

**ADA TOWNSHIP BOARD MEETING
MINUTES
SEPTEMBER 28, 2009**

Meeting was called to order by Clerk Burton at 7:30 p.m. Members present: Clerk Burton, Treasurer Rhoades, Trustee Proos, Trustee Smith, Trustee Westra, Trustee Sytsma (arrived at 7:36). Also present: Planning Director Ferro, Recording Secretary Johnson and nine community members. Members absent: Supervisor Haga.

Moved by Burton, supported by Smith, to appoint Treasurer Rhoades as the temporary chair for the meeting. Yes – 6, No – 0; Motion carried.

APPROVAL OF AGENDA

Motion to approve agenda as presented. Moved by Sytsma, supported by Proos, to approve the agenda as presented. Yes – 6, No – 0; Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

September 14, 2009, Regular Board Meeting

Receive and File Various Reports/Communications

1. Planning Commission Minutes - 8/20/2009; 2. Building Permit Report - 8/2009; 3. Investment Report - 7/2009; 4. KC Community Development Update - 8/25/2009; 5. DDA Minutes - 8/3/2009; 6. Region 8 Notes - 9/2009; 7. Open Space Advisory Board Minutes - 8/13/2009; 8. MTA Legislative Update Fax - 9/4/2009, 9/11/2009; 9. Tolly, Gypsy Moths - 9/10/2009; 10. Zolenski, Outdoor Wood Furnaces - 9/17/2009; 11. Ada Historical Society Minutes - 8/8/2009; 12. Utility Advisory Board Minutes - 8/20/2009; **Moved by Westra, supported by Smith, to approve the Minutes and accept the reports and communications under the Consent Agenda.** Trustee Proos thanked Planning Director Ferro for the Building Permit Report and requested occasional inclusion in the report indicating year-to-date vs. previous year. Trustee Smith noted the Planning Commission discussion of wind energy; she encouraged the Planning Commission to continue pursuing wind energy. Trustee Sytsma and Trustee Westra commented favorably on the Planning Commission's pursuit of wind energy. Trustee Westra encouraged a pro-active approach for zoning for all forms of alternative energy, including flowing water energy. Trustee Smith asked for an explanation of the temporary housing permit that appeared on the permit report. Planning Director Ferro noted the temporary housing permit was issued to provide a temporary dwelling for the owner of the property whose residence recently burned. The temporary housing permit is for one year or until the occupancy permit is issued for the repaired house. Trustee Westra noted the communication entitled "Region 8 Notes" from the West Michigan Regional Planning Commission included an item on the Region's Planning Technician's study of "Government 2.0" Trustee Westra recommended the Township communicate with the Region Planning Technician and share information about the "Government 2.0" efforts which are ongoing at Ada Township, as well as learn from the research being performed by the Region Planning Technician. **Yes – 6, No – 0; Motion carried.**

APPROVAL OF WARRANTS AND RECEIPTS

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$1,098.15; #205 \$458.59; #208 \$558.59; #590 \$224.78; #591 \$224.78; #592 \$9.15; Total All Hand Checks \$2,574.04. Warrants: #101 \$14,506.80; #205 \$30,831.62; #208 \$6,243.80; #211 \$360.13; #590 \$80,555.47 #591 \$152,461.55; #592 \$4,151.53; Total Warrants \$289,110.90. Total All Checks and Warrants \$291,684.94. **Moved by Proos, supported by Sytsma, to approve the Warrant Report for September 14, 2009, in the amount of \$291,684.94.**

Clerk Burton reported Ada Township has obtained the credit cards as stipulated in the recently-approved policy and has begun to use them. The first statement has not yet been received; as soon as the statement is received, the items will be reported on the next Warrant Report.

