ADA TOWNSHIP BOARD MEETING
MINUTES
SEPTEMBER 14, 2009

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Proos, Trustee Smith, Trustee Westra, Trustee Sytsma (arrived at 7:36). Also present: Recording Secretary Johnson and six community members. Members absent: none.

APPROVAL OF AGENDA

Motion to approve agenda as presented. **Moved by Westra, supported by Rhoades, to approve the agenda as presented. Yes – 6, No – 0; Motion carried.**

Trustee Sytsma arrived at 7:36 pm.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

August 24, 2009, Regular Board Meeting

Receive and File Various Reports/Communications

1. Planning Commission Minutes - 7/16/2009; 2. Comcast Lineup Changes - 8/14/2009, 8/27/2009; 3. Utility Advisory Board Minutes - 7/16/2009; 4. Connecting Families With Nature Passport Program - 8/11/2009; 5. Commission for Government Efficiency - 7/14/2009; 6. MTA Legislative Update Fax - 8/21/2009, 8/28/2009; 7. Board of County Commissioners - County Committees 2010 - 8/17/2009; 8. REGIS Minutes – 7/22/2009; 9. Investments Report – 4/30/2009, 5/30/2009, 6/30/2009. **Moved by Westra, supported by Rhodes, to approve the Minutes and accept the reports and communications under the Consent Agenda.** Trustee Westra noted the communication from Comcast indicated they will no longer support LAS (Local Alert System), although they will continue to participate in the national Emergency Alert System and the Michigan State Emergency Alert System. Supervisor Haga indicated there are no plans at this time to develop a system to provide this service. It was also noted the Kent County Board of Commissioners had issued a call for applications for citizen volunteers for Kent County committees for 2010. Citizens are encouraged to consider serving on these committees and participating in the county government. The information has been posted to the County website, accesskent.com.
Yes – 7, No – 0; Motion carried.

APPROVAL OF WARRANTS AND RECEIPTS

Supervisor Haga noted a revised copy of the Warrant Report had been distributed. Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 $5,136.71; #205 $1,942.13; #208 $5,695.70; #590 $3,216.02; #591 $1,789.63; #592 $1,913.38; Total All Hand Checks $19,693.57. Warrants: #101 $28,863.42; #205 $4,372.90; #208 $9,458.33; #211 $38,600.23; #248 $674.89; #590 $82,655.93 #591 $160,854.54; #592 $156.02; Total Warrants $325,636.26. Total All Checks and Warrants $345,329.83. **Moved by Proos, supported by Sytsma, to approve the Warrant Report for September 14, 2009, in the amount of $345,329.83.**

Supervisor Haga reminded the Board there had been an extra week in the interval between Warrant Reports (due to a five-Monday month), so the amounts were larger than normal. He also noted the large number of checks related to utilities and to summer parks programs.

Clerk Burton explained the cost for the Farmer's Market advertising (as cited in Line Item #17 of the Warrant Report) would be allocated to the DDA account. Trustee Westra inquired if alternative, less expensive methods for advertising were investigated. Supervisor Haga clarified the costs cited included both the Farmer's Market ads as well as the synopsis of the Township Board minutes.

Regarding Line Item #46 (website progress payment #3), Trustee Westra asked if there was a status update submitted along with the request for a progress payment. Supervisor Haga referenced the invoice, which included a brief progress report. The project is roughly 75-80% complete; it is in the feedback and modification stage prior to deployment. Clerk Burton explained the community will be encouraged to provide feedback after launch and the contract allows for adjustments to continue post-launch.

Trustee Proos commented favorably on the Warrant Report layout. The line item numbering and brief description allows for easy discussion of the items at the Board meetings. He also requested the progress payments for engineering from Moore & Bruggink be coupled with the payment requests from the trail itself so the Board can examine both the progress of the trail and the engineering to sure the goals are being met.

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

PUBLIC COMMENT OTHER THAN AGENDA

There was no Public Comment.

BOARD COMMENT

Trustee Sytsma informed the Board her house sold in only two weeks; much faster than expected. As a result, she is currently staying with friends in Cascade Township. However, she is currently looking for a new home in Ada Township.

September 14th was the last day for summer tax collection; Trustee Rhoades gave a brief summary to the Board. There were 5,929 parcels to collect; all but 588 of the parcels were collected. Summer tax roll was $20,811,024.64; the 588 outstanding parcels represent $1,760,699.84 remaining for collection. The final day of collection was very busy, but went smoothly. The delinquent reminder notices will go out in the next few days.

