



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JULY 26, 2021 - 12:00 p.m.**

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

**APPROVAL OF AGENDA**

**Moved by Jacobs, supported by Hurwitz to approve the July 26, 2021 Agenda, as amended, with the addition of New Business Item I, Trail Committee Phase 3 Bid Authorization. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

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

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

**A. APPROVAL OF TOWNSHIP BOARD MINUTES**

1. Regular Board Meeting Minutes July 12, 2021

**B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS**

1. Ada Historical Society Meeting Minutes - June 10, 2021
2. DDA Citizens Council Meeting Minutes - May 12, 2021
3. DDA Board Regular Meeting Minutes - June 14, 2021
4. DDA Board Informational Meeting Minutes - June 14, 2021
5. Planning Commission Meeting Minutes - June 17, 2021
6. Utility Advisory Board Meeting Minutes - June 17, 2021
7. Water Advisory Council Meeting Minutes - May 12, 2021
8. Department of Treasury Letter re: Audit Follow Up

**Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$615,873.40, Warrants: \$90,651.81. Total of all Checks and Warrants: \$706,525.21. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for July 26, 2021, in the total amount of \$706,525.21. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos and Smith; No - 0; Absent - Winczewski. Motion carried.**

**Ada Drive Booster Station Improvement Project Pay Application #4 and #5 from Allied Mechanical Services for \$119,846.90**

Steven Groenenboom, Moore & Bruggink, presented the pay application request. Pay Application #4 is for \$108,147.74 and Pay Application #5 is a deduction in retainage, for a total of \$119,846.90. He stated they have just a little bit of work left to complete and there is plenty being retained to cover what needs to be done.

**Moved by Jacobs, supported by Moran, to approve the Ada Drive Booster Station Improvement Project Pay Application #4 and #5 from Allied Mechanical Services in the amount of \$119,846.90. Motion carried.**

**Legacy Park Improvement Final Pay Application #21 from Katerberg Verhage Inc. for \$25,000**

Mike Oezer, Progressive AE stated this is the final pay application. In June they submitted a request for release of the retainage held for this project, totaling \$25,000. He sent a letter dated July 19<sup>th</sup> which addressed some of the concerns expressed at the last meeting, and it is their understanding that Katerberg VerHage has completed all of the work they were contracted to do. He added that the one-year warranty period in the contract is now expired, thus the follow-up maintenance work at the park is now the responsibility of Ada Township.

**Moved by Proos, supported by Jacobs, to approve the Legacy Park Improvement Final Pay Application #21 from Katerberg Verhage Inc. for \$25,000. Motion carried.**

#### **PUBLIC COMMENT**

None.

#### **UNFINISHED BUSINESS**

None.

#### **PUBLIC HEARINGS**

None.

#### **NEW BUSINESS**

##### **A. Resolution R-072621-1: A Request from Michigan Titanium for Road Closure on August 22, 2021**

Jon Conkling, co-owner of Tri for Health, stated they have a small section of their run course that goes into Ada Township and thus, they are looking for approval of the road closure for this annual race.

**Moved by Proos, supported by Jacobs, to adopt Resolution R-072621-1, a Request from Michigan Titanium for Road Closure on August 22, 2021. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos and Smith; No - 0; Absent - Winczewski. Resolution adopted.**

##### **B. Ada Township Special Event Waiver Request - Beers at the Bridge**

Haley Stichman, DDA Coordinator, stated the DDA is hosting its annual Beers at the Bridge event on August 20<sup>th</sup>. Gravel Bottom Brewery will be pouring a selection of their beers with the help of volunteers. There will be drink pouring stations and participants will receive a wristband upon entrance to the event and will need to purchase drink tickets that can then be used to obtain a 12 oz pour of beer. She added that ticket sales will end at 8:30 pm and no drinks will be poured after 9:00 pm. This is a request to waive Section 11, Disorderly Conduct, of the Ada Township Parks and Recreation Area Rules and Regulations in order to allow beer to be served at this event.

**Moved by Jacobs, supported by Hurwitz to waive Section 11 of the Ada Township Parks and Recreation Area Rules and Regulations for the Beers at the Bridge Event. Motion carried.**

##### **C. Resolution R-072621-2: A Special License Permit for Beers at the Bridge**

Township Manager Suchy presented the resolution stating that the Township has typically held three events, but this year it is just one event to be held on August 20, 2021. He presented a copy of the application and accompanying documents. The application will allow the Township to sell alcohol under a special event license. He said he followed up with the Township insurance company and they are no longer requiring a surety bond, and they have also received law enforcement approval from the Kent County Sheriff Department.

**Moved by Jacobs, supported by Hurwitz, to approve Resolution R-072621-2 Authorizing the Application for a Special License for Beers at the Bridge on August 20, 2021. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos and Smith; No - 0; Absent - Winczewski. Resolution adopted.**

##### **D. Resolution R-072621-3: Township Facility Rental Fee Update**

Township Manager Suchy stated that typically the Township does all fees and charges at one time as part of the budget process. This is being done out of cycle with some other updates. This is only addressing the park and library charges.

Parks Director Fitzpatrick stated they have done a thorough review for about two years to look at the market for this. Decisions for the fee changes were based on input from staff, the PRLP Programs and Facilities Committee, review of like facilities in the region, review of our cost of operations, and willingness to pay by our customers. Some adjustments

were also made to accommodate the new RecPro software. He also spoke a little about the Township no alcohol policy in the parks and where there has been requests for waivers from this policy. One of the biggest changes came with taking the Les Craig Learning Center at Ada Park out of the options for rentals and adding in opportunities at the new Legacy Park, and including rental options of the two community rooms in the library. He said they have been taking public feedback on the rental fees into consideration when going forward.

