

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
MARCH 24, 2008**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Treasurer Pratt, Clerk Ensing Millhuff, Trustees: Damstra, Sytsma and Westra. Also present: planning Director Ferro, Parks Director Fitzgerald, Recording Secretary Smith and seven community members. Members Absent: Trustee Proos.

**APPROVAL OF AGENDA**

Added to the agenda under Reports and Communications: Item 10. Investment Report - February 2008.  
**Moved by Sytsma, supported by Pratt, to approve the agenda as amended. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA:**

**Approval of Minutes**

March 14, 2008, Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Building Permit Report - 02/08; 2. Supervisor Report - 03/08; 3. Region 8 Notes - 03/08; 4. Bratschie Thank You Note - 03/08/08; 5. Fire Department Staff Promotion - 03/11/08; 6. DEQ - floodplain 03-07-08; 7. MTA Legislative Update Fax - 02/29/08 & 03/07/08; 8. Ada Historical Society Minutes - 02/08; 9. Comcast - Lineup update - 02/28/08; 10. Investment Report - 02/08.

**Moved by Westra, supported by Sytsma, to approve items on the Consent Agenda.** There were questions and comments about the M-21 bridge and the lighting options. **Motion carried.**

**APPROVAL OF WARRANTS AND RECEIPTS**

Treasurer Pratt presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$2,833.13; #205 \$1,664.18; #208 \$1,050.04; #590 \$43.81; #591 \$597.71; #592 \$1.79; #701 \$4,058.04. Total Hand Checks \$10,248.70. Warrants: #101 \$57,123.87; #205 \$52,287.13; #208 \$1,631.93; #211 \$40,148.55; #213 \$7,076.25; #590 \$7,128.54; #591 \$17,230.86; #592 \$4,703.24. Total Warrants \$187,330.37. Total Checks and Warrants \$197,579.07.

**Moved by Westra, supported by Sytsma, to approve the Warrant Report of March 24, 2008, in the amount of \$197,579.07.** Supervisor Haga noted that the VanderPool & L Heating expense for furnace maintenance had to be changed to utility charge. **Roll Call: Yes - Ensing Millhuff, Damstra, Pratt, Haga, Westra, Sytsma. No - 0. Absent - Proos. Motion carried.**

**PUBLIC COMMENT**

There was no public comment.

**BOARD COMMENT**

Trustee Westra volunteered for the strategic planning group for capital improvement and he asked if there was a date set for the strategic planning work session for the board. Supervisor Haga answered the Administrative Committee would be working to set a date.

Clerk Ensing Millhuff announced the park schedule and AdaView were being distributed through The Cadence; adding volunteers were needed for the 4th of July celebration.

Trustee Damstra asked if dates had been received from the Road Commission for the various road projects within the township. Supervisor Haga stated they had not.

**OLD BUSINESS**

There was no Old Business.

## NEW BUSINESS

### APPLICATION FOR DNR GRANT FOR ROSELLE PARK NATURE TRAILS AND INTERPRETIVE SIGNS

Parks Director Mark Fitzpatrick explained the DNR trust fund grant application had been applied for to cover improvements to Roselle Park following the master plan for the park. The planned work would be on the north part of the property and would include some additional restoration and seeding of wetland grassland areas. The resolution would cover the 56% for the local match.

**A. OPPORTUNITY FOR PUBLIC COMMENT**

There was no public comment.

**B. RESOLUTION R-032408-1 - AUTHORIZE GRANT APPLICATION**

**Moved by Westra, supported by Pratt, to adopt Resolution R-032408-1, which is the resolution authorizing the grant application for Roselle Park.** Trustee Westra stated he was very supportive of applying for any grants available, but he thought it was time to turn the focus away from Roselle Park and to make a priority of accomplishing the charrette objectives. **Roll Call: Yes - Damstra, Pratt, Haga, Ensing Millhuff, Westra, Sytsma. No - 0. Absent - Proos. Resolution adopted.**

### RESOLUTION R-032408-2 - FY 2008/2009 BUDGET ADOPTION

Supervisor Haga explained the board had held a work session and developed the budget and a public hearing had been held at the last board meeting. Charts had been prepared to help demonstrate the various line items.