Regarding Line Item #6, Trustee Westra noted the water and sewer services were not provided under formal contract; he vehemently protested the amount cited was significantly beyond the allowed amount for purchases outside the bid process. The Board all agreed Ryan's Modern Sewer Cleaning has provided exceptional service, but discussed the need for investigating if a contract (current or expired) exists with Ryan, as well as the importance of putting these services out to bid if there is no contract in place. Trustee Proos called for itemization of the services involved in this payment, but indicated the issue of a possible bid for these water and sewer services was best addressed when Supervisor George Haga could be present in his capacity as Utility Director, particularly as Trustee Proos was aware Supervisor Haga was already working on this issue.

Moved by Westra to amend the Warrant Report of September 28, 2009 to disapprove Item #6 (Ryan's Modern Sewer Cleaning payment for water and sewer contract services) in the amount of \$30,681.86 until such time as a contract can be produced that is in compliance with current Township procedures which require any purchase amount over \$3,000.00 expended to a single service provider be placed out for bid. Support by Sytsma. Trustee Westra urged all vendors be treated the same, and this item be put out to bid. Trustee Proos agreed putting the bid process in motion for these services was advisable, but strongly recommended paying the vendor who has already provided excellent work in good faith to the Township. Trustee Smith agreed with Trustee Proos that payment should be rendered for the work which has already been performed, particularly in light of the fact the early stages for putting this out for bid have already been initiated. Clerk Burton also concurred. **Yes – 1, No – 5; Amendment to the motion denied.**

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

PAY APPLICATION 1, PHASE III NON-MOTORIZED TRAIL PROJECT, CONTRACT 4

Moved by Proos, supported by Westra, to approve Pay Application #1 to Katerberg-Verhage for the non-motorized trail project contract #4 in the amount of \$175,275.95. Trustee Proos had a few questions for Steve Groenenboom, Moore & Bruggink, Township Engineers, including verification the work is over 20% completed. Township Engineer Groenenboom also noted progress is roughly one mile per month. Honey Creek Avenue is nearing completion and progress is commencing on Conservation and McCabe. The Michigan Department of Environmental Quality did request a boardwalk, as had been foreseen as a possibility. At the request of the Kent County Parks Department, some trees were removed on Honey Creek Avenue to improve visibility and security from the road; these trees fell within the significant easement granted by the Kent County Parks Department. There was also some muck which needed to be addressed in the last 500 feet of McCabe-Bailey. The cost of all of these issues still falls within the not-to-exceed budget. **Yes – 6, No – 0; Motion carried.**

PUBLIC COMMENT OTHER THAN AGENDA

There was no Public Comment.

BOARD COMMENT

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). Please contact Ada Township Hall during business hours with any questions (616) 676-9191. Clerk Burton indicated she believed there would be a container for metals, as before. Treasurer Rhoades noted Supervisor Haga had requested a larger truck for electronics this time. Trustee Proos clarified some of the money received from the recycling value is returned to the Township. Clerk Burton and Trustee Sytsma discussed “In the Image” is a non-profit organization that accepts gently used clothing and household goods; they do not re-sell donated items, but give them to individuals and organizations with specific needs. The demand for school supplies for children and all types of clothing is extremely high at present.

Clerk Burton also 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 office for fifty cents per bag (no charge for residents 60 years of age and older). Bags must be out by the curb by 6:00 am on the pick-up date.

UNFINISHED BUSINESS

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

Butch Visser, Building Official for Cascade Charter Township, presented to the Board. He indicated Cascade Township has been providing notice of the pending increase of permit fees to contractors and everyone contacting Cascade Charter Township for the fee schedule. The changes do not affect new commercial construction and only add \$40 per house for residential construction. The rate change only affects new permits, not permits already granted. Cascade Township has not received any complaints on the fee changes. Trustee Proos requested advance notice in the future so contractors can be notified of pending fee increases. Trustee Westra inquired about receiving timely data updates to the assessor’s office from the Cascade BS&A system. Building Official Visser indicated the .Net building update to the BS&A software will not be available this year, but Cascade Township will be upgrading as soon as it becomes available. He explained that BS&A has the information the day after Cascade Township makes it available; there may be a miscommunication between the Ada Township assessor’s office and BS&A which should be addressed. Treasurer Rhoades requested Butch Visser contact Supervisor George Haga regarding this issue so it can be resolved. Trustee Smith concurred with Trustee Proos’ exhortation for Cascade Township to provide advance notice of pending fee increases to allow notification to contractors; she also stipulated the Ada Township Board should be provided advanced notice as a contract courtesy, as Ada Township is obligated by contract to approve a fee schedule to match Cascade Charter Township’s fee schedule in order to continue in the contractual relationship. The Board also commended Cascade Charter Township on the outstanding work they have been doing on the inspections. **Moved by Westra, supported by Sytsma, 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. Yes – 6, No – 0; Motion carried.**

