

**ADA TOWNSHIP BOARD MEETING
MINUTES
JULY 27, 2009**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, and Trustees: Westra, Smith, and Sytsma. Also present: Planning Director Ferro, Recording Secretary Johnson and twelve community members. Members absent: Trustee Proos.

APPROVAL OF AGENDA

Supervisor Haga noted that under "IV.B. – Receive and File Various Communications" two items had been added to the agenda: Item #8 – Township Assessing Administration Services and Item #9 – Software Training and Competencies. Motion to approve revised agenda. **Moved by Westra, supported by Sytsma. Yes – 6, No – 0; Motion carried.**

SPECIAL PRESENTATION: KENT DISTRICT LIBRARY (KDL) ANNUAL UPDATE

Kent District Library Director Martha Smart presented the KDL Annual Update to the Board. She shared various media and material that highlighted how KDL was working to enhance the quality of life for Ken County community members and how the KDL was focused on providing a broad range of resources including books, movies, music, programs, technology services, etc. The KDL is supported by millage and by the KDL fund (a combination of an endowment fund and an annual giving fund). There are 18 branches in 26 communities in Kent County. In 2008, KDL circulated almost six million items and hosted over 5,000 programs and classes. Program attendance was up 40%. Library usage is especially popular in Ada Township: 81% of Ada residents have KDL cards and 74% of Ada residents use the Cascade branch.

KDL Board Vice Chair Charles Fry, the local representative to the Kent District Library Board of Trustees, spoke briefly and took questions from the Board. He also noted that KDL has the resources to assist and guide in the planning and development of new facilities, if the Township ever determines to institute a local branch in Ada. Trustee Westra, Clerk Burton and others expressed interest in the prospect of establishing a library in Ada. KDL Director Smart indicated the first step in preparing to launch a local library branch is to use the sophisticated, industry-standard tools the KDL has to develop a space needs study. KDL Board Vice Chair Fry reminded the Township Board the process to creating a local library branch is a long one, so the process should begin will in advance. Supervisor Haga thanked the KDL for their presentation and commented it is helpful to know those development resources are available, and a feasibility committee could be assembled at some point.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

July 13, 2009, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Report - 6/2009; 2. Building Permit Report - 6/10/2009; 3. Supervisor Report - 7/2009; 4. Ada Township DDA Minutes - 6/1/2009, 6/4/2009; 5. Open Space Preservation Advisory Board Minutes - 6/4/2009; 6. GO! Bus Report – 4/1/2009-6/30/2009; 7. MTA Legislative Update Fax - 7/2/2009, 7/10/2009, 7/17/2009. 8. Township Assessing Administration Services; 9. Software Training & Competencies; **Moved by Westra, supported by Smith, to approve the Minutes and accept the reports and communications under the Consent Agenda.** Trustee Westra asked about two items on the July Supervisor's Report. In response to the question on Item #4, Supervisor Haga indicated Ms. Sara Easter from Communications by Design would be presenting to the committees for Ada, Lowell, and Vergennes on what she has learned about the application process for stimulus grant money to bring broadband to underserved areas. Regarding Item #5, Trustee Westra expressed concern the approved division of funding (58% for open space preservation and 42% for townships parks) does not allow for addressing the areas of Ada which are currently without close access to parks. **Yes – 6, No – 0; Motion carried.**

APPROVAL OF WARRANTS AND RECEIPTS

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: 101 \$1,226.22; #205 \$405.83; #208 \$1,496.57; #248 \$160.89; #590 \$367.19; #591 \$45.05; #592 \$1.84; Total All Hand Checks \$3,703.59. Warrants: #101 \$27,455.87; #205 \$29,003.33; #208 \$11,981.20; #211 \$28,653.48; #248 \$46.80; #590 \$112,123.32; #591 \$150,648.95; #592 \$3,668.11; Total Warrants \$363,581.06. Total All Checks and Warrants \$367,284.65. **Moved by Smith, supported by Westra, to approve the Warrant Report for July 27, 2009, in the amount of \$367,284.65. Roll Call: Yes – Sytsma, Rhoades, Westra, Smith, Burton, Haga. No - 0. Absent – Proos. Motion carried.**

