

**ADA TOWNSHIP BOARD MEETING
MINUTES
October 25, 2010**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Treasurer Rhoades, Trustee Smith, Trustee Proos, Trustee Westra, Trustee Sytsma, Clerk Burton and Supervisor Haga. Also present: Planning Director Jim Ferro, Parks Director Mark Fitzpatrick, Recording Secretary Sieracki, and 8 community members.

APPROVAL OF AGENDA

Supervisor Haga noted a change to the Agenda for the evenings meeting adding under IV. B. Receive and File Various Communications #10. Investment Reports for July and August 2010. **Moved by Westra, supported by Burton to approve agenda as amended. Yes - 7, No - 0; Motion carried.**

SPECIAL PRESENTATION – THE RIGHT PLACE

Birgit M. Klohs, President & CEO, The Right Place, gave a special presentation to the board providing information about the non-profit, economic development organization for West Michigan. The Right Place is funded by an investor base, and supported by West Michigan businesses which provide the continuation and success of their economic development efforts.

Created nearly 25 years ago, The Right Place has thrived and has a positive track record for assisting businesses. Their mission is to develop opportunities for economic growth in the areas of quality employment, productivity and technology in West Michigan. They work closely with existing companies to retain them in the community, assist them with business expansions, and attract new investment to the area, which provides growth and opportunity for all business enterprises. Additionally The Right Place works closely with municipalities where many are investors in the organizations efforts.

Currently, The Right Place is conducting their Campaign VI which will support the organization from 2010 – 2014, where a request is being made to the Township of Ada to consider an investment of \$15,000 (\$3,000/year) over five years in the organization.

Trustee Westra asked why the Township should invest in The Right Place rather than invest in needed projects for the area, where Birgit Klohs responded that it would be an investment in Ada and the economic health of the region. Westra stated as a general township, we have statutory regulations. Does investing in The Right Place go against this? Michael DeVries, Grand Rapids Charter Township Supervisor, replied it wouldn't since it deals directly with the economic development of the community.

There ensued discussion whether initiating the investment period this fiscal year, or starting in the next fiscal year would be advisable.

Supervisor Haga noted the Township had invested with The Right Place years ago, but eventually dropped out of the organization.

Moved by Proos, supported by Rhoades for an expenditure of \$3,000.00 to The Right Place with the first installment due this fiscal year, with the remaining investment in the next four years. Roll Call: Yes – Sytsma, Proos, Burton, Rhoades and Haga, No – Westra and Smith. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

October 11, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports -9/10; 2. Building Permit Report-10/12/10; 3. Supervisor Report-10/10; 4. Bensteins-Thank You-10/5/10; 5. DDA Minutes-9/7/10; 6. GVMC-Policy Committee Minutes-8/18/10; 7. Open Space Preservation Advisory Board Minutes-9/9/10; 8. Bette A. Roberts V. Ada Township Dismissal-10/13/10; 9. Bailey Drive Non-Motorized Trail Recognition-10/15/10; 10. Investment Reports for July and August 2010. **Moved by Rhoades, supported by Sytsma to approve the Reports and Communications on the Consent Agenda. Yes - 7, No – 0. Motion carried.**

APPROVAL OF WARRANTS

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$7,636.85; #205 \$1,711.95; #208 \$1,223.24; #590 \$370.57; #591 \$370.57; #592 \$15.13; Total all hand checks; \$11,328.31. Warrants: #101 \$18,187.94; #205 \$33,301.87; #208 \$10,164.97; #211 \$2,233.73; #248 \$337.50; #590 \$2,136.14; #591 \$2,213.07; #592 \$1,012.93. Total Warrants: \$69,588.15. Total All Checks and Warrants; \$80,916.46. There was one correction noted in the Invoice Report; #52 West Michigan Tree Service at an amount of \$1,060.00 bringing the corrected Total All Checks and Warrants; \$79,856.46 **Moved by Proos, supported by Smith to approve the Warrant Report for October 25, 2010 with corrections, in the total amount of \$79,856.46. Roll Call: Yes – Westra, Proos, Smith, Sytsma, Burton, Rhoades and Haga, No – 0; Motion carried.**

