

**ADA TOWNSHIP BOARD MEETING
MINUTES
JUNE 13, 2011**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Treasurer Rhoades, Trustee Smith, Trustee Westra, **Trustee Proos**, Clerk Burton, and Supervisor Haga. Also present: Planning Director Jim Ferro, and 7 community members. Absent: Trustee Sytsma and Recording Secretary Renegar.

APPROVAL OF AGENDA

Supervisor Haga added a couple items to the agenda: Under Communications #10 - One Kent Study Group Members-6/13/11, and #11- Trustee Sytsma Letter-6/6/11; under New Business - J. (A.) Resolution R-061311-4 Supporting Wellhead Protection Program, and (B.) Professional Services Agreement by Fleis & Vandenbrink Engineering, Inc. for Wellhead Protection Program. **Motion by Westra, supported by Rhoades, to approve the Agenda as amended. Yes – 6, No – 0, absent – 1. Motion carried.**

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Minutes

May 23, 2011 Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports-5/11; 2. Zoning Board of Appeals Minutes-5/10/11; 3. Ada Township DDA Minutes-5/2/11; 4. Wade Trim – Waste/Sewer O&M Services-5/19/11; 5. Ada Drive Trail Closure-6/1/11; 6. Summer 2011 Utility Road Construction Project Descriptions and Schedule-6/11; 7. Leaf Bag Collections Report-6/11; 8. Regulation of Rental Housing-5/24/11; 9. Ada Township – Response to Wade Trim-6/6/11. **Motion by Burton, supported by Westra, to approve the Reports and Communications under the Consent Agenda. Yes – 6; No – 0; Absent - 1. Motion carried.**

APPROVAL OF WARRANTS

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$11,570.42; #205 \$1,327.36; #208 \$1,098.88; #213 \$79.49; #590 \$4,038.70; #591 \$1,222.55; #592 \$419.87; Total all Hand Checks: \$19,757.27; Warrants: #101 \$32,800.47; #205 \$30,580.95; #208 \$5,356.36; #248 \$200.00; #590 \$45,166.04; #591 \$823.21; #592 \$38.72; Total Warrants: \$114,965.75. Total All Checks and Warrants: \$134,723.02. **Moved by Proos, supported by Smith, to approve the Warrant Report for June 13, 2011, in the total amount of \$321,598.64. Roll Call: Yes - Proos, Smith, Westra, Rhoades, Burton, and Haga; No – 0; Absent – Sytsma. Motion carried.**

PUBLIC COMMENT

Deb Emory, 7534 Fase, expressed her discontent with the communications regarding the Triathlon, the disruption the event caused, and suggested the planned Walkathon be held at Roselle Park.

BOARD COMMENT

Trustee Westra stated he had also heard from a number of people regarding communication to those in the affected area of the Triathlon. However, he also noticed many people enjoying themselves at the first-time event in the Township. He also commented on the protest received from Wade Trim regarding the handling of the water and sewer contract, and was curious as to what is going to be done about that.

Clerk Burton reminded everyone that the Board packet is now on the web site. Also, handed out fliers about the Farmer's Market and stated the flier will be in the Cadence.

Trustee Proos stated concern regarding the condition of the temporary Bridge, and because of delays in construction questioned whether it will make it through another winter or two. Commented on the road construction project which will be done in the Village, and the fact that information, maybe even a road sign coming into the Village, should be put out to inform everyone about what will be going on and the timeline. Commented on the leaf bag collection report showing \$2,200 being collected in a year's time. Also, commented on the letter regarding regulation of rental housing and that it is up to us to monitor these units to make sure they are at least up to basic standards. He also stated there has been no communication with Reith Reilly regarding the Koning property and the construction and reclamation process, and when they will be leaving the township. He believes we should schedule another meeting with them.

Supervisor Haga reminded the Board of the MTA 2011 Summer Legislative Conference, and registration forms need to be given to him by week's end. He stated the Special Board Meeting on June 16th is very important for Board members to attend as that is the meeting for authorizing sale of the bonds for the two projects. Also, regarding the Triathlon, there is a debriefing scheduled for Wednesday. Regarding the census, he stated he did a calculation from last year's revenue sharing. The Township's portion will increase as a result of the population increase in Ada.

UNFINISHED BUSINESS

CONTRACT BETWEEN COUNTY OF KENT, ADA TOWNSHIP AND INTERURBAN TRANSIT PARTNERSHIP – GO! BUS SERVICES

Supervisor Haga noted on Page 6 of the revised contract there is an escape clause for the Township. Did ask the consultant for the park project to follow up on the CDBG grant dollars relative to the barrier-free projects. The Admin Committee met with Hope Network and their rates are \$16.00, about \$2.94 less than the Go! Bus program. Based on 2010 numbers, it would be an estimated \$2,800 a year savings by moving to Hope Network. The goal is to have something in place by possibly the first of October.

