



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
SEPTEMBER 13, 2021 – 7:00 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, Trustee Proos, and Trustee Winczewski. Also present: Township Manager Julius Suchy, Assessor Boerman, Fire Chief Murray, Parks Director Fitzpatrick, and approximately six members of the community.

**APPROVAL OF AGENDA**

**Moved by Hurwitz, supported by Jacobs, to approve the September 13, 2021, Agenda as presented. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

Supervisor Leisman asked Assessor Boerman to step forward. He read an August 18, 2021, letter from the Michigan State Tax Commission which enclosed a Certificate of Achievement noting a perfect score on the 2021 AMR review.

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

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

**Approval of Minutes:**

1. **Regular Board Meeting Minutes – August 23 2021.**
2. **Special Board Meeting Minutes – August 30, 2021.**
3. **Special Meeting Closed Session Minutes – August 30, 2021.**

**Receive and File Reports and Communications:**

1. **Planning Commission Regular Meeting Minutes – July 15, 2021**
2. **Grand Valley Metro Council Meeting Minutes – May 6, 2021**
3. **Water Advisory Council Meeting Minutes – July 14, 2021**
4. **Ada Historical Society Letter – August 26, 2021**
5. **Kent County Sheriff's Department – 2<sup>nd</sup> Quarter Report**
6. **EGLE Termination of Administrative Consent Order – September 1, 2021**
7. **Department of Treasury AMAR Achievement – August 18, 2021**
8. **Revenue/Expense Report April 1, 2021 – August 31, 2021**

**Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$96,747.98, Warrants: \$526,081.96. Total of all Checks and Warrants: \$622,829.94. **Moved by Proos, supported by Winczewski, to approve the Warrant Report for September 13, 2021, in the total amount of \$622,829.94. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

**Adacraft & Adatowne Water Main & Street Improvement Pay Application #4 from CL Trucking & Excavating for \$417,027.08**

Josh DeYoung of Moore & Bruggink presented the pay application request. This covers July 21 through August 27. The work during this month was mainly water main work and water services. There is still a small section of water main that has to be done. The next month will be big with a lot of changes. Josh also spoke about the yard work restoration status. The contractor has made it their goal to make this right by the end of the project and will concentrate on this once the water main is completed.

**Moved by Proos, supported by Jacobs, to approve Adacraft & Adatowne Water Main & Street Improvement Pay Application #4 to CL Trucking & Excavating in the amount of \$417,027.08. Motion carried.**

## PUBLIC COMMENT

None.

## UNFINISHED BUSINESS

None.

## PUBLIC HEARINGS

None.

## NEW BUSINESS

### **A. Recommendation from Parks, Recreation, Land Preservation Board to Award Five Year Township Recreation Plan Update Bid to MC Smith & Associates for an Amount Not to Exceed \$19,900**

Parks Director Fitzpatrick stated Ada Township's current 5-year Community Parks and Recreation Plan expires at the end of December this year. The Township has to have a plan in place in order to qualify for State of Michigan DNR Grants. Township staff have initiated a process for review and assessment of existing conditions and deficiencies at existing Township parks and open space preserves. He noted that Tiffany from MC Smith & Associates is present to answer any questions. They are requesting approval of Tiffany's proposal that was submitted. There was some discussion regarding the bid process, scope of projects and budget.

**Moved by Jacobs, supported by Hurwitz, to approve the recommendation from the Parks, Recreation, Land Preservation Board to award the five-year Township Recreation Plan Updated bid to MC Smith & Associates in the amount of \$19,890. Motion carried.**

### **B. Request from The Ridge Home Owners Association for Alcohol Waiver at Roselle Park Building on October 3, 2021**

Parks Director Fitzpatrick presented this request noting it is similar to what was before the Board previously from The Ridge. This time it is for a family event and there will be a caterer present to serve the alcohol. Danielle from The Ridge was present to address any questions or concerns.

**Moved by Winczewski, supported by Jacobs, to approve waiving the Alcohol Ordinance at Roselle Park Building on October 3, 2021, for the event by The Ridge Home Owners Association. Motion carried.**

### **C. Ada Township Special Event Waiver Request – Brats & Bonfires**

Township Manager Suchy stated that the Township has held this "Brats and Bonfires" event at Ada Fire Station 1 in October of the past few non-covid years. The Committee got together and worked with the DDA and determined they were moving forward this year, with an event scheduled for October 8<sup>th</sup> from 6:00 p.m. to 9:00 p.m. Thus, a request has been made to approve a Special Event Waiver Request for this event. He stated he recommends approval of this waiver request as the event has been successfully held in the past and Beers at the Bridge was recently held and successfully completed without any issues. Supervisor Leisman added that part of the approval of this would be that 10% of the revenues will go to the Fire Association.

**Moved by Proos, supported by Jacobs, to approve the Special Event Waiver Request for the Brats and Bonfires Event on Friday October 8, 2021. Motion carried.**

### **D. Resolution R-091321-1: A Special License Permit for Brats & Bonfires**

**Moved by Proos, supported by Jacobs, to adopt Resolution R-091321-1, a Special License Permit for Brats & Bonfires. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.**

### **E. Ordinance O-091321-1: An Ordinance to Amend the Ada Township Zoning Ordinance for Temporary Conditional Rezoning of 155 Spaulding Ave from Industrial (I) to Residential (R-1) for a Private, Non-Profit, K-12 School**

Township Manager Suchy stated this is an extension of an existing conditional rezoning. Nathan Vandenbroek, owner of Journey Academy, stated they were granted access to some land and put temporary structures up for their school. They were supposed to be out in three years, but they have been having difficulty locating property or a place to move

as they grow. Thus, they are requesting an extension while they continue the search for a more permanent location. They are requesting a three-year extension, but only anticipate being at this location approximately one year. Vandebrook stated they are exploring options of either building or purchasing an existing building. Supervisor Leisman thanked them, as a private school, for going through this process.

