

**ADA TOWNSHIP BOARD MEETING
MINUTES
FEBRUARY 28, 2011**

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

APPROVAL OF AGENDA

Moved by Proos, supported by Sytsma, to approve the Agenda as presented. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

February 14, 2011 Regular Board Meeting

Receive and File Various Reports/Communications

1. Planning Commission Minutes 1/20/11; 2. Building Permit Report 1/11; 3. Investment Report 12/31/10; 4. Environmental Tip-Rain Water is not Wastewater; 5. Ada Downtown Development Authority Minutes 1/4/11; 6. Right Place Annual Report 2010; 7. Utility Advisory Board Minutes 1/20/11; 8. Board of Review Declaration of Poverty & Request for Tax Relief Application 2011; 9. Open Space Advisory Board Minutes 1/13/11, 2/3/11, 2/4/11; 10. Kent County Road Commission Seasonal Weight Limits 2/14/11; 11. NATAT-Washington Report 2/14/11; 12. Kent County Road Commission-"Blizzard of 2011" Report 2/14/11; 13. "Birth of a Pothole" 2/10; 14. Ada Township Downtown Development Authority Report to the Community 1/11; 15. Land and Water Stewardship Workshops-Note May 14, 2011 and September 10, 2011; 16. GO! Bus Service for Period October-December 2010; **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 \$735.97; #208 \$179.56; #213 1,000.00; #590 \$48.00; #591 \$48.00; #592 \$1.95; Total all Hand Checks; \$2,013.48. Warrants: #101 \$7,503.55; #205 \$27,222.81; #208 \$1,097.00; #211 \$136.35; #590 \$139,718.10; #591 \$100,766.01; #592 \$3,268.10; Total Warrants: \$279,711.92. Total All Checks and Warrants: \$281,725.40. **Moved by Smith, supported by Burton, to approve the Warrant Report for February 28, 2011, in the total amount of \$281,725.40. Roll Call: Proos, Smith, Rhoades, Sytsma, Westra, Burton and Haga; No – 0. Motion carried.**

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Westra commented on an article in the Cadence regarding discussion of consolidation of Grand Rapids and Cascade Townships planning activities, and is interested in knowing whether Ada was approached and what the potential would be for sharing planning services between either and or both Grand Rapids and Cascade Townships.

Supervisor Haga responded he had not been contacted.

Trustee Westra noted Mr. Adgate, who lives up on the hill at Pettis and M-21, is having challenges getting out of his driveway because of the construction and wondered if we knew what was being done to remediate that issue.

Supervisor Haga responded it is broader than just the construction, that MDOT is working with him on improving access to his property. It was as a result of the Michigan turn that was put in a couple of years ago.

Clerk Burton commented the AdaView was mailed out. Also, the Board meeting packets are now on the website.

Trustee Proos had compliments for the Ada View. He thanked Treasurer Rhoades for the good information provided in the tax report. He would like Planning Director Ferro to give a status report on Reith Riley as well as a report on the trails. He would like an update on the bridge and commented on the condition of the roads, and we need to be very aware of spending yet still need to make sure roads are safe for our residents.

Supervisor Haga noted at the next meeting will have a report on the trails. Regarding the temporary bridge access, they still plan to open the temporary bridge March 7 weather permitting. The ad for the bid for the mowing contract was in the paper; the bid opening is scheduled for March 18th. An ad for the water/sewer operation and maintenance will be in the paper Wednesday or Thursday and the bid opening is anticipated to be March 22nd. He will email a copy of the RFP to everyone tomorrow or the next day.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

RESOLUTION R-022811-1, TOWNSHIP MEETING SCHEDULE

Clerk Burton explained the Ada Township meeting dates for the Board and Committees from April 2011 to March 2012, and the holiday dates the office will be closed. **Moved by Smith, supported by Rhoades, to approve adoption of Resolution R-022811-1, Township Meeting Schedule. Roll Call: Yes - Proos, Smith, Rhoades, Sytsma, Westra, Burton and Haga; No – 0. Resolution adopted.**

RESOLUTION R-022811-2, TO APPROVE “ARTS IN ADA DAY” ROAD CLOSURE

Moved by Rhoades, supported by Smith, to approve adoption of Resolution R-022811-2, to approve “Arts In Ada Day” Road Closure. Roll Call: Yes - Proos, Smith, Rhoades, Sytsma, Westra, Burton and Haga; No – 0. Resolution adopted.

