

**ADA TOWNSHIP BOARD MEETING
MINUTES
APRIL 25, 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, Park Director Mark Fitzpatrick, Recording Secretary Renegar, and 10 community members.

APPROVAL OF AGENDA

Moved by Proos, supported by Rhoades, to approve the Agenda. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

April 11, 2011 Regular Board Meeting

Receive and File Various Reports/Communications

1. Building Permit Summary for Quarter 1, 2011; 2. Zoning Board of Appeals Minutes 3/1/11; 3. Ada Downtown Development Authority (DDA) Minutes 3/7/11; 4. Ada Historical Society Minutes 1/8/11, 2/12/11, 3/12/11; 5. Comcast, PEG Grant Update 4/12/11; 6. Open Space Preservation Advisory Board Minutes 3/10/11; 7. Cost Reduction Task Force Report 4/11. **Motion by Westra, supported by Sytsma, 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 \$7,535.40; #205 \$1,122.83; #208 \$1,176.85; #211 \$322,790.00; #248 \$2,159.98; #701 \$637.65; #590 \$466.21; #591 \$993.40; #592 \$18.99; Total all Hand Checks: \$336,901.31; Warrants: #101 \$8,252.62; #205 \$2,759.10; #208 \$1,200.17; #213 \$1,600.00; #248 \$472.00; #590 \$163,988.46; #591 \$96,289.49; #592 \$3,206.90; Total Warrants: \$277,768.74. Total All Checks and Warrants: \$614,670.05.

Moved by Smith, supported by Westra, to approve the Warrant Report for April 25, 2011, in the total amount of \$614,670.05. Roll Call: Yes-Proos, Sytsma, Smith, Westra, Rhoades, Burton, and Haga; No – 0. Motion carried.

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Westra commented he was encouraged by the net positive change in building activity in the Township as reported by the Planning Director in his report of April 14, 2011. Also, restated interest in the Cost Reduction Task Force report and the desire to hear and learn more about saving the taxpayers dollars.

Trustee Smith stated she had a great experience and learned a lot in attending the Sheriff Department Citizens Police Academy. Also, greatly appreciate the Fire Department and their responses.

Clerk Burton stated the procedure has been changed for community members to get a burning permit. The burn permit can now be procured over the phone instead of going to the office. This information will be put on the web site.

Trustee Proos asked who has to have burn permits.

Clerk Burton stated anyone north of Fulton can burn anytime of the year with a burn permit; people south of Fulton cannot burn at all from May through October, but they can burn from November to April with a burn permit.

Trustee Proos commented a visit should be made to the Reith Riley site to have the holes in the fence around the pit repaired.

NEW BUSINESS

ADA TOWNSHIP PARK PLAYGROUND PROJECT

Parks Director Mark Fitzpatrick stated one of the primary projects this year is improving the Ada Park playground. A safety audit was done with the OCBA staff and they will present the recommendations for what equipment should be changed, the timeframe, and the logistics of facilitation. Is requesting approval for the project so it can be put out for bid with construction not to begin until September.

Wes Steer of the OCBA presented the proposed plans which were developed after conducting the safety audit on the playground. Stated the goal of the safety audit was to identify where the problems were, how many pieces of equipment could be modified, and remove the equipment that could not be modified.

Motion by Proos, supported by Smith, to approve the recommendation from the Park Director and the Ada Park Committee for the Ada Park Playground improvement as proposed in the Memorandum dated April 15, 2011. Yes - 7, No - 0. Motion carried.

The Board discussed doing earlier repairs or removal of equipment from the playground that had not passed the safety audit to improve safety conditions for the summer season. Also discussed was the use of volunteer labor to facilitate removals, and installations of new equipment.

WATER DISTRIBUTION SYSTEM AND WASTEWATER COLLECTION SYSTEM OPERATION AND MAINTENANCE (O&M)

The Utilities Committee reviewed the proposals as advertised and received three responses, one of which was a no-bid. As summarized, Ryan's Municipal Services proposed a total of \$175,000 and Wade Trim Operations Services Inc. proposed a total of \$202,680. The Committee recommends retaining Ryan's Municipal Services and enter into a 3-year contract to be reviewed on an annual basis.

