



**ADA TOWNSHIP BOARD MEETING
MINUTES
SEPTEMBER 27, 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, Trustees Hurwitz, Jacobs, Proos, and Winczewski. Also present: Township Manager Julius Suchy, Parks Director Fitzpatrick, Assessor Boerman, and approximately three members of the community.

APPROVAL OF AGENDA

Moved by Hurwitz, supported by Jacobs, to approve the September 27, 2021 Agenda as presented. Motion carried.

GENERAL TOWNSHIP BUSINESS

Approval of Minutes; Accept Reports/Communications

Moved by Winczewski, supported by Hurwitz, to approve the Consent Agenda.

- A. TOWNSHIP BOARD MINUTES**
 - 1. Regular Board Meeting Minutes - September 13, 2021.**
- B. REPORTS AND COMMUNICATIONS**
 - 1. Ada Historical Society Board Meeting Minutes - August 12, 2021**
 - 2. DDA Board Meeting Minutes - August 9, 2021**
 - 3. Planning Commission Regular Meeting Minutes - August 19, 2021**
 - 4. PRLP Advisory Board Meeting Minutes - August 12, 2021**
 - 5. Utility Advisory Board Meeting Minutes - August 19, 2021**
 - 6. Fase Street Trail Preconstruction Meeting Minutes - September 22, 2021**
 - 7. Right Place Thank You Letter - September 13, 2021**

Motion carried.

APPROVAL OF WARRANTS

Township General Warrants

Treasurer Moran presented the following: Hand Checks: \$425,324.40, Warrants: \$63,000.67. Total of all Checks and Warrants: \$488,325.07. **Moved by Jacobs, supported by Winczewski, to approve the Warrant Report for September 27, 2021, in the total amount of \$488,325.07. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

PUBLIC COMMENT

Frank Hoover, 700 Marbury, asked if the township purchased the house next door. He stated it's a shame we didn't purchase the road commission building at a much lower price.

UNFINISHED BUSINESS

- A. Consider Policy P-092721-1: Ada Township Purchasing Policy.**

Township Manager Suchy stated there were two revisions made to the draft policy based on feedback received at the last meeting:

- In Section 2, if a purchase up to \$10,000 is made with Admin Committee approval it will be reported to the Township Board at the next regular board meeting in the Township Manager report.
- In Section 3, if there is an emergency expenditure it will be reported to the Township Board within 48 hours instead of the next meeting.

He also noted that this has gone through legal review.

Trustee Proos stated he believes a protection of a second signature/approval is wise and necessary. Township Manager Suchy stated that this would be more for recurring items, wherein the purchase is made and then it is reported to the Township Board. If it is something new/non-recurring, it is brought to the Township Board first. He also added that this hasn't been an issue in the year that he has been Manager. Treasurer Moran stated he wants the Trustees to feel comfortable. All items are listed on the Warrant Report. It was also noted that for Item 8, Category 1, the second bullet point should maybe read "under \$1,000", rather than "under \$100". There was further discussion regarding the chain of command for purchases. Trustee Jacobs asked what the actual process is when someone is making a purchase. Township Manager Suchy stated it varies with different scenarios. He summarized the process giving some different examples. If several different items are purchased at Ada Hardware during a month, just one check is written, so you're really not knowing each individual item purchased, and this is where it falls on the department head. Township Manager Suchy added that they do see and approve all the individual slips. Treasurer Moran stated that he thinks the Township's checks and balances are awesome. He said they want to empower employees to be able to go to their department heads, making it not a necessity to get elevated to the Board level. Township Manager Suchy clarified that it is the procedure that every single purchase is reviewed by, at the minimum, four people.

Supervisor Leisman stated he thinks the Purchase Policy is fine and is not that different from what they have had since 2010, other than the amounts. Treasurer Moran stated they have had the Purchase Policy presented and this draft before the Board tonight is with the two minor changes outlined above. The Policy is a work in progress. If something needs to be updated, they can revise the Policy should the need arise.

Moved by Moran, supported by Jacobs, to table Policy P-092721-1: Ada Township Purchase Policy. Motion carried.

PUBLIC HEARINGS

None.

NEW BUSINESS

A. Resolution R-092721-1: Road Closure Request for Trunk or Treat Event

Kindell Rerucha of the Ada Business Association explained the request to close down a small section of Thornapple River Drive for this event on October 24, 2021. She stated this will be the 7th year for this annual event.

Moved by Proos, supported by Hurwitz, to adopt Resolution R-092721-1, Road Closure Request for Trunk or Treat Event on October 24, 2021. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

B. 2017 Township Strategic Plan Initiatives Update

Township Manager Suchy provided an update noting that in 2017 the Township went through a strategic planning process which included a detailed approach that created a strategic framework outlining a work plan for the Township to complete. He said he believes it is important for the Township to complete a thorough review to get a better understanding of the status of each of the initiatives to understand what was completed and what items remain. He concluded that they will begin working on this as time allows. Supervisor Leisman added that if anyone has thoughts on this to let Township Manager Suchy know.

DEPARTMENT REPORTS

Township Manager Report - September 22, 2021

Township Manager Suchy gave a reminder of the Township Board and Trails Committee Special Workshop Meeting on September 28th at 4:00 p.m. at the Library. He said his report covered a lot of items and thus, if anyone has questions he would be happy to answer them.

BOARD COMMENT

Treasurer Moran commented on the bond issue that they approved for the funding of the trails. Seven bids were revealed today. The lowest bid was approved, a good faith deposit was put in place, and he said he is quite pleased with how things turned out.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

None.

ADJOURNMENT

Moved by Hurwitz, supported by Moran, to adjourn the meeting at 8:02 p.m. Motion carried.

Jacqueline Smith
Ada Township Clerk

Date

llm