



**ADA TOWNSHIP REGULAR BOARD MEETING
MINUTES
MONDAY SEPTEMBER 11, 2023 at 7:00 P.M.**

The meeting was called to order by Supervisor Leisman at 7:00 P.M.

Members present: Supervisor Leisman, Treasurer Moran, and Trustees Carter, Jacobs and Proos.

Members absent: Clerk Smith and Trustee Hurwitz.

Staff Present: Manager Suchy, Deputy Clerk McIntosh, Parks and Recreation Director Fitzpatrick, Buildings, Facilities and Grounds Director Brinks, Assessor Boerman, Planning Director Said, Accountant Rodriguez, Management Intern Sennett.

Public Present: 5 members of the public.

APPROVAL OF AGENDA

Moved by Jacobs, supported by Carter, to approve the September 11, 2023, agenda with the addition of New Business item F (Discussion of September 25 meeting). **Motion Carried. 5-0.**

GENERAL TOWNSHIP BUSINESS

Moved by Proos, supported by Carter, to approve the following minutes and file the below reports and communications under consent agenda. **Motion Carried. 5-0.**

A. APPROVAL OF TOWNSHIP BOARD MINUTES

1. Regular Board Meeting Minutes – August 14, 2023

B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS

1. Parks, Recreation & Land Preservation Meeting Minutes – July 13, 2023
2. Planning Commission Regular Meeting Minutes – July 20, 2023
3. Ada Historical Society Meeting Minutes – July 12, 2023
4. Utility Advisory Board Meeting Minutes – June 15, 2023
5. Zoning Board of Appeals Regular Meeting Minutes – August 1, 2023

APPROVAL OF WARRANTS

Treasurer Moran presented the following total amounts for Hand Checks and Warrants:

Hand Checks- \$133,316.68

Warrants- \$549, 969.70

Total all checks and warrants- \$683,286.38

Moved by Proos, supported by Carter, to approve the Warrant Report for September 11, 2023, in the total amount of \$683,286.38. **Roll Call: Yes- Carter, Proos, Moran, Leisman, Jacobs; No- 0; Absent- 2. Motion Carried. 5-0.**

Consider 2023 Trail Repairs Project Pay Application #2 to Thomet Construction in the Amount of \$71,125.15.

Steve Groenenboom, engineer, presented a brief update regarding the progress of the trail repairs done by Thomet Construction. The board asked questions regarding progress and the scheduled completion date. Ben Thomet, Thomet Construction, stated that the project is progressing well

and is set to be finished on schedule, with the completion date of September 30. Moved by Proos, supported by Jacobs, to approve Pay Application #2 to Thomet Construction in the amount of \$71,125.15. **Motion Carried. 5-0.**

Consider Fulton St. Trail Project Pay Application #1 to Wyoming Excavators Inc in the Amount of \$234,715.95.

Steve Groenenboom, engineer, presented drone photos of the site. Moved by Jacobs, supported by Moran, to approve Pay Application #1 to Wyoming Excavators Inc in the amount of \$234,715.95. **Motion Carried. 5-0.**

Consider Leonard Field Park Riverfront Improvements Project Pay Application #1 to Thomet Construction in the Amount of \$317,437.58.

Fitzpatrick presented the update regarding the project with an estimated completion date of October 27. Fitzpatrick to submit statements to DNR for reimbursement this week for RJM engineering work and a portion of the current pay application. Proos raised concern regarding a potential for a change order. Moved by Proos, supported by Jacobs, to approve Pay Application #1 to Thomet Construction in the amount of \$317,437.58. **Motion Carried. 5-0.**

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS

Pettis Avenue Phase II Trail Location – Consider Pausing Project on North Side of Pettis Avenue to Further Review South Side Alternatives *(Update for 9/11 Mtg – See Manager Report)*

Suchy presented recent update regarding the project on Pettis and is set to work with the Trail committee regarding the potential submission to the Devos Family Foundation for consideration.

PUBLIC HEARING

There were no public hearings.