Trustee Westra recommended postponement until the Board has a chance to review all of the documents associated with the submitted bids, addressed concerns raised in an email he sent to Board members, and requested removal of the item from the agenda. No support to postponement.

Motion by Proos, supported by Sytsma, to approve contracting with Ryan's Municipal Services as recommended by the Utilities Committee, for the total amount of the base services plus the sewer cleaning of \$175,000, for a three year period with annual review. Roll Call: Yes - Proos, Sytsma, Smith, Rhoades, Burton, and Haga; No - Westra. Motion carried.

The Board discussed the requirements and publishing of the RFP, and Ryan's job performance for the Township in the last several years.

PLANNING COMMISSION APPOINTMENT

Supervisor Haga stated this request is for Henry Hoeks to fill the vacancy by Commissioner Lloyd Paul. His resignation became effective March 17, 2011 and his term expires on October 1, 2012. Henry Hoeks previously served on the Planning Commission.

Motion by Proos, supported by Sytsma, to approve the recommendation from the Supervisor for the appointment of Henry Hoeks to fill the vacancy on the Planning Commission for a term expiring October 1, 2012. Yes - 7, No - 0. Motion carried.

EASEMENT AGREEMENT-COVENANT DEVELOPMENT

Planning Director Jim Ferro presented the Easement Agreements. The Villas of Ada, Phase 2, has completed the zoning review and approval process. What is proposed is a cross-access easement between Ada Township and the Villas of Ada by which the development obtains the right to cross our property and the Township obtains the right to use the Villas of Ada drive to obtain access to the water tower site. The initial Agreement is to enter into an Easement Agreement with the developer prior to them closing on the purchase of the Phase 2 land; the second Agreement is a Reciprocal Easement Agreement entered into after the developer closes on the Phase 2 property purchase. Two changes to be noted: First is the modification on Page 3, Section 6(a) (ii) regarding removal of the paved driveway; second modification is on Page 4, Section 8 regarding payments by each party for liability insurance.

Motion by Westra, supported by Rhoades, to approve both the Agreement to enter into an Easement, and the Reciprocal Easement Agreement for the Villas of Ada, Phase 2. Yes – 7, No – 0. Motion carried.

4TH OF JULY TENTS AND PORTABLE RESTROOMS

Clerk Burton stated bids were received from three different parties for both the portable restrooms, and the tent rental including chairs, tables, etc. The Committee recommends A-1 Tent Rental for the tents at \$3,701.74, and Plummer’s Disposal Service for the portable restrooms and sinks at \$660.00.

Motion by Smith, supported by Sytsma, to approve the recommendation from the 4th of July Committee for tent rental from A-1 Tent Rental in the amount of \$3,701.74, and for the restrooms and sinks from Plummer’s Disposal Service in the amount of \$660.00. Yes -7, No – 0. Motion carried.

RESOLUTION R-042511-1, A RESOLUTION AUTHORIZING THE USE OF A COMPUTERIZED DATA BASE AS THE TAX ROLL

Motion by Westra, supported by Rhoades, to adopt Resolution R-042511-1, a Resolution authorizing the use of a Computerized Data Base as the Tax Roll. Roll Call: Yes - Proos, Sytsma, Smith, Westra, Rhoades, Burton, and Haga; No – 0. Resolution adopted.

Treasurer Rhoades stated this is a requirement by the State of Michigan; has been in place for 6 years, and this is a 3-year renewal.

RESOLUTION R-042511-2, COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING APPLICATION FOR RAPID GO! BUS PROGRAM

Supervisor Haga stated this resolution is being requested by HUD for us to adopt, for the use of CBG funds for the GO! Bus program.

Motion by Proos, supported by Burton, to adopt Resolution R-042511-2, Community Development Block Grant Funding Application for Rapid GO! Bus Program. Roll Call: Yes - Proos, Sytsma, Smith, Westra, Rhoades, Burton, and Haga; No – 0. Resolution adopted.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/dr