RESOLUTION R-022811-3, PARADISE LAKE WEED CONTROL SPECIAL ASSESSMENT DISTRICT NO. 1

Supervisor Haga explained this is a renewal of the Paradise Lake Weed Control District and the Resolution is for setting the public hearing date for March 14, 2011. Attached were the Petitions from the property owners as well as an estimate of the cost. **Moved by Smith, supported by Sytsma, to approve adoption of Resolution R-022811-3, Paradise Lake Weed Control Special Assessment District No. 1, with a public hearing date of March 14, 2011 at 7:30 p.m. and including notification in the Grand Rapids Press. Roll Call: Yes - Proos, Smith, Rhoades, Sytsma, Westra, Burton and Haga; No – 0. Resolution adopted.**

Trustee Proos noted cost of the weed control is estimated to be within 10% of the estimate for the last five years, which is a fair number.

Supervisor Haga noted cost may go down slightly.

ADA TOWNSHIP CAPITAL IMPROVEMENTS PLAN

Supervisor Haga noted the Planning Commission has already reviewed this Plan and recommended its approval.

Planning Director Ferro presented an overview of this second Capital Improvements Plan undertaken by the Township. The text of the Plan describes assumptions regarding future revenues and expenditures for the next six years to arrive at a reasonable idea of what funding might be available for capital improvements in the future. The Township will experience for the second year in a row a reduction in its property tax base. The Plan incorporates the preliminary numbers for 2011, and assumes for future years stabilization and 1% per year annual increase in property tax base and a 2% per year increase in operating expenditures. In addition, another major factor influencing the Township revenue base is trends in state revenue sharing that's difficult to predict. The projects included in the CIP are two major road projects: (1) Bronson Street repaving and street scape improvements which is proposed to be bond financed, and (2) financed with general funds along with the Road Commission on a 50-50 cost sharing basis is milling and repaving of Bailey Drive. 2012 shows a major repaving and sidewalks of a portion of Hall Street to be shared between Cascade Township and Ada Township. After 2012, \$50,000 per year is projected in unspecified road projects.

In the Public Safety Fund is a planned purchase of a new fire fighting apparatus in FY 2012-2013, for which \$200,000 is allocated. The Trail Fund includes the final installment of \$122,500 in local matching funds to MDOT for completion of the pedestrian/bicycle deck as part of the M-21 bridge re-construction project. The DDA plans to do a street furnishings project this summer through a business fund raising effort. The Sewer Fund has a \$2.2 million major sewer force main project to be bond financed; and a radio telemetry system to collect, transmit and record system

performance data. In the Water Fund is included a main extension from Bronson to Grand River Drive, or under the railroad to Rix Street; and replacement of major equipment at the water booster pump station.

Based on the revenue and expenditure projections and the projects from the General Fund included in the Plan, the General Fund balance is projected to decline from 94% of the operating budget down to 26% of the operating budget at the end of the sixth year. It is our goal to not allow the General Fund balance to decline that level, and in future years to build up the projected fund balance.

Moved by Proos, supported by Sytsma, to approve adoption of 2011 Ada Township Capital Improvements Plan. Yes – 7; No – 0. Motion carried.

Trustee Proos noted he does not want to see Fund balance below 50%, and specifically wants to see where we're at in Plan versus Actual in regards to how much revenue we've taken in and the actual costs of the capital improvements.

Trustee Westra stated he has the same concerns and believes we should air on the side of conservatism fiscally. He believes we need to get our planning and financial information on the web in the dashboard format so everyone in the community knows where we are financially, what our plans are, what our year-to-date expenses are compared to previous years.

Trustee Smith asked for a clarification on the transfer of funds from the General Fund to the Trail Fund.

Planning Director Ferro answered that there is a need for an infusion of money for those projects that are shown in the CIP in the next two years. Depending on what the property tax base trends do in the next 3-4 years, and if a 2-1/2% per year decline continues for the next 3-4 years, the tax revenue to the Trail Fund will not be sufficient to pay the principal and interest on the bonds and there will need to be a small subsidy from the General Fund to the Trail Fund to pay that.

Trustee Smith and Supervisor Haga discussed anticipated trail maintenance issues, and the rebuilding of some of the trail due to the force main project, using utility money.

