floor (**Level 1 recommendation**).
- **The Maintenance Building/Garage:** The Service Garage entrance threshold exceeds 1-inch. As the sole entrance to the structure, this element should have threshold that does not exceed ½-inch. This may



be accomplished using the same techniques presented above for the Ada Township Parks Office thresholds **(Level 2 recommendation)**. The door at the entrance has a Knob-style handle. This may present a barrier to people with limited grip strength or manual dexterity from using the entrance. The door opening mechanism should be replaced with Lever-style handle, so as to enable the use of the door without twisting, grasping, or pinching **(Level 2 recommendation)**.

- **The Public Park Restroom and Shelter:** There is significant fracturing and separation between the concrete floor of the Shelter and surrounding pavement. There is no significant changes in level or settling between these surfaces. To comply with the ADA, the fractures and gaps should be filled to provide a firm stable surface to transition between the Shelter floor and pavement **(Level 3 recommendation)**. The Barbecue grill is located on a concrete and brick pad, which provides a stable and level surface and would be considered accessible. However the concrete and brick pad is surrounded by turf and soil. Some guest may not be able to cross over turf and soil in assistive devices such as wheelchairs and scooters. As the element is a major park structure and is a signature draw for guests, the barbecue and grill should be made accessible. This may be accomplished by connecting a firm and stable path from the existing paved routes to at least one side of the structure. This material may be concrete, asphalt, or a poured-in-place surface **(Level 3 recommendation)**. The public restrooms have sinks that lack insulated pipes and plumbing. This presents a hazard from contact with extreme temperatures and impacting sharp or hard surfaces. To comply with the ADA, the under-sink plumbing should be wrapped in a plastic or foam material to prevent direct contact **(Level 2 recommendation)**.

- **Play Elements:** The Play Elements for the recessed sand pit include sand shovels and a sand table. The sand shovels require repairs as the lever mechanisms are disconnected. The sand table is adjacent to the edge of the sand pit and the surrounding pavement, and would be considered accessible. However the edge of the pavement does not completely abut the table. The sand pit edge bows outward to table element. This creates significant gaps between the pavement and the table, with a drop in excess of 3-inches to the sand pit surface. Currently guests with assistive technology such as wheelchairs and scooters may have difficulty fully approaching the sand table, or potentially pass over the edge of the pavement into the sand pit. Ideally, pavement should extend at least 8-inches passed the front fascia under the sand table, under at least one (1) of the sand table stations (**Level 3 recommendation**).
- **Playground:** The playground is surfaced with compacted wood chips. This is acceptable, as long as the wood chips are routinely maintained to ensure that the surface is level and stable. Currently, the wood chips are not well maintained. There are frequent divots, and significant mounding can be found along the accessible routes through the playground area. To make the playground accessible, the surface should be raked to ensure that play area is level, and new wood chips be brought in to fill in the divots and holes (**Level 2 recommendation**). Ideally, the wood chips would be replaced with a poured-in-place surface. In addition to providing a very firm and stable surface, the costs associated with maintaining an accessible wood chip play surface, including cost for labor and purchasing of materials, would no longer be required (**Level 3 recommendation**). The woodchip surface is accessed by a protruding-style curb ramp near the sand pit element. This type of curb ram is acceptable. However the ramp is not very well maintained. There is a 1-inch high transition at the top of the ramp. This may prevent guests from crossing over the transition and accessing the playground surface level. This transition should be



ground do to be flush with the ramp surface (**Level 2 recommendation**). In addition, the base of the ramp abuts the wood chip surface of the playground. Care should be taken to ensure that the wood chips are well maintained and provide a level and stable space at the bottom of the ramp (**Level 1 recommendation**). The main play structure is equipped with a paved accessible ramp. Currently, the sides of the paved ramp are not protected at the top of the ramp near the transition to the play structure. At its most extreme, there is a 12-inch drop off the sides of the ramp. This may present the risk of guests rolling or falling off the sides of the ramp. Making this ramp accessible may be accomplished by either constructing a curb along the sides of the paved ramp that is not less than 4-inches high (**Level 3 recommendation**), or continuing the turf and soil so as to be flush with the edge of the paved ramp up to the existing retaining wall (**Level 2 recommendation**). There is an accessible swing set on the east side of the playground. The safety bar on one of the swings is not able to be secured and needs to be repaired (**Level 2 recommendation**). The playground has a second play structure without an access ramp. This element has a transfer platform instead. The transfer platform is has a slope that exceeds a 6.2% grade. This presents a hazard for guests who may fall off the platform. The transfer platform should be repaired so that the slope in any direction does not exceed 2.0% (**Level 3 recommendation**). The only accessible routes to the playground wood chip surface level are via the curb ramp near the sand pit, and the curb ramp near Public Restroom and Shelter. This is acceptable under the ADA. However, there is a significant distance between the ramps and the play elements on the other side of the playground, including the accessible swing set. By adding a third curb ramp near the swing set, the overall accessibility of the playground would be greatly improved (**Level 3 recommendation**).

