

**ADA TOWNSHIP BOARD MEETING
MINUTES
DECEMBER 13, 2010**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Treasurer Rhoades, Trustee Smith, Trustee Proos, and Trustee Westra, Trustee Sytsma, Clerk Burton and Supervisor Haga. Also present: Chief DuVall, Recording Secretary Renegar, and 9 community members.

APPROVAL OF AGENDA

Supervisor Haga noted additions to the agenda: #10 is Water & Sewer Rate Update information, #11 is the Ada Drive Sanitary Sewer Force Main Replacement Project schedule, and #12 is Parks & Recreation Department Winter Activities. Also there is a revised Warrant report. **Moved by Westra, supported by Rhoades, to approve the agenda as amended. Yes – 7; No – 0. Motion carried.**

**PUBLIC HEARING: PROPOSED USE OF ALLOCATED
U.S. COMMUNITY BLOCK GRANT FUNDS-FY 2011/2012**

Supervisor Haga asked for a motion to proceed into the public hearing. **Moved by Sytsma, supported by Proos, to proceed into the Public Hearing regarding the use of Community Block Grant funds for the FY 2011/2012. Yes – 7; No – 0. Motion carried.** Supervisor Haga explained this is an annual process regarding use of the public grant funds. The anticipated amount for 2011/2012 is \$6,269.40; the balance with the projected amount is \$9,310.42. Historically the Township has used the funds for the GOBus program. We are required to hold this public hearing, and any project applications are due by January 18, 2011.

PUBLIC COMMENT

None.

Moved by Proos, supported by Rhoades, to close the Public Hearing regarding the use of Allocated U.S. Community Block Grant Funds for the FY 2011/2012. Yes – 7; No – 0. Motion carried.

BOARD COMMENT

Trustee Westra would like an opportunity to review any other projects that might qualify for the Community Block Grant Funds.

Trustee Rhoades noted it has been made apparent the Township is in favor of helping those in need, and grateful there is support money to make this allocation a little easier on our budget for taking care of these people.

Trustee Smith stated she's not certain enough has been done to get the information out to the public that that option is available.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

November 22, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Report 11/10; 2. Investment Report 9/10; 3. Zoning Board of Appeals Minutes 11/2/10; 4. Open Space Preservation Advisory Board Minutes 10/14/10; 5. The Right Place-Thank You Letter 11/15/10; 6. Utility Advisory Board Minutes 10/21/10; 7. Hunt-Thank You to Fire Department 11/10; 8. Ada Township DDA Minutes 11/1/10; 9. New 1099 Reporting Requirements 11/24/10; 10. Water/Sewer Rates Update 12/11/10; 11. Sanitary Sewer Force Main Replacement Project 12/11/10; 12. Ada Township Parks & Recreation Department Winter Schedule 2011. **Moved by Westra, supported by Rhoades, to approve the Reports and Communications under 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 \$8,317.00; #205 \$2,152.21; #208 \$1,061.97; #590 \$3,507.59; #591 \$1,236.92; #592 \$317.22; Total all Hand Checks; \$16,592.91. Warrants: #101 \$30,813.27; #205 \$44,099.24; #208 \$5,271.78; #211 \$150.00; #213 \$38.29; #590 \$64,689.27; #591 \$120,643.33; #592 \$101.01; Total Warrants: \$265,806.19. Total All Checks and Warrants: \$282,399.10. **Moved by Proos, supported by Sytsma, to approve the Warrant Report for December 13, 2010, in the total amount of \$282,399.10. Roll Call: Yes – Proos, Westra, Smith, Rhoades, Sytsma, Burton and Haga; No – 0. Motion carried.**

APPLICATION NO. 2, ROSELLE PARK IMPROVEMENT 2010

Wes Steer from OCBA (O’Boyle Cowell Blalock & Associates, Inc.) commented this reflects a reduction of \$1,990 to cover any reseeding, etc. that may be needed next spring. **Moved by Proos, supported by Westra, to approve Application No. 2 for the Roselle Park Improvement 2010 to contractor Sietsema Excavators in the amount of \$29,054. Roll Call: Yes – Proos, Westra, Smith, Rhoades, Sytsma, Burton and Haga; No – 0. Motion carried.**

PUBLIC COMMENT OTHER THAN AGENDA

Brian Schiffelbein, Bronson Street, stated he believes, as far as Trustee Board attendance is concerned, the priority should be placed on the Board meetings, not the many committee meetings Trustees are assigned to and may be unable to attend. He also stated the Township website needs more links to agendas from the Home page “calendar” feature, and he requested an update on the funding for Bronson Street improvements.

