

**ADA TOWNSHIP SPECIAL BOARD MEETING  
MINUTES  
MARCH 29, 2010**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Smith, Trustee Proos, Trustee Westra, Trustee Sytsma. Also present: Parks Director Mark Fitzpatrick, Fire Chief Jim DuVall, Township Engineer Steve Groenenboom, Recording Secretary Johnson and five community members. Members absent: None.

**APPROVAL OF AGENDA**

Supervisor Haga noted that public comment would be accepted after New Business. **Moved by Proos, supported by Rhoades, to approve the agenda as presented, which accepts Public Comment after New Business. Yes - 7, No - 0; Motion carried.**

**NEW BUSINESS**

**PUBLIC INPUT REGARDING MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNRE) LAND AND WATER CONSERVATION GRANT APPLICATION FOR ADA PARK IMPROVEMENTS**

Parks Director Mark Fitzpatrick summarized the grant application prior to public input. The Land and Water Conservation Foundation (LWCF) administers a 50% matching grant from the MDNRE. If approved, the LWCF will pay half of the project cost. Funds would be reimbursed to the Township after expenditure; the funds would not be available until one year from now. The grant has three project elements: upgrade worn or outdated equipment on the playground for better safety, develop a paved parking area to improve park access and address parking overflow safety issues, and develop a trail from the new parking lot to the current paths to increase accessibility. To increase chances of grant application approval, part of the emphasis in the application is on improved safety and accessibility; project elements also fit into the overall scope of the recreation plan.

There was no public input.

**RESOLUTION R-032910-1, APPROVAL FOR MDNRE GRANT APPLICATION FOR ADA PARK IMPROVEMENTS**

**Moved by Smith, supported by Sytsma, to adopt Resolution R-032910-1, a resolution to authorize submittal of a grant application for funding of Ada Park improvements.** Supervisor Haga noted Item #3 under the Resolved section did not cite the dollar amounts, but simply had X's where the dollar amounts needed to be inserted. **Moved by Smith to amend the motion to revise Resolution R-032910-1 to include in Item #3 of the Resolution the amount of \$93,669.00 for the project cost and for the matching cost. Support by Sytsma.**

**Yes - 7, No - 0; Amendment to the motion carried.**

The Board suggested the Master Plan and the engineering design graphic cite the same number of planned parking spots (currently one cites 60 and another cites 66). The Board discussed the likelihood of receiving partial vs. full funding of the grant, the process for the grant review and revision, the option of using permeable pavement such as pervious concrete for the new parking lot, the need for additional bike racks at some point (did not fit as well with this grant as the other projects), and the possibility of eventually creating exercise stations along the trail. Parks Director Fitzpatrick noted there were many exciting options for the park development and emphasized the need for defining the long-range vision for the park over the next few months and then determining how that vision is best executed through these grant funds and through other future projects.

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

**PHASE III NON-MOTORIZED TRAILS – BAILEY DRIVE CONSTRUCTION**

Township Engineer Groenenboom presented 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. Township Engineer Groenenboom briefly reviewed the detailed proposal breakdown, which had been sent to the Board to address their questions from the last meeting. He also provided a status update on the procurement of easements. **Moved by Proos, supported by Sytsma, to extend the Non-Motorized Trails contract with Katerberg VerHage Construction to include the work for the Bailey Drive section of the trail as a change order at a 3% discount from Katerberg VerHage in a total amount not to exceed \$581,460.18, less the \$2,000.00 donation by Katerberg VerHage towards the construction of the boardwalk/bridge by Vergennes.** The Board asked the representative from Katerberg VerHage, Jason Flier, to confirm the processing of the contract extension as a change order preserves the current bonding and retainage. Mr. Flier agreed the contract extension would maintain the existing contract stipulations for bonding, retainage, etc. The Board discussed with Mr. Flier the pros and cons of a set price contract versus a piecemeal contract with change orders. Mr. Flier and Township Engineer Groenenboom reviewed some of the variables which can cause unexpected change orders: decisions by the MDNRE, wetlands considerations, increased tree removal, discovery of unanticipated underlying substrate conditions (excess topsoil, additional sand requirements, muck removal, buried timber, etc.), late obtaining of easements, design changes, etc. The Board emphasized the importance of completing this section without change orders; Katerberg VerHage has considerable experience on this path project at this point in time, there are fewer variables that could trigger unanticipated change orders for this section, and the easement process is proceeding well ahead of the schedule. The Board discussed the need for ever-improving cost and information management on large-scale projects. The point

was raised if the Township purchasing policy currently addresses a pre-bid contract extension in a case where the original bid contract stipulated an allowable extension. The Board considered the advanced scheduled for easements and right-of-ways will put the contractor in a better position to begin earlier and complete the project with less change as it proceeds. Any change orders for increased costs will be scrutinized carefully and will be difficult to approve. The Board also discussed the goal of regaining the natural beauty designation for the road after project completion. **Yes - 7, No - 0; Motion carried.**

#### **LEAF BAG PURCHASE APPROVAL**

Fire Chief DuVall presented the request to purchase Township leaf bags to replenish the dwindling supply. Leaf bags are sold or given to residents (no charge for residents age 60 and older) and the Township pays for pickup during four scheduled times throughout the year: two in the spring and two in the fall. **Moved by Rhoades, supported by Smith, to approve the quote to purchase leaf bags from Resourceful Bag & Tag for 20,000 bags in an amount not to exceed of \$7,240.00.** The Board discussed the Township policy of giving or selling the leaf bags and picking up the bags. The policy was originally created when the leaf-burning ordinance was established. The pickup is limited to Township residential areas. The Board considered the cost to the Township and the desirability of continuing the practice versus ending the policy; residents would still be able to purchase leaf bags and contract for disposal pickup through several local businesses. The Board also inquired as to the total costs of the policy and the amount of revenue received by the sale of the bags; revenue and pickup cost figures were not readily available during the meeting. It was noted there may or may not be enough bags currently to see the Township through both spring pickups at this point and there is additional cost for smaller print runs. **Moved by Westra, supported by Proos, to postpone action on the leaf bag purchase approval until bag cost, pickup cost, and total revenue can be evaluated by the Board. Yes - 6, No - 1; Motion to postpone carried.**

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

There was no Public Comment.

#### **ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

**Respectfully submitted,**

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**Susan Burton  
Ada Township Clerk**

RS/kj