



**AGENDA**  
**ADA TOWNSHIP REGULAR BOARD MEETING**  
**MONDAY JANUARY 10, 2022 at 7:00 P.M.**  
**ADA TOWNSHIP HALL**  
**7330 THORNAPPLE RIVER DRIVE**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
  - Motion to approve minutes and accept and file reports/communications under consent agenda
  - A. APPROVAL OF TOWNSHIP BOARD MINUTES
    - 1. Regular Board Meeting Minutes December 13, 2021
  - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
    - 1. DDA Regular Meeting Minutes - December 13, 2021
    - 2. Planning Commission Regular Meeting Minutes – November 18, 2021
    - 3. Planning Commission Special Meeting Minutes – November 29, 2021
    - 4. Planning Commission Special Meeting Minutes – December 3, 2021
    - 5. Zoning Board of Appeals Regular Meeting Minutes – October 5, 2021
    - 6. Utility Advisory Board Meeting Minutes - November 18, 2021
- VII. APPROVAL OF WARRANTS
  - A. Township General Warrants
  - B. Consider Payment of Adatowne & Adacraft Water Main & Street Improvements Phases 2 & 3 Pay Application #8 to CL Trucking & Excavating LLC for An Amount Not to Exceed \$73,712.40
- VIII. PUBLIC COMMENT (*Limit of 3 Minutes Per Speaker*)
- IX. UNFINISHED BUSINESS – None
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
  - A. Introduction of New Amy Van Andel Library KDL Branch Manager Scott Ninemeier
  - B. Resolution R-011022-1: A Resolution Approving a Request from GR Triathlon to Hold Event June 11 – 12, 2022 in Ada Park and Associated Road Closures

- C. GR Triathlon Alcohol Waiver Request
- D. Gypsy Moth Report – Neal Swanson, Aquatic Consulting Services
- E. Ordinance O-011022-1: An Ordinance to Amend the Ada Township Zoning Regulations (Chapter 78 of the Ada Township Code of Ordinances, as Amended), to Amend Regulations Regarding Area Regulations and Land Divisions
- F. Ada Community Clean Up Day Report
- G. Consider Request from Fire Department to Move Forward with \$100,000 Down Payment on 2022 Fire Apparatus from Spencer Fire Equipment to Secure Pricing

XII. DEPARTMENT REPORTS

- A. Township Manager Report – January, 2022
- B. Assessing Department Report – January 5, 2022
- C. Downtown Development Authority Director Report – January 10, 2022
- D. Fire Department Report – December, 2021
- E. Historical Society Museum Manager Report – December, 2021
- F. Parks & Recreation Report – January 5, 2022
- G. Planning Department Report – January 5, 2022
- H. Engineering Monthly Report – January 5, 2022
- I. Ryan’s Municipal Utility Report – December, 2021
  - a. Hall Street Water Main Break Memo
  - b. Cascade Rd. Water Main Break Memo

XIII. BOARD MEMBER COMMENT

XIV. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT *(Limit of 3 Minutes Per Speaker)*

XV. ADJOURNMENT



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
December 13, 2021 – 7:00 p.m.**

**DRAFT**

The meeting was conducted at the Ada Township Hall. The roll was called. Members present: Supervisor Leisman, Clerk Smith, Treasurer Moran, Trustee Jacobs, Trustee Proos, and Trustee Winczewski. Absent: Trustee Hurwitz, Also present: Township Manager Julius Suchy, Parks Director Fitzpatrick, Assessor Boerman, Planning Director Said, and approximately six members of the community.

**APPROVAL OF AGENDA**

Added to the agenda: New Business Item D – Reappointment of Planning Commission members. **Moved by Winczewski, supported by Jacobs, to approve the December 13, 2021, Agenda as amended. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**Approval of Minutes; Accept Reports/Communications**

**A. TOWNSHIP BOARD MINUTES**

1. Regular Board Meeting Minutes – November 22, 2021

**B. REPORTS AND COMMUNICATIONS**

1. DDA Regular Meeting Minutes November 8, 2021
2. Historical Society Meeting Minutes November 11, 2021
3. Parks, Recreation & Land Preservation Meeting Minutes November 9, 2021
4. Kent District Library Fall Quarterly Report – Amy Van Andel Library

**Moved by Proos, supported by Moran, to approve the Consent Agenda. Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Treasurer Moran presented the following: Hand Checks: \$51,445.95, Warrants: \$747,846.15. Total of all Checks and Warrants: \$799,292.10. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for December 13, 2021, in the total amount of \$799,292.10. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski. Motion carried.**

**Consider Approval of Community Center/Library Change Order #7 for a decrease of \$269,544.53**

Nick Haglund from Erhardt Construction presented the request for approval of Change Order #7. She noted there was a credit back into the job for funds that were not spent on the project.

**Moved by Winczewski, supported by Jacobs, to approve the Community Center/Library Change Order #7 for a decrease of \$269,544.53. Motion carried.**

**Consider Payment of Community Center/Library Final Pay Application (#22) from Erhardt Construction for An Amount Not to Exceed \$35,807.06**

Nick Haglund from Erhardt Construction presented this final Pay Application which covers the added ice protection in the courtyard and along Headley. She noted there was a little bit of billing left for the landscaping work that got done mid summer. They did an eleven month warranty walk through recently to make sure everything was done along with fixing a couple minor items. There was further discussion regarding the ice protection steps.

**Moved by Winczewski, supported by Moran, to approve payment of Community Center/Library Final Pay Application (#22) from Erhardt Construction for an amount not to exceed \$35,807.06. Motion carried.**

**Consider Payment of Fase Street Non-Motorized Path Improvement Pay Application #1 from CL Trucking & Excavating LLC for An Amount Not to Exceed \$191,292.62**

Steve Groenenboom, Moore & Bruggink, presented the Pay Application. He noted he was very happy how this turned out, very rewarding for him and it truly looks like it belongs. They are recommending retainage of 10% through the winter. The job is basically done other than needing to walk it next spring. He added that this is under budget.

**Moved by Proos, supported by Jacobs, to approve payment of Fase Street Non-Motorized Path Improvement Pay Application #1 from CL Trucking & Excavating LLC for an amount not to exceed \$191,292.62. Motion carried.**

**Consider Payment of Adatowne & Adacroft Water Main & Street Improvements Phases 2 & 3 Pay Application #7 to CL Trucking & Excavating LLC for An Amount Not to Exceed \$309,456.81**

Steve Groenenboom, Moore & Bruggink, presented the Pay Application. He briefly summarized the three phases. He spoke about budgets noting that the total bid was \$5.66 million. The estimated costs for Phase 2 (which was this year's job) was bid at \$3.9 million. There are a few things on this phase that they couldn't do this year, but will be doing next year, because of the sequencing of the jobs. They will set aside some monies for that, but it is still about \$100,000 under what the bid amount was. The job took a little longer than anticipated, but it went well, and it is safe to say it is under budget by a fair amount.

**Moved by Moran, supported by Winczewski, to approve payment of Adatowne & Adacroft Water Main & Street Improvements Phases 2 & 3 Pay Application #7 to CL Trucking & Excavating LLC for an amount not to exceed \$309,456.81. Motion carried.**

**Consider Payment of Ada Drive Trail Paving & Boardwalk Replacement Pay Application #2 from Katerberg VerHage for An Amount Not to Exceed \$548,149.42**

Township Manager Suchy first addressed the Board giving an update on this and also provided the Board with a memo on this pay application. He stated the project had a requirement to be completed by October 29, 2021 and is not yet completed. Since the pay application is for the range of October 1, 2021 through December 3, 2021, Moore & Bruggink has included \$16,500.00 (33 days) for liquidated damages (although Suchy believes this should \$17,500, for 35 days the work covered by this pay application is primarily for grading, paving and boardwalk work.

Steve Groenenboom, Moore & Bruggink, next presented the pay application. He said it's always up to the contractor when they are going to pave. If it gets too cold, we can tell them to stop. But if they want to pave and get it done, that is typically allowed, but then they are held to the warranty period of one year. He noted that he had some pretty direct conversations with Katerberg VerHage and with the paving subcontractor, which is typically not his job. He said he left some pretty heated messages when the subcontractor would not get ahold of him, telling them they had to get it done and don't tell us one thing and then do another. He said it was very frustrating but they're going to make sure it's a nice job.

Trustee Proos commented when a contract is made, it needs to be kept because it is the right thing to do. Stuff happens, but when it does you must take the lead and be the head not the tail. We need to continue to hold this until it's done. Treasurer Moran stated he is extremely disappointed. Katerberg VerHage has done a lot of work for the Township and that is what makes it more disappointing is that it wasn't done to the expectations of Katerberg VerHage. First of all, it is 35 days. Second, it is frustrating to see they were laying asphalt while it was snowing out. He said he has never seen this before. We approved this back in June, and to be talking about it now in December is really unfortunate. Moran asked who would make that call if it's too cold to put asphalt down?

Steve Groenenboom, Moore & Bruggink, responded that the Township has their word that it is going to be good next spring. They will be ripping some out and re-doing it. Treasurer Moran asked what happens the spring after that when the warranty is over? Groenenboom stated he thinks they will keep some retainage back for another year. Treasurer Moran reiterated that this is disappointing and that the Board has to answer to the taxpayers and this particular project affects a majority of the Ada residents.

Mark VerHage, Katerberg VerHage, spoke next stating that he has to take the blame for what has happened. Township Engineer Groenenboom has been nothing but encouraging to get this to the finish line. He spoke about issues with the subcontractors. Bottom line is they will stand behind the quality of that path to the satisfaction of the Township and Moore & Bruggink. They will deal with what is coming. They take a lot of pride in projects they have done for the Township and they are not going to tarnish their reputation over this. He said they completely take the blame and thought they were using good contractors, but it is no excuse. Proos stated he appreciates the honesty, but something should have been done sooner to stop this, adding that the bottom line is for the Township to have a quality trail.

**Moved by Smith, supported by Proos, to approve payment for the Ada Drive Trail Paving & Boardwalk Replacement to Katerberg VerHage in the net amount of \$400,000.00, of the \$548,149.42 requested in Pay Application #2, and directing Township Staff and Township Engineer to bring this back before the Board in January 2022 with updated numbers for the next pay application. Motion carried.**

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

None.

**PUBLIC HEARINGS**

None.

**NEW BUSINESS**

**A. Resolution R-121321-1: Adopt 2022 Federal Poverty Exemption Guidelines**

Township Assessor Boerman stated she submitted a memo with the recommended poverty guidelines. This is something done every year and her recommendation tonight is to adopt the updated federal guidelines to use for the 2022 poverty exemptions.

Moved by Jacobs, supported by Winczewski, to adopt Resolution R-121321-1: A Resolution to Adopt Federal Poverty Exemption Guidelines. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

**B. Resolution R-121321-2: Resolution Amending Ada Township Permit Fees & Charges for Building Department Services**

Township Planning Director Said presented the resolution concerning permit fee adjustments that originated with Cascade Township. This reflects a fee adjustment, the first that has been done since 2009. It also allows the Township to maintain its contractual obligation. There are some slight adjustments to permit fees. Obviously the larger the project, the larger the permit fee.

Moved by Proos, supported by Jacobs, to adopt Resolution R-121321-2: A Resolution Amending Ada Township Permit Fees & Charges for Building Department Services. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

**C. Consider Proposal from Integrated Architects for Township Hall Site Feasibility Study for an Amount Not to Exceed \$9,174.00**

Township Manager Suchy gave brief introductory comments. He stated after the Township Hall ARPA funding discussion, he reached out to Integrated Architecture to discuss a site feasibility study at four locations in the Township as follows:

Option 1 – 7185 Headley St.

Option 2 – West Portion of 7215 Headley St. (connected to Library)

Option 3 – 7171 Headley St.

Option #4 - 7330 Thornapple River Dr (existing Township Hall Site) and 7351 Bronson Street.

Scott Vyn of Integrated Architecture spoke next. He believes the next natural step of the study is to take the means from that study and apply them to these four different identified parcels. They will work with Erhardt Construction to put together some pricing for the conceptual diagrams -- basically looking at fit, capacity and potential cost.

Moved by Proos, supported by Winczewski, to approve the proposal from Integrated Architects for Township Hall Site Feasibility Study for an amount not to exceed \$9,174.00. Motion carried.

D. Resolution R-121321-3, a Resolution to Reappoint Planning Commission Members Dan Carter and Sarah Easter for 3-Year Terms.

Township Supervisor Leisman stated the two Planning Commission members whose terms are up are Dan Carter and Sarah Easter. There is overwhelming support to reappoint both members for new 3-year terms.

Moved by Smith, supported by Jacobs, to adopt Resolution R-121321-3: A Resolution to Reappoint Planning Commission Members Dan Carter and Sarah Easter for 3-Year Terms. Roll Call: Yes – Jacobs, Leisman, Moran, Proos, Smith, and Winczewski;; No – 0; Absent - Hurwitz. Resolution adopted.

## DEPARTMENT REPORTS

A. Township Manager Report – December 8, 2021

Township Manager Suchy stated he would be happy to answer any questions from his December 8, 2021 report. He noted there was one update in regards to House Bill 5351, a personal property tax exemption increase bill. Currently they are looking to increase from \$80,000 to somewhere between \$200,000 and \$300,000. He stated this would impact some of the restaurants, and there will be an impact on the collection agencies of the townships.

