



**ADA TOWNSHIP BOARD MEETING
MINUTES
OCTOBER 11, 2021 – 7:00 p.m.**

The meeting was conducted at the Ada Township Hall. Members present: Supervisor Leisman, Treasurer Moran, Trustee Hurwitz, Trustee Proos, and Trustee Winczewski. Absent: Clerk Smith and Trustee Jacobs. Also present: Township Manager Julius Suchy, Parks Director Fitzpatrick, Assessor Boerman, Deputy Clerk Thompson and approximately 5 members of the community.

APPROVAL OF AGENDA

Moved by Winczewski, supported by Proos, to approve the October 11, 2021 Agenda as presented. Motion carried.

GENERAL TOWNSHIP BUSINESS

Approval of Minutes; Accept Reports/Communications

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

- A. TOWNSHIP BOARD MINUTES**
 - 1. Regular Board Meeting Minutes – September 27, 2021.**
 - 2. Special Board Meeting Minutes – September 28, 2021**
- B. REPORTS AND COMMUNICATIONS**
 - 1. ZBA Board Meeting Minutes – May 11, 2021**

Motion carried.

APPROVAL OF WARRANTS

Township General Warrants

Treasurer Moran presented the following: Hand Checks: \$69,277.37, Warrants: \$404,660.19. Total of all Checks and Warrants: \$473,937.56. **Moved by Proos, supported by Hurwitz, to approve the Warrant Report for October 11, 2021, in the total amount of \$473,937.56. Roll Call: Yes – Hurwitz, Leisman, Moran, Proos and Winczewski. Motion carried.**

Consider Adacraft & Adatowne Water Main & Street Improvement Pay Application #5 from CL Trucking & Excavating LLC for \$611,723.62

Steve Groenenboom, Moore and Bruggink, presented the pay application in the amount of \$611,723.62. He gave an update on the job stating there is a section where the gravel needs to be replaced to be 8 inches of base. The cost of this is \$40,000, wherein the Road Commission will pay half. Thus, the Township will have to fund another \$20,000. The change order for this will be next month. He did note they are saving money on the job with quantities coming in lower than expected. He said that everything will be paved up to the first course of asphalt this week. He went on to state that the total earned so far is \$2.8 million, and this phase of the contract is \$3.9 million. They have been averaging about \$600,000 per month. The completion date is October 31st. There is about \$500,000 worth of asphalt to go and \$100,000 in concrete and street grading. Township Manager Suchy stated that generally the road work has been funded out of the general fund with Ada paying 100% of the costs and then Kent County reimburses 50%, thus he anticipates the extra \$20,000 discussed above will come out of the general fund.

Moved by Proos, supported by Moran, to approve Adacraft & Adatowne Water Main & Street Improvement Project Pay Application #5 to CL Trucking & Excavating in the amount of \$611,723.62. Motion carried.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

A. Consider Policy P-101121-1: Ada Township Purchasing Policy

Township Manager Suchy summarized the status and history of the Purchasing Policy. He said they originally started with a review at the first Board meeting in September and then reviewed it again at the September 27th Board meeting. Following that last meeting, a number of revisions have been made to the draft policy outlined as follows:

- Section 2, included language that any expenditure over \$5,000 will be reported to the Township Board at the next regular board meeting.
- Section 6, added street light replacements since this continues to be a regular occurrence.
- Section 8, the following changes were made:
 - Eliminated category two and increased the cap of category 1 to \$9,999.
 - Removed recommendation for price shopping in category 1
 - Removed exception for multiple quote rule language
 - Removed language that approval from Township Manager was required for purchases made by Clerk, Treasurer and Supervisor
 - Included language in category 2 to add that a memo with explanation for the board may come from a department director, not just the Township Manager. This currently happens (example – Mark provided recommendation on award of Master Plan parks plan work).

There was some Board discussion regarding adding language that the Manager will receive prior approval from the Supervisor, and if unavailable, from any member of the Admin Committee. There was discussion regarding Section 2 and providing documentation on the justification if three quotes are not obtained. Township Manager Suchy said he could add a bullet point that says any purchase with less than 3 quotes will be documented for purchasing purposes.

Moved by Winczewski, supported by Proos, to adopt Policy P-101121-1: Ada Township Purchase Policy, as amended. Motion carried.

PUBLIC HEARINGS

None.

NEW BUSINESS

A. Consider Letter of Support for Kent County EDA West Michigan Outdoor Recreational Growth Cluster Grant Proposal for the EDA Build Back Better Regional Challenge.