Motion by Proos, second by Westra, to approve the contract with the County of Kent, Ada Township and the Interurban Transit Partnership, the Go! Bus program. Yes – 6; No – 1; Absent – 1. Motion carried.

NEW BUSINESS

ORDINANCE O-061311-2, REZONING FROM PO TO PO/PUD, DR. LATHE MILLER OFFICE BUILDING, 4875 CASCADE RD

Planning Director Jim Ferro stated this is a small site, about ½ acre at Argo and Cascade Road, and the proposal is to remove an existing home converted to an office, and construct a new 3,841 square foot building, with a dental office occupying the majority of the space and a small office space to lease. PUD zoning is proposed as a means of obtaining some flexibility from the normal office zoned setback requirements. Also, proposed is the parking lot in the front and the building toward the back; and proposed storm water management. The setback proposed between the new office building and an existing building is 15 feet instead of the required 25 feet. Approval of rezoning the Ordinance to the PUD and office zone with the PUD overlay and approval of the Resolution approving the preliminary PUD plan are recommended.

Motion by Westra, supported by Rhoades, to adopt Ordinance O-061311-2, which is an Ordinance to amend the Township Ordinance rezoning of property on 4875 Cascade Road. Roll call: Yes - Proos, Westra, Rhoades, Burton, and Haga; No – Smith; Absent - Sytsma. Ordinance adopted.

There was some concern over the setbacks, with Ferro explaining the differences between commercial and residential development, especially in regard to lot size and setbacks.

RESOLUTION R-061311-3, TO APPROVE PRELIMINARY PUD PLAN FOR 3,841 SQUARE FOOT OFFICE BUILDING AT 4875 CASCADE RD

Motion by Westra, supported by Proos, to adopt Resolution R-061311-3, Resolution to approve Preliminary PUD Plan for 3,841 square foot office building at 4875 Cascade Road. Roll Call: Yes - Proos, Westra, Rhoades, Burton, and Haga; No – Smith; Absent - Sytsma. Resolution adopted.

RESOLUTION R-061311-1, RESOLUTION CONFIRMING CREATION OF AN INDUSTRIAL DISTRICT IN 1981

Supervisor Haga stated through research done on all of our files, we were unable to find the original Resolution, but that a copy was received from the State. We are filing this Resolution in lieu of the original Resolution.

Motion by Proos, supported by Rhoades, to adopt Resolution R-061311-1, Resolution confirming creation of an Industrial District in 1981. Roll Call: Yes - Proos, Westra, Smith, Rhoades, Burton, and Haga; No – 0; Absent - Sytsma. Resolution adopted.

RESOLUTION R-061311-2, CLASS C LIQUOR LICENSE FOR RIX 301, 445 ADA DRIVE

Supervisor Haga noted a Resolution regarding this was adopted in September 2010.

Steve Davies, President Rix 301, 428 Washington, Traverse City, MI, stated the building is not in as good a shape as it was since they originally approached the Board, and Joe Martin, owner of the property, has worked to bring the building back up to code. He is now looking for consideration to allow a 6 month window in which time the MLCC will complete their routine investigation. He sees no reason both the construction/rehabilitation and updating of the building shouldn't be completed within 6 months.

Motion by Proos, supported by Rhoades, to adopt Resolution R-061311-2, Class C Liquor License for Rix 301, located at 445 Ada Drive. Roll Call: Yes - Proos, Westra, Smith, Rhoades, Burton, and Haga; No – 0; Absent - Sytsma. Resolution adopted.

ORDINANCE O-061311-1, PLANNING COMMISSION ORDINANCE

Planning Director Jim Ferro stated the Ordinance is proposed to replace the current provisions of the Code of Ordinances creating the Planning Commission in order to conform to the new planning enabling legislation that was enacted by the legislature and signed by the Governor in 2008. That statute stated that no later than July 1, 2011 all existing Ordinances creating Planning Commissions would need to be reviewed and either amended or replaced to conform to the new statute. The most significant change is in the language concerning the qualification of Planning Commission members. Our current Ordinance states appointments to the Planning Commission shall seek to represent a diversity of occupations and core professions, and the new language in the statute states “shall represent a variety of significant interests as those interests exist in the township.” So the language proposed in the new Ordinance recites the language in the statute.

