

**ADA TOWNSHIP BOARD MEETING
MINUTES
MARCH 14, 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, and Supervisor Haga. Also present: Planning Director Jim Ferro, Recording Secretary Renegar, and 7 community members. Absent: Clerk Burton.

APPROVAL OF AGENDA

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

PUBLIC HEARING

PARADISE LAKE WEED CONTROL SPECIAL ASSESSMENT DISTRICT NO. 1

Supervisor Haga asked for a motion to open the Public Hearing regarding the Paradise Lake Weed Control Special Assessment District No. 1. **Motion by Proos, supported by Sytsma, to proceed with the Public Hearing for the Paradise Lake Weed Control Special Assessment District No. 1. Yes – 6; No – 0; Absent – 1. Motion carried.**

Supervisor Haga presented the project estimate for legal and publishing costs. It is required to be published twice and the cost was \$772; with approval of this project there will be additional publishing costs regarding the assessment role. This project has been in place for five years, with no issues, and \$5,018 has already been collected from the December 2010 tax collection. The total amount for the special assessment, including the legal and publishing costs, would be \$28,217. There are 18 properties in this assessment district; the annual cost for the four remaining years would be four installments of \$391.90 each on an annual basis.

Jamie Conroy, Manager of Professional Lake Management, explained it has been a successful relationship working with the Paradise Lake homeowners. There is a lot of algae production on the lake every summer, so typically there are 8 to 10 algae treatments per year at a cost of approximately \$5,000 each year.

Supervisor Haga opened the Hearing to public comment.

Barb Witt, Secretary for the Paradise Lake Association, gave a thank you for considering this special assessment. She stated it does help and assures all 18 homeowners are active in the management of the lake by financially sharing the burden. PLM are excellent partners and do a wonderful job of monitoring and staying on top of the algae in the lake, which allows the residents to enjoy the lake, and to keep their property values up.

Motion by Proos, supported by Sytsma, to close the Public Hearing regarding the Paradise Lake Weed Control Special Assessment District No. 1. Yes – 6; No – 0; Absent – 1. Motion carried.

Motion by Proos, supported by Sytsma, to proceed with New Business, Resolution R-031411-1, for the Paradise Lake Weed Control Special Assessment District No. 1 Confirmation. Yes – 6; No – 0; Absent – 1. Motion carried.

RESOLUTION R-031411-1, PARADISE LAKE WEED CONTROL SPECIAL ASSESSMENT DISTRICT NO. 1 CONFIRMATION

Supervisor Haga stated on the Resolution the blanks to be filled in are: paragraph 3, 7:30 p.m.; No. 8 is Grand Rapids Press; No. 9 both blanks are December, which is when the accounts will be reviewed.

Trustee Westra questioned the legal and publication costs related to this project, citing less expensive alternatives in para legal service and certified mail.

Supervisor Haga responded he is following the public act, but will look into it.

Motion by Proos, supported by Sytsma, to approve adoption of Resolution R-031411-1, Paradise Lake Weed Control Special Assessment District No. 1 Confirmation. Roll Call: Yes - Proos, Smith, Sytsma, Rhoades and Haga; No – 1; Absent 1. Resolution adopted.

TOWNSHIP BUDGETS FY 2011-2012

Supervisor Haga asked for a motion to proceed into a Public Hearing for the Township Budgets. **Motion by Westra, supported by Smith, to proceed into a Public Hearing for the purpose of discussing the Township Budget FY 2011/2012. Yes – 6; No – 0; Absent – 1. Motion carried.**