NEW BUSINESS

RESOLUTION R-092809-1, A RESOLUTION TO ADOPT A MORATORIUM ON PROCESSING ZONING APPROVAL APPLICATIONS IN THE AGRICULTURAL (AG) ZONING DISTRICT

This resolution was brought to the Board through the Ada Township Planning Commission; Planning Director Ferro presented the proposed resolution to the Board. The Planning Commission is currently working on amending the zoning ordinances regarding the maximum residential density in the AG zoning district to bring them in line with the policy direction outlined in the 2007 Master Plan. The Planning Commission proposed the moratorium on processing zoning approvals in the AG zoning district to prevent a rush to obtain zoning approvals under the current zoning while the ordinances are undergoing the amendment process and before the new, amended ordinances take effect. **Moved by Proos, supported by Sytsma, to adopt Resolution R-092809-1, which is a resolution to adopt a moratorium on processing zoning approval applications in the AG zoning district.** To ensure opportunity for the public to engage on this issue, Trustee Proos recommended at least two to three public hearings on the matter before the amendments are adopted, instead of only one. Planning Director Ferro indicated several steps being taken to ensure there is good public knowledge and awareness of the proposed changes, including a planned public hearing at the October 15th Planning Commission meeting. Trustee Westra inquired as to the delay in addressing this element of the 2007 Master Plan. Planning Director Ferro indicated the Planning Commission had been working on higher priority items. The Board discussed the effect of the moratorium on freezing activity under current zoning in the AG district. Trustee Westra felt a moratorium served as a de facto enactment of the zoning changes in process prior to a public hearing. Clerk Burton stated the moratorium simply held current zoning in abeyance until the zoning amendments could go through the due process and be enacted; if the zoning amendments were not approved, the moratorium would expire and processing of applications under current zoning be resumed. Trustee Sytsma and Treasurer Rhoades both agreed with Planning Director Ferro that it was a pro-active measure to prevent excessive deadline-driven zoning applications (as opposed to market-driven applications) and the moratorium protects the direction outlined in the 2007 Master Plan, which does not have the force of law. As a consequence of the currently flat development market, Trustee Smith did not foresee a significant percentage of development proposals incited by the pending deadline; therefore she did not feel the moratorium was necessary. **Roll Call: Yes – Proos, Sytsma, Burton, Rhoades. No – Westra, Smith. Absent – Haga. Resolution is adopted.**

APPOINTMENT OF A PAID ON-CALL FIRE FIGHTER

Fire Chief Jim DuVall outlined the recommendation to appoint Mick Hansberry as a paid on-call fire fighter. Mr. Hansberry has 7 years of experience with Ada. His fire and medical training are current; he will only need in-house updating on training. **Moved by Smith, supported by Burton, to concur with the recommended re-appointment of Mick Hansberry as a paid on-call fire fighter.** The Board asked that the applications sent to the Board for review be legible and complete; there were some minor readability issues and a few items were incomplete. **Yes – 6, No – 0; Motion carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

Jim Ferro, Honey Creek Avenue, shared his experience consulting with local government in the late 80's and early 90's. None of the planning services were contractual-based; they were all on-going relationships without a contract stipulation. He explained most townships do not have formal contracts for many professional and technical services and non-commodity services are often specifically exempt from competitive bidding requirements in purchase policies. He pointed out that Ada Township is not divergent from other local governments in this matter of vendor relationships.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

**Susan Burton
Ada Township Clerk**

RS/kj