



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

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

Members Present: Clerk Smith, Supervisor Leisman, Treasurer Moran, Trustee Proos, Hurwitz, and Carter

Members Absent: Trustee Jacobs

Staff Present: Township Manager Suchy, Deputy Clerk McIntosh, Township Engineer Groenenboom, Planning Director Said, Accountant Rodriguez, Assessor Boerman

Public Present: 5 members of the public

APPROVAL OF AGENDA

Moved by Hurwitz, supported by Carter, to approve the agenda with the removal of item C and D under the warrants section. Motion Carried

GENERAL TOWNSHIP BUSINESS

Moved by Carter, supported by Hurwitz, to approve the following minutes and accept and file the following reports and communication under consent agenda. Motion Carried.

A. APPROVAL OF TOWNSHIP BOARD MINUTES

1. Regular Board Meeting Minutes – November 27, 2023
2. Closed Session Meeting Minutes – November 13, 2023
3. Closed Session Meeting Minutes – November 27, 2023

B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS

1. MEDC Rap 2.0 Grant for Thornapple River Pedestrian Bridge Confirmation Letter – November 6, 2023
2. Grand Valley Estates Drain Assessment Notice, Kent County Drain Commissioner – November 22, 2023
3. Ada Woods #11 Drain Assessment Notice, Kent County Drain Commissioner – November 22, 2023
4. EGLE Violation Notice – Treatment Technique Violation for Failure to Maintain Corrosion Control Treatment within Required Ranges – November 21, 2023

APPROVAL OF WARRANTS

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

Hand Checks- \$0.00

Warrants- \$515,596.44

Total all checks and warrants- \$515,596.44

Moved by Proos, supported by Carter, to approve the warrant report for December 11, 2023, in the total amount of \$515,596.44. Roll Call: Yes- Hurwitz, Carter, Proos, Moran, Leisman, Smith; No- 0; Absent- Jacobs. Motion Carried.

Consider Fulton St. Trail Project Pay Application #3 to Wyoming Excavators Inc in the Amount of \$927,963.93.

Engineer Groenenboom presented the progress report. Board members inquired regarding the drop in retainer and the concern regarding the timeline of project completion. Groenenboom and the board discussed retainer options, agreeing on an additional \$15,000 be retained. **Moved by Proos, supported by Hurwitz to approve Pay Application #3 to Wyoming Excavators Inc in the amount of \$912,963.92.**

~~C. Consider Fulton St. Trail Project Change Order #1 from Wyoming Excavators Inc for an Increase of \$61,815.00 for Additional Work Completed~~

~~D. Consider Fulton St. Trail Project Final Pay Application (#4) to Wyoming Excavators Inc in the Amount of \$61,814.92~~

PUBLIC COMMENT

There were no public comments.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC HEARING

There were no public hearings.

NEW BUSINESS

Elections Commission Report Regarding Precinct Changes.

Clerk Smith summarized the precinct changes, combining the 3 and 8, and 6 and 7 voting precincts. Clerk Smith stated that there will be early voting for the Presidential Primary February 17 through 25 with the primary being held on February 27, 2024. She explained that another upcoming change has raised the cap on the amount of maximum voter size in each precinct from 2,999 active voters to 4,999 voters. The election commission can set precinct boundaries, but the polling locations have to be approved by the township board.

Resolution R-121123-1 A Resolution to Establish Polling Locations.

Clerk Smith stated her rationale for the resolution that has been provided to the board. Supervisor Leisman discussed the conversations the election commission has regarding relative location for polling locations. **Moved by Moran, supported by Carter, to adopt R-121123-1, with Precinct 6 location undetermined. Roll Call: Yes- Hurwitz, Carter, Proos, Moran, Leisman, Smith; No- 0; Absent- Jacobs. Resolution Adopted.**

Resolution R-121123-2 A Resolution to Establish an Early Voting Polling Location.

Clerk Smith stated her rationale for the early voting location being at Ada Township Hall. Board discussed impact to other staff in the building. **Motion by Proos, supported by Moran to adopt R-121123-2 to establish the Ada Township Hall as an early voting polling location. Roll Call: Yes- Hurwitz, Carter, Proos, Moran, Leisman, Smith; No- 0; Absent- Jacobs. Resolution Adopted.**

Resolution R-121123-3: A Resolution to Re-Appoint Angela Butterfield, Steve Kluting, and Tom Korth to the Planning Commission.