BOARD COMMENT

Trustee Westra questioned the 200’ rule for sewer connection as indicated in the Utility Advisory Board report, page 3.

Supervisor Haga stated the UAB recommendation to the City Commission was for this to be optional for each of the units to be connected.

Trustee Westra questioned the description as shown on the Fire and EMS list and the number of EMS calls.

Trustee Smith commented on the amount of vehicle accidents as listed on the Fire and EMS list. Also, stated that the budget process will begin shortly and the suggestion was made to set up a task force to look at ways of reducing expenses and now may be the appropriate time to put that in place.

Clerk Burton thanked everyone for cards and kind words during illness and passing of husband. Also, the “early” deadline for registering for the MTA annual conference, coming up in January, is December 15, and any Board members who haven’t registered yet need to notify her by the 14th.

Trustee Proos requested a monthly report on the bridge construction. Supervisor Haga stated there are Progress Meeting minutes available.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

ADA TOWNSHIP PURCHASING POLICIES AND PROCEDURES

The committee, consisting of Supervisor Haga, Trustee Rhoades, Trustee Proos, and Don Mitchell, recommended adoption by the Township Board of Policy No. 10-01, Ada Township Purchasing Policies and Procedures. Trustee Rhoades explained the work involved in putting these procedures together. **Moved by Smith, supported by Sytsma, to approve adoption of Policy 10-01, Ada Township Purchasing Policies and Procedures dated December 2010. Roll Call: Yes – Proos, Smith, Rhoades, Sytsma, Burton and Haga; No – Westra. Motion carried.**

Trustee Smith noted spelling corrections to be made on the Purchasing Policy. She also asked for clarification on the difference between two bid categories, and would like to see a list of the professional contractors with contracts over \$10,000 a year.

After much discussion regarding the Exemptions, Don Mitchell commented on the amount of work that was done in order to put together these procedures. He suggested the Exemptions be looked at more closely and refined more specifically.

Trustee Proos commented on exemptions, that the Board can determine case by case whether a contract should be renewed or rebid based on factors such as performance and longevity with the Township.

Trustee Smith commented a three year review could be a minimum; we should have the option to review contracts more often if needed.

PROPOSAL FOR THE 4TH OF JULY 2011 FIREWORKS DISPLAY

Chief DuVall stated there were two ways to put a display together. We can design a show ourselves, and the other option was to go to vendors and say here's our budget; what kind of a show can you give us. An RFP was sent to three vendors and two replied. The vendors were informed our budget was \$12,000. **Moved by Rhoades, supported by Sytsma, to approve Zambelli for the 2011 July 4th Fireworks Display, in the amount of \$12,000, being manually fired, having 986 shells. Yes – 7; No – 0. Motion carried.**

Chief DuVall stated one thing that was put in the proposal so this did not have to be done every year was for the bidders to give us prices for three years. **Moved by Smith, supported by Rhoades, to use Zambelli for a total of three years in accordance with the RFP. Yes – 7; No – 0. Motion carried.**

SUNDAY MORNING LIQUOR SALES-DISCUSSION/DIRECTION

In regard to recently passed State legislation allowing liquor sales from 7:00 am to noon on Sundays, and municipalities having the opportunity to "opt out", Supervisor Haga asked whether the Board wanted to discuss or get involved since the Township already has Sunday sales for liquor which starts at 12:00. The MML (Michigan Municipal League) said the Liquor Commission will honor whatever the community passes. If it is a Sunday morning prohibition, that will be honored and no permits will be issued. If it's all day Sunday, they will honor and no permits will be issued.

Trustee Proos commented we should not sell liquor in the Township until noon on Sunday.

Supervisor Haga commented if he received no direction on this it will become a mute point. **Moved by Westra, supported by Burton, that the Township take no action regarding the Sunday Morning Liquor Sales. Yes – 7; No – 0. Motion carried.**

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

Date

RS/dr