



**ADA TOWNSHIP BOARD MEETING
MINUTES
APRIL 26, 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, Treasurer Moran, Clerk Smith, Trustees Hurwitz, Jacobs, Proos, and Winczewski (all participating from Ada, Michigan). Members Absent: none. Also present: Township Manager Julius Suchy, Planning Director Ferro, Parks Director Fitzpatrick, Fire Chief Murray, Accountant Rodriguez, and six members of the public.

APPROVAL OF AGENDA

Moved by Hurwitz, supported by Proos, to approve the April 26, 2021 Agenda as presented. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

GENERAL TOWNSHIP BUSINESS

Approval of Minutes; Accept Reports/Communications

Approval of Township Board Minutes: Regular Board Meeting Minutes – April 12, 2021

Receive and File Various Reports and Communications: 1. Downtown Development Authority Meeting Minutes – March 8, 2021; 2. Historical Society Meeting Minutes – March 11, 2021; 3. PRLP Meeting Minutes – February 11, 2021; 4. Utility Advisory Board Meeting Minutes – February 18, 2021; 5. Consumers Energy Summer Peak Rate Informational Brochure; 6. Kent County Treasurer's Office – Right of First Refusal Letter on 2925 and 2975 Boynton Avenue.

Trustee Proos commented that the Board Minutes should have more detail, particularly highlighting on Board Member comments. Trustee Winczewski noted that under New Business Item G, his vote should be corrected to a "no" vote. Supervisor Leisman touched on the point that the Township Board minutes typically differ from the ZBA and Planning Commission minutes as far as detail. **Moved by Proos, supported by Jacobs, to approve the Minutes with the correction to New Business Item G that Trustee Winczewski voted no, and to 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: \$15,643.87, Warrants: \$99,124.16. Total of all Checks and Warrants: \$114,768.03. **Moved by Winczewski, supported by Proos, to approve the Warrant Report for April 26, 2021, in the total amount of \$114,768.03, minus item 6 in the amount of \$5,568.68, for a total of \$109,200.00. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Leonard Field Park Lighting Project Pay App #1 from Airport Lighting LLC for \$203,015.70

Parks Director Fitzpatrick stated this pay application is the payment to get most of the costs processed and they are trying to turn this around quickly due to the project being close to completion. He added that the amount of retainage is more than sufficient to take care of the damaged concrete. **Moved by Proos, supported by Hurwitz, to approve Leonard Field Park Lighting Project Pay Application #1 from Airport Lighting LLC in the amount of \$203,015.70. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Roselle Park North Trail Improvement Pay App #2 (Final) from Bultsma Construction Company for \$4,552.00

Parks Director Fitzpatrick stated this is work that was started several years ago. They then re-bid this because it was too high the first time and then it was delayed due to weather. They held a retainage over the winter and Bultsma came in and reserviced the last bit of work. OCBA has been the consultant on this. This is the final payment and thus will close this account. Parks Director Fitzpatrick said that overall this is a big improvement. **Moved by Proos, supported by Moran, to approve Roselle Park North Trail Improvement Pay Application #2 (Final) from Bultsma**

Construction Company for \$4,552.00. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

Amy Van Andel Library - Ada Community Center Pay App #21 from Erhardt Construction for \$84,934.07

Township Manager Suchy summarized this pay application noting this is not a final pay application. We are not quite at the end and are still holding some retainage for restoration and some landscaping items. This takes us through all interior and exterior construction and we are only retaining \$12,866.08. There was discussion regarding non-attendance by the contractor and tabling the application, which is Board policy. **Moved by Proos, supported by Jacobs, to table Amy Van Andel Library - Ada Community Center Pay App #21 from Erhardt Construction for \$84,934.07. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS

Nevin Zolenski, 6151 3 Mile Rd., commented regarding zoom meetings as opposed to in-person meetings - feels in persons meetings are very important. He suggests looking into a hybrid structure for the next 6 months, doing one meeting in person, the next zoom, etc. He next spoke regarding the trail committee item, noting he believes there should be a broad range of people giving input because geographical representation is important.

PUBLIC HEARINGS

None.

NEW BUSINESS

Township Manager Suchy summarized Items A, B and C which are all related but require separate motions. He stated these are each lighting contracts for 7237 Headley Street, 499 Pettis Avenue and 7280 Bronson Street. He noted that Supervisor Haga, prior to his retirement, had approached Consumers Energy about the Township being charged the wrong rate on a couple of their meters. Consumers looked into it and verified that three contracts were on the wrong rate and they are crediting the Township \$1,200 due to the length of time it took to get through this process. Township Manager Suchy added that if we do not enter into the contract, these lights would essentially be subject to the GL rate if we do not move to the GML. Clerk Smith stated that all three Resolutions have a blank for the individual authorized to execute the contract, noting she believes it would be the Supervisor. Township Manager Suchy confirmed it is the Township Supervisor who executes the contracts. There was also some discussion regarding term of the contracts.

