

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
FEBRUARY 25, 2013**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Proos, Trustee Jacobs, Trustee Smith, and Trustee LeBlanc. Also present: Planning Director Jim Ferro, Fire Chief Jim DuVall, Recording Secretary Dorothy Renegar, and 7 community members.

**APPROVAL OF AGENDA**

**Motion by Proos, supported by Smith, to approve the Agenda as presented. Yes – 7; No – 0; Absent – 0. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Minutes**

February 11, 2013 Regular Board Meeting

**Receive and File Various Reports/Communications**

1. Fire Call Reports-1/13; 2. Building Permit Report-1/13; 3. Ada Historical Society Minutes-12/8/12; 4. Open Space Preservation Advisory Board Minutes-1/10/13; 5. Comcast-General Update-2/4/13; 6. Hope Network Transportation Services Report-1/13; 7. MTA Legislative Update Fax-2/15/13, 2/8/13.

**Motion by Rhoades, supported by LeBlanc, to approve the Minutes, Reports and Communications under the Consent Agenda. Yes – 7; No – 0; Absent – 0. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Rhoades reported receipts in the following amounts: Hand Checks: #101 \$2,109.18; #205 \$76.78; #208 \$182.59; #248 \$59.97; #590 \$44.07; #591 \$44.07; #592 \$9.79; Total all Hand Checks: \$2,526.45; Warrants: #101 \$41,474.93; #205 \$108,438.44; #208 \$564.37; #211 \$2,450.00; #248 \$105.00; #590 \$99,309.56; #591 \$99,628.61; #592 \$3,508.23; Total Warrants: \$347,479.14. Total All Checks and Warrants: \$350,005.59.

**Moved by Proos, supported by LeBlanc, to approve the Warrant Report for February 25, 2013, in the total amount of \$350,005.59. Roll Call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton and Haga; No – 0; Absent – 0. Motion carried.**

**PAYMENT #3 – FULTON LIFT STATION PROJECT**

Brian Hannah, Moore & Bruggink, stated this is the payment #3 application for \$21,723.30 for the period through January 25, 2013. He stated at this point there are two new pumps running, they have started on the third pump which is ready to be connected electrically, and they expect it to be started on March 4, 2013.

**Moved by Proos, supported by Burton, to approve Payment No. 3, Fulton Lift Station in the total amount of \$21,723.30, payable to Northwest Kent Mechanical Company. Roll Call: Yes – Smith, Jacobs, LeBlanc, Proos, Rhoades, Burton and Haga; No – 0; Absent – 0. Motion carried.**

When asked what their warranty period is before the retention is released, Hannah stated usually the retention is held at about 5%. It is held until they are completely done with the punch list items, and at that point they will release everything. He stated they are still under obligation for a year after completion.

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

Trustee Proos asked about sidewalks being plowed by the township, the same as the trails are plowed by the township. He also stated that since Spring is coming, we should start bugging the Kent County Road Commission about the roads that need to be repaired.

Supervisor Haga stated the sidewalk plowing is a good project to turn over to the Public Works Department. He stated before they consider the sidewalks, they need to look at water and sewer for updates.

Trustee Proos asked for an update on the Pettis project, seeing that the township just paid another legal bill.

Treasurer Rhoades stated taxes were due last week, and if anyone hasn't paid they still have until Thursday of this week. He stated he also checked with the county to see what their late-fee rate is and it is 5% on March 1<sup>st</sup>, then 1% per month for the first year, and after the first year it is retroactive back to when it became due.

Clerk Burton reminded everyone of the elections on the 26<sup>th</sup> for the Lowell school district on their millage issue.

Supervisor Haga handed out (1) an Ada Parks and Recreation insert for the Ada View, (2) a memo from the DDA, that they are looking for new members, and (3) an article titled "Understanding Health Reform, A Summary of Taxes and Fees Assessed by the Affordable Care Act".