Motion by Westra, supported by Burton, to adopt Ordinance O-061311-1, Planning Commission Ordinance.

Ferro stated he has asked legal counsel to review the draft, and he hasn't heard back from them yet other than they conclude the new Ordinance is needed. We do have until the end of the month to act on it.

Motion by Westra, supported by Burton to amend the motion to add the words pending approval by “legal counsel”.

Motion by Westra, supported by Burton to remove the amendment to the original motion.

Motion by Westra, supported by Smith, to postpone action on Ordinance O-061311-1, Planning Commission Ordinance, until the next meeting so as to offer time for an appropriate legal review. Yes – 6; No – 0; Absent - 1. Motion carried.

Conversation about the Master Plan and publication requirements ensued.

AUTHORIZATION TO PURSUE PROPOSALS FOR ASSEMBLY ROOM TECHNOLOGY IMPROVEMENTS

Supervisor Haga stated this is following the purchase policy to request from the Board permission to pursue a project of this nature in excess of \$10,000.

Motion by Smith, supported by Burton, to approve the recommendations to pursue proposals for technological improvements for the Township's Assembly Room. Yes – 2; No – 4; Absent - 1. Not carried.

There was conversation between the trustees about the nature of the improvements, time-line for the improvement process, the possibility of recruiting several professional opinions and plans, and whether we have investigated technology that would best serve the most people in our community.

AMENDMENT TO ADA TOWNSHIP EMPLOYEE HANDBOOK – MEDICAL LEAVE

Supervisor Haga stated currently there is no Medical Leave policy in place and there have been inquiries from staff concerning what would happen if they became ill, long term. Counsel developed a Medical Leave policy. Key elements of the policy are: staff would have to use their sick, vacation, and any personal time before this would apply; that we would allow for one month of medical insurance coverage for an employee when they run out of this particular time. The Personnel Committee recommends approval of the policy.

Motion by Westra, supported by Proos, to approve the Amendment to Ada Township Employee Handbook regarding Medical Leave. Yes – 6; No – 0; Absent - 1. Motion carried.

KENT COUNTY BOARD OF COMMISSIONERS – CITIZENS COMMITTEE PARKS AND RECREATION SERVICES STUDY PARTICIPATION

Supervisor Haga explained this is a study of all parks in Kent County that the county wants to undertake, and stated the Park Committee and Supervisors Association did review it. The concern is what the intent of the study is, what the cost will be, what other municipalities will participate, and other concerns. It's really vague as to what the real purpose is. The Park Committee has general support of the project, but they also had a lot of concerns about the cost and what the outcome is going to be.

Motion by Westra, supported by Proos, to postpone action until our next meeting to see a more definitive proposal that spells out exactly what the goal of the committee would be and the cost to us, when study is completed, and who would volunteer. Yes – 6; No – 0; Absent - 1. Motion carried.

APPLICATION FOR LEASE OR LICENSE OF RAILROAD PROPERTY – BRONSON STREET IMPROVEMENT AND WATERMAIN PROJECTS (2)

Supervisor Haga stated there are two applications: one for the Bronson Street project, and the other is for underground pipeline crossing for the watermain to go under the railroad and connect to the watermain on Rix Street. The first license agreement is for \$1,000, and the pipeline crossing is for \$4,000.

Motion by Westra, supported by Proos, to approve the Application for Lease or License of Railroad Property – Bronson Street improvement and watermain projects.

Trustee Proos stated concern regarding the length of time for review of the drawings of 4-8 weeks. Believe the motion should be amended to include spending the additional \$1,750 to expedite the drawings.

Motion amended by Proos, supported by Smith, to spend \$1,750 to expedite the drawings for the two applications for Lease or License of Railroad Property – Bronson Street improvement and watermain projects. Yes – 6; No – 0; Absent - 1. Amendment to the motion carried.

Main motion as amended. Yes – 6; No – 0; Absent – 1. Amended motion carried.

MICHIGAN WELLHEAD PROTECTION (WHPP) UPDATE

Motion by Westra, supported by Proos, to approve the professional services agreement with Fleis & Vandenbrink Engineering, for the Wellhead Protection update for the Grand Valley Estates water system for \$5,000. Yes – 6; No – 0; Absent - 1. Motion carried.

RESOLUTION R-061311-4, SUPPORTING WELLHEAD PROTECTION PROGRAM

Motion by Proos, supported by Rhoades, to adopt Resolution R-061311-4, supporting Wellhead Protection Program. Roll Call: Proos, Smith, Westra, Rhoades, Burton, and Haga; No – 0; Absent - Sytsma. Resolution adopted.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/dr