PUBLIC COMMENT

Deb Emery, 7534 Fase Street, stated she had been under the impression the recent high-speed Internet access project was focused on providing no-cost WI-FI to the Ada citizens. She queried if it would be possible to check with the Grand Rapids Media

Center or the Community Media Center to see if the offer, which was originally extended approximately ten years ago, was still available to set up a WI-FI network in Ada for minimal cost.

BOARD COMMENT

Trustee Westra noted the bike path, as it approaches Forest Hills Central Middle School from the east side, is currently closed. He asked if a "Trail Closed Ahead/Detour" sign could be posted at the base of the hill approaching the construction zone to allow riders to detour. Supervisor Haga responded the school would be contacted about the issue.

Supervisor Haga reminded the Board there is a work session on the property maintenance codes scheduled for August 3rd at 7:00 pm in the Township Hall. In addition, he noted on August 11th at 7pm, the Department of Environmental Quality (DEQ) will be holding a public hearing regarding the Township permit application for Phase III of the non-motorized trail. The hearing will be held in the Township Hall.

Supervisor Haga said the new banners had been posted in the Township proper for "Walk It, Bike It, Shop It". The DDA has completed that project.

Jim Decker has prepared a memorial display for the flight crew and passengers of Flight 93. Supervisor Haga encouraged everyone to stop by to see it. It is currently on display in the Township Hall, then will be moved to its permanent home in the Flight 93 Memorial Museum in Pennsylvania.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

FIREWORKS DISPLAY PERMIT

Fire Chief DuVall noted the fireworks display permit was in order; the Fire Department has no concern over the permit. Jeff Snyder, 2280 Grand River Drive, indicated the neighborhood being impacted has been canvassed so everyone would be aware of the event; there were no objections. Supervisor Haga drew the Board's attention to the submitted certificate of insurance, which does cover Ada. **Moved by Westra, supported by Rhoades, to fireworks permit issued to Captain Boom Fireworks LLC for the August 29th event between 9:00 and 10:30 pm.** Supervisor Haga noted for the record Trustee Proos arrived at this point, at 8:00pm. **Yes – 7, No – 0; Motion carried.**

AMENDMENT 10 TO AGREEMENT DATED OCTOBER 1, 1998 BETWEEN ADA TOWNSHIP AND INTERURBAN TRANSIT PARTNERSHIP – GO! BUS SERVICE

Supervisor Haga requested a postponement to allow the Administrative Committee to gather additional information and further review Section 5 of the amendment. **Moved by Westra, supported by Burton, to postpone action on Amendment 10 of the agreement dated October 1, 1998 between Ada Township and Interurban Transit Partnership, which is the Go! Bus Service program. Yes – 7, No – 0; Motion carried.**

ADA DRIVE SANITARY SEWER FORCEMAIN INSPECTION/EVALUATION PROPOSAL

Steve Groenenboom, Moore & Bruggink, Township Engineers, presented the Ada Drive sanitary sewer forcemain inspection and evaluation proposal. The forcemain under Ada Drive needs to be inspected to determine the condition and viability of the pipe. Over the last six months, the forcemain has ruptured three times. When the forcemain breaks, the pumping station is immediately shut down and the line is immediately drained at high cost and inconvenience through the use of sewage haulers. Although the forcemain is 38 years old, it should have a lifetime of 50-100 years. The DEQ has expressed concern and requested Ada Township indicate how the potential for future breaks will be assessed, as well as what contingency plans are in place in the event of another break. Three methods were proposed for inspection and evaluation. The first two methods focus on detecting existing leaks, and the third method detects and examines areas of corrosion. The township engineers are recommending the third option. Only one quote has actually been received; it was for electrical current-based detection of corrosion, submitted by Det Norske Veritas in the amount of \$28,700. The proposal covers both the Ada Drive forcemain and the forcemain under Spaulding Avenue, but does not include the cost of traffic control during the period of the work. **Moved by Westra, supported by Rhodes, to approve the recommendation of the township engineers to contract with Det Norske Veritas in the amount of \$28,700.00 to inspect and test for corrosion along the forcemain sanitary sewer lines on Ada Drive and Spaulding Avenue.**