FUND TRANSFER TO NON-MOTORIZED TRAIL FUND

Planning Director Jim Ferro summarized the Fiscal Year to date and projected revenues and expenditures for the Trail Fund, and the current and projected Trail Fund balance. Property tax revenues are assumed to be as budgeted for the 2010-11, with 95% paid by on time, and 5% paid by 5/15/11. For 2011-12, property tax revenues are assumed to decline by 2.5% from 2010-11. Trail construction costs and engineering services costs are based on completion of the trail projects as follows; 1. Payment of the remaining balance, including retainage for the Honey Creek Ave./Conservation/McCabe construction contract in November. 2. Payment of all but retainage on the Bailey Dr. construction contract in November. 3. Payment of the M-21 Bridge project local match in two equal payments, in October, 2010 and April, 2011. 4. Completion of the connecting trails from the M-21 Bridge to Vergennes St. and to Ada Drive in the summer of 2011. Expenditure of about \$8,500 per year for the trail operation, maintenance and repairs is assumed. Based on this information, the cash flow projections for the next two fiscal years show that short term borrowing from the General Fund is needed this fall, and in FY 2011-12 in order to maintain a positive balance in the Trail Fund. A General Fund transfer in the amount of \$430,000 is needed currently, which compares to a budgeted amount of \$300,000. The additional \$130,000 needed can be attributed in large part to this year's payment of \$122,500 to MDOT which wasn't included in this year's budgeted expenditures.

Trustee Proos stated at the last meeting the amount requested to be transferred from the General Fund to the Trail Fund was \$325,000 where it has now increased an additional \$105,000. He would like to see a complete accounting in order to check all figures. Proos commented the Township cannot fund with money we don't have. We should collect before we spend.

Westra commented on the mandating of job costing and asked if the Township was doing this.

Supervisor Haga noted that the projects shown are all being accounted for and paid for, that borrowing from the General Funds was anticipated.

Trustee Smith asks if \$300,000 could be transferred now and the rest at a later time.

Moved by Rhoades, supported by Burton to transfer \$430,000 from the General Fund to the Trail Fund. Moved by Proos, supported by Smith to amend the main motion of a transfer from the General Fund to the Trail Fund of \$430,000 back to the amount of \$325,000, to pay current expenses. Roll Call: Yes – Smith, Sytsma, Westra, Proos, Burton, Rhoades and Haga, No – 0; The Main Motion carried as amended.

PAYMENT NO. 4 PHASE III NON-MOTORIZED TRAIL-BAILEY DRIVE SECTION

Steve Groenenboom with Moore & Bruggink stated the trail project is being completed within budgetary constraints.

Moved by Smith, supported by Proos to approve Contactor's Application for Payment No. 4 to Katerberg-Verhage in the amount of \$171,531.79. Roll Call: Yes – Westra, Proos, Smith, Sytsma, Rhoades Burton and Haga. No - 0; Motion carried.

MDOT INVOICE AD625000 10/8/10-M21 BRIDGE NON-MOTORIZED TRAIL SECTION

Supervisor Haga explained the agreement to made to pay half of the Township's share of the non-motorized walkway on the M-21 bridge, with the remaining half payment due in April. Trustee Proos asked Supervisor Haga to write a letter to MDOT requesting a delay in the second payment due to date of collection of taxes. **Moved by Smith, supported by Burton to approve one-half payment, \$122,450, which represents 50% of the Townships portion of the non-motorized section on the M-21 Bridge. Roll Call: Yes – Proos, Smith, Sytsma, Rhoades, Westra, Burton and Haga, No – 0; Motion Carried.**

