

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
SEPTEMBER 13, 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 Proos and Trustee Sytsma. Also present: Planning Director Jim Ferro, Fire Chief Jim Duvall, Attorney Pete Peterson /Miller Johnson PLC, Wes Steer/Ada Township landscape architect with O'Boyle, Cowell, Blalock & Associates, Recording Secretary Sieracki, and 6 community members. Members absent: None. Trustee Westra arrived at 7:55pm.

**APPROVAL OF AGENDA**

Supervisor Haga noted one addition to the agenda; Item #9; Moore Bruggink Non Motorized Trail Update. **Moved by Sytsma, supported by Rhoades, to approve agenda as amended. Yes - 6, No - 0; Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA:**

**Approval of Minutes**

August 23, 2010, Regular Board Meeting

**Receive and File Various Reports/Communications**

**1. Fire Call Reports – 8 /2010; 2. Sheriff Report – Speed Board Reports Various Dates; 3. Zoning Board of Appeals Minutes – 8/3/2010; 4. Run 4 A Cause – Thank You Letter – 6/19/2010; 5. GVMC Policy Committee Minutes – 7/21/2010; 6. Regis Board Minutes – 7/27/2010; 7. Utility Advisory Board Minutes – 7/17/2010; 8. Comcast Update – 8/25/2010. Moved by Smith, supported by Rhoades, to approve the Minutes and accept the reports and communications under the Consent Agenda. Yes - 6, No - 0; Motion carried.**

**APPROVAL OF WARRANTS AND RECEIPTS**

Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$3,372.92; #205 \$2,140.43; #208 \$1,479.83; #211 \$4,641.90; #590 \$3,374.37; #591 \$1,882.61; #592 \$712.05. Total all hand checks; \$17,604.11. Warrants: #101 \$40,606.37; #205 \$38,317.68; #208 \$8,296.18; #211 \$25,323.32; #248 \$630.09; #590 \$101,721.41; #591 \$172,224.11; #592 \$3,028.10. Total Warrants: \$390,147.26. Total All Checks and Warrants; \$407,751.37. **Moved by Trustee Proos, supported by Trustee Sytsma, to approve the Warrant Report for September 13, 2010, in the total amount of \$407,751.37. Roll Call: Yes – Sytsma, Proos, Smith, Rhoades, Burton, Haga. No - 0. Absent -1. Motion carried.**

**FINAL PAYMENT FOR 383 PETTIS DEMOLITION PROJECT**

All work completed in accordance with specifications by the contractor JMB Demolition for the project at 383 Pettis. Trustee Proos inquired if the project was completed as expected; Planner Jim Ferro stated it was, but there may be an additional \$1,000 for plants from the Calvin College plant nursery. **Moved by Proos, supported by Smith, to approve the final payment for the Pettis Demolition Project in the amount of \$900.00 to JMB Demolition. Yes – 6, No -0. Motion carried.**

**ROSELLE PARK NATURE TRAILS 2009 FINAL PAYMENT**

Application for final installment payment in the amount of \$1,245.16 to Youngstrom Contracting Inc. for the 2009 Roselle Park project. Trustee Proos asked what the change order on the project was, and Wes Steer, landscape architect with O'Boyle, Cowell, Blalock & Associates responded the change order was to completely tear out the concrete at the culvert by the bridge to take care of a large crack, and the work has been completed. **Moved by Proos, supported by Burton, to approve the final payment in the amount of \$1,245.16 to Youngstrom Contracting Inc. Yes – 6, No -0; Motion carried.**

**BAILEY DRIVE EASMENTS**

Negotiated costs for three easements for the Knapp Trail are as follows: to Michael & Rachelle May at 8700 Bailey, the township will pay \$172.80 for 384s.f. permanent easement; to Robert & Arlene Wright at 8696 Bailey Drive, the township will pay \$915.00 for an additional 2,952s.f. permanent easement to the original easement they granted the Township; for Christine Ferraiuolo-Dworak at 9180 Bailey Drive, Ada

Township will plant a tree in lieu of payment for a 38s.f. permanent easement. Bill and Donna Papke at 8400 Bailey Drive have donated 2,140s.f. permanent easement for the construction of the overlook along the trail. **Moved by Smith, supported by Proos, to approve the payment of easements in the amount of \$172.80 to the Mays and \$915.00 to the Wrights. Yes – 6, No -0. Motion carried.**

### **PUBLIC COMMENT OTHER THAN AGENDA**

**There was no Public Comment.**

### **BOARD COMMENT**

Trustee Sytsma commented on the number of meetings she and Trustee Proos are accused of missing, and believes that accusation is unfair due to the amount of work and large number of committees they are both committed to.