- **Event Board by the Tennis Courts:** The board is located away from the paved path. The board is surrounded by turf and soil. This configuration may prevent people with assistive technology such as scooters and walkers from directly accessing the board. To make the event board accessible, the event board may either be moved and positioned so that it directly abuts the paved path (**Level 3 recommendation**), or have a concrete pad built at the base of the posting side of the event board with a concrete path that connects to the existing path (**Level 3 recommendation**).
- **The Tennis Courts:** The entrances to all the tennis courts are very narrow, at 30-inches wide. In addition, the points of egress require sharp turns while moving through the narrow spaces. These entrances should be reconfigured so that the route is at least 36-inches wide, and should the route make sharp turns there should be a 60-inch diameter turning space (**Level 3 recommendation**). The tennis courts south of the E.E. Locke Arboretum are surrounded by turf and soil, and as such there is no accessible route to this element from the nearest paved path. In addition to the above recommendation, there should be firm, stable, and level path from the paved route to the tennis court surface (**Level 3 recommendation**). The four tennis courts by the Ada Township Parks Office have a gate that provides an alternative means of access aside from the narrow winding main entrances. However the gate is not indicated and may be overlooked. In addition, the threshold at the opening in the chain-link fence between the paired courts is severely damaged with fracturing and pitting. This prevents access to the second tennis court from the accessible gate entrance. To make the tennis courts accessible, the gate should be marked with a sign, and the other entrances should indicate that there is an alternative accessible entrance on the east side of the court. These signs should have contrasting characters and display the Universal Symbol of Accessibility (**Level 1 recommendation**). Additionally, the threshold that separates the paired tennis courts should be repaired to provide a stable and level transition between the spaces (**Level 2 recommendation**).



- **Tennis Court Seating:** There is very few seating options surrounding the four Tennis Courts by the Ada Township Park Office. The memorial bench is located off the paved path and on a berm. As this is the only seating option, this may prevent guests with assistive technology such as wheelchairs, walkers, or scooters, from spectating tennis events. Guests who are not able to move up steep inclines may also be discouraged from using the memorial bench. To make this space accessible, the bench may be moved to be directly adjacent to the paved path **(Level 2 recommendation)**. Alternatively, a concrete Companion Pad may be constructed beside the existing bench.
- **The Southwest Parking Lot:** The lot contains sixty-seven (67) parking spaces. For a lot of this size, the ADA specifies at least three (3) designated accessible parking spaces. This lot contains 2 van-accessible parking spaces. At least one (1) accessible parking space should be created. This may be accomplished by marking a currently non-designated spaces and installing a sign with the Universal Symbol of Accessibility, and creating an access aisle along at least one (1) side of parking space. This aisle may be shared with another designated accessible parking space. This accessible space and aisle should be as near to the paved path to the park as possible. **(Level 1 recommendation)**. There is a designated parking space with an access aisle on both sides. The ADA requires that each access aisle connect to an accessible route that measures at least 36-inches wide. This is accomplished in this lot by passing the 36-inch wide route in front of the parking space. This is acceptable under the ADA. However, one concern is that if a vehicle pulls too far forward the accessible route will be obstructed. As a practical recommendation, and to prevent this happening, there should be a parking block or wheel stop at the front of parking space **(Level 2 recommendation)**.
- **The Southeast Parking Lot:** There are three (3) designated accessible parking spaces present in this lot. However, the spaces are not indicated with a sign depicting the Universal Symbol of Accessibility. Under the ADA, a painted symbol on the pavement is not adequate indication. All three spaces should have a sign with the Universal Symbol of Accessibility in contrasting colors. In addition, at least one of these designated accessible parking spaces should be

made van-accessible. The spaces nearest to the path to the park have dimensions that satisfy the criteria for van-accessible spaces. When the signage is installed, at least one should be marked in contrasting text: "Van-Accessible" **(Level 2 Recommendation)**.

