



**ADA TOWNSHIP BOARD MEETING
MINUTES
FEBRUARY 22, 2021 - 7:00 p.m.**

Pursuant to Governor Whitmer's Executive Order 2020-48, The Ada Township Board, in order to protect the public health, conducted its meeting via electronic communications via ZOOM Meeting. The roll was called. Members present: Supervisor Leisman (participating from Ada, Michigan), Treasurer Moran (participating from Ada, Michigan), Clerk Smith (participating from Ada, Michigan), Trustee Hurwitz (participating from Ada, Michigan), Trustee Jacobs (participating from Ada, Michigan), Trustee Proos (participating from Ada, Michigan), and Trustee Winczewski (participating from Ada, Michigan). Members Absent: none. Also present: Township Manager Julius Suchy (participating from Ada, Michigan), staff including Planning Director Ferro, Assessor Boerman, Marks Director Fitzpatrick, and Accountant Rodriguez, and approximately five members of the public.

APPROVAL OF AGENDA

Moved by Proos, supported by Moran, to approve the February 22, 2021 Agenda as amended to invert Items C and D under New Business. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

GENERAL TOWNSHIP BUSINESS

Approval of Minutes; Accept Reports/Communications

Moved by Jacobs, supported by Moran, to approve the Minutes and Accept the Reports/Communications. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried. By general consensus, Clerk Smith will add under Roundtable Discussion to the January 20, 2021 Trails Committee Minutes to implement a plan for the trails. There was also brief discussion on turnaround time for minutes. Clerk Smith said they do not come to her before they are approved and, for example, the Planning Commission only meets once a month.

APPROVAL OF WARRANTS

Township General Warrants

Treasurer Moran presented the following: Hand Checks: \$12,797.32, Warrants: \$161,663.33. Total of all Checks and Warrants: \$174,460.65. **Moved by Hurwitz, supported by Winczewski, to approve the Warrant Report for February 22, 2021, in the total amount of \$174,460.65. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Pay Application #20 - Amy Van Andel Library & Community Center to Erhardt Construction for \$570,395.03

Nick Haglund of Erhardt Construction presented the request. She stated this includes everything to the end of January, and while this is not the final bill, it is the last of the big billings. Trustee Proos spoke about retentions being released. Haglund responded that the only thing they hold retainage for is to get all the paperwork in. **Moved by Proos, supported by Hurwitz, to approve Pay Application #20 to Erhardt Construction in the amount of \$570,395.03 for the Amy Van Andel Library & Community Center. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Resolution R-022221-1: Board & Commissions Meeting Dates for FY 2021-2022

Clerk Smith summarized her memo in reference to dates and times for Board and Commission meetings for 2021-2022, followed by some Board discussion about adding the extra meeting in May. It was also noted that the PRPL meetings should be at 8:30 a.m. instead of 4:00 p.m.

Moved by Proos, supported by Moran, to adopt Resolution R-022221-1 regarding Board & Commission meeting dates for Fiscal Year 2021-2022, with the revisions of adding a May 24th, 7:00 p.m. Board Meeting, and changing the Parks & Recreation meeting times from 4:00 p.m. to 8:30 a.m. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

B. Award Bid for Adatowne & Adacroft Watermain and Street Improvement Project to CL Trucking & Excavating for an Amount Not to Exceed \$5,664,310.50

Township Engineer Steve Groenenboom, Moore & Bruggink, presented the request. He stated they recently opened bids for the second phase of the project. He said this is a two-year project with a completion date of August 1, 2022 and consists of approximately 4 miles of watermain. CL Trucking was the low bidder on the job.

