



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JULY 12, 2021 – 12:00 p.m.**

The meeting was conducted at the Ada Township Hall. The roll was called. Members present: Supervisor Leisman, Clerk Smith, Trustee Hurwitz, Trustee Jacobs, and Trustee Winczewski. Absent: Treasurer Moran and Trustee Proos. Also present: Township Manager Julius Suchy, Planning Director Ferro, Parks Director Fitzpatrick, Fire Chief Murray, Assessor Boerman, DDA Director Stichman, Accountant Rodriguez, and approximately eight members of the community.

**APPROVAL OF AGENDA**

**Moved by Jacobs, supported by Hurwitz to approve the July 12, 2021 Agenda as presented. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

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

**Moved by Jacobs, supported by Hurwitz, to approve the Consent Agenda.**

**1. Regular Board Meeting Minutes – June 28, 2021**

**Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Manager Suchy presented the following: Hand Checks: \$24,755.15; Warrants: \$565,151.28; Total of all Checks and Warrants: \$589,906.43. **Moved by Hurwitz, supported by Winczewski, to approve the Warrant Report for July 12, 2021, in the total amount of \$589,906.43. Roll Call: Yes – Jacobs, Hurwitz, Leisman, Smith and Winczewski; No – 0; Absent – Moran, Proos. Motion carried.**

**Adacraft & Adatowne Water Mail & Street Improvements Phase II Pay Application #2 from CL Trucking & Excavating for \$605,853.26**

Steven Groenenboom, Moore & Bruggink, presented the pay application request. He stated there is a substantial amount still being retained -- 10% of the contract amount. There are 4.5 miles of water main to be built and this year's contract is on track.

**Moved by Jacobs, supported by Hurwitz, to approve the Adacraft & Adatowne Water Mail & Street Improvements Phase II Pay Application #2 from CL Trucking & Excavating in the amount of \$605,853.26. Motion carried.**

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

None.

**PUBLIC HEARINGS**

None.

## NEW BUSINESS

### A. Request from Grand Rapids Triathlon to Hold Grand Rapids Triathlon on June 11-12, 2022

John Conklin, co-owner of Tri for Health and Ada resident, stated they successfully held their two day event at Ada Park on June 19<sup>th</sup> and 20<sup>th</sup>. It was very well received by participants and spectators. They loved everything about the format. Thus, they are requesting to keep the two day event at Ada Park on June 11 and 12, 2022. Township Manager Suchy stated that holding the event as a two day event means the number of participants will not overwhelm downtown Ada and creates more opportunity for them to visit Ada and spend money at local businesses. Staff will go through the road closure resolution and other items closer to the event as planning continues.

**Moved by Jacobs, supported by Winczewski, to approve the request from Grand Rapids Triathlon to hold the event June 11 and 12, 2022. Motion carried.**

### B. Consider Five Year Funding Request from Right Place Inc.

Randy Thelen, Right Place, Inc., submitted this request asking the Township to renew its commitment to The Right Place's economic development efforts with a reinvestment of \$20,000 (\$4,000 annually over 5 years). He said this funding is important in supporting their efforts to build on the region's success and create a stronger, more resilient economy for years to come. Clerk Smith asked for clarification on the amount which should be \$15,000 instead of \$20,000. Randy next gave some background of what their company does in and around the business community.

Right Place Inc. also presented an investment history as follows:

- 1985: \$12,000, 5-year commitment (\$2,400 per year)
- 1990: \$12,000, 5-year commitment (\$2,400 per year)
- 2010: \$12,000, 5-year commitment (\$2,400 per year)
- 2015: \$15,000, 5-year commitment (\$3,000 per year)

Manager Suchy stated his interaction with Right Place Inc. since he has been with the Township has been pretty limited. He asked Randy to let him know of business visits going forward so he could attend and be able to answer questions. Sometimes if there is an issue, they don't call the local municipality, they just kind-of sit on it, etc. He noted that he believes the entire region is benefiting from what Right Place Inc. does and he is supportive of this at an annual amount of \$3,000 (which is basically following what has been done in the past).