B. Assessing Department Report – December 7, 2021

Township Assessor Boerman stated she wanted to give a heads up they've been working on setting the values for 2022. They have finished residential, agricultural, and commercial. The commercial class is going to about a 20% to 40% increase so they can meet their county ratios. The increases are substantial but still very defensible.

C. Downtown Development Authority Director Report – December 13, 2021

D. Fire Department Report – November, 2021

E. Historical Society Museum Manager Report – November 2021

F. Parks & Recreation Report – December 6, 2021

Township Parks Director Fitzpatrick reported they got acknowledgement from the State DNR that their grant is going to be funded. It still has to go through a process with the National Park Service which will take about 10 months. He also stated they are still working through some staffing challenges. He also brought up that staff increases need to be addressed in this next budget cycle and there was some discussion regarding that.

G. Planning Department Report – November, 2021

Township Planning Director Said stated that as part of the Planning Commission review of the proposed office building at 7500 Fulton and surrounding properties, they initially took a step back to do some further consideration of that entire area. The Planning Commission held two special meetings where they did some larger planning consideration for the area. He passed around a concept plan which he believes represents something closer to the Envision Ada Plan. The Planning Commission met on Friday December 3rd and approved a master plan concept for the multi-parcel area. The overall design and layout will be a benefit to the community if/when the properties are redeveloped.

Planning Director Said also updated the Board on several building permit applications, as listed in his December 7, 2021 memo.

Trustee Proos suggested there be a joint meeting between the DDA, the Planning Commission and the Board, noting it has been quite some time since they have had a meeting. Manager Suchy responded that he believes having all three groups meet together is a tall order, but he is not opposed to it.

H. Engineering Monthly Report – December 8, 2021

I. Ryan’s Municipal Utility Report – November, 2021

Steve Ryan spoke briefly regarding operation of the pumps through the SCADA system.

**BOARD COMMENT**

Trustee Jacobs spoke about the Christmas trees blowing over in the high winds. Township Manager Suchy responded that this has become an issue and that park staff has put three 60 pound sand bags on each leg of the tree stand. Parks Director Fitzpatrick also spoke about steps being taken to address this issue. Trustee Jacobs also spoke about parking and how the Garage Bar is a perfect example of the fact that sometimes you have to park and walk a bit.

Trustee Proos stated the parade and the chili cookoff were both wonderful events. He said it was really nice to see all the people with smiles on their faces. He said people come from all over and it’s very nice to see.

Treasurer Moran wished everyone Happy Holidays.

Clerk Smith reminded the Board that there is not a second meeting this month, so the next meeting will be January 10, 2022.

Supervisor Leisman stated this is the end of the first full year they have worked together and believes they are a pretty cohesive group, and he feels the same about staff and contractors. He wished all a Merry Christmas and Happy New Year.

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

None.

**ADJOURNMENT**

**Moved by Winczewski, supported by Moran, to adjourn the meeting at 9:16 p.m. Motion carried.**

\_\_\_\_\_  
Jacqueline Smith  
Ada Township Clerk

\_\_\_\_\_  
Date

llm

**DRAFT**

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 13, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 13, 2021, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada, MI.

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00 a.m. by Chair, Bowersox.

**BOARD MEMBERS PRESENT:** Bowersox, Coe, Idema, Leisman, Norman, Wright, VanderWulp

**BOARD MEMBERS ABSENT:** Harrison, Knapp

**STAFF AND OFFICIALS PRESENT:** Buckley, Moran, Said, Stichman, Suchy

**PUBLIC PRESENT:** none

**II. APPROVAL OF AGENDA**

Moved by Coe, supported by VanderWulp, to approve the agenda as presented. Motion carried.

**III. APPROVAL OF MINUTES OF THE NOVEMBER 8, 2021 REGULAR MEETING**

Moved by Idema, supported by Coe, to approve the minutes as presented. Motion carried.

*Norman arrived meeting at 8:02 a.m.*

**IV. APPROVAL OF PAYABLES**

**a. Review and Approval of Seyferth PR Invoice for Out-of-Pocket Expenses for Brats & Bonfires**

Stichman referred to the invoice received from Seyferth PR for the out-of-pocket expenses, \$12,674.45, for the Brats and Bonfires event on October 8.

Moved by Leisman, supported by Norman, to approve the Seyferth invoice for \$12,674.45. Motion carried.

**V. UNFINISHED BUSINESS**

**a. Review and Approval of Strategic Planning Consultant**

Stichman summarized the staff memo and said there were four independent consultants that were local to the West Michigan area. Stichman said that after proposal review and conversations with the consultants, she recommended that Travis Alden from The Right Place could facilitate the strategic process for the DDA.

Stichman shared a brief background on Travis Alden and said that she and Suchy reached out to other Municipal Managers in regards to references and who they used for strategic planning consultants in the past. Stichman spoke highly of the strategic documents and references collected from Lake Odessa and said she felt that was what the DDA was looking to accomplish.



Norman shared that he felt Travis Alden was a good direction to go and mentioned that the strategic process should focus on not just the goals and future of the DDA but how it interplays with the other stakeholders as well.

Moved by Idema, supported by Norman, to approve consultant, Travis Alden of The Right Place, to facilitate the strategic process for the DDA. Motion carried by roll call vote 7-0, with 2 absent.

## **VI. NEW BUSINESS**

### **a. Review of DDA Board Member Appointments, Effective Jan. 1, 2022**

Stichman referred to the letter presented to the Township Board from Supervisor Leisman at the November 22 Board meeting at which time the Township Board unanimously confirmed the appointments of Jeremy Frost and Lindsey Vogl to the Ada Township DDA Board. Their terms will officially start in January.

Stichman said the outgoing members were Ted Wright and Walt VanderWulp and thanked them for their many years of service to the DDA.

Leisman explained the appointment process; a member would get appointed for a 4-year term and then reappointed or new members considered with staggered terms of appointment.

### **b. Presentation of Certificates of Appreciation to Outgoing DDA Board Members**

Bowersox presented Ted and Walt with certificates of appreciation and thanked them for their years of service. Bowersox spoke highly of their cooperation and dedication and said that it was a pleasure working with both of them.

### **c. Requests for 2022-2028 Capital Improvement Projects**

Stichman said she was working on submitting capital project request worksheets for 2022-2028 to the Township Board and asked the DDA Board for recommendations regarding what future projects she would obtain cost estimates for.

Coe offered a list of items to consider for the next 6 years: facelift of signage, maintenance of sidewalks & lights, new banners/replace, additional battery/charging stations, matching façade grants, marketing & promotion, grant competitions, and partnerships.

There was Board discussion about overall capital budget items within the DDA function: addition of charging stations, parking lot and parking lot maintenance and whether to earmark monies specifically for parking, maintain railroad trussel/landscaping (possible mural), and sidewalk repairs.

Stichman confirmed that the DDA last year budgeted for marketing and promotion as well as benches and trash receptacles, which should be purchased before the end of the fiscal year.

Leisman summarized the process of the capital budget was that staff would take what the DDA discussed and develop a capital budget to bring back to the DDA for finalization.

## **VII. REPORTS AND COMMUNICATIONS**

### **a. Brats & Bonfires Recap**

Stichman gave a recap of the event held on October 8<sup>th</sup> and said there were 601 people in attendance, and considering the weather that day, she was very pleased with the turnout. The total revenue was \$13,467, which exceeded the goal of 66% sponsorship dollars compared to 2019. Total expenses were \$16,504.35, which included Seyferth's out-of-pocket costs of \$12,674.45. The DDA incurred a deficit of \$3,037.35 for the event.

Stichman said that Amway's contribution was for Seyferth's promotion and event coordination which she believed was approximately \$9000. She continued to share the breakdown of all costs and said that Amway had an interest to continue helping with the promotion and strategic thinking about the event, but would no longer be supporting staff from Seyferth.

Norman concluded that Stichman did a nice job on the event and said that the event was the type of thing the DDA should be supporting.

### **b. DDA Financial Report, November 30, 2021**

Stichman stated that there was no significant activity in November other than Farmers Market and the Beers at the Bridge and Brats & Bonfires events.

Leisman asked if there were any limits on the local community stabilization funds that the Township received. Suchy said the local stabilization was basically the personal property tax replacement and there was no restriction on what that could be spent for.

### **c. Director/Staff Report**

Stichman said that at the November meeting the DDA expressed interest in reviewing the parking study, but with the two outgoing members and two new members joining in January, she was going to hold off on that review until the new year.

Suchy gave a brief update on the connectivity of trail from 3 Mile Road to Chief Hazy Cloud on Pettis Avenue that will connect to the rest of the trail network on the north side of the Township, as well as other connections in the future.

## **VIII. BOARD MEMBER COMMENT**

VanderWulp thanked the DDA Board for the 10 years as a member.

Idema asked for updates on the Planning Department report included in the packet. Said gave updates on many projects including the 7500 East Fulton project, as well as the conceptual future plan of Block C, that would be considered as part of the Township Comprehensive Plan review.

*Norman left meeting at 8:57 a.m.*

There was additional Board discussion regarding parking, and/or lack of parking, and possibilities for additional parking that the DDA might be able to purchase.

*VanderWulp left meeting at 9:01 a.m.*

**IX. PUBLIC COMMENT**

Stichman informed that she was contacted by ABC 13 on Your Side, and they would be doing a day-tripping feature of Ada Township. Stichman said they would be talking about Ada in a broad sense; the trails, the farm that does goat yoga, some of the restaurants, and featuring other activities in Ada.

**X. ADJOURN MEETING**

Bowersox adjourned meeting at 9:19 a.m.

Respectfully submitted:

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Devin Norman, Secretary

rs:eb

**ADA TOWNSHIP PLANNING COMMISSION MEETING  
MINUTES OF THE NOVEMBER 18, 2021 REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, November 18, 2021, at 7:00 p.m., at the Ada Township Hall, Assembly Room, 7330 Thornapple River Dr., Ada MI.

**I. CALL TO ORDER**

Chair, Korth, called the meeting to order at 7:00 p.m.

**II. ROLL CALL**

Present: Burton, Butterfield, Carter, Easter, Jacobs, Korth

Absent: Heglund

Staff Present: Buckley, Said, Suchy

Others Present: 9

**III. APPROVAL OF REVISED AGENDA**

Moved by Carter, supported by Butterfield, to approve the revised agenda as presented.

Motion carried.

**IV. APPROVAL OF MINUTES OF MEETING OF THE OCTOBER 21, 2021, REGULAR MEETING**

Moved by Carter, supported by Jacobs, to approve the minutes of the October 21, 2021 Regular Meeting as presented. Motion carried.

**V. PUBLIC HEARING - none**

**VI. UNFINISHED BUSINESS - none**

**VII. NEW BUSINESS**

1. Review of PVM District Development Plan, Construction of a 11,305 Sq. Ft. 2- and 3-Story Building to be used for a Restaurant on 1<sup>st</sup> Floor & Office Space on 2<sup>nd</sup> & 3<sup>rd</sup> Floors, Unit A3 Building of River Street Commons Condominiums, 7423 River Street SE, Parcel No. 41-15-34-129-003, Ken Dixon on behalf of River Street Commons A3, LLC

Ken Dixon, Dixon Architecture, 523 Ada Drive, presented his proposal for the A3 building and described its location; across the street from Zeytin's, near the schoolhouse. Dixon said that the building was another wonderful example of a building that fits the designs that he has worked on over the past five years.

Dixon said the proposed building was 11,305 sq. ft. with the first floor utilized for a restaurant and second & third floors for office space and an outdoor deck up top. He said based on the review of the standards, the proposed building meets the requirements for lot area, width,

setbacks and frontage, but he was requesting one departure from the first floor window transparency requirement; which is 75% and his was only 71% on the Settlers Street side.

Dixon shared details on public utilities, capacity, stormwater, lighting, and parking. He also addressed the three items discussed in Said's staff memo; the awnings that retract for seasonal purpose, adequate space for outdoor seating, and the possibility of a "green roof area" on the third floor.

Easter shared her continued concern with the lack of residential housing in the proposed building. Dixon explained once again that the problem with housing came down to financials and that it required something with larger volume/occupancy units.

**It was moved by Burton, supported by Easter, to approve the construction of 11,305 Sq. Ft. 2- and 3-story building at 7423 River Street, parcel no. 41-15-34-129-003, including the departure from the standard for the area of glass to be at 71% and including the following findings and conditions as mentioned in the staff memo:**

1. The Planning Commission hereby makes the following findings:
  - a. The proposed development plan, as modified by the conditions of approval listed below, requires the following "departures" from the standards of the PVM District, which are hereby approved:
    - 1) Sec. 78-476 (g): Minimum transparent window coverage (75% req.; 71% proposed).
  - b. The above departure results in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be possible without approval of the departure.
  - c. The proposed alternative is consistent with the purpose and intent of the PVM District.
  - d. The proposed alternative, in comparison to conformance with PVM District standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.
  - e. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.
2. The proposed development plan for a new 11,305 sq. ft. 2- and 3-story building is hereby approved, subject to the following conditions:
  - a. The applicant shall provide lighting plans consistent with applicable requirements and shall obtain Township Staff approval prior to the issuance of any building permit. Any exterior building-mounted light fixtures shall be full-cutoff to control light emission, or of a low-intensity non-glare light style, subject to approval by Township Staff prior to issuance of a building permit.
  - b. Except as modified in accordance with these conditions of approval, the building and site improvements shall be completed substantially as shown on the plan set titled "#7423 River Street SE; River Street Commons – A3 Building", as follows:

- 1) Engineer/Utility Plans Sheets 1-3, dated 10/21/21.
- 2) Floor Plan Sheets A2.1, A2.2, and A2.3, dated 11/04/21.
- 3) Exterior Elevation Sheets A4.1, A4.2, and A4.3, dated 11/04/21.
- 4) Landscape Plan Sheet L1.1, dated 11/04/21.

