



**ADA TOWNSHIP BOARD MEETING
MINUTES
JULY 27, 2020 - 12:00 p.m.**

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, Treasurer Moran, and Trustees Hurwitz, Jacobs, Proos and Clerk Smith. Trustee McAleenan joined the meeting at 12:07 p.m.

APPROVAL OF AGENDA

Moved by Proos, supported by Jacobs, to approve the July 27, 2020 Agenda as amended, with the removal of the Truth in Taxation Public Hearing. Roll Call: Yes - Haga, Hurwitz, Jacobs, Moran, Proos, Smith; Absent - McAleenan. Motion carried.

CONSENT AGENDA

Accept Reports/Communications

Moved by Jacobs, supported by Proos, to accept and receive the reports/communications under the consent agenda. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried. (Trustee McAleenan joined the meeting at 12:07)

Scott Rantala with JLL spoke about completion of the library community center stating they are on target for the completion dates.

APPROVAL OF WARRANTS

Treasurer Moran presented the following: Hand Checks: \$617,096.99, Warrants: \$113,874.77. Total of all Checks and Warrants: \$730,971.76. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for July 27, 2020, in the total amount of \$730,971.76. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

Leonard Field Master Plan Project Application 3 & Final

Jim Morgan from RJM stated this is the final pay application, noting the extras have been cut in half. Haga said he met with the park director and Ferro to review what had taken place. He said we did receive a benefit from the extra work even though the Township change order process did not take place. **Moved by McAleenan, supported by Hurwitz, to approve Pay Application 3, which includes the compromised change order in the amount of \$10,729.02.** Proos commended RJM on their work and performance and just wants to emphasize going forward that when you give a number make sure it's a solid number. McAleenan added that for future projects, let's air on the high side for labor and hours. **Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

Application No. 13 - Library/Community Center Project

Ferro summarized the significant work included in the pay application for work ending the month of June. This included exterior masonry work, installation of windows and glazing, interior stud walls and significant work on drywall, electrical, mechanical and plumbing, in the amount of \$790,954.59. This has been signed off by the architect and Scott Rantala. **Moved by Hurwitz, supported by Jacobs, to approve Application No. 13, payable to Erhardt Construction regarding the Community Center/Library Project in the amount of \$790,954.59.** Moran believes a letter needs to be sent to Erhardt reiterating that someone has to be present at future meetings. There was some discussion on what the policy for this is. Ferro stated he does not believe there is a clear policy -- we always rely on the engineer to approve the pay applications. When looking at other projects in the past, Ferro stated he has never seen a utilities contractor required to come to board meetings. McAleenan said he would like to see more information on the percents

complete - would like a qualitative assessment. **Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Proos, Smith.; No - Moran. Motion carried.**

PUBLIC COMMENT

Mark Fitzpatrick reminded everyone about the upcoming dedication ceremony at Legacy Park.

BOARD COMMENT

Smith stated the election is next Tuesday, August 4th. Staff is processing absentee applications in large numbers.

Proos stated as he went through the pay requests, may be a little short financially. He asked what we could do as a township to take care of some shortfall and get family participation in this project.

Haga noted they did finish the Utility Department CCR reports. He noted that we post these on the website and if anyone wants copies, they can request same.

McAleenan thanked the board members for a very well run interview process on Saturday. He also thanked Frank Walsh for facilitating this in a very professional manner.

UNFINISHED BUSINESS

None.

NEW BUSINESS

AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER - JLL AMENDMENT 3 - ARTS CENTER

Ferro stated the contract amendment before the board is for the amount of \$10,000 and it addresses the extra services associated with the cultural arts/multipurpose room addition to the project. Scott Rantala is asking for a little over \$1,000 per month (spread over a small number of months). Rantala added that he is coinciding his amendments along with Erhardts' submission. **Moved by Moran, supported by Hurwitz, to approve Amendment No. 3 in the amount of \$10,000 regarding the Library and Community Center. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

