

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
AUGUST 23, 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 Proos and Trustee Sytsma. Also present: Planning Director Jim Ferro, Parks Director Mark Fitzpatrick, Attorney Alan C. Schwartz/Miller Johnson PLC, Daniel L. Veldhuizen, CPA/Siegfried Crandall, Steve Groenenboom/Moore & Bruggink, Recording Secretary Sieracki, and 14 community members. Members absent: None.

**APPROVAL OF AGENDA**

Supervisor Haga noted changes to the agenda. Under "III - Presentation of Audit Report FY 09/10" will be presented by Daniel L. Veldhuizen, CPA of Siegfried Crandall, PC. Under New Business, the topic of the Bailey Drive Non Motorized Trail Change Order and Utility Work will be addressed earlier. Additionally Section B and C of the Approval of Warrants will be discussed along with the New Business. **Moved by Trustee Proos, supported by Trustee Smith to approve the agenda as amended. Yes - 7, No - 0; Motion carried.**

**SPECIAL PRESENTATION OF AUDIT REPORT**

Daniel L. Veldhuizen, CPA of Siegfried Crandall mentioned two separate communications (dated July 9, 2010 and July 12, 2010) in addition to the Audit report. Supervisor Haga called a five minute recess in order to retrieve copies of the July 12, 2010 communication for Board members. In that communication it was stated the process of planning and performing the audit of financial statements, the Townships internal controls were considered in determining their auditing procedures. Opinions were expressed on the financial statements and no to assurances were provided on internal control. During the audit, Siegfried Crandall, PC became aware of certain matters that are opportunities for strengthening the townships internal controls and operating efficiency. These are: reconciliation of cash balances on a monthly basis, evaluation of the purchasing policy and the recommendation of developing a written Accounting Policies and Procedures Manual.

Mr. Veldhuizen noted there are a few adjustments that need to be made; however, the Township is at a healthy financial condition at 1.8 million. Challenges the township faces are the water and sewer funds noted in the audit report; the Water Fund experienced an operating loss of \$345,541, and the Sewer Fund experienced an operating loss of \$706,608.

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA:**

**Approval of Minutes**

August 9, 2010, Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Building Permit Report - 07/10/2010; 2. Investment Report – 06/10/10; 3. MTA-Consumers Energy Co. 2010 Rate Case; 4. FY 10/11 First Quarter Preview Expense Report; 5. Zelinski Road Improvement Request 08/04/10; 6. Downtown Development Authority Minutes – 07/06/10; 7. Open Space Advisory Board Minutes – 07/08/10. **Moved by Rhoades, supported by Sytsma to approve the Minutes and accept the reports and communication under the consent agenda. Yes - 7, No - 0; Motion carried.**

**APPROVAL OF WARRANTS AND RECEIPTS**

Trustee Westra noted Item #45 should say "Local Internet and Long Distance" not "Lock Distance. Receipts in the following amounts: Hand Checks: #101 \$7,813.97; #205 \$1,800.33; #208 \$830.19; #590 \$279.05; #591 \$279.06; #592 \$11.40; Total All Hand Checks \$11,014.00. Warrants: #101 \$16,875.18; #205 \$6,126.36; #208 \$11,528.70; #211 \$23,867.12; #590 \$16,697.49; #591 \$6,405.49; #592 \$3,117.00; Total Warrants \$84,617.34. Total All Checks and Warrants \$95,631.34. **Moved by Trustee Smith, supported by Trustee Westra, to approve the Warrant Report for August 23, 2010, in the total amount of \$95,631.34. Roll Call: Yes - Westra, Smith, Burton, Haga, Rhoades, Proos, Sytsma. No - 0. Motion carried.**

**PUBLIC COMMENT OTHER THAN AGENDA**

No Public Comment.

**BOARD COMMENT**

Trustee Westra commented on the success of the Grand River Canoe & Kayak event being a success and congratulates Park Director Mark Fitzpatrick.

Trustee Westra commented on the importance of having all materials available electronically prior to each board meeting, example the communication letter dated July 12, 2010 included in the Special Presentation not readily available to each Board Member at time of Mr. Veldhuizen's presentation.

Trustee Smith commented that she had noticed more documents being printed on both sides of the paper to save on expenses.

Trustee Smith commented on the well maintained appearance of the Covered Bridge.

Supervisor Haga supported Trustee Westra's comment on having all documents readily available prior to Board Meetings.

#### **UNFINISHED BUSINESS**

There was no Unfinished Business.

#### **NEW BUSINESS**

##### **MOTION TO ACCEPT AND RECEIVE THE AUDIT REPORT FY 09/10.**

**Moved by Trustee Westra, supported by Trustee Sytsma to accept and receive the Audit Report FY 09/10.** Trustee Proos stated even though the township is at a healthy balance, we should be cautious in order to keep the balance strong. Trustee Westra stated the board should take advantage of the recommendations made within the audit. He also stated he is pleased with the report.