**Motion Carried.**

**VII. NEW BUSINESS continued --**

2. Review of PVM District Development Plan, Construction of a 19,491 Sq. Ft. 2- and 3-Story Office Building, 7500 East Fulton Street, Parcel No. 41-15-34-102-012, Dixon Architecture on behalf of PDL Ventures, LLC

Ken Dixon, Dixon Architecture, 523 Ada Drive, presented his proposal for the building at 7500 East Fulton and pointed out the engineers and property owners present; Jeremy Frost, Bill Payne and Steve Witte.

Dixon said that it had been three months since they last met on the project and gave a brief history of design revisions. Dixon stated that he was submitting the proposal under the Village Block Front, PVM District, and the architecture of the proposed building complied with PVM standards, but he struggled with the size of the existing site (area and width). Due to the site size he was requesting the Planning Commission to allow for several departures and explained the details.

Dixon addressed concerns regarding vehicular access and said Jeremy Frost was working with Fifth Third Bank for an agreement on the easement to allow for a second access to the property and he also referred to the parking study that was included in the packet. Dixon concluded that the traffic at the Ada Drive driveway would not be significantly affected with the new building.

Jeremy Frost, PDL Ventures, confirmed that he was working with Fifth Third Bank and said they expect to have an easement agreement shortly.

Korth shared concern about the proposed building site/footprint and discussed a history of footprint sizes that were previously approved for PVM District. He said that this building was a bigger footprint than anything approved by the Planning Commission **for the PVM District, other than the Market building.**

Korth stated that it was the Planning Commission's responsibility to develop a Master Plan for the location, which consists of Fifth Third Bank, Chase Bank, and the proposed site. He said a Master Plan would give the Commission the tools needed to understand how the building could end up being properly situated and help create framework of urban form as the rest of the Village.

There was Board discussion on the building alignment and/or road alignment, the need for a sidewalk system to create a full pedestrian network with the rest of the Village, and the possibility of postponing action to allow the Commissioners to meet and review site plan/Master Planning options; depending on the applicant's timeframe.

Frost gave a breakdown of the timeframe on the project and said if approved they would apply with EGLE for Flood Plain requirements, get appropriate approvals needed and would plan to break ground in Spring 2022.

There was additional Board discussion about setting up one or two special meetings to meet with Commissioners and Engineers/Architects to brainstorm together to "fine tune" the location of the building, and the sidewalks, streets and setbacks.

The Board was favorable to the idea of working with Ken Dixon at the special meetings. Korth asked Dixon if he would have any conflict of interest to meet with them. Dixon replied that he could see through any conflict of interest and that he respected all the Commissioners comments.

**Moved by Easter, supported by Carter, to table action until the next regular meeting on December 16, 2021. Motion carried.**

The Board and Dixon discussed possible dates for the two special meetings and the dates determined are:

Special Meeting dates: Monday, November 29, 2021, at 12:00 p.m. at the Library  
Friday, December 3, 2021, at 7:30 a.m. at the Library

#### **VII. NEW BUSINESS continued --**

##### 3. Potential Text Amendment regarding Area Regulations and Land Divisions

Said proposed a Text Amendment change in Sec. 78-544 of the Zoning Ordinance. Said stated that currently the Zoning Ordinance allows, when land divisions are done, for lot sizes (and widths) in various districts to be *smaller* than the minimum lot sizes and widths specified for those districts.

Said shared that in his view that section of the ordinance undercuts the intent of each of the districts and he gave some examples of minimum lot sizes in certain zoning districts and what happened when the land was divided/split; refer to the breakdown in his staff memo included in the packet. Said stated that that section of the ordinance was inconsistent with the provisions and minimum lot sizes for each of those zoning districts and it was also very difficult to administer from a staff perspective.

He said that he and his staff would like to see the amendment go through and he respectfully requested the Planning Commission review the draft text, as he plans to include on the agenda as a public hearing at the December meeting.

#### **VIII. COMMISSION MEMBER / STAFF REPORTS**

Said stated that he prepared a draft RFP for the Master Plan and will send to Commissioners for their review. Said felt it was appropriate to hire the process out to have an independent consultant review the Master Plan.

Said informed the Board that the Township would be moving forward with CIP, Capital Improvement Plan, for the next fiscal year and asked if any members were interested to participate on the CIP Committee. Easter, Korth, and Carter agreed to participate on the Ada Township Capital Improvement Committee.

**IX. PUBLIC COMMENT - none**

**X. ADJOURNMENT**

Moved by Jacobs, supported by Easter, to adjourn the meeting at 8:55 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

rs:eb



**ADA TOWNSHIP PLANNING COMMISSION MEETING  
MINUTES OF THE NOVEMBER 29, 2021 SPECIAL MEETING**

A special meeting of the Ada Township Planning Commission was held on Monday, November 29, 2021, at 12:00 p.m., at the Amy Van Andel Library/Ada Community Center, 7215 Headley Street, Ada MI.

**I. CALL TO ORDER**

Chair, Korth, called the meeting to order at 12:03 p.m.

**II. ROLL CALL**

Present: Burton, Butterfield, Carter, Easter, Jacobs, Korth

Absent: Heglund

Staff Present: Buckley, Said, Suchy

Others Present: 5

*Jacobs arrived meeting at 12:04 p.m.*

**III. APPROVAL OF AGENDA**

Moved by Easter, supported by Carter, to approve agenda as presented. Motion carried.

**IV. NEW BUSINESS**

1. Area Planning Review Workshop – 7500 East Fulton, 455 Ada Drive, and 475 Ada Drive

Korth explained the purpose for the special meeting was to discuss planning concepts, site issues and potential layouts of the area/property and to revisit the new concepts for keeping within the Master Plan from years ago. Korth said no action would be required, primarily discussion only, with public comment at the end. Korth asked for introductions amongst those in attendance as follows:

John Said and Elaine Buckley of the Ada Planning Department  
Devin Norman, property owner 517 and 519 Ada Drive  
Bernie Veldkamp, member of the public  
Ken Dixon and Casey Blake, Dixon Architecture  
Bill Payne, BPV, PDL Ventures and property owner of 7500 East Fulton  
Julius Suchy, Ada Township Manager  
Planning Commissioners – 6 (Burton, Butterfield, Carter, Easter, Jacobs, Korth;  
Heglund was absent)

Korth said that Ken Dixon was well suited for the “concept workshop” due to his involvement with the engineering and design concepts of the existing buildings in the Village. Korth spoke specifically of the A7 building and asked Dixon to share his design concepts.

Dixon explained the initial design of the Village started back five years ago with the assistance of Planning Consultant, Jeff Speck, to help facilitate the highest density. Dixon spoke on how the

Block A, Block B, Market Square and River Street Commons were started with the concept of putting the parking on the interiors of blocks and line the outside with the pedestrian environment and storefronts adhering the Village design concepts, within the PVM District requirements.

There was brief commission discussion regarding the role that the two banks play with the property long term, the need for vehicular access via the bank easements, and how they need to explore what had already been presented and how it could still function correctly and yet accomplish the design goals of the Village development.

Dixon presented a screen projection showing the existing conditions of all four properties (including 519 Ada Drive) and said that he merged four different set of plans; the 7500 building set, the two bank sites, and the Ada Drive construction plans and pointed out the easements highlighted in red.

Dixon explained details on where powerlines were, ingress/egress easements, identified useable areas, the set driveways, the bank areas for drivethru window or ATM service, Dr. Norman's building, and the overall flow of the area.

Dixon concluded that his presentation showed what was a likely/good solution that mimics what had been done in the past and how it plugged in with the future building.

In relation to the overall Master Plan perspective, there was conceptual discussion, "brainstorming", between the Board and Dixon on several items: the angle of the proposed building, alignment of buildings, curb cuts, the area of parking under powerlines or parallel parking possibilities, the continued concern with vehicular access to the area, the addition of a pedestrian corridor between 7500 and Dr. Norman's building (concerns were expressed that it's not a walkable area), and/or connectivity of existing sidewalks.

*Payne left meeting at 1:05 p.m.*

Following extensive discussion, the Commissioners were all in favor of, and shared more ideas of, how to make the entire Village a more connected/walkable space.

Norman, property owner at 519 Ada Drive, shared concerns about; the small parking lot on the side of his building that he does not own, the problematic vehicular access for his patients to and from his building, and the height of the proposed building (at 7500 East Fulton); he would like to see it kept at 35' high. Norman said he was all for new projects in the Village, as long as they do not cause harm to his property.

## **V. PUBLIC COMMENT**

Bernie Veldkamp, 5580 Hall Street, referred to the arial view on the projected screen and, to illustrate walkability, asked for directions how to get his 10 year old daughter from the new apartments to the Library.

Suchy stood up and pointed out the walkable route from the apartments to the Library.

There was a brief discussion about the connectivity of existing trails/sidewalks and it was determined that a connecting corridor in that area should be the next step. Suchy said that he would bring up the subject at the next Trails Committee meeting.

Said concluded that Dixon would send him a follow up email from the meeting and reminded the Board about the next "workshop"/Special Meeting was Friday, December 3<sup>rd</sup>, at 7:30 a.m. at the Library.

## **VI. ADJOURNMENT**

Moved by Easter, supported by Carter, to adjourn meeting at 1:36 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

rs:eb

**ADA TOWNSHIP PLANNING COMMISSION MEETING  
MINUTES OF THE DECEMBER 3, 2021 SPECIAL MEETING**

A special meeting of the Ada Township Planning Commission was held on Friday, December 3, 2021, at 7:30 a.m., at the Amy Van Andel Library/Ada Community Center, 7215 Headley Street, Ada MI.

**I. CALL TO ORDER**

Chair, Korth, called the meeting to order at 7:33 a.m.

**II. ROLL CALL**

Present: Burton, Carter, Easter, Heglund, Jacobs, Korth

Absent: Butterfield

Staff Present: Buckley, Said, Suchy

Others Present: 4

**III. APPROVAL OF AGENDA**

Moved by Easter, supported by Carter, to approve agenda as presented. Motion carried.

**IV. NEW BUSINESS**

1. Area Planning Review Workshop – 7500 East Fulton, 455 Ada Drive, 475 Ada Drive, and 519 Ada Drive

Korth summarized the November 29 Special Meeting and said that the meeting ended with the idea of taking the original drawings prepared by Dixon and the Commission discussed some enhancements to them.

Dixon presented the revised information for the Block C area and shared details on the “future” Master Plan Block C site plan. Dixon explained that he reshaped the building/moved it eastward which provided a widened greenspace area between Dr. Norman’s building and the proposed building C4, he reconfigured the building alignment, added sidewalk connections, added potential buildings C1, C2 & C3, and he also added a two-way driveway with a right-in/right-out access at Fulton.

Korth told Dixon that he appreciated the Master Plan concept and Dixon further explained the details on the footprints shown on his plan for the proposed C1, C2 and C3 buildings; square footage, retail and/or office use, 2/3 story, and the numbers of parking spaces.

There was continued Commission discussion on concerns about parking and ways to find more parking.

Suchy said he had the same conversation on parking concerns with the DDA. Suchy shared that the DDA Director, Haley Stichman, was working on updating the 2017 parking study to determine parking inventory and she was also working on ways to improve communication about where parking was available.

There was further Commission discussion on Dixon's "future" Master Plan Block C concept, the footprint of the C4 building and the façade, and it was decided that they wanted to incorporate the proposed buildings C1, C2 and C3 into the updated Master Plan.

Korth said that he felt the planning exercise/workshop helped to update the Commission on what Envision Ada showed with the reality of what it could be, and that the intent of the meeting was to give guidance to the Commissioners for when they need to make decisions on development in the Block C area including possible deviations/departures from PVM regulations.

The Commission suggested the addition of small building envelopes along Fulton to help ring the parking lot area. The Commission members then expressed supportive comments for the process and the conceptual plan, as an effective guide for future development review of proposals in the Block C area.

**Moved by Easter, supported by Burton, to approve the plan document with respect to review of future applications for the Block C area, with the goal of incorporating it into the Township Master Plan, subject to the final approval at the Planning Commission meeting on December 16, 2021. Motion carried.**

#### **V. PUBLIC COMMENT**

Jeremy Frost, applicant PDL Ventures, said that he appreciated the Commission taking the time for the Special Meetings and that he loved the overall concept and density of the Block C site proposal. He said he appreciated any feedback given that would help get the building in a position of being built/approved and look forward to the next meeting on December 16.

Said mentioned that he had an informal conversation with ~~IDOT~~ MDOT via email and they support the idea of combining the two entries/curbcuts for Fifth Third and Chase bank.

#### **VI. ADJOURNMENT**

Moved by Carter, supported by Heglund, to adjourn meeting at 8:28 a.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

rs:eb

**ADA TOWNSHIP ZONING BOARD OF APPEALS  
MINUTES OF THE TUESDAY, OCTOBER 5, 2021, REGULAR MEETING**

A regular meeting of the Ada Township Zoning Board of Appeals was held on Tuesday, October 5, 2021, at 4:30 p.m. at the Ada Township Hall, 7330 Thornapple River Dr. SE, Ada, Michigan

**CALL TO ORDER**

The meeting was called to order by Chair Dixon at 4:30 p.m.