NEW BUSINESS

Consider Proposal from Integrated Architecture for Township Hall Re-Programming/Test Fit Plan & Concept Block Diagram for an Amount Not to Exceed \$11,925.00.

Suchy gave a brief update regarding what came out of the recent work session. There was a need for an updated diagram to better assess the property purchase options. The board asked questions regarding the estimated square footage and growth potential. Scott Vyn, Integrated Architecture, stated that the information gathered from an updated diagram would allow a test fit to be performed. Moved by Proos, supported by Carter, to approve the proposal from Integrated Architecture. **Motion Carried. 5-0.**

Consider Proposal from Aquatic Consulting Services for Spongy Moth Population Survey for an Amount Not to Exceed \$10,750.00.

Suchy stated the organization has come back to resurvey areas and submit the maps to the township in order to plan for a potential spray. Moran asked at what point do the proactive steps

we are taking begins to not be a yearly spray. Suchy provided insight into other communities and the projected cost. He will review frequency of other communities and report back to the Board for future consideration. Moved by Moran, supported by Jacobs, to approve the proposal from Aquatic Consulting Services. **Motion Carried. 5-0.**

Resolution R-091123-1: A Resolution Recognizing September 15, 2023 as Prisoner of War/Missing in Action Recognition Day.

Suchy presented the annual resolution to the board. Moved by Proos, supported by Jacobs, to approve Resolution R-091123-1. **Roll Call: Yes- Carter, Proos, Moran, Leisman, Jacobs; No- 0; Absent- 2. Motion Carried. 5-0.**

Schedule Special Joint Meeting with Trails Committee for Trail Wayfinding Signage Presentation from Corbin Design.

Suchy updated the board regarding the project and the concept designs. Suchy encouraged the board to host a joint meeting to facilitate the final presentation for the project. Moved by Proos, supported by Jacobs, to schedule a joint meeting with the Trails Committee and the Township Board as coordinated by the Township Manager. **Motion Carried. 5-0.**

Review Report on Kent County Townships Time & Meeting Frequency.

Suchy introduced management intern Ryan Sennett, an undergraduate student at GVSU. Ryan Sennett presented his research as to the frequency of board meetings held by area municipalities. The board asked questions regarding hand checks, staff needs, and the feasibility of pay applications. The board said they may revisit this in the future and appreciated the information. The board transitioned into the following agenda item, due to relevance.

Discussion of September 25th Board meeting.

Leisman stated that Clerk Smith, Treasurer Moran, and Supervisor Leisman will be absent for the next scheduled board meeting. The board discussed logistics around hand checks, timely agenda item, and authorized Treasurer Moran and Manager Suchy to make a decision next week on whether the 9/25 board meeting needed to take place.

DEPARTMENT REPORTS

A. Township Manager Report – September 6, 2023

Suchy gave update regarding the covered bridge repair, and the hope is to have the bridge repaired this fall. Carter inquired regarding legal expenses. Suchy addressed this is due to the increase in enforcement action the township is currently engaged in. Proos asked questions regarding aspects of the manager report where several department heads provided insight on current projects.

B. Assessing Department Report – September 5, 2023

C. Building, Facilities & Grounds Department Report – August, 2023

D. Fire Department Report – August, 2023

E. Historical Society Museum Manager Report – August, 2023

F. Parks & Recreation Department Report – September 5, 2023

Fitzpatrick gave staffing update regarding administrative assistant posting, the closing on the BFG position and the position for the parks director that is due Friday the 15th. He also gave updates regarding stewardship projects.

- G. Planning Department Report – September 5, 2023: Planning Commission meeting September 21st.
- H. Engineering Monthly Report – September 1, 2023
- I. F&V Operations & Resource Management Utility Report – September 5, 2023

BOARD MEMBER COMMENT

Jacobs commented positively regarding the covered bridge and Leonard construction, and noted the area is coming along well.

Leisman commented he will be out of office until after September 26th.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

Moved by Jacobs, supported by Carter, to adjourn. Motion Carried. 5-0. Meeting was adjourned at 8:42 P.M.