Moved by Proos, supported by Jacobs, to approve the bid for Adatowne & Adacroft Watermain and Street Improvement Project to CL Trucking & Excavating in an amount not to exceed \$5,664,310.50 Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

There was discussion regarding design, project costs, budget summary, length of time involved to complete, etc. for this watermain project. Trustee Proos noted he would like to keep the project contingencies off the radar -- if it looks like this will change, he would like to see this brought before the Board. Supervisor Leisman asked if this budget is something that was approved at a prior Board meeting, is this to be approved now or in the future, or is this just for informational purposes? Trustee Proos stated how they have done it before is they would approve this whole project with a not-to-exceed number of the \$6,650,000 figure and then request periodic updates. He believes this makes the most sense. It's a little different this time because there is a bond. The bid award has been made and this is the budget associated with it. Supervisor Leisman said no motion is necessary at this time -- we approved the bid to CL Trucking, had a discussion and will take this up next month.

C. Authorize Treasurer to Call 2011A Series Bond Early and Resolution R-022221-2: Resolution to Authorize Issuance of General Obligation Limited Tax Refunding Bonds, Series 2021

Township Manager Suchy said there are two different bonds, a 2011A which is a split of the general fund and water fund, and then the 2011B which is completely sewer fund. They are asking tonight for approval of paying off the 2011A which will save the Township approximately \$63,000 in interest payments, about \$32,000 in the general fund, and \$31,000 in the water fund over the next 7 years. For the 2011B, there is quite a bit more outstanding, but will have approximately \$222,000 in total savings over the life of the bond. Mark Nettleton of Mika Meyers spoke noting that this resolution does authorize the refunding of the Series 2011A and 2011B Bonds. The intent is to use funds on hand to redeem the 2011A bonds and then we would issue new refunding bonds for the Series 2011B. This resolution authorizes the Township Supervisor and the Treasurer to award the sale of the bonds on the date of sale which is scheduled to be March 18th. The intent is to close and deliver these bonds by March 20th.

Moved by Moran, supported by Hurwitz, to authorize and direct the Township Treasurer to call the Township's outstanding Capital Improvement Bonds, General Limited Obligation Tax Series 2011A for redemption with cash on hand. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

Moved by Proos, supported by Moran, to approve Resolution R-022221-2, Resolution to Authorize Issuance of General Obligation Limited Tax Refunding Bonds, Series, 2021, striking paragraph 21 and renumbering remaining paragraphs in the Resolution. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

D. Letter of Engagement - 2011 Series Bond Refunding

Township Manager Suchy said they received a letter from PFM for engagement refunding of 2011 Sewer Bonds. This is something the Township has to enter into so that Paul Stauder of PFM can provide financial services. Paul and Mark Nettleton of Mika Meyers both work with the Township. Township Manager Suchy is requesting the Board have two separate votes on this - one for approval of the PFM engagement letter for refunding of the 2011 Series Bond and

one for engagement with Mika Meyers as bond counsel. The bond counsel fee is \$16,010.37 and the financial advisor fee is \$12,882.50. This is based on the amount for the bond as well as flat fixed fees. All of the savings included in next item with the resolution factor in those costs included.

Moved by Moran, supported by Jacobs, to approve the engagement letter with PFM for the refunding of the 2011B Series Bond. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

Township Supervisor Leisman recused himself for consideration of approval of bond counsel engagement because he is a member of Mika Meyers. Township Manager Suchy stated we are looking to approve authorizing Mika Meyers to serve as bond counsel and then we can get into the resolution following that. Mark Nettleton of Mika Meyers spoke briefly stating Mika Meyers has served as bond counsel for many years and have historically included language in the bond authorizing resolutions that expressly retain Mika Meyers as bond counsel.

Moved by Hurwitz, supported by Jacobs, to approve the engagement of Mika Meyers as bond counsel. Roll Call: Yes - Hurwitz, Jacobs, Moran, Proos, Smith and Winczewski. Supervisor Leisman - abstain. Motion carried.

