

**ADA TOWNSHIP BOARD MEETING
MINUTES
JUNE 28, 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 Westra, Trustee Sytsma. Also present: Planning Director Jim Ferro, Fire Chief Jim DuVall, Recording Secretary Johnson and nine community members. Members absent: Trustee Proos.

APPROVAL OF AGENDA

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

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

June 14, 2010, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Incident Report - 05/2010; 2. Planning Commission Minutes - 05/20/2010; 3. Building Permit Report - 05/2010; 4. Ada Downtown Development Authority (DDA) Minutes - 05/03/2010; 5. Treasurer's Investment Report - 05/31/2010; 6. Comcast Update - 06/17/2010; 7. GVMC Transportation Policy Committee Minutes - 05/19/2010; 8. Open Space Preservation Advisory Board Minutes - 05/13/2010; 9. Open Space Preservation Advisory Board 2009/2010 Annual Report - 06/10/2010; 10. MTA Legislative Update Fax - 06/11/2010, 06/18/2010. **Moved by Westra, supported by Rhoades, to approve the Minutes and accept the reports and communications under the Consent Agenda.** The Board asked brief questions on the French drain and the challenge of negotiating road designs with the Kent County Road Commission, both cited in the Planning Commission Minutes. The Board also discussed the role of the Open Space Advisory Board in determining the division for the allocation of funds between open space and parks. **Yes - 6, No - 0; Motion carried.**

APPROVAL OF WARRANTS AND RECEIPTS

In Treasurer Rhoades' absence, Clerk Burton presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$23,218.05; #208 \$534.67; #590 \$35.35; #591 \$492.32; #592 \$1.44; Total All Hand Checks \$24,281.83. Warrants: #101 \$28,749.88; #205 \$28,026.07; #208 \$8,635.93; #211 \$16.92; #213 \$13.48; #248 \$250.00; #590 \$93,798.15; #591 \$141,680.47; #592 \$2,666.30; Total Warrants \$303,837.20. Total All Checks and Warrants \$328,119.03. **Moved by Trustee Westra, supported by Trustee Smith, to approve the Warrant Report for June 28, 2010, in the total amount of \$328,119.03.**

Clerk Burton confirmed there would be a detailed breakdown of the expenses for the website project at an upcoming meeting. The Board reviewed the charges for the Music on the Lawn through the Ada Historical Society (Item #12) and the reimbursement for damages due to the pressure reducing valve issue (Item #10). The Board discussed the billing by two different vendors for shredding services (Items #41 and 42). This is due to the Fire Department still using the old vendor after the Township switched. This was a communication issue; the second vendor is being cancelled. Supervisor Haga explained the refund cited in Item #49 is due to a duplicate utility payment.

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

PARTIAL PAYMENT FOR 383 PETTIS DEMOLITION: JMB DEMOLITION

Planning Director Ferro presented the request for payment to the Board. The partial payment is for 86% of the total contract of \$6,400.00. In accordance with the contract, the remaining \$900 will be retained until evidence of subcontractor payment has been submitted and the revegetation of the site is progressing well, which should be within 60 days. **Moved by Westra, supported by Burton, to approve partial payment to JMB Demolition for the demolition at 383 Pettis in the amount of \$5,500.00 with \$900.00 held for retainage for completion of the project.**

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

PUBLIC COMMENT OTHER THAN AGENDA

Kendra Wills, Land Use Educator with Michigan State University Extension in Kent County, presented the Distinguished Citizen Planner Award to Trustee Westra for his championing of increased public involvement through the Ada Village Design Charrette and his use of innovative communication techniques, such as the Township website community discussion forum. As part of the recognition, Ada Township received a training scholarship for \$500.00, which can be used with the online citizen planner courses.

Mike Rybicki, 8686 Conservation Street, reviewed the recent interactions with the trail subcontractors working on his property, in which he explained that the subcontractors had behaved less than professionally. He explained his purpose in bringing the issue to

the Board was to ensure they were kept informed of problems at the ground level as the trail progresses. Among his concerns were the fact the trail built through his property had crossed the right-of-way into his property without grant of an easement, that a slope was excavated for regrading two days after he denied permission, that the work in progress on his property had been inappropriately delayed while work proceeded into the next section, that the revegetation of his property had been performed incorrectly and inadequately, that the drainage is not working properly, that the project had been managed poorly, and that the overall scope and cost of the trails project had significantly exceeded what was approved by voters. Supervisor Haga noted the drainage and revegetation issues were going to be fixed shortly and negotiations were proceeding for an easement to address the encroachment. He also indicated the contractors would be held to the warranty.

BOARD COMMENT

Trustee Westra apologized to Mr. Rybicki for the recent trail construction events and promised to hold the responsible parties accountable to address the situation. Trustee Smith echoed Trustee Westra's response to Mr. Rybicki, as did Treasurer Rhoades.