**Yes - 7, No - 0; Motion carried.**

##### **DNRE ADMINISTRATIVE CONSENT ORDER (ACO).**

Attorney Alan Schwartz noted due to the three sewer line breaks, the ACO is requiring the Township to reimburse to the DNRE a penalty of \$30,800, and an enforcement cost of \$1400.00 Verification was made that the main is now in good shape. **Motion by Proos, support by Sytsma to approve the DNRE Administrative Consent Order (ACO).** **Yes - 7, No - 0; Motion carried.**

##### **AUTHORIZATION TO PURCHASE TOWNSHIP VEHICLES**

Parks Director Mark Fitzpatrick, filling in for Fire Chief Jim DuVall, noted the current Capital Improvement Plan includes the purchase of two new vehicles for the Township; a small truck for the Parks and a Ford Escape for township staff. DuVall's research showed that purchasing both at one time from the same dealer would result in a better price. Through the "Reverse Auction" bidding program by Kent County, he received bids from the following Ford dealerships: Signature Ford, Owosso MI at \$36,375.00 for both vehicles; Fairland Ford, Dearborn MI at \$36,409.28; Tony Betten Ford, Grand Rapids at \$36,450.00; and Zeigler Ford, Lowell MI at \$47,063.00. Chief DuVall recommended Tony Betten Ford even though it wasn't the lowest price in the bidding, because the location in relationship to the Township would be best in terms of servicing the vehicles. **Moved by Trustee Smith, supported Clerk Burton to authorize purchase of two township vehicles from Tony Betten Ford in the amount of \$36,450.00.** Trustee Smith congratulated Parks Director Fitzpatrick and Chief DuVall for their choice and a job well done. Trustee Proos believed it would better serve the community to lease these vehicles rather than purchase, as average mileage on the current Township vehicle is only approximately 3,000/year. Leasing would also include service to the vehicles. Trustee Westra agreed with Trustee Proos that leasing the vehicles rather than purchasing them would be best for the Township. It was noted Parks Director Fitzpatrick has been using his own personal vehicle for work. **Trustee Westra moved to amend the acquisition of the vehicles, soliciting the same vendors for the best leasing options available.** The amendment died due to no support. **Moved by Trustee Proos to postpone action in order to investigate leasing options. Supported by Smith. Yes - 7, No - 0; Motion carried.**

##### **SERVICES AGREEMENT WITH FIRE PROS**

Supervisor Haga discussed the motion to cover the business relationship the Township has with Trustee Proos' business Fire Pros, per statute. Also noted was the fact that Trustee Proos is the primary shareholder of Fire Pros, Inc. **Moved by Trustee Smith to continue the vendor relationship with Fire Pros, Inc., supported by Trustee Sytsma.** Trustee Westra stated approving this motion is setting a precedent to do business with Township officials for material gain, and he doesn't think this is a best practice. **Yes - 5, No - 1, Abstain - 1; Motion carried.**

Township Engineer Steve Groenenboom of Moore Bruggink spoke of the plans for a boardwalk/overlook to be constructed at 8400 Bailey Drive in order to save a number of mature pine trees. The owner of the property wishes to save the trees and has offered to donate additional easement property in order to have the trail run behind the trees. This would increase the expense of the path to \$16,140.95. Contractor Katerberg Verhage has offered to donate \$2,000.00, bringing the expense down to \$14,140.95. There are a number of options for the trail; first option to build a 5' path 9' away from the road saving the trees, second option to build the standard 8' path 10' away from the road and removing the trees, with the third option of building the deck. **Moved by Treasurer Rhoades to build the overlook, at a cost of \$14,140.95. Supported by Trustee Sytsma. Amended by Proos to not exceed \$14,140.95 and supported by Sytsma. Yes - 6, No - 1; Amendment carried. Yes - 7, No - 0; Motion carried as amended.**

#### **BAILEY DRIVE UTILITY WORK ORDER**

Description of work to be completed by AT&T; Raise pedestal and replace guy wire at 8132 Bailey. This work requires pre-payment and a signed contract. Charge for the custom work is \$4,641.90. **Moved by Trustee Westra to approve the AT&T Utility work on Bailey Drive, at a cost of \$4,641.90; supported by Trustee Sytsma. Yes - 6, No - 1; Motion carried.**

#### **APPROVAL OF WARRANTS**

##### **Payment 8 Phase III Non Motorized Trail Honeycreek / Conservation / McCabe Section**

Township Engineer Steve Groenenboom of Moore Bruggink explained there was a delay in obtaining the brick pavers for the approaches to the covered bridge on Conservation Street. The rest of the work on the trail is complete, and payment is due in the amount of \$44,927.40 payable to Katerberg-Verhage. **Moved by Treasurer Rhoades to approve payment no. 8, Phase III of the Non Motorized Trail, in the amount of \$44,927.40. Supported by Trustee Sytsma. Yes - 7, No - 0; Motion carried.**

