

**ADA TOWNSHIP SPECIAL BOARD MEETING
MINUTES
JULY 20, 2015**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Burton, Trustee LeBlanc, Treasurer Rhoades, and Trustee Jacobs, and Trustee Smith. Absent: Trustee Proos. Also present: Planning Director Ferro, and 4 community members.

APPROVAL OF AGENDA

Supervisor Haga stated two items to be added to the Agenda are Public Comment and Board Comment.

Motion by Jacobs, supported by Rhoades, to approve the Agenda as amended. Motion carried.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

NEW BUSINESS

RESOLUTION R-072015-1, APPLICATION FOR A ONE DAY LIQUOR LICENSE

Supervisor Haga stated this application for a one day liquor license for Beers on the Bridge at Leonard Field still has items that need to be worked on; the layout of the Leonard Field area is pretty much done, and needs to be endorsed by the Sheriff's Department; and signatures need to be notarized and witnessed. He stated the public will receive wrist bands that denote they are of age to drink; the price is anticipated to be \$2.00 per beer ticket; the rules will be posted at the entry; music will be provided by the Thirsty Perch. Haga stated the Township does have Host Liability Insurance, and the bond provided by our insurance company is \$50.00.

Motion by LeBlanc, supported by Jacobs, to adopt Resolution R-072015-1, Application for a One Day Liquor License for the "Beers at the Bridge". Roll Call: Yes – Jacobs, Smith, LeBlanc, Rhoades, Burton and Haga; No – 0; Absent – Proos. Resolution adopted.

PLANNING DEPARTMENT STAFFING

Supervisor Haga stated there was an ad hoc committee of Trustee LeBlanc, Trustee Jacobs, and himself working with Planning Director Ferro to go over the needs of the Planning Department. He stated the short-term solution they came up with is to contract out Planning Department services for 12 to 16 weeks with Mr. Mark Sisson, Consultant/ Professional Planner. The long-term solution is to proceed to hire an administrative type person, focusing on 50% planner/50% zoning.

Planning Director Jim Ferro stated currently there is deferred maintenance going on in the department. With respect to the short-term solution, Mark Sisson has been a member of the West Michigan planning community, and is a good candidate to provide some assistance on a short-term basis in the department. He stated concerning the longer term solution, he has upgraded the position description for the zoning administrator so it is now not strictly zoning administration and code enforcement, but Planning responsibilities also; and the compensation schedule has been upgraded.

Motion by LeBlanc, supported by Smith, to authorize the professional services agreement on an interim basis with Mark Sisson as a consultant to fulfill the immediate needs of the Planning Department services for the Township, as presented. Main motion as amended carried.

Trustee LeBlanc stated during the committee discussion there was some concern about contractual arrangements versus being considered an employee. He stated he submitted a contract that is typically used which has language regarding an Independent Contractor, which he suggested be inserted.

Planning Director Ferro read the paragraph to the Board: "The consultant is an independent contractor and neither the consultant nor any employee or agent thereof shall be deemed for any reason to be an employee or an agent of the client. As the consultant is an independent contractor the client shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes or any and all other forms or types of compensation or benefits to any personnel performing the inspection services for the client under this agreement. The consultant shall be solely responsible for all compensation benefits, insurance and employment related rights of any person providing services hereunder during the course of or arising or accruing as a result of any employment whether past or present with the consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment."

Motion by Jacobs, supported by LeBlanc, to amend the main motion to strike the Special Projects provision in the draft agreement, along with Item No. 3, the Sub-contractors agreement and to insert language regarding Independent Contractors as read by Planner Ferro. Roll call: Yes – Jacobs, Smith, LeBlanc, Rhoades, Burton and Haga; No – 0; Absent – Proos. Motion carried.

Motion by Jacobs, supported by LeBlanc, to proceed with the long-term solution of hiring a planner/zoning administrator, with the Township approving the five step salary range, and begin the schedule as reflected in the memorandum of July 18, 2015. Roll call: Yes – Jacobs, Smith, LeBlanc, Rhoades, Burton and Haga; No – 0; Absent – Proos. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:41 p.m.

Susan Burton, CMC
Ada Township Clerk

Date

RS/dr