

**ADA TOWNSHIP BOARD MEETING
MINUTES
JULY 12, 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, Trustee Proos. Also present: Planning Director Jim Ferro, Parks Director Mark Fitzpatrick, Township Engineer Steve Groenenboom, Recording Secretary Johnson and six community members. Members absent: None.

APPROVAL OF AGENDA

For clarification, Supervisor Haga noted Item III on the Agenda, Kent District Library Annual Report - 2009, was actually a Special Presentation, not simply the presentation of a written report. **Moved by Smith, supported by Westra, to approve the agenda with the notation that Item III - Kent District Library Annual Report - 2009 was a special presentation. Yes - 7, No - 0; Motion carried.**

SPECIAL PRESENTATION TO THE BOARD: KENT DISTRICT LIBRARY ANNUAL REPORT 2009

The Special Presentation to the Board was made by: Cheryl Garrison, Interim Director of the Kent District Library (KDL), Diane Cutler, Branch Manager of the Cascade branch, and KDL Board Vice Chair Charles Fry, the local representative to the Kent District Library Board of Trustees. KDL is 87% funded through property taxes, which continue to decline, as do other sources of funding. At the same time, usage of library services continues to increase significantly across the board. Several changes have been made to offset this reduced revenue, such as instituting a call center to free up valuable staff time, increasing automated check-out, and eliminating management positions as they become available through natural attrition. Ada residents continue to be active in the Cascade branch and their many programs. The Township Board commented favorably on the KDL services and the obvious commitment to fiduciary responsibility. The brochure will be posted to the Township website.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

June 28, 2010, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports - 06/2010; 2. Website Status - 07/12/2010; 3. Ada Downtown Development Authority (DDA) Minutes - 06/07/2010; 4. Utility Advisory Board Minutes - 05/20/2010; 5. Reith Riley Activity Report - 05/21/2010; 6. Standard & Poors Rating Report - 05/08/2010; 7. MTA Legislative Update Fax - 06/11/2010, 06/25/2010; 8. Ada Township Water Quality Report - 2009; 9. Grand Valley Estate Water Quality Report - 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 \$4,539.76; #205 \$606.31; #208 \$1,046.79; #590 \$3,645.86; #591 \$1,662.03; #592 \$483.49; Total All Hand Checks \$11,984.24. Warrants: #101 \$18,771.24; #205 \$30,514.96; #208 \$5,759.82; #213 \$60.00; #248 \$1,190.70; #590 \$2,805.94; #591 \$2,307.59; #592 \$658.72; Total Warrants \$62,068.97. Total All Checks and Warrants \$74,053.21. **Moved by Trustee Sytsma, supported by Trustee Proos, to approve the Warrant Report for July 12, 2010, in the total amount of \$74,053.21.**

The Board discussed the fact that the Blue Water Ramblers are paid through two checks instead of one.

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

BAILEY DRIVE EASEMENTS

Steve Groenenboom from Moore & Bruggink, Township Engineers, updated the Board on the status of easements for the Bailey Drive portion of the non-motorized trail. The current request for payment for easements brings the total easements obtained for the section to 26 out of 27, which is an outstanding achievement. **Moved by Rhoades, supported by Proos, to approve requested payment for Bailey Drive easements in the amount of \$10,511.90 as listed in the letter of July 6, 2010.**

Yes - 7, No - 0; Motion carried.

**PAY APPLICATION #7, PHASE III NON-MOTORIZED TRAIL – HONEY CREEK / CONSERVATION SECTION:
KATERBERG-VERHAGE**

Township Engineer Groenenboom presented the pay application. **Moved by Proos, supported by Sytsma, to approve pay application #7 to Katerberg-Verhage for the Honey Creek / Conservation section of the Phase III Non-Motorized Trail Project in the amount the amount of \$103.627.90.** The Board asked for clarification on the amount of the stored materials allowance.

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

**PAY APPLICATION #2, PHASE III NON-MOTORIZED TRAIL – BAILEY DRIVE SECTION:
KATERBERG-VERHAGE**

Township Engineer Groenenboom presented the pay application. **Moved by Smith, supported by Sytsma, to approve pay application #2 to Katerberg-Verhage for the Bailey Drive section of the Phase III Non-Motorized Trail Project in the amount the amount of \$101.658.15.** The Board discussed the DEQ's request to move one section of the trail closer to the road and the potential impact on the natural beauty designation of the road. The movement of the road will not affect any trees. The Road Commission has indicated that they understand DEQ stipulations must be followed.

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

PUBLIC COMMENT OTHER THAN AGENDA

There was no Public Comment.

