

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
AUGUST 8, 2011**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustees Smith, Trustee Proos (arrived at 7:40), and Trustee Westra. Also present: Planning Director Jim Ferro, Fire Chief DuVall, Parks Director Mark Fitzgerald, and 8 community members. Absent: Trustee Sytsma, and Recording Secretary Renegar.

**APPROVAL OF AGENDA**

Supervisor Haga stated he had three items to add under Communications, #7 MTA 2011 Summer Legislative Conference Issues-8/5/11; #8 Moore & Bruggink, Inc. letter regarding Ada Drive Curb, Gutter and Sidewalk Reconstruction-8/2/11; #9 Storm Water Damage 8132 Bailey Drive-8/6/11; also one item to add under New Business, G. Process To Fill Trustee Vacancy-8/6/11. **Motion by Westra, supported by Rhoades, to approve the Agenda as amended. Yes – 5; No – 0; Absent – 1. Motion carried.**

**Motion by Smith, supported by Westra, to move into the public hearing regarding the Act 198 request for establishment of industrial development district for Access Business Group, Building 72b. Yes – 6; No – 0; Absent – 1. Motion carried.**

**PUBLIC HEARING – ACT 198 REQUEST FOR ESTABLISHMENT OF  
INDUSTRIAL DEVELOPMENT DISTRICT FOR ACCESS BUSINESS GROUP  
(BUILDING 72b ADDITION TO 72b, AND RAILWAY EXTENSION)**

Eric Van Dellen, Access Business Group, described the project for the IFT. He stated it is an addition to an existing IFT district for Building 72 and 72A, which is the cosmetic manufacturing facility approximately 20 years old. Also, he stated they would like to add a rail spur to the facility in order to bring in tank car load quantities which is a more efficient way of in bringing in raw materials. This has been discussed at the Planning Commission as well. Building 72b on the map was never part of the original district, that portion was added without an IFT district authorization and they will need more warehouse space. In addition, it is planned to significantly upgrade the manufacturing equipment inside the building, as they are looking forward to increasing productivity in that area.

Trustee Westra stated he understands the tank cars will be loaded with sorbitol, and has read the plan is to have a fully enclosed off-loading area for the sorbitol to avoid any accidental discharge during that process.

Eric Van Dellen stated the primary reason to bring it inside was due to temperature. Sorbitol is a very thick liquid and if the temperature drops too low, it can't be pumped, it just thickens up. This building will have spill containment, but the primary concern is to keep the rail car warm while they are using it.

Supervisor Haga stated sorbitol is not a hazardous material, in specific flammable or explosive.

Trustee Westra questioned the frequency of deliveries with the rail traffic.

Eric Van Dellen stated he does not have any statistics on that. He stated this is just one raw material of several that the crossing is currently used for.

Planning Director Ferro noted the application material submitted stated that it was approximately 3 rail cars per month.

Trustee Proos asked whether jobs would increase, be eliminated, or remain approximately the same.

Eric Van Dellen stated he had not done all of the analysis yet to determine the overall impact.

There was no public comment.

**Motion by Rhoades, supported by Proos, to close the Public Hearing. Yes – 6; No – 0; Absent – 1. Motion carried.**

**RESOLUTION R-080811-1, RESOLUTION EXPANDING AN INDUSTRIAL DEVELOPMENT DISTRICT  
IN 1981**

**Motion by Westra, supported by Rhoades, to adopt Resolution R-080811-1, Resolution Expanding an Industrial District originally established in 1981. Roll Call: Yes – Westra, Smith, Proos, Rhoades, Burton, and Haga; No – 0; Absent – Sytsma. Resolution adopted.**

