



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
OCTOBER 26, 2020 – 7:00 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, Clerk Smith, and Trustees Hurwitz, Jacobs, and McAleenan. Members Absent: Treasurer Moran and Trustee Proos.

**APPROVAL OF AGENDA**

**Moved by McAleenan, supported by Hurwitz, to approve the October 26, 2020 Agenda as amended to remove items B. and F. under New Business. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**Approval of Minutes; Accept Reports/Communications**

**Moved by Hurwitz, supported by McAleenan, to approve the September 28, 2020 board minutes, and accept and receive the reports/communications under Consent Agenda. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Haga presented the following: Hand Checks: \$4,979.42 (with deduction of Alpha-Tran Engineering in the amount of \$627.00), Warrants: \$248,124.66. Total of all Checks and Warrants: \$253,104.08. **Moved by McAleenan, supported by Hurwitz, to approve the Warrant Report for October 26, 2020, in the total amount of \$253,104.08. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #16 – Library/Community Center Project**

Nick Haglund noted this is for work completed in the month of September and she generally summarized the charges along with updates for the project. **Moved by Hurwitz, supported by Jacobs, to approve Pay Application #16 for the Library/Community Center Project to Erhardt Construction in the amount of \$784,157.65. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #3 – AdaTowne/AdaCroft Water Main & Street Project**

Steve Groenenboom, Township Engineer, presented this pay application.

**Moved by McAleenan, supported by Hurwitz, to approve Pay Application #3 for the AdaTowne/AdaCroft Water Main & Street Project to C L Trucking & Excavating, LLC, in the amount of \$134,967.23. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #4 – AdaTowne/AdaCroft Water Main & Street Project**

Steve Groenenboom, Township Engineer, presented this pay application, noting this is for work for September 1 through October 2, 2020, noting the project through end of September is approximately 67% complete.

**Moved by McAleenan, supported by Jacobs, to approve Pay Application #4 for the AdaTowne/AdaCroft Water Main & Street Project to C L Trucking & Excavating, LLC, in the amount of \$437,772.28. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #1 – Ada Drive Outlet Sanitary Sewer Repair Project**

Steve Groenenboom, Township Engineer, presented this pay application, for work through August 31, 2020.

**Moved by McAleenan, supported by Jacobs, to approve Pay Application #1 for the Ada Drive Outlet Sanitary Sewer Repair Project to Insituform Technologies, USA, LLC, in the amount of \$261,937.81. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #2 – Ada Drive Outlet Sanitary Sewer Repair Project**

Steve Groenenboom, Township Engineer, presented this pay application, for work done in September 2020, which puts total the earned roughly at 67% complete. **Moved by McAleenan, supported by Hurwitz, to approve Pay Application #2 for the Ada Drive Outlet Sanitary Sewer Repair Project to Insituform Technologies, USA, LLC, in the amount of \$731,821.46. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**PUBLIC COMMENT**

There was no public comment.

**BOARD COMMENT**

McAleenan congratulated the trustees and board members who will be starting next month.

Hurwitz thanked Jackie and poll workers in advance for their work next week.

Jacobs commented on the modification to crosswalk by Leonard Field – feels the narrowing will slow traffic down a bit and feels this is a great step in the right direction.

Smith gave an election update, noting her office and staff have been very busy. She stated that absentee ballots must be returned by 8:00 p.m. on election day.

Haga commented that the George Haga Day was great and he will remember that day for a long time, and he thanked all who were involved in putting this together.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Resolution R-102620-1 Extension and Modification of Expedited Approval Process for Outdoor Seating Area at Food and Beverage Establishments**

Ferro presented the Resolution. He stated the current extension expires at the end of October. There is still a need for food and beverage establishments to spread people out more because they are still operating under reduced occupancy limits. The proposal is to replace the expiring authorization with a slightly modified authorization which specifically allows for administrative approval for temporary enclosure structures to enclose outdoor seating areas during the winter months. The Township has already received a couple requests for this. McAleenan asked what steps are being taken to ensure these outdoor structures can support snow loads and that they also do not pose a fire risk. Ferro stated these will be inspected by the building inspectors. Smith stated she is bothered by the tables in the walkway outside Nonna's which make it difficult to maintain a 6-foot distance – she believes this is unsafe and should not be allowed. Ferro stated this was most likely due to the vegetation growth.