BOARD COMMENT

Trustee Westra thanked the Clerk for the report on the website status (cited in correspondence received Item IV.B.2 - Website Status - 07/12/2010). He requested additional detail be provided as to the specifics of the services received for the ongoing charges. In addition, he felt the process of updating content on the website should be handled internally and not by the vendor. Trustee Westra requested discussion of the website be placed on the agenda; Supervisor Haga indicated comments should be made during Board Comment and it was not an agenda item.

Trustee Westra noted the Public Hearing on the proposed water and sanitary sewer rate increases was scheduled for July 14. He inquired how the Township was publicizing the meeting.

Trustee Westra inquired about the status of the easement and the restoration work for the Ribycki property. Supervisor Haga noted the information for the easement had just been received; it was in process. The restoration work is planned to commence on July 15th.

Trustee Smith noted she would also like to see more specific detail for the ongoing charges for the website and would be unlikely to approve additional funds without further breakdown of the costs.

Clerk Burton noted the Fourth of July festivities were very successful. The Fourth of July Planning Committee will meet shortly to review and to begin planning for next year.

Clerk Burton commented the original contract for the website provided for a three-year contract for maintenance. The website project is nine months old and is still growing and evolving. The vendor is working to meet the developing needs as requested. The vendor has provided a list of work detail; copies will be distributed to the Board.

Trustee Sytsma commended Clerk Burton and the vendor, MINDshare Media, for all their diligent work on the website.

Treasurer Rhoades thanked everyone who worked on the Fourth of July parade.

Treasurer Rhoades asked the Township to check on why the orange road cones are still in front of the TAK property on Thornapple River Drive. It has been almost a month since the asphalt repair was completed after the hydrant relocation and the road cones are still there.

Treasurer Rhoades noted that the soil from the south end of the Barron property on Bailey keeps washing onto the trail. Something needs to be done to retain the dirt off the trail.

Supervisor Haga indicated there was no requirement in the website contract for the vendor to provide a specific detailed listing of all work performed as the project proceeded. The project has had some natural changes as it progressed. Supervisor Haga felt the website is well maintained and meets the communication needs. The Communications and Technology Committee is interested in Board input regarding current status of the website and possible enhancements.

Supervisor Haga noted the water consumer confidence reports (CCR) had already been prepared when the Public Hearing for the proposed water and sanitary sewer rate increase was set. He also felt it would not have been appropriate to include the Public Hearing notice in the CCR, as they are two different issues. Information on the upcoming hearing has been disseminated through the *Cadence*, the email list, and posted on the Township website.

Supervisor Haga noted a copy of the M-21 bridge update has been posted to the Township website.

There was a recent trail incident due to a drop-off from one of the boardwalks on Grand River Drive near Preservation Drive. Supervisor Haga noted it is in the process of being repaired.

Supervisor Haga indicated the report has been received from Det Norske Veritas (DNV) with their forensic analysis of the sanitary sewer forcemain. The Utility Committee will review the report and recommendations with the consultants, contractors, and attorneys.

Supervisor Haga noted the Finance Committee has recently met and begun deliberations on the revision of the Township purchasing policy including discussions about an RFP (request for proposal) for the utility operations and maintenance.

Supervisor Haga shared that the East Precinct has reported quite a bit of activity in magazine salespersons soliciting without permits; Ada has no such permits on file.

Supervisor Haga noted the Township's auditors, Siegfried Crandall PC, are hosting a free seminar on July 22 from 8:30am - 3:00pm at the Prince Conference Center at Calvin College. Any Board members interested in attending should contact Clerk Burton to make reservations.

Supervisor Haga noted Egypt Valley Country Club will be hosting the 63rd United States Golf Association U.S. Junior Amateur Championship on July 19 - 24. There will be some traffic impact on Egypt Valley.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

VOLLEYBALL COURT FOR ADA PARK

Parks Director Mark Fitzpatrick presented the request for approval of \$3,107 for a sand volleyball court for Ada Park. The project is part of the Master Plan and is part of the current Capital Improvements Plan and the current budget. The project is planned for completion by early August. **Moved by Proos to approve the volleyball court project for Ada Park in the amount of \$3,107.00. Support by Sytsma.** The Board commended the work on obtaining purchasing bids and on the pricing obtained.

Yes - 7, No - 0; Motion carried.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

Parks Director Mark Fitzpatrick reminded everyone the Grand River Expedition 2010 will arrive in Ada on July 22nd. There will be *Grand Rapids Press* coverage of the Expedition for the next two weeks.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

**Susan Burton
Ada Township Clerk**

RS/kj