

**ADA TOWNSHIP BOARD MEETING
MINUTES
SEPTEMBER 22, 2008**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Treasurer Pratt, Clerk Ensing Millhuff, Trustees: Damstra, Proos, Sytsma and Westra. Also present: Recording Secretary Smith and 18 community members. Trustee Damstra left the meeting at 8:45 p.m.

APPROVAL OF AGENDA

Added to the agenda under Reports/Communications: Supervisor's Report #2 – September – 09/20/08; added to the agenda under Warrant Report: Item A. Roselle Park Improvement Project Application #1 – Twin Lakes Inc. **Moved by Westra, supported by Sytsma, to approve the agenda as amended. Motion carried.**

KENT DISTRICT LIBRARY UPDATE

Pamela VanderPloeg, Assistant Director, explained the 2007 Annual Report, highlighting the facts KDL is the busiest library in Michigan with a 23% increase in circulation. She explained programs, current projects, and finances. Diane Cutler, Cascade Branch Manager, gave an update on activities at the Cascade library, including the life-size bronze sculpture donated by the Lewis family, book discussions, Friends donations and author visits. Charles Fry, delegate, explained stewardship issues and the creation of a foundation.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

September 8, 2008, Regular Board Meeting

Receive and File Various Reports/Communications

1. Building Permit Report – 08/31/08; 2. Zoning Board of Appeals Minutes – 08/05/08; 3. MTA Weekly Legislative Report – 08/29/08, 09/05/08 & 09/12/08; 4. Region 8 Notes – 09/08; 5. KDL for the Blind and Physically Handicapped – 08/08; 6. American Planning Association (APA) 20 Year Member Recognition Supervisor Haga 08/18/08; 7. Kent County – Gypsy Moth Suppression Program – 09/10/08; 8. Treasurer's Investment Report – 07/08; 9 Supervisor's Report #2 – September – 09/20/08.

Moved by Westra, supported by Pratt, to approve items on the Consent Agenda. Motion carried.

APPROVAL OF WARRANTS AND RECEIPTS

Treasurer Pratt presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$5,091.02; #205 \$1,394.05; #208 \$337.75; #590 \$39.98; #591 \$645.54; #592 \$1.63. Total Hand Checks: \$7,509.97. Warrants: #101 \$11,805.00; #205 \$30,557.77; #208 \$3,835.95; #211 \$25,398.95; #590 \$16,196.39; #591 \$10,078.12; #592 \$3,523.39. Total Warrants \$101,395.57. Total All Checks and Warrants \$108,905.54. **Moved by Sytsma, supported by Proos, to approve the Warrant Report of September 22, 2008, in the amount of \$108,905.54. Roll Call: Yes – Westra, Haga, Pratt, Proos, Sytsma, Ensing Millhuff. No – 0. Absent – Damstra. Motion carried.**

ROSELLE PARK IMPROVEMENT PROJECT APPLICATION #2 – TWIN LAKES INC.

Moved by Proos, supported by Westra, to approve the Application Payment #1 to Twin Lakes for Roselle Park Entry Project in the amount of \$48,436.15. Trustee Proos added that he thought the township should consider making the AIA procedures mandatory. **Motion carried.**

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

Trustee Westra referenced the legislative report in regard to limiting cell towers. He also asked about the for sale sign on Pettis near Lena Lou having been removed. Supervisor Haga replied it was still for sale and there was still an open grant. He encouraged the board to do whatever it could in the Administrative Committee to establish formal written policies and procedures to allow for a smooth transition of new officials.

Clerk Ensing Millhuff announced a free program sponsored by the Ada Historical Society with author Kit Lane regarding the history of the Grand River, exploring various aspects of the Grand River. She also reminded everyone of the a pumpkin carving contest for Halloween, the October 4 Open House/ River-fest at Roselle Park, and the river clean-up on September 27.

Supervisor Haga announced the work session on the DDA on October 6 at 7:30 p.m. and referenced an article regarding Cascade Township and the continuing gypsy moth discussions.