**Moved by Hurwitz, supported by Winczewski, to adopt Ordinance O-091321-1: an Ordinance to Amend the Ada Township Zoning Ordinance for Temporary Conditional Rezoning of 155 Spaulding Ave from Industrial (I) to Residential (R-1) for a Private, Non-Profit, K-12 School. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Ordinance adopted.**

**F. Consider Policy P-091321-1: Ada Township Purchasing Policy**

Township Supervisor Leisman stated they have talked about the policy off and on for several months and it is now being brought before the Board for consideration. Township Manager Suchy passed out an updated/redlined draft Purchase Policy to the Board. He summarized the changes as follows: the policy as written increases the purchasing threshold to \$5,000 for the Clerk, Treasurer, Supervisor and Township Manager, if the funds are available and budgeted. The Township Manager is authorized to spend up to \$10,000 with approval of the Administrative Committee and includes language for emergency items over \$10,000, provided funds are appropriated and available to the annual budget. With the increased purchasing policy there are still requirements for purchasing within these categories. Township Manager Suchy noted that a draft policy was also sent for review to the Township's auditor. He said the action tonight is just for review and comment and then perhaps consideration at the September 27, 2021 meeting, or a later meeting if there are extensive comments. Trustee Proos stated he thinks there needs to be a check and balance mechanism in place no matter what the situation is. It has to be duly noted and reported back to the Board as a consent agenda or separate line item.

**G. Select Potential Dates for Township Board/Trails Committee Joint Meeting**

Supervisor Leisman stated that given the number of people involved, the goal is to come up with a few different dates and times and Township Manager Suchy can work on setting this up.

**Moved by Proos, supported by Moran, to approve holding a work session meeting with the Trails Committee on Tuesday, September 28, 2021 at 4:00 p.m. Motion carried.**

## DEPARTMENT REPORTS

**Township Manager Report – September 8, 2021**

Township Manager Suchy gave a couple updates. With respect to information technology, he is working with Comcast on the Fiber installation date to see what they can confirm and the hope is to get this completed in 2021. Regarding the Amy Van Andel Library, the Township purchased fall flowers for the courtyard planters and spent \$228, as opposed to \$1,600. The Friends of the Library planted the flowers and are helping maintain them. Next, the Township has had a number of calls on whether the Township would be doing another dust layer application for dirt roads. The Kent County Road Commission said they were evaluating this, and if necessary, it would be a cost of \$3,000.

Trustee Proos thanked Manager Suchy for Reaching out to the Employee Compensation Review Committee. In regards to the Library, he believes it would be a good idea to plan ahead on what to budget for as far as maintenance, cleaning service, etc. Reports were supposed to be forthcoming regarding the Library and they have not. Township Manager Suchy said they will communicate the request for more frequent reports, instead of just annually.

**Fire Department Report – August 2021**

Fire Chief Murray stated this past month was much busier than usual, somewhat due to the August storm. Usually they run about 50 calls a month, and just for the week of the storm there were about 40 calls.

**Parks & Recreation Report – September 7, 2021**

Parks Director Fitzpatrick stated that the meeting in November is moved to the 9<sup>th</sup> due to Veteran's Day. The Ada Drive Trail Construction contract was delayed, but started today on the first boardwalk and then paving work will start shortly thereafter. They received notice regarding the DNR grant, which is the preliminary report wherein it revealed they received 260 points out of 300 – would like to hit 300 points and have until the end of the month to supplement and increase the scores. The final report and approval will be in December.

**Utility Report – August 2021**

Township Manager Suchy stated they are meeting tomorrow morning to discuss the H2S smell and are hopefully getting closer to a solution for residents.

**BOARD COMMENT**

Clerk Smith stated the Census numbers are in and Ada's increased approximately 9%. She also stated they have received another FOIA request from an out-of-state attorney regarding the 2016, 2018 and 2020 elections. The Township has submitted a cost breakdown for them and requested a 50% deposit and they have 48 days to respond. She also announced an MTA virtual lunchtime program on October 1 entitled "Now you Know – What the Board Needs to Know about Elections," and encouraged board members to participate.

Trustee Winczewski stated he is excited for clean-up day and he hopes this is publicized. This is a good service the Township provides. He commended Fire Chief Murray on how they handled things on the week of the storm in August. He said this is one of the great things about living in a community like this.

Trustee Proos spoke about the new buildings opening up and would like to encourage that the lands left are a good solid mixture of both retail and residential with parking. The worst thing is to ignore this problem. We need good mixed use buildings.

Treasurer Moran reminded all that Ada taxes are due tomorrow (September 14) at 5:00 p.m.

Supervisor Leisman complimented the Board and Staff on a recent property purchase that was done in a successful and efficient fashion.

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

None.

**ADJOURNMENT**

Moved by Hurwitz, supported by Jacobs, to adjourn. The meeting was adjourned at 8:27 p.m.

\_\_\_\_\_  
Jacqueline Smith  
Ada Township Clerk

\_\_\_\_\_  
Date

llm