Trustee Westra inquired as to the status of the cancellation of the CGI contract for video services. In addition, Trustee Westra had emailed a request for information on expenditures relating to paper, copies, and delivery costs for the packets to the Board and various other organizations. Both Supervisor Haga and Clerk Burton responded to the email prior to the Board meeting. It was indicated that the Township is not yet ready for a paperless Board packet project. Trustee Westra inquired if the prioritization of projects is established by the Board or the Township staff and if the development of a strategic plan would be handled by the Board. Supervisor Haga noted that he would be addressing these items in his turn of "Board Comment".

Trustee Westra extended kudos to everyone involved in making the Farmer's Market such an outstanding success. Trustee Sytsma concurred and said that the Farmer's Market was another element in creating a congenial community.

Trustee Smith stated she very much appreciated the flexibility of receiving paper copies of the Board packet to review for Board meetings; it allows her to review for the meeting in locations where she may not have access to a computer.

Trustee Smith related an incident relayed to her by a Township citizen. Several residents parked along the east side of Pettis south of Knapp during a Forest Hills Eastern game, as parking lots were full. All of the vehicles parked there received tickets, even though it is not posted as a no-parking zone. Supervisor Haga stated he would check to ascertain if parking is allowed on that side of the road and if no parking signs should be posted.

Clerk Burton reminded the Board that September 15th would be the last Farmer's Market for 2009. When the Farmer's Market was originally scheduled, the end date was impacted by the fact many of the volunteers who do the setup, teardown, etc. for the market are students returning to school in September. Given the resounding success of this inaugural season of the Farmer's Market, the Downtown Development Authority (DDA) may try to accommodate a longer season next year, as has been requested by many people.

Clerk Burton drew attention to "Clean Up Day" scheduled for Saturday, October 17th, from 8:00 am to 2:30 pm. Residents may drop off all non-hazardous yard and household waste and electronics (computers, TV's, etc.) at the Kent County Road Commission garage at the end of Fase Street. Tires will not be accepted. Identification will be required to verify your residency within Ada or Cascade Township (residents of Grand Rapids Township with an Ada mailing address do not qualify). "In the Image" will be at the Covered Bridge collecting gently used items and Shred Docs will also be at the Covered Bridge to do on-site shredding of personal sensitive documents (up to 100 lbs).

Clerk Burton noted there are two scheduled Leaf Pick-Up dates approaching: October 27th and November 17th. Only Ada Township logo bags can be used; they can be purchased at the Township Treasurer's office for fifty cents per bag (no charge for residents 60 years of age and older). Bags must be at the curb by 6:00 am on the pick-up date.

Supervisor Haga reminded the Board of the scheduled work session on September 24th at 7:00 pm in the Township Hall; it is a continuation of the previous property maintenance code work session.

Supervisor Haga reported through discussions on September 14th, it has been mutually agreed to terminate the contract with CGI.

As to the Communications strategic planning process, Supervisor Haga noted there are currently no plans in place to begin that process.

Regarding the evaluation of the costs of generation and distribution of paper Board packets, Supervisor Haga indicated posting the packet documents on the website as a communication tool is a process that needs to be organized and would be initiated by the Administrative Committee, which would ultimately come to the Board for approval. However, the first communication goal is to get the website up-to-date. That project is progressing well, but must be completed before moving to the next communication goal. There will be discussion on how the various communication aspects and projects fit together, and the Board's input and comments are welcomed by the Administrative Committee.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

RESOLUTION R-091409-1, ROAD CLOSURE FOR FOREST HILLS CENTRAL HIGH SCHOOL HOMECOMING PARADE

Ms. Jenna Pope, representing the Forest Hills Central High School Homecoming Committee, presented the resolution to close certain streets between 4:30 pm and 5:30 pm on Friday, October 16th to conduct an annual homecoming parade. The route would exit the 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, turn right onto Maple Hill Avenue, turn left onto Ada Drive, and end at Ada Drive and Alta Dale (turn right into Forest Hills Central Middle School). The line-up for the parade would begin at 3:00 pm. **Moved by Sytsma, supported by Proos, to adopt Resolution R-091409-1, which is a resolution authorizing road closure for the Forest Hills Central High School Homecoming Parade to be held on October 16th, 2009**

from4:30 to 5:30 on the previously-established route. Supervisor Haga noted the certificate of insurance has been received for the event. **Roll Call: Yes – Proos, Smith, Westra, Rhoades, Burton, Sytsma, Haga. No – 0. Absent – 0. Resolution is adopted.**