- **The Ponds:** There are places at the fishing pier where the board surfaces are damaged. The damage is primarily found where the wooden planks meet the asphalt pavement. The broken boards should be replaced to prevent tripping while moving through this area **(Level 2 recommendation)**.
- **The Ponds, Bridges:** Each of the bridges share the same concerns. The handrails on each of the bridges are 31 ½- inches high. The handrails should be raised so as to be not less than 34-inches high and not more than 38-inches high. This may be accomplished by installing rails higher up on the balusters and posts, as these elements have sufficient height to accommodate higher railings, but were installed lower as a design choice **(Level 2 recommendation)**. The approach to the bridges also have concerning elements. These routes slope up to the bridge level from the path. The concern is that the sides of the path are unprotected, with a sharp drop off near the bridge retaining wall. This is compounded by the fact that the handrails on the bridge flair outwards. A guest that is using the handrails for direction and support may mistakenly continue in the direction of the handrails and fall off the path down a significant drop. This may lead to falling into the water. The sides of the path that lead bridges should be protected. This may be accomplished by continuing the rails down the full slope of the ramps that lead to the bridge **(Level 3 recommendation)**. Another option is to build up the landscape along the sides of the path up to the bridges. Planting tall, dense vegetation on this built-up landscape would provide adequate edge protection. The concern with this option is that erosion would likely occur without extending the bridge retaining walls **(Level 3 recommendation)**. The thresholds at each of the bridges also show signs of damage. These transitions between the wood planks and asphalt pavement have pitting, cracking, and changes in level in excess of ¾-inches. These pose a tripping hazard and should be repaired **(Level 2 recommendation)**.

- **Pond Overlook Deck:** The asphalt pavement that leads to the Overlook Deck is significantly damaged. The roots of the surrounding trees have caused extensive cracking of the surface. The ground of the overlook has also settled, creating a slope down to the water edge. This poses a tripping hazard and may make accessing the Overlook difficult to impossible for people with disabilities. These surfaces should be repaired to create a stable and level surface. The overlook itself should have a slope and cross slope that does not exceed a 2% grade **(Level 3 recommendation)**.
- **The Prairie/Fan Restoration:** The Kody Event Board is located more than 60-inches away from the side of the paved path. There is no stable or level clear-space in front of the board. This makes it difficult to impossible for people with assistive technology such as wheelchairs or walkers to get close to the display. The board should either be moved to be directly adjacent to the paved path, or a concrete or asphalt pad should be constructed in front of the event board that connects to the existing path **(Level 3 recommendation)**.
- **The E.E Locke Arboretum Gazebo & The Ponds Gazebo:** The Arboretum and Ponds Gazebo each have a grill station for guest's use. However the grill stations are located away from the stable and level surface of the Gazebo floor. The Gazebos are a main feature of the park and the adjacent grill should be made accessible. As the Gazebos are primarily wood, the grills cannot be moved to be directly adjacent to the structure. However a concrete or asphalt pad should be added that directly connects with the wooden floor of the Gazebo **(Level 3 recommendation)**. The grill station cooking surface is over 36-inches above the ground. This may be a barrier to guests who use assistive technology such as wheelchairs or scooters, and who may not be able to use a cooking surface that is so far off the ground, or who are unable to safely use the station with the flame element so close to the face. The grill station cooking surface should be lowered so that it not higher than 36-inches above the ground **(Level 2 recommendation)**.