Trustee Westra noted the Fire Department website has not yet been integrated into the Township website as had been planned as part of the overall website project. He also commented on the benefit of integrated systems regarding the duplicate shredding services.

Trustee Westra inquired as to the timetable for revising the purchasing policy.

Trustee Westra reiterated the importance of receiving a detailed update of the website project before the next invoice is paid.

Trustee Westra suggested that an open items tracking system be developed to ensure that questions and issues raised at one meeting could be assigned and tracked so they are addressed in a timely and planned fashion. He recommended the tracking be in a calendar format and integrated with the meeting agenda development.

Trustee Westra related a recent situation where resident changes to landscaping raised questions regarding potential wetland restrictions by the MDNRE (Michigan Department of Natural Resources and the Environment). He suggested the Township develop a simple document for Township staff that outlines how to handle these types of questions and situations.

Trustee Westra commented on Board attendance; he stated it was important to have all members present and fully engaged.

Trustee Westra indicated there are news reports that several communities are loosening their ties to REGIS. He encouraged Ada Township to re-evaluate the ongoing value to the Township for continued participation in REGIS.

Clerk Burton reminded everyone of the upcoming Fourth of July events which will be held on Saturday, July 3rd. There will be a fireman's pancake breakfast, a parade, games, rides, crafts, and food, as well as a car show and the closing fireworks. There will be a full-page ad as well as a front-page story in the upcoming *Cadence*. Treasurer Rhoades noted the parade parking was in the field where the fireworks will be set up. It will be important that all cars are removed from the lot before fireworks setup begins in the evening. The Board discussed various methods for parking options and for ensuring all cars are removed in a timely fashion, including leaflets, a megaphone, a DJ announcement, etc.

PUBLIC COMMENT ON BOARD COMMENT

Frank Hoover, 700 Marbury Street, proposed a large plywood sign at the entrance to the parking, which indicated that all vehicles must be moved by 5:00pm.

CONTINUED BOARD COMMENT

Supervisor Haga noted there will be a Public Hearing on the Water and Sanitary Sewer Rates on July 14 at 7:30pm; a notice will be posted on the website.

UNFINISHED BUSINESS

ORDINANCE O-062810-1, ZONING ORDINANCE AMENDMENT TO ADD REGULATIONS FOR WIND ENERGY SYSTEMS

Planning Director Ferro presented the zoning ordinance amendment to the Board. The Planning Commission developed the proposed wind energy systems regulations to anticipate potential future installation of such systems in Ada. **Moved by Sytsma, supported by Rhoades, to adopt Ordinance O-062810-1, a zoning ordinance amendment to add regulations for wind energy systems with one correction: on page 5 of 10 in paragraph 7b "sixty-five (65) feet" is corrected to "ninety (90) feet"**. The Board considered corrections to the supporting table, which is not part of the Ordinance itself. The Board discussed the classification of the three categories outlined by the proposed regulations. The Board also thanked Planning Director Ferro and the Planning Commission for their proactive approach to this issue and their extensive research and work on developing the regulations.

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

NEW BUSINESS

FIRE STATION 1 CONCRETE APRON REPAIR

Fire Chief DuVall presented the request for the repair of two concrete pads in the apron for Fire Station 1. **Moved by Smith to approve the recommendation for the repair of 2 concrete pads in the front apron of Station 1 by Thomet Construction in an amount of \$2,750.00. Support by Sytsma.** Trustee Westra inquired if the item should be put out to bid. Fire Chief DuVall pointed out the cost was below the bid threshold and he selected a quality contractor that has performed satisfactorily in the past.

Yes - 5, No - 1; Motion carried.

M-21 BRIDGE OVER GRAND RIVER REPLACEMENT PROJECT: REQUEST FOR CONSENT TO GRADE ON PORTIONS OF ADA TOWNSHIP PROPERTY

Mr. Art Green from the Michigan Department of Transportation (M-DOT) presented the request for consent to grade on portions of Ada Township property. He briefly reviewed the current plan for a temporary bridge to be installed next to the current bridge, which is slated for replacement. The temporary bridge will allow for maintaining two-way traffic across the river through the bridge replacement project. As a part of the installation of the temporary bridge, M-DOT will need to grade on portions of Ada Township property. M-DOT has met with the Ada Township Open Space Preservation Committee and discussed the planned grading and the post-project restoration of the slopes. **Moved by Smith to approve the consent to grade as requested by the Michigan Department of Transportation related to the M-21 replacement bridge project. Support by Sytsma.** The Board briefly discussed the intention of the Open Space Preservation Committee to work with M-DOT on ensuring high-quality, appropriate restoration of the property.