APPOINTMENTS OF PAID ON CALL FIREFIGHTERS

Fire Chief Jim DuVall presented the background on the three people he believes will be an asset to the Department, and this will bring the number of firefighters up to 26. The three will have to attend fire school in the fall, and it may be necessary to purchase turnout gear for the three at approximately \$1,200. **Moved by Smith, supported by Sytsma, to approve the appointment of Scott Stephens, Brandon Holmes, and Sara Bosworth as recommended by the Fire Chief. Yes – 7; No – 0. Motion carried.**

PETITION OF TOWNSHIP TREASURER TO STRIKE PERSONAL PROPERTY TAX FROM TAX ROLLS

Treasurer Rhoades stated in 2005 there were three parcels that became delinquent. The five-year time frame is up, and this request is for a total of \$6,504.38 for the three parcels. **Moved by Proos, supported by Westra, to approve the Petition of Township Treasurer to Strike Personal Property Tax from Tax Rolls in the amount of \$6,504.38. Yes – 7; No – 0. Motion carried.**

OPEN SPACE PURCHASE OF REAL PROPERTY

Planning Director Ferro stated the Open Space Preservation Advisory Board has recommended acquisition of a 5.8 acre vacant lot on East Fulton Street, in the amount of \$150,000. The Township has acquired an option to purchase the property. This property contributes to the open Space goals of preserving sensitive stream corridors in the Township. **Moved by Proos, supported by Sytsma, to approve purchase of the property at 6195 East Fulton Street for Open Space Preservation purposes in the amount of \$150,000. Yes – 7; No – 0. Motion carried.**

PERSONNEL COMMITTEE STAFF SALARY RECOMMENDATION

Supervisor Haga stated the Recommendation is in three parts: (1) Fire Department Paid on Call, (2) Park Director, and (3) Township staff wages for 2011/2012. The Fire Department Paid on Call recommendation is to increase from \$15.73 to \$18.00/hour the firefighter Paid on-Call hourly rate, from \$16.92 to \$19.00/hour for Department Officers, and from \$7.86 to \$9.00/hour for Probation Trainees. The Personnel Committee indicates this brings them above the medium, based on the survey. Also, the weekend and holiday pay is recommended to go from \$50.00 to \$55.00 per weekend/ holiday schedule. We currently pay them \$50.00 per weekend or holiday.

Fire Chief DuVall explained on Friday night from 6:00 until 7:00 a.m. Monday morning two firefighters are required to be in the Township and available for calls. For that time frame or the eight holidays they currently get \$50.00.

Moved by Smith, supported by Burton, to approve the recommendation for the Fire Department to increase the hourly rate from \$15.73 to \$18.00/hour for Paid on Call, from \$16.92 to \$19.00/hour for Department Officers,

and from \$7.86 to \$9.00/hour for Probation Trainees, plus add the weekend/holiday pay from \$50.00 to \$55.00. Yes – 7; No – 0. Motion carried.

Supervisor Haga then proceeded with the recommendation by the Personnel Committee for the Park Director wage increase from \$42,169 to \$50,000 annually. The justification is based on his performance, dedication and abilities to perform.

Moved by Westra, supported by Smith, to approve the recommendation for the Park Director position to increase the current wage from \$42,169 annually to \$50,000 annually effective April 1, 2011. Yes – 7; No – 0. Motion carried.

Trustee Westra commented the Park Director is one of the hardest working, conscientious, innovative, and great assets we could have in an employee.

Treasurer Rhoades commented that of the questionnaires returned everyone was complimentary of the parks.

Supervisor Haga stated the next recommendation is to increase the staff wages for FY 2011/2012 by 1.6% in accordance with the Bureau of Labor Statistics, Consumer Price Index 12-month percentage change.

Moved by Burton, supported by Rhoades, to approve the recommendation to increase the staff wages as attached in the FY 2011/2012 salary proposal at 1.6% increase. Yes – 4; No – 3. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT

Frank Hoover, 700 Marbury, stated the firefighters are the most under-rated people we have. They deserve every dime they get.

Cliff Leazier, 475 Ada Pointe, stated he has no problem giving his tax dollars to the Fire Department and its volunteers, and the Park Director as they all do awesome jobs. Also, commented if the Assessor is doing a part-time job she should be getting part-time wages.

Supervisor Haga announced on March 28th there will be a Chapter meeting of the Kent County Coalition at the Grand Rapids Township offices.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/dr