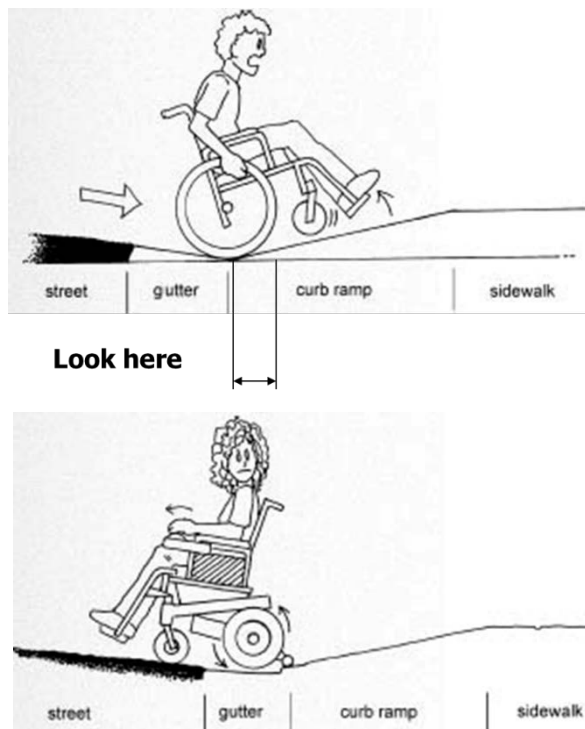
- A final note regarding the Ada Township Park is that the waste receptacles that are spread throughout the park should be placed near the paved paths. If the receptacles placed on turf or soil away from the paths, this may prevent people with assistive technology such as wheelchairs, walkers, and scooters from accessing them. Management should make it general policy to place these elements adjacent to the paved routes throughout the park (***Level 1 recommendation***).

Leonard Field Park

The spaces and park structures at Leonard Field Park at 7490 Thornapple River Drive SE that may be difficult to impossible to access by persons with mobility or coordination impairments include:

- **The Field Overlook:** The concrete pavers that compose of the surface of the overlook are uplifting due settling and erosion. In particular, the changes in level are most prominent by the picnic tables. These present a tripping hazard and should be made level. This may be accomplished by grinding down the uplifted areas to bevel the changes in level (***Level 2 recommendation***).
- **The Baseball Diamond:** Due to surrounding terrain, there is no accessible path to the field from the surrounding sidewalks and routes. People with wheelchairs, walkers, and scooters will be unable to get onto the field. In order to comply with the ADA, there should be a stable, level path from the sidewalks to the ball diamond. As the route would be unable to connect to the sidewalks along the parking lot, the new route may connect to the back of the field near the river overlook. This route may be asphalt or concrete and should be at least 36-inches wide, though a width of 60-inches is recommended (***Level 3 recommendation***). A new gate should be provided at the back of the ball diamond that is at least 36-inches wide to provide access to the field (***Level 3 recommendation***). To help direct guests, a sign should be placed near the sidewalk to indicate where the accessible entrance to the ball diamond is located. The text should be contrasting colors (***Level 2 recommendation***).

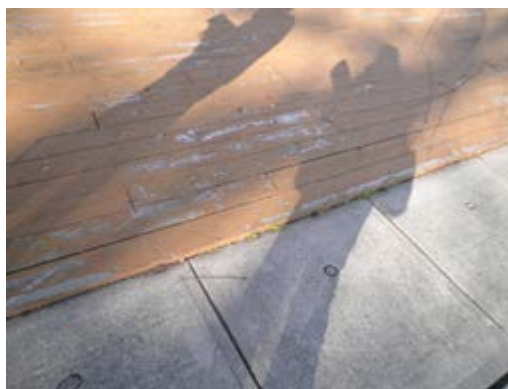
- **The Parking Lot:** The parking lot is in excellent condition. However, the curb ramp located near the designated accessible parking spaces is a barrier. The ramp slope is ADA compliant. The Ramp-Gutter Transition, or the section of the ramp nearest the Gutter, is significantly steeper. This may make it difficult to impossible to use the ramp while using certain models of assistive technology. Requiring guests to use the curb ramps at the other ends of the parking lot is not acceptable. One way to comply with the ADA is to move the accessible parking spaces to a different curb ramp. However, the current placement of accessible parking spaces is optimal, and allows for people with mobility related disabilities to exit a vehicle and be near to many different park attractions. By moving the parking spaces to different locations, the access to some features may be reduced due to increased distances. For instance, if the two spaces were moved towards the Ball Diamond Overlook, people with limited stamina or mobility would be discouraged from visiting the Covered Bridge and River Overlooks. Alternatively, by moving the accessible parking spaces to the curb ramp nearest the Covered Bridge, these same guests would be discouraged from visiting the Ball Diamond Overlook. To comply with the ADA, the current curb ramp near the designated parking spaces should be renovated to have a shallower ramp-gutter transition.