RESOLUTION R-091409-2, TOWNSHIP CREDIT CARD USE POLICY

Clerk Burton, as a member of the Administrative Committee, presented the policy to the Board. The policy is based on the Michigan Township Association policy on credit card use. This policy is not a replacement for the purchasing policy; it is simply a tool for facilitation of purchases. One of the primary reasons for creating the credit card policy is to streamline the purchasing process for individuals that are authorized and required to make frequent purchases for the Township. In addition, many of the potential vendors may not have an account set up for Ada Township purchases, and may not accept Discover Card, which is currently the only credit card the Township holds. By obtaining non-Discover credit cards for key staff members, the Township extends price comparison shopping capabilities to the Township staff by allowing expanded access to previously unavailable vendors, as well as allowing certain purchases and activities (such as conference reservations) which would previously have necessitated the staff to expend personal monies and submit for reimbursement. Although it is a policy, the language of the statute requires this policy be adopted through the resolution format process. **Moved by Sytsma, supported by Rhoades, to adopt Resolution R-091409-2, which is the Township Credit Card Use Policy, effectively Policy #09-02.**

The Board discussed the process for reporting credit card transactions to the Board for approval.

Moved by Westra to amend the Resolution to add a statement to the second paragraph of Section F of the Policy that all credit card transaction history for the proceeding month shall be included with the Warrant Report to the Board at the next Township Board meeting following the receipt of the credit card statement. Support by Proos. Supervisor Haga indicated a clear and concise summary could be included in the Warrant Report. **Yes – 7, No – 0; Amendment to the resolution and the policy carried.**

The Board discussed the process used to identify individuals which would be issued an Ada Township credit card. The selection of Officers of the Board and Department Heads was based on the purchase history; those chosen individuals have greater need for such a card. Trustee Proos suggested obtaining an additional card for unusual situations where the expenditures did not fall within the domain of one of the designated card recipients. Clerk Burton indicated that five banks had been contacted and a Chemical Bank Master Card had been selected.

Roll Call: Yes – Smith, Westra, Rhoades, Burton, Sytsma, Proos, Haga. No – 0. Absent – 0. Resolution as amended is adopted.

RESOLUTION R-091409-3, DELINQUENT WATER AND SEWER UTILITY CHARGES

Supervisor Haga presented the Resolution to the Board. This is a required resolution to enter delinquent water and sewer utility charges against the next tax roll. The delinquent owners have been notified. The delinquent numbers appear to be double from last year. **Moved by Westra, supported by Sytsma, to adopt Resolution R-091409-3, which is a resolution to enter delinquent water and sewer charges into the next tax roll in accordance with Township ordinances.**

Trustee Rhoades noted the resolution cited the wrong date. **Moved by Westra to amend the Resolution to correct the meeting date in the last line of the first paragraph from "12th day of October, 2009" to "14th day of September, 2009". Support by Sytsma. Yes – 7, No – 0; Amendment to the resolution carried.**

Roll Call: Yes – Westra, Rhoades, Burton, Sytsma, Proos, Smith, Haga. No – 0. Absent – 0. Resolution as amended is adopted.

MECHANICAL, ELECTRICAL, BUILDING, AND PLUMBING PERMIT FEE SCHEDULE INCREASES

Supervisor Haga presented the inspection fee increases to the Board. Cascade Township performs the mechanical, electrical, building, and plumbing inspections as contractors for Ada Township. Cascade Township has recently passed fee increases in Cascade Township for these inspections and instituted the new fees. In accordance with the agreement under which Cascade Township performs these inspections for Ada Township, Ada Township Board is requested to approve the matching fees for the Ada Township inspections. **Moved by Rhoades, supported by Burton, to approve the inspection fee changes as requested by Cascade Charter Township: mechanical, electrical, building, and plumbing inspection fee schedule increases and the addition of the new inspection fees for medical gas inspections and siding and roof replacement inspections.**

Trustee Proos noted the wide disparity of permit fees across the state and stressed the lack of advance notice for these fee increases has a very negative impact on contractors working under approved bids. The Board discussed the need for Ada Township to have a voice in the fee-setting process within Ada Township and the critical importance of a minimum of 90 days advance notice to contractors working within Ada Township. **Moved by Westra to postpone the adoption of the inspection fee changes as requested by Cascade Charter Township until such time as Supervisor Haga and the Administrative Committee have a chance to perform further review and a member of the Cascade Charter Township inspection staff is present to address the Ada Township Board. Support by Smith.** The Board agreed Cascade Charter Township does an excellent job with the inspections, but the overall value to Ada Township at the new price point must be considered as part of

evaluating the use of Cascade Charter Township as the vendor for these services. **Yes – 7, No – 0; Motion to postpone is carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional Public Comment.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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Susan Burton
Ada Township Clerk

RS/kj