Moved by Smith to amend the motion to include the partnership with M-DOT on the restoration of the east and west sides of the river. Support by Sytsma. The Board discussed the importance of being involved in the restoration of the environment versus the potential legal implications of the term "partnership" in the amendment. M-DOT has indicated that they will welcome input by the Township; it is not a formalized partnership. The Open Space Preservation Committee wanted to emphasize their planned engagement in the restoration process and that M-DOT had agreed to the Committee providing input throughout the process. The Board discussed if the amendment was necessary to formalize the intended cooperation between the parties. **Yes - 2, No - 3; Amendment to the motion failed.**

The Board discussed the current plan for the temporary bridge; the earlier plan had been vetoed by MDNRE. The current plan not only retains two-way traffic, but also preserves the grant funding for the project. The Board also considered the trees that will be removed for the project, as well as the revegetation process. The importance of clear communication to the public throughout the project was noted.

Yes - 6, No - 0; Motion carried.

M-21 BRIDGE OVER GRAND RIVER REPLACEMENT PROJECT: REQUEST FOR NOISE ORDINANCE EXEMPTION

Mr. Art Green from the Michigan Department of Transportation (M-DOT) presented the request for a noise ordinance exemption for the M-21 replacement bridge project. There will be portions of the project that generate noise; some of this noise will travel over the river. There will be contractor incentives on this project to speed completion; the contractor will work aggressive schedules to obtain the incentives. **Moved by Westra to approve the noise ordinance variance as requested by the Michigan Department of Transportation related to the M-21 replacement bridge project. Support by Sytsma.**

Yes - 6, No - 0; Motion carried.

PURCHASE OF COMPUTER EQUIPMENT FOR TOWNSHIP OFFICE: MINI-TOWERS

Supervisor Haga outlined the purchase request. The units are both in the capital improvement plan and in the budget. **Moved by Sytsma to purchase five computer desktops as proposed in the amount of \$6,152.23 with an estimated installation cost of \$1,610.00 for a total cost of \$7,762.23. Support by Rhoades.** The Board discussed the timing for the development of an I.T. master plan to evaluate computing needs and establish replacement and upgrade cycles. The Board also discussed if the cost was high for both the equipment and the installation.

Moved by Sytsma to postpone action on the purchase of mini-towers for the Township office. Support by Westra. The Board continued to discuss the optimal timing for developing and implementing a comprehensive I.T. plan. They also considered if this issue should have been addressed as part of the budget process, or if it is a more granular aspect, which doesn't arise until the time of purchase. Trustee Smith suggested Trustee Westra, who is very experienced in I.T. plans, create a list of elements to be included in such a plan and present it to the Technology Committee; he agreed to do so.

Yes - 3, No - 3; Motion to postpone failed.

Moved by Westra to amend the main motion to read "purchase of computer equipment to replace one desktop currently installed in Parks Department and fund a not to exceed amount of \$1,500.00 for the preparation of a comprehensive I.T. plan". Support by Sytsma. The Board discussed the impact of this motion on the Technology

Committee. The Board discussed the expected life span of the equipment in the proposed purchase. The Board also considered the probable total cost of a comprehensive I.T. plan.

Yes - 1, No - 5; Amendment to the motion failed.

The Board discussed the timing of the purchase; the Parks Department is experiencing ongoing computer issues. The Board also discussed GSA pricing for computers.

Yes - 5, No - 1; Main motion carried.

CONTINUATION OF MEETING PAST 10:00 PM

Supervisor Haga called for a motion to continue the meeting past 10:00. **Moved by Burton, supported by Rhoades, to continue to proceed on the agenda after the 10:00pm hour. Yes - 5, No - 1; Motion carried.**

PURCHASE OF COMPUTER EQUIPMENT FOR TOWNSHIP OFFICE: LCD DISPLAYS FOR THE ASSESSING DEPARTMENT

Supervisor Haga outlined the purchase request for three LCD displays for the Assessing Department. The displays will allow dual display to improve efficiency. The units are both in the capital improvement plan and in the budget. **Moved by Burton to purchase three LCD displays for the Assessing Department as proposed in the amount of \$830.00 with an estimated installation cost of \$345.00 for a total cost of \$1,175.00. Support by Rhoades.** The Board discussed the system requirements to support dual display. The Board considered the estimated installation costs for the monitors; Supervisor Haga indicated he would try to eliminate the labor costs, if possible. It was noted the purchase will be charged to the new equipment line item for the Assessor's Office.

Yes - 5, No - 1; Motion carried.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional Public Comment.

ADJOURNMENT

The meeting was adjourned at 10:03 p.m.

Respectfully submitted,

**Susan Burton
Ada Township Clerk**

RS/kj