

**ADA TOWNSHIP BOARD MEETING
MINUTES
MAY 13, 2013**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Treasurer Rhoades, Trustee LeBlanc, Trustee Jacobs, and Trustee Smith. Also present: Planning Director Jim Ferro, Recording Secretary Dorothy Renegar, and 7 community members. Absent: Clerk Burton, and Trustee Proos.

APPROVAL OF AGENDA

Supervisor Haga asked for a motion to remove from the Agenda Item D. under New Business, Emergency Management Resolution as no representative from the County could be present.

Motion by Smith, supported by Jacobs, to amend the Agenda to remove D. Resolution R-051313-1, Emergency Management Resolution. Yes – 5; No – 0; Absent – 2. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

April 22, 2013 Regular Board Meeting

Receive and File Various Reports/Communications

1. Zoning Board of Appeals Minutes-4/9/13; 2. Ada Village Design Plan Update-5/2/13; 3. Regis Board Minutes-2/27/13; 4. Utility Advisory Board Minutes-3/21/13; 5. Right Place 2012 Annual Report-3/15/13; 6. MTA Legislative Update Fax-4/26/13, 5/3/13; 7. Building Permit Trend Report-4/29/13; 8. Comcast Updates-4/29/13, 5/1/13; 9. Fire and EMS Report-4/13.

Motion by LeBlanc, supported by Rhoades, to approve the Minutes, Reports and Communications under the Consent Agenda. Yes – 5; No – 0; Absent – 2. Motion carried.

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Rhoades reported receipts in the following amounts: Hand Checks: #101 \$3,454.65; #205 \$1,699.13; #208 \$1,351.53; #211 \$809.63; #248 \$706.80; #590 \$4,343.33; #591 \$1,897.43; #592 \$426.33; Total all Hand Checks: \$14,688.83; Warrants: #101 \$38,765.99; #205 \$26,076.07; #208 \$6,925.37; #211 \$20,243.64; #248 \$3,095.00; #590 \$90,667.20; #591 \$81,180.77; #592 \$178.02; Total Warrants: \$267,132.06. Total All Checks and Warrants: \$281,820.89.

Motion by Jacobs, supported by Smith, to approve the Warrant Report for May 13, 2013, in the total amount of \$281,820.89. Roll Call: Yes – Jacobs, Smith, LeBlanc, Rhoades, and Haga; No – 0; Absent – Burton, Proos. Motion carried.

FULTON LIFT STATION PROJECT

Change Order 2

Steve Groenenboom, Moore & Bruggink, stated the change order was for an air filter from the air compressors that feed the surge valve, and is in the amount of \$468.74.

Motion by Smith, supported by LeBlanc, to approve Change Order #2 for an air filter, regarding the Fulton Street Lift Station project, payable to Northwest Kent Mechanical, in the amount of \$468.74. Yes – 5; No – 0; Absent – 2. Motion carried.

Payment Application #6 and #7 Final

Steve Groenenboom, Moore & Bruggink, stated the project is complete, and the amount due for payment application #6 is \$17,268.38, and the amount due for payment #7 is \$16,799.64.

Motion by Smith, supported by Rhoades, to approve Pay Application #6, regarding the Fulton Street Lift Station project, payable to Northwest Kent Mechanical, in the amount of \$17,268.38. Roll Call: Yes – Jacobs, Smith, LeBlanc, Rhoades, and Haga; No – 0; Absent – Burton, Proos. Motion carried.

Motion by LeBlanc, supported by Jacobs, to approve Pay Application #7, regarding the Fulton Street Lift Station project, payable to Northwest Kent Mechanical, in the amount of \$16,799.64. Roll Call: Yes – Jacobs, Smith, LeBlanc, Rhoades, and Haga; No – 0; Absent – Burton, Proos. Motion carried.

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Jacobs stated she had many people comment on the Ada Clean-Up Day, and even though the lines were long it went very well. She thanked all the volunteers who were out there.