CHANGE ORDER 1, ROSELLE PARK IMPROVEMENT PROJECT 2010

Parks Director Mark Fitzpatrick gave a summary, on the Roselle Park Stream and Drain Project currently under construction, with Trevor Bosworth of O'Boyle Cowell Blalock & Associates, Wes Steer's partner, also contributing. Upon review of the dredge area 1 it was observed and agreed that the removal of several thick brushy areas along with additional dredging would be required in order to ensure proper drainage from the proposed dredging area into an existing drainage ditch. Additionally, during the excavation of the stream day lighting, the Contractor encountered remnant concrete from the former Ada Beef building. Five to six exploratory digs were conducted to determine if any additional concrete remained. Without knowing exact quantities that would need to be removed, it was agreed to track the concrete removal, stockpiling and hauling as time and material extras. The \$4,252 included on Change Order No. 1 is for time and materials up to 10-12-2010. Sietsma Excavators may have a few more hours into removals but the

majority of the work has been completed. Based on the material removed as of 10-12-2010, the hauling costs are estimated to be between \$2,500 - \$3,000. Based on the site conditions encountered, items discussed, and field decisions reached its recommended that an approval of Change Order #1 be in the amount of \$5,827.00. **Moved by Proos, supported by Sytsma to approve Change Order No. 1 in the amount of \$5,827.00. Roll Call: Yes – Sytsma, Rhoades, Westra, Proos, Smith, Burton, and Haga, No - 0; Change Order adopted.**

PUBLIC COMMENT

No Public Comment.

BOARD COMMENT

Clerk Burton reminded those present about the upcoming elections next Tuesday, November 2, 2010. Sytsma would like the board to send its “Best Wishes” to Wes Steer in response to news of his ill health. Supervisor Haga reminded all to get their reservations in for the Kent County Dinner.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

RESOLUTION R-102510-4 GRAND RAPIDS TRIATHLON ROAD CLOSURE

Andrew Vidro, President, Ann Swanson, Treasurer and Secretary, and Bob Karel of Tris4Health, LLC 808 Valley NW Grand Rapids, MI 49504, gave an update on the plans for the Grand Rapids Triathlon now scheduled for Sunday June 5, 2011. The representatives of Tris4Health explained that it’s imperative the board approve the resolution for road closure so the plans to move forward for the triathlon continue. Road closures would be as follows; 1. Buttrick Ave. from Thornapple River to Grand River Drive – 4:00am – 6:00pm. 2. Thornapple River Drive from Ada Drive to Fase St. – 4:00am – 6:00pm. 3. Thornapple River Drive from Fase St. to Buttrick Ave. – Totally closed (Transition Area) from 4:00am – 6:00pm. 4. Thornapple from Buttrick Ave to Township Line 4:00am – 6:00pm. Note: Closures 1, 2 and 4 closed to through traffic with established detour routes; notification to effected residents and businesses; provide all necessary barricades for closures and detours; and staffing at road closure points. Andrew Vidro stated the needed certificate of insurance for the event would be issued 90 days prior to the triathlon. **Moved by Westra, supported by Smith to adopt Resolution 102510-4 Grand Rapids Triathlon Road Closure. Roll Call Yes- Westra, Proos, Smith, Sytsma, Burton, Rhoades and Haga, 0-No; Resolution adopted.**

RESOLUTION R-102510-1 DELINQUENT WATER AND SEWER CHARGES

The Ada Township Water System Ordinance No. 111379-1 Section 16 and the Ada Township Sewage System Ordinance No. 214661 Section 9.01 provide for collection of charges that have been delinquent 90 days prior to September 1, 2010, and shall enter charges upon the next tax roll. Owners have been mailed a final notice with these charges and have been given the opportunity to make payment of these delinquent charges on or before October 1, 2010. The delinquent charges are in the amount of \$6,905.98 **Moved by Smith, supported by Rhoades to adopt Resolution R-102510-1, Delinquent Water and Sewer Charges. Roll Call Yes- Proos, Smith, Sytsma, Westra, Rhoades, Burton, and Haga, No-0. Resolution adopted.**