**ROLL CALL**

Members present: Burton, Dixon, McNamara, Nuttall

Members absent: Smith

Staff Present: Bajdek, Buckley, Said

Public: 8

**APPROVAL OF AGENDA**

Moved by Burton, supported by McNamara, to approve the agenda as presented. Motion carried.

**APPROVAL OF MINUTES**

Dixon pointed out an error in the attendance of the May 11, 2021 minutes; member absent was Burton, not Norman.

Moved by Nuttall, supported by Burton, to approve the May 11, 2021 Meeting minutes as amended.

Motion carried.

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

1. Request for variance from private road standards to allow the subject parcel to be divided into two (2) parcels on a private road, serving as the primary access to more than four (4) parcels, that does not meet current standards for private roadway width, cul-de-sac radius, and maintenance agreement requirements, Harry & June Kooyman, 1010 Fernridge Ave. SE, Parcel No. 41-15-31-476-064

Dixon invited the applicant to present his request and said he wanted to inform/remind the applicant that in order to meet the ZBA board requirements of a majority vote, the applicant would need 3 of the 4 board members to vote in support of the variance in order for the approval to pass.

Applicant, Harry Kooyman, 1010 Fernridge Ave. SE, said he would like to request for consideration by the Zoning Board a variance of the Code of Ordinance 78-804 Standards for Private Roads. He said he would like to request this so that Mr. Truax and his family could purchase the property to build a new home for his handicapped daughter and his entire family.

Referring to his letter and drawings submitted with the variance application, Mr. Kooyman went over details on the sections and sub sections of the ordinance and explained his reasons. He said the grade of the private road meets requirements; adding the required 6' width and adding easement for the turn-around would create undue and unnecessary hardship; and that there was a written private road maintenance agreement with the neighborhood that the road would be maintained and it was attached to property deeds.

Mr. Kooyman notified the board that there was an updated private road maintenance agreement being reviewed by the neighborhood, but is not signed yet nor has it been reviewed by the zoning board/Ada Township staff. He also read a letter of support of the new agreement from a neighbor that could not attend the meeting.

Bajdek summarized his staff report included in the packet. He said the applicant's request was that he was looking to divide his parcel into two parcels on an existing private road that does not meet current standards of the zoning ordinance. The zoning regulations require any newly-created parcel to have vehicular access in accordance with current zoning standards. The existing private road (Fernridge Drive) has been in existence well before the enactment of the Township's current private road standards and does not meet applicable standards.

Bajdek informed the board of a similar request that went before the Zoning Board in 2018 and the variance request was approved.

Bajdek recapped; the variances being requested but do not comply are: the minimum improved width standard of 22 feet, the requirement for a cul-de-sac turn-around area, and the maintenance agreement requirements. He confirmed that the private road neighborhood was working on a new road maintenance agreement, but it has not been reviewed by Ada Township staff.

Dixon opened the public hearing/ comment at 4:43 p.m.

Michael Tresch, 1140 Fernridge, said he was in support of what Harry and June were trying to do and he feels the neighborhood are all in agreement with the new maintenance agreement.

David Pettijohn, 1085 Fernridge, said he sent in a letter of support (which was included with the packet) and he strongly supports the need to finalize the new maintenance agreement.

Chair, Dixon, asked Mr. Pettijohn if there was any issue at the end of the road for vehicular access. Mr. Pettijohn said the road needs maintenance, it was deteriorating, but no problem with clearance or width.

There was no other public comment and the public hearing was closed.

There was board discussion regarding the road width and the number of homes at certain road widths, the requirement of the cul-de-sac turn-around, and the original private road maintenance agreement (lacking enforcement) vs. the new/unsigned agreement and whether it meets the township's standards.

Burton stated a similar variance was approved before and everything else looks favorable to her, but she shared concern with the maintenance agreement. Dixon stated that he would like to see the new maintenance agreement in-place. Bajdek read the original maintenance agreement to the board.

Bajdek went over the criteria that need to be met to grant a variance:

**1. Whether unique physical circumstances exist which cause a "practical difficulty" in complying with the Zoning Ordinance standards.**

The existing physical state of the private road and associated conditions, which have been existence prior to current standards, cause a practical difficulty in meeting the Township's private road standards. While the construction of one (1) additional dwelling will not adversely influence the traffic flow on the existing private road, modifications to it would unnecessarily affect the natural landscape along its course.

**2. Whether granting the variances would alter the essential character of the area.**

The granting of the variance would not alter the essential character of the area.

**3. Whether the circumstances leading to the variances are self-created.**

Circumstances leading to the variance are not self-created.

**4. Whether amending the Zoning Ordinance standards is a more appropriate remedy to the situation.**

The conditions associated with this request are not typical or reoccurring, therefore an amendment to the Zoning Ordinance is not deemed as an appropriate remedy to this situation.

Bajdek stated that staff is recommending approval of the variance subject to the approval of a Land Division.

There was additional board discussion on the different options for approval with or without conditions

Nick Truax, 2929 11 Mile Rd, Rockford MI, (the person who would purchase the new parcel) shared his concern regarding the variance for the maintenance agreement and said it would affect his timeline that he was trying to achieve and also create a financial burden with finalizing documents. Mr. Truax said his hope is if the variance is approved today, he could get land cleared and foundation poured to begin building next year.

Following board discussion and based on the findings that there are unique circumstances, the variance does not alter the essential character of the area, the circumstances are not self created, and amending the zoning ordinance is not a more appropriate remedy; it was moved by Burton, supported by Nuttall, to approve the variance request as presented, subject to approval of a Land Division. Ayes: Burton. McNamara, Nuttall; Nyes: Dixon. Absent: Smith. Motion carried.

**CORRESPONDENCE**

No correspondence was received.

**PUBLIC COMMENT**

John Said, new Planning Director, introduced himself to the ZBA board and stated that he looked forward to working with the board members.

**ADJOURNMENT**

Moved by Burton, supported by McNamara, to adjourn meeting at 5:08 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith  
Ada Township Clerk

rs:eb



**UTILITY ADVISORY BOARD**  
**Thursday, November 18, 2021**  
**8:30 – 9:30 am**  
**MINUTES**

**Call to Order**

The meeting was called to order by DeLong at 8:31.

**Members Present**

Brad Boomstra, Mark Bennett, Sam Giffel, Mike Grenier, Jeff McCaul, Alex Fleet, James Hurt, Wayne Jernberg, Chuck Schoeder, Darrel Schmalzel, Todd Boerman, Eric DeLong, Jenessa Carter, Kolene Allen, William Kaiser, Brian Vu

**Others Present**

Elissa Soto (City of GR), Tai Verbrugge (City of GR)

**Approval of Minutes**

Giffel requested that the minutes be edited as the Add-to-Tax information is incorrect. The City of Grand Rapids (City) is allowed to certify and assign any delinquent account for at least ninety days. The City requests that retail partner communities use the winter add-to-tax collection cycle to collect on significantly delinquent accounts, which is defined by 203 days or more.

Jim Kirkwood's name needs to be corrected in the minutes.

Motion to approve the minutes by Grenier second by Jernberg.

MOTION CARRIED.

**Public Comment on Agenda Items**

None

**Approval of Agenda**

Motion to prove agenda by Hurt second by Grenier.

MOTION CARRIED.

**Public Comment**

None

**2021 Rate Study Presentation**

Carter presented the preliminary 2021 Rate Study; she explained that six building blocks determine the revenue requirement. The building blocks are operating & maintenance expense, depreciation & return

on investment, revenue credits, penalty revenue, billed volume, combined sewer overflow, and payback agreements.

The proposed rate increase for water is 4.08 percent; the increase is due to investments at the Lake Michigan Filtration Plant, Operating and Maintenance expenses (electricity, corrosion control study, Monroe decommissioning, private lead service line replacements, and the Cayenta upgrade), and integrated connection fees. The Water System experienced a 1.32 percent increase in its three-year average billed volume, largely due to dry weather conditions. Overall billed volume is up by 9.8 percent from the previous year. Additionally, revenue credits and penalty revenue increased, resulting in downward pressure on rates for the Water System. The average rate change for partner communities is 9.81 percent.

The proposed rate increase for sewer is 4 percent; the increase is due to Operating and Maintenance expenses (Ash Lagoon Remediation, Biodigester Project, PFAS testing, and equipment). The three-year billed volume decreased by 2.18 percent due to dry weather conditions and sewer lining projects that have reduced infiltration in the System. Sewer volume is down 2.88 percent from the previous year. Factors that have had a downward impact on sewer rates are reduction in ROI and depreciation, CSO debt service requirement, connection fees/surcharge revenues, and penalty revenue. The average rate change for partner communities for 2021 is -2.88 percent.

The circuit breaker calculation for the Individual Circuit Breaker totaled \$212k, and the total City and Customer Community Circuit Breaker totaled \$1.1 million. The total funds used in the 2021 Rate Study is \$924,001. Through Q3 of 2021, assistance is at 85% of Q3 2020 levels, which were historic lows due to other assistance programs. The total remaining ICB balance for 2021 is \$143,132.

The proposed 2021 Rate Study was presented to the City Commission on November 9, and in the next couple of weeks, Mrs. Carter will be available to meet with partner communities. Carter created a document that breaks down each factor into the rate study per partner community. Please, reach out to her for more information. On December 14, the Grand Rapids City Commission will vote to approve the 2022 water and sewer rates.

The PowerPoint presentation will be emailed to the board after the meeting.

## **UPDATES**

### **Task 15A**

Jernberg said that there was an error in Task 15A Memo; the plan review fee for 4-inch meter size should have been \$3,110 rather than \$3,100. However, the percent change listed is correct.

### **Kent County Community Action Program (KCCA)**

Giffel said that KCCA had not withdrawn money allocated for utility assistance due to other grant money being available. About \$80k of non-operating funds were carried over from last year, and a recent withdrawal of \$25k will appear in the fourth quarter. A meeting is scheduled with the Low Income Household Water Assistance Program (LIHWAP) on how the money allocated from the Care Act will be distributed to communities. In the future, Giffel can give a further breakdown of the grant money received and how many customers have been assisted.

The Utility Business Office and Finance staff are working on a quarterly financial report that will include information on bill volume. The report will include an update on the KCCA program.

## **Lake Michigan Filtration Plant Solar**

Jernberg said that the landscaping design has been completed, he is hopeful that the project will be bid soon, and construction can begin early next year. The completion date is spring of 2022.

## **Sewer Use Ordinance**

Grenier said that staff is working with its legal counsel and city leadership to guide the various questions and feedback staff received during the workshops with partner communities. At this time, staff has not received feedback from industrial users.

Mr.DeLong said that in the Water/Sewer contracts, the Utility Advisory Board is defined as that was one of the suggestions received during the workshops. If partner communities have further questions, please email Grenier.

## **Biodigester**

Grenier said that Brian Vu will be leaving the City on December 3.

The project is close to completion. In the next 2-3 weeks, staff will start up the generator resulting in the reduction of the plant's electrical costs. A company will be onsite at the end of the month to conduct natural gas testing per EPA regulation, allowing the City to sell it to DTE. At the last meeting, Grenier talked about the project's grease issue, and staff is looking at altering some of the pumps to fix the issue.

DeLong thanked Brian Vu for his work and contributions to the Biodigester project.

## **Public Comment**

None

## **Items from Members**

Fleet said there was a leak on a 36-inch concrete water main that was installed in 1996 in East Grand Rapids. The soil is very saturated and unstable. A contractor will be assisting with the leak, and it should be fixed by Monday. Water demands are down, so there should be no water supply issues. Jernberg said a section of sewer pipe between 28<sup>th</sup> street and Kraft is being lined because of an issue, but a contractor is on site.

Giffel said that customers with automatic withdraws were affected by a recent Payit upgrade. This upgrade affected approximately 2,000 customers, and quarterly payments were not withdrawn from customers' accounts, resulting in customers receiving late payment notices. The issue is being resolved with Payit and the City Treasurer.

## **Next Meeting – December 16, 2021**

## **Adjournment**

The meeting was adjourned at 9:22 am by DeLong.