This may be accomplished by grinding down the concrete transition to make the slope less steep (**Level 2 recommendation**). This may also be accomplished by adding concrete to the transition so that it extends into the gutter further than it currently does. By making the transition longer, the slope will be reduced (**Level 2 recommendation, see right**). The transition extension should be stable and no uplifting should be present. The ramp should smoothly connect to this extension.



- **The River Overlook:** The threshold between the wood deck material and the concrete sidewalk shows extensive damage. The wood material exhibits significant changes and in level and fracturing that exceeds 1-inch. In addition, significant erosion is evident, as the entire over is settling and sloping down towards the river edge. The high threshold may make it difficult to impossible for guests with assistive technology such as wheelchairs, scooters, and walkers to use the overlook. Making this space accessible and compliant with the ADA is difficult and the repairs may be costly. The Overlook floor should have a slope that does not exceed 2% grade in any direction. This may be difficult as the foundations will need to be repaired (**Level 3 recommendation**). The exact method for how this is accomplished goes beyond the scope of this audit. The threshold between the concrete path and the wood floor of the Overlook should be repaired so that any changes in level does not exceed ¼-inch. This can be accomplished by either beveling the surface of the wood down so as to be flush with the concrete. If it is not feasible to apply this treatment to the entire length of the Overlook, a section that measures not less than 36-inches wide should be placed nearest the parking lot and should be indicated. This indication may be colored or textured tape on the edge of the beveled section of the



wood floor. While 36-inches is permitted as the minimum wide under the ADA, it is recommended that the width of the beveled section be not less than 60-inches (**Level 2 recommendation**).

- **The Covered Bridge Path:** The ramp the leads up to the Covered Bridge has handrails along the sides of the slope length. However, the handrails have a significant opening that measure on average 8-inches from the concrete/brick floor and the lowest bar of the handrails. This presents the risk of objects rolling or falling through the gap. To make this compliant with the ADA, the lowest bar of the handrails should be lowered so that the opening at the base is not lower than 4-inches from the ground (**Level 2 recommendation**). Alternatively the edge of path may be protected with a raised curb that is at least 4-inches high (**Level 3 recommendation**). The Path to the Covered Bridge is paved with brick and concrete. This is a stable and firm surface and is compliant with the ADA. However, the brick is settling in places and the concrete is not, creating changes in level that exceeds ¼-inch high. To make the paths ADA compliant, the changes in level should be beveled smooth (**Level 2 recommendation**). This may be accomplished by grinding down the concrete where it abuts the brick sections. Alternatively, the settled substrate beneath the brickwork may be reinforced to remove the changes in level (**Level 3 recommendation**).
- **Bridge Picnic Area and Overlook:** The changes in level between the brick and concrete section of the floor are more prominent in this area, and the above recommendations for the brick and concrete paths can be applied here (**Level 2 recommendation for concrete grinding option or Level 3 recommendation for the substrate repairs**). The handrails around the Picnic Area are high, exceeding 38-inches. In addition, the handrails have a very thick upper bar. This bar is at eye level for people in a seated position and may prevent people from viewing the river which is a main attraction at Leonard Field Park. To make the Picnic Area more accessible, the handrails should be lowered to be not lower than 34-inches, and not higher than 38-inches (**Level 2 recommendation**). The handrails also have a significant opening that measure on average 8-inches from the concrete/brick floor and the lowest bar of the handrails. This presents the risk of objects rolling or falling through the gap, and should be addressed as

recommended for the handrails along the sides of the path to the Covered Bridge (***Level 2 recommendation for lowering the handrail bar, or Level 3 recommendation for constructing a new curb***).

