



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
MAY 11, 2020 - 7:00 p.m.**

**DRAFT**

Pursuant to Governor Whitmer's Executive Order 2020-48, The Ada Township Board, in order to protect the public health, conducted its meeting via electronic communications via ZOOM Meeting. The roll was called. Members present: Supervisor Haga, Clerk Smith, Treasurer Moran, and Trustees Hurwitz, Jacobs, McAleenan, and Proos.

**APPROVAL OF AGENDA**

**Moved by Hurwitz, supported by Jacobs, to approve the agenda as presented. Roll Call: Yes – Smith, Moran, Jacobs, Hurwitz, McAleenan, Proos, Haga; No - 0; Absent - 0. Motion carried.**

**CONSENT AGENDA**

**Approval of Board Meeting Minutes & Accept Reports/Communications**

Township Board Minutes – April 27, 2020. **Moved by Hurwitz, supported by McAleenan, to approve the Minutes and accept the Reports/Communications on the Consent Agenda. Roll Call: Yes - Jacobs, McAleenan, Proos, Hurwitz, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Moran presented the following Hand Checks: \$52,548.24, Warrants: \$217,624.38. Total of all Checks and Warrants: \$270,172.62. **Moved by McAleenan, supported by Jacobs, to approve the Warrant Report for May 11, 2020, in the total amount of \$270,172.62. Roll Call: Yes - McAleenan, Proos, Hurwitz, Jacobs, Haga, Moran, Smith; No - 0; Absent - 0. Motion carried.**

**PAY APPLICATION 11 – LIBRARY/COMMUNITY CENTER**

Nick Haglund gave a brief update regarding materials, plumbing, mechanical, rooftop, etc. **Moved by Jacobs, supported by Hurwitz, to approve Pay Application 11 in the amount of \$243,270.05. Roll Call: Yes - McAleenan, Proos, Hurwitz, Jacobs, Haga, Moran, Smith; No - 0; Absent - 0. Motion carried.**

**PUBLIC COMMENT**

There was no public comment.

**BOARD COMMENT**

Trustee Proos commented regarding the amount of interest currently, in consideration of everything that is going on. He also questioned the construction and around the bathroom, noting definitely want the west wall finished. Scott, of JLL, gave an update and noted they are awaiting documents and will share with the Board once received.

Treasurer Moran spoke about aspects of functioning with the pandemic and commended Cassie on her work.

Trustee Jacobs inquired about the 4<sup>th</sup> of July events. The Committee met last week and decided to cancel the 4<sup>th</sup> of July parade and fireworks for 2020. Decision was based on input from the Kent County Sheriff's Department and what is in the best interest of the residents of Ada. A lot of other communities are cancelling their events, which would have created more attendance at Ada's events -- this was also part of the decision. Haga noted Murray is working on the cancellation – will most likely be extending the current contract a year.

Clerk Smith spoke about the May 5<sup>th</sup> election stating it was a light turnout, but everything went great and Ada was the first one to get results to the county.

## UNFINISHED BUSINESS

There was no Unfinished Business.

## NEW BUSINESS

### TOWNSHIP MANAGER SEARCH COMMITTEE RECOMMENDATION REGARDING SEARCH SERVICES

Haga stated the committee interviewed prospective candidates and has attached the recommendation of Walsh Municipal Services for providing search services in a contract amount not to exceed \$14,150 for the township manager search. Frank Walsh joined the meeting virtually, noting the steps and timeline involved in the process of hiring – interviewing in July and having a candidate by early August. Proos inquired about the pay structure. Walsh stated the salary level to attract candidates is a range of \$110,000 to \$120,000 to be competitive. **Moved by Smith, supported by Jacobs to approve the services of Walsh Municipal for the search services regarding the township manager position in an amount not to exceed \$14,150. Roll Call: Yes - McAleenan, Proos, Hurwitz, Jacobs, Haga, Moran, Smith; No - 0; Absent - 0. Motion carried.** Walsh will submit a written timeline for the hiring process by the end of the week.