**Moved by Jacobs, supported by Hurwitz, to adopt Resolution R-102620-1, Extension and Modification of Expedited Approval Process for Outdoor Seating Area at Food and Beverage Establishments. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan; No - Smith. Absent – Moran, Proos. Motion carried.**

**B. Purchase of New Server**

Township Manager Suchy presented this request. He said this is for a new server to replace the existing server. These are typically intended for 5 years. We received quotes that would include increased remote activity. Suchy summarized the quotes from Aunalytics and IT Right. He believes this might be eligible for CARES Act funding. McAleenan asked

if Jon Gibson could provide an estimation for increased users based on this improvement. There was further discussion regarding purchase of additional laptops/current server capacity support and believes this is support for a CARES Act refund. Suchy agreed and he will push for this.

**Moved by Hurwitz, supported by Jacobs, to approve the new server purchase with IT Right in the amount of \$21,707.98 as proposed. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**C. Leonard Field Park Design Engineering Design & Grant Application Proposal from RJM Design**

Mark Fitzpatrick, Parks Director, gave a brief summary. He stated they did an updated master plan a few months back. From the cost assessment for the master plan, there are components that each have cost estimates within them. They would like to go back to RJM to assist in a plan to set priorities and perhaps consolidate into project years. Fitzpatrick is recommending they apply for another DNR land and water grant to cover some of this improvement cost. The first component is to help with the lighting design element and to assess if they can do two extensions to the power system. The second part of the proposal is helping with the grant – with one option where RJM does partial support, or a second option where they do all the work and submit it for us. The Advisory Board approved the recommendation of Phase 2 of the lighting upgrades and Phase 3 for application support, for a total of \$12,500 for their services to help move forward on this plan. It is recommended to not exceed a cost of \$13,000. Jim Morgan from RJM added that a lot of the application is done on line and thus they will probably not even need the excess \$500 for reimbursables. Smith asked about the fees for supplementary services on an hourly basis as set out in RJM's memo. Jim Morgan stated in that paragraph of the memo, two options were given, so this is an either/or situation. There was further discussion regarding the grant. Fitzpatrick stated this is spread out over 2 years and he noted this may also be supplemented by some donations. McAleenan asked what we are deprioritizing to move this to the front of the line within a capital improvement plan perspective. Morgan stated we need to find highest priorities and in working with RJM over the next two months, we will have an update on this as far as what we may have to wait on, etc. McAleenan encourages the Township to proceed cautiously and conservatively and make sure we are not spreading ourselves too thin.

**Moved by McAleenan, supported by Jacobs, to approve the recommendation from RJM Design for the Leonard Field Park Project, Phases 2 and 3, in the amount of \$12,500. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**D. Kent District Library Agreement**

Ferro noted the Township Board has been provided the proposed Agreement between the Township and KDL under which KDL would occupy our building to provide library services. Since then, a committee has worked on revisions and has a revised draft for the Board's consideration tonight. Ferro spoke about different options for the library hours. A provision has been added allowing the Township to use the first floor lobby area for Township activities as long as the activities do not materially interfere with library operations. A provision has been added to allow ending the agreement at any time with 180 days' written notice. Suchy said he recently spoke with KDL wherein they set forth a few minor concerns – one regarding the opt-out option, wherein they would like the same ability to have the option to opt out with 180 days' notice, and another concern regarding time of pay out of license fees under Section 5.3. Ferro stated he does not believe the Township's use of the community space is restricted. Hurwitz set forth concerns about the hours and the opt-out option. Smith stated she does not have a problem with KDL's recommended changes.

**Moved by McAleenan, supported by Hurwitz, to postpone action on the Kent District Library Agreement to allow further investigation into definitive library hours, and proposed KDL changes regarding payment schedule and opt-out option, Sections 4 and 5.3. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

## DEPARTMENT REPORTS

- A. Ada Fire Department Activity Report – September 2020
- B. Building Permit Trend Report – October 20, 2020
- C. Engineering Project Update, Moore & Bruggink – October 19, 2020
- D. Museum Manager Weekly Report – October 16, 2020
- E. Township Manager Report – October 21, 2020

McAleenan suggested presenting these reports in graphical forms.

**Moved by McAleenan, supported by Jacobs, to accept and receive the Department Reports as presented. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

There was no additional public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

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Jacqueline Smith  
Ada Township Clerk

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Date