

**ADA TOWNSHIP BOARD MEETING
MINUTES
SEPTEMBER 12, 2011**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Proos, Trustee Smith, Trustee Westra, and Recording Secretary Renegar. Also present: Fire Chief Jim Duvall, and 17 community members.

APPROVAL OF AGENDA

Supervisor Haga stated he had one change to make under New Business, IX – E: Ada Drive Sanitary Sewer Forcemain Easements is deleted for this meeting and will be covered on September 26th. **Motion by Smith, supported by Westra, to approve the Agenda as amended. Yes – 6; No – 0. Motion carried.**

**SPECIAL PRESENTATION-ADA TOWNSHIP AUDIT REPORT
YEAR ENDED MARCH 31, 2011**

Dan Veldhuizen, Auditor, stated this is the 6th year they have done the audit and appreciate the relationship they have with Ada Township. He commented that the financial statements are the responsibility of the Township, and it is the auditor's responsibility to express opinions on those financial statements. He stated the purpose of the audit is to give opinions as to whether the financial statements are fairly stated, so they look at a sample of transactions and balances to be able to do that. Also, an audit is not a guarantee that everything is perfect, and it is not insurance on internal controls. He stated, Ada Township had relatively few corrections that needed to be made by the auditors, and would like to continue to work with everyone to make sure there are fewer adjustments so the internal reports are more accurate. On the financial condition of the Township, he stated the General Fund shows Total Assets, Liabilities and Equity. The fund balance for the General Fund is \$1,640 million, which represents 95% of the current year expenditures. He stated the equity of each of the funds is quite healthy.

He further stated there is a new accounting standard, known as Gadsby 54, which goes into effect for the next fiscal year, and it will change the definition of different funds for government, and change or provide new classifications of fund balance. He stated he would like to provide the Township with a sample of Fund Balance policies so the discussion about what a minimum Fund Balance should be and what could be committed or assigned to it can start.

Mr. Veldhuizen also talked about the Dashboard project, which the Governor came up with in January for more transparency and accountability in government.

Motion by Proos, supported by Rhoades, to approve A. under New Business, Motion to Receive and Accept FY 10/11 Audit Report. Yes – 6; No – 0. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

August 22, 2011 Regular Board Meeting

Receive and File Various Reports/Communications

1. Planning Commission Minutes-7/21/11; 2. Regis Board Minutes-7/27/11; 3. Region 8 Notes-9/11; 4. Salvation Army-Drop Box Donation-8/25/11; 5. Kent County Commissioners-Citizen Appointment to County Committees. **Motion by Westra, supported by Rhoades, to approve the Reports and Communications under the Consent Agenda. Yes – 6; No – 0. 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 \$1,928.09; #205 \$1,071.84; #208 \$422.30; #248 \$96.59; #590 \$3,823.89; #591 \$2,995.41; #592 \$694.71; Total all Hand Checks: \$11,032.83; Warrants: #101 \$30,277.66; #205 \$26,628.95; #208 \$9,178.69; #248 \$335.02; #590 \$13,655.19; #591 \$6,966.03; #592 \$38.12; Total Warrants: \$87,729.66. Total All Checks and Warrants: \$98,312.49. **Moved by Proos, supported by Smith, to approve the Warrant Report for September 12, 2011, in the total amount of \$98,312.49. Roll Call: Yes – Westra, Smith, Rhoades, Proos, Burton, and Haga; No – 0. Motion carried.**

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Westra stated he received a lot of positive feedback regarding the process of filling the trustee position.

Supervisor Haga stated he had visited the Healing Field at Cannonsburg and purchased a flag to one of the fallen firefighters, John Deodono from New York Engine #37, Battalion 11, 3rd Division, and he was a hazmat expert. He stated it was purchased on behalf of the Township and it will be maintained on display, along with a piece of the iron from the building, at the Fire Department. He also stated he had a discussion with the Kent County Road Commission regarding safety concerns at Buttrick and Thornapple River, and, if approved at the Planning Commission, the Road Commission may be installing a traffic light next spring.

