

**ADA TOWNSHIP BOARD MEETING
MINUTES
MARCH 22, 2010**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Smith, Trustee Proos, Trustee Westra. Also present: Planning Director Jim Ferro, Fire Chief Jim DuVall, Township Engineer Steve Groenenboom, Recording Secretary Johnson and nineteen community members. Members absent: Trustee Sytsma.

APPROVAL OF AGENDA

Moved by Proos, supported by Westra, to approve the agenda as presented. Yes - 6, No - 0; Motion carried.

M-21 BRIDGE REPLACEMENT PRESS RELEASE

Supervisor Haga reviewed the press release announcing the M-21 bridge will remain open during the construction; the non-motorized section will be built first and then traffic transferred to that portion during the remainder of the construction. Two-way traffic will be maintained throughout the construction with minimal delays. This strategy addresses concerns of residents and business as well as ensuring continued access to emergency services. Supervisor Haga thanked the residents, businesses, local communities, and M-DOT for their work together to find a viable solution. Trustee Proos commented on the many positive aspects of the resolution and noted everyone worked very hard together to find an answer.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

March 8, 2010, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports - 02/2010; 2. Building Permit Report - 02/2010; 3. REGIS Board Minutes - 12/23/2009 (Current State and Utilization Report and Audit Report Synopsis); 4. Comcast Service Update - 02/26/2010; 5. Ada Open Space Preservation Advisory Board Brochure - 02/2010; 6. MTA Legislative Update Fax - 02/26/2010, 03/05/2010; 7. Ada Township DDA Board Minutes - 02/01/2010, 02/22/2010; 8. Siegfried Crandall Fiscal Year 2009/2010 Audit Letter - 02/22/2010; 9. Grand Valley Metropolitan Council - Policy Committee Minutes - 03/17/2010; 10. Open Space Preservation Advisory Board Minutes - 02/11/2010; 11. Investment Reports - 01/31/2010. **Moved by Westra, supported by Rhoades, to approve the Minutes and accept the reports and communications under the Consent Agenda.** Clerk Burton noted a few minor corrections to the Minutes. The motion to approve the Warrant Report was supported by Trustee Smith, not Treasurer Smith. On page 5, the motion cited "amend various budges" should have stated "amend various budgets": **Yes - 6, No - 0; Motion carried.**

APPROVAL OF WARRANTS AND RECEIPTS

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$6,900.46; #205 \$338.27; #208 \$225.89; #590 \$38.85; #591 \$1,208.99; #592 \$1.59; Total All Hand Checks \$8,714.05. Warrants: #101 \$11,703.38; #205 \$113,505.48; #208 \$1,361.74; #213 \$420.00; #248 \$185.06; #590 \$76,780.69; #591 \$112,591.31; #592 \$2,237.06; Total Warrants \$318,784.72. Total All Checks and Warrants \$327,498.77. **Moved by Trustee Proos, supported by Trustee Smith, to approve the Warrant Report for March 22, 2010, in the total amount of \$327,498.77.**

Trustee Proos requested clarification on the hydrant rental procedure; Supervisor Haga explained the process for internal transfer of funds for general hydrant maintenance and noted that the cost had been shifted from the General Fund to the Public Safety Fund. Trustee Westra inquired if the language could be changed to "hydrant maintenance".

Roll Call: Yes - Westra, Proos, Smith, Rhoades, Burton, Haga. No - 0. Absent - Sytsma. Motion carried.

PUBLIC COMMENT OTHER THAN AGENDA

Frank Hoover, 700 Marbury, inquired about a proposed veterinarian clinic that appeared to be planned for a residential area. The Board clarified the clinic will be on Ada Drive in a non-residential zone.