**Moved by Damstra, supported by Westra, to adopt Resolution R-032408-2, which is the fiscal year 2008/2009 budget resolution.** Trustee Westra stated the graphs were helpful and should be placed on the website. Supervisor Haga said the intent was to put a budget package which was readable on the website. **Roll Call: Yes - Sytsma, Westra, Damstra, Ensing Millhuff, Pratt, Haga. No - 0. Absent - Proos. Resolution adopted.**

### “VILLAGE” STREETScape CARE 2008

Supervisor Haga explained the request to authorize a one-year contract with Our Secret Garden and then seek bids in the fall for a three-year contract.

**Moved by Westra, supported by Ensing Millhuff, to authorize the village streetscape care for one year with Our Secret Garden in the amount of \$11,670 plus \$840 for flower bed treatments and to rebid the entire project this Fall for a three-year bid. Motion carried.**

### PERSONNEL COMMITTEE RECOMMENDATION FOR STAFF SALARY FY 2008/2009

Supervisor Haga explained the memo from the Personnel Committee with the recommendation to authorize a 3.5% increase for Fiscal Year 2008/2009. The justification was the CPI factor and the importance of retaining qualified staff. The second part of the recommendation was to authorize the review and updating of the Ada Township Employee Handbook which was adopted in May of 2004, along with the estimated cost of \$4,000 to \$5,000 for legal counsel.

**Moved by Damstra, supported by Westra, to approve the Personnel Committee’s recommendation to allow up to a 3.5% increase in staff salaries and to authorize the updating of the Ada Township Employee Handbook, utilizing the township attorney services not to exceed \$5,000.** Trustee Sytsma stated the Zoning Board of Appeals and Planning Commission salaries should be looked at as well. Clerk Ensing Millhuff explained that was a different process. Supervisor Haga said the issue of ZBA and Planning Commission salaries could be referred to the Administrative Committee but surveys would have to be done and details worked out. Trustee Westra suggested any documentation become a living document in electronic form. **Motion carried.**

### FUND 208 & 213 JOURNAL ENTRY

Supervisor Haga explained the auditor’s recommendation to separate the park and open space funds from the regular park fund.

**Moved by Ensing Millhuff, supported by Sytsma, to move \$703,924 from Fund 208 to Fund 213, as designated by the millage proposal for Parks and Open Space acquisition.**

There was discussion among board members regarding the percentage split, the effective date, the audit, and the millage process.

**Moved by Pratt, supported by Sytsma, to amend the motion to reflect the adjustment was for the fiscal year ending March 31, 2007. Motion to amend carried. Main motion, as amended, carried.**

#### **ADA TOWNSHIP PARK - BALLFIELD IRRIGATION**

Parks Director Mark Fitzgerald explained the recommendation from the Parks Committee, including the savings in manpower and improvement in quality and safety of the field.

**Moved by Sytsma, supported by Pratt, to approve the Ada Park Ballfield Irrigation with Irrigation Station, in the amount of \$8,640.** General discussion regarding time of installation and sensors to avoid watering during a rain shower. **Moved by Westra, to amend the motion to reflect an approval amount of \$9,140, a \$500 increase to add a rain sensor to the system. Motion to amend carried. Main motion, as amended, carried.**

#### **OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

Frank Hoover, 700 Marbury, asked questions the percentage of trails completed, money spent, time frame, amount of money in the fund, revenue generated by the millage, and maintenance expenses. Supervisor Haga replied a trail update report would need to be completed soon.

Planning Director Ferro shared information collected at the Forest Hills Business Expo about lighting options for the 2009 MDOT M-21 bridge project.

Karen Holt, 5701 Three Mile, asked using well water for irrigation, and invasive plants within the parks. Park Director Fitzgerald explained the organized community effort to get rid of invasive plants and verified the irrigation project for the park would be well water.

Peggy Schindler, Carlson Design, 409 Pettis, offered further information on possibilities for lighting on the bridge.

#### **ADJOURNMENT**

The meeting was adjourned at 8:38 p.m.

**Respectfully submitted,**

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**Deborah Ensing Millhuff, CMC  
Ada Township Clerk**

**RS: JS**