Supervisor Haga stated last Thursday the office and park staff was trained in CPR and use of the AED by certified trainers and Chief DuVall. He stated they are also looking at the possibility of placing an AED in the park. In regards to the Clean-Up Day, there were 720 trips, 329 from Cascade and 391 from Ada, and about 16,000 lbs of electronics collected for recycling. He stated in regard to the Ada Flood of 2013, the State has declared this a disaster situation; last Thursday representatives from the State Police and FEMA visited Ada Township and other communities that had sustained damage. Haga stated the Assessing Department staff did a "windshield" inspection prior to the arrival of the State and FEMA, and about 60 letters were sent to residents who could be eligible for a claim. Also, the State and FEMA spent time talking with the fire chief and discussing the sandbagging costs, and the damage to the solar-powered restroom at Roselle Park. It is estimated there may be \$5,000 to \$10,000 worth of clean-up damages. Lastly, he recommended visiting MLive for the articles regarding the purchase by Amway of property in Ada, and the planning process being done by the DDA.

UNFINISHED BUSINESS

None.

NEW BUSINESS

REEDS LAKE TRIATHLON PERMIT REQUEST

Susan Perry, Assistant Director, East Grand Rapids, stated this is the 30th year of the triathlon, and there are no changes this year.

Motion by LeBlanc, supported by Rhoades, to approve the Reeds Lake Triathlon Permit Request, for the use of M-21 as presented in a letter dated April 22, 2013. Yes – 5; No – 0; Absent – 2. Motion carried.

WAGE/BENEFIT STUDY-TOWNSHIP STAFF

Supervisor Haga stated he had looked for an appropriate RFP, and subsequently called the legal firm and talked with Pete Peterson in regards to conducting a wage and benefit comparison and update of the position descriptions.

Pete Peterson, Miller Johnson, stated he met with the Personnel Committee and came up with an outline he would use. He stated Miller Johnson will be able to do this kind of project for the Township. Peterson also pointed out the outline attached to the memo which will be used to obtain the comparative information needed for this project.

Motion by Rhoades, supported by Smith, to approve the Wage/Benefit Study-Township Staff, as presented by the Personnel Committee in the memo dated May 6, 2007, the fee for which will not exceed \$20,000. Yes – 5; No – 0; Absent – 2. Motion carried as amended.

Resulting questions from the Board established that job descriptions may be changed, and there would be salary recommendations made but ultimately decided by the Admin Committee and Board. Additionally, there would be recommendations on how salary increases are decided in the future.

Motion by LeBlanc, supported by Rhoades, to amend the main motion for the Wage/Benefit Study-Township Staff, to authorize the contract with a "not to exceed" fee of \$20,000. Yes – 5; No – 0; Absent – 2. Motion carried.

LOCAL ROAD PROJECTS-2013

Planning Director Jim Ferro stated in the Capital Improvements Plan update this year \$250,000 was targeted for local road projects coordinated with the Kent County Road Commission. He stated the Public Works Committee met with the Road Commission and developed a recommended package of local road projects for this year. There are two broad categories: major repair on roads in poor condition, and pavement preservation treatments on roads still in relatively good condition. Projects recommended for 2013 include roads in Paradise Lake, Grand Valley Estates, and 60% of the road length in Greentree Farms. Ferro stated the proposed cost from the Kent County Road Commission is \$266,000.

Motion by Rhoades, supported by Smith, to approve the Kent County projects for road work in Paradise Lake, Grand Valley Estates, and Greentree Farms, as noted in the memo of May 6, 2013, in the total amount of \$266,000. Yes – 5; No – 0; Absent – 2. Motion carried as amended.

Motion by Rhoades, supported by Smith, to amend the main motion to authorize the two work orders, the first for “Mill and Repave” at \$170,000; and the second for “Capeseal” at \$96,000; with the Kent County Road Commission. Yes – 5; No – 0; Absent – 2. Motion carried.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Susan Burton
Ada Township Clerk

Date

RS/dr