



**ADA TOWNSHIP BOARD MEETING
MINUTES
January 22, 2018**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Trustee Jacobs, Clerk Smith, Trustee Proos, and Treasurer Moran. Absent: Trustee Hurwitz, and Trustee LeBlanc. Also present: Planning Director Jim Ferro, Parks Director Mark Fitzpatrick, Fire Chief David Murray, and 11 community members.

APPROVAL OF AGENDA

Added to the agenda under New Business: Item G. Special Event Waiver Request. **Moved by Jacobs, supported by Proos, to approve the Agenda as amended. Motion carried.**

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Board Meeting Minutes and Accept Reports and Communications

Township Board Minutes - 1/08/17

Receive and File Various Reports/Communications

1. Fire Department Activity Report - 12/17; 2. Building Permit Summary for 2016 and 2017; 3. Ada DDA Minutes - 10/11/17; 4. Park Director's Report - 1/11/18; 5. Ada Historical Society Minutes - 12/14/17; 6. GVMC Transportation Newsletter-Winter 2018; 7. Strategic Plan-Critical Success Factors Updates - 1/18; 8. Johnson Letter-Snow Removal - 1/18. **Moved by Proos, supported by Moran, to approve the Reports and Communications under the Consent Agenda. Motion carried.**

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Moran reported the general township warrants, with receipts in the following amounts: Hand Checks: #401 \$256,280.62; #590 \$4,122.32; #591 \$72,356.16; #592 \$377.53; Total all Hand Checks: \$333,136.63. Warrants: #101 \$17,677.23; #205 \$2,453.49; #208 \$1,885.72; #248 \$2,500.00; #301 \$373,746.94; #590 \$97,869.69; #591 \$136,231.63; #592 \$4,163.75; Total Warrants: \$636,528.45. Total All Checks and Warrants: \$969,665.08. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for January 22, 2018, in the total amount of \$969,665.08. Roll Call: Yes - Jacobs, Proos, Smith, Moran, and Haga; No - 0; Absent - Hurwitz, LeBlanc. Motion carried.**

PUBLIC COMMENT

None.

BOARD COMMENT

Treasurer Moran noted that Linda Gary has announced her retirement from the Parks & Recreation Department and she will be missed.

Clerk Smith stated the MTA State Conference is in April, and housing and registration opens on January 23 at 10:00 a.m. She will make housing and registration arrangements for anyone wishing to attend if they get her their information tonight.

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION R-012218-2, RESOLUTION TO APPROVE CHANGE IN TAX ABATEMENT APPLICATION FROM SPARTAN RENEWABLE ENERGY, INC. TO ACCESS BUSINESS GROUP, INC.

Jeff Ammon, Miller Johnson Attorney, stated this resolution attempts to deal with Tax Commission issues over the Spartan Tax Abatement. The Tax Commission says that Access Business Group should hold the certificate and be the applicant. The Township has been asked to approve the revised applications if Access Business Group, Inc. signs the tax abatement agreements in the same forms as those previously entered into with Spartan Renewable Energy, Inc. The STC is willing to do this retroactively to December 31, 2017. Also, he stated Spartan or Access Business Group is going to pay any lawyer fees.

Moved by Proos, supported by Jacobs, to approve Resolution R-012218-2, Change in Tax Abatement Application from Spartan Renewable Energy, Inc. to Access Business Group, Inc. Roll Call: Yes - Proos, Jacobs, Smith, Haga, and Moran; No - 0; Absent - Hurwitz, LeBlanc. Resolution adopted.

Moved by Proos, supported by Jacobs, to adopt the Township Tax Abatement Agreement for the Spaulding Plaza Project and the E. Fulton Project for Access Business Group, Inc. Roll Call: Yes - Jacobs, Proos, Moran, Smith, and Haga; No - 0; Absent - Hurwitz, LeBlanc. Motion carried.

ADA TOWNSHIP STAFFING MODEL CHANGE

1. 24/7 Plan Approval Request

Fire Chief David Murray stated discussions have occurred with the Public Safety Committee and the Personnel Committee to develop a proposal for a change to incorporate a 24/7 Fire Department for Ada Township, and Fire Station 1 improvement to house 24/7 staff, which includes Paid-On-Call personnel.

