



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
MARCH 8, 2021 - 7:00 p.m.**

**DRAFT**

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 Fort Collins, Colorado), 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, Planning Director Ferro, Assessor Boerman, Parks Director Fitzpatrick, Accountant Rodriguez, and approximately seven members of the community.

**APPROVAL OF AGENDA**

**Moved by Hurwitz, supported by Jacobs, to approve the March 8, 2021, Agenda as amended to take up New Business I, between New Business E and F. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

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

Approval of Minutes: February 22, 2021, board meeting

Accept Reports/Communications: 1. Planning Commission Regular Meeting Minutes - February 18, 2021 2. Historic Society Regular Meeting Minutes - January 14, 2021 3. 2020 Water/Sewer Bond Status Update Letter - March 3, 2021 4. EGLE Water Reliability Study Approval Letter - February 10, 2021

**Moved by Winczewski, supported by Hurwitz, to approve the Minutes and Accept the Reports/Communications. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$601,731.58, Warrants: \$111,252.29. Total of all Checks and Warrants: \$712,983.87. **Moved by Winczewski, supported by Proos, to approve the Warrant Report for March 8, 2021, in the total amount of \$712,983.87. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**PUBLIC COMMENT**

There was no public comment.

**UNFINISHED BUSINESS**

None.

**PUBLIC HEARINGS**

- A. Department of Natural Resources Land and Water Conservation Fund Grant Application for Leonard Field Park Riverfront Improvements Project**

Parks Director Fitzpatrick spoke about this Grant. He stated as they are moving forward with the Leonard Field improvements, there are several steps in the process. They are pursuing this State DNR Grant which is the Land and Water Conservation Fund Grant. An element of this Grant requires a public meeting/hearing. He presented a view of the park and the master plan projects within the scope of the Grant application. The river's edge is the focus of the project wherein they want to do some stabilization to the bank and improve the landscaping. The total project cost is \$666,000, and thus the Grant request is for \$333,000 (the Grant requires a 50% match). He added that the earliest start on this project would be late summer to early fall. The goal is that if they do not get the Grant this year, they will reapply next year. There can be competition for these Grants.

**The public hearing was opened at 7:22 p.m. There were no comments. The public hearing was closed at 7:22 p.m.**

**B. Fiscal Year 2021-2022 Township Budget & Capital Improvement Plan**

Supervisor Leisman noted this was presented to the Board at the last meeting and now this is an opportunity for anyone from the public to make comments on the 2021-2022 Township Budget and Capital Improvement Plan.

**The public hearing was opened at 7:24 p.m. There were no comments. The public hearing was closed at 7:24 p.m.**

## **XI. NEW BUSINESS**

**A. Kent County Interlocal Agreement for County Designated Assessor**

Supervisor Leisman stated this is required by statute and is something that the counties put together with the townships and most townships are signing this. It is recommended by our Township Assessor Stephanie Boerman and by Township Manager Suchy.

**Moved by Moran, supported by Jacobs, to authorize Township Supervisor Leisman to sign the Kent County Interlocal Agreement for County Designated Assessor. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**B. OCBA Contract Amendment - Roselle Park Shelter/Accessible Picnic**

Supervisor Leisman said this simply amends the contract with the landscape architect from two years to one year. The total change in price will be around \$1,400. Parks Director Fitzpatrick gave some brief background information on this project.

**Moved by Proos, supported by Jacobs, to approve the OCBA Contract Amendment as described for Roselle Park Shelter/Accessible Picnic. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**C. Resolution R-030821-1: A Resolution Authorizing Submittal of a Grant Application for MI DNR Land and Water Conservation Fund Grant Assistance for Proposed Leonard Field Park Riverfront Improvements Project**

Proos said this is a \$600,000 project and the chances of getting a grant these days is less and less and he questioned if we should have a Plan B for this. Parks Director Fitzpatrick responded that we should have an indication in December whether we are in the running for this or not. The Plan B would be to reapply around this time next year if not.

