



**ADA TOWNSHIP BOARD MEETING
MINUTES
December 10, 2018**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Smith, Treasurer Moran, Trustees Hurwitz, Jacobs, LeBlanc, and Proos. Also present: Planning Director Ferro, Parks Director Fitzpatrick, DDA Coordinator Hilbrands, and approximately 11 community members.

APPROVAL OF AGENDA

Moved by Jacobs, supported by Hurwitz, to approve the Agenda as presented. Motion carried.

SPECIAL PRESENTATION

Brian Hilbrands, DDA Coordinator, gave an update on Beers at the Bridge and Brats and Bonfires. Jory Little and Eileen McNeil from SeyferthPR also added some information. Trustee Proos asked about financial information. Treasurer Moran stated that in the past few years costs have been reduced by 40% and revenue has been increased by 20%. McNeil clarified that the Facebook information was relayed to Katie Pirog to add to the Village's page. Supervisor Haga added he would attempt to get this video added to the Facebook page.

CONSENT AGENDA

Approval of Board Meeting Minutes

Township Board Minutes - 11/26/18

Receive and File Various Reports/Communications

1. Improved Assessing Proposal Wins MTA Support - 5/3/18; 2. Accident Fund Group Dividend Program - 11/8/18; 3. Comcast Updates - 11/18/18; 4. Treasurer's Investment Report - 10/31/18; 5. Zoning Board of Appeals (ZBA Minutes - 11/13/18; 6. Preemption Legislation Senate Bill 1188 - 12/3/18; 7. Social Media Recap - 11/18. **Moved by Proos, supported by LeBlanc, to approve the Minutes and accept the Reports and Communications under the Consent Agenda. Motion carried.**

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Moran presented the following Hand Checks: #101 \$9,482.25; #205 \$1,259.82; #214 \$1,700.17; #590 \$4,356.93; #591 \$918.12; #592 \$378.86. Total all Hand Checks: \$18,456.15. Warrants: #101 \$47,172.55; #205 \$4,072.66; #211 \$461.80; #214 \$9,237.97; #248 \$1,103.00; #590 \$105,385.81; #591 \$103,707.90; #592 \$98.55. Total all Warrants: \$271,240.24. Total All Check and Warrants: \$289,696.39. **Moved by LeBlanc, supported by Jacobs, to approve the Warrant Report for December 10, 2018, in the total amount of \$289,696.39. Roll Call: Yes - LeBlanc, Hurwitz, Jacobs, Proos, Moran, Haga, Smith; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 11 - SETTLER'S GROVE PARK

Mike Oezer, Progressive AE, explained the project. **Moved by Proos, supported by LeBlanc, to approve Pay Application 11 to Katerberg VerHage in the amount of \$53,345.24. Roll Call: Yes - Hurwitz, Jacobs, Proos, LeBlanc, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 12 - SETTLER'S GROVE PARK

Mike Oezer, explained the progress of the project. **Moved by Jacobs, supported by LeBlanc, to approve Pay Application 12 to Katerberg VerHage, in the amount of \$30,947.40.** There were questions by the board about additional work and additional pay applications for the winter. Oezer replied there may be a little work done in December and January and then completion in the spring. **Roll Call: Yes - Jacobs, Proos, LeBlanc, Hurwitz, Smith, Moran, Haga; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 7 AND FINAL - AVERILL HISTORICAL MUSEUM PROJECT

Ken Dixon, Dixon Engineering, explained the completion of the project and recommended pay application. **Moved by LeBlanc, supported by Jacobs, to approve Pay Application 7 to JKB Construction in the amount of \$29,952.05.** There were questions and comments regarding the irrigation and who would do that in the spring. **Moved by Proos, supported by Smith, to amend the motion to pay \$26,950.05 to JKB Construction.** It was noted a corrected pay application would be needed. **Roll Call: Yes - Proos, LeBlanc, Hurwitz, Jacobs, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 4 - FIRE STATION BUNK ROOM AND STORAGE ADDITION PROJECT

Ken Dixon, Dixon Architecture, explained the request. **Moved by LeBlanc, supported by Hurwitz, to approve Pay Application 4 to Thomet Construction, in the amount of \$66,742.00.** **Roll Call: Yes - LeBlanc, Proos, Hurwitz, Jacobs, Moran, Smith, Haga; No - 0; Absent - 0. Motion carried.**

CHANGE ORDER 1 - TRAIL CONSTRUCTION AND REPAIRS

Steve Groenenboom, Moore & Bruggink, explained the change order, which includes \$16,000 in liquidated damages. **Moved by Jacobs, supported by LeBlanc, to approve the change order reducing the contract by \$16,385.40.** There was discussion about the project, specifically focusing on the liquidated damages. Trustee Proos talked about the lessons learned from this project, including the need for strict dates, holding the engineers responsible, always needing timelines with penalties, and the need to be holding contractors to a higher standard, stating this would result in better contracts. **Roll Call: Yes - Hurwitz, Jacobs, LeBlanc, Proos, Smith, Moran, Haga; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 2 - TRAIL CONSTRUCTION AND REPAIRS

Moved by Jacobs, supported by LeBlanc, to approve Pay Application 2 for the Trail Construction, to Jordan Intercoastal, in the amount of \$121,702.11. **Roll Call: Yes - Proos, LeBlanc, Jacobs, Hurwitz, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

All board members commented on the great asset that Paul LeBlanc has been on the board and wished him well in the future. Staff members Mark Fitzpatrick and Jim Ferro also commented on LeBlanc's value to Ada. LeBlanc stated his experience with Ada has been a privilege. Trustee Smith responded to Trustee Proos' inquiry from the last board meeting regarding the costs for election, with a listing of the costs for the November, 2018, election.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

TRUSTEE LEBLANC RESIGNATION NOTICE - MOTION TO ACCEPT

Moved by Proos, supported by Moran, to accept the resignation of Trustee Paul LeBlanc, effective December 11, 2018. Motion carried.

PROCESS TO FILL TOWNSHIP TRUSTEE VACANCY

Supervisor Haga explained the process, and the board discussed and adjusted the proposed dates. **Moved by Proos, supported by Jacobs, to adopt the schedule. Motion carried.**

RESOLUTION R-121018-1 - RESOLUTION TO DETERMINE THE TOWNSHIP BUDGET PREPARATION SCHEDULE FOR FISCAL YEAR 2019/20

Supervisor Haga presented the proposed budget preparation schedule. The board discussed the dates and suggested some changes. **Moved by Moran, supported by Proos, to adopt R-121018-1, which is the Resolution to Determine the Township Budget Preparation Schedule for Fiscal Year 2019/20, with the date changes. Roll Call: Yes - Hurwitz, Jacobs, LeBlanc, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Resolution adopted.**

OPPORTUNITY FOR PUBLIC COMMENT

Kent Sheriff's Deputy Eric Toonstra explained he has been working on battery issues with the speed boards, obtained new brackets, and is looking at enforcement to go along with the signs.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Jacqueline Smith
Ada Township Clerk

Date