

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
MAY 10, 2010**

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

**APPROVAL OF AGENDA**

Supervisor Haga noted one change to the agenda. The special presentation by the Kent County Fire Commission (Item III on the agenda) was removed from the agenda because Mr. Denhof was unable to attend; the presentation will be scheduled for the next Board meeting. **Moved by Westra, supported by Rhoades, to approve the agenda as amended. Yes - 5, No - 0; Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA:**

**Approval of Minutes**

April 26, 2010, Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Escrow Policy Report - 04/2010; 2. Comcast Price Adjustment - 04/22/2010; 3. Utility Advisory Board Minutes - 03/18/2010; 4. Ada Historical Board Minutes - 03/13/2010; 5. MTA Legislative Update Fax - 04/23/2010; 6 Kent County Investment Report; 7. Building Permit Summary for Quarter 1, 2010 - 05/03/2010. **Moved by Smith, supported by Westra, to approve the Minutes and accept the reports and communications under the Consent Agenda. Yes - 5, No - 0; Motion carried.**

**APPROVAL OF WARRANTS AND RECEIPTS**

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$3,683.98; #205 \$1,795.34; #208 \$1,279.61; #211 \$6,135.00; #213 \$2,029.00; #590 \$696.50; #591 \$664.72; #592 \$224.07; #701 \$756.99; Total All Hand Checks \$17,265.21. Warrants: #101 \$16,467.84; #205 \$7,656.13; #208 \$1,113.64; #590 \$35,310.03; #591 \$2,950.89; #592 \$293.57; Total Warrants \$63,792.10. Total All Checks and Warrants \$81,057.31. **Moved by Trustee Westra, supported by Trustee Smith, to approve the Warrant Report for May 10, 2010, in the total amount of \$81,057.31.**

The Board discussed Item #37, which pertains to legal services. Trustee Westra requested greater line item detail in the legal costs. Regarding Item #21, Trustee Smith suggested the Township investigate if there may be cost savings available to purchasing the doggie walk bags for the trails and parks in bulk, as opposed to frequent purchases of smaller quantities. Treasurer Rhoades asked for confirmation that the 04/23/2010 repair to the service line on Ada Drive cited in Item #6 will be billed back to Alticor, the property owner. Supervisor Haga confirmed that was the case.

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

**PUBLIC COMMENT OTHER THAN AGENDA**

Frank Hoover, 700 Marbury Street, inquired about the cost for the recent Township Cleanup Day. Supervisor Haga indicated the cost last fall was approximately \$23,000, which was split proportionately with Cascade Township. For this spring's Cleanup, there were 280 trips for Ada Township and 340 trips for Cascade Township. Mr. Hoover noted there have been some questions in the community that this program may not continue. The Board responded there are no plans or discussions to discontinue.

**BOARD COMMENT**

Trustee Westra acknowledged the current vendor is doing a good job, but suggested Cleanup Day services be put out to bid in compliance with the purchasing policy threshold. He noted a recent publication by the Michigan Township Association (MTA) has an excellent article on finding funding for infrastructure projects. Trustee Westra reminded everyone Google is returning to Grand Rapids for an event downtown to discuss their high speed internet. Grand Rapids is still the leading candidate for the Google fiber project; he encouraged everyone to vote and support this project, as it would be really good for Grand Rapids and for Ada.

Trustee Smith noted the voter turnout was very low in her precinct for the recent election.

Clerk Burton indicated the overall turnout was very disappointing. She should have the actual numbers for the next meeting. Clerk Burton expressed the hope the turnout would be much better for August and November. She encouraged everyone to turn out for Arts in Ada on May 15th; it has always been a great event. She noted Amway will be hosting Chinese diplomats; she will be attending a luncheon in their honor. There will also be a round-table discussion with local officials and the Chinese guests; she will be attending, as will Trustee Smith, Trustee Westra, and possibly Supervisor Haga if he can clear his schedule.

Supervisor Haga stated although the Cleanup Day was wet and cold, the pickup numbers show it was still a pretty good turnout for a spring Cleanup. He will have the actual tonnages when the invoice is received. He indicated the Kent County Road Commission luncheon is on Tuesday, May 11th, from 11:00 - 2:00.

