



**ADA TOWNSHIP BOARD MEETING
MINUTES
MARCH 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 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: Manager Suchy, Planning Director Ferro, Parks Director Fitzpatrick, Assessor Boerman, Accountant Rodriguez, and approximately four members of the community .

APPROVAL OF AGENDA

Moved by Winczewski, supported by Hurwitz, to approve the March 22, 2021 Agenda, as amended, with the addition under Consent Agenda of the Report of the Compensation Committee and Minutes. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

GENERAL TOWNSHIP BUSINESS

Approval of Minutes; Accept Reports/Communications

Approval of Board Minutes – March 8, 2021

Receive and File Reports/Communications: 1. Downtown Development Authority Regular Meeting Minutes – February 8, 2021; 2. Ada Historical Society Regular Meeting Minutes – February 11, 2021; 3. Water Advisory Council Meeting Minutes – January 13, 2021; 4. EGLE Compliance Communication for 2019 Consumer Confidence Report (CCR) – February 26, 2021.

Moved by Proos, supported by Jacobs, 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: \$17,482.85, Warrants: \$322,971.49. Total of all Checks and Warrants: \$340,454.34. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for March 22, 2021, in the total amount of \$340,454.34. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Ada Drive Booster Station Improvement Pay App #1 from Allied Mechanical Services for \$8,035.06

Township Manager Suchy summarized this pay application noting that Allied Mechanical had their construction meeting and have ordered materials. The total pay app is 3.81% of the total amount due. They are anticipating another pay app probably the second meeting in April.

Moved by Proos, supported by Hurwitz, to approve Pay Application #1 from Allied Mechanical Services in the amount of \$8,035.06. 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

None.

NEW BUSINESS

A. Ordinance No. O-032221-1: An Ordinance to Rezone Property (7699 Fase Street SE, Parcel No. 41-15-34-402-008) from R-3 Residential to R-3/Planned Unit Development (PUD)

Planning Director Ferro stated they have been working with this applicant for quite some time and he gave some history on this request. The current application for rezoning of the property to the PUD district and preliminary PUD Plan approval was submitted in December, 2020. Following a public hearing on February 18, this was postponed to a special meeting held on March 2, 2021, at which time the Planning Commission recommended approval of the rezoning request from R-3 Residential to R-3/PUD. Planning Director Ferro next highlighted some of the significant features of the proposed plan (as set out in his 3/17/21 memo) and stated that he recommends approval of the Ordinance and the Resolution as presented to the Board.

Applicant Chuck Hoyt spoke about the plan. He stated this project encourages a development of moderate density near the Village. Their intent is to develop homes that have a scale and design which is compatible with the existing Fase Street character and is also marketable to potential buyers. He is requesting approval with the removal of the condition that includes a five-foot wide sidewalk through the development. Trustee Proos made some comments in favor of the sidewalk being required. He also asked if these will be owned or leased. Hoyt said they will be sold, subject to Master Bylaws and there will be no age restrictions in the development. Trustee Winczewski asked if soil borings have been done and how the 3-stall garages get orientated on Lots 8 and 16. Hoyt said they have full environmental reports on the site which includes a due care plan. He noted there are certain restrictions they will have to follow. As far as how a third stall will be oriented, it will be up to the builder and the architect to figure out how this will be done. Supervisor Leisman stated there technically isn't a public hearing scheduled on this tonight, but they would be happy to accept comments. No comments were made.

Moved by Jacobs, supported by Moran, to adopt Ordinance No. O-032221-1: an Ordinance to Rezone Property (7699 Fase Street SE, Parcel No. 41-15-34-402-008) from R-3 Residential to R-3/Planned Unit Development (PUD). Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Ordinance adopted.

B. Resolution R-032221-1: A Resolution to Approve a Preliminary PUD Plan for the TPR 7699 Fase Street LLC Planned Unit Development

Moved by Proos, supported by Hurwitz, to adopt Resolution R-032221-1: A Resolution to Approve a Preliminary PUD Plan for the TPR 7699 Fase Street LLC Planned Unit Development. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

C. Award Village Streetscape Maintenance & Flower Planting Services Bid to Rockwell Earthworks for a Three-Year Period in the Amount of \$41,486

Township Manager Suchy stated the Township has historically bid out the streetscape maintenance and flower planting. Essentially this is all the flower beds around light poles and trees throughout the Village property. There were three bids and Rockwell Earthworks was the low bid. This is a reduction from the contract paid this past year. Gina Rockwell was also present to answer any questions and stated she looks forward to serving the Village of Ada.

Moved by Proos, supported by Jacobs, to award the Village streetscape maintenance and flower planting services bid to Rockwell Earthworks in the amount of \$41,486. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

D. Award Fertilizer Program Bid to Thornapple River Nursery for a Three-Year Period in the Amount of \$23,718

Parks Director Fitzpatrick presented the request for the lawn fertilization program for the Township. He noted they had six bids and Thornapple River Nursery was the lowest bid. Thornapple has a lot of work history with the Township and have also had this contract in the past and the Township has been pleased with their service.

Moved by Proos, supported by Jacobs, to award the Fertilizer Program Bid to Thornapple River Nursery for a Three-Year Period in the Amount of \$23,718. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

E. Resolution R-032221-2: A Resolution Amending the FY 2020-2021 Budget

Township Manager Suchy presented this request for resolution to amend the fiscal year 2020-2021 Township Budget for the Downtown Development Authority to reflect a previously approved \$100,000 transfer (contribution) from the DDA fund to the Library Construction project for the addition of the pre-function lobby that was not included in the March 8, 2021 budget amendments.