**ADA TOWNSHIP**  
**WARRANTS FOR BOARD APPROVAL**  
**ON BOARD MEETING DATE: January 10, 2022**

**HAND CHECKS**

#101	# 52734, 52747-52757, 52759, 52760, 52762, 52763, 52764, 52764	\$ 44,118.49
#205	# 52738, 52747, 52750, 52753, 52755, 52764	\$ 1,704.51
#208	#	
#211	# 52735, 52756	\$ 591,292.62
#213	#	
#214	# E104, 52747, 52750, 52753, 52755, 52758, 52761, 52564, E105	\$ 9,598.02
#243	#	
#248	# 52739	\$ 12,674.45
#249	# 52763	\$ 618.00
#401	# 52737	\$ 35,807.06
#590	# 52747, 52750, 52753, 52755, 52764	\$ 5,052.60
#591	# 52736, E104, 52747, 52750, 52753, 52755, 52764	\$ 311,645.54
#592	# 52747, 52750, 52753, 52755, 52764	\$ 640.99
#701	#	
<b>TOTAL ALL HAND CHECKS</b>		<b>\$ 1,013,152.28</b>

**WARRANTS**

#101	GENERAL FUND	\$ 49,720.07
#205	PUBLIC SAFETY FUND	\$ 38,364.33
#208	PARK FUND	
#211	TOWNSHIP TRAILS	\$ 65,002.76
#213	PARKS & OPEN SPACE	\$ -
#214	PARKS & RECREATION	\$ 9,773.60
#243	BROWNFIELD REDEVELOPMENT	
#248	DDA FUND	\$ 160.00
#249	BUILDING DEPARTMENT	
#401	CAPITAL PROJECT	
#590	SEWER OPERATION FUND	\$ 143,074.04
#591	WATER OPERATION FUND	\$ 147,450.14
#592	GRAND VALLEY ESTATES FUND	\$ 352.86
#701	ESCROW ACCT	\$ 2,197.00
<b>TOTAL WARRANTS</b>		<b>\$ 456,094.80</b>
<b>TOTAL ALL CHECKS &amp; WARRANTS</b>		<b>\$ 1,469,247.08</b>

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF MICHIGAN	INSTALLMENT-JAN 2022	3,323.10	52747	01/03/2022
2. ADA HISTORICAL SOCIETY	COMCAST	88.40		
3. ADA TOWNSHIP	WATER SERVICES-WATER METERING STATION	124.45		
4. AFLAC	EMPLOYEE PREMIUMS	407.34	52734	12/17/2021
5. ALLIED UNIVERSAL	MAINTENANCE - MUSEUM	180.00		
6. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-PARKS	100.74		
	UNIFORMS - ROBERT	186.95		
	WATER FILTERS-LIBRARY	165.86		
	TOTAL	453.55		
7. AQUATIC CONSULTING SERVICES	GYPSY MOTH ANALYSIS	9,850.00		
8. ARC DOCUMENT SOLUTIONS LLC	ASSESSING SCANNING	1,901.37	52748	01/03/2022
9. AT &T	PUBLIC WIFI	363.60	52749	01/03/2022
10. AUNALYTICS	ENDPOINT PROTECTION	433.00		
11. BAZEN ELECTRIC COMPANY	COVERED BRIDGE LIGHT REPAIR	1,556.00		
	STREETLIGHT MAINTENANCE	338.98		
	STREETLIGHT MAINTENANCE	1,411.64		
	MUSEUM LIGHT MAINTENANCE	435.00		
	TOTAL	3,741.62		
12. BLOOM SLUGGETT, PC	PROFESSIONAL SERVICES	5,144.00		
13. BOERMAN, STEPHANIE	MILEAGE REIMBURSEMENTS	71.68		
14. BUZZ GOODBLOOD	FIRE CONTINUING EDUCATION	75.00		
15. CARLETON EQUIPMENT	BOBCAT BLOWER BLADES	951.94		
16. CITY GR DEVELOPMENT CENTER	STE#300			
	WATER/SEWER CONNECTION FEE	8,555.00		

Vendor Name	Description	Amount	Check #	Check Date
17. CL TRUCKING & EXCAVATING	LLC			
	SEWER LATERAL REPAIR	1,130.00		
	FASE ST NON-MOTORIZED PATH PAY APP #1	191,292.62	52735	12/17/2021
	ADATOWNE & ADACROFT WATERMAIN PAY APP #7	309,456.81	52736	12/17/2021
	TOTAL	501,879.43		
18. COMCAST				
	INTERNET-ROSELLE PARK	128.40	104	01/03/2022
	INTERNET-ADA PUMP STATION	204.85	104	01/03/2022
	INTERNET-FIRE #1	119.95	105	01/07/2022
	INTERNET-ADA PARK	118.45	105	01/07/2022
	TOTAL	571.65		

Vendor Name	Description	Amount	Check #	Check Date
19. CONSUMERS ENERGY	ELECTRIC SERVICES-LIBRARY	2,164.48	52750	01/03/2022
	ELECTRIC SERVICES-FULTON LIFT STATION	2,915.58	52750	01/03/2022
	ELECTRIC SERVICES-7351 BRONSON	42.58	52750	01/03/2022
	ELECTRIC SERVICES-MUSEUM OUTSIDE	156.76	52750	01/03/2022
	ELECTRIC SERVICES-GRAND VALLEY PUMP STATION	265.47	52750	01/03/2022
	ELECTRIC SERVICES-CASCADE LIFT STATION	182.59	52750	01/03/2022
	ELECTRIC SERVICES-GRAND VALLEY WATER TOWER	56.77	52750	01/03/2022
	ELECTRIC SERVICES-FIRE #2	124.70	52750	01/03/2022
	ELECTRIC SERVICES-CEMETERY	29.09	52750	01/03/2022
	ELECTRIC SERVICES-COVERED BRIDGE	82.52	52750	01/03/2022
	ELECTRIC SERVICES-ROSELLE PARK	308.34	52750	01/03/2022
	ELECTRIC SERVICES-LEONARD FLD	62.94	52750	01/03/2022
	ELECTRIC SERVICES-ROSELLE PARK	94.21	52750	01/03/2022
	ELECTRIC SERVICES-ADA DR WATER TOWER	55.44	52750	01/03/2022
	ELECTRIC SERVICES-ADA PUMP STATION	1,054.24	52750	01/03/2022
	ELECTRIC SERVICES-THORNAPPLE LIFT STATION	141.42	52750	01/03/2022
	ELECTRIC SERVICES-PATTERSON METER PIT	32.78	52750	01/03/2022
	ELECTRIC SERVICES-SPAULDING LIFT STATION	454.95	52750	01/03/2022
	ELECTRIC SERVICES-FULTONLIFT STATION	361.83	52750	01/03/2022
	ELECTRIC SERVICES-STREET LIGHTS. THORNAPPLE RIVER	142.21	52750	01/03/2022
	ELECTRIC SERVICES-STREET LIGHTS, BRONSON	68.50	52750	01/03/2022
	ELECTRIC SERVICES-ADA DR STORAGE BLDG	30.94	52750	01/03/2022
	ELECTRIC SERVICES-LEGACY PARK	95.59	52750	01/03/2022
	ELECTRIC SERVICES-STREET LIGHTS, HEADLEY	235.68	52750	01/03/2022
	ELECTRIC SERVICES-TOWNSHIP HALL	600.50	52750	01/03/2022
	ELECTRIC SERVICES-MUSEUM	262.23	52750	01/03/2022
	ELECTRIC SERVICES-FIRE #1	422.65	52750	01/03/2022
	ELECTRIC SERVICES-ADA PARK	255.13	52750	01/03/2022
	ELECTRIC SERVICES-HALL LIFT STATION	241.81	52750	01/03/2022
	ELECTRIC SERVICES-7351 BRONSON	37.19		
	ELECTRIC SERVICES-STREET LIGHTS	5,389.71		
	ELECTRIC SERVICES-SIRENS	41.74		
	ELECTRIC SERVICES-SIRENS	51.97		
	ELECTRIC SERVICES-49301 LED LIGHTS	146.46		
	TOTAL	16,609.00		
20. CONSUMERS LIFE INSURANCE COMPANY	LIFE INSURANCE COVERAGE - JAN 2022	374.09		

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Vendor Name	Description	Amount	Check #	Check Date
21. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	111.23		
	LINEN/RUG SERVICES-FIRE	111.23		
	TOTAL	222.46		
22. CUSTODIAL HOUSEKEEPING STAFFING, IN	JANITORIAL SERVICES - DEC	800.00		
23. D&D TRUCK & TRAILER REPAIR	FLOW TRUCK REPAIRS	224.52		
24. DELTA DENTAL	DENTAL PREMIUMS-PREPAID	2,188.15	52752	01/03/2022
25. DIMENSION GRAPHICS, INC	NAME PLATES	46.00		
26. DTE ENERGY	GAS SERVICES-FIRE #2	465.37		
	GAS SERVICES-7351 BRONSON	55.94		
	GAS SERVICES-LIBRARY	2,296.57		
	GAS SERVICES-ADA PARK	107.17		
	GAS SERVICES-MUSEUM	317.89		
	GAS SERVICES-GRAND VALLEY PUMP STATION	176.68		
	GAS SERVICES-FIRE #1	526.97		
	GAS SERVICES-ADA PUMP STATION	225.10		
	GAS SERVICES-LEGACY PARK	154.78		
	GAS SERVICES-HALL ST LIFT STATION	42.86		
	GAS SERVICES-ROSELLE PARK	305.77		
	GAS SERVICES-TWP HALL	700.35		
	GAS SERVICES-FULTON LIFT STATION	377.36		
	GAS SERVICES-LEONARD FLD	113.33		
	TOTAL	5,866.14		
27. ENGINEERED PROTECTION SYSTEMS INC	ROSELLE PARK SECURITY - ALARM	246.00		
	ROSELLE PARK SECURITY - ACCESS CONTROL	90.00		
	ROSELLE PARK SECURITY - VIDEO	141.00		
	TOTAL	477.00		
28. ERHARDT CONSTRUCTION	ADA TWP COMMUNITY CENTER/LIBRARY PAY APP #22	35,807.06	52737	12/17/2021
29. FIRST COMMUNICATIONS	TELEPHONE SERVICES	444.14	52753	01/03/2022
30. GALL'S LLC	UNIFORMS - AUSTIN	72.95		
31. GILSON	WINTER ADAVIEW	3,530.07	52754	01/03/2022



Vendor Name	Description	Amount	Check #	Check Date
32. GODWIN HARDWARE, INC	SUPPLIES-PARKS	9.58		
	SUPPLIES-PARKS	63.84		
	SUPPLIES-PARKS	52.72		
	SUPPLIES-PARKS	50.05		
	SUPPLIES-B&G, MINI LIGHTS	134.70		
	SUPPLIES-PARKS	119.01		
	SUPPLIES-B&G, SAND BAGS	531.00		
	SUPPLIES-PARKS	87.15		
	SUPPLIES-PARKS	44.97		
	SUPPLIES-PARKS	50.97		
	SUPPLIES-TRAILS, LEAF BLOWER	479.99		
	SUPPLIES-PARKS	17.93		
	TOTAL	1,641.91		
33. GOEI, KIMBERLY	UB REFUND FOR ACCOUNT: CLEC-005575-03	26.18		
34. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	214,310.55		
35. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	1,892.20	52755	01/03/2022
36. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-MUSEUM	80.00		
	PEST CONTROL-FIRE #1	117.00		
	TOTAL	197.00		
37. HOEKSTRA TRUCK EQUIPMENT, INC	PLOW BLADES - UNIT #16	880.00		
38. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-DEC 2021	145.60		
39. HUBBLE'S COLLISION LLC	MEDIC 9 REPAIRS	271.00		
40. I.T. RIGHT	CARD ACCESS REPAIR	28.34		
	COMPUTER MAINTENANCE - PARKS	40.17		
	COMPUTER MAINTENANCE	187.50		
	COMPUTER MAINTENANCE	337.50		
	TOTAL	593.51		
41. IMS ALLIANCE	SUPPLIES-FIRE	54.25		

Vendor Name	Description	Amount	Check #	Check Date
42. INTEGRITY BUSINESS SOLUTION				
	SUPPLIES-ASSESSING	43.90		
	SUPPLIES-GEN	27.48		
	SUPPLIES-LIBRARY, GEN, & PLANNING DEPTS	243.91		
	SUPPLIES-PARKS	165.45		
	SUPPLIES-PARKS	9.33		
	SUPPLIES - GEN DEPT	35.13		
	SUPPLIES-GEN & LIBRARY DEPTS	389.06		
	TOTAL	914.26		
43. JACQUELINE SMITH				
	MILEAGE & SUPPLY REIMBURSEMENTS	274.56		
44. KATERBERG-VERHAGE, INC				
	ADA DR TRAILS PAY APP #2	400,000.00	52756	01/03/2022
45. KENT COMMUNICATIONS, INC				
	WINTER TAX BILLS	1,268.81	52757	01/03/2022
	WINTER 2021 ADAVIEW	1,135.96	52757	01/03/2022
	PERSONAL PROPERTY STATEMENTS	324.07		
	WINTER ADAVIEW PROCESSESSING	486.55	52757	01/03/2022
	TOTAL	3,215.39		
46. KENT CONSERVATION DISTRICT				
	TREATMENT OF INVASIVE PLANTS	1,755.00	52758	01/03/2022
47. KENT COUNTY CLERKS ASSOCIATION				
	2022 MEMBERSHIP DUES	30.00		
48. KENT COUNTY FIRE CHIEF'S ASSOC				
	2022 MEMBERSHIP DUES	40.00		
49. KENT COUNTY ROAD COMMISSION				
	WATERMAIN IMPROVEMENTS	564.82		
50. KENT COUNTY TREASURER				
	TOWNSHIP LAW - NOV	32,596.80		
51. KLEYN MOBILE REPAIR, INC				
	ENGINE 12 MAINTENANCE	1,103.23		
52. LEE'S TRENCHING SERVICE INC				
	7581 FASE ST SEWER REPAIR	3,529.10		
53. LISA MAY				
	BOARD MEETING MINUTES - DEC 13, 2021	125.00		
54. MAMC				
	2022 MEMBERSHIP DUES	60.00		
55. MCSA GROUP, INC				
	PROFESIONAL CONSULTING SERVICES, PARKS	4,904.00		
56. MID MICHIGAN ASSOC OF ASSESSING OFF				
	CON ED -ASSESSING	20.00		
57. MIGHTY				
	ANNUAL HOSTING	720.00		

