



**ADA TOWNSHIP BOARD MEETING
MINUTES
DECEMBER 14, 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 Leisman, Clerk Smith, Treasurer Moran, and Trustees Hurwitz, Jacobs, Proos and Winczewski. Members Absent: None. Also present: Township Manager Julius Suchy, Planning Director Ferro, Assessor Boerman, and Parks Director Fitzpatrick, and several others.

APPROVAL OF AGENDA

Moved by Proos, supported by Hurwitz, to approve the December 14, 2020 Agenda with the addition of New Business Item I, Cancellation of December 28, 2020 Township Board Meeting. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski; No - 0. Motion carried.

GENERAL TOWNSHIP BUSINESS

APPROVAL OF MINUTES: ACCEPT REPORTS/COMMUNICATIONS

ADA TOWNSHIP BOARD MEETING MINUTES:

November 9, 2020, board meeting minutes

November 23, 2020, board meeting minutes

VARIOUS REPORTS AND COMMUNICATIONS:

1. Ada Library/Community Center Status Report, JLL - 12/10/20; 2. Comcast Communication Regarding El Ray Network - 11/20/20; 3. DDA Board Regular Meeting Minutes - 09/14/20; 4. DDA Board Regular Meeting Minutes - 10/12/20; 5. Parks, Recreation and Land Preservation Regular Meeting Minutes - 09/10/2020; 6. Parks, Recreation and Land Preservation Regular Meeting Minutes - 10/8/20; 7. Planning Commission Regular Meeting Minutes - 08/20/20; 8. Zoning Board of Appeals Regular Meeting Minutes - 08/11/20; 9. Zoning Board of Appeals Special Meeting Minutes - 09/15/20; 10. Zoning Board of Appeals Special Meeting Minutes - 10/27/20; 11. Grand Valley Metro Council Meeting Minutes - 09/03/20; 12. Utility Advisory Board Regular Meeting Minutes - 10/22/20.

Moved by Jacobs, supported by Proos, to approve the Minutes of November 9, 2020, and November 23, 2020, and Accept the following Reports/Communications under the Consent Agenda. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski; No - 0. Motion carried.

APPROVAL OF WARRANTS

TOWNSHIP GENERAL WARRANTS

Treasurer Moran presented the following: Hand Checks: \$854,551.13, Warrants: \$383,401.83. Total of all Checks and Warrants: \$1,237,952.96. **Moved by Jacobs, supported by Proos, to approve the Warrant Report for December 14, 2020, in the total amount of \$1,237,952.96. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Payment Application #3 - Ada Drive Outlet Sanitary Sewer Repair

Township Engineer Steve Groenenboom presented the pay estimate in the amount of \$467,437.08, noting that \$81,134 is still being retained. **Moved by Proos, supported by Hurwitz, to approve Payment Application #3 for the Ada Drive Outlet Sanitary Sewer Repair to Insituform Technologies, USA, LLC, in the amount of \$467,437.08. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Payment Application #1 - Thornapple River Drive Crosswalk Improvements

Township Engineer Steve Groenenboom presented the pay estimate in the amount of \$46,800.00 to Nagel Construction, with the recommendation to retain \$5,000 through the winter to clean up some minor landscaping. **Moved by Hurwitz, supported by Proos, to approve Payment Application #1 for the Thornapple River Drive Crosswalk Improvements to Nagel Construction in the amount of \$46,800.00. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Payment Application #18 - AVA Library & Community Center

Nick Haglund of Erhardt Construction noted this pay application reflects work through the end of November and stated the Library project is going great. Scott Rantala with JLL also gave an update on progress. **Moved by Jacobs, supported by Winczewski, to approve Payment Application #18 for the Ada Library & Community Center to Erhardt Construction in the amount of \$577,987.57. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

Trustee Winczewski stated the Ada Winter Wonderland looks great and he appreciates the work that went into it.

Trustee Jacobs asked if there would be some comments regarding the odor/sewer when Township Engineer Groenenboom summarizes the reports.

Clerk Smith gave her last election report for 2020 and noted the elected officials will be getting a refund of their filing fee. She also reported that the Township has filed for grants to cover extra election expenses related to Covid and has received \$13,200.

Supervisor Leisman spoke briefly about the committees for 2021 - there will be further information on this upcoming. He also mentioned that if anyone has ideas on work sessions, just let he or Township Manager Suchy know. Smith added that these would have to be posted meetings because they are subject to the Open Meetings Act.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. BOARD OF REVIEW MEMBER RE-APPOINTMENTS

Supervisor Leisman stated this is to re-appoint three Board of Review Members. Clerk Smith noted the name of Luke Zingler should be Zinger (without the "l"). **Moved by Jacobs, supported by Proos to reappoint Board of Review Members Luke Zinger, Fred Westdale and William Makuski for a two-year period. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

B. RESOLUTION R-121420-1: A RESOLUTION TO AUTHORIZE AN EXPEDITED REVIEW AND APPROVAL PROCESS FOR TEMPORARY HEALTH CARE FACILITIES PROVIDING SERVICES DURING THE COVID-19 PANDEMIC

Planning Director Ferro stated he was contacted by Spectrum Health to set up a temporary enclosed drive-through facility for curbside service for Covid testing and perhaps vaccine administration. These are being installed in various health facilities throughout the area and are all being handled by a single contractor. The authorization would extend through June 30, 2021, but could be extended if necessary. Clerk Smith questioned the location of this facility and if there is enough room for cars. Ferro stated he would contact the architect to get further information. Trustee Proos stated that location is by appointment only and he does not believe the entire parking lot would be backed up. Trustee Jacobs stated there is existing language in the resolution that this will not negatively impact adjacent property owners. Supervisor Leisman suggested adding language that the planning director will include reasonable conditions to ensure appropriate traffic flow and to protect adjacent properties. **Moved by Proos, supported by Hurwitz, to approve Resolution R-121420-1 to Authorize an Expedited Review and Approval Process for Temporary Health Care Facilities Providing Services During the COVID-19 Pandemic as amended to include language in subparagraph 4d that the planning director will include reasonable conditions to ensure appropriate traffic flow and to protect adjacent properties. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

C. RESOLUTION R-121420-2: A RESOLUTION APPOINTING TOWNSHIP MANAGER AS FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR

Moved by Winczewski, supported by Jacobs, to approve Resolution R-121420-2 to Appoint Township Manager Suchy as Freedom of Information Act (FOIA) Coordinator. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.