Pete Peterson, Miller Johnson, stated one critical piece is changes necessary to the employment policies to cover the 24/7 staffing arrangement. The part of this document that relates to work schedules covers the subjects that need to be covered in the employee handbook. In addition, language necessary to protect the Township for firefighters working overtime needs to be set forth in writing in a policy, and finally, the benefits need to be changed to conform to a 24 hour schedule. **Moved by Proos, supported by Jacobs, to approve Ada Township Staffing Model Change as proposed. Roll Call: Yes - Jacobs, Proos, Moran, Smith, and Haga; No - 0; Absent - Hurwitz, LeBlanc. Motion carried.**

2. Architectural Proposal for Barracks Addition

Ken Dixon, Dixon Architecture, presented the architectural drawings showing the bunk rooms, plus a storage room. The cost of services as outlined would be \$14,900, not including the storage room. **Moved by Jacobs, supported by Proos, to approve the Architectural Proposal from Dixon Architecture for the Barracks Addition and Storage, as well as waiving the purchase policy in excess of \$10,000. Roll Call: Yes - Proos, Jacobs, Moran, Haga, and Smith; No - 0; Absent - Hurwitz, LeBlanc. Moved by Proos, supported by Jacobs, to amend the motion to allow an amount for architectural services not to exceed \$20,000, and to include plans for the storage addition. Motion to amend carried. Main motion (as amended) carried.**

RESOLUTION R-012218-1, TOWNSHIP BOARD MEETING SCHEDULE

Clerk Smith proposed moving the Board meeting in April to the 30th due to a conflict with the MTA Conference. There was discussion about summer meetings. Trustee Proos proposed scheduling the meetings for June, July and August at noon instead of the traditional 7 p.m. **Moved by Jacobs, supported by Moran, to approve Resolution R-012218-1, Township Board Meeting Schedule with the changes suggested. Roll Call: Yes - Jacobs, Proos, Haga, Moran, and Smith; No - 0; Absent - Hurwitz, LeBlanc. Resolution adopted.**

Moved by Proos, supported by Jacobs, to amend the motion for the summer months of June, July, and August to hold Board meetings at 12:00 noon. Motion carried.

OCBA PROPOSAL FOR ADA TOWNSHIP PARK TENNIS COURT IMPROVEMENTS

Parks Director Mark Fitzpatrick stated the tennis courts in Ada Township Park are 30 to 40 years old. The Parks, Recreation and Land Preservation Advisory Board recommends moving forward with repairs to the front set of tennis courts, and develop the back set into pickle ball courts, as a priority capital improvement project for 2018.

Wes Steer presented his proposal to provide design, construction documents, bidding and construction administration services for this project, at a cost of \$14,300. They hope to begin construction in April and complete it before school is out. **Moved by Proos, supported by Jacobs, to approve the OCBA Proposal for Ada Township Park Tennis Court Improvements, not to exceed \$14,300.00. Roll Call: Yes - Jacobs, Proos, Smith, Haga, and Moran; No - 0; Absent - Hurwitz, LeBlanc. Motion carried.**

ADA HISTORICAL SOCIETY REQUEST FOR APPROVAL TO PROCEED TO SEEK BIDS FOR MUSEUM ADDITION

Ken Dixon, Dixon Architecture, stated the drawings have been developed for the Museum Addition, and they are ready to go out to bid. To date, the Ada Historical Society fundraising has received pledges and donations totaling \$633,000. **Motion carried.**

IMPROVED INTER-BOARD COMMUNICATION INITIATIVE - DISCUSSION/DIRECTION

Brian Hilbrands, DDA Coordinator, stated one of the Critical Success Factors for the Strategic Plan is to foster Transparent Leadership & Intergovernmental Relations. This initiative is proposing the Township Board, DDA Board, and Planning Commission establish quarterly work sessions to help foster communication between all boards. The DDA Board is in agreement; the Planning Commission did not feel the need for quarterly work sessions, maybe one per year. There was consensus to hold one joint meeting per year and schedule additional meetings when/if needed.

SPECIAL EVENT WAIVER REQUEST

Brian Hilbrands stated the Capital Campaign is planning to host events for prospective donors at Roselle Park on Thursday, February 22, and Monday, March 5. They would like to serve beer and wine along with appetizers. A request is made to waive Section 11, of the Ada Parks and Recreation Rules and Regulations for the prospective donor events. **Moved by Jacobs, supported by Moran, to waive Section 11 of the Park Rules dealing with alcohol use for the Capital Campaign events to be held at Roselle Park on Thursday, February 22, and Monday, March 5.**

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

Jacqueline Smith
Ada Township Clerk

Date

JS/dr