Moved by Proos, supported by Moran, to adopt Resolution R-032221-2: A Resolution Amending the FY 2020-2021 Budget. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

F. Presentation of Utility Rate Study - Steve Groenenboom & Josh DeYoung, Moore & Bruggink

Josh DeYoung, Moore & Bruggink, presented the Utility Rate Study which sets forth the water and sewer rate increases (also included in the Board handout). He said with these rates, the Township is still very competitive with surrounding communities. Supervisor Leisman added that this also went to the Building and Grounds/Utility Committee for review. Trustee Proos spoke on behalf of the Committee noting that nobody is happy with the increases. He said that we need to make sure that the rates over time are established at a level that we have a cushion built into it so that if something major happens we have the cashflow to cover a major emergency. The Committee felt these were fair rates.

G. Resolution R-032221-3: A Resolution Establishing Utility Rates for the 2021-2022 Fiscal Year

Moved by Jacobs, supported by Proos, to adopt Resolution R-032221-3: A Resolution Establishing Utility Rates for the 2021-2022 Fiscal Year. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

H. Resolution R-032221-4: A Resolution Approving the FY 2021-2022 Budget Appropriations and the FY 2021-2026 Capital Improvement Plan

Township Manager Suchy stated the original work session was held in February and another meeting was held in March where the budget was presented. He included a memo highlighting the changes and briefly summarized same. The changes mainly incorporate the proposed rate increase for utility funds. Staff will make minor revisions to the final document with updated estimates or project timing that were included in the budget and then the final document will be posted on the Township website and provided to Board Members once finished. Supervisor Leisman added that there will actually be a different Resolution because the Personnel Committee added a recommendation that we increase the Manager's salary by 3%, consistent with what is being done with the rest of the staff. There was further Board discussion regarding the Capital Improvement Plan. Trustee Hurwitz stated he likes the executive summary - it's a great simplification of what's happening in the budget. He said he would like to see more detail in the CIP. Part of a CIP is to look at conflicts and thus, it would be helpful to see the identification and additional details in the upcoming years. Township Manager Suchy said there are things in progress and more detail will be included going forward.

Moved by Proos, supported by Moran, to adopt Resolution R-032221-4: A Resolution Approving the FY 2021-2022 Budget Appropriations and the FY 2021-2026 Capital Improvement Plan. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

I. Resolution R-032221-5: A Resolution Authorizing an Intern-Fund Loan to Pay for Costs of the Library Project and Provide Terms for the Repayment Thereof

Treasurer Moran presented this Resolution. He said now that the library is open they are just trying to wrap up this project. They are asking that the general fund loan the capital project fund \$600,000 to cover those donations they have yet to receive. Supervisor Leisman asked at what point will they be looking at having a final report of where all the funds were spent on the project. Treasurer Moran said the revenue side is pretty much completed - just waiting for the expenses. He would like to have the report to the Board by the end of the second quarter if not sooner. Trustee Jacobs asked if we have some guarantee that these pledges are coming in. Township Manager Suchy responded that there is no guarantee, so in that case the loan would turn into a gift, but the remaining donations are from about 7 donors, with one being about 85% of what is remaining. He said he is confident in the funds that they are expected to receive.

Moved by Winczewski, supported by Proos, to adopt Resolution R-032221-5: A Resolution Authorizing an Intern-Fund Loan to Pay for Costs of the Library Project and Provide Terms for the Repayment Thereof. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

J. Consider Approval of Consumers Energy Streetlight Work Proposal for Adacraft & Adatowne Watermain Phase II for an Amount not to Exceed \$91,734.00

Township Manager Suchy presented this request. He stated that Steve Groenenboom presented to the Board at the February 22, 2021 meeting an estimated total cost of \$120,000 for Consumers to relocate streetlights in both Phase II and III.

Moved by Proos, supported by Moran, to approve Consumers Energy Streetlight Relocation Proposal for \$91,734 and Authorize the Township Supervisor to Execute the Agreement for Modifications for Electrical Facilities. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

K. Appointment of Adina Winczewski to Parks, Recreation, and Land Preservation Commission

Trustee Winczewski abstained from vote on this agenda item.

Motion by Moran, supported by Jacobs, to approve the appointment of Adina Winczewski to the Parks, Recreation, and Land Preservation Commission. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, and Smith; Abstain - Winczewski. Motion carried.

L. Parks, Recreation, and Land Preservation Commission Re-Appointments

Trustee Winczewski abstained from vote on this agenda item.

Moved by Proos, supported by Jacobs, to approve the Parks, Recreation and Land Preservation Commission Re-Appointments for the terms described in the PRPL Re-Appointment Memo. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, and Smith; Abstain - Winczewski. Motion carried.

DEPARTMENT REPORTS

A. Township Manager Report - March 17, 2021

Township Manager Suchy reported that the gas is back on in the library. One item mentioned that was not in his report is that the Admin Committee met and talked about meetings in April. Zoom meetings will end in March. Future in-person meetings will be held at Roselle and then they will determine if this space works or if something else will need to be done in the future. He next talked about the American Rescue Plan Act funding criteria as set out in his report. There was also some discussion on bond rate refunding.

BOARD COMMENT

Trustee Jacobs stated she was at Legacy Park Saturday afternoon, and it was great to see all the people around and taking advantage of such a beautiful downtown.

Supervisor Leisman spoke about the Township Hall and gave a brief history regarding past ideas of renovating or building a new one. He wanted to let the Board know this is on the radar.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Jacqueline Smith
Ada Township Clerk

Date