### LIBRARY/COMMUNITY CENTER RFP FOR OUTDOOR FURNITURE – VENDOR SELECTION RECOMMENDATION

Scott Rantala, JLL, gave a brief history of the proposed bid package and basis of design for outdoor furniture. He stated they conducted an RFP process in April and received two bids, one from Landscape Forms which came in at approximately \$48,000, and one from Custer which came in at approximately \$46,000. Rantala spoke about the different aesthetics and styles, recommending Landscape Forms for all of the exterior furniture, with the courtyard more modern, and then Custer for Headley Street, which would be more the café style. His recommendation is to split this between the two as far as the cost and is seeking the Board's agreement. **Moved by Proos, supported by Hurwitz to recommend splitting the outdoor furniture with Landscape Forms and Custer Steelcase as proposed in the April 21, 2020 memo. Roll Call: Hurwitz, Jacobs, McAleenan, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

### TRAIL COMMITTEE RECOMMENDATION REGARDING TRAIL MILLAGE PROPOSAL FOR AUGUST 4 ELECTION

Ferro stated that in August 2019 the Trail Committee began the process of updating the non-motorized trail plan. The trail millage expires at the end of this year. In February, a Connect Data Plan was completed which identifies approximately 25 different trail-related projects. The Trail Committee is still in the process of evaluation in relation to the millage, considering revenue needs of the Township in the future for maintenance, upkeep and expansion. Over the last few months, the committee has been evaluating the financial needs/millage needs. They have concluded and recommended to the Township Board that on the August primary ballot the Township place a proposal that seeks a replacement millage of the expiring trail millage of 1.5 mills which would be for 20 years.

#### Comments:

Bob Aman spoke about increased use of the trails, noting they want to make sure there is plenty of money for the ongoing maintenance going forward. He believes they can make this work with the 1.5 mills.

Haga stated the committee worked hard on this and appreciates how much the public supports the trails.

**Moved by Proos, supported by McAleenan, to recommend 1.5 mills for the Township trail network to be placed on August 4, 2020 ballot as a question. Roll Call: Hurwitz, Jacobs, McAleenan, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

**RESOLUTION R-051120-1, PRELIMINARY PUD PLAN FOR VILLAGE EAST RESIDENTIAL DEVELOPMENT**

Ferro stated this is proposed for a vacant land site on Fulton east of the Ada Fresh Market. They have been working with the applicants on this project since last July and have arrived at a proposed plan which consists of 4 buildings. After multiple rounds of feedback, the plan has been significantly revised wherein the development will function as part of the Village. Density is in the range of 20 to 21 units per acre. John Wheeler spoke about some of the architectural and occupancy aspects of the project. Michael Mayer also spoke about the bike path and would appreciate Township cooperation to get a potential grant. Ferro stated this would need to be addressed in a separate agreement between the Township and the applicant. **Moved by McAleenan, supported by Jacobs, to adopt Resolution R-051120-1, Preliminary PUD Plan for Village East Residential Development. Roll Call: Hurwitz, Jacobs, McAleenan, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

**EXTENSION OF AGREEMENT WITH THE COMMUNITY CHURCH FOR USE OF PROPERTY FOR FARMERS MARKET**

Ferro stated the DDA has a year-to-year agreement with the church to hold the farmer's market on the church property and allowing use of the parking lot. The DDA and the church have both approved the extension and are now requesting Board approval. Ferro also summarized guidelines regarding Covid 19 for the market. **Moved by Jacobs, supported by Hurwitz to approve extension of the Agreement with the Community Church for Use of Property for Farmer's Market. Roll Call: Hurwitz, Jacobs, McAleenan, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

**EMERGENCY REPORTING SOFTWARE PURCHASE RECOMMENDATION**

Chief Murray stated they have been using Firehouse as its reporting system since 1997 (at a cost of \$6,000). Firehouse has not been keeping up with the times. They would like to switch to Emergency Reporting, which it is a lot less expensive and can do everything with one system -- fire and EMS reports on the same system. **Moved by Smith, supported by Jacobs, to approve the software services of Emergency Reporting at an initial cost of \$2,400 and estimate of \$1,680 per year going forward. Roll Call: Hurwitz, Jacobs, McAleenan, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

Ross Leisman stated he appreciates the Board's adept considerations of the Wheeler Complex and noted this should be monitored as this goes forward.

Nevin Zolenski, 6151 3 Mile Rd., set forth some general observations regarding the township manager position and the cost associated for hiring and salary. He also agreed with Leisman's comment about monitoring the Wheeler Development and expressed concern over parking being a real problem.

**ADJOURNMENT**

The meeting was adjourned at 8:49 p.m.

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

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Date