



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
December 13, 2021 – 7:00 p.m.**

The meeting was conducted at the Ada Township Hall. The roll was called. Members present: Supervisor Leisman, Clerk Smith, Treasurer Moran, Trustee Jacobs, Trustee Proos, and Trustee Winczewski. Absent: Trustee Hurwitz, Also present: Township Manager Julius Suchy, Parks Director Fitzpatrick, Assessor Boerman, Planning Director Said, and approximately six members of the community.

**APPROVAL OF AGENDA**

Added to the agenda: New Business Item D – Reappointment of Planning Commission members. **Moved by Winczewski, supported by Jacobs, to approve the December 13, 2021, Agenda as amended. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**Approval of Minutes; Accept Reports/Communications**

**A. TOWNSHIP BOARD MINUTES**

1. Regular Board Meeting Minutes – November 22, 2021

**B. REPORTS AND COMMUNICATIONS**

1. DDA Regular Meeting Minutes November 8, 2021
2. Historical Society Meeting Minutes November 11, 2021
3. Parks, Recreation & Land Preservation Meeting Minutes November 9, 2021
4. Kent District Library Fall Quarterly Report – Amy Van Andel Library

**Moved by Proos, supported by Moran, to approve the Consent Agenda. Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$51,445.95, Warrants: \$747,846.15. Total of all Checks and Warrants: \$799,292.10. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for December 13, 2021, in the total amount of \$799,292.10. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Motion carried.**

**Consider Approval of Community Center/Library Change Order #7 for a decrease of \$269,544.53**

Nick Haglund from Erhardt Construction presented the request for approval of Change Order #7. She noted there was a credit back into the job for funds that were not spent on the project.

**Moved by Winczewski, supported by Jacobs, to approve the Community Center/Library Change Order #7 for a decrease of \$269,544.53. Motion carried.**

**Consider Payment of Community Center/Library Final Pay Application (#22) from Erhardt Construction for An Amount Not to Exceed \$35,807.06**

Nick Haglund from Erhardt Construction presented this final Pay Application which covers the added ice protection in the courtyard and along Headley. She noted there was a little bit of billing left for the landscaping work that got done mid summer. They did an eleven month warranty walk through recently to make sure everything was done along with fixing a couple minor items. There was further discussion regarding the ice protection steps.

**Moved by Winczewski, supported by Moran, to approve payment of Community Center/Library Final Pay Application (#22) from Erhardt Construction for an amount not to exceed \$35,807.06. Motion carried.**

**Consider Payment of Fase Street Non-Motorized Path Improvement Pay Application #1 from CL Trucking & Excavating LLC for An Amount Not to Exceed \$191,292.62**

Steve Groenenboom, Moore & Bruggink, presented the Pay Application. He noted he was very happy how this turned out, very rewarding for him and it truly looks like it belongs. They are recommending retainage of 10% through the winter. The job is basically done other than needing to walk it next spring. He added that this is under budget.

**Moved by Proos, supported by Jacobs, to approve payment of Fase Street Non-Motorized Path Improvement Pay Application #1 from CL Trucking & Excavating LLC for an amount not to exceed \$191,292.62. Motion carried.**

**Consider Payment of Adatowne & Adacroft Water Main & Street Improvements Phases 2 & 3 Pay Application #7 to CL Trucking & Excavating LLC for An Amount Not to Exceed \$309,456.81**

Steve Groenenboom, Moore & Bruggink, presented the Pay Application. He briefly summarized the three phases. He spoke about budgets noting that the total bid was \$5.66 million. The estimated costs for Phase 2 (which was this year's job) was bid at \$3.9 million. There are a few things on this phase that they couldn't do this year, but will be doing next year, because of the sequencing of the jobs. They will set aside some monies for that, but it is still about \$100,000 under what the bid amount was. The job took a little longer than anticipated, but it went well, and it is safe to say it is under budget by a fair amount.

**Moved by Moran, supported by Winczewski, to approve payment of Adatowne & Adacroft Water Main & Street Improvements Phases 2 & 3 Pay Application #7 to CL Trucking & Excavating LLC for an amount not to exceed \$309,456.81. Motion carried.**

**Consider Payment of Ada Drive Trail Paving & Boardwalk Replacement Pay Application #2 from Katerberg VerHage for An Amount Not to Exceed \$548,149.42**

Township Manager Suchy first addressed the Board giving an update on this and also provided the Board with a memo on this pay application. He stated the project had a requirement to be completed by October 29, 2021 and is not yet completed. Since the pay application is for the range of October 1, 2021 through December 3, 2021, Moore & Bruggink has included \$16,500.00 (33 days) for liquidated damages (although Suchy believes this should \$17,500, for 35 days the work covered by this pay application is primarily for grading, paving and boardwalk work.