Trustee Proos stated the temporary bridge is in great need of repair, and asked if there is anything that can be done to expedite construction work. He noted roads up north that had rumble strips approximately 75 feet from a stop sign or light, and questioned if the Road Commission would work with the Township on researching the use of rumble strips.

Supervisor Haga noted the Road Commission does plan some time in October to re-do the asphalt on the bridge.

NEW BUSINESS

RESOLUTION R-091211-1, FOREST HILLS CENTRAL HIGH SCHOOL “HOMECOMING PARADE”

Jordan Yob, President of the Student Council, and Kim Boutman, student Public Relations at Forest Hills Central, explained the purpose of their request. They hope to get approval to conduct the annual Homecoming Parade on Friday, September 30, 2011 from 4:30 p.m. to 5:30 p.m., and the route will be from Forest Hills Central Middle School to Ada Drive to Alta Drive to Clements Mills to Maple Hill back to Ada Drive. They stated the theme of the parade is “American Pride of the Decade”, and they will be honoring veterans and military soldiers, firefighters, police officers, etc.

Motion by Westra, supported by Rhoades, to adopt Resolution R-091211-1, Forest Hills Central High School “Homecoming Parade”. Roll Call: Yes – Westra, Smith, Rhoades, Proos, Burton, and Haga; No – 0. Motion carried.

ASSEMBLY ROOM TECHNOLOGY IMPROVEMENTS

Sara Easter, Volunteer Consultant, stated the Information Communications Technology Committee visited several municipalities to assist in identifying the needs of the Assembly Room. She stated the committee has looked at different audio/visual solutions to allow audience and committee participants to view information that is being shared with the various Township boards, commission and groups. They also looked at updating the system for new speakers, microphones and a recording device; as well as devices to allow committee participants to access all meeting documents digitally. She stated the Information Communications Technology Committee is requesting approval to pursue proposals for technology improvements in the Assembly Room, which may be in excess of \$10,000.

Motion by Proos, supported by Burton, to approve the pursuit by the Information Communications Technology Committee of proposals to upgrade the Assembly Room technology as proposed. Yes – 6; No – 0. Motion carried.

FIRE-DEPARTMENT-REPLACE CARPET STATION #1

Fire Chief Jim Duvall stated the carpet in the fire station has been there since 1990 and needs to be replaced. They contacted three carpet stores to request quotes for removal of the old carpet and installation of new carpet. He stated they received quotes from Complete Flooring & Interior at \$4,870.95, Degraaf Interior at \$5,648.45, and Verhey Carpet at \$6,641.50.

Motion by Westra, supported by Smith, to approve Replacement of Carpet at Fire Station #1 with Complete Flooring & Interior, in the amount of \$4,870.95. Yes – 6; No – 0. Motion carried.

FIRE DEPARTMENT-PURCHASE OF HAND LINE NOZZLES

Fire Chief Jim Duvall stated they need to replace six of the old nozzles, which they have had problems with. He stated after doing research on different styles and how they work, he obtained quotes from three companies: Time Emergency at \$720 per nozzle, Sales and Marketing of Michigan at \$923 per nozzle, and Task Force Tips at \$1,200 per nozzle.

Motion by Smith, supported by Westra, to approve purchase of six Hand Line Nozzles from Time Emergency at a total cost of \$4,320. Yes – 6; No – 0. Motion carried.

ROSELLE PARK CULVERT/BRIDGE INSTALLATION

Park Director Mark Fitzpatrick stated they put the project for a bridge to cross the creek out for bid and received three different quotes; Twin Lakes Nursery at \$8,667.35, Sietsema Excavator's at \$6,900, and Lee's Trenching Service at \$5,800. He stated the project also includes fees from the O.C.B.A at \$800 to assist in administrative functions. Also, he stated an anonymous donor has agreed to fund the project up to a cost of \$7,000.

