

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JANUARY 27, 2014**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Proos, Trustee Jacobs and Trustee Smith. Also present: Planning Director Jim Ferro, Director of Parks & Recreation Mark Fitzpatrick. Absent: Trustee LeBlanc.

**APPROVAL OF AGENDA**

Supervisor Haga added to the Agenda under Section IV. Approval of Warrants, B. Application for Payment No. 3 and Final-Ada Trails M-21 Section.

**Motion by Smith, supported by Rhoades, to approve the Agenda as amended. Yes – 6; No – 0; Absent – 1. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Minutes**

January 13, 2014 Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Building Permit Summary 2012 and 2013; 2. Ada Historical Society Minutes/Financial-12/12/13; 3. Open Space Preservation Advisory Board Minutes-12/12/13; 4. Ada Township DDA Board Minutes-12/16/13; 5. Comcast Update-1/9/14, 1/14/14; 6. Utility Advisory Board Minutes-12/19/13; 7. 2014 Hardship Exemption Qualifications (Poverty Exemption Application)-1/14; 8. Hope Network Transit Report-12/13.

**Motion by Rhoades, supported by Proos, to approve the Minutes, Reports and Communications under the Consent Agenda. Yes – 6; No – 0; Absent – 1. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Rhoades reported receipts in the following amounts: Hand Checks: #101 \$1,720.03; #205 \$123.69; #208 \$158.63; #591 \$33.52; #592 \$234.24; Total all Hand Checks: \$2,270.11; Warrants: #101 \$23,508.51; #205 \$1,580.14; #208 \$1,487.88; #211 \$66.67; #248 \$3,879.75; #590 \$10,723.67; #591 \$10,927.15; #592 \$3,454.99; Total Warrants: \$55,628.76. Total All Checks and Warrants: \$57,898.87.

**Moved by Proos, supported by Smith, to approve the Warrant Report for January 27, 2014, in the total amount of \$57,898.87. Roll Call: Yes – Smith, Jacobs, Proos, Rhoades, Burton and Haga; No – 0; Absent – LeBlanc. Motion carried.**

**APPLICATION FOR PAYMENT NO. 3 AND FINAL-ADA TRAILS AND M-21 SECTION**

Steve Groenenboom, Moore & Bruggink, stated this is the final pay request for construction of Contract No. 6 of the Ada Trail, Pettis/Fulton section. He stated it is entirely complete except for grass growth in the spring. Final payment includes Change Order No. 2; the final amount earned is \$311,045.70, less the \$2,500 retainage, and less amounts previously paid. The contractor is due \$63,018.58 at this time.

**Moved by Proos, supported by Rhoades, to approve the contractor Application for Payment No. 3 and Final regarding the Ada Trails and M-21 Section, to Jack Dykstra Excavating, in the amount of \$63,018.58. Roll Call: Yes – Smith, Jacobs, Proos, Rhoades, Burton and Haga; No – 0; Absent – LeBlanc. Motion carried.**

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

Trustee Proos expressed his disappointment with the Forest Hills School District regarding the cell tower issue, and almost wants to apologize to AT&T for putting them through this last exercise.

Treasurer Rhoades, Trustees Jacobs and Smith, and Clerk Burton all agreed with Trustee Proos' statement regarding the cell tower and Forest Hills Schools.

Supervisor Haga stated he also agreed, and thanked Trustee Jacobs, Jim Ferro and Tom Korth for their hard work at meetings held several times with the school or AT&T. Also he stated he has been appointed to the Board of the Right Place for one year.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

### FY 2014/15 HUMAN RESOURCES MATTERS

#### 1. COMPENSATION STUDY

Pete Peterson, Miller Johnson Snell & Cummiskey, stated he works with the Township on labor and employment matters, and was present to go over the Compensation and Fringe Benefit Comparison Analysis that was recently completed to aid the Township in developing a new compensation schedule for going forward, and also to establish the position the Township is in, in terms of the fringe benefits that it offers to its employees. He went on to explain how this all came about and what was involved. Peterson stated the Personnel Committee prepared a recommended wage schedule, and a classification pay plan which represents a change from the established pathway of handling compensation.

Peterson stated he believes Ada Township compares quite well with the other Townships looked at, and there's nothing he sees that is out of line on any individual item, classification, or fringe benefit.

There was discussion from the Board concerning whether the study should have also included information about how well the townships in the study were doing, giving a better understanding of whether the residents of these communities are getting their money's worth. Also discussed was whether position descriptions should have been established first, before the study was done.

Peterson stated he agreed information about the other townships' performance would be an important question and a valuable piece of information to have. But in terms of this particular comparison project, it is beyond the scope of what was intended from the beginning.

Supervisor Haga stated the study was done of comparable townships from the standpoint of size.

As regarded the position descriptions, Peterson stated no two employees are ever doing exactly the same thing when you're comparing between different employers.

**Moved by Rhoades, supported by Proos, to accept and receive the Compensation Benefit Study as provided in the report. Yes – 6; No – 0; Absent – 1. Motion carried.**

#### 2. COMPENSATION PLAN RECOMMENDATION

Supervisor Haga stated the second part is the Compensation Recommendations, with the major feature being a five step system covering five years. Haga noted all staff would be put in a step fitting their salary for fiscal year 2014/15. Staff reviews will determine whether an employee will proceed to the next step, or receive a "cost of living" increase. He noted there are only two staff left who are eligible for longevity in this fiscal year of 2014, and, in fairness, the recommendation is to incorporate that into those two positions. He stated the recommendation is to adopt this new step pay classification system.

Peterson stated this pay classification plan would align the Township with the most common way public employers present their compensation schedule to employees; it does provide a basis for employees to know where they stand, where they'll be next year, when they've maxed out on the pay steps, and provides certainty and clarification that doesn't exist with the plan currently used by the Township.

Clerk Burton offered clarification on fitting employees into a step when their salary doesn't match a step.

**Moved by Jacobs, supported by Burton, to approve the recommendation from the Personnel Committee regarding the adoption of the Classification Pay Plan, which is identified in the attachment to the cover memo for FY14/15.**

After further discussion by the Board including variations on the plan with incentives, it was decided to postpone action until the Classification Pay Plan can be re-evaluated.

**Moved by Proos, supported by Jacobs, to postpone action on the 2014 Compensation Recommendations. Yes – 6; No – 0; Absent – 1. Motion carried.**

**RESOLUTION R-012714-1, ON PREMISES LIQUOR LICENSE REQUEST**

Supervisor Haga stated this is a full Class C on-premises license that is being requested.

Ron Cook stated he and his wife are owners of the Nonna Café, and have been in the Ada Village for eight months serving breakfast and lunch. He stated the additional revenue and margin of a liquor license would be very helpful to them, as they have had a number of requests to open in the evenings for dinner as well as for private parties, which they are in the process of evaluating. But for dinners and parties people want to be able to have alcoholic beverages.

It was stated this is the last open Class C Liquor License and uses up all that we have in place until the next census.

**Moved by Proos, supported by Rhoades, to adopt R-012714-1, for On Premises Liquor License application for Nona Café. Roll Call: Yes – Smith, Jacobs, Proos, Rhoades, Burton and Haga; No – 0; Absent – LeBlanc. Resolution adopted.**

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:31 p.m.

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Susan Burton, CMC  
Ada Township Clerk

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Date

RS/dr