



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
AUGUST 9, 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 Jacobs, Trustee Proos, and Trustee Winczewski. Absent: Trustee Hurwitz. Also present: Township Manager Julius Suchy, Planning Director Ferro, Parks Director Fitzpatrick, Fire Chief Murray, DDA Director Stichman, Accountant Rodriguez, and approximately ten members of the community.

**APPROVAL OF AGENDA**

**Moved by Jacobs, supported by Winczewski, to approve the August 9, 2021 Agenda as amended to withdraw existing New Business Item C (Gravel Bottom Brewery) and replacing it with a New Business Item C (Grand River Fireworks), and also deleting the existing New Business Item E and replacing it with a New Business Item E (Recommendation for Planning Director). Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

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

**Moved by Winczewski, supported by Proos, to approve the Consent Agenda.**

- A 1. Regular Board Meeting Minutes – July 26, 2021;
- B 1. AT&T Fourteenth Annual Video Report – July 14, 2021; and
- 2. Lead and Copper Sampling Plan EGLE Letter – July 23, 2021.

**Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$147,264.99 , Warrants: \$350,513.40. Total of all Checks and Warrants: \$497,778.39. **Moved by Jacobs, supported by Proos, to approve the Warrant Report for August 9, 2021, in the total amount of \$497,778.39. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**Adacroft & Adatowne Water Main and Street Improvements Phase II Pay Application #3 from CL Trucking & Excavating for \$456,233.17**

Steven Groenenboom, Moore & Bruggink, presented the pay application request. This month they have earned (not including retainage) \$456,233.17 , which is recommended for payment. He noted they had a meeting with the contractor last week and they are on, or just a little bit ahead, of schedule at the current pace they are going. **Moved by Proos, supported by Jacobs, to approve the Adacroft & Adatowne Water Main and Street Improvements Phase II Pay Application #3 from CL Trucking & Excavating in the amount of \$456,233.17. Motion carried.**

**PUBLIC COMMENT**

None.

## **UNFINISHED BUSINESS**

### **A. Consider Five Year Funding Request from Right Place Inc.**

Township Manager Suchy stated the Board tabled this request at the July 12, 2021 Board meeting asking that Right Place Inc. provide more detail on how their services would directly benefit Ada Township. Randy Thelen, President and CEO of Right Place Inc., summarized his letter which outlined more detail of their services. He noted they have built international business relationships with companies throughout the world, and West Michigan is home to international companies from over 20 countries. Their intended efforts will continue to support the growth of Ada Township businesses. Treasurer Moran stated he is familiar with Right Place Inc. and they do phenomenal work. He asked how they started at the \$12,000 level back in 1985. Thelen believes it was somewhat based on population and somewhat on tax base. Township Supervisor Leisman asked if the Township would get an annual report from them being that this is a 5-year commitment. Thelen stated they publish an annual report collectively and then can break that down by jurisdiction. Proos stated he is not against this and overall he feels it is a good thing; he does question how the job market has affected this.

**Moved by Moran, supported by Jacobs, to commit \$20,000 to funding the Right Place as an investor for a period of five years, for an annual amount of \$4,000 per year. Motion carried.**

## **PUBLIC HEARINGS**

None.

## **NEW BUSINESS**

### **A. Resolution R-080921-1: Forest Hills Central Homecoming Parade for 2021**

Laura Stiles, Forest Hills Central High School Student Council Advisor, and Roman Kalazinski, current Student Body President, stated they hope to bring this parade back better than ever. Roman next gave some information about the parade which will take place on Friday, September 24<sup>th</sup>. The only change from previous requests is that the parade will not head into the Stoneshire neighborhood south of Hall Street. Forest Hills Central's Environmental Club will clean up after the parade. Stiles added that they are all set with the Sheriff's Office as far as the road closures, and the liability insurance paperwork is complete, awaiting approval.

**Moved by Proos, supported by Jacobs, to approve Resolution R-080921-1: a Resolution for the Forest Hills Central Homecoming Parade Closure, revising the date to September 24<sup>th</sup> instead of September 25<sup>th</sup>. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Resolution adopted.**

### **B. Request from Land Conservancy of West Michigan for Alcohol Waiver at Roselle Park on August 25, 2021**

Parks Director Mark Fitzpatrick stated that last month they talked a little about changing their fees and rates and policy for alcohol. Kim Karn, Executive Director at The Land Conservancy of West Michigan, stated they would like to honor retiree Joe Engel with a small reception following their board meeting on August 25, 2021. The celebration will be from 6:30 until 8:30 p.m. They will have a caterer who will monitor the service of wine and beer to ensure that nobody who is underaged is served. The caterer will also monitor guests so that they are not overserved.

**Moved by Jacobs, supported by Winczewski, to grant a waiver of the park rule governing alcohol for Land Conservancy of West Michigan's August 25, 2021 retirement celebration. Motion carried.**

### **C. 2280 Grand River Drive Fireworks Request by Jeff Snyder**

Mr. Snyder was not present. Township Manager Suchy stated this is a request that Mr. Snyder submits annually. The request is for a fireworks display on September 4, 2021. He provided a copy of his insurance as well as the site layout showing the area of the display. He does not hire someone, he does this himself. He also submitted proof that he has completed the PG2 Display Fireworks Operator Certification. The fire chief has no problem with the plan as proposed.

