



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
November 8, 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, Planning Director Said, Assessor Boerman, Parks Director Fitzpatrick, and approximately three members of the community.

**APPROVAL OF AGENDA**

**Moved by Hurwitz, supported by Winczewski, to approve the November 8, 2021 Agenda as presented. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

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

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

- A. TOWNSHIP BOARD MINUTES**
  - 1. Regular Board Meeting Minutes – October 25, 2021**
- B. REPORTS AND COMMUNICATIONS**
  - 1. Brownfield Authority Meeting Minutes March 22, 2021**
  - 2. DDA Citizens Council Meeting Minutes July 14, 2021**
  - 3. Grand Valley Metro Council Meeting Minutes September 2, 2021**
  - 4. Water Advisory Council Minutes September 8, 2021**
  - 5. Request from Paradise Lake Residents for Trail Construction**

**Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$113,225.83, Warrants: \$200,121.80. Total of all Checks and Warrants: \$313,347.63. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for November 8, 2021, in the total amount of \$313,347.63. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Motion carried.**

**Consider Adacraft & Adatowne Water Main & Street Improvements Pay Application #6 from CL Trucking & Excavating LLC for \$649,629.56 including Change Order #2 for an Increase of \$64,905.26**

Steve Groenenboom, Moore & Bruggink, presented the Pay Application and Change Order request. The Change Order is for some thin gravel in a section of the road which is currently 5 inches and needs to be 6 to 8 inches. The Road Commission said this needs to be replaced. The Township will pay one half of the cost and the Road Commission will pay the other half. The project as a whole remains a fair amount under budget. **Moved by Moran, supported by Hurwitz, to approve Adacraft & Adatowne Water Main & Street Improvements Pay Application #6 from CL Trucking & Excavating LLC for \$649,629.56 including Change Order #2 for an Increase of \$64,905.26. Motion carried.**

**Consider Payment of Ada Drive Booster Station Improvements Pay Application #6 & #7 from Allied Mechanical for an Amount Not to Exceed \$9,897.16**

Steve Groenenboom, Moore & Bruggink, stated that due to confusion in the contractor pay estimates, this item will be tabled and presented at the next meeting.

**Consider Payment of Ada Drive Outlet Sewer Engineering Services Invoice from Moore + Bruggink for an Amount Not to Exceed \$12,480.70**

Steve Groenenboom, Moore & Bruggink, said this is for work that was done in 2019. Invoices slipped through the cracks and were never received due to the USPS not delivering the mail. Groenenboom confirmed there are no other outstanding invoices.

**Moved by Winczewski, supported by Proos, to approve Payment of Ada Drive Outlet Sewer Engineering Services Invoice from Moore & Bruggink for an Amount Not to Exceed \$12,480.70. Motion carried.**

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

None.

**PUBLIC HEARINGS**

None.

**NEW BUSINESS**

**A. American Rescue Plan Act (ARPA) Information & Potential Projects**

Township Manager Suchy gave a presentation on this item noting that this will be a discussion only at tonight's meeting, with no action required at this time. He summarized his memo stating the Township will receive \$1,552,444 in American Rescue Plan Act (ARPA) funds. The first payment, equal to 50% (\$776,222) of the total award amount is supposed to be distributed tomorrow. All paperwork has been submitted, so this should be in the bank in the next few days. The second payment will be distributed approximately 12 months after the first payment. Funds can be used for costs incurred between March 3, 2021 and December 31, 2024. Township Manager Suchy noted that he submitted to Board members a MTA handout which provides an overview of ARPA. He added that the Admin Committee requested a list of potential projects that would be eligible to be spent with these ARPA funds. That list is included in his memo. Following the discussion at the Admin Committee meeting, the Committee recommended that \$560,000 of the Township's initial \$776,222 be used to pay for the purchase of 7351 Bronson Street. The Committee also recommended the Township focus utilizing the rest of the funds towards the planning, design and construction of a new Township Hall. The Committee viewed a new Township Hall as being a necessity for a number of years. There was further Board discussion regarding utilization of these funds, particularly focused on a new Township Hall. There was also discussion regarding a goal of when this should be spent.

Trustee Winczewski stated he feels since this is it is a one-time gift and he believes the Township should focus on using it to save long-term costs. Trustee Hurwitz stated as far as the Township Hall, our best bet is we need to still hunt and peck and decide where we want to be, and we need wisdom from Integrated Architecture, He said we need to decide what is the best use for Township residents, and we need to make this decision with or without ARPA funds. Treasurer Moran stated each department has to stand on its own – the general fund is supporting other departments. He also said we have to make a decision, at least in regards to the Township Hall and Township offices to get the ball rolling. We have a huge need that has been identified by independent sources. He added that the thing that sticks in his mind the most is that the facility has passed its use and they are on borrowed time with it. Trustee Proos stated a

space study has been done and now they need to go to Integrated Architecture and let them come up with some conceptual ideas. He stated he is suggesting keeping the ARPA money intact so they can take the time to study it, and then meanwhile begin to plan and still have until December 2024 to decide on how any of the funds will be spent.