Deb Emery, 7534 Fase, questioned why the Township was paying to have a hydrant moved to accommodate parking, as opposed to the business owner. Supervisor Haga noted the fire hydrant was originally installed in the wrong location at the time the street reconstruction was done some time ago. Planning Director Jim Ferro indicated the plan to move the fire hydrant was not instigated by or related to the activities of the business owner; the correction to the hydrant placement is a result of the Fire Department review.

Jon Sarb, 590 River Street, noted the increased activity by the Kent County Sheriff's Office to slow down traffic on Thornapple River Drive and Ada Drive, but there is only so much they can do. He asked if there might be funds in the budget for Ada Township to have a fulltime officer write tickets on Thornapple River Drive, Ada Drive, and the Village to combat excessive and unsafe speeding.

BOARD COMMENT

Trustee Westra asked for further clarification on the planned hydrant relocation. Planning Director Ferro explained the site plan review submitted by the business owner for a small addition caused the Fire Chief to identify a conflict between an existing fire hydrant and an existing parking space; both of which have been at their current locations for over 10-15 years. The identification of the conflict was unrelated to the addition for the site. The decision to move the hydrant as opposed to changing the parking space was to retain public parking. Supervisor Haga concurred with Trustee Westra's suggestion to pay for the hydrant relocation out of the Public Safety Fund; he is already investigating that option.

Trustee Westra expressed concern about the viability of the business plan of the REGIS organization; he also did not feel that Ada Township was making full use of the GIS capabilities. He felt the Township is not getting a good return on their investment in REGIS. Trustee Westra also questioned whether the Township was receiving sufficient value for their membership in the Grand Valley Metro Council.

Trustee Westra inquired about the distribution process for the new Open Space Advisory Board brochure. Clerk Burton indicated that plans are to mail the brochure in April; due to timing issues, it will not be mailed with the newsletter. The brochure will also be posted on the website.

Trustee Westra urged the updated M-DOT information be posted on the Township website quickly. He also proposed having a dedicated project web page for each significant project. Clerk Burton said she would investigate the idea.

Clerk Burton reported the Ada Township participation in the Forest Hills Expo on March 20th was very successful.

Clerk Burton shared with the Board that several communities in Michigan are growing concerned the state government won't be able to match available federal funds for roads; this could potentially translate into a loss of over half of billion dollars each year. Quite a few local governments are adopting resolutions to urge the state and federal governments to address this. Clerk Burton suggested the Board consider a similar resolution.

Clerk Burton reminded everyone the Ada Township Annual Meeting is scheduled for Saturday, March 27th at 1:00; she encouraged the Trustees and community members to attend.

Trustee Proos noted the recent news on the bridge meant the \$10,000.00 the Board had allocated for an engineering consultation could now be saved.

Trustee Proos also gave high praise to everyone involved in the new Open Space Advisory Board brochure; it is very well done.

Treasurer Rhoades asked for status updates on the various open space projects in process. He also asked about best strategy for obtaining salvage value from demolition. Planning Director Ferro indicated if the Township obtains salvage value through their own demolition or donation of salvage to a non-profit, the salvage value is counted as project income to the Township and results in lowering the grant money reimbursements received by the Township. As a result, the Township encourages the demolition contractors to consider the potential salvage value in preparing their demolition bids, as opposed to managing the salvage value directly and potentially putting grant reimbursement levels at risk.

Supervisor Haga commented one of the purposes of the recent brochure is to raise awareness of the Open Space Advisory Board among Ada residents and encourage them to support the work being done through easements, protection of sensitive areas, etc.

Supervisor Haga updated the Board on the status of the Millhuff appeal to the State Board of Review relative to the contested unemployment claim; the issue is pending determination by the Board of Review. There will be no public hearing. It is a written appeal process.