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58. MIKA MEYERS, PLC	TRAIL IMPROVEMENT	398.00		
59. MILLER, JOHNSON, SNELL, & CUMM	MTT - HILLIKER, JANET	1,581.25		
60. MLIVE MEDIA GROUP	ADVERTISING	1,345.60	52759	01/03/2022
61. MOORE & BRUGGINK INC	ADACROFT WATERMAIN	45,044.77		
	TRAIL REPAIRS	23,548.22		
	WATER/SEWER SERVICES	5,582.50		
	FASE STREET TRAIL	2,824.31		
	PETTIS AVE TRAIL	36,722.22		
	TOTAL	113,722.02		
62. NAPA	SUPPLIES-B&G & FIRE DEPTS	142.82		
63. NYE UNIFORM CO.	UNIFORMS-DEWEY	110.00		
	UNIFORMS-LANGLAND	47.50		
	TOTAL	157.50		
64. OCBA INC	ROSELLE PARKING LOT PROJECT	993.50		
65. ORKIN PEST CONTROL	PEST CONTROL - TOWNSHIP HALL	113.00		
66. PINNACLE CLEANING SERVICES, INC	LIBRARY CLEANING SERVICES-DEC	3,200.00		
67. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-ROSELLE PARK	109.00		
68. PREIN & NEWHOF, P.C.	WATER SAMPLES	490.00		
69. PRIORITY HEALTH	HEALTH PREMIUMS/CLAIMS TAX	20,101.90	52760	01/03/2022
70. PROMOTIONAL ADV. GROUP, INC	UNIFORMS-HOLMES	32.36		
71. R.C. SYSTEMS, INC.	ANNUAL SERVICE SOFTWARE FEES	5,525.00	52761	01/03/2022
72. RIVERSIDE INTEGRATED SYSTEMS, INC	ANNUAL MONITORING - LIBRARY	540.00		
73. ROCKWELL EARTHWORKS, LLC	PLANTING OF VEGETATION	3,322.50		
74. RONALD KEMPKER	CEMETERY SERVICES-FOUNDATION	208.36		

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75. RYAN'S MUNICIPAL SERVICES INC	517 ADA DR	3,125.25		
	ROSELLE PARK	200.00		
	ADA DR LINER TELEVISION PROJECT	9,847.50		
	TOTAL	13,172.75		
76. SANISWEEP, INC	STREETSWEeping	450.00		
77. SEYFERTH PR	BRATS & BONFIRES	12,674.45	52739	12/17/2021
78. SITEONE LANDSCAPE SUPPLY	ROCK SALT	336.15		
79. SPECTRUM HEALTH OCCUPATIONAL	WORKERS COMP	224.61		
80. STANDARD SUPPLY & LUMBER CO, INC	SUPPLIEA-TRAILS	78.08		
81. STATE OF MICHIGAN	2022 MI DEAL SERVICES	180.00		
82. STERICYCLE, INC.	SHREDDING SERVICES	114.27		
83. THE TREE MD	RIGHT OF WAY TREE TRIMMING	2,677.00		
84. UNUM	LONG TERM DISABILITY PREMIUM-JAN 2022	589.03	52762	01/03/2022
85. VANVOSSEN PROPERTY SERVICES	SNOW PLOWING	5,280.50	52763	01/03/2022
86. VEENSTRA'S LLC	SUBURBAN OIL CHANGE	82.48		
	F-250 OIL CHANGE	51.70		
	ESCAPE OIL CHANGE	41.73		
	TOTAL	175.91		
87. VERIZON WIRELESS	TELEPHONE/TABLET SERVICES	412.76	52764	01/03/2022
	SCADA LINE SERVICES	44.00	52764	01/03/2022
	SCADA LINE SERVICES	536.17	52764	01/03/2022
	TOTAL	992.93		
88. VIRGINIA MAC ANASPIE	MARKET MASTER-DEC	160.00		
89. VISION SERVICE PLAN	EMPLOYEE VISION PREMIUM-JAN	448.16	52765	01/03/2022
90. VP & L HEATING & COOLING	HEATING MAINTENANCE - MULTIPLE BLDGS	4,758.48		

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Vendor Name	Description	Amount	Check #	Check Date
91. WEST SHORE SERVICES, INC				
	TRUCK MAINTENANCE - FIRE	280.00		
	TRUCK MAINTENANCE - FIRE	280.00		
	TOTAL	560.00		
92. XEROX CORPORATION				
	COPY MACHINE LEASE	308.72		
93. YELLOW PAGE CO.				
	LISTING SERVICES	13.81		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
94. 1 & 1 INTERNET, INC				
	INTERNET SERVICES	76.94	102	12/14/2021
95. ADOBE SYSTEMS				
	CREATIVE CLOUD SERVICES	56.17	102	12/14/2021
96. AIRGARAGE				
	CONFERENCE PARKING - HALEY	7.60	102	12/14/2021
97. AMAZON CAPITAL SERVICES, INC.				
	VACUUM REPAIR PARTS - FIRE	24.69	102	12/14/2021
98. CANVA				
	GRAPHIC DESIGN SUBSCRIPTION	119.99	102	12/14/2021
99. CONSTANT CONTACT				
	WEB SERVICES	95.00	102	12/14/2021
100 HOME DEPOT CREDIT SERVICES				
	INSTALLATION FOR MAINTENANCE GARAGE	217.26	102	12/14/2021
101 MOTOR CITY HOTEL				
	CONFERENCE LODGING - HALEY	281.42	102	12/14/2021
102 OFFICE MAX				
	OFFICE SUPPLIES	127.59	102	12/14/2021
103 SOURCEMEDIA				
	NOTICE OF BOND SALE - TRAILS	1,705.00	102	12/14/2021
104 STATE OF MICHIGAN				
	STATE TAX COMMISSION - STEPHANIE	175.00	102	12/14/2021
	STATE TAX COMMISSION - KYLIE	175.00	102	12/14/2021
	TOTAL	350.00		
105 STATE OF MICHIGAN				
	STATE TAX COMMISSION - KC	175.00	102	12/14/2021
106 U.S. POSTAL SERVICE				
	BOND PAYMENT VIA PRIORITY MAIL	8.70	102	12/14/2021
107 VITALE'S PIZZA OF ADA, INC				
	MEETING LUNCH	67.27	102	12/14/2021
108 ZOOM.COM				
	VIDEO MEETING HOST	14.99	102	12/14/2021
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TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		3,327.62		

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Vendor Name	Description	Amount	Check #	Check Date
TOTAL - ALL VENDORS		1,473,146.35		
PAYMENT TYPE TOTALS				
	EFT Transfer	3,899.27		
	Paper Check	1,469,247.08		



## MEMORANDUM

Date: 1/7/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Adacraft/Adatowne Water Main & Street Improvements Pay App #8

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## Background:

Ada Township awarded the Adacraft/Adatowne Water Main & Street Improvement Phase II & III Project to CL Trucking & Excavating for \$5,664,810.50. At the July 26, 2021 meeting the Township Board authorized Change Order #1 for an increase of \$34,853.25. At the November 8, 2021 meeting the Township authorized Change Order #2 for an increase of \$64,905.26.

Moore + Bruggink has provided the attached pay application recommendation for CL Trucking & Excavating for pay application #8 in the amount of \$73,712.40 for stored materials to be used in Phase III. Per Steve Groenenboom, we typically do not pay for stored materials, but he is recommending paying for them given this is a two-year contract, and the Township continues to withhold \$283,240.53 in retainage. This item will be removed from the pay estimate when they start work in April 2022. I have also attached copies of the invoice for the stored materials as well.

Mr. Groenenboom will be present at the meeting to discuss the pay application.

## Recommendation:

Staff would recommend approval of pay application #8. M+B has recommended approval of the pay application.

*Requested Motion: Motion to Approve Adacraft & Adatowne Water Main & Street Improvement Project Pay Application #8 to CL Trucking & Excavating for \$73,712.40.*



**RECOMMENDATION FOR PAYMENT**

CONTRACTOR: C.L. Trucking & Excavating, LLC  
256 East Parmeter Road  
Ionia, Michigan 48846

PROJECT NO.: 190182.01  
ESTIMATE NO.: 8  
DATE: January 5, 2022

PROJECT: Adatowne & Adacroft Neighborhoods Water Main & Street Improvements,  
Phases 2 & 3

Period covered by this estimate: November 20, 2021, through December 10, 2021

ORIGINAL CONTRACT PRICE:		\$5,664,810.50
Approved Contract Change Orders to Date:	Increase	Decrease
#1: 7/21/2021	\$34,853.25	
#2: 11/3/2021	\$64,905.26	
	ADJUSTED CONTRACT AMOUNT:	\$5,764,569.01
	TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE:	\$3,765,108.24
	Stored Materials:	<u>\$73,712.40</u>
		\$3,838,820.64
	Less Retained (5% of Original Contract):	<u>\$283,240.53</u>
	Subtotal:	\$3,555,580.11
	Less Payments to Date:	<u>\$3,481,867.71</u>
	AMOUNT DUE CONTRACTOR:	\$73,712.40

Prepared By: Steven C. Groenenboom, P.E.

Recommended for Payment:  Date: 1/5/2022  
Moore & Bruggink, Inc.

Authorized for Payment: \_\_\_\_\_ Date: \_\_\_\_\_  
Ada Township



**MOORE & BRUGGINK, INC.**

CONTRACT: Adatowne & Adacroft Neighborhoods Water Main & Street Improvements – Project No. 190182.01

CONSTRUCTION PROGRESS REPORT NO. 8

PERIOD OF ESTIMATE: November 20, 2021, through December 10, 2021

OWNER: Ada Township, 7330 Thornapple River Drive SE, Ada, Michigan 49301

CONTRACTOR: C.L. Trucking & Excavating, LLC, 256 East Parmeter Road, Ionia, Michigan 48846

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
<b>Phase 2 Items</b>						
1	Mobilization, Max \$460,000	Lsum	1	1	\$383,590.00	\$383,590.00
2	Tree, Rem, 19 inch to 36 inch	Ea	10	9	\$500.00	\$4,500.00
3	Tree, Rem, 6 inch to 18 inch	Ea	50	37	\$200.00	\$7,400.00
4	Curb and Gutter, Rem	Ft	4,600	4,725	\$3.75	\$17,718.75
5	Pavt, Rem	Syd	4,800	4,850	\$5.00	\$24,250.00
6	Abandon and Fill Underground Utilities, 8 inch Dia.	Ft	8,700	8,700	\$2.00	\$17,400.00
7	Miscellaneous Landscaping, Remove	Lsum	1	0	\$10,000.00	\$0.00
8	Street Grading	Ft	14,500	14,500	\$4.50	\$65,250.00
9	Erosion Control, Inlet Protection, Silt Bag	Ea	82	79	\$70.00	\$5,530.00
10	Aggregate Base, 8 inch, 21AA, Modified	Syd	1,000	1,000	\$10.00	\$10,000.00
11	Dr Structure Cover, Adj, Case 1	Ea	182	129	\$450.00	\$58,050.00
12	Dr Structure, Temp Lowering	Ea	182	96	\$75.00	\$7,200.00
13	Dr Structure, Reconstruct	Ft	20	0	\$200.00	\$0.00
14	Furnish Drainage Cover Casting	Lb	45,000	35,450	\$1.15	\$40,767.50
15	HMA Surface, Rem	Syd	50,250	49,841.96	\$0.85	\$42,365.67
16	Hand Patching	Ton	100	3.54	\$91.00	\$322.14
17	HMA, 3C	Ton	6,250	6,315	\$62.00	\$391,530.00
18	HMA, 5E1	Ton	4,700	4,539.48	\$65.00	\$295,066.20
19	Temporary HMA Pavement	Ton	200	0	\$67.00	\$0.00
20	Driveway, Nonreinf Conc, 6 inch, 4 inch Sand Subbase	Syd	5,400	4,921.63	\$37.00	\$182,100.31
21	Curb and Gutter, Conc, Det F4	Ft	1,950	2,125	\$22.50	\$47,812.50
22	Valley Gutter, Conc	Ft	2,800	2,527	\$22.50	\$56,857.50
23	Traffic Control	Lsum	1	1	\$25,000.00	\$25,000.00
24	Turf Establishment	Syd	30,000	22,669.57	\$3.70	\$83,877.41
25	Turf Watering	Ea	10	0	\$500.00	\$0.00
26	Sign, Remove & Reinstall	Ea	17	5	\$55.00	\$275.00
27	Adacroft Sign, Remove & Reinstall	Ea	1	1	\$200.00	\$200.00
28	Water Main, D.I. CL 53, 8 inch (with Poly-Wrap), incl. sand backfill	Ft	14,685	14,529.65	\$80.00	\$1,162,372.00
29	Water Main, D.I. CL 53, 6 inch (with Poly-Wrap), incl. sand backfill	Ft	405	305.9	\$45.00	\$13,765.50
30	Water Service, Copper, Type K, 1 inch, incl. sand backfill	Ft	2,100	963.8	\$25.00	\$24,095.00
31	Water Service, Copper, Type K, 1 inch, Trenchless Construction	Ft	6,700	6,067.9	\$25.00	\$151,697.50
32	Hydrant Extension	Ft	30	0	\$325.00	\$0.00
33	Ex. Water Main, Rem	Ft	50	50	\$10.00	\$500.00
34	Hydrant, Rem and Salvage	Ea	30	30	\$450.00	\$13,500.00
35	Tap for 1 inch Water Service, incl Corporation Stop	Ea	249	249	\$350.00	\$87,150.00
36	Curb Stop and Box, 1 inch	Ea	249	248	\$600.00	\$148,800.00
37	Tee, 12 inch x 12 inch x 8 inch	Ea	1	0	\$850.00	\$0.00
38	Tee, 8 inch x 8 inch x 8 inch	Ea	13	13	\$550.00	\$7,150.00
39	Tee, 8 inch x 8 inch x 6 inch	Ea	18	17	\$500.00	\$8,500.00
40	Cross, 8 inch x 8 inch	Ea	2	2	\$750.00	\$1,500.00
41	Reducer, 8 inch x 6 inch	Ea	12	11	\$325.00	\$3,575.00
42	Valve and Box, 12 inch	Ea	2	0	\$2,800.00	\$0.00
43	Valve and Box, 8 inch	Ea	48	44	\$1,600.00	\$70,400.00
44	Valve and Box, 6 inch	Ea	30	28	\$1,150.00	\$32,200.00
45	Water Service Connection	Ea	249	249	\$185.00	\$46,065.00