**Moved by Winczewski, supported by Jacobs, to table the request for commitment of \$15,000 to funding the Right Place as an investor for a period of five years for an annual amount of \$3,000. Motion carried.**

### C. Recommendation from Information Technology Committee to Approve Comcast as Provider for Fiber/Internet Services & Phone Services

Manager Suchy stated they received proposals from both AT&T and Comcast. The phone system is outdated – over 15 years old. The IT Committee determined they want to move everything to Comcast as to avoid multiple entities being involved in the process. He spoke about down times and dedicated fiber speeds. As they looked at higher levels of service, the cost goes up significantly. The point would be to eliminate the down time, allow employees and staff to have an easier time with remote connection access to the server. Manager Suchy stated the IT's recommendation is to approve Comcast Dedicated Fiber for the Township Hall and Coax Internet for Fire Station 1 and the Parks and Recreation Office and approve Comcast Business Voice Edge for the Township phone system. This will bring us quite a few levels higher. In five to ten years the Township might have different needs than now, but this will send them on the right path to address a lot of the current concerns and ultimately result in a cost savings.

**Moved by Winczewski, supported by Hurwitz, to approve the Comcast Dedicated Fiber Proposal for the Township Hall and Coax Internet for Fire Station 1 and the Parks and Recreation Office, and to approve Comcast Business Voice Edge for the Township phone system. Roll Call: Yes – Jacobs, Hurwitz, Leisman, Smith and Winczewski. Motion carried.**

### D. Recommendation from Information Technology Committee to Approve Exchange Online Migration Quote from IT Right for \$6,049.50

Manager Suchy stated this is an item that every community or business is dealing with that has on-site servers for their email. Microsoft is requiring that everyone move their email. The IT Committee recommends awarding the Exchange Online Server Migration Project to IT Right. The cost would be less than we currently pay for e-mail services and it would allow the Township to have more control. The Township has had a good experience with IT Right from their work on the server install and they are currently serving as "interim" IT support. The proposal costs over a year are as follows:

One Time fee:

- Professional Service Fee - \$2,497.50 (Matched Aunalytics)

Monthly Recurring fees:

- Exchange Online Plan (37 users x \$4.00) - \$148.00 per month
- Microsoft Defender (37 users x \$2.00) - \$74.00 per month
- Cloud backup (37 users x \$2.00) - \$74.00 per month
- Total Monthly Charge = \$296.00 per month

**Moved by Jacobs, supported by Hurwitz, to approve the proposal from IT Right for Exchange Online Migration Project as outlined in the proposal. Roll Call: Yes – Jacobs, Hurwitz, Leisman, Smith and Winczewski. Motion carried.**

**E. Recommendation from Building/Grounds/Utility Committee to Award Ada History Center Building Sealing Project to Critter Control for an Amount not to Exceed \$6,045.00**

Supervisor Leisman noted the history of this request is set out in the Township Manager's memo. Basically, the original Ada Historical Society building has had an issue with small animals and critters for a few years and the Society is concerned due to the number of historical items they store and concerned with those items being ruined.

**Moved by Winczewski, supported by Jacobs, to award the Ada History Center Building sealing project to Critter Control for an amount not to exceed \$6,045.00. Motion carried.**

**F. Recommendation from Building/Grounds/Utility Committee to Award Fulton Street Lift Station Driveway Repaving Project to A-1 Asphalt for an Amount not to Exceed \$12,305.00**

Manager Suchy reported that the lift station existing driveway needs to be replaced. They have received three quotes for full replacement of the driveway. The Committee recommended awarding the project to A-1 Asphalt for \$12,305.00.

