

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
FEBRUARY 24, 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. Absent: Trustee LeBlanc. Also present: Planning Director Jim Ferro, Recording Secretary Dorothy Renegar, and 3 community members.

**APPROVAL OF AGENDA**

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

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Minutes**

February 10, 2014 Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Fire and EMS Report-1/14; 2. Building Permit Report-1/14; 3. Treasurer's Investment Report-1/31/14; 4. Zoning Board of Appeals Minutes-1/7/14; 5. KCRC Act 50 of 1999 Reporting-2/7/14; 6. Region 8 Notes; 7. Hope Network Transportation Services-1/14; 8. Ada Historical Society Minutes/Financial-1/9/14.

**Motion by Proos, supported by Smith, 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 \$7,362.34; #205 \$108.26; #208 \$176.18; #248 \$368.13; Total all Hand Checks: \$8,014.91; Warrants: #101 \$10,839.63; #205 \$33,368.89; #208 \$2,327.88; #211 \$2,487.54; #248 \$5,901.90; #590 \$6,808.34; #591 \$21,937.98; #592 \$4,573.88; Total Warrants: \$88,246.04. Total All Checks and Warrants: \$96,260.95.

**Motion by Smith, supported by Jacobs, to approve the Warrant Report for February 10, 2014, in the total amount of \$96,260.95. Roll Call: Yes – Smith, Jacobs, Proos, Rhoades, Burton and Haga; No – 0; Absent – LeBlanc. Motion carried.**

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

Treasurer Rhoades stated late taxes are due on Friday, February 28 at 5:00, and after that they are turned over to the County for collection.

Clerk Burton stated the Spring 2014 AdaView was out and extra copies were available at the meeting.

**UNFINISHED BUSINESS**

**2014 COMPENSATION RECOMMENDATIONS**

Supervisor Haga stated the Personnel Committee did another review of their previously presented Step Compensation Plan which it still supports. The change the committee has made in this plan is a graduated or higher percentage between the Steps as they increase. After further analysis and review the committee believes this is a market appropriate and transparent plan. The updated Step Plan, with the addition of the longevity application of a stipend at 5 years - \$500.00; 10 years - \$1,000.00; and 15 years - \$1,500.00; is recommended for approval.

**Motion by Proos, supported by Jacobs, to approve the 2014 Compensation Plan Recommendation as presented. Yes – 6; No – 0; Absent – 1. Motion carried.**

Supervisor Haga stated this plan does not yet include the hourly part-time and seasonal staff. He stated the Personnel and Admin Committee will develop a plan and report back to the Board regarding the processing of this segment of the Township staff.

In review, the Board discussed the Compensation Study through which it was found that current wages of Township staff compared well with those of the study, even though adjustments were made in a few cases.

It was asked by the Board what would happen to staff who changed positions; would their step status change? The response was that the situation would have to be reviewed to determine whether they would begin at Step 1. Longevity would be based on years of service whether a position is switched or not.

#### NEW BUSINESS

##### 2014 SMALL GROUP INSURANCE RENEWAL

Phil Arndt, Berends, Hendricks, Stuit Insurance Agency, Inc., stated a proposal was made to the Township for group medical insurance for Township employees for the 2014 plan year. He explained how healthcare reform will be beneficial to the Township. The recommended plan, Priority Health HCR POS HSA Gold 1250, is part of the new Affordable Care Act (ACA), and with this plan there will be less employee out-of-pocket, as deductibles will come down, with a \$4700 savings to the Township.

**Motion by Rhoades, supported by Jacobs, to approve the 2014 Small Group Insurance Renewal as proposed by the Personnel Committee in their memo of February 19, 2014. Motion carried.**

Supervisor Haga noted the Board had committed to proceed in assessing staff 20% of the premium for the recommended plan.

##### AUTHORIZATION TO OBTAIN A REAL ESTATE APPRAISAL FOR POTENTIAL CONSERVATION EASEMENT ACQUISITION FROM OPEN SPACE ADVISORY BOARD

**Motion by Proos, supported by Rhoades, to approve Authorization to Obtain a Real Estate Appraisal for Potential Conservation Easement Acquisition as presented in the memo of February 18, 2014 from the Open Space Advisory Board using the Carlson Appraisal Company. Yes – 6; No – 0; Absent – 1. Motion carried.**

When asked why Carlson Appraisal Company was selected over another appraisal company quoting a lesser amount, Planning Director Jim Ferro stated Carlson Appraisal Company showed a lot of experience appraising conservation easements, which is somewhat of a specialty; and the Advisory Board felt more relevant experience offset the benefit of the slightly lower fee from John Meyer Appraisal.

##### RESOLUTION R-022414-1, TOWNSHIP BOARDS AND COMMISSION MEETING SCHEDULES FY 14/15

Clerk Burton stated some members of the Board had recommended cutting back on meetings in the summer months. The Admin Committee recommended, with input from a staff attorney at the Michigan Township Association, that the Board not take this action. Also, it was recommended for the holidays of Christmas and New Years for this year, employees would take the Friday after the holiday off, due to low staffing, and would use either a vacation or personal day.

**Motion by Proos, supported by Jacobs, to approve Resolution R-022414-1, Township Board and Commission Meeting Schedules FY 14/15. Roll Call: Yes – Smith, Jacobs, Proos, Rhoades, Burton and Haga; No – 0; Absent – LeBlanc. Resolution adopted.**

Supervisor Haga noted for clarification, if there is no business on a summer meeting agenda, we have to post timely notification, and could cancel a meeting.

#### OPPORTUNITY FOR PUBLIC COMMENT

None.

#### ADJOURNMENT

The meeting was adjourned at 7:33 p.m.

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Susan Burton, CMC  
Ada Township Clerk

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Date

RS/dr