Treasurer Rhoades commented on road work that has been completed; McCabe from 2 Mile, and 3 Mile Road's resurfacing of 1000ft going east from Pettis, and hopefully we'll see some benefit from this work. Trustee Smith commented on the speed board on Thornapple River Drive at River Street. with speeds recorded at 76-80 mph. Supervisor Haga noted there will be enforcement.

Clerk Burton inquired about MDOT's plans to start work on the bridge. Supervisor Haga noted the bid for work on the bridge is due the 24<sup>th</sup> of Sept with construction taking place in October. Before major construction begins, a community meeting will be held to discuss this project.

Supervisor Haga stated a response was received from the State of Michigan Employment Security Board of Review regarding the unemployment claim from past Clerk Ensing Millhuff. The Board of Review received a request from the claimant to present an oral argument in this matter. The request was denied. Additionally, the Board of Review affirmed the last decision; that the claimant performed all of her duties, whether statutory or not, in her capacity as an elected official.

Also, regarding future vacancies on Township boards and commissions, ~~3~~ 4 appointments are needed; 1 (one) Planning Commissioner, 1 (one) Zoning Board of Appeals, and 2 (two) Board of Review members. Updated applications are available.

The Kent County Board of Commissioners is looking for applicants to fill vacancies on several boards and committees. Applications are due Friday September 17, 2010.

### **UNFINISHED BUSINESS**

With 2 options available for the vehicles; buy and/or lease, Chief Duvall summarized the Leasing of Two New Vehicles. At the direction of the Board, quotes were requested for the lease of a 2011 Ford Ranger and a 2011 Ford Escape. The quotes were requested for a 24 or 36 month lease at both 12,000 mile and 15,000 miles per year. **Moved by Proos and supported by Rhoades, to purchase the 2011 Ford Ranger at \$17,792.00 from Tony Betten Ford, and review purchase in 5 years; lease the Ford Escape for 24 months at 12,000 miles per year at \$215.73 per month or ~~\$5177.52~~ \$2,588.76/ year with option to buy at the end of the lease, plus a \$595.00 documentation fee, from Signature Ford; and to also purchase a bed liner for the truck. Roll Call: Yes - Proos, Westra, Smith, Sytsma, Burton, Rhoades, Haga. No – 0; Motion carried.**

### **NEW BUSINESS**

#### **RESOLUTION R-91310-1 ROAD CLOSURE REQUEST FOR FOREST HILLS CENTRAL HOMECOMING PARADE**

Two members of the Forest Hills Student body were present to request the closing of roadways in order to conduct the annual Homecoming Parade in Ada on Friday October 1, 2010 from 4:30 pm to 5:30 pm. The parade route would be as follows: leave Forest Hills Central Middle School, turn left on Ada Drive, turn right onto Alta Dale, turn left into the Clements Mill neighborhood, turn left onto Clements Mill Drive, turn right onto Highbury Drive, then turn right on Maple High Ave. When Maple Hill Ave. ends at Ada Drive, the route will turn left onto Ada Drive. The route will end at Alta Dale and Ada Drive, and turn right into Forest Hills Central Middle School. Supervisor Haga noted an insurance certificate would be needed.

**Moved by Westra, supported by Sytsma to adopt Resolution R-91310-1 Road Closure Request for Forest Hills Central Homecoming Parade. Roll Call: Yes – Westra, Smith, Sytsma, Proos, Rhoades, Burton, Haga. No – 0; Resolution is adopted.**

#### **POLICY FOR BACKGROUND CHECK FOR NEW HIRES**

Attorney Pete Peterson from Miller Johnson noted an official written Background Check Policy for Ada Township is needed and will be an important part of employee selection at the Township, to help determine the applicant's overall suitability for employment and ensure the protection of the people, property and information of the Township. Also, the Employment Application has been updated for the Township, to meet current legal requirements. Attorney Peterson noted Credit Checks would be performed on applicants for certain positions with the Township, as noted in Appendix A. Appendix A was not included in the meeting packets, therefore the adoption of the Background Check Policy was postponed. **Moved by Westra, supported by Smith, to postpone adoption of Policy for Background Check for New Hires until Appendix A is available for review. Yes-7. No-0; Motion carried.**

#### **CONTRACT AWARD FOR ROSELL PARK IMPROVEMENT PROJECT – STREAM DAYLIGHTING AND CHANNEL DREDGING.**

Wes Steer, of O'Boyle, Cowell, Blalock & Associates, Inc. recommended Sietsema Excavators be awarded the contract for the Roselle Park Improvement Project. Out of 3 bids, Sietsema came in with the lowest bid at \$68,000.00. Mr. Steer recommended a \$5,000.00 contingency be established for the project. He reminded the Board this project is part of the Ada Master Plan. Trustee Proos inquired if the project will be completed yet this season, and Steer replied it would be finished by the end of the construction season.