**Moved by Hurwitz, supported by Jacobs, to award the East Fulton Street Lift Station driveway replacement project to A-1 Asphalt for an amount not to exceed \$12,305.00. Motion carried.**

**G. Resolution R-071221-1: A Resolution to Extend Expediated Approval Process for Temporary Drive-Through/Curbside Service at Health Care Facilities**

Planning Director Ferro stated that in December of 2020, the Township Board adopted a resolution authorizing an expedited administrative site plan approval process for installation of temporary facilities for curbside health care services due to Covid-19. Spectrum Health obtained approval to install a temporary structure enclosing 7 parking spaces and the authorization expired at the end of June. Spectrum is now requesting an extension of the 7 spaces until the end of 2021.

**Moved by Jacobs, supported by Winczewski, to adopt Resolution R-071221-1: a Resolution to Extend the Expedited Approval Process for Temporary Drive-Through/Curbside Service at Health Care Facilities, with the change in paragraph 2 to reference December 31, 2021 instead of June 30, 2021. Roll Call: Yes – Jacobs, Hurwitz, Leisman, Smith and Winczewski; No – 0; Absent – Moran, Proos. Resolution adopted.**

**H. Ordinance O-071221-1: An Ordinance to Amend the Ada Township Zoning Regulations to Amend Section 78-448(b)(2) – C-1 Projecting Sign Regulations**

Planning Director Ferro stated this proposed amendment was initiated by staff with the Planning Commission after they received an inquiry from a new business in the Village about the possibility of having a second projecting sign in lieu of a permitted wall sign. The sign regulations currently permit only one projecting sign per business. The Planning Commission recommends approval of a simple amendment that permits two projecting signs per business. There was some discussion regarding having language added indicating one projecting sign per entry door or street frontage.

**Moved by Jacobs, supported by Hurwitz, to adopt Ordinance O-071221-1: An Ordinance to Amend the Ada Township Zoning Regulations to Amend Section 78-448(b)(2) – C-1 Projecting Sign Regulations, with the addition of subparagraph (d) stating there shall be no more than one projecting sign per street or sidewalk frontage. Roll Call: Yes – Jacobs, Hurwitz, Leisman, Smith and Winczewski; No – 0; Absent – Moran, Proos. Ordinance adopted.**

## DEPARTMENT REPORTS

### A. Township Manager Report – July 7, 2021

Township Manager Suchy summarized his July 7, 2021 Report. He gave an update on the issue of the 2975 & 2925 Boynton Avenue Property stating that he contacted the Kent County Treasurer's office to discuss the next steps for the Township to submit its right of first refusal for the amount due to back taxes and the Treasurer's Office indicated they would not accept a check for the back tax amount because, per State law, a notice of claim had been filed. They indicated that due to the notice of claim being filed they had no ability to accept the right of first refusal for the back tax amount. Suchy noted he did receive copies of these claims. The next step will be going through the auction process. Township Manager Suchy next introduced Haleigh Stichman, the new DDA Director.

He gave an update on the ongoing Planning Director search. The posting closed on June 24th and the Township received 11 applications for the position. He said the hope is to have overlap with Planning Director Ferro and the new hire.

There was some discussion regarding the success of the 4<sup>th</sup> of July events.

Supervisor Leisman stated he appreciates the Gypsy Moth issue being on the report.

## BOARD COMMENT

Trustee Winczewski noted the internal lights were on at the library during the fireworks. He also said he will not be attending the July 26<sup>th</sup> meeting and personally does not believe these noon meetings in the summer work and would like to discuss that at another time. He also mentioned community trash day and believes everyone is looking forward to having one again.

Trustee Jacobs thanked Parks Director Fitzpatrick and the Fourth of July Committee. She felt it was a great event and turnout.

Clerk Smith reported on the emergency removal of several trees in Findlay Cemetery due to a very large tree that fell.

Supervisor Leisman also thanked everyone for the wonderful Fourth of July events.

## OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

## ADJOURNMENT

The meeting was adjourned at 1:22 p.m.

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Jacqueline Smith  
Ada Township Clerk

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Date

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