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
46	Plug, 6 inch	Ea	1	1	\$200.00	\$200.00
47	Plug, 8 inch	Ea	5	3	\$250.00	\$750.00
48	Hydrant, 5 inch	Ea	30	27	\$2,850.00	\$76,950.00
49	Bend, 90 Degree, 8 inch	Ea	1	1	\$350.00	\$350.00
50	Bend, 22-1/2 Degree, 8 inch	Ea	27	26	\$320.00	\$8,320.00
51	Bend, 11-1/4 Degree, 8 inch	Ea	2	2	\$320.00	\$640.00
52	Bend, 90 Degree, 6 inch	Ea	18	16	\$280.00	\$4,480.00
53	Sleeve, 8 inch	Ea	7	6	\$600.00	\$3,600.00
54	Sleeve, 6 inch	Ea	1	0	\$600.00	\$0.00
55	Thrust Block	Ea	4	1	\$250.00	\$250.00
56	Water Main Connection	Ea	5	3	\$1,500.00	\$4,500.00
57	Abandon Ex. Valve and Box	Ea	55	55	\$150.00	\$8,250.00
58	Bend, 45 Degree, 8 inch	Ea	22	22	\$325.00	\$7,150.00
59	Adaway Ave Pressure Reducing Valve & Chamber	Lsum	1	1	\$25,000.00	\$25,000.00
60	Ada Drive Pressure Reducing Valve & Chamber	Lsum	1	0	\$27,000.00	\$0.00
61	Valve & Chamber, Rem	Ea	2	1	\$1,000.00	\$1,000.00
62	Tapping Sleeve & Valve, 12 inch x 8 inch	Ea	1	1	\$4,500.00	\$4,500.00
63	Underground Sprinkling Systems, Restore	Dlr	20,000	13,276	\$1.00	\$13,276.00
64	Sanitary Manhole Epoxy Lining	Vft	25	0	\$340.00	\$0.00
<b>Subtotal Phase 2 Items</b>						<b>\$3,697,548.98</b>
<b>Phase 3 Items</b>						
65	Mobilization, Max \$180,000	Lsum	1	0	\$165,000.00	\$0.00
66	Clear and Grubbing	Acre	0.05	0	\$10,000.00	\$0.00
67	Tree, Rem, 19 inch to 36 inch	Ea	5	0	\$500.00	\$0.00
68	Tree, Rem, 6 inch to 18 inch	Ea	30	0	\$200.00	\$0.00
69	Curb and Gutter, Rem	Ft	2,100	0	\$3.75	\$0.00
70	Pavt, Rem	Syd	1,900	0	\$5.00	\$0.00
71	Abandon and Fill Underground Utilities, 12 inch Dia.	Ft	2,750	0	\$5.00	\$0.00
72	Abandon and Fill Underground Utilities, 8 inch Dia.	Ft	2,475	0	\$2.00	\$0.00
73	Miscellaneous Landscaping, Remove	Lsum	1	0	\$6,000.00	\$0.00
74	Street Grading	Ft	5,919	0	\$4.50	\$0.00
75	Erosion Control, Inlet Protection, Silt Bag	Ea	40	0	\$70.00	\$0.00
76	Aggregate Base, 8 inch, 21AA, Modified	Syd	600	0	\$10.00	\$0.00
77	Dr Structure Cover, Adj, Case 1	Ea	73	0	\$450.00	\$0.00
78	Dr Structure, Temp Lowering	Ea	73	0	\$75.00	\$0.00
79	Dr Structure, Reconstruct	Ft	20	0	\$200.00	\$0.00
80	Furnish Drainage Cover Casting	Lb	20,500	0	\$1.15	\$0.00
81	HMA Surface, Rem	Syd	21,000	0	\$0.85	\$0.00
82	Hand Patching	Ton	50	0	\$94.00	\$0.00
83	HMA, 3C	Ton	2,450	0	\$65.00	\$0.00
84	HMA, 5E1	Ton	1,800	0	\$68.00	\$0.00
85	Temporary HMA Pavement	Ton	100	0	\$66.00	\$0.00
86	Driveway, Nonreinf Conc, 6 inch, 4 inch Sand Subbase	Syd	1,900	0	\$37.00	\$0.00
87	Curb and Gutter, Conc, Det F4	Ft	1,275	0	\$22.50	\$0.00
88	Valley Gutter, Conc	Ft	810	0	\$22.50	\$0.00
89	Traffic Control	Lsum	1	0	\$10,000.00	\$0.00
90	Turf Establishment	Syd	12,600	0	\$3.70	\$0.00
91	Turf Watering	Ea	10	0	\$500.00	\$0.00
92	Sign, Remove & Reinstall	Ea	8	0	\$55.00	\$0.00
93	Water Main, D.I. CL 53, 12 inch (with Poly-Wrap), incl. sand backfill	Ft	1,450	0	\$105.00	\$0.00
94	Water Main, D.I. CL 53, 8 inch (with Poly-Wrap), incl. sand backfill	Ft	4,580	0	\$80.00	\$0.00
95	Water Main, D.I. CL 53, 6 inch (with Poly-Wrap), incl. sand backfill	Ft	141	0	\$45.00	\$0.00
96	Water Service, Copper, Type K, 1 inch, incl. sand backfill	Ft	653	0	\$25.00	\$0.00
97	Water Service, Copper, Type K, 1 inch, Trenchless Construction	Ft	2,416	0	\$25.00	\$0.00

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
98	Hydrant Extension	Ft	11	0	\$325.00	\$0.00
99	Ex. Water Main, Rem	Ft	45	0	\$10.00	\$0.00
100	Hydrant, Rem and Salvage	Ea	11	0	\$450.00	\$0.00
101	Tap for 1 inch Water Service, incl Corporation Stop	Ea	89	0	\$350.00	\$0.00
102	Curb Stop and Box, 1 inch	Ea	89	0	\$600.00	\$0.00
103	Tee, 8 inch x 8 inch x 8 inch	Ea	5	0	\$550.00	\$0.00
104	Tee, 8 inch x 8 inch x 6 inch	Ea	7	0	\$500.00	\$0.00
105	Tee, 12 inch x 12 inch x 12 inch	Ea	1	0	\$1,000.00	\$0.00
106	Tee, 12 inch x 12 inch x 8 inch	Ea	2	0	\$850.00	\$0.00
107	Tee, 12 inch x 12 inch x 6 inch	Ea	2	0	\$800.00	\$0.00
108	Cross, 8 inch x 8 inch	Ea	1	0	\$750.00	\$0.00
109	Reducer, 12 inch x 8 inch	Ea	1	0	\$500.00	\$0.00
110	Reducer, 8 inch x 6 inch	Ea	4	0	\$325.00	\$0.00
111	Valve and Box, 12 inch	Ea	6	0	\$2,800.00	\$0.00
112	Valve and Box, 8 inch	Ea	24	0	\$1,600.00	\$0.00
113	Valve and Box, 6 inch	Ea	11	0	\$1,150.00	\$0.00
114	Water Service Connection	Ea	89	0	\$185.00	\$0.00
115	Plug, 6 inch	Ea	2	0	\$200.00	\$0.00
116	Plug, 8 inch	Ea	6	0	\$250.00	\$0.00
117	Plug, 12 inch	Ea	2	0	\$350.00	\$0.00
118	Hydrant, 5 inch	Ea	11	0	\$2,850.00	\$0.00
119	Bend, 22-1/2 Degree, 12 inch	Ea	10	0	\$650.00	\$0.00
120	Bend, 45 Degree, 8 inch	Ea	3	0	\$325.00	\$0.00
121	Bend, 22-1/2 Degree, 8 inch	Ea	21	0	\$320.00	\$0.00
122	Bend, 90 Degree, 6 inch	Ea	7	0	\$280.00	\$0.00
123	Sleeve, 12 inch	Ea	2	0	\$1,200.00	\$0.00
124	Sleeve, 8 inch	Ea	5	0	\$600.00	\$0.00
125	Sleeve, 6 inch	Ea	2	0	\$600.00	\$0.00
126	Thrust Block	Ea	3	0	\$250.00	\$0.00
127	Water Main Connection	Ea	9	0	\$1,500.00	\$0.00
128	Abandon Ex. Valve and Box	Ea	11	0	\$150.00	\$0.00
129	Tapping Sleeve & Valve, 12 inch x 8 inch	Ea	1	0	\$4,500.00	\$0.00
130	Underground Sprinkling Systems, Restore	Dlr	5,000	0	\$1.00	\$0.00
<b>Subtotal Phase 3 Items</b>						<b>\$0.00</b>
<b>Change Order #1 Items</b>						
131	Tapping Sleeve & Valve, 8 inch x 8 inch	Ea	0	0	\$4,742.00	\$0.00
132	Landscaping @ 401 Adaway Ave	Dollar	0.00	2,654	\$1.00	\$2,654.00
<b>Subtotal Change Order #1 Items</b>						<b>\$2,654.00</b>
<b>Change Order #2 Items</b>						
133	Ex. Aggregate Removal & 6 inch 21AA Placement	Syd	0.00	4,954.6	\$13.10	\$64,905.26
<b>Subtotal Change Order #2 Items</b>						<b>\$64,905.26</b>
<b>TOTAL ALL ITEMS</b>						<b>\$3,765,108.24</b>
<b>Stored Materials</b>						<b>\$73,712.40</b>
<b>LESS RETAINAGE</b>						<b>\$283,240.53</b>
<b>ADJUSTED AMOUNT EARNED TO DATE</b>						<b>\$3,555,580.11</b>
<b>LESS PREVIOUS ESTIMATES</b>						<b>\$3,481,867.71</b>
<b>AMOUNT DUE CONTRACTOR, THIS ESTIMATE</b>						<b>\$73,712.40</b>



**To: Ada Township Board of Trustees**  
**Cc: Julius Suchy, Ada Township Manager**  
From: Mark Fitzpatrick, Parks Director  
**Re: Grand Rapids Triathlon 2022**  
Date: January 4, 2022

We are gearing up for the 2022 Grand Rapids Triathlon to be in Ada and Cascade Townships the weekend of June 11-12, 2022. The format will be similar to last year's event with the schedule over two days, and based at Ada Park.

Jon Conkling from the Tris4Health organization has provided the attached support items:

- GRTri 2022 – Ada Township – City Proposal pdf
- GRTri 2022 – Presentation – Ada – FINAL pdf
- GRTri 2022 – Ada Township – Beer Tent Proposal pdf

Jon plans to be at the January 10 Ada Township Board meeting to present this information and their requests.

As in past years, road closures for the weekend of June 11-12 are being requested. They are similar to last year's schedule and detailed in the attached proposals.

New this year is a request for a beer tent on Sunday, June 12 to held at Ada Park. To facilitate that request, Jon has provided the attached *GRTri 2022 – Ada Township – Beer Tent Proposal* document requesting a waiver of the Township's Park ordinance of no alcohol in the parks for that day. We have reviewed that proposal and find it a feasible and reasonable request which we are in support of.

We are asking of the Ada Township Board of Trustees to review the attached proposals and approve both the 'road closure' request, and the "waiver of the parks no alcohol" request.



**BOARD OF COUNTY ROAD COMMISSIONERS  
KENT COUNTY**

1500 Scribner Avenue NW  
Grand Rapids MI 49301  
Telephone 242-6900      FAX 242-6980

**ADA TOWNSHIP RESOLUTION NO. R-011122-1**

Request to Construct, Operate, Use, and/or Maintain within the Right-of-Way; or to Close a Roadway under the jurisdiction of the Kent County Road Commission.

PRESENT:

ABSENT:

The following resolution was offered by Board Member \_\_\_\_\_ and seconded by Board Member \_\_\_\_\_.

RESOLVED THAT: Michigan Endurance Holdings LLC (dba Tris 4 Health, LLC), 6226 Miramonte Dr NE, Rockford, MI 49341

IS HEREBY AUTHORIZED to make application to the Kent County Road Commission on behalf of the TOWNSHIP OF ADA, In the County of Kent, State of Michigan for the necessary permit to:

Conduct the "Grand Rapids Triathlon" in Ada Township on Saturday June 11, 2022 with special road closures and times:

- Road closure in Ada Township on Thornapple River Drive from River St. south to Laraway Lake Drive from 4 a.m. until 11:30 a.m.
- Road Closure in Ada Township on Buttrick Ave. from Thornapple River Drive to Grand River Drive from 4 a.m. until 11:30 a.m.
- Road Closure in Ada Township on Grand River Ave. from Buttrick to Old Oak Drive.
- Including approval from Kent County Road Commission and Kent County Sheriff's Department for "Grand Rapids Triathlon".

Conduct the "Grand Rapids Triathlon" in Ada Township on Sunday June 12, 2022 with special road closures and times:

- Road closure in Ada Township on Thornapple River Drive from River St. south to Cascade Rd. from 4 a.m. until 5 p.m.
- Road closure in Ada Township on Buttrick Ave. from Thornapple River Drive to Grand River Drive from 4 a.m. until 5 p.m.
- Road Closure in Ada Township on Grand River Ave. from Buttrick to Old Oak Drive.
- Including approval from Kent County Road Commission and Kent County Sheriff's Department for "Grand Rapids Triathlon".