- A. Resolution R-042621-1: A Resolution Approving Consumers Energy Standard Lighting Contract for 7237 Headley St SE for a Period of 5 Years
Moved by Proos, supported by Jacobs, to approve Resolution R-042621-1: A Resolution Approving Consumers Energy Standard Lighting Contract for 7237 Headley St SE for a Period of 5 Years. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**
- B. Resolution R-042621-2: A Resolution Approving Consumers Energy Standard Lighting Contract for 499 Pettis Ave for a Period of 5 Years
Moved by Proos, supported by Moran, to approve Resolution R-042621-2: A Resolution Approving Consumers Energy Standard Lighting Contract for 499 Pettis Avenue for a Period of 5 Years. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**
- C. Resolution R-042621-3: A Resolution Approving Consumers Energy Standard Lighting Contract for 7280 Bronson St SE for a Period of 5 Years
Moved by Proos, supported by Jacobs, to approve Resolution R-042621-3: A Resolution Approving Consumers Energy Standard Lighting Contract for 7280 Bronson Street SE for a Period of 5 Years. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

- D. Consider Approval of Quote from Bazen Electric Company for Replacement of Damaged Pole and Fixture and Purchase of Spare Pole Setup for an Amount not to Exceed \$15,620.00**
Township Manager Suchy stated that on March 16, 2021, the light pole on the southwest corner of Ada Drive and Headley was hit. The Township contacted the insurance company and has received payment for \$8,995 based on a quote from Bazen Electric. Township Manager Suchy spoke about the desire to have a spare pole and that this would save money in the long run. There was some brief discussion regarding aspects of insurance coverage/subrogation. **Moved by Jacobs, supported by Moran, to approve the quote from Bazen Electric Company for replacement of damaged pole and fixture and purchase of spare pole setup for an amount not to exceed \$15,620.00. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**
- E. Consider Approval of Quote from H2O Towers LLC for Water Tower Cleaning for an Amount Not to Exceed \$3,850.00**
Steve Ryan from Ryan's Municipal stated the last time the water tower was inspected was 2016, and prior to the inspection taking place, the tower needs to be cleaned again. The inspection includes inspection of the outside of the tank. This cleaning company has been used historically for many years. Once this cleaning and inspection is completed, Dixon Engineering can work on acquiring quotes for the painting of the water tower for late fall or early spring. **Moved by Moran, supported by Hurwitz, to approve the quote from H2O Towers LLC for water tower cleaning for an amount not to exceed \$3,850. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**
- F. Consider Approval of Quote from Dixon Engineering for Water Tower Drain Inspection for an Amount Not to Exceed \$3,900.00**
Moved by Hurwitz, supported by Moran, to approve the quote from Dixon Engineering for water tower drain inspection for an amount not to exceed \$3,900. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.
Trustee Jacobs stated that as she reviewed the contract she did not see anything about insurance for either H2O Towers or Dixon Engineering and believes they should be insured in their contract. Steve Ryan said he will contact both to get proof of insurance.
- G. In-Person or Virtual Public Meeting Discussion**
Township Supervisor Leisman stated that at the last meeting it was decided, starting in May, that the Township will resume all meetings to in-person meetings. Township Manager Suchy will be in charge of the logistics for the meetings.

DEPARTMENT REPORTS

A. Township Manager Report - April 21, 2021

Township Manager Suchy reported on a couple of items. He stated they have had some down time and outage issues with the website due to being on an outdated server and said they have since upgraded to a better system.

Township Manager Suchy next spoke about the public safety millage in 2022. Treasurer Moran stated he went back and looked at the verbiage of what was approved and was somewhat confused and certainly surprised this was going through 2021, especially considering they tried to get it on the ballot last year. He wants to make sure any confusion is alleviated going forward. Supervisor Leisman stated the Public Safety Committee will have to look into this and study it further. Trustee Proos spoke about not having a special election for this, asking why not just have it on the ballot in August or November. Supervisor Leisman stated we need to get it on the right cycle.

The 4th of July Committee has had a few meetings to talk about activities such as entertainment options (live band or DJ), cancellation of the parade and pancake breakfast and non-related fireworks activities, etc. There is a lot of disappointment in cancelling the parade. Once the committee has made some firm decisions, Township Manager Suchy said he will provide an update to the Board. Trustee Proos said he is disappointed in the way the world is going with trying to mandate activities. He said that if people are nervous about COVID, stay home. Treasurer Moran said it is frustrating with having to cancel all the events last year and now deliberating this year. The one thing he feels good about is they plan to have the fireworks show and possibly

a band at the pavilion and he feels this is a nice, gradual step to get us back to a return to normal. The parade involves some factors that when put all together makes it a little more difficult.

Township Manager Suchy next stated the Township received notice from the Kent County Treasurer's Office that 2925 and 2975 Boynton Avenue are both available to the Township through the tax foreclosure process. The Township has the ability through July 6th to exercise a first right of refusal on whether it would like to take ownership of the properties. He said he anticipates this item being on a Township Board meeting in May for discussion once staff has had an ability to review it further.

BOARD COMMENT

Trustee Winczewski stated he attended the Michigan Township Association virtual conference last week and noted they presented some great information. They gave great information about the American Rescue Plan.

Trustee Jacobs mentioned that, especially during COVID while working a little bit in the office and a little bit at home, she has utilized the library and said it is a great space to work. She said she is amazed at how busy it is all times of the day, thus for those who thought a library wasn't needed in Ada, apparently it was.

Clerk Smith stated that she agreed that the MTA conference was really good, but the virtual conference missed an important part in meeting people from other townships.

Township Supervisor Leisman spoke about financial policies for people when they want to come for pay applications. He stated he noticed we have had considerations for purchases under \$5,000 and we have talked in the past about possibly revisiting some of the financial policies. He also briefly spoke about policies on public comments and questioned whether there are policies in place for the Board. While this is not a rush, he asked the Township Manager to put this on the list to follow-up.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 8:26 p.m.

Jacqueline Smith
Ada Township Clerk

Date

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