

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JUNE 22, 2009**

**DRAFT**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustees: Proos, Sytsma, Westra, and Smith. Also present: Planning Director Ferro, Recording Secretary Johnson and nineteen community members. Members absent: None.

**APPROVAL OF AGENDA**

Motion to approve agenda as presented. **Moved by Proos, supported by Westra. Yes – 7, No – 0; Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA:**

**Approval of Minutes**

June 8, 2009, Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Fire Call Reports - 5/2009; 2. Building Permit Report - 5/2009; 3. Ada Township DDA Minutes - 5/4/2009; 4. REGIS Board Minutes - 4/29/2009; 5. Utility Advisory Board Minutes - 4/16/2009; 6. Comcast Channel Lineup - 5/29/2009, 6/5/2009; 7. Zoning Compliance of Helicopter Landings - 6/9/2009; 8. MTA Legislative Update Fax - 5/29/2009, 6/5/2009, 6/12/2009. **Moved by Westra, supported by Smith, to approve the Minutes and accept the reports and communications under the Consent Agenda. Yes – 7, No – 0; Motion carried.**

**APPROVAL OF WARRANTS AND RECEIPTS**

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$28,156.54; #205 \$615.64; #208 \$410.43; #248 \$582.59; #590 \$39.72; #591 \$657.02; #592 \$1.62; Total All Hand Checks \$30,463.56. Warrants: #101 \$37,492.98; #205 \$48,884.18; #208 \$2,181.96; #211 \$26,777.74; #248 \$115.00; #590 \$94,675.84; #591 \$133,505.42; #592 \$4,303.63; Total Warrants \$347,936.75. Total All Checks and Warrants \$378,400.31. **Moved by Sytsma, supported by Proos, to approve the Warrant Report for June 22, 2009, in the amount of \$378,400.31.** Trustee Westra asked for clarification of several line items, and concluded by respectfully requesting large expenditures be handled through the bid process in the future. In response to Trustee Smith's inquiry on custodial services, Supervisor Haga indicated that item had been put out to bid approximately three years ago. Trustee Sytsma noted an Item for the Treasurer's Office, for consulting, had not been addressed in the budget. **Roll Call: Yes – Proos, Sytsma, Rhoades, Westra, Burton, Smith, Haga. No - 0. Absent – None. Motion carried.**

**PAYMENT APPLICATION #2, HALL STREET LIFT STATION**

**Moved by Westra, supported by Burton, to approve Pay Application #2 for the Ada Township Hall Street Lift Station Project to Allstate Electric in the amount of \$31,672.57.** Supervisor Haga noted The Villas would be billed shortly for \$20,000 as repayment of part of the contract price, and an eight-inch pipe was installed by Dirt Cheap to protect the gas meter. Trustee Proos queried which items were not complete. Supervisor Haga said the lift station was in operation and the remaining items were simply finishing items and landscaping. Steven Groenenboom from Moore & Bruggink spoke on behalf of township engineering to explain the low percentages for gas and electrical connections in the pay application which did not reflect an actual state of completion for those activities, but rather the allowance ceiling for those items compared to actual costs. **Roll Call: Yes – Smith, Westra, Sytsma, Rhoades, Proos, Burton, Haga. No - 0. Absent – None. Motion carried.**

**PUBLIC COMMENT**

Michelle Zuidema, 9081 Conservation Street, had requested a compact disc with the names and addresses of the registered voters and had received the wrong information through a clerical error. She returned the material to the township and asked that her letter, which she wrote explaining the incident, be kept on file. Clerk Burton assured her the letter was on file and would be retained.

**BOARD COMMENT**

Trustee Proos suggested a meeting be held soon to discuss the Reith Riley excavation and clearly communicate the schedule to the interested parties. Supervisor Haga said he would schedule the meeting.

Trustee Westra inquired as to the status of considering vendors for the Community Media Center video services. Supervisor Haga and Clerk Burton had met with a representative of the Community Media Center; who will do a presentation for the Ada Township Board outlining the history of services to the township and what is currently available. Trustee Westra responded this should be a bid situation to ensure the best vendor for the best value is utilized.