KDL LIBRARY BRANCH LICENSE AGREEMENT - AMY VAN ANDEL LIBRARY/COMMUNITY CENTER

Ferro stated we have been working with KDL over the past year plus on an actual agreement between the Township and KDL that would govern KDL's occupancy of our building to provide library services. He has learned that KDL, in all of their other host communities, do not have any formal agreements in place, thus we are in the position of breaking new ground in terms of establishing a formal relationship. Ferro referred board members to his staff memo which summarizes the major provisions of the license agreement. The agreement has an initial term of 15 years, 49 hours of library services per week, Township will pay for utilities, maintaining the building and furnishings, janitorial services, utilities, and exterior grounds. KDL will pay for phone and internet services. KDL will probably use this as a template when going forward with other branches. Proos asked about the library hours and said he does not believe this should be in an agreement. He does not feel they should be open on Sunday (or at least on reduced hours). He also feels 15 years is way too long of a contract term - this should be more like a 3-year renewable agreement. Proos would like to see this postponed for further investigation rather than jumping into a 15 year commitment. Hurwitz agrees with Proos - we are offering a pretty great new building and it feels pretty one-sided. Overall, this needs to be looked at further. He agrees that 15 years to start off with is leaving the Township liable with long-terms expenses. Jacobs stated the 6 month termination clause is excessive. McAleenan stated he would like that \$1.50 per square rate evaluated. This is a multi-million dollar library community center - is this commensurate with the type of building we are putting in? He stated he would like to have a rate study done. Also, the janitorial expenses is not going to be a cheap bill with all the extra precautions right now. Smith stated she believes the new Township Supervisor should be

part of this process. Ferro stated there is plenty of time for the Board to address some of these comments and questions. **Moved by Hurwitz, supported by Proos to postpone action on the license agreement with the Kent District Library as proposed. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

OPERATION AND MAINTENANCE AGREEMENT BETWEEN ADA TOWNSHIP AND RYAN'S MUNICIPALITY SERVICES INC.

Haga stated he has been working on this for several months. The Utility Committee has looked at this agreement which in essence consolidates the operations that Haga presently performs. There will be no changes in duties of accounting department for the utilities - will remain under jurisdiction of the Township. This would be an effective date of September 1, 2020. Proos stated he was involved in the Utility Committee, and stated the Township is going to be saving money. Moran asked for some clarification on this contract. Haga said this contract consolidates all three areas - the operations, meter reading and the administrative portion of the utility department functions. Looked at this financially and from an operational standpoint. One of the questions is are they capable of doing everything that George has done as well as continue to provide the same service. There were a total of six different meetings on this to make sure it was a smooth transition, and they had the Township's legal counsel and Ryan's Municipal Services' legal counsel look at this. McAleenan gave a little background on how this evolved. Smith added that if we were to hire a person to be the utility director, there are certifications required for this position. Jacobs stated Section 4.4 references Schedule A, which is blank. She would like to see this properly identified so there is no question as to what is actually being paid. **Moved by Proos, supported by McAleenan, to approve the Operation and Maintenance Agreement, as proposed, effective September 1, 2020. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

RESOLUTION R-072720-2, PUBLIC SAFETY MILLAGE BALLOT PROPOSAL FOR NOVEMBER 3, 2020

Ferro summarized stating that a lot of the information he compiled is data he has been updating yearly for each of the funds in a historical set of spreadsheets. He referred to a chart that shows what the voter-approved millage levels have been for the public safety fund going back to the year 2000. He presented a graph showing the difference between beginning a new 1.25 mill in December 2020 versus postponing it until December 2021. The difference is we experience an increase in fund balance that is really needed now rather than having a decline in the coming year, with the millage ending one year earlier than it would if we waited until 2021. Ferro added to keep in mind that the current voter approved millage does extend for the next 2 fiscal years. **Moved by McAleenan, supported by Moran, to adopt Resolution R-072720-2, to place Public Safety Millage Ballot Proposal for November 3, 2020. Roll Call: Yes - Haga, Hurwitz, Jacobs, McAleenan, Moran, Proos, Smith. Motion carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

Nick from Erhardt Construction gave a quick update on the Library/Community Center Project. McAleenan asked about the percent complete against what was budgeted and what was billed. He asked if they anticipate any major underruns. Nick responded that if they use anything, it would be comparable to what was already spent. Ferro asked why the roofing amount completed is higher than the contract amount. Nick responded that it is possible they are waiting on a change order to get processed into the pay application.

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Jacqueline Smith
Ada Township Clerk

Date