**Moved by Jacobs, supported by Moran, to adopt Resolution R-030821-1, Resolution Authorizing Submittal of a Grant Application for MI DNR Land and Water Conservation Fund Grant Assistance for Proposed Leonard Field Park Riverfront Improvements Project. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**D. Resolution R-030821-2: A Resolution Amending the Fiscal Year 2020-2021 Budget**

Township Manager Suchy gave a presentation on the amendments for the fiscal year 2020-2021 budget. He included a memo outlining the amendments and indicated there would be a large transfer from general fund to capital fund - of about \$600,000 to \$650,000. Ultimately the goal for this is it would be repaid over the next three years through initial pledges to the campaign. Township Manager Suchy said he included a spreadsheet in the Resolution that highlighted the starting budget and then the amended budget. He next highlighted the basis for a lot of the amendments. Supervisor Leisman said this looks good - everything looks closer than we anticipated a few weeks ago.

**Moved by Proos, supported by Jacobs, to adopt Resolution R-030821-2, Resolution Amending the Fiscal Year 2020-2021 Budget. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**E. Review Proposed FY 2021-2022 Fiscal Year Budget & 2021-2026 Capital Improvement Plan**

Township Manager Suchy presented this and highlighted information in his memo. He said they took the February 11th work session, along with other information, into consideration and tried to address all of the items. He added that with paying off the 2011A series bond, they were able to budget for the entire \$151,000 out of the general fund and still maintain a surplus for the fiscal year. Supervisor Leisman said that part of that package is the capital improvements plan that was adopted by the Planning Commission. He added that at the next meeting there would be a vote to adopt both at the Board level.

**F. Consider Award of Leonard Field Park Lighting Project Bid to Airport Lighting LLC for an Amount not to Exceed \$232,000.00**

Parks Director Fitzpatrick stated this focuses on the light posts around the ball field at Leonard Park and the lights that are on top of those posts. There is a summary of the bids in the handout. These are LED lights that are very focused and have less glare. The recommendation is to accept the bid by Airport Lighting, which was the lowest bidder.

**Moved by Jacobs, supported by Winczewski, to approve awarding the bid to Airport Lighting in an amount not to exceed \$232,000. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**G. Consider Design & Construction Engineering Services from Moore & Bruggink for Adatowne & Adacroft Watermain and Street Improvement Project**

Supervisor Leisman stated this is a follow-up from the last meeting and what they are looking for on this is a motion to approve the construction engineering proposal in an amount not to exceed \$390,000. Township Engineer Steve Groenenboom, Moore & Bruggink, presented the request. He talked about the design engineering budget, hours involved and length of project (48 weeks), testing and staking tasks, the full-time inspector that will be present at all times, and risk mitigation. He stated they have the ability to stand behind it when there is an issue. If there is something that is really an engineering flaw or engineering design issue or something that a resident pushes them on (outside of obviously the smell), they have a significant amount of protection and comfort with the level of work that is being done so they residents don't feel they are being slighted.

**Moved by Proos, supported by Hurwitz, to approve Moore & Bruggink's Design & Construction Engineering Services for the Adatowne and Adacroft Watermain and Street Improvement Project in an amount not to exceed \$390,000. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**H. Consider Mortgage Release for 1101 Pettis Avenue related to Kent County Purchase of Property for Chief Hazy Cloud Expansion**

Planning Director Ferro presented this agenda item noting that the Township holds a mortgage in an amount a little over \$97,000 on property owned by Edith Pettis on Pettis Avenue. The mortgage was obtained as part of a consent judgment in settlement of 2008 litigation. The property owned by Ms. Pettis lies on both sides of Pettis Ave. There are two parcels subject to the mortgage. Kent County is in the process of acquiring the riverfront portion of the Pettis property and that land will become part of Kent County's Chief Hazy Cloud Park, which currently abuts the Pettis property on the east. Closing on the acquisition of the Pettis riverfront property is being held up by the mortgage and thus, this proposed Partial Release of Mortgage would release just the portion of the Pettis property that is being acquired by Kent County from the mortgage. The mortgage on the portion of the property north of Pettis Ave. would remain in full force and effect.