Supervisor Haga explained Parks Director Mark Fitzpatrick has requested a public meeting be held as part of the application process for the Michigan Department of Natural Resources and Environment (MDNRE) Land and Water Conservation Grant. Due to the pending application deadline, Parks Director Fitzpatrick has requested the meeting be held either Monday, March 29th, or Tuesday, March 30th. Supervisor Haga added the item to the agenda.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

FIRE DEPARTMENT MINITOR PAGER PURCHASE

Fire Chief Jim DuVall presented the purchase request. The pagers are used for contacting the on-call fire fighters in emergencies. Currently the Fire Department only has 25 pagers, which is the same number normally in use. Eleven of the existing pagers will no longer be supported by Motorola after July 1, 2010. If one of those eleven pagers fails, it will need to be replaced. If a pager still supported by Motorola breaks, it takes at least two weeks for it to be repaired. These two factors could result in the Fire Department being short of critically needed pagers. Therefore, the purchase request allows pagers to be ready for replacement as the older pages break and also allows for spare pagers. **Moved by Smith to approve the recommended purchase of six Motorola Minitor pagers with the warranties and programming in the amount of \$2,958.00 through T & W Electronics. Support by Burton. Yes - 5, No - 1; Motion carried.** Treasurer Rhoades noted the bid went through the Michigan contract bid

pricing, so the Township doesn't need to obtain competitive bids, as that is done by the state as part of the Michigan contract pricing. The Board discussed the number of spares necessary and advised issuing the new pagers and keeping the older ones as the spares.

ADA HISTORICAL SOCIETY STRATEGIC PLAN

Supervisor Haga presented the Ada Historical Society Strategic Plan. **Moved by Proos, supported by Rhoades, to accept and receive the Ada Historical Society Strategic Plan as presented.** The Board discussed the legal structure of ownership between Ada Township and the Ada Historical Society, the possibility of including the Historical Society and the Museum in the Ada Township website, and the beneficial effects to the Township of the planned walking/trolley tour. **Yes - 6, No - 0; Motion carried.**

RESOLUTION R-032210-1, ADOPTION OF REVISED STANDARDS OF CONDUCT

Mr. Jon Sarb, Chair of Ada Township Ethics Board, presented the revised standards of conduct to the Board. The previous standards of conduct were not written well; the revisions were designed to improve accuracy and increase clarity. **Moved by Proos, supported by Smith, to adopt Resolution R-032210-1, a resolution to adopt revised standards of conduct for the Ada Township Ethics Board.** The Board noted the importance of having revision documents in the future marked up to show the revisions against the original document for easier and better review by the Board. The Board also discussed the possible ambiguity of the resolution name; the standards of conduct apply to all Ada Township public officials, appointees, and staff members. **Moved by Westra to amend the motion to revise the title of the Resolution R-032210-1 to "A Resolution to Adopt Revised Standards of Conduct for Ada Township Public Officials, Appointees, and Employees". Support by Smith.**

Roll Call: Yes - Smith, Westra, Rhoades. No - Proos, Burton, Haga. Absent - Sytsma. Amendment to the motion carried (motion carries on a tie vote).

The Board reviewed the public and legal implications of the confidential information clause, the possible development of a standard disclaimer that indicates opinions are those of the speaker and do not represent official Township positions, the definition of public officials within the document, and the process for handling Ethics Board complaints.

PUBLIC COMMENT FOR RESOLUTION R-032210-1, REVISED STANDARDS OF CONDUCT

Deb Emery, 7534 Fase Street, questioned if the standards of conduct addressed conflicts of interest, particularly in light of Planning Commission members who are also providing paid services to the Township for various projects.

CONTINUED BOARD COMMENT FOR RESOLUTION R-032210-1, REVISED STANDARDS OF CONDUCT

Supervisor Haga noted that any complaints filed would be investigated by the Ethics Board.

Roll Call: Yes - Proos, Smith, Westra, Rhoades, Burton, Haga. No - 0. Absent - Sytsma. Resolution as amended is adopted.

