

**ADA TOWNSHIP BOARD MEETING
MINUTES
AUGUST 26, 2013**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Trustee LeBlanc, Trustee Proos, Treasurer Rhoades, Trustee Jacobs, Trustee Smith and Clerk Burton. Also present: Planning Director Jim Ferro, Parks Director Mark Fitzpatrick, Fire Chief Jim DuVall, Recording Secretary Dorothy Renegar, and 8 community members.

APPROVAL OF AGENDA

Motion by Smith, supported by LeBlanc, to approve the Agenda as presented. Yes – 7; No – 0; Absent – 0. Motion carried.

SPECIAL PRESENTATION-ADA TOWNSHIP YEAR ENDED MARCH 31, 2013

Dan Veldhuizen, Siegfried Crandall, stated last year he recommended increasing the sewer and water rates, as well as improving the controls over cash reconciliation, and both of those have been done. He stated Norm Rhoades went to a lot of effort to improve the bank reconciliations accurately. Veldhuizen commented on two main things: auditor communications issued to Ada, and taking a look at the financial condition of the Township. He stated it's the auditor's responsibility to express opinions on whether the financial statements are in accordance with generally accepted accounting principles; they are looking for errors and fraud, and none were found. Veldhuizen commented on the financial conditions of the Township, noting the improvements that have been made over the last year.

MOTION TO RECEIVE AND ACCEPT YEAR ENDED AUDIT REPORT MARCH 31, 2013

Motion by Proos, supported by Jacobs, to receive and accept the Year Ended Audit Report, March 31, 2013. Yes – 7; No – 0; Absent – 0. Motion carried.

AUDIT SERVICES 2014-2016

Dan Veldhuizen presented Siegfried Crandall's proposal to continue working with the Township for the next three years. Proposed fees are: 2014: \$19,000; 2015: \$19,250; and 2016: \$19,500.

Motion by Smith, supported by Burton, to approve the services of Siegfried Crandall for the years 2014 through 2016, as proposed. Yes – 7; No – 0; Absent – 0. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

August 12, 2013 Regular Board Meeting

Receive and File Various Reports/Communications

1. Planning Commission Minutes-7/18/13; 2. Treasurer's Investment Report-7/31/13; 3. Hope Network Transit Services Report-7/13; 4. Ada Historical Society Minutes-7/11/13.

Motion by Rhoades, supported by LeBlanc, to approve the Minutes, Reports and Communications under the Consent Agenda. Yes – 7; No – 0; Absent – 0. Motion carried.

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Rhoades reported receipts in the following amounts: Hand Checks: #101 \$610.91; #205 \$87.53; #208 \$1,065.25; #248 \$478.35. Total all Hand Checks: \$2,242.04; Warrants: #101 \$75,136.21; #205 \$240,065.40; #208 \$11,035.17; #211 \$10,156.00; #248 \$36,580.55; #590 \$106,449.30; #591 \$188,139.69; #592 \$4,792.75; Total Warrants: \$672,355.07. Total All Checks and Warrants: \$674,597.11.

Motion by Proos, supported by Jacobs, to approve the Warrant Report for August 26, 2013, in the total amount of \$674,597.11. Roll Call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton, and Haga; No – 0; Absent – 0. Motion carried.

APPLICATION #2 ROSELLE PARK IMPROVEMENT 2013-PARK ENTRY & PARKING IMPROVEMENT

Wes Steer, OCBA, stated this is pay application #2 in the amount of \$38,767.50 for work completed at Roselle Park through August 10th. He stated the gravel parking lot, the concrete curb and gutter at the entry, and the asphalt paving were all completed.

Motion by Proos, supported by LeBlanc, to approve Application #2 to Ottawa Excavators for the Roselle Park Improvements in the amount of \$38,767.50. Roll Call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton, and Haga; No – 0; Absent – 0. Motion carried.

Wes Steer stated they are still working on the silo and playground improvements; the stone steps going down to the creek were completed last week; and most of the playground should be done by the end of the week.

CHANGE ORDER #2 ROSELLE PARK IMPROVEMENT 2013-PARK ENTRY & PARKING IMPROVEMENT

Wes Steer stated this change order #2 includes minor items of field adjustments that were made, as well as the second climbing rock at the playground that was deleted, for a total deduction of \$20,580.00.

Motion by Proos, supported by Rhoades, to approve Change Order #2 Roselle Park Improvement 2013-Park Entry & Parking Improvements with the deduction of \$20,580.00. Yes – 7; No – 0; Absent – 0. Motion carried.

Wes Steer added that he and Parks Director Mark Fitzpatrick have been discussing opportunities for people to participate in funding of the playground improvements at Roselle Park. He passed out a “Donor Information” bulletin that described the improvements that will be made, and ways for the public to contribute toward the project.

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Jacobs stated she had comments from several people that the Pioneer Day Camp put on by the Historical Society Museum was a lot of fun for the kids.

Trustee Smith stated she is proud to live in Ada and be a part of the efforts to donate the fire truck to the volunteer firefighters in Abbott Texas. She asked for a status of the wage study.

Clerk Burton stated she echoed Trustee Smith’s statements about the fire truck donation and enjoyed following the journey to Texas on Face Book.

Trustee LeBlanc asked when the wage study will be completed.

Supervisor Haga responded the Admin Committee is meeting next week to go over the units of government to be surveyed for comparison, and how broad to cast the net. He stated the time-frame for the project to be completed is October or November.