## GENERAL TOWNSHIP BUSINESS

### CONSENT AGENDA

#### Approval of Minutes

July 25, 2011 Regular Board Meeting

#### Receive and File Various Reports/Communications

1. Fire Call Report-7/11; 2. Comcast Update-7/25/11; 3. Regis Minutes-7/22/11; 4. Utility Advisory Board Minutes-7/16/11; 5. GO! Bus Activity Report-April-June 2011; 6. Downtown Development Authority Board Minutes-7/5/11; 7. Summary of MTA Legislative Conference-August 3-5, 2011; 8. Moore & Bruggink-Ada Drive Forcemain Project-8/2/11; 9. Storm Water Damage 8132 Bailey Drive-8/6/11. **Motion by Westra, supported by Rhoades, to approve the Reports and Communications under the Consent Agenda as amended. Yes – 6; No – 0; Absent – 1. Motion carried.**

### APPROVAL OF WARRANTS

#### ADA TOWNSHIP GENERAL WARRANTS

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$4,754.37; #205 \$728.37; #208 \$1,076.26; #590 \$161.78; #591 \$161.78; #592 \$24.71; Total all Hand Checks: \$6,970.27; Warrants: #101 \$25,259.86; #205 \$10,309.44; #208 \$7,435.65; #590 \$18,196.24; #591 \$6,713.79; #592 \$926.87; Total Warrants: \$68,841.85. Total All Checks and Warrants: \$75,749.12. **Moved by Smith, supported by Proos, to approve the Warrant Report for August 8, 2011, in the total amount of \$75,749.12. Roll Call: Yes - Westra, Smith, Proos, Rhoades, Burton, and Haga; No – 0; Absent – Sytsma. Motion carried.**

#### PAYMENT NO. 3-ROSELLE PARK IMPROVEMENT

Park Director Mark Fitzpatrick explained that Sietsema Excavator's performed work at Roselle Park last year and they did follow up work this spring. Part of the payment was held over until the work was completed this spring, and this is final payment for that contract. We are retaining \$200 for the purpose of keeping the contract open. He stated there is a tentative extension of the project for putting a bridge over the stream. The amount requested is \$1,790.00, retaining \$200.00 to keep the project and the plan open.

**Motion by Rhoades, supported by Burton, to approve Payment No. 3 to Sietsema Excavator's in the amount of \$1,790.00. Yes – 6; No – 0; Absent – 1. Motion carried.**

There was discussion about whether or not to close the project by paying the remaining retainage.

Mark Fitzpatrick stated the cost and timing of closing that contract and starting up new permits would cost substantially more than what is here for payment.

**Motion by Proos, supported by Westra, to amend the motion to include the remaining retainage of \$200.00 to close out the Roselle Park Improvement project. Yes – 6; No – 0; Absent – 1. Motion carried.**

### PUBLIC COMMENT

None.

### BOARD COMMENT

Supervisor Haga commented on Reports/Communications Item No. 8, a memorandum from Moore & Bruggink regarding the Ada Drive Forcemain Project No. 100160-1. A portion of the curb and gutters were removed and replaced, a portion of which was funded by the Road Commission. He stated the net cost increase to the Township will be \$2,708.00 for its share of the curb and gutters. The sidewalk on Ada Drive between the old school house and Rix Street had to be removed as a result of severe erosion under the sidewalk. The Road Commission suggested a retaining wall be constructed along the embankment slope before the sidewalk is replaced. The estimated cost for this wall is \$40,000.

There was Board discussion indicating the need for a timeline and renderings/costs before they could make a decision.

Supervisor Haga relayed information regarding Agenda Item #9, Storm Water Damage at 8132 Bailey Drive. Flooding resulted from a storm water catch basin becoming plugged with silt and gravel. Approximately 12-14" of water flowed into the basement of the residence. This matter is still an ongoing investigation.

Trustee Westra stated he would like an update on the Charette Process and the Master Plan. He also commented we should keep an eye on the Metro Council since the director has resigned.

### NEW BUSINESS

#### **RESOLUTION R-080811-2, RESOLUTION TO HONOR THE SERVICE OF JEAN PATTON, TOWNSHIP ACCOUNTANT**

Clerk Burton stated this resolution is to honor Jean Patton, who is retiring August 12, 2011, for her many years of service to the Township, during which she had served as Secretary, Deputy Clerk and Township Accountant.