##### **PAYMENT 3 PHASE III NON MOTORIZED TRAIL BAILEY DRIVE SECTION**

The project is nearing completion with 500' out of the 700' of board walk done. Trustee Proos inquired about any additional silt fencing that may be needed for the project. The contractor's application is for payment of \$160,680.44. **Moved by Proos and supported by Sytsma to approve Payment 3, Phase III, Non Motorized Trail on the Bailey Drive section, in the amount of \$160,680.44. Yes - 7, No - 0; Motion carried.**

##### **FULTON STREET LIFT STATION PUMP NO.3 REPAIRS**

Township Engineer Steve Groenenboom of Moore & Bruggink, Inc. brought to the Board's attention three quotes for Pump #3 repairs. Noted was his recommendation that the work be awarded to Franklin Holwerda Company with a quote of \$20,575.00, due to the company's experience with the type of repairs needed. Two other quotes were from Northwest Kent Mechanical at \$17,018.95 and Allied Mechanical Services at \$18,600.00. **Moved by Treasurer Rhoades to award the Pump #3 repairs project to Franklin Holwerda, supported by Clerk Burton. Trustee Sytsma noted Franklin Holwerda showed nothing in their quote regarding a "not to exceed" \$20575.00. Trustee Proos stated Northwest Kent Mechanical should be awarded the contract based on the lowest bid. Motion withdrawn by Rhoades to retain Franklin Holwerda, supported by Clerk Burton. Moved by Proos, supported by Sytsma to have the repair completed by Northwest Kent Mechanical in an amount not to exceed \$17,018.95, less sales tax. Yes - 7, No - 0; Motion carried.**

##### **SANITARY SEWER FORCE MAIN VALVE INSTALLATION**

Supervisor Haga explained the need to tap the area where a break occurred in the sanitary sewer force main, using the current contractors Lee's Trenching Service and Ryan's Municipal Service to install a 6" valve on to the 16" sanitary sewer force main. All work is estimated to cost \$13,500.00 with Supervisor Haga stating the project could come in much lower. **Moved by Trustee Proos to approve the installation of the sanitary sewer force main valve in an amount not to exceed \$11,000, and by consent order, do within 30 days. Supported by Trustee Proos. Yes - 7, No - 0; Motion carried.**

##### **RESOLUTION R-08231-0. RESOLUTION TO PROVIDE FOR DESIGNATION OF SEPTEMBER 17, 2010 AS "PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY".**

**Moved by Trustee Westra, supported by Trustee Sytsma to approve Resolution R-08231-0 to provide for the designation of September 17, 2010 as "Prisoner of War / Missing in Action Recognition Day".** Supervisor Haga noted the Township has done this for 3-4 years. **Westra moved to amend the motion, adding to purchase a POW/MIA flag to fly annually. Trustee Sytsma announced the Township already owns one. Yes - 7, No - 0; Motion carried.**

Ada Township Planner Jim Ferro explained Amway is proposing to re-locate a manufacturing process to their Ada facility, creating approximately 50 jobs. The height of the equipment for this process necessitates a roof height which exceeds the current zoning height of 45'. The proposed change is from 45' to 45'-65' on a sliding scale, depending on the building's distance from property lines. Planner Ferro recommends amending the current ordinance. **Moved by Smith to adopt the zoning ordinance to amend the industrial district building height regulations and area regulations. Supported by Proos. Roll call: Yes – Sytsma, Proos, Westra, Smith, Rhoades, Burton, Haga, No - 0; Ordinance adopted.**

#### **CONTINUATION OF MEETING PAST 10:00 PM**

Supervisor Haga called for a motion to continue the meeting past 10:00. **Moved by Westra, supported by Burton to continue to proceed on the agenda after the 10:00 pm hour. Yes – 7, No – 0; Motion carried.**

#### **HISTORICAL MUSEUM AIR CONDITIONER**

The air conditioner at the museum is in need of replacement, at a cost of \$2,200.00. The work would be done by VanderPloeg & Lanning Heating-Cooling, Inc. **Moved by Trustee Proos, supported by Trustee Sytsma to approve replacing the Ada Historical Museum air conditioner for \$2,200.00. Yes - 7, No - 0; Motion carried.**

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

Charles Leedom' of 3000 Grand River Drive believes that the Township Riparian Rights regulations restrict property owners and are suppressive, referencing a property on the corner of Grand River Drive and Knapp.

#### **ADJOURNMENT**

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

**Respectfully submitted,**

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**Susan Burton  
Ada Township Clerk**

**RS/hs**