Trustee Westra raised the issue of recent, unexpected repairs that shut down sections of Ada Drive. He expressed dissatisfaction with the process for communicating this type of key information to the Board and to the public. He also asked if there were systemic issues in the sewer or other infrastructure elements that needed to be addressed in Board planning. Supervisor Haga explained the unplanned repairs on Ada Drive were due to a sinkhole caused by a break in the sewer line. During the emergency repair process, additional deterioration to the sewer pipe was uncovered; this necessitated additional repair time. Trustee Westra indicated he felt it was the Board's responsibility to determine which items are sufficiently significant to communicate to the public.

Trustee Smith asked about the upcoming Planning Commission appointments; Supervisor Haga said they would be addressed at the July 13<sup>th</sup> meeting.

Trustee Smith asked for clarification on the process for seeking grants. Supervisor Haga explained grant submissions are handled by each department, which monitors for grants appropriate to their needs; they also receive grant suggestions from Planning, the Supervisor, etc. Trustee Smith urged the Township to pursue available grants, particularly as there seem to be a wide variety available at this time.

In light of the recent fatal accident at Grand River and Knapp, Trustee Smith inquired about the possibility of purchasing the property to address the collision risk at that intersection. Supervisor Haga noted there had been some interest previously, but the price for the property was high.

Several weeks ago, the Board approved a survey to evaluate high-speed Internet availability in the township. A committee was formed of both Township staff and citizens to develop the survey. Clerk Burton announced the finalized survey would be distributed with the tax bills; it can be sent back in the mail or it can be completed online. She also noted there are stimulus funds available for this project.

Supervisor Haga reminded the Board and audience the Road Commission would be holding a public hearing July 14 at 7pm on rescinding the natural beauty road designation on Bailey Drive from Vergennes to McCabe. It will be held at the Ada Township Assembly Hall. He reminded the Board to reserve July 20th at 7:30pm for a work session on zoning issues. The work session will include the Planning Commission.

Supervisor Haga outlined the recent major break in a sewer force main on Ada Drive and handed around a sample section of damaged pipe. This was the third main break on that line, which is aging. He indicated the force main will need to be addressed and it will be a major capital improvement project. Supervisor Haga has discussed this issue with the engineers to canvass the options at this point. There appear to be three main options, which range from \$20,000 to \$90,000. Steven Groenenboom from Moore & Bruggink spoke on behalf of township engineering to explain a scented chemical could be used to determine leaking, sample borings could be made at regular points, or sensors could be used to scan the pipe for corrosion. The challenge lies in determining not only where the pipe is actively leaking, but where it is deteriorating significantly. In addition, the pipe is currently in use and has a high volume, so effective scanning and detection options are limited.

#### UNFINISHED BUSINESS

There was no Unfinished Business.

#### NEW BUSINESS

##### GO! BUS SERVICE AGREEMENT

An annual renewal of an existing three-party contract between Ada Township, Kent County, and the Interurban Transit Partnership. The funds available for this program through the Community Development Block Grant (CDBG) are \$7,154.00. The contract needs to be fully executed by July 1st. Supervisor Haga suggested amending the contract to correct the exclusion of residential homes from the Go! Bus services to comply with federal funding requirements. He noted the number of trips may be able to be restricted, as appropriate, to reduce township funding obligations. **Moved by Proos, supported by Sytsma, to approve the contract with Kent County and the Interurban Transit Partnership as presented.** Trustee Sytsma inquired as to the method of certifying riders as eligible. Supervisor Haga explained eligibility certification and rate determination was handled by the Go! Bus Service. Treasurer Rhoades noted the rider usage has increased significantly over the years, which has increased operation costs for the township. Trustee Proos asked for more granular reporting regarding usage to be provided to the Board at the time of the third quarter billing; Trustee Westra agreed. Supervisor Haga indicated those statistics are part of the quarterly billing. **Yes – 7, No – 0; Motion carried.**