RESOLUTION R-032210-2, BUDGET ADOPTION FOR FISCAL YEAR 2010/2011

Supervisor Haga presented the Resolution to the Board. He noted the Board's recommendation at the previous budget work session to delay the Bronson Street project to the 2011/2012 budget and apply the funds to Public Works for road improvement projects. In addition, the Board recommended reducing cash flow for the Non-Motorized Trails project by \$100,000.00, which would also be transferred to Public Works for road repairs. Although the Board is very supportive of the Bronson Street project, the funding is currently a challenge; alternatives for funding are being investigated. **Moved by Westra, supported by Smith, to adopt Resolution R-032210-2, a resolution for adoption of the Township budget and all its funds for Fiscal Year 2010/2011.** The Board discussed the necessity of better budgeting and cost tracking for projects in the future and the importance of putting items out to bid to capture savings. The Board also considered the suggestion of budgeting for preparing the engineering plans for the Bronson Street project to keep it moving forward, even if the project can't actually be included in this year's budget in its entirety. **Moved by Smith to amend the motion for the Township budget Resolution R-032210-1 to include \$12,000.00 for engineering final planning for the Bronson Street improvement project. Support by Westra.** The Board noted the initial budget only allocated \$25,000.00 for road repairs; that is why the changes were made to provide substantial funding for necessary maintenance and repair of roads. Supervisor Haga and Planning Director Ferro will be conducting an inventory of the roads to help set priorities and evaluate costs. The road repairs will provide the greatest benefit to the whole community.

Yes - 6, No - 0; Amendment to the motion carried.

The Board also discussed the importance of maintaining a sufficient General Fund, spending wisely, and closely monitoring the economy and revenues as well as spending. In response to a suggestion, Supervisor Haga indicated that he was assembling a task force to review expenditures and target potential cost savings. Planning Director Ferro noted the Planning Commission voted to adopt the Capital Improvement Plan (CIP), but it does not yet incorporate the feedback from the Board given at the recent work session. The annual CIP update process will be starting earlier this year to allow the Board to review the updated CIP well in advance of next year's budget review. Treasurer Rhoades noted the motion for the adoption of the resolution should cite Fiscal Year 2010/2011.

Roll Call: Yes - Westra, Proos, Smith, Rhoades, Burton, Haga. No - 0. Absent - Sytsma. Resolution as amended is adopted.

PHASE III NON-MOTORIZED TRAIL: BAILEY DRIVE SECTION CONSTRUCTION

Township Engineer Groenenboom outlined the offer by Katerberg VerHage Construction to lower the contract pricing from the 2009 construction season by 3% for the 2010 construction season of the Bailey Drive segment of the non-motorized trail. Additionally, they offered a \$2,000.00 donation towards the elevated boardwalk/bridge portion of the project. **Moved by Burton, supported by Rhoades, to approve the recommendation by the Township engineers to accept the extension of the 2009 contract with Katerberg VerHage Construction at a 3% reduction for the 2010 construction season of the Bailey Drive section of the non-motorized trail project.** The Board questioned Township Engineer Groenenboom on comparable costs for other current projects and historical cost patterns for re-bidding projects at this stage. The Board considered the costs and time involved in bidding at this point and the high quality of the Katerberg VerHage work. The Board commented on the possibility of paying the full price without discount, but disallowing price increases through change orders and requiring a fixed end date. The Board also discussed the status of easements, plans, and permits. The contractor had offered several options for cost savings: the Board felt that several suggestions were not viable, such as eliminating bonding, setting a flexible end date, and eliminating retainage. The Board noted that finalizing easements before the plans go out to the contractor eliminates the need for costly change orders and positions the Township better for requiring job completion on budget and on schedule because the contractor then has full details of the designed build prior to commencing. Easements are critical and they reduce the overall price of the project considerably. Township Engineer indicated the easements should be closer to finalized within two weeks. The Board requested clarity on the scheduling and completion date for this proposal, and some other ambiguous notes in the proposal. **Moved by Westra, supported by Smith, to postpone action on the Bailey Drive section of Phase III. Yes - 6, No - 0; Motion to postpone carried.**