**Moved by Proos, supported by Moran, to approve a fireworks display by Jeff Snyder at 2280 Grand River Drive for September 4, 2021. Motion carried.**

**D. FY 2020-2021 Audit Presentation – Dan Veldhuizen, Siegfried Crandall P.C.**

Township Manager Suchy introduced Dan Veldhuizen noting he has worked with him for several years. Dan Veldhuizen briefly discussed the results of the audit and stated he would welcome any questions at the end of his presentation. He submitted the financial statements to all Board members and summarized same. They have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Township of Ada for the year ended March 31, 2021. The findings were set out in his June 17, 2021 letter to the Township. Township Supervisor Leisman stated that there is no need to be brief with his presentation and that he should take the time he needs as there are new Board Members since the last audit presentation. Veldhuizen stated that the water and sewer funds are better than most he sees. Next there was some discussion about keeping fund balances at a reasonable and appropriate level.

Veldhuizen stated he does have a couple of recommendations which were discussed with management, one being finding a way to reduce the number of adjustments – he would like to see those go down. He said he recommends that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Manager Suchy stated that Diane does a wonderful job with the utility accounting.

Clerk Smith asked is there anything we need to do this year to take care of the deficit/budget variance from last year. Veldhuizen responded that if the state sees that you have a significant variance, they will send you a letter immediately. Township Manager Suchy stated they have received a letter due to paying off the 2011 bond in March 2021 instead of April and intend to respond to that this week. Clerk Smith stated that she would like to thank Cassie for the great job she does. Dan Veldhuizen agreed and added that they enjoy working with Cassie.

**E. Recommendation for Planning Director**

Township Manager Suchy gave an update. After reviewing four candidates, the committee selected two candidates (1A and 1B). John Said is the new candidate they are pursuing. Both candidates were right there next to each other, in the committee eyes, and Manager Suchy said he feels fortunate they had two excellent candidates. John Said has a ton of experience. The Township has a salary range posted for this position. This candidate makes well beyond what the top range is. There is a quality of life for being closer to home than where currently located to keep in mind. He believes there will be some need by the committee to get a little creative in how they structure some of the negotiations with this candidate. If the committee is able to meet a reasonable request, it would be beneficial. Planning Director Ferro's last day will be August 20<sup>th</sup>. Supervisor Leisman stated he is comfortable with what Manager Suchy is proposing. The board supported Manager Suchy working with the personnel committee on negotiations to avoid having to bring this back to the board and further delaying the new hires start date.

**Moved by Smith, supported by Jacobs, to appoint John Said as the Ada Township Planning Director, contingent on a successful background review and negotiations as outlined in the August 9, 2021 memorandum. Motion carried.**

**DEPARTMENT REPORTS**

**A. Township Manager Report – August 4, 2021**

Township Manager Suchy summarized his August 4, 2021 Report. He gave updates on a few items that were not in his report because they weren't ready yet. He spoke about a Broadband Meeting for Kent County he attended on August 5<sup>th</sup>. He said the Township's level of broadband concern might be different than Kent County as a whole. Township Manager Suchy stated Ada Township would be interested in having the conversation continue and are not committing to anything at this point. There was some discussion amongst the Board about possibly having a committee work on this broadband issue.

As far as the library, they are working on some items with the front doors and rooftop and are working towards initiating some preventative maintenance agreements.

- B. Assessing Department Report – August 3, 2021**
- C. Downtown Development Authority Director Report – August 2021**
- D. Fire Department Report – July 2021**
- E. Historical Society Museum Manager Report – July 2021**
- F. Parks & Recreation Report – August 4, 2021**

Parks Director Fitzpatrick stated that they reviewed the RFP which is for hiring a consultant to help facilitate the process updating the 5-year PRLP Plan. He asked that as they are reviewing salaries, please include the part time and seasonal staff.

- G. Planning/Building Department Report & Trends– July 2021**
- H. Engineering Monthly Report – August 4, 2021**
- I. Ryan's Municipal Utility Report – July 2021**

#### **BOARD COMMENT**

Treasurer Moran asked about the Utility Report and the odor problem. It was noted they are making progress on this. He added that Beers at the Bridge is a week from this Friday.

Trustee Winczewski asked what the status is for the Master Plan, with Jim on his way out, etc. Township Manager Suchy stated this will be one of the first undertakings of the new Planning Director. Trustee Winczewski also stated we have had a lot of requests for road closures for Ada and Cascade – the triathlon, homecoming parade, etc. He suggested maybe creating a partnership so that applicants do not have to go to both Township Boards. Manager Suchy said this is something they will ask the Road Commission about. Trustee Proos stated there may be a liability issue.

#### **OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

County Commissioner Lindsey Thiel introduced herself and stated she looks forward to working with everyone and addressing any of Ada Township's needs at the county level.

#### **ADJOURNMENT**

The meeting was adjourned at 1:36 p.m.

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Jacqueline Smith  
Ada Township Clerk

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Date

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