Motion by Westra, supported by Burton, to approve the Culvert/Bridge Installation at Roselle Park to contract with Lee's Trenching Service in the amount of \$5,800, and the O.C.B.A. cost of \$800 for project management and plans. Yes – 6; No – 0. Motion carried.

KENT COUNTY ROAD COMMISSION WORK ORDER BRONSON STREET PROJECT

Supervisor Haga stated this work order is for road reconstruction drainage and HMA paving on Bronson Street. Ada Township will front the amount of \$51,297.00, as the Road Commission’s fiscal year does not begin until October 1.

Motion by Westra, supported by Rhoades, to approve the work order dated 8/31/11 for the Kent County Road Commission work on the Bronson Street project in the amount of \$51,297, which will be billed back to the Kent County Commission after October 1. Yes – 6; No – 0. Motion carried.

VOLUNTARY TRANSFER OF EARNED BUT UNUSED SICK LEAVE

Supervisor Haga stated one of the staff members is experiencing a high risk pregnancy which has resulted in using large portions of sick leave, vacation, and personal time. The staff members requested approval to donate a portion of their accrued sick time, a total of sixty-two days, and the Personnel Committee requests approval for this assistance.

Motion by Smith, supported by Burton, to approve Voluntary Transfer of Earned but Unused Sick Leave as recommended by the Personnel Committee, and to refer this issue back to the Personnel Committee to establish a policy for the Employee Manual. Yes – 5; No – 1. Motion carried.

TOWNSHIP TRUSTEE VACANCY APPOINTMENT

Supervisor Haga stated of the five Trustee candidates interviewed on September 6, 2011, the Board selected two finalists: Paul LaBlanc and Catherine Jacobs. The Board will fill the vacancy by the deadline of September 22, 2011.

Catherine Jacobs stated she felt privileged to be one of the two selected, and when she is part of a group she gives it her all.

Paul LaBlanc stated he is honored, and applauds the Board for the thorough and rigorous process; and it speaks to the Ada community that there were two dozen people who expressed an interest in serving on the Board. He stated he would love to be a part of the leadership of the community to contribute his education, experience and perspective.

Motion by Rhoades, supported by Burton, to approve Paul LaBlanc to fill the Township Trustee Vacancy till the end of the term which will be November 21, 2012. Yes – 6; No – 0. Motion carried.

RESOLUTION R-091211-2, GRAND RAPIDS TRIATHLON ROAD CLOSURES

Ann Swanson, Tri4Health, shared a brief recap of the race held last year and the resulting statistics. She stated they had 888 participants who came from many different states, and in a survey the participants gave this race a rating of 95% as a good experience. She stated they have a long list of improvements that they will be making this year.

Bob Karel, Vice President Tri4Health, stated that with the road closure on Buttrick this year, they did go out and speak with the residents on Buttrick, and 95% of them have given their approval. He stated they were able to donate funds to a non-profit that helps special needs children; they are expanding their contributions to cancer research, and looking at some other charitable giving as well.

Andy Vidro, President Tri4Health, presented a map of the course which will have total road closures at Thornapple River Drive/Fase Street to Thornapple River Drive/Buttrick, and Buttrick/Thornapple River Drive to Buttrick/Grand River Avenue. He stated they are asking for road closure the night before the race.

Motion by Westra, supported by Rhoades, to adopt Resolution R-091211-2, Grand Rapids Triathlon Road Closure on June 10, 2012 as proposed in the resolution. Yes – 6; No – 0. Motion carried.

Discussed were security issues, the need for clarification of road closures from the Road Commission and Sheriff’s Department, and also the need for updates on changes and issues before the event.

Motion by Westra, supported by Rhoades, to amend the original motion to include “pending approval by the Kent County Road Commission and Sheriff’s Department” to Resolution R-091211-2, Grand Rapids Triathlon Road Closure on June 10, 2012 as proposed in the resolution. Yes – 6; No – 0. Motion carried.

Deb Emery, 7534 Fast Street, stated she is glad they are not going down Fase Street this year as they had a bad experience with the Triathlon last year.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

Susan Burton
Ada Township Clerk

Date

RS/dr