**Moved by Proos and supported by Sytsma, to award the contract for Roselle Park Improvement Project in the amount of \$68,000 with the exclusion of "Alternate One", and recommended the \$5,000.00 contingency. Roll Call Yes- Smith, Sytsma, Proos, Westra, Burton, Rhoades, Haga. No-0; Motion carried.**

#### **ADA PARK PLAYGROUND SAFETY MULCH PURCHASE**

Park Director Mark Fitzpatrick spoke about safety issues with the playground, and the need to resurface the playgrounds with a special mulch product. He has been replacing swing seats and cleaning up/weeding the area where some of the mulch will need to be replaced. Competitive bids were given by three companies with the recommendation to award the purchase to Brink Wood Products, Byron Center, MI at \$5,434.00.

**Moved by Proos and supported by Sytsma, to approve the Purchase of Safety Mulch for Ada Park, in the amount of \$5,434.00. Yes – 7, No – 0; Motion carried.**

#### **INTERURBAN TRANSIT-GO! BUS SERVICE AGREEMENT AMMENDMENT**

Agreement is already in place with the Township, County, and Interurban Transit Partnership for charges and responsibility. This will be the 10<sup>th</sup> amendment to the agreement. **Moved by Sytsma and supported by Proos, to approve Amendment #10 with Interurban Transit Partnership for the Go! Bus Program. Yes – 7, No – 0; Motion carried.**

#### **FINDLAY CEMETERY FENCE PROJECT**

Clerk Burton explained Findlay cemetery is in need of a new fence on the north and east borders of the property. The current fence is old, brittle, and bent. A new chain link fence is recommended for the security of the cemetery. Three bids were received with the lowest at \$11,857.00 from Alto Services, LLC. The replacement of the fence is in the Capital Improvement Plan and Township Budget for this year.

**Moved by Smith and supported by Westra, to approve the Findlay Cemetery Fence Project be awarded to Alto Services, LLC, in the amount of \$11,857.50. Roll Call: Yes – Sytsma, Westra, Smith, Proos, Rhoades, Burton, Haga, No – 0; Motion carried.**

#### **CEMETERY TREE REMOVAL**

Clerk Burton stated there are two trees, one within Findlay Cemetery, and the other in Ada Cemetery that are in need of removal. The Findlay Cemetery tree is a large oak that has died. High winds could possibly cause the tree or tree limbs to fall on fragile headstones. The large white oak in Ada Cemetery has an area in the trunk that is rotted, and the direction it is leaning could be a hazard to passing motorists on Grand River Drive and to the fragile headstones in the cemetery as well. Also to note, adjacent to the trail on Honeycreek north of Conservation is a dead tree standing in the wetlands that is leaning towards and close to the boardwalk. This tree would need to be knocked down and left in the wetlands. Three bids were received for the removal of the trees, with West Michigan Tree Service providing the lowest bid at \$1,970.00. **Moved by Smith and supported by Sytsma, to approve the Removal of Trees in the Ada**

**and Findlay Cemeteries, and the knock down of the tree adjacent to the trail on Honeycreek, by West Michigan Tree Service in the amount of \$1,970.00. Yes – 7, No – 0; Motion carried.**

**RESOLUTION R-091310-2 RESOLUTION TO AMEND CHARGES & FEES RESOLUTION R-052708-2**

Clerk Burton noted that the Bureau of Consular Affairs, US Passport Agency has recently raised its Passport fees for both adults and children, and added a category for U.S. Passport Cards. Also noted, the Board approved the FOIA fees on May 10, 2010, which would need to be added to the resolution. Therefore, Resolution R-052708-2 needs to be amended. **Moved by Proos, supported by Sytsma, to adopt Resolution R-091310-2, a Resolution to Amend Charges & Fees. Trustee Smith moved, and was supported by Sytsma, to amend the motion to remove Wendy Tatar’s name from document, and replace with “Park Director”. Yes – 7, No – 0; Motion carried for amendment to the Resolution. Roll Call: Yes - Sytsma, Rhoades, Proos, Westra, Smith, Burton, Haga; No – 0; Resolution R-091310-2, Resolution To Amend Charges & Fees Resolution R-052708-2 adopted as amended.**

**OPPORTUNITY FOR PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

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Susan Burton  
Ada Township Clerk

RS/hs