Steve Groenenboom, Moore & Bruggink, next presented the pay application. He said it's always up to the contractor when they are going to pave. If it gets too cold, we can tell them to stop. But if they want to pave and get it done, that is typically allowed, but then they are held to the warranty period of one year. He noted that he had some pretty direct conversations with Katerberg VerHage and with the paving subcontractor, which is typically not his job. He said he left some pretty heated messages when the subcontractor would not get ahold of him, telling them they had to get it done and don't tell us one thing and then do another. He said it was very frustrating but they're going to make sure it's a nice job.

Trustee Proos commented when a contract is made, it needs to be kept because it is the right thing to do. Stuff happens, but when it does you must take the lead and be the head not the tail. We need to continue to hold this until it's done. Treasurer Moran stated he is extremely disappointed. Katerberg VerHage has done a lot of work for the Township and that is what makes it more disappointing is that it wasn't done to the expectations of Katerberg VerHage. First of all, it is 35 days. Second, it is frustrating to see they were laying asphalt while it was snowing out. He said he has never seen this before. We approved this back in June, and to be talking about it now in December is really unfortunate. Moran asked who would make that call if it's too cold to put asphalt down?

Steve Groenenboom, Moore & Bruggink, responded that the Township has their word that it is going to be good next spring. They will be ripping some out and re-doing it. Treasurer Moran asked what happens the spring after that when the warranty is over? Groenenboom stated he thinks they will keep some retainage back for another year. Treasurer Moran reiterated that this is disappointing and that the Board has to answer to the taxpayers and this particular project affects a majority of the Ada residents.

Mark VerHage, Katerberg VerHage, spoke next stating that he has to take the blame for what has happened. Township Engineer Groenenboom has been nothing but encouraging to get this to the finish line. He spoke about issues with the subcontractors. Bottom line is they will stand behind the quality of that path to the satisfaction of the Township and Moore & Bruggink. They will deal with what is coming. They take a lot of pride in projects they have done for the Township and they are not going to tarnish their reputation over this. He said they completely take the blame and thought they were using good contractors, but it is no excuse. Proos stated he appreciates the honesty, but something should have been done sooner to stop this, adding that the bottom line is for the Township to have a quality trail.

**Moved by Smith, supported by Proos, to approve payment for the Ada Drive Trail Paving & Boardwalk Replacement to Katerberg VerHage in the net amount of \$400,000.00, of the \$548,149.42 requested in Pay Application #2, and directing Township Staff and Township Engineer to bring this back before the Board in January 2022 with updated numbers for the next pay application. Motion carried.**

#### **PUBLIC COMMENT**

None.

#### **UNFINISHED BUSINESS**

None.

#### **PUBLIC HEARINGS**

None.

#### **NEW BUSINESS**

**A. Resolution R-121321-1: Adopt 2022 Federal Poverty Exemption Guidelines**

Township Assessor Boerman stated she submitted a memo with the recommended poverty guidelines. This is something done every year and her recommendation tonight is to adopt the updated federal guidelines to use for the 2022 poverty exemptions.

Moved by Jacobs, supported by Winczewski, to adopt Resolution R-121321-1: A Resolution to Adopt Federal Poverty Exemption Guidelines. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

**B. Resolution R-121321-2: Resolution Amending Ada Township Permit Fees & Charges for Building Department Services**

Township Planning Director Said presented the resolution concerning permit fee adjustments that originated with Cascade Township. This reflects a fee adjustment, the first that has been done since 2009. It also allows the Township to maintain its contractual obligation. There are some slight adjustments to permit fees. Obviously the larger the project, the larger the permit fee.

Moved by Proos, supported by Jacobs, to adopt Resolution R-121321-2: A Resolution Amending Ada Township Permit Fees & Charges for Building Department Services. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

**C. Consider Proposal from Integrated Architects for Township Hall Site Feasibility Study for an Amount Not to Exceed \$9,174.00**

Township Manager Suchy gave brief introductory comments. He stated after the Township Hall ARPA funding discussion, he reached out to Integrated Architecture to discuss a site feasibility study at four locations in the Township as follows:

Option 1 – 7185 Headley St.

Option 2 – West Portion of 7215 Headley St. (connected to Library)

Option 3 – 7171 Headley St.