Supervisor Haga highlighted the primary points: Fund 101 (General Fund) total estimated revenue of \$2,102,153, 16.81% increase, with appropriations of \$2,494,599; Fund 205 (Public Safety Fund) total estimated revenue of \$889,227, with appropriations of \$854,807; Fund 208 (Park & Recreation Fund) total estimated revenue of \$441,766, with appropriations of \$517,051; Fund 211 (Township Trails Fund) total estimated revenue of \$624,660, with appropriations of \$574,557; Fund 213 (Parks & Open Space Fund) total estimated revenue of \$353,638, with appropriations of \$380,520; Fund 248 (DDA Fund) total estimated revenue of \$18,350, with appropriations of \$31,880; Fund 249 (Building Department Fund) total estimated revenue of \$36,750, with appropriations of \$21,759; Fund 590 (Sewer System Fund) total estimated revenue of \$1,365,733, with appropriations of \$1,693,114; Fund 591 (Water System Fund) total estimated revenue of \$1,865,055, with appropriations of \$1,744,551; Fund 592 (Grand Valley Water System Fund) total estimated revenue of \$72,799, with appropriations of \$95,876.

No public comment.

Motion by Westra, supported by Proos, to close the Public Hearing for the Township Budget FY 2011-2012. Yes – 6; No – 0; Absent – 1. Motion carried.

Supervisor Haga stated the adoption of the Budget, will be done at the March 28th Board meeting, with the appropriations act that is required.

Trustee Westra stated we are at a point where we have the technology and motivation coming from the State to present information like the budget in a clear format for the public to understand. A spread sheet based dashboard has been sent to local government units where this information could be input into the spread sheet.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

February 28, 2011 Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports 2/11; 2. Building Permit Report 2/11; 3. Investment Report 1/31/11; 4. Region 8 Notes 3/11; 5. Kent County Road Commission-Bailey Dr. Natural Beauty Road Status 2/17/11; 6. Comcast-Cable Service Pricing 2/25/11; 7. Compensation Commission Elected Official Salary Resolution 2/11; 8. Michigan Public Policy Survey-Salary and Benefits 2/11. **Motion by Westra, supported by Rhoades, to approve the Reports and Communications under the Consent Agenda. Yes – 6; No – 0; Absent – 1. Motion carried.**

APPROVAL OF WARRANTS

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$4,401.30; #205 \$2,482.33; #208 \$1,736.41; #211; \$26.23; #590 \$4,072.14; #591 \$1,106.33; #592 \$421.27; Total all Hand Checks: \$14,246.21; Warrants: #101 \$13,305.19; #205 \$49,155.34; #208 \$918.36; #211 \$4,919.75; #213 \$15.72; #248 \$57.94; #590 \$10,154.25; #591 \$26,207.33; #592 \$4,140.50; Total Warrants: \$108,874.38. Total All Checks and Warrants: \$123,120.59. **Moved by Westra, supported by Proos, to approve the Warrant Report for March 14, 2011, in the total amount of \$123,120.59. Roll Call: Proos, Smith, Westra, Sytsma, Rhoades and Haga; No – 0; Absent – 1. Motion carried.**

PUBLIC COMMENT

John Sampson, Adacraft Commons, commented he has served three cycles on the Compensation Commission for elected salaries, but after reading an article in the Grand Rapids Press on Wednesday, March 2nd, wanted to ask the individuals who disapproved of the 1.6% increase in salaries why they voted no so he can better understand the thought process.

BOARD COMMENT

Trustee Westra responded he voted no on the 1.6% compensation raise for the entire package as local government should be run as efficiently and in a merit based way as all small businesses. He believes everyone should perform at a level in line with their job description and be compensated accordingly.

Trustee Westra commented on the condition of our roads as pertains to potholes.

Trustee Westra referred to his handout for Sunshine Week Open Government Proclamation. In 1966 the U.S. passed legislation that enables citizens to inquire of their government for transparency and openness. He believes the Board should make a statement that we are committed to enhance the public's access to government records and information, to increase information provided electronically and online, and ensure all meetings of deliberative bodies and their committees are fully noticed and open to the public.

Supervisor Haga responded this would be referred to the Administrative Committee for consideration on the next agenda.