##### ADA TOWNSHIP TRAILS, PHASE III CONTRACT AWARD

Steven Groenenboom from Moore & Bruggink spoke on behalf of township engineering to outline the bid response for Phase III of the trail project. This bid contract covers 3.1 miles of trail along Honey Creek Avenue, Conservation Street, and McCabe Avenue. There were eight bids received. The lowest bid was from Katerberg Verhage, Inc with a total bid of \$907,419.00, which is over ten percent lower than the engineering estimate of \$1,011,736.00. Katerberg Verhage was responsible for the Knapp Street path and other, previous work for the township, and the work was done well. Mr. Groenenboom pointed out the reduced unit cost provided in the bid, along with the signed document indicating the lower unit costs would be honored throughout the spring of 2010. This would allow the township the option of continuing the work past McCabe and onto Bailey and beyond for considerable savings, provided the work is completed in a timely and satisfactory manner, and the necessary easements, etc. are obtained. Mr. Groenenboom also noted there is a project contingency for building a boardwalk if necessary permission cannot be gained for relocating a section of ditch and wetlands. The estimated additional cost for the boardwalk is \$65,000; it should be determined within 2-3 weeks if this relocation is approved.

**Moved by Rhoades, supported by Westra, to approve the recommendation from township engineers to award the contract for Ada Township Trails Phase III Project to Katerberg Verhage in the amount of \$907,419.00.**

Trustee Proos inquired if the Phase III Project had been broken into sections within the bid; Steven Groenenboom verified it had, and Katerberg Verhage had submitted the lowest bid for each section, as well as for the combined bid. The Board discussed the option of awarding the contract one section at a time, to ensure each section is completed in a timely, cost-controlled, and satisfactory manner, as well as to potentially take best advantage of reduced costs in the slumping economy. Trustee Proos suggested regular project supervisor progress reports be submitted to the Township Board detailing the status of easements, contingencies, and overruns, amount spent, etc.

##### PUBLIC COMMENT ON ADA TOWNSHIP TRAILS, PHASE III CONTRACT AWARD

Michelle Zuidema, 9081 Conservation Street, reminded the Board 600 citizens had submitted a petition regarding the Ada Township Trail, asking the Board to not take the trail through wetlands and down a natural beauty road, and also, the funds provided from the millage must be used for the maintenance, repair, and equipping of the trail.

##### BOARD COMMENT ON ADA TOWNSHIP TRAILS, PHASE III CONTRACT AWARD

No other Board Comments. **Yes – 7, No – 0; Motion carried.**

Steven Groenenboom noted the construction engineering allocates 17 weeks, but it may be completed in 13 weeks. **Moved by Proos, supported by Smith, to adopt the budget proposal for Ada Township Trails Phase III in an amount not to exceed \$1,265,000.00 (without providing compelling justification and seeking specific approval of the Board); that total amount includes approval for the \$65,000 boardwalk contingency, if required. Yes – 7, No – 0; Motion carried.**

##### ADA TOWNSHIP WEBSITE CONTRACT AWARD

Sara Easter, Communications by Design (CBD), presented the Ada Township Website bid review. CBD was hired by Ada Township to write the Request for Proposal and advise on the contract award process. There were four compliant bids received; three of the companies were

interviewed. The interview team recommended accepting the bid from Mindshare. **Moved by Sytsma, supported by Proos, to approve the recommendation to award the Ada Township Website development contract to Mindshare in the amount of \$21,000.00, with a further recommendation the Administrative Team negotiate a maintenance contract not to exceed \$10,800 for a 3-year contract.**