- **The Covered Bridge:** The surface of this space is damaged along the thresholds at either ends of the bridge. The damage is primarily at the far end of the bridge across the river from the main park. The damage includes gaps in the floor that exceed 1-inch across. The wooden surface is also weakening around these openings. The damage floorboards should be repaired so that there are no gaps or openings. This may be accomplished by replacing the floorboards (***Level 2 recommendation***). The Covered Bridge does not extend the full width of the river, and the handrails and edge protection are present along the sides of the path with the intention to protect guests from falling over the sides into the river. Currently, there bar rail of the handrails are greater than 8-inches above the ground. This may be a danger to guests with assistive technology who may lose their equipment over the sides of the bridge without a form of edge guard . To make this connection to the Covered Bridge more accessible and comply with the ADA, care should be taken to ensure that the edge protection of the handrails is not higher than 4" from the ground (***Level 2 recommendation***).

Roselle Park

The spaces and park structures at Roselle Park at 1010 Grand River Drive NE that may be difficult to impossible to access by persons with mobility or coordination impairments include:

- **The Resource Center:** There are two entrances to the building. The Main Entrance door requires 7-pounds of force to open. While the ADA does not place a limit to the amount of force required to open an *Exterior* door, the weight of the door may be a barrier for people with

limited strength or mobility. Making the door easier to operate may be accomplished in a couple of ways. The ideal option is for the entrance may be outfitted to open by a powered door. However, as installing a powered door is a significant investment this



may not be feasible in the near future. The other option is for the Main Entrance Door door-closer mechanism be re-tuned to require less force to open. The hydraulic device at the top of the door may be readjusted to make the door require not more than 5-pounds of force to open (**Level 1 recommendation**). 5-pounds of force is the standard limit for interior doors, and is supported by the ADA as being an operable door weight for people with limited stamina or strength. The Patio Entrance requires 6-pounds of force to open. If the Main Entrance Door is readjusted, the Patio Door does not need to be. Ideally though, the door closer mechanism may be re-tuned to require no more than 5-pounds of force to open (**Level 1 recommendation**). The Banquet Hall¹ Double-doors off the main hall require 8.6-pounds of force to open. This is a significant weight and is a barrier to people with limited strength and stamina. In order to make this means of egress into a main feature of Resource Center accessible, the door closing mechanism should be readjusted to require no more than 5-pounds of force to open (**Level 1 recommendation**). The Banquet Hall has two Climate Control panels. One of the panels has operable

¹ “BANQUET HALL” is the term used as a placeholder, as the intended name for the room is unknown. All instances of “BANQUET HALL” in this report should be replaced with the actual designation as determined by Park Management.

parts that are 51 ¼-inches above the ground. People with limited reach may find this fixture difficult to impossible to use. In order to make this panel accessible, the control panel operable parts should not be higher than 48-inches above the ground (**Level 2 recommendation**). Under the ADA, all fixed rooms should be indicated with a sign. The Banquet Hall should be have a sign at the door leading from the Main Entrance. The sign should be mounted on the Left Door to the Banquet Hall on the Main Entrance Hall side. This sign should be mounted so that the baseline of the lowest characters are not more than 48-inches from the ground and the baseline of the highest character are not more than 60-inches above the ground (**Level 2 recommendation**). The characters should be raised and contrast with the sign field. Braille is recommended.

- **The Resource Center Restrooms:** The Restroom doors require 9-pounds of force to operate. To make this space accessible, the door closer mechanism should be readjusted so that the door requires no more than 5-pounds of force to open (**Level 1 recommendation**). In the Accessible Stall, the Grab Bar along the back wall of the toilet measures 19 ¾-inches between the open end of the bar to the center line of the toilet. This may not provide enough support for people transferring on and off the toilet from assistive devices such as wheelchairs or scooters. To make this space accessible, the rear wall grab bar extend at least 24-inches from the centerline of the toilet to the open side of the toilet (**Level 2 recommendation**) (***To clarify, the open side of the toilet is the side of the toilet that is not next to a wall, and has space for an assistive device such as a wheel chair to pull over next to the toilet. The closed side of the toilet is the side of the toilet that faces the wall***). The force required to operate the soap dispenser is 8-pounds. To make this device accessible, the force to operate should not exceed 5-pounds. This can be accomplished by oiling the lever on the dispenser (**Level 1 recommendation**).

