

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JANUARY 11, 2016**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Smith, Treasurer Rhoades, Trustee LeBlanc, Trustee Proos, Trustee Jacobs, and Trustee Hurwitz. Also present Planning Director Jim Ferro, and approximately eight community members.

**APPROVAL OF AGENDA**

**Moved by Smith, supported by Jacobs, to approve the Agenda as presented. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Minutes**

December 14, 2015 Regular Board Meeting

Receive and File Various Reports/Communications: 1. Treasurer's Investment Report - 11/30/15; 2. Comcast Updates -12/3/15, 12/18/15; 3. DDA Minutes - 11/16/15; 4. Office of the Drain Commissioner - Ratigan Lake County Drain - 12/9/15; 5. Kent County Solid Waste Surcharge Information Sheet - 12/15.

**Moved by Proos, supported by Rhoades, to approve the Reports and Communications under the Consent Agenda. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$19,768.73; #205 \$5,052.55; #208 \$84,702.11; #248 \$30.00; #590 \$4,783.35; #591 \$2,104.01; #592 \$550.74. Total all Hand Checks: \$116,991.49; Warrants: #101 \$18,673.19; #205 \$25,960.16; #208 \$25,960.16; #208 \$6,931.87; #248 \$2,850.43; #401 \$2,850.42; #590 \$106,542.01; #591 \$87,225.32; #592 \$271.42. Total Warrants: \$251,304.82. Total All Checks and Warrants: \$368,296.31.

**Moved by LeBlanc, supported by Jacobs, to approve the Warrant Report for January 11, 2016, as corrected, in the total amount of \$368,296.31. Roll Call: Yes – Hurwitz, Jacobs, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0. Motion carried.**

**PAY APPLICATION #5, ROSELLE PARK RESOURCE BUILDING**

Supervisor Haga stated work is going well, except there was a break-in, estimated at \$2,100 worth of contractor tools missing, and a police report has been filed.

Ken Dixon, Dixon Architecture, stated the stone work hopefully will be done this week; the sanitary system is on its way and should be installed by January 29<sup>th</sup>, and ready for hook-up to the building. He stated Pay Application #5 is recommended for payout to TerHorst & Rinzema Construction, in the amount of \$276,808.15.

**Moved by Proos, supported by LeBlanc, to approve Pay Application #5 for the Roselle Park Resource Building construction, payable to TerHorst & Rinzema Construction, in the amount of \$276,808.15. Roll Call: Yes – Jacobs, Hurwitz, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0. Motion carried.**

**PUBLIC COMMENT**

Gerald Miller, 7397 Buccaneer Drive SE, Cascade Township, stated he is one of the elected members of the Kent Conservation District, which is a local provider of natural resource management services for private lands across Kent County. He described the mission and provided background on the Kent Conservation District.

Ada resident Chris Becker stated he has been Chief Assistant Prosecutor for 20 years and is now campaigning for Kent County Prosecutor upon the retirement of long-term prosecutor Bill Forsyth.

## **BOARD COMMENT**

Trustee LeBlanc stated he walked around the village and found that the sidewalk maintenance after the snow fall was pretty hit and miss. He asked about the township's policy regarding snow removal. Planning Director Ferro responded that there is a sidewalk maintenance ordinance that requires property owners to remove snow from sidewalks on their frontage. Reminder notices have been sent in the past, and it appears some phone calls need to be made. Trustee LeBlanc suggested maybe the DDA should take some responsibility.

Trustee Hurwitz stated he is happy to be a member of the Board, and is looking forward to working with everyone in the Township.

Supervisor Haga explained that he had sent communication to the governor requesting he veto the legislation restricting communications of ballot language, but that the governor had signed the legislation. This will limit the information that can be given and discussions the board may have within 60 days of an election. He also stated there is a movement regarding DAS (Distributed Antenna Systems) towers to be located on public right-of-ways. The Grand Valley Metro Council is organizing a consortium of people to attempt to make any policy or ordinance similar throughout the area.

## **UNFINISHED BUSINESS**

### **REVISED RESOLUTION R-121415-1, TOWNSHIP BUDGET SCHEDULE**

Supervisor Haga stated that two changes are needed to the schedule previously adopted on December 14. **Moved by Rhoades, supported by LeBlanc, to approve the amended Resolution R-121415-1, Township Budget Schedule, dated January 11, 2016, reflecting the dates budget request forms submitted to January 8<sup>th</sup> and the Public Hearing date to March 14<sup>th</sup>. Roll Call: Yes – Hurwitz, Jacobs, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0. Motion carried.**

### **ENVISION ADA ENGINEERING SERVICES-ADA DRIVE**

Steve Groenenboom, Moore & Bruggink, stated this proposal is for continuation of Envision Ada for Ada Drive between Headley and Fulton Street. He then described the work that would need to be done on Ada Drive to raise it above the flood plain, estimated to cost \$2,000,000, with engineering fees possibly being reimbursed from bond proceeds. **Moved by Proos, supported by Rhoades, to approve the Moore & Bruggink Engineering Proposal for the Ada Drive reconstruction as presented. Roll Call: Yes – Hurwitz, Jacobs, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0. Motion carried.**

## **NEW BUSINESS**

### **ADA TOWNSHIP EMPLOYEE HANDBOOK-REVISION 1**

Supervisor Haga stated these are revisions relating to changing the PTO schedule using two decimals instead of four decimals; and removing the word "not" from the last sentence of the section Payment on Separation from Employment.

**Moved by Jacobs, supported by Smith, to approve the Ada Township Employee Handbook-Revision 1 as presented by the Personnel Committee. Roll Call: Yes – Hurwitz, Jacobs, Rhoades, Smith, and Haga; No – Proos, LeBlanc. Motion carried.**

### **POLICY AND PROCEDURES FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS**

Supervisor Haga stated after an Audit of Minimum Assessing was conducted for the State Tax Commission, it was determined that the Public Inspection of Records Policy must be approved by the Township Board; and the recommendation is to adopt the State of Michigan Department of Treasury

policy. It is also recommended to change the Township office hours to 8:00 a.m. to 5:00 p.m. in the policy. **Moved by Rhoades, supported by Proos, to adopt the Policy and Procedures for the Public Inspection and Copying of Public Records in Lieu of Customary Business Hours, as recommended by the Audit of Minimum Assessing for the State Tax Commission, Michigan Department of Treasury.**

Trustee Jacobs stated if we're going to apply this to a certain department it should say that. She stated she would be more comfortable if it said For the Assessors Department. **Moved by Jacobs, supported by LeBlanc, to amend the Policy with a sentence stating it is applicable to the Township Assessing Department only. Motion to amend carried. Main motion, as amended, carried.**

#### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

#### **ADJOURNMENT**

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

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Jacqueline Smith  
Ada Township Clerk

JS/dr