Angela Butterfield-Clausen, 749 Grand River Drive NE, from Mindshare Media, answered questions from the Board. She circulated development plan boards to the Board. The graphic design would be provided through Mindshare. Upon inquiry by Trustee Westra, Angela Butterfield-Clausen confirmed the Mindshare development would include calendaring functionality that allows multiple user updates and supports event aggregation as well as individual login and authentication. She stated she believed the product solution suggested by Mindshare for use in the development would support user subscriptions. The calendaring solution, while carrying a minimal cost, has a proven record with other municipalities. Trustee Westra asked several questions on the solution choices for the content management system (CMS) and noted the need for audit trails as a government body. Angela Butterfield-Clausen said the final choices for the various solution elements would be rooted in an analysis of Ada Township's specific and detailed needs, based on a comparison of solutions that have worked for other comparable organizations and incorporating feedback and direction from Ada Township. Trustee Westra expressed concern the time allocated in the Mindshare budget for training would not be sufficient to cover not only the basic mechanics of the software, but the need for procedural training as the process is changing significantly. **Yes – 6, No – 1; Motion carried.**

#### **ORDINANCE O-062209-1, ON-STREET PARKING ORDINANCE**

Planning Director Jim Ferro addressed the Board. As a condition of permitting on-street parking on Thornapple River Drive between Ada Drive and Headley Street, the Road Commission asked that overnight parking be prohibited on the street. The Township verbally agreed to the request; this ordinance formalizes that earlier agreement. **Moved by Sytsma, supported by Rhoades, to adopt Ordinance O-062209-1 to prohibit on-street parking on Thornapple River Drive between Ada Drive and Headley Street between midnight and 6:00 am.** After Planning Director Ferro indicated the on-street parking in question does not appear to be in much demand, Clerk Burton asked if the residents may not be aware of its availability. Planning Director Ferro said the available parking has been striped. Trustee Smith inquired if the residents were aware the on-street parking would be prohibited from overnight parking. Planning Director Ferro said the residents had not specifically been informed the on-street parking would not include overnight parking, but the Road Commission had agreed to allow on-street parking only with the stipulation that overnight parking would be prohibited. The Board discussed the timing of passing the ordinance to comply with the verbal agreement with the Road Commission as well as the need to keep the residents informed and provide an opportunity for feedback.

**Roll Call: Yes –Westra, Burton, Rhoades, Haga. No – Smith, Proos, Sytsma. Absent – None. Ordinance is adopted.** Supervisor Haga indicated a letter outlining the change would be sent to the affected residents.

Trustee Westra left at 9:26.

#### **APPRAISAL OF POTENTIAL CONSERVATION EASEMENT**

Planning Director Jim Ferro presented the recommendation from the Open Space Advisory Board to contract with Yankee Appraisal Associates to complete an appraisal of the development rights value of a 19-acre property with frontage on Honey Creek as part of the process of potentially acquiring a conservation easement on the property. The site includes dramatic landscape, rugged wooded hills, and eco-sensitive wetlands; the owners are considering selling a conservation easement. **Moved by Sytsma, supported by Burton, to approve the recommendation to contract with Yankee Appraisal Associates for the amount of \$3200.00 to complete a development rights value appraisal of 180 Pettis Avenue.** The Board discussed the "hypothetical condition" included in the appraisal assumptions, wherein the property is assumed to have unrestricted legal right of vehicular access from Honey Creek Avenue and Pettis Avenue, which is not currently the case. The purpose for the Open Space Advisory Board including the hypothetical condition was to gain a more accurate picture of the high-end value of the development rights, as the current access restrictions could likely be overcome. **Yes – 5, No – 1; Motion carried.**

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

Roger Nicely, 6270 Hall Street, asked for clarification of correspondence item *III.B.7 - Zoning Compliance of Helicopter Landings* on the agenda. He further indicated he was still vehemently opposed to helicopter takeoffs and landings in residential areas. He did not feel this activity could be appropriately classified as an accessory use of residential property.

Deb Emery, 7524 Fase Street, supported the Board's efforts to create high-speed Internet access in the Township, but stated the Community Media Center had offered to provide this at no cost in 2000 or 2001 and the Township Supervisor had declined it at that time.

#### **ADJOURNMENT**

The meeting was adjourned at 9:49 p.m.

Respectfully submitted,

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Susan Burton  
Ada Township Clerk

RS/kj