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **NARROW BANDING OF SEVERE WEATHER SIRENS**

Fire Chief Jim DuVall stated this is the final step to comply with the Federal Communication mandates on narrow banding. He stated the total project would cost about \$20,000, and fortunately we have \$17,000 in grants to cover most of that, and are now asking for the Township to pick up the remaining cost. DuVall stated he contacted West Shore Services who installed the siren system in the Township, and they quoted \$4,190 to narrow band all the sirens.

**Motion by LeBlanc, supported by Smith, to approve the recommendation regarding Narrow Banding of Severe Weather Sirens, to contract with West Shore Services in the amount of \$4,190. Yes – 7; No – 0; Absent – 0. Motion carried.**

#### **CHANGE ORDER TO FIRE ENGINE PURCHASE**

Fire Chief Jim DuVall stated the Township approved the purchase of an engine last August, and in November the department met with the manufacturer and went through the specifications line by line to make sure everybody agreed on all items. He stated as a result of this meeting they came up with several changes that are needed, at a total cost of \$8,582.

**Moved by Proos, supported by Rhoades, to approve the change specifications for the previously approved fire engine purchase in the amount of \$8,582. Yes – 7; No – 0; Absent – 0. Motion carried.**

#### **SPECIAL ASSESSMENT DISTRICT-MELA VIA CT. IMPROVEMENT**

Michael Homier, President, Mela Via Homeowners' Association, stated they are asking the Township for a special assessment district to pave a road in Mela Via Court. He stated when the development was started in 2006 there was only a thin layer of asphalt put down, which has deteriorated. These two inches of asphalt wasn't sufficient for building eight homes. Homier stated the developer had an obligation to pave it, but didn't do it for a lack of money, so the homeowners stepped up and decided they needed to pave the road themselves. He stated the cost is approximately \$22,000, and they are proposing each lot be assessed separately as a lien against the property and spread over five years.

Trustee LeBlanc asked how many private roads there are in the Township, and whether any others are in this same situation where the developer hasn't completed the improvements.

Planning Director Jim Ferro stated the township has private roads in the range of 20 or 30, with one other possibility that is a similar small site condominium development with nine or ten lots in it. He stated in the case of Mela Via and the second development, neither of the private roads were required to be paved by township private road standards which only require paving if it serves 20 or more homes. Ferro stated in the case of Mela Via it was a "permitted by right" site condominium where all of the lots met the conventional minimum zoning standards for lot size, were reviewed and approved under a site plan approval, and from the township standpoint, could have remained gravel.

It was asked if the lot owners were to default, and the township put a lien on the property, would that guarantee the township would recover costs.

Supervisor Haga stated based on the statute, there are provisions to process a lien that would go on a tax bill for a five year period. He stated he did talk with the treasurer and there are two lots in Mela Via that have not paid taxes.

Homier stated he talked to the developer and his understanding was the taxes would be paid the following day.

When asked how much additional cost the whole process is projected to be, Supervisor Haga stated he talked with the attorney and it would be about \$1,500; the Township would have to obtain the proposals and put them to bid, and it may involve the township engineer to determine where any specifications are necessary.

After much discussion, Supervisor Haga stated he would like to get the costs refined, have more definitive specifications, and get a motion to pursue the Resolution of Intent at the next Board meeting.

**Moved by Proos, supported by LeBlanc, to proceed in developing a Resolution of Intent along with the anticipated costs involved. Yes – 7; No – 0; Absent – 0. Motion carried.**

#### **ON PREMISES LIQUOR LICENSE POLICY**

For several months Cascade, Ada and Grand Rapids Township have been working on a common policy relating to MLCC Bulletin No. 2012-05, which puts significantly more responsibility on townships for doing background information checks relative to applicants for liquor licenses. Ada Township is the only one of the three townships that has a liquor license ordinance, and counsel stated there is no conflict between the ordinance and the policy. This policy has been adopted by Grand Rapids Township and Cascade will discuss it at their next board meeting. Supervisor Haga suggested if we adopt a fee in accordance with this policy it should be in the amount of \$250. Also, he stated the language that was adopted by Grand Rapids Township is “upon recommendation of the township clerk and/or his/her designee and approval of the township board, the township clerk shall issue the State of Michigan local approval form to the applicant.”