Trustee Westra inquired as to the type of report that would be provided by Det Norske Veritas and if the data received would be compatible with the township's Geographic Information System (GIS). Supervisor Haga ascertained from Township Engineer Groenenboom a sample report could be obtained from Det Norske Veritas; he also noted they would work with the vendor to obtain GIS data so it could be incorporated into the township's data collection. In response to questions as to the

probable causes of the early deterioration of the failed forcemain sections, Township Engineer Groenenboom indicated the range of possible factors was too wide to determine definitively with the current information. Trustee Proos stressed it is essential the vendor is insured to handle any potential problems and the township has a plan in place to handle any complications that may arise during the project. In addition, he noted the Board would need to evaluate the findings and recommendations after the report is delivered and carefully consider options at that point.

Yes – 7, No – 0; Motion is carried.

SANITARY SEWER FORCEMAIN VALVE INSTALLATION

Steve Groenenboom, Moore & Bruggink, Township Engineers, presented the sanitary sewer forcemain valve installation project. The groundwork for this project was instigated in response to a DEQ query as to the contingency plans that Ada Township has developed in the event of another break in the forcemain. The township engineers have prepared construction plans for a drain line from the forcemain back to the lift station. The construction plans have been submitted to the DEQ along with a permit application. In addition, costing has been obtained for the various elements of the construction. The installation of this forcemain drain line and valve will allow for a more appropriate, faster, and less expensive draining of the forcemain in the event of another break or other need to drain the forcemain. **Moved by Proos, supported by Rhoades, to approve the emergency forcemain drain line, valve, and bypass pumping lines in an amount not-to-exceed \$13,400.00.**

Trustee Proos inquired as to the size and length of the pipe and various other technical aspects of the project. He also asked about Lee's Trenching hourly rate, which Supervisor Haga will check into and send to him. Trustee Smith asked if there were scheduling implications for both projects. Trustee Westra expressed concern the project cost was above \$2500 and had not been put out to bid. Trustee Proos noted he supported the principal of bidding items over \$2500, but felt this was an urgent project, and Ryan's Modern Sewer Cleaning had specialized knowledge of the project and system, making them optimal for the work. The Board discussed the potential cost of the bidding process, the risk of additional breaks during delays, responsiveness to the DEQ concerns, etc.

Moved by Westra to amend the emergency forcemain drain line, valve, and bypass project to require the work cited on the project memo to be performed by Lee's Trenching to be placed for bid with no fewer than three total bids requested. Support by Proos. The Board discussed the process for directly soliciting three bids to meet the amendment motion. **Yes – 7, No – 0; Amendment to the motion carried.**

Moved by Proos to amend the amended motion to allow the Township Supervisor to approve the bid from the three solicited and report back to the Board. Support by Westra. Yes – 7, No – 0; Amendment to the motion carried.

Trustee Westra commented that the changes to the infrastructure should be incorporated into the Township's GIS system.

Yes - 7, No - 0. Motion as amended is carried.

GRANT WRITING CLASS AUTHORIZATION

Supervisor Haga presented request to allow at least two persons to attend the grant writing class, which is hosted by the Kent County Sheriff's Department. **Moved by Proos, supported by Sytsma, to approve the grant writing class scheduled August 20 - 21 at a tuition of \$425 each.** The Board briefly discussed which employees would be sent to the class. **Yes – 7, No – 0; Motion carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional Public Comment.

ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/kj