Trustee Smith stated in response to Mr. Sampson's comment she also voted no on the 1.6% increase as she felt everyone should be considered separately, and did make a motion to increase the firefighters 15%. She also commented on the recent purse snatching.

Trustee Sytsma stated she agreed with Trustee Westra and Trustee Smith's comments, and voted no on a 1.6% increase across the board without reviews. She was also in agreement with the increase for the firefighters and the park director.

Supervisor Haga stated due to the resignation of a Planning Commission member, the Township is looking for a replacement. In regard to the amount of noise resulting from the use of the pneumatic hammers by MDOT on the bridge project, they will discontinue that operation between the hours of 10:00 p.m. and 6:00 a.m. Also, the wage increases for the staff are reviewed for performance of duties and responsibilities.

NONMOTORIZED TRAIL PAYMENT NO. 9-HONEY CREEK/CONSERVATION/MCCABE SECTION
Steven Groenenboom, Moore & Bruggink, Inc., covered three items: 1. Budget summaries for Knapp Street/Honey Creek and updated cash flow analysis; 2. Budget summary for Honey Creek/Conservation/McCabe, Contract No. 4 which was completed over budget, and Contract No. 5, Bailey Drive, which was completed under budget; 3. Individual pay recommendations and final change orders.

There ensued a discussion amongst Board members concerning change orders, and the proper and orderly approval process.

Motion by Smith, supported by Westra, to approve Change Order No. 3 in the amount of \$5,521 and Change Order No. 4 which relates to muck removal and tree removal in the amount of \$6,810. Yes – 5; No – 1; Absent – 1. Motion carried.

Trustee Westra discussed the need for placing project information on the website.

Trustee Proos talked about the bidding process, and retention of funds at the end of a project.

Steve Groenenboom explained final amount due the contractor is \$92,701.48.

Motion by Westra, supported by Proos, to approve Payment No. 9, final payment in the amount of \$67,701.48 with a \$25,000 retainage until June 2011. Roll Call: Yes - Proos, Smith, Westra, Sytsma, Rhoades and Haga; No – 0; Absent – 1. Motion carried.

NONMOTORIZED TRAIL PAYMENT NO. 5-BAILEY DRIVE SECTION

Steve Groenenboom explained Change Order No. 2 in the amount of \$3,333.40 for longer wood beams to span wetland areas.

Motion by Rhoades, supported by Smith, to approve Change Order No. 2 in the amount of \$3,333.40. Yes – 6; No – 0; Absent – 1. Motion carried.

Steven Groenenboom explained how the price was arrived at for the Bailey Drive Change Order.

Steven Groenenboom stated all work will be completed by October 2011 on Payment No. 5 which includes Change Order No. 2, and the amount now due with \$25,000 retainage would be \$51,375.67.

Motion by Westra, supported by Sytsma, to approve Payment No. 5, Bailey Drive, in the amount of \$51,375.67 payable to Katerberg-Verhage. Roll Call: Yes - Proos, Smith, Westra, Sytsma, Rhoades and Haga; No – 0; Absent – 1. Motion carried.

NEW BUSINESS

PROFESSIONAL SERVICES FOR ADA PARK PLAYGROUND IMPROVEMENT

Mark Fitzpatrick, Park Director, presented goals to upgrade the Ada Township Park playground. It has two phases, the first one already approved and started to do a safety audit to help formally identify key issues; it will be issued as a tool in defining the second phase of upgrading equipment. Wes Steer, O'Boyle, Cowell, Blalock & Associates, has presented a proposal to help facilitate and administrate that upgrading of equipment. The aim is to begin the planning and design phase by April 1st next year. The project has a budget of \$125,000, and \$9,375 of that amount would be the cost of their services to help administrate the project.

Motion by Smith, supported by Sytsma, to approve the recommendation for services from OCBA in the amount of \$9,375 for Ada Township Park playground improvement project. Yes – 6; No – 0; Absent – 1. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/dr