- **Roselle Park Trails:** The Woodrick Memorial Wildlife Observation Deck is a wood bi-level platform with a ramp to the upper level. The upper level has a bench, while the lower level does not. While there is ample room on the lower level for assistive technology such as wheelchairs and scooters, people



who do not use these devices yet may not have the strength or stamina to stand for extended periods of time will be required to climb stairs to find a place to sit. In addition, ambulatory guests may wish to observe the surrounding grounds with their friends or family who require the use of assistive technology and have no seating options on the lower level. To make this space equally usable for people regardless of ability, there should be a bench on the lower level of the observation deck **(Level 2 recommendation)**. The Elevated Wetlands Observation Deck has a gently sloped wooden deck path up from the paved trail. The slope is shallow enough to not be considered a ramp. There is edge protection along both sides of the deck path. However the edge protection is not present on Northwest side of the observation platform by the seats. Edge protection prevents devices from rolling over the sides of an element, and provides warning that a drop-off is beyond that point. In order to make this space comply with the ADA, the edge protection should be continued along the Northwest side of the observation platform **(Level 2 recommendation)**. The Barrier-Free River Overlook is accessed by a paved path. However, the path is sharply narrows towards the threshold of the Deck. The complication is very similar to what is encountered at Ada Township Park the Ponds Bridges. There is a sharp drop off the side into the river that is not edge protected. To protect guests from moving off the edge of the path into the water, a form of edge protection should be installed along the drop-off near the river. This may be accomplished by constructing a curb that is not lower than 4-inches high **(Level 3 recommendation)**. Alternatively, the Overlook handrails may be extended along edge of

the drop-off (**Level 3 recommendation**). The Warren Eagle Troop Bench and Event Board is located over 48-inches from the side of the paved path on tall grass and soil. Guests with assistive technology may not be able to access these elements. To make this feature accessible, the bench and event board may be moved to be directly adjacent to the paved path (**Level 2 recommendation**). A final note regarding the Roselle Park Trails is that the entire length of trails is a considerable distance. There are benches present along the trails that can function as respite areas. However these fixtures are spaced far apart, particularly along the paths in the area north of the Wetlands Restoration. Additionally, many of the paths do not have companion pads at the sides of the benches. To comply with the ADA, these spaces should have a firm stable surface for an assistive device to pull off of the path that measures at least 32-inches wide by 48-inches long (**Level 3 recommendation**). The Prins Memorial Benches along the river are located over 60-inches from the paved path. This may be a barrier to guests with assistive technology that cannot cross turf and soil safely. To make the benches accessible, an asphalt or concrete path and pad should be constructed to connect the bench space and the paved paths (**Level 3 recommendation**), or the benches should be moved to be directly adjacent to the paved path (**Level 2 recommendation**).

- **The Silo Observation Tower:** Observation Tower has a live camera feed for people who may not be able to access the viewing platform of the structure by the stairs. The viewing monitor is on the ground level. However, the camera is currently disconnected due to maintenance difficulties. In the past, the camera on the viewing platform has experienced malfunctions due to weather and repairing device was costly. The park was unable to continue offering the use of the camera to the guests. To ensure that guests with assistive technology are able

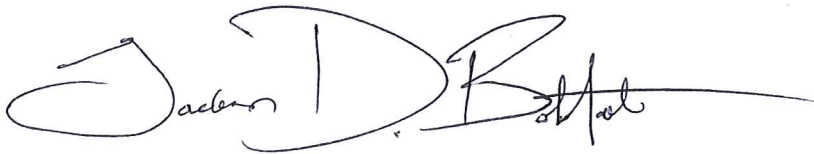


to experience the parks attractions in an as equivalent a manner as possible, the camera functionality should be restored (**Level 2 recommendation**). However, in order to avoid the difficulties that were encountered in the past, the camera may be moved so as to be sheltered from the elements and inclement weather. This may be accomplished by placing the camera under an overhang (**Level 2 recommendation**). Alternatively, the camera may be placed in the Silo interior and face out the windows. Care should be taken to ensure that the images from the camera are clear if this option is pursued (**Level 2 recommendation**). The camera may be configured to be only operable when needed, instead of being active all the time. If a guest would need the use of the camera, the guest may be able to turn on the device, and turn the camera and monitor off when finished (**Level 2 recommendation**). The ground floor has poor illumination. Improved Lighting should be integrated to ensure that people with visual impairments are able to navigate the area (**Level 2 recommendation**). There is currently no seating options on the ground floor. This may present a barrier for guests with limited stamina or strength, but do not use a wheelchair or scooter. At least one (1) seat should be placed on the ground floor for people who are using the viewing monitor (**Level 1 recommendation**). There is an accessible-style picnic table located outside the silo entrance. However, this element is on turf and soil, which may be a barrier to people with assistive technology. The accessible-style picnic table should be moved so that the accessible station is directly adjacent to a stable, level floor surface.