#### UNFINISHED BUSINESS

##### GO! BUS SERVICES (ADA TOWNSHIP) 2010-2011 CONTRACT

Supervisor Haga presented the Go! Bus service agreement to the Board; he indicated the pending questions regarding the termination process for the contract had been addressed. **Moved by Westra to approve the Interurban Transit Partners - Go! Bus Services (Ada Township) 2010-2011 contract, which is a three-party contract. Support by Burton.**

**Moved by Westra to amend the motion to incorporate the language "not to exceed \$6966.00" into the Interurban Transit Partners - Go! Bus Services (Ada Township) 2010-2011 contract agreement. Support by Smith.**

**Yes - 5, No - 0; Amendment to the motion carried.**

**Yes - 5, No - 0; Motion as amended carried.**

##### PHASE III NON-MOTORIZED TRAIL

Supervisor Haga stated Township Engineer Steve Groenenboom was scheduled to be present later in the meeting; this would be addressed after he arrived.

#### NEW BUSINESS

##### FREEDOM OF INFORMATION (FOIA) REQUESTS AND COPIES CHARGES

Supervisor Haga summarized the request for approval of fees and charges for FOIA requests and copies. The fee schedule reflects only the actual costs incurred by the Township in the process of responding to a FOIA request. Ultimately, the Township plans to post the FOIA request process and fee schedule to the Township website, but this request is only to approve the fee schedule itself. **Moved by Smith to adopt the fee schedule as proposed for processing Freedom of Information Act (FOIA) requests. Support by Rhoades.** The Board discussed prioritization and the logistical hurdles involved in creating fee schedules to recoup various costs incurred (such as through the assessor's office). Trustee Westra stated the importance of improving communication so information is readily and freely available to residents where possible, to prevent the necessitation of using a FOIA request to obtain information. The Board discussed if the issue of charging costs for FOIA processing is parallel or related to charging residents and businesses to access other information. **Yes - 4, No - 1; Motion carried.**

##### ROSELLE PARK IMPROVEMENTS 2010-PROPOSAL FOR PROFESSIONAL SERVICES

Parks Director Mark Fitzpatrick and Wesley Steer, the Ada Township landscape architect with O'Boyle Cowell Blalock & Associates, presented the 2010 proposal for professional services for Roselle Park improvements. There are two main components to this project: 1) "daylight" the existing stream and 2) address culverts and drainage. The proposal before the Board authorizes the use of professional services for the process of designing and managing this project. **Moved by Westra to approve professional services for the 2010 proposal for Roselle Park improvements. Support by Smith.** The Board discussed the impact of this project on flooding and the usability of the park and the payment of permit fee costs. **Yes - 5, No - 0; Motion carried.**

##### REEDS LAKE TRIATHLON M-21 PERMIT APPROVAL

Ms. Susan Perry, Assistant Director for East Grand Rapids Parks & Recreation Department, presented the permit approval request to the Board. The bike portion would move through Ada on September 11, 2010. **Moved by Westra to approve the M-DOT (Michigan Department of Transportation) application for the use of M-21 for the Reeds Lake Triathlon. Support by Burton.** The Board noted the 26 year history of this Triathlon has been without incident and commended the thoroughness of the application. Ms. Perry indicated this year, the heats will be started earlier, so the usage of M-21 will end earlier. **Yes - 5, No - 0; Motion carried.**

##### CONTRACT FOR DEMOLITION AT 383 PETTIS

Jim Ferro, Planning Director, presented the contract for demolition at 383 Pettis. JMB Demolition was the lowest bidder. Planning Director Ferro checked several references and they had very positive comment. He reviewed the salvage and recycle stipulations and the possible outcomes of an asbestos survey. He stated the bid amount was lower than the estimated line item of \$8,000.00 in the grant application. **Moved by Smith, to approve the contract for demolition at 383 Pettis to JMB Demolition in an amount not to exceed \$6,400.00. Support by Westra.** The Board discussed the contractor's option to allow non-profits access to salvageable materials which the contractor will not use. The Board affirmed they would like to maximize the materials which are

prevented from going to a landfill and to make all otherwise unclaimed materials available to non-profits. **Yes - 5, No - 0; Motion carried.**

### **UNFINISHED BUSINESS, CONTINUED**

Township Engineer Steve Groenenboom was now present; Supervisor Haga returned to address the Unfinished Business.

#### **PHASE III NON-MOTORIZED TRAIL: CHANGE ORDER #1, CHANGE ORDER #2, AND PAY APPLICATION #5**

Steve Groenenboom from Moore & Bruggink, Township Engineers, presented Change Orders #1 and #2, which were split at the request of the Board from the one Change Order presented at the last meeting. Change Order #1 contains the muck removal, sand base, and stone fill for McCabe, Honey Creek, and Conservation. Change Order #2 contains the elements for the covered bridge. Engineer Groenenboom reviewed and clarified the changes involved in replacing the boardwalk section with the covered bridge, as there had been some question on the history of the proposed costs at the last Board meeting. The actual net variance for including a covered bridge instead of the originally planned boardwalk is an increase of \$25,500.00. In addition, Engineer Groenenboom presented revised Pay Application #5, which had been updated to include only the items from Change Order #1.