**Moved by Jacobs, supported by Proos, to authorize the Township Supervisor and Clerk to sign the Partial Release of Mortgage for 1101 Pettis Avenue as identified in the memorandum. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**I. Employee Compensation and Benefits Recommendation for FY 2021-2022 (\*\*agenda item was addressed between Items E and F above)**

Township Manager Suchy said the Personnel Committee got back together and discussed the comments and conversation from the Board meeting. He then highlighted some items in his memo. Supervisor Leisman added that they talked about the increase in the co-pay on the health insurance premiums versus the overall increase and said it is important to note that the Personnel Committee spent a significant amount of time

looking at the raise relevant to the health insurance change. Trustee Proos stated he is happy to see the 3% but would still highly encourage a written program, a goal oriented program and somehow keep in a longevity bonus of some sort. He added it sounds like the Township is heading in the right direction.

**Moved by Moran, supported by Jacobs, to approve the Employee Compensation and Benefits Recommendation for Fiscal Year 2021-2022. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**J. Process for Township Manager Six Month Review (Verbal)**

Supervisor Leisman stated this is just an informational item. The contract for Township Manager Suchy stated he would receive a six-month review. The Personnel Committee has started taking steps towards this review and will come back to the Board by the first meeting in April. Township Manager Suchy said he would send a copy of his contract so all Board Members have it.

## DEPARTMENT REPORTS

**A. Township Manager Report - March 3, 2021**

Township Manager Suchy stated the main item to give an update on is the updated Michigan Department of Health and Human Services' Orders. Currently we can meet with up to 25 people indoors as long as everyone is socially distancing and wearing face masks. He believes the March 22<sup>nd</sup> meeting could be a busy one and too many people could show up, so this meeting should be virtual. He said then they are looking at April meetings to be in person.

The Township will need to decide if it wants to declare a state of emergency or utilize Kent County's declaration of emergency (if it is in place) to continue to hold electronic meetings. He does not believe that the Assembly Hall will meet this requirement so they would need to look at Roselle as an option. Township Manager Suchy said he will follow up with the Admin Committee on this. Township Supervisor Leisman agreed to keep the March 22<sup>nd</sup> meeting virtual due to the possibility of a large number of attendees.

**B. Assessing Department December Report - February, 2021**

Township Assessor Boerman gave a brief update.

**C. Fire Department December Report - February, 2021**

**D. Historical Society Museum Manager Update - February 21, 2021**

**E. Parks & Recreation December Report - March 3, 2021**

Parks Director Fitzpatrick spoke briefly about being able to open up a little more with the change in COVID restrictions. He said it is looking good for having a full spring and summer schedule.

**F. Planning Department December Report - February 2021**

Planning Director Ferro commented briefly on the Library and Community Center. There was some discussion regarding the DDA director position. Township Manager Suchy said the plan is to post the position on Monday, hold interviews in April, and have a start date of June 1st.

**G. Engineering December Monthly Report - March 3, 2021**

Township Engineer Groenenboom said they will be back in two weeks to review the water/sewer study.

**H. Ryan's Municipal December Utility Report - February, 2021**

The data loggers they purchased have come in and they will be working to start installing those data loggers shortly.

## BOARD COMMENT

Trustee Winczewski thanked Planning Director Ferro and the Planning Department for updating the zoning map on the website.

Trustee Jacobs said she was driving by Ada Park and seeing not one empty pickleball court for the last few days shows this was money well spent by the Township.

Trustee Hurwitz stated there are lots of good things going on.

Treasurer Moran stated he is excited and happy to see a lot of activity in some of the store fronts on Ada Drive with a lot of new businesses coming in.

Clerk Smith reported that the MTA Conference this year is going to be virtual again, and it is scheduled for April 19-21. There is information in the Township Magazine. The price has been dropped and all of the sessions are available on video.

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

There was no additional public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:55 p.m.

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Jacqueline Smith  
Ada Township Clerk

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Date