- This may be accomplished by either moving the table to have the accessible station directly connect to the paved path (**Level 2 recommendation**), or by extending a paved path and concrete pad to be under picnic table space (**Level 3 recommendation**).

In the coming years, Disability Advocates of Kent County offers to continue advising and assisting the Ada Township Parks & Recreation with improving accessibility at Ada Township Park, Leonard Field Park, and Roselle Park. We offer our expertise in helping make future projects at these locations welcoming and inclusive spaces for all people, regardless of ability. If Ada Township Parks & Recreation has any questions or concerns, I am able to be reached at the phone number 616.949.1100 ext. 250, or by email at Jackson.B@DAKC.us. Thank you for inviting Disability Advocates of Kent County to participate in the vision for increasing accessibility at the parks in Ada Township.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson D. Botsford". The signature is fluid and cursive, with a large "J" and "D" being prominent.

Jackson D. Botsford, Accessibility Specialist
Disability Advocates of Kent County
3600 Camelot Drive SE
Grand Rapids, Michigan 49546

6 January 2017

Mr. Mark Fitzpatrick, Director
Parks & Recreation Department
Ada Township
7330 Thornapple River Drive
Ada, MI 49301

Re: Proposal for Professional Services
Roselle Park Master Plan Update

Dear Mark:

O'Boyle, Cowell, Blalock, & Associates, Inc. (OCBA) is pleased to submit the following proposal to update the master plan for Roselle Park. We understand there is a need to update the overall park master plan to revise the trail layout and plan for future programming. The updated overall plan will be used for a new visitor sign at the park. We also understand the updated master plan will focus on a new site plan for the 13-acre upland area around the Resource Center and silo playground. We understand ideas for this area include rethinking the "corporate picnic" area in the north meadow, a new family picnic area with a shelter and revisions to the existing building, portable toilet and silo parking layout. Planning will include proposed uses, development and integrating proposed improvements with the existing trail network. Our deliverables will include rendered plans, suitable for display, for the upland area and the overall updated master plan for the park.

We propose to provide the services outlined below:

1. Kick-Off Meeting - OCBA will meet with Ada Township Parks, Recreation and Land Preservation Advisory Board (Parks) to review the current master plan, gather input and discuss park programming preferences for new facilities and improvements to be included in the updated master plans.
2. Preliminary Master Plan Drawings - OCBA will prepare preliminary drawings showing existing and proposed improvements, and prepare a preliminary opinion of probable costs.
3. Review Meeting - OCBA will meet with the Ada Township Parks to review the preliminary plans and costs, and discuss alternatives.
4. Revised Master Plan Drawings - Based on input from the Parks meeting, OCBA will revise the preliminary plans for presentation at a public meeting.
5. Public Meeting - OCBA will attend a public meeting organized by Ada Township and present the preliminary plans for public discussion and comment.

6. Review Meeting - OCBA will meet with the Ada Township Parks to review the public meeting comments and select the preferred site design and improvements for the updated master plans.
7. Final Master Plan Drawings - Based on input from the Ada Township Parks meeting, OCBA will revise, complete and render the final updated master plans. An itemized opinion of probable cost will be prepared for the improvements in the upland area of the park.
8. Ada Township Board Presentation - OCBA will present the final master plans to the Ada Township Board for their approval.

We propose to provide the services as outlined above for a lump sum fee of \$5,775.00 including expenses. We will invoice monthly in proportion to work completed. We will expect payment within 30 days of receipt of invoice.

If the above proposal meets with your approval, please sign and date the enclosed copy and return it to our office as a record of our agreement and authorization to proceed.

Thank you for the opportunity to provide this proposal for your consideration.

Sincerely,



O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

Wesley S. Steer, LLA, ASLA

WSS/sjb

Accepted by:

Signature

Date