OLD BUSINESS

RESOLUTION R-092208-1 – FOREST HILLS CENTRAL HOMECOMING PARADE

Forest Hills Central student council president Austin Clover and vice president Wade Hall explained the October 3 parade will begin at 4:30 and take the same route as the last few years; adding the assistance of Kent County Deputies along the parade route will be requested. **Moved by Sytsma, supported by Proos, to adopt Resolution R-092208-1, which is the Forest Hills Central homecoming parade.** Supervisor Haga noted the insurance certificate had been provided. **Roll Call: Yes – Damstra, Westra, Sytsma, Proos, Ensing Millhuff, Pratt, Haga. No – 0. Absent – 0. Resolution adopted.**

NEW BUSINESS

RESOLUTION R-092208-2 – RESOLUTION APPROVING CONSENT JUDGMENT FOR PURPOSE OF RESOLVING PENDING LITIGATION – PETTIS V ADA TOWNSHIP MATTER

Moved by Westra, supported by Proos, to postpone vote to allow more time to review information presented to us in our current packet. Roll Call: Yes - Sytsma, Proos, Damstra, Westra. No – Ensing Millhuff, Haga, Pratt. Absent – 0. Motion carried.

MOTION TO RECEIVE AND ACCEPT ADA TOWNSHIP AUDIT REPORT FOR FY 2007/2008

Dan Veldhuizen from Siegfried Crandall explained the auditor's report, letter to internal control and comments and recommendations. Of most importance is the unqualified opinion. The purpose of the audit is to give an opinion on the fairness of the financial statements. Explaining there are two relatively new audit standards this year and 12 in the last two years. Standards include communication and audit adjustments. There was one deficiency related to no systems or controls in place to prepare financial statements with GAP stating this is true for 97% of their audit clients and is probably not a fair expectation of townships in West Michigan. Mr. Veldhuizen recommended improvements include specifying the division of the Parks and land preservation funds; both the Treasurer and Clerk signatures required on the tax fund (stating this had already taken place); in-depth monitoring of Fire Department payroll; new accounting standard for post-employment benefits.

Board members had questions/comments regarding the public safety budget, fund balance, splitting of the parks and land preservation funds, need for strategic planning, and the need for written policies and procedures.

Moved by Westra, supported by Proos, to receive and accept the Ada Township Audit Report for fiscal year 2007/08.

OPEN SPACE ADVISORY BOARD RECOMMENDATION FOR APPRAISAL SERVICES

Moved by Damstra, supported by Westra, to approve the recommendation from the Open Space Advisory Board to pay \$9,000 to Soper and Associates for an appraisal on the VanderWard property, with the money to come from the open space preservation funds. Supervisor Haga suggested a sharing of expenses with the property owners as the appraisal would be a benefit to both Ada Township and the property owners. Trustee Westra asked how much of the property was reasonably developable. Jamie Ladd explained the reason for the appraisal in addition to Township knowing the value: property owners would have a value for tax purposes. Trustee Proos asked about references of Soper and Associates for the appraisal. Mr. Ladd explained he sits on another committee and they used Soper. Lloyd Paul, 1268 Pettis, agreed Soper was very experienced and reasonably priced, adding the standard is the prospective purchaser pays for an appraisal. **Motion carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

Lloyd Paul, 1268 Pettis, stated he was surprised to see tonight's agenda reflecting the settlement with Pettis & Associates. Mr. Paul stated he is the closest neighbor and believed the board had not reached out to the neighbors for input. He added the Planning Director had been to his house and taken pictures of the impact of both the recycling plant and composting on his property. During the whole process there has been no gate, no hours posted no dust control, and a strong odor.

Sue Schellen, representing Forest Glenn, Forest Bend and Longpoint Court, encouraged the board to continue the emphasis on discussing gypsy moth spraying. She described the effects experienced on these streets.

ADJOURNMENT

The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Deborah Ensing Millhuff, CMC
Ada Township Clerk

RS: JS