Supervisor Leisman states that the three up for reappointment would be for 3 year terms and the planning director and manager are in support of the decision. **Moved by Carter, supported by Hurwitz to adopt R-121123-3 to re-appoint Angela Butterfield, Steve Kluting, and Tom Korth to the Planning Commission. Roll Call: Yes- Hurwitz, Carter, Proos, Moran, Leisman, Smith; No- 0; Absent- Jacobs. Resolution Adopted.**

Resolution R-121123-4 Consider Approval of Five-Year Utility Operation Agreement with F&V Operations & Resource Management.

Township Manager Suchy summarized the previous contract with Ryan's for utility operation. He stated that this new contract has been updated. **Moved by Proos, supported by Carter to adopt R121123-4 to approve a five-year utility operation agreement with F&V Operations & Resource Management. Resolution Adopted.**

Consider Approval of AT&T Metro Act Right-of-Way Permit Extension.

Manager Suchy summarized the renewal permit provided to the board. Last extension was June 2018, with this extension going to 2023-2028. **Moved by Proos, supported by Hurwitz, to approve AT&T Metro Act Right-of-Way Permit Extension. Motion Carried.**

H2S Study Presentation, Steve Groenenboom Moore + Bruggink,

Engineer Groenenboom presented the draft report provided to the board. There was a 500 page study submitted to the Township Board. To summarize, the report states that options are varied in prices and invasive options. Chemical additions and altering the flow speed are options that are summarized in the reports. Next steps involve potential integration of options to address the issue. Manager Suchy stated we are able to continue to monitor the issue and track complaints as we work to apply the option provided by Moore + Bruggink. Board members thanked Moore + Bruggink for the work.

Consider Low-Income Household Water Assistance Program (LIHWAP) Extension.

Manager Suchy stated that this program was integrated in 2022 for a 2024 extension. The Township received letter from Kent County Community Action to renew this program. Township has not been shutting off utilities coming out of COVID, and there is one member of the community receiving this assistance. **Moved by Proos, supported by Moran, to extend the low-income household water assistance program. Motion Carried.**

Township Manager Annual Review – Personnel Committee.

Supervisor Leisman presented the personnel committee's report. He stated that in every category, Manager Suchy maintained scores and excelled in multiple areas. The personnel committee stated that Manager Suchy continues to meet township staff needs and board expectations. The personnel committee is recommending a raise to \$175,000 beginning January 1, 2024 with a recommendation to integrate that raise into FY2024-25 based on an extraordinarily successful performance review. **Moved by Proos, supported by Hurwitz to approve the committee's report and accept the recommended raise for the Township Manager. Motion Carried.**

DEPARTMENT REPORTS

A. Township Manager Report – December 6, 2023

Manager Suchy stated that the EGLE Violation was discussed with contractors and the BGU committee. Manager Suchy aims to request an extension and address the violation with EGLE. He will continue to keep the board updated regarding the issue.

B. Assessing Department Report – December 3, 2023

C. Building, Facilities & Grounds Department Report – December 11, 2023

D. Downtown Development Authority Director Report – December 5, 2023

E. Fire Department Report – November, 2023

F. Historical Society Museum Manager Report – November, 2023

G. Parks & Recreation Department Report – December 6, 2023

H. Planning Department Report – November, 2023

Trustee Proos inquired about the lower number of building permits. Planning Director Said stated that he is putting together a year-end report to be distributed to the board at the next meeting.

I. Engineering Monthly Report – December 5, 2023

J. F&V Operations & Resource Management Utility Report – December 6, 2023

BOARD MEMBER COMMENT

Trustee Carter raised a resident concern regarding a color guard for the 4th of July parade. Manager Suchy stated that the 4th of July committee will address the issue for this coming year.

Trustee Proos stated that he has had a wonderful year with the township and is thankful for the work of Supervisor Leisman and Manager Suchy and wishes everyone a Merry Christmas.

Treasurer Moran echoed Trustee Proos and thanked F&V for the extensive report they provided the board. He thanked Manager Suchy for the work this year and thanked the public for attending the meetings.

Trustee Hurwitz thanked everyone for attending tonight.

Supervisor Leisman stated that Terry Bowersox from the DDA Board resigned from after many years of dedicated service to the DDA board. He thanked all the staff for their work this year.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There were no additional public comments.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

Moved by Trustee Hurwitz, supported by Trustee Carter, to adjourn the meeting. Motion Carried. Meeting was adjourned at 8:26 P.M.

Jacqueline R Smith
Ada Township Clerk

Date