Option #4 - 7330 Thornapple River Dr (existing Township Hall Site) and 7351 Bronson Street.

Scott Vyn of Integrated Architecture spoke next. He believes the next natural step of the study is to take the means from that study and apply them to these four different identified parcels. They will work with Erhardt Construction to put together some pricing for the conceptual diagrams -- basically looking at fit, capacity and potential cost.

Moved by Proos, supported by Winczewski, to approve the proposal from Integrated Architects for Township Hall Site Feasibility Study for an amount not to exceed \$9,174.00. Motion carried.

D. Resolution R-121321-3, a Resolution to Reappoint Planning Commission Members Dan Carter and Sarah Easter for 3-Year Terms.

Township Supervisor Leisman stated the two Planning Commission members whose terms are up are Dan Carter and Sarah Easter. There is overwhelming support to reappoint both members for new 3-year terms.

Moved by Smith, supported by Jacobs, to adopt Resolution R-121321-3: A Resolution to Reappoint Planning Commission Members Dan Carter and Sarah Easter for 3-Year Terms. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

## DEPARTMENT REPORTS

A. Township Manager Report – December 8, 2021

Township Manager Suchy stated he would be happy to answer any questions from his December 8, 2021 report. He noted there was one update in regards to House Bill 5351, a personal property tax exemption increase bill. Currently they are looking to increase from \$80,000 to somewhere between \$200,000 and \$300,000. He stated this would impact some of the restaurants, and there will be an impact on the collection agencies of the townships.

B. Assessing Department Report – December 7, 2021

Township Assessor Boerman stated she wanted to give a heads up they've been working on setting the values for 2022. They have finished residential, agricultural, and commercial. The commercial class is going to about a 20% to 40% increase so they can meet their county ratios. The increases are substantial but still very defensible.

C. Downtown Development Authority Director Report – December 13, 2021

D. Fire Department Report – November, 2021

E. Historical Society Museum Manager Report – November 2021

F. Parks & Recreation Report – December 6, 2021

Township Parks Director Fitzpatrick reported they got acknowledgement from the State DNR that their grant is going to be funded. It still has to go through a process with the National Park Service which will take about 10 months. He also stated they are still working through some staffing challenges. He also brought up that staff increases need to be addressed in this next budget cycle and there was some discussion regarding that.

G. Planning Department Report – November, 2021

Township Planning Director Said stated that as part of the Planning Commission review of the proposed office building at 7500 Fulton and surrounding properties, they initially took a step back to do some further consideration of that entire area. The Planning Commission held two special meetings where they did some larger planning consideration for the area. He passed around a concept plan which he believes represents something closer to the Envision Ada Plan. The Planning Commission met on Friday December 3rd and approved a master plan concept for the multi-parcel area. The overall design and layout will be a benefit to the community if/when the properties are redeveloped.

Planning Director Said also updated the Board on several building permit applications, as listed in his December 7, 2021 memo.

Trustee Proos suggested there be a joint meeting between the DDA, the Planning Commission and the Board, noting it has been quite some time since they have had a meeting. Manager Suchy responded that he believes having all three groups meet together is a tall order, but he is not opposed to it.

H. Engineering Monthly Report – December 8, 2021

I. Ryan's Municipal Utility Report – November, 2021

Steve Ryan spoke briefly regarding operation of the pumps through the SCADA system.

**BOARD COMMENT**

Trustee Jacobs spoke about the Christmas trees blowing over in the high winds. Township Manager Suchy responded that this has become an issue and that park staff has put three 60 pound sand bags on each leg of the tree stand. Parks Director Fitzpatrick also spoke about steps being taken to address this issue. Trustee Jacobs also spoke about parking and how the Garage Bar is a perfect example of the fact that sometimes you have to park and walk a bit.

Trustee Proos stated the parade and the chili cookoff were both wonderful events. He said it was really nice to see all the people with smiles on their faces. He said people come from all over and it's very nice to see.

Treasurer Moran wished everyone Happy Holidays.

Clerk Smith reminded the Board that there is not a second meeting this month, so the next meeting will be January 10, 2022.

Supervisor Leisman stated this is the end of the first full year they have worked together and believes they are a pretty cohesive group, and he feels the same about staff and contractors. He wished all a Merry Christmas and Happy New Year.

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

None.

**ADJOURNMENT**

**Moved by Winczewski, supported by Moran, to adjourn the meeting at 9:16 p.m. Motion carried.**

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Jacqueline Smith  
Ada Township Clerk

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Date

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