PHASE III NON-MOTORIZED TRAIL: BAILEY DRIVE EASEMENT PAYMENTS

Township Engineer Groenenboom reviewed the status of the easements for Bailey Drive. **Moved by Proos, supported by Smith, to approve payment for the Bailey Drive easements as outlined in the Moore & Bruggink letter of March 12, 2010, in the amount of \$38,056.00. Yes - 6, No - 0; Motion carried.**

PHASE III NON-MOTORIZED TRAIL: CONSERVATION DRIVE COVERED BRIDGE CONSTRUCTION

Planning Director Ferro updated the Board on the status of the covered bridge donations. **Moved by Proos, supported by Smith, to proceed with the covered bridge project.** The Board reviewed the donation solicitation process and discussed the benefit of the bridge for the residents close to the bridge as opposed to the Township at large. It was also noted that covered bridges are central to Ada Township's identity. **Yes - 5, No - 1; Motion carried.**

ADA DRIVE SANITARY SEWER FORCE MAIN FORENSIC ANALYSIS

Township Engineer Steve Groenenboom presented to the Board. Angel Kowalski from Det Norske Veritas (DNV) was also present to give further detail and answer technical questions. DNV has recently completed the commissioned cell-to-cell survey for possible corrosion on the Ada Drive and Spaulding Avenue sewage forcemains. The survey found four total areas of possible corrosion. DNV is recommending additional forensic investigation of these four areas to determine the extent of the possible corrosion. According to the recommendation, the forcemains would need to be depressurized, excavated, and then repaired as necessary. The excavation would take two to three days to complete. Township Engineer Groenenboom presented the pros and cons for spending funds on further forensic analysis versus commitment to replacing the entire forcemain without any more investigation. **Moved by Proos, supported by Rhoades, to approve the recommendation for further analysis of the possible corrosion of the forcemain in an amount not to exceed \$100,000.00.** The Board discussed the time it would take to expose the forcemain for examination, the impact of the excavation process on the forcemain integrity, and the possibility of exposing more existing leaks, which will need to be addressed. The Board considered the importance of balancing potential costs for further investigation and repairs against potential costs if the entire forcemain is determined to be in need of replacement. Mr. Kowalski explained the forensic analysis will determine the status of the targeted areas that indicated higher levels of corrosion, calculate the approximate remaining lifespan of the forcemain, and establish if the corrosion is limited to such hot spots, or if it is generalized throughout the forcemain, which will impact the mediation options. **Yes - 6, No - 0; Motion carried.**

CONTINUATION OF MEETING PAST 10:00 PM

Supervisor Haga called for a motion to continue the meeting past 10:00pm. **Moved by Smith, supported by Westra, to continue to proceed on the agenda after the 10:00pm hour. Yes - 6, No - 0; Motion carried.**

RESOLUTION R-032210-3, REVISED TOWNSHIP INVESTMENT AND DEPOSITORY DESIGNATION

Treasurer Rhoades noted the documents to be reviewed were not marked to show revisions; he offered to do this for the next meeting. **Moved by Westra, supported by Rhoades, to postpone action on Resolution R-032210-3, a resolution to adopt revised Township investment and depository designation. Yes - 6, No - 0; Motion to postpone carried.**

SCHEDULE PUBLIC HEARING IN COMPLIANCE WITH APPLICATION FOR MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNRE) LAND AND WATER CONSERVATION GRANT

Moved by Proos, supported by Smith, to schedule a special board meeting on Monday, March 29th, at 7pm, to allow public input in compliance with the MDNRE grant application and to address any other Board business as appropriate. Yes - 6, No - 0; Motion to carried.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional Public Comment.

ADJOURNMENT

The meeting was adjourned at 10:12 p.m.

Respectfully submitted,

**Susan Burton
Ada Township Clerk**

RS/kj