Township Manager Suchy stated this is an Economic Development Administration (EDA) grant to support and stimulate regional economic growth. The initiative is entitled the West Michigan Outdoor Recreation Regional Growth Cluster proposal for the EDA Build Back Better Regional Challenge with a related to outdoor recreation and affiliated industries. Part of that focus includes bike paths, water trails and support to areas businesses. He said the only update to his memo is he sent an email to the Board outlining the responses from Josh Spencer of Kennari Consulting to the questions:

1. Is there any financial match requirement from Ada? **Response is no.**
2. Is it possible to get a more detailed map of the location of the greenway trail? I am curious how this runs through Ada Township. **More planning is needed to complete a more detailed map.**
3. Is the path through Ada set, or is this flexible to move? I wouldn't want our support of the grant to be viewed as approval of the path location without more detailed review. **It is very flexible, options will be explored through planning.**
4. How much is the grant total, how much will be spent on each project? **They are hoping to get around \$75 million in total for all the projects.**

The application process has a deadline of October 19 that they are trying to reach. Essentially, the Township would be giving a letter of support to say they support this West Michigan Regional Growth Cluster Grant Proposal, and then, if it's approved, the planning process would start. He said all of the townships and cities have been pretty much aligned with the number one and number two priority items on their list as non-motorized trail connectivity and water trails.

This will involve a lot of planning with Parks Director Fitzpatrick and the parks team. Head towards 2024, the non-motorized trails will be the top item on their list.

Josh Spencer of Kennari Consulting spoke next. He stated this is a two-phase approach. They can identify regional priorities and then use EDA funds to complete the planning process leading up to an application to fund implementation of those priorities. This proposal focuses on outdoor recreation. The infrastructure is certainly the leading piece, but the entrepreneurship and manufacturing components are also important, which there is a cluster of in West Michigan. He said they need to look at how they support the businesses/manufacturing companies that exist already that want to expand to the outdoor recreation space. For the water trails, they are going to put in 10 new access points throughout Kent County, as well as regional signage. Spencer concluded by stating he is happy to answer any questions the Board might have.

Trustee Proos stated he feels it is very important that a representative come to the next meeting to address what they can do to facilitate, how do they not duplicate things, connectivity options, etc. Spencer responded he agrees this is a good idea. Spencer stated this grant is part of the work he is doing along with making recommendations to the county regarding convening and coordinating trail planning, especially trails that cross jurisdictional boundaries. Spencer next provided further detail on the deadlines for the grant, which could be up to 5 years. October 19th is the Phase 1 application deadline. They were told they should expect to be able to start using the funds on December 1st if successful with the Phase 1 application, and all roads lead to the March 15, 2022 deadline to submit the Phase 2 applications.

Moved by Winczewski, supported by Proos, to approve a letter of support for Kent County EDA West Michigan Outdoor Recreational Growth Cluster Grant Proposal for the EDA Build Back Better Regional Challenge. Motion carried.

DEPARTMENT REPORTS

Township Manager Report – October 7, 2021

Township Manager Suchy stated following the joint meeting with the Township Board and the Trails Committee, Steve Groenenboom, Moore and Bruggink, had a meeting with the Kent County Road Commission and Kent County has indicated they are open to a Knapp Street bridge. He next gave an update on the H2S smell issue along Ada Drive stating at the next Building/Grounds/Utility Committee meeting on October 14th they will be reviewing a proposal from Ryan's Municipal, and he said that Groenenboom and he also met to discuss proposed solutions.

Township Manager Suchy gave brief updates on the Library/Community Center and employee compensation review topics. For the employee compensation review, they have received three proposals and he will be setting up a time to review these with the Personnel Committee in the upcoming weeks and then bring it to the Board for consideration. Cell phone compensation was also briefly discussed.

Assessing Department Report – October 5, 2021

Supervisor Leisman asked if the 7% was just residential or all properties. Township Assessor Boerman stated this is just residential and the 7% is an average.

Parks & Recreation Report – October 6, 2021

Parks Director Fitzpatrick gave an update stating the survey is live right now and cards went out in the mail – they want to get as much input as possible. It's a fair survey that they worked a lot on. He stated their intern, Alice, is staying on 2 days a week for a short time. He said they are also looking at what types of programs they can do over the next couple of years with current staffing and capacity. There was further discussion regarding staff shortage and the need to fill position.

BOARD COMMENT

Treasurer Moran relayed they close on the bond tomorrow and will have the proceeds of that in the bank. He stated they have been preparing for the conversion from TCF to Huntington. There are some uncertainties that are undoubtedly going to occur, but are hoping things go smoothly, and would appreciate everyone's patience.

Supervisor Leisman stated he thought the Brats and Bonfires event at the fire station was nicely done and thanked everyone who worked on that.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

None.

ADJOURNMENT

Moved by Hurwitz, supported by Winczewski, to adjourn the meeting at 8:09 p.m. Motion carried.

Jacqueline Smith
Ada Township Clerk

Date

llm