Supervisor Leisman stated it seems like there is some general consensus that they should generally study this and have Integrated Architecture update and then come back before the Board, and this can be done out of the general fund without the ARPA. Supervisor Leisman added that it sounds like there is some unity of thought on the need for a new Township Hall, but also to hold off in general on the ARPA. Next, there was some Board discussion on the financials, along with a brief discussion regarding the property next to the library. Supervisor Leisman suggested they also have Integrated look at possible sites.

#### **B. Resolution R-110821-1: Santa Parade Road Closure Request**

Township Manager Suchy stated that historically Chief Murray and the Fire Department have organized and run the Ada Santa Parade which is held on the first Saturday in December following Tinsels, Treats & Trolleys and this event is planned and run by the Fire Department. Thus, the road closure request comes from the Township. The parade begins with lineup at 10:00 AM on River Street. This parade was last held in 2019 – cancelled in 2020 due to COVID. If the Resolution is approved, it will then be provided to the Kent County Road Commission for the final approval of the road closure.

**Moved by Proos, supported by Jacobs, to adopt Resolution R-110821-1: A Resolution Authorizing Road Closures for the Ada Santa Parade. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Resolution adopted.**

#### **C. Resolution R-110821-2: Establish the FY 2022-23 Budget Schedule**

Township Manager Suchy stated this is the annual budget preparation schedule. The procedure is to adopt these dates and then adhere to them to make sure the budget is in place by April 1, 2022. He added that this is similar to the budget schedule they did this past year. The only difference is they moved up the deadline for the budget request forms being returned to the Township Manager.

**Moved by Winczewski, supported by Proos, to adopt Resolution R-110821-2: A Resolution to Establish the Fiscal Year 2022-23 Budget Schedule. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Resolution adopted.**

### **DEPARTMENT REPORTS**

#### **Township Manager Report – November 3, 2021**

Township Manager Suchy summarized his November 3, 2021 report, giving updates on the Trail Committee and on possibly moving the December 27 Board meeting to December 28, due to the office being closed on the 27th. He said the Personnel Committee is going to meet Wednesday and has a number of items to review including proposals for the compensation study. Township Manager Suchy also gave an update on the 1100 Pettis Avenue property regarding the Consent Judgment. He next touched on staff compensation.

Township Supervisor Leisman added that a lot of townships have one meeting a month, and those that have two often cancel the second one in December. Since the first December meeting is on the 13<sup>th</sup>, he said it does not make sense in his mind to meet two weeks later, with the holidays in between, etc. Thus, he would suggest canceling that second meeting in December and is open to a Board discussion on this.

**Moved by Proos, supported by Hurwitz, to cancel the December 27, 2021, Township Board Meeting. Motion carried.**

**Parks & Recreation Report – November 2, 2021**

Parks Director Mark Fitzpatrick said part of the impact on cancelling the second Board meeting in December is on paying bills. We have to take a conscious effort to make sure payments are carried through. Regarding the ARPA, he thanked all for the work on this. Fitzpatrick also gave the following staffing updates:

- \* Colin, the B&G staff, is due to return November 22
- \* Rob McCormick has left for the winter and will only be in a “support” capacity when he returns in March. A new person will need to be hired to manage related responsibilities.

**Planning Department Report – November 2, 2021**

Planning Director Said spoke briefly about the Envision Ada plan which was discussed in detail at the last Planning Commission meeting.

**Engineering Monthly Report – November 1, 2021**

Steve Groenenboom, Moore & Bruggink, briefly summarized his report. He stated CL Trucking has done great work this year. Katerberg VerHage is planning to pave tomorrow on Ada Drive.

**BOARD COMMENT**

Trustee Winczewski stated it is disappointing to hear about the staff losses, which could be in relation to the issue of compensation. He spoke regarding Senate Bill 446, which is the short-term rental bill. This Bill passed the house and is in the Senate. He recommends Board members look at this.

Treasurer Moran expressed congratulations to KC Clegg on passing his Level 2 exam.

Clerk Smith stated that at the last meeting Trustee Winczewski asked about the re-districting process. She stated that the Re-Districting Committee is hoping to have this done by December 31, 2021 (although our state constitution requires it be completed by November 1).

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

Frank Hoover, 700 Marbury, gave his thoughts on purchasing a new Township Hall and questioned why the township didn't buy the Peninsular Building when it was for sale. He feels this would have been a good solution.

**ADJOURNMENT**

**Moved by Jacobs, supported by Winczewski, to adjourn the meeting at 8:47 p.m. Motion carried.**

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

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Date

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