Haga said he would like to echo all statements already made concerning the fire truck donation and he went to the airport to welcome our firemen home. He stated it was great being part of the excitement, and thanked the Board for their role in the donation, and the residents of the community who also directly participated.

Supervisor Haga commented on the letter sent by the Supervisor’s Association regarding a bill that’s in process, HB 47-85, Emergency Medical Services Operations Vehicles and Personnel License Fees. He stated some of these fees have gone up 500%, and the increase is anticipated to be about \$975 per year for Ada Township. He stated he will be writing our legislators a letter to oppose these kinds of increases.

Motion by Smith, supported by Proos, to authorize a letter opposing HB 47-85 on behalf of the Ada Township Board. Yes – 7; No – 0; Absent – 0. Motion carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION R-082613, MUTUAL AID BOX ALARM SYSTEM (MABAS) PARTICIPATION

Fire Chief Jim DuVall stated this is an addition to our county-wide mutual aid agreement. He stated this is a user-driven system designed to streamline requesting and providing of emergency and fire services resources for any major events that may occur within or even outside the county, as well as the township’s need for any outside help from other departments.

Motion by Proos, supported by Smith, to approve Resolution R-082613, Mutual Aid Box Alarm System (MABAS) Participation. Roll Call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton, and Haga; No – 0; Absent – 0. Resolution adopted.

FIRE DEPARTMENT DISPOSAL OF SURPLUS EQUIPMENT

Fire Chief DuVall asked the Board for permission to sell old equipment that has already been replaced and is no longer being used. The three items, an air boat, Hurst Cutters and a Thermo Imaging Camera will be sold on Craig’s List or Ebay.

Motion by Proos, supported by Rhoades, to approve the request for Disposal of Surplus Equipment from the Fire Department as presented in the August 15, 2013 memorandum. Yes – 7; No – 0; Absent – 0. Motion carried.

When asked by a Board member where the proceeds from the sale of equipment will be going, Fire Chief DuVall stated the proceeds will go into the public safety fund.

PROPOSED RESTRICTIVE COVENANT AGREEMENT ON CELL TOWER SITE AT 6390 KNAPP ST.

Planning Director Jim Ferro stated the Planning Commission approved a special use permit for a new 130 foot high cell phone tower at the southwest corner of Knapp Street and Egypt Valley, on an 80 foot by 80 foot leased portion of a 1.8 acre parcel. He stated one of the conditions of approval require that the area outside the lease area be retained in a natural condition, which is to be recorded in a deed restriction. Legal counsel drafted a restrictive covenant agreement that has been signed by the property owner, and is now before this board for approval. One other aspect of the special use approval is the added condition that states: "a building permit may not be issued for 120 days after the approval date;" and the intent of that condition was to provide an opportunity for the Township to communicate with the school district regarding the potential for locating wireless antennae equipment on the school district owned and Township operated water tower on the Forest Hills Eastern campus. He stated we are in the process of pursuing that based on the conclusion that locating wireless equipment on the Eastern campus would be a better means of meeting the wireless communication needs of that area in the least intrusive manner. If approval is not secured, and there is not a signed agreement between AT&T and the school district within that 120 day period, then a building permit will be issued for this tower. He stated if the Board approves this agreement it will not be recorded with the Register of Deeds unless the tower site proceeds at the corner of Knapp Street and Egypt Valley.

Motion by LeBlanc, supported by Rhoades, to approve the Proposed Restrictive Covenant Agreement on Cell Tower Site at 6390 Knapp Street as presented. Roll Call: Yes – Smith, Jacobs, Proos, LeBlanc, Burton, Rhoades, and Haga; No – 0; Absent – 0. Motion carried.

PROPERTY PURCHASE APPROVAL-980 BUTTRICK

Planning Director Jim Ferro stated the Open Space Advisory Board has been working on a potential property acquisition on Buttrick Avenue north of the Ada Township Park. He stated this is a 3.2 acre rectangular piece that runs from Buttrick Avenue back to the railroad right-of-way; a portion of the south boundary of this property adjoins the park; the front of the property joins another residential parcel; and the rear portion of the property has wetland areas on it that are contiguous to existing wetlands in Ada Township Park. The Township has paid \$500 to obtain a 45-day option agreement, with a \$95,000 purchase price, and during that 45-day period we have the time to do due diligence necessary to determine whether the property is environmentally clean. If the purchase is approved by the Board there will be a complete environmental site assessment done. The total cost of the acquisition would be \$104,910, not including demolition of the home and shed on the property at approximately \$4,000-\$5,000.

Motion by Proos, supported by Jacobs, to approve the Open Space Property Purchase at 980 Buttrick Avenue as presented in Mr. Ferro's memo of August 19, 2013 in the amount of \$104,910. Roll Call: Yes – Jacobs, Smith, LeBlanc, Proos, Rhoades, Burton, and Haga; No – 0; Absent – 0. Motion carried.

PUBLIC COMMENT

Planning Director Jim Ferro gave an update on the Village Urban Design Plan, stating the public outreach process is continuing through August in soliciting public input regarding design ideas. Meetings have been held with the different stakeholder groups, as well as Amway employees on how the village could better meet their everyday needs as 8-5:00 occupants of the major employer in Ada. The first week of September the design workshop week begins with a public presentation on Tuesday, September 3rd of alternative plans for the village based on all of the stakeholder input; and Friday, September 6th will be another public presentation with refined design ideas. He stated there are bar graphs on the web site envisionada.com that summarize the stakeholder input from all of the groups.

ADJOURNMENT

The meeting was adjourned at 8:13 p.m.

Susan Burton
Ada Township Clerk

Date

RS/dr