



**ADA TOWNSHIP BOARD MEETING
MINUTES
MAY 24, 2021 - 7:00 p.m.**

The meeting was conducted at the Roselle Park Resource Building. The meeting was called to order by Supervisor Leisman at 7 p.m. Members present: Supervisor Leisman, Treasurer Moran, Clerk Smith, Trustee Hurwitz, Trustee Jacobs, and Trustee Winczewski. Members Absent: Trustee Proos. Also present: Township Manager Julius Suchy, Parks Director Fitzpatrick, Fire Chief Murray, and two members of the community.

APPROVAL OF AGENDA

Moved by Hurwitz, supported by Winczewski, to approve the May 24, 2021 Agenda, with the addition of New Business Item C, 4th of July Planning Update. Motion carried.

GENERAL TOWNSHIP BUSINESS

**Approval of Minutes; Accept Reports/Communications
May 10, 2021, regular board meeting minutes.**

Accept Reports/Communications

- 1. Downtown Development Authority Meeting Minutes - April 12, 2021**
- 2. Downtown Development Authority Citizens Council Meeting Minutes -March 10, 2021**
- 3. Historical Society Regular Meeting Minutes - April 8, 2021**
- 4. Historical Society Special Meeting Minutes - April 23, 2021**
- 5. PRLP Advisory Board Regular Meeting Minutes - April 8, 2021**
- 6. Zoning Board of Appeals Regular Meeting Minutes - January 5, 2021**
- 7. Kent County Road Commission Gravel Road Maintenance Notice - May 19, 2021**

Moved by Jacobs, supported by Hurwitz, to approve the May 10, 2021 Regular Board Minutes, with the addition under Department Reports, Item F (Planning/Building Department Report) that Planning Director Jim Ferro is retiring effective July 31, 2021, and to Accept the Reports/Communications. Motion carried.

APPROVAL OF WARRANTS

Township General Warrants

Treasurer Moran presented the following: Hand Checks: \$5,794.73, Warrants: \$381,489.92. Total of all Checks and Warrants: \$387,284.66. **Moved by Jacobs, supported by Smith, to approve the Warrant Report for May 24, 2021, in the total amount of \$387,284.66. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Smith and Winczewski. Motion carried.**

PUBLIC COMMENT

Olivia Urbanski of Lake Michigan Credit Union introduced herself and stated they will be opening June 1st and look forward to working with the township.

UNFINISHED BUSINESS

None.

PUBLIC HEARINGS

None.

NEW BUSINESS

A. Egypt Valley Fireworks Display Request for September 18, 2021

Township Manager Suchy presented this request from Egypt Valley Country Club for a firework display permit for September 18, 2021. They have provided their insurance certificate and the site layout showing the area the fireworks display will take place. Melrose Pyrotechnics has been contracted to shoot the firework display. Everything that is required has been provided and Fire Chief David Murray has no issue with the plan as proposed. Township Manager Suchy stated he is unsure if this will be an annual request or not.

Moved by Winczewski, supported by Hurwitz, to approve the Egypt Valley Fireworks Display Permit as submitted for September 18, 2021. Motion carried 6 to 0.

B. Township Manager Review - Personnel Committee

Supervisor Leisman stated he spoke with township attorney Jeff Sluggett about how to approach this. He stated he will first describe the process the Personnel Committee went through to gather the information and then he will briefly go over the entire report. Next, the Board Members will have a chance to discuss followed by Township Manager Suchy having an opportunity to respond. Lastly, we will entertain a motion to receive and file the evaluation, along with any changes to it. The personnel committee had also proposed a moving incentive in connection with the review; however, the personnel committee wants to wait until the next meeting to consider additional feedback to the proposal. Supervisor Leisman stated the manager's contract has a six-month review provision. It was decided the Personnel Committee would take this on and they came up with an evaluation form. They then divided into groups of staff and Board members to work on filling out the form. They also brought Township Manager Suchy in for some feedback. Supervisor Leisman then met with Township Manager Suchy last week and went over the report with him.

Board Members each commented on Township Manager Suchy's performance over the last eight months - positive comments were made throughout regarding handling things with so much on his plate, the fact that everyone likes him and the whole mood in the office is good, how he follows through when he says he is going to do something and how this makes the board's job easier. Overall it was felt that he is such a benefit to the township. Other comments were made about his great communication.

Township Manager Suchy next spoke noting how he appreciates all the help from staff and how Ada is well-positioned with their excellent staff in place going forward.

Moved by Jacobs, supported by Hurwitz, to accept and file the May 24, 2021 Ada Township Manager Job Performance Evaluation as amended to include a comment about follow-through, and an additional goal of the Master Plan update. Motion carried.

Supervisor Leisman stated Township Manager Suchy will sign this as employee and Leisman will sign this as Township Supervisor.

C. 4th of July Planning Update

Township Manager Suchy presented the update stating they had a 4th of July Committee meeting last Thursday, May 20th. Now that outdoor restrictions are lifted, this changes things a bit. The Committee is recommending that we move forward with the parade and the fireworks show. The Fire Department cannot hold the pancake breakfast due to short staff help. They discussed means of communicating this to the public. Everything may not be 100%, but will definitely be a step in the right direction and will provide to be able to build on this next year. He believes people will be excited to gather together now that the restrictions have been lifted. Clerk Smith asked for clarification that the parade, car show and fireworks will be on July 3rd. Supervisor Leisman suggested a mailing to inform residents of this, along with social media.

Moved by Jacobs, supported by Moran, to approve for July 3rd the parade, car show and related activities and to authorize spending funds for a mailing to inform the residents. Motion carried.

DEPARTMENT REPORTS

A. Township Manager Report - May 19, 2021

Township Manager Suchy summarized his May 19th Report and also spoke about updates on MIOSHA rules and regulations (noting he will also consult legal counsel on this) and the Planning Director retirement and job posting timeline. There was some Board discussion on the process of filling the planning director position and compensation necessary to attract a qualified planning director.

The Township Manager Report also provided updates on DDA Director hiring, Trails Committee, Ada Drive sewer outlet project Pay App #4, IT consultant resignation, Library/Community Center, Signage, Phone System, Consumers Energy contract, Fiber Services, Timesheet program, and 2020-2021 Ongoing audit.

B. Treasurer Investment Report - January to March, 2021

Treasurer Moran stated he is in the process of changing and updating his report which the Board and residents of Ada could better utilize. He stated it is still a work in progress. He also spoke about the on-going audit stating there are a couple of lingering items.

BOARD COMMENT

Treasurer Moran asked for an update regarding the planting of flowers at the Township. Suchy provided a summary of the bidding process and how the previous vendor, Kuipers, missed the deadline.

Trustee Hurwitz asked for an update on the sewer smell issue. Township Manager Suchy stated they have purchased the charcoal filters and believe they have installed one at this point.

Clerk Smith stated that she attended the International Municipal Clerks Conference; it was very different from the local and state conferences. This was definitely a broader focus and was really good. She also reported on the new electronic timesheet program stating that it is going well so far. Staff is getting used to it and she believes they will like this program and it will be beneficial for Cassie. Clerk Smith added that last week the Historical Society awarded the Township a centennial property plaque and certificate.

Trustee Winczewski spoke regarding broadband service/hot spots. Township Manager Suchy responded that they are still working on this. He will follow up with Kent County as they are working on broadband countywide.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

Jacqueline Smith
Ada Township Clerk

Date

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