RESOLUTION R-102510-2 ZONING BOARD OF APPEALS TERM LIMITS

The Zoning Board of Appeals recommended to the Township Board that the ZBA Board members serve for a period of no longer than fifteen years. **Moved by Rhoades, supported by Sytsma to adopt Resolution R-102510-2 which increases the Zoning Board of Appeals Term Limits to no longer than 15 contiguous years. Roll Call Yes – Smith, Proos, Burton, Rhoades and Haga. No-Westra. Resolution adopted.**

APPOINTMENTS/REAPPOINTMENTS TO TOWNSHIP BOARDS AND COMMISSIONS

A request to the Township Board’s confirmation of appointments to boards and commissions of Ada Township was made by Supervisor Haga. For the Planning Commission: Robert Lowery, for a 2nd, three year term, to expire on 10/1/13, and Michael Lunn, for a 1st three year term to expire on 10/1/13. Zoning Board of Appeals: Robert Lowery, for a 2nd three year appointment, to expire on 10/1/13, and Jack Hartley, for a 2nd three year term, to expire on 10/1/13. For the Zoning Board of Appeals (ZBA): Jeff Fields, for a 4th three year term to expire on 10/1/12. Open Space Preservation Advisory Board: Rick Steketee, for a 1st full four year term to expire 10/1/14, and Jeff VandenBerge, for a 1st full four year term to expire 10/1/14. Ada Downtown Development Authority: Terry Bowersox, for a 2nd four year term to expire on 1/1/14, and Jim Ipple, for a 2nd four year term to expire on 1/1/14. Compensation Committee: Lloyd Paul, 1st five year term to expire on 1/1/16, and David Anderson, 1st five year term to expire 1/1/16. Ethics Board: Mary Oele, 1st three year appointment to expire 10/1/13, and Brian Shiffelbein, 1st three year appointment to expire 10/1/13. **Moved by Smith, supported by Sytsma to approve Appointments/Reappointments to Township Boards and Commissions. Yes - 7, No – 0. Motion carried.**

APPRAISAL REQUEST FOR MICHIGAN TAX TRIBUNAL MATTER

A request in assistance in a Michigan Tax Tribunal appeal was made by Debbie Rashid for the property at 5211 Cascade Rd. SE. The property consists of 6.32 acres improved with a 34,800 sf 2 story office building. The years in contention are 2008, 2009 and 2010. The request is in the amount of \$2,500.00 with the appraisal to be completed by Sabin Valuation Group. **Moved by Rhoades, supported by Sytsma to approve the Appraisal Request for Michigan Tax Tribunal Matter with fees not to exceed \$2,500.00. Yes - 7, No - 0. Motion carried.**

EXTENDING THE MEETING TIME AFTER 10PM

Supervisor Haga asked that the meeting be extended in order to take action accordingly, or postpone Resolution R-102510-3 until the 2nd meeting in November. **Moved by Westra, supported by Smith to postpone action for Resolution 102510-3, Township Water and Sewer Rates until the 2nd meeting in November. Yes - 2, No - 5. Motion is defeated. Moved by Smith, supported by Rhoades to continue the Township Board Meeting after the 10 o'clock hour. Yes - 6, No - 1. Motion carried.**

RESOLUTION R-102510-3 TOWNSHIP WATER AND SEWER RATES

The Utility Committee recommended the water commodity rate be increased from the current \$2.10/1000 gallons to \$2.60/1000 gallons for both the Township system and the Grand Valley Estates system, on January 1, 2011; and the Sanitary Sewer rates be increased from the current \$10.00/month to \$20.00/month, on January 1, 2011. It was discussed the Sanitary Sewer Fund is operating at a deficit. Additional increases will be necessary in 2012. **Moved by Proos, supported by Sytsma to adopt Resolution R-102510-3 Township Water and Sewer Rates. Roll Call: Yes - Sytsma, Rhoades, Westra, Proos, Smith Burton and Haga. No-0. Resolution adopted.**

OPPORTUNITY FOR PUBLIC COMMENT

No public comment.

ADJOURNMENT

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/hs