**Motion by Proos, supported by Rhoades, to adopt an On Premises Liquor License Policy for Ada Township dated February 25, 2013, and apply a \$250 fee for the processing of the application and documentation. Yes – 7; No – 0; Absent – 0. Motion carried.**

#### **RESOLUTION R-022513-1, TOWNSHIP HOLIDAYS AND MEETING SCHEDULE FOR FY 2013/2014**

**Motion by Rhoades, supported by LeBlanc, to adopt Resolution R-022513-1, Township Holidays and Meeting Schedule for FY 2013/2014, as amended. Roll call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton, and Haga; No – 0; Absent – 0. Motion carried.**

There was discussion from the Board concerning the summer meeting schedule and the smaller work load resulting in perhaps one meeting per month instead of two. Also, the time the meetings start, at 7:30, was discussed.

**Motion by LeBlanc, supported by Proos, to amend the main motion to adjust the meeting time from 7:30 p.m. to 7:00 p.m. for the Township Board Meeting effective April 1, 2013. Yes – 7; No – 0; Absent – 0. Motion carried.**

**Motion by Proos, supported by Burton, to delete the May 28, 2013 Board Meeting from the Township Holidays and Meeting Schedule for FY 2013/2014. Yes – 5; No – 2; Absent – 0. Motion carried.**

#### **STAFF SALARY SCHEDULE FY 2013/2014**

Supervisor Haga stated the Personnel Committee met to review staff wages/salaries for FY 2013/2014 and recommends adoption of the FY 2013/2014 salary proposal dated February 29, 2013, which represents a 2% increase, based on the Bureau of Labor Statistics Data reflecting a 2.1% CPI for the month of December, 2012.

**Motion by LeBlanc, supported by Jacobs, to approve the Personnel Committee recommendation for Staff Salaries for FY 2013/2014 at a 2% rate increase.**

Trustee LeBlanc questioned some of the actual amounts as shown in the report, as some were more and some were less than the 2% increase proposed.

**Motion by LeBlanc, supported by Smith, to postpone action on the FY 2013/2014 Staff Salary Proposal until the next meeting. Yes – 7; No – 0; Absent – 0. Motion carried.**

#### **GROUP HEALTH BENEFIT RENEWAL FY 2013/2014**

Supervisor Haga went over the Medical Benefit plan renewal as reviewed by the Personnel Committee, which recommended we pursue a Health Savings Account Plan, and also Delta Dental and VSP Vision plans. The Personnel Committee also recommended the Township pay 67% of the deductibles on a quarterly basis, and the employees would pay 15% of the premiums, which will go up to the mandated 20% in 2014/15. It was mentioned that other neighboring townships are on similar plans.

**Motion by Proos, supported by Rhoades, to approve the Group Health Benefit Renewal FY 2013/2014 as presented, utilizing the Health Savings Plan with a 67% funding option for the deductibles, and have the Personnel Committee review the Group Medicare Supplement application. Yes – 7; No – 0; Absent – 0. Motion carried.**

**ADA TOWNSHIP ENGINE PURCHASE APPROVAL AUGUST 27, 2012 BILLING PROCESS CHANGE**

Supervisor Haga stated in August the Township Board approved the purchase of a new fire truck through the Kent County Fire Commission, with billing to go to Kent County for the \$186,000 portion of the fire truck. He stated we need to revise the motion of August 27, 2012 to reflect Ada Township paying the county for our share of the purchase.

**Motion by Proos, supported by LeBlanc, to approve revision of the motion of August 27, 2012 to reflect that Ada Township will reimburse Kent County for the purchase of a new fire truck. Yes – 7; No – 0; Absent – 0. Motion carried.**

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting was adjourned at 9:33 p.m.

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Susan Burton, CMC  
Ada Township Clerk

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Date

RS/dr