**Motion made by Proos, supported by Rhoades, to adopt Resolution R-080811-2 to Honor the Service of Jean Patton, Township Accountant. Roll Call: Westra, Smith, Proos, Rhoades, Burton, and Haga; No – 0; Absent – Sytsma. Resolution adopted.**

#### **HOPE NETWORK PARATRANSIT SERVICES**

Joan Konyndyk outlined the services provided by Hope Network and their plan for implementation of network paratransit services for Ada Township. She stated Hope Network provides transportation services for persons with disabilities or senior citizens, 60 years of age or older. If approved, they plan to begin providing services to Ada Township residents beginning October 1, 2011. The cost is \$3.00 per person per one-way trip.

Supervisor Haga stated a letter will be sent to GO! Bus giving them 30-day notification that Ada Township is canceling the contract with them, and a letter will be sent to Ada Township residents notifying them of the change to Hope Network. Also, an amended application will be sent to Kent County for the CDBG funds.

**Motion by Smith, supported by Rhoades, to approve contracting with Hope Network for their Paratransit Services, at a rate of \$3.00 per person per one-way trip, beginning October 1, 2011. Yes – 6; No – 0; Absent – 1. Motion carried.**

John Sarb, 590 River Street, commented on his mother-in-law who is on limited income and does not have car.

#### **FIREWORKS PERMIT-2280 GRAND RIVER DRIVE**

Fire Chief DuVall presented the request for a permit to conduct a fireworks display at 2280 Grand River Drive on September 3, 2011. He stated Jeff Snyder of Captain Boom Fireworks, LLC, meets all the requirements of NFPA 1123, Code for Fireworks Display; his experience is satisfactory, and this will be the third year he has held a display on his property.

**Motion by Westra, supported by Rhoades, to approve the request for a permit to conduct a fireworks display at 2280 Grand River Drive on September 3, 2011. Yes – 6; No – 0; Absent – 1. Motion carried.**

#### **SIDEWALK REPLACEMENT NEEDS IN ADA TOWNSHIP**

Planning Director Jim Ferro stated an inventory was done by the Planning Department of public sidewalk conditions in the Township, and determined the sidewalks in need of replacement or repair. He stated the Township's sidewalk maintenance ordinance places responsibility for maintaining public sidewalks in good condition on the adjacent property owners. He then presented several alternatives for the Board to consider: 1. The Township completes needed repairs and assesses the total cost to property owners; 2. Ada Township completes the needed repairs at Township expense; 3. Township completes needed repairs, assesses a portion of the cost to property owners, and the Township pays a portion of the cost from general funds; 4. The Township amends the sidewalk ordinance to provide for replacement of deteriorated sidewalks at the time of sale of property.

**Motion by Proos, supported by Smith, for the Township to make the repairs and pay for them, and to send a notice to the adjacent property owners of the sidewalks being repaired. Yes – 6; No – 0; Absent – 1. Motion carried.**

After much discussion, Trustee Westra stated a change needs to be made in the ordinance to support this sidewalk project.

**Motion by Westra, supported by Burton, to amend the motion to change the ordinance to reflect that the Township will repair the public street sidewalks. Yes – 6; No – 0; Absent – 1. Motion carried.**

#### **TRUSTEE SYTSMA RESIGNATION**

**Motion by Westra, supported by Proos, to accept the resignation of Trustee Mischelle Sytsma, effective today, August 8, 2011. Yes – 6; No – 0; Absent – 1. Motion carried.**

#### **PROCESS TO FILL TRUSTEE VACANCY**

Supervisor Haga stated the Township Board must fill the vacant trustee position within 45 days of acceptance of the resignation. He stated the deadline for filling the position will be September 22, 2011. A memorandum and application form will be posted at the Township Hall, on the web site, provided to the news media, and all other resources available for interested persons.

**Motion by Proos, supported by Smith, to approve the process to fill the trustee vacancy by posting a memorandum and application form at the Township Hall, on the web site, provided to the news media, and all other resources available. Yes – 6; No – 0; Absent – 1. Motion carried.**

None.

**ADJOURNMENT**

The meeting was adjourned at 9:45 p.m.

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Susan Burton  
Ada Township Clerk

\_\_\_\_\_  
Date

RS/dr