**Moved by Rhoades to approve Change Order #1 on the first section of Phase III Non-Motorized Trail in the amount of \$69,290.00. Support by Burton.**

**Yes - 5, No - 0; Motion carried.**

**Moved by Smith to approve Change Order #2 with a net increase of \$25,500.00 for the second section of Phase III Non-Motorized Trail. Support by Rhoades.** The Board discussed the Change Order for the bridge and the costs which had been cited. Trustee Westra expressed concern with the cost of the bridge and the presentation of costs for the project. Supervisor Haga indicated the costs were clearly communicated at various stages of the project approval. The Board discussed the overall value of the bridge to the Township, the positive reaction of the residents to the planned bridge, and the reduced costs of construction from earlier estimates.

**Yes - 4, No - 1; Motion carried.**

**Moved by Rhoades to approve Pay Application #5 to Katerberg-Verhage in the amount of \$77,225.50. Support by Westra.**

**Yes - 5, No - 0; Motion carried.**

### **NEW BUSINESS, CONTINUED**

#### **CONTRACT FOR FOURTH OF JULY ACTIVITIES**

Supervisor Haga outlined the recommendation by the Fourth of July committee to approve the contract with Eccentric Entertainment to provide rides and activities for the Fourth of July celebration. **Moved by Smith to approve contract with Eccentric Entertainment for rides and activities in the amount of \$13,995.00 for the Fourth of July activities on July 3rd. Support by Burton.** The Board discussed the deposit, the insurance requirement, and the high value received for the overall cost. Trustee Smith noted residents are always very happy with the events provided. Trustee Westra noted the contract amount exceeded the threshold for putting items out for bid. The Board discussed the discount offered by the vendor, the vendor's previous excellent performance, the applicability of the purchasing policy restriction, and the Fourth of July Committee's recommendation to contract with Eccentric Entertainment.

Frank Hoover, 700 Marbury Street, is a member of the Fourth of July Committee. He noted the vendor has a quality product and provides a very good price. He noted anyone could submit an offer to provide the services. He encouraged the Board to work together.

**Yes - 4, No - 1; Motion carried.**

#### **CONTRACT FOR FOURTH OF JULY TENT RENTAL**

Supervisor Haga presented the contract with Cascade Rental Center to provide tents, tables, chairs, etc. for the Fourth of July celebration. **Moved by Rhoades to approve contract with Cascade Rental Center for tents, tables, chairs, etc. in the amount of \$5,268.15 for the Fourth of July activities on July 3rd. Support by Smith.** Trustee Westra noted this contract also exceeded the threshold for putting items out for bid.

**Yes - 4, No - 1; Motion carried.**

**CONSIDER PLACEMENT OF 3 MILE ROAD HILL PROJECT ON A FUTURE AGENDA**

Supervisor Haga noted the project to pave a 1000' hill section of 3 Mile Road had previously been voted down by the Township Board in October, 2007. This agenda item is not a reconsideration of the merits of the project itself, but simply a vote to determine if the project should be placed on a future agenda for discussion. **Moved by Westra, supported by Smith, to put the 3 Mile hill paving project on an agenda for the next regularly scheduled Board meeting.** The Board considered the already-scheduled agenda for upcoming Board meetings and the timing for scheduling this project revisitation. The Board also discussed potential hurdles to the project if the decision is made to proceed, the importance of ensuring the full Board is available on the night the project is discussed, and timing with the Kent Country Road Commission.

**Yes - 5, No - 0; Motion carried.**

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

Mike Homier, will shortly be moving from Caledonia Township to Ada Township in the Mela Via subdivision. He indicated the 3 Mile hill was very unsafe in cold or wet weather. He urged the Board to move forward on the 3 Mile hill paving project. Budget constraints are an issue, but safety is paramount.

Karen Holt, 5701 3 Mile, indicated she felt the purchasing policy threshold for bidding should be followed. She indicated a paved road can provide less traction in icy or wet weather and the road will actually be more unsafe if paved. She spoke to the importance of preserving the trees, wildlife, and natural beauty on 3 Mile hill.

**ADJOURNMENT**

The meeting was adjourned at 9:12 p.m.

**Respectfully submitted,**

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**Susan Burton  
Ada Township Clerk**

RS/kj