E. Employee Compensation and Benefits Recommendation for FY 2021-2022

Township Manager Suchy summarized his memo stating that annually the Board would consider employee compensation and benefits - the Personnel Committee is recommending a 2% wage adjustment for all Township staff for 2021-2022. He also spoke briefly about group medical insurance noting there is a minor change to the prescription drug co-pay - an increase of \$5.00. Trustee Proos commented that if you pay people well and expect performance, it goes a lot more than just to a CIP increase. He stated the Township's number one asset is our people and in his opinion, a higher wage increase is in order. He said if you pay people well, you get good employees and you keep them. Clerk Smith said they recognize this and they want to take their time and look at the system and figure it out. Supervisor Leisman stated the Township did do a study several years ago looking at what the different people are paid compared to the surrounding communities. We cannot just assume the Township employees are paid below market. He doesn't know that there is any evidence that we need to take different action this year. Trustee Hurwitz stated he feels the 5-year plan is really unfair to those employees who have been here the longest and are the most valuable. The Personnel Committee plans to review this next year. Trustee Jacobs said she would not be opposed to a 3% or higher increase, as Trustee Proos mentioned. There was also some discussion about looking at health insurance options. Trustee Proos also suggested looking into a gap policy that covers deductibles.

Moved by Proos, supported by Moran, to table approval of the Employee Compensation and Benefits Recommendation for FY 2021-2022. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

F. Consider Approval of 2021 Fireworks Display Agreement

Township Manager Suchy presented this item. He stated this should have been the third year of the 3-year contract, but was cancelled due to COVID-19, and the Township was not charged anything last year. He followed-up with Chief Murray and had them add a COVID-19 provision which gives flexibility since we are not sure where things will stand in July.

Moved by Moran, supported by Proos to approve the Zambelli Fireworks Agreement in an amount not to exceed \$14,000 (half to be paid by Cascade). Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

DEPARTMENT REPORTS

A. Township Manager Report - February 17, 2021

Township Manager Suchy gave an update on the CARES Act Funding stating we received a check for \$25,366.05. We received notification this was for the Kent County Sheriff Department contract, so they had a rebate that they gifted which will go to the Public Safety Fund. Thus, the Fire Department and the Public Safety Fund will be doing a little bit better with this excess CARES funds.

There was Board discussion regarding the Library and Community Center publication dedication. Township Manager Suchy said there are two different events - a public dedication scheduled for early Spring which invites the media and a small group of public individuals to come through, and then there would be a second event held later which would essentially be a donor thank you event/reception separate from the public dedication.

There was brief discussion about utilities charges to restaurants during the pandemic. Steve Groenenboom gave an overview noting they are working with the City of Grand Rapids Water and Sewer Department as how to restructure our water and sewer rates. He also noted that their utility accountant ran a report for how many businesses are impacted. It seems to be a small amount - a handful of restaurants are receiving this different type of bill. Steve is going to be putting together a utility rate study which will give insight on fine-tuning the system and come up with an equitable rate structure.

B. Treasurer Investment Report - September to December, 2020

Treasurer Moran summarized the Treasurer Investment Report, highlighting on items such as interest earnings, investments, CD yields, etc.

BOARD COMMENT

Trustee Winczewski said he finally got to tour the library and is very impressed and cannot wait until we can start utilizing all of it.

Trustee Proos commented on the Treasurer's Report.

Trustee Hurwitz stated he is happy to hear about the discussion regarding staff compensation and is glad this is going to be addressed. He also asked if we have a standard procedure to look at all other bonds out there/potential redemptions on a regular basis? Township Manager Suchy responded it is something that goes on all the time and he and Treasurer Moran will continue to look at them and bring updates to the Board.

Treasurer Moran commented on the DDA minutes, suggesting it might be a good time to implement an ordinance on parking issues.

Supervisor Leisman echoed the comment pertaining to the staff compensation discussion. He added that one of the reasons the Township hired a manager was to be able to better address this and make us more competitive. He also felt it was a good discussion.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 9:22 p.m.

Jacqueline Smith
Ada Township Clerk

Date