D. CONSIDER PROPOSAL FROM JUSTIN W. GEORGE, BROERSMA & BROERSMA FOR CONSULTING SERVICES RELATED TO MICHIGAN TAX TRIBUNAL CASE

Township Assessor Stephanie Boerman summarized her memo previously submitted and this proposal. Once the appraisal is completed, it will be shared with the petitioner and respondents. She recommends approval of the quote for services provided by Justin George. Trustee Proos suggested this is something we may want to pass on and let him win knowing they came back in 2021 with new buildings and storage units. Boerman said this is \$5,000 annually and will go up with the rate of inflation, so the loss of taxes is every year going forward. Clerk Smith asked if other appraisals were obtained and Assessor Boerman responded no due to time constraints and the recommendation of using the services of Justin George. **Moved by Jacobs, supported by Hurwitz, to accept the assessor's recommendation to approve Justin W. George of Broersma & Broersma for consulting services for the Michigan Tax Tribunal Case. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

E. CONSIDER PROPOSAL FROM MATERIALS TESTING CONSULTANTS FOR LEONARD FIELD GEOTECHNICAL ENGINEERING SERVICES FOR AN AMOUNT NOT TO EXCEED \$6,950.

Supervisor Leisman said that the Township Board has already approved the master plan for this. **Moved by Proos, supported by Winczewski, to approve the proposal for soil borings by Materials Testing Consultants for Leonard Field Geotechnical Engineering Services in the amount of \$6,950.00. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

F. CONSIDER VALLEY CITY SIGN QUOTE AND CHANGE ORDER FOR SIGNAGE AT ADA LIBRARY AND COMMUNITY CENTER

Planning Director Ferro stated the Township obtained proposals for interior and exterior signs for the Community Center Library building and he summarized same. The scope of the work includes code-required signs, room identification signs, donor recognition signs, building name lettering on the entry canopy and other miscellaneous signs, for a total of \$24,902. Some changes were made, halo lighting behind the letters added, resulting in a total for Valley City Sign in the amount of \$39,403. **Moved by Proos, supported by Moran, to approve, for the Ada Library and Community Center, the Valley City Sign Quote in the amount of \$28,306 and the Change Order in the amount of \$11,097, for a total of \$39,403, and to approve and accept the donation for the signage on Fulton Street. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

G. REQUEST FOR CLEANING SERVICE PROPOSALS - AVA LIBRARY & COMMUNITY CENTER

Township Manager Suchy presented this request noting that staff is open to suggestions on the request for proposals. He stated they are shooting for a January 29th soft opening (which would mean opening to curb side). **Moved by Proos, supported by Jacobs, to authorize Township Manager Suchy to request cleaning service proposals with a deadline of January 15, 2021 for the Ada Library & Community Center. Roll Call : Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

H. ADA TOWNSHIP COVID-19 PREPAREDNESS & RESPONSE PLAN

Township Manager Suchy presented this Response Plan which includes updated documents and a MIOSHA policy. He noted that the CDC still indicates 14 days as being the safest quarantine option. Supervisor Leisman commented that Suchy did a very nice job on this. **Moved by Moran, supported by Jacobs, to approve the revised COVID-19 Preparedness and Response Plan and authorize the Township Manager to work with the Administrative Committee to update the documents needed to comply with the applicable laws and regulations. Roll Call: Yes - Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

I. CANCELLATION OF DECEMBER 28, 2020 TOWNSHIP BOARD MEETING

Clerk Smith stated this is the first year this second meeting in December has been added, but the practice in the past is to not have a second meeting in December. Treasurer Moran stated it is his preference to have the meeting - it holds up payments to individuals to skip this meeting. **Moved by Proos, supported by Jacobs, to cancel the December 28, 2020 Township Board Meeting. Proos withdrew his motion.** Supervisor Leisman stated the Board

will take no action and leave the December 28, 2020 meeting in place, with the idea it will be more of an abbreviated meeting.

DEPARTMENT REPORTS

- A. Township Manager Report - December 9, 2020
- B. Assessing Department Report - December 2, 2020
- C. Fire Department Activity Report - November 2020
- D. Historical Society Museum Manager Update - November 2020
- E. Parks & Recreation Director Report - December 8, 2020
- F. Planning Director Report - December 9, 2020
- G. Utility Department Report (Ryan's Municipal) - November 2020

Township Manager Suchy summarized a few items on his report, particularly the Grand Rapids Water Sewer Rate Study. Proos asked about the fire station light pole replacement to clarify the Township will be receiving payment, not the driver. Township Engineer Groenenboom spoke regarding the odor at the Fulton Street Lift Station and the proposal from New Systems. Parks Director Mark Fitzpatrick pointed out two corrections on his report - will maintain open outdoor recreation under the Ada Township Parks, and the December 9th meeting is for the Sign Committee, not the Trails Committee. He also gave an update on the Buttrick house and reported that the process is now settled and the family sold the home.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 8:51 p.m.

Jacqueline Smith
Ada Township Clerk

Date