Proos stated we need to be fair to our residents with these fees to utilize the assets of the Township, which he feels is extremely critical going forward. We need to make sure we are not over-pricing. Hurwitz states that as a Township, we need to determine supply and demand as well as make the rentals available at a cost-effective measure. He also asked if staff is going to be able to accommodate several events going on at one time. Parks Director Fitzpatrick said it varies, but we have a lot going on in multiple locations on most days. It is on the agenda for the new Township Planning Director to hire an additional staff member for library/park needs.

**Moved by Proos, supported by Moran, to approve Resolution R-072621-3: Township Facility Rental Fee Update, as amended. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos and Smith; No - 0; Absent - Winczewski. Resolution adopted.**

**E. Consider Adacraft Water Main Project Change Order #1 for \$34,853.25**

Steven Groenenboom, Moore & Bruggink, presented the change order. He noted it extends the limits of construction approximately 150 feet, for a broken piece of watermain that was repaired and street paving. There was some brief discussion about notification to a neighbor of tree removal. The landscape allowance is to "soften the blow" and they will make sure the new trees will not impact the water main in the future.

(Township Clerk Smith left the meeting at this point (1:00 p.m.)

**Moved by Proos, supported by Jacobs, to approve the Adacraft Water Main Project Change Order #1 in the amount of \$34,853.25. Motion carried.**

**F. Recommendation from Building/Grounds/Utility Committee to Approve Snow Guard & Umbrella Replacement Proposal for Amy Van Andel Library**

Township Manager Suchy presented this recommendation stating this has been before the Board a couple of times. Over this past winter, Township staff noticed that the umbrellas on top of two of the three tables between Headley St. and the Amy Van Andel Library were crooked and it was determined that ice falling off the building caused this damage. Progressive AE offered to replace the two umbrellas at their cost of \$5,780.00. Being tax exempt, the Township will purchase the umbrellas and then Progressive AE will prepare a check to the Township for the full amount. The quote to solve the ice issue from Erhardt is \$8,905.00. Progressive has agreed to pay the \$1,200 lift cost as their responsibility for the "out of sequence" installation of this item.

**Moved by Jacobs, supported by Hurwitz, to approve the recommendation from the Building/Grounds/Utility Committee to approve the Snow Guard and Umbrella Replacement Proposal for the Amy Van Andel Library as described in the Township Managers July 21, 2021 Memorandum in the amount of \$14,685. Motion carried.**

**G. Appointment of Mike Franzak as Planning Director**

Township Manager Suchy stated this is a recommendation from the committee that was established to select the Planning Director candidates. The committee interviewed four candidates. Following the interviews, the committee was unanimous in recommending appointment of Mike Franzak. He noted that the committee had an excellent group of candidates. Supervisor Leisman stated this was a fairly detailed interview process. Franzak presented himself well and was very knowledgeable of a lot of things and set himself out, and his reasons for coming to Ada Township seem solid.

**Moved by Proos, supported by Jacobs, to appoint Mike Franzak as the Ada Township Planning Director, contingent upon successful background review and negotiation. Motion carried.**

**H. Community Clean Up Day Memo & Recommendation.**

Parks Director Mark Fitzpatrick stated this came up at the last meeting - a fall 2021 clean-up day for Ada residents. The big changes are moving the location from the Forest Hills Public Schools facility over to Ada Christian School and not partnering with Cascade Township. An article will be posted in the *Adaview* newsletter regarding this. The event

will be held on Saturday, October 23rd, in the parking lots of adjoining Ada Christian School \ Ada Congregational Church.

**Motion by Hurwitz, supported by Jacobs, to approve moving forward with the Fall Clean-up Day for Ada Township residents only, to be held October 23, 2021, as outlined in the July 21, 2021 Memorandum. Motion carried.**

**I. Trail Committee Phase 3 Bid Authorization**

Steven Groenenboom, Moore & Bruggink, stated this is for a concrete trail proposed on the northerly side of the roadway. The job is ready to go out for bids on August 17<sup>th</sup>. The plan is to authorize a construction contract at the August 23<sup>rd</sup> Board meeting, and then would start construction after Labor Day. He added that there is a permit required to cross the railroad. A preliminary meeting was held with residents to get their input and concerns, and then another feedback meeting was held addressing these initial concerns. Next, there was some Board discussion regarding trail width.

**Moved by Proos, supported by Jacobs, to authorize the Township Engineer to gets bids on Fase Street trail project. Motion carried.**

**DEPARTMENT REPORTS**

**A. Township Manager Report - July 21, 2021**

Township Manager Suchy summarized his July 21, 2021 Report. He gave an update on the Department of Treasury issue that was identified with the audit that was submitted. The issue related to the final payoff of the 2011 bond that was paid off early. This means that the current fiscal year budget has \$165,000 in expenses that will not be realized and there will be more flexibility to the general fund budget. Basically, this is only an issue for the state.

Township Manager Suchy stated he went to the Michigan Municipal Executive Conference this past week and attended sessions related to cyber security, downtown development, ethics and a number of other excellent topics. He added that it was nice to be able to attend in person.

Ashley (intern) has accepted a position with the City of Wyoming and will be leaving Ada. She was a great addition for the short time we had her and will be missed.

**BOARD COMMENT**

Treasurer Moran spoke about options for reducing costs of mailing -- via email and other tools. There are apps out there that are beneficial and would provide a nice tool for Ada Township residents as well as reduce costs.

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

There was no additional public comment.

**ADJOURNMENT**

The meeting was adjourned at 1:42 p.m.

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Jacqueline Smith  
Ada Township Clerk

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Date

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