And that the TOWNSHIP OF ADA, County of Kent, State of Michigan will faithfully fulfill all permit requirements.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Absent: \_\_\_\_\_

***Resolution adopted January 10, 2022***

**CERTIFICATION**

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, January 10, 2022.

Dated: January 10, 2022

\_\_\_\_\_  
Jacqueline Smith  
Ada Township Clerk



# GRAND RAPIDS TRIATHLON 2022

JUNE 11 - 12

 **Huntington** #DISCOVERADA

**June 11 & 12, 2022 - ADA, MI**

We are the largest independent triathlon in Michigan and proud host of five USA Triathlon National Championships over the course of our ten-year history.

While our event brings in some of the best athletes from across the country, we have also been named one of the Top 5 Best Triathlons for Beginners in the USA according to Triathlon Business International. This two-day triathlon event is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice through the seasoned triathlete.

*A portion of all proceeds will benefit:*

**OFFICIAL CHARITY PARTNER**

**Make-A-Wish<sup>®</sup>**  
MICHIGAN

**LOCAL CHARITY PARTNER**



# GRAND RAPIDS TRIATHLON 2022

## INTRODUCTION

Thank you for considering approval of the 2022 edition of Grand Rapids Triathlon.

### **Who we are – Michigan Endurance Holdings, LLC**

Michigan Endurance Holdings (dba “Tris4Health”) is owned by Jon Conkling and John Mosey, both of whom are USA Triathlon level 1 certified race directors. We are avid triathletes and have been involved with the sport for a decade. Our vision is to continue to grow Grand Rapids Triathlon, both locally and nationally. We want as many people as possible to get off the couch and into a healthier lifestyle, while at the same time showing off all the wonderful things the Grand Rapids area is known for, including the newly renovated downtown Ada.

### **What the Grand Rapids Triathlon is:**

This triathlon is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice and seasoned triathlete. This USA Triathlon sanctioned event promises heart pounding excitement from start to the finish. We offer four distances: Super Sprint, Sprint, Olympic and Half, as well as these events: triathlon, duathlon, aquabike and relay. In addition, we host a kid’s duathlon Saturday afternoon.

## BENEFITS

Hosting this great community event comes with many benefits from a positive economic impact to improving community health and well-being.

**Positive economic impact:** In 2020–2021, we made great strides in partnering with area businesses and associations with the goal of driving our athletes to these businesses within Ada. Now that we are a two-day event, athletes and their families have a lot of reason to spend a weekend in Ada, creating even more economic opportunity.

**Give back to the community:** We partner with Make-a-Wish Michigan with the goal of granting as many wishes as possible to children and families who desperately need them. To date, Make-a-Wish Michigan has raised over \$300,000 at Grand Rapids Triathlon. In addition, we have once again selected Brody’s Be Café as our local charity partner and have made a cash donation to their cause as well as driving foot traffic to their establishment.



**Be involved with one of the fastest growing sports in the country.** The general excitement for the sport of triathlon received a boost of popularity when triathlon debuted at the 2000 Olympic Games in Sydney, Australia. It is estimated that approximately 150,000 people participate in multi-sport in the United States each year. And the numbers continue to grow.

**Positions Ada/Cascade with a healthy lifestyle and lifelong fitness associated with swimming, biking and running.** Triathlon embraces the idea of maintaining a healthy and active lifestyle like no other sport. You can often see participants at local races ranging in age from 10-85 years old! All three sports require aerobic power, excellent endurance, and tactical thinking.

## REQUEST

We are requesting approval of the following:

- 1.) To hold this annual event in the Ada area on June 11 and 12, 2022 and for years to come.
- 2.) Course maps, suggested parking areas, etc. are available on our website ([www.grandrapidstri.com](http://www.grandrapidstri.com)).
- 3.) Transition - We would like to remain in Ada Park as per the 2021 event.
- 4.) Finish Line - We would like to remain at the entrance to the Ada Park on Buttrick Avenue, as per the 2021 event.
- 5.) Specific road closures and times:
  - a. Saturday, June 11 - Road Closure (4am - 11:30am)
    - i. Thornapple River Drive from River St south to Laraway Lake Drive
    - ii. Buttrick Ave from Thornapple River Drive to Grand River Drive
    - iii. Grand River from Buttrick to Old Oak Hill Drive
  - b. Sunday, June 12 - Road Closures (4am - 5pm)
    - i. Thornapple River Drive from River St south to Cascade
    - ii. Buttrick Ave from Thornapple to Grand River
    - iii. Grand River from Buttrick to Old Oak Hill Drive
- 6.) We request a letter from the Township of Ada stating the above has been approved.
- 7.) Michigan Endurance Holdings will have Ada Township as an additional insured. One week prior to the race we will place 3 changeable message signs in Cascade and Ada.



# GRAND RAPIDS TRIATHLON 2022

JUNE 11 - 12



#DISCOVERADA

Official Charity Partner:



Local Charity Partner:





# ▶ About GRTri

# About Us



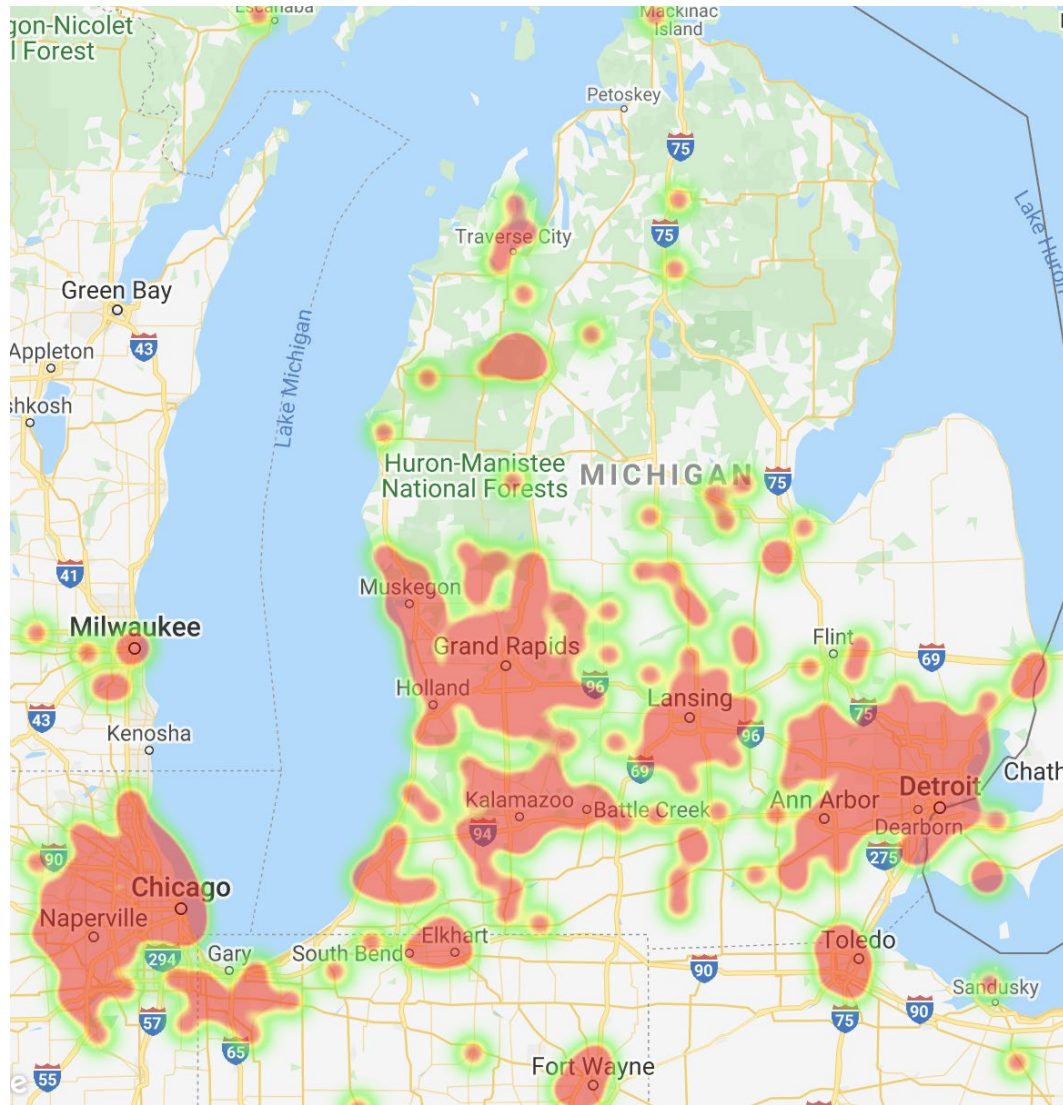
We are the largest independent triathlon in Michigan.

We have hosted 5 USA Triathlon National Championships along with numerous state and regional championships since 2011.

Voted one of the top 5 newbie friendly events in the country.

Voted one of the top 10 best international triathlons.

2022 will be our 11<sup>th</sup> year.



# Triathlon Demographics

85% of 2021 athletes were from MI

51% lived within 30 miles of Ada

66% lived within 60 miles

\$161k - Average Income

97% of triathletes have 4-year degree

50% have a Master's

The background features a dark blue area on the left side, transitioning into a vibrant green area on the right. The green area is composed of several overlapping, semi-transparent geometric shapes, including triangles and polygons, creating a layered, abstract effect. The text '▶ Event Details' is centered in the green area.

# ▶ Event Details

# Event Details

Keep two-day format (Saturday & Sunday) that was implemented in 2021 and hold the event on June 11<sup>th</sup> & 12<sup>th</sup>, 2022.

Saturday consists of Super Sprint and Sprint distances

Race is from 7am - 10:30am

Road closures from 4am - 11:30am

Sunday consists of Olympic and Half distances

Race is from 7am - 3:30pm

Road closures from 4am - 5pm

Keep transition and finish line located at Ada Park as was done in 2021.

Transition is in soccer fields at the corner of Buttrick and Grand River Dr.

Finish line is on Buttrick at the entrance to Ada Park

Post-race finish area is in Ada Park in/around the parking lot by the park office

# Business Engagement

We are continuing to partner with Ada & Cascade businesses in a proactive way.

#DiscoverAda has signed on to be our 2022 co-title sponsor along with longtime co-title sponsor, Huntington Bank.

Race director, Jon Conkling, is now an Ada Business association board member as of June 2021 and taking an active role in the community.

We are working with the Forest Hills Business Association to further these efforts in the surrounding area.

We will again be working with #DiscoverAda to include an area map of businesses for each race bag as well as a business listing in our race program.



# COVID Protocols

While we will not be limiting registration as was done in 2021, keeping the two-day format allows us to spread our participation numbers over an entire weekend.

The Ada park location allows for ample space for athletes and spectators compared to the old location at the corner of Buttrick and Thornapple River Drive.

We will continue to follow the current best-practice guidelines provided by local, state and federal agencies as well as our governing body, USA Triathlon. These include sanitation, mask recommendations, limiting contact points, etc as was successfully done in 2021.

# Saturday Closure/Detour Map

## Saturday, June 11 - Road Closure (4am - 11:30am)

Thornapple River Drive from River St south to Laraway Lake Drive

Buttrick Ave from Thornapple River Drive to Grand River Drive

Grand River from Buttrick to Old Oak Hill Drive

*\*The roads marked in RED will be closed to thru traffic with Police stationed at the various access points.*

## Saturday Detour route coming from the SOUTH

Heading on Cascade Rd SE

Turn left onto Wycliff Dr SE

Take a slight right turn onto 30th St SE

Turn left onto Buttrick Ave SE

*\*Thornapple River Dr will be OPEN from Cascade Road to Laraway Lake Drive, which is also OPEN.*



# Sunday Closure/Detour Map

## Sunday, June 12 - Road Closure (4am - 5pm)

Thornapple River Drive from River St south to Cascade  
Buttrick Ave from Thornapple to Grand River  
Grand River from Buttrick to Old Oak Hill

*\*The roads marked in RED will be closed to thru traffic with Police stationed at the various access points.*

## Sunday Detour route coming from the SOUTH

Heading on Cascade Rd SE  
Turn left onto Wycliff Dr SE  
Take a slight right turn onto 30th St SE  
Turn left onto Buttrick Ave SE



# Event Timeline



# Official Charity Partner

We have helped to raise more than \$250k since 2017

Team founder is from Ada and has recruited over 70 local people.

Program expanded across the state and to other races but Grand Rapids Tri serves as the example of what can be done when a charity, small business, and municipalities work together.

“The partnership with the Grand Rapids Tri has helped Make-A-Wish Michigan grow our mission through awareness and funds that has ultimately helped grant wishes for local children, gain new supporters through individual, community support and corporate giving. Because of the relationship we have cultivated with the race directors for the GR TRI, the Dream Team's success has now grown throughout the state by encouraging other races to partner with Make-A-Wish Michigan. ”



# Local Charity Partner

We have selected Brody's Be Cafe again to support in 2022.

This local business has been a part of Ada since Summer 2019.

“Brody's Be Cafe is a non-profit coffee shop that employs individuals with intellectual and developmental disabilities. We BELieve everyone BELongs and we can work BESide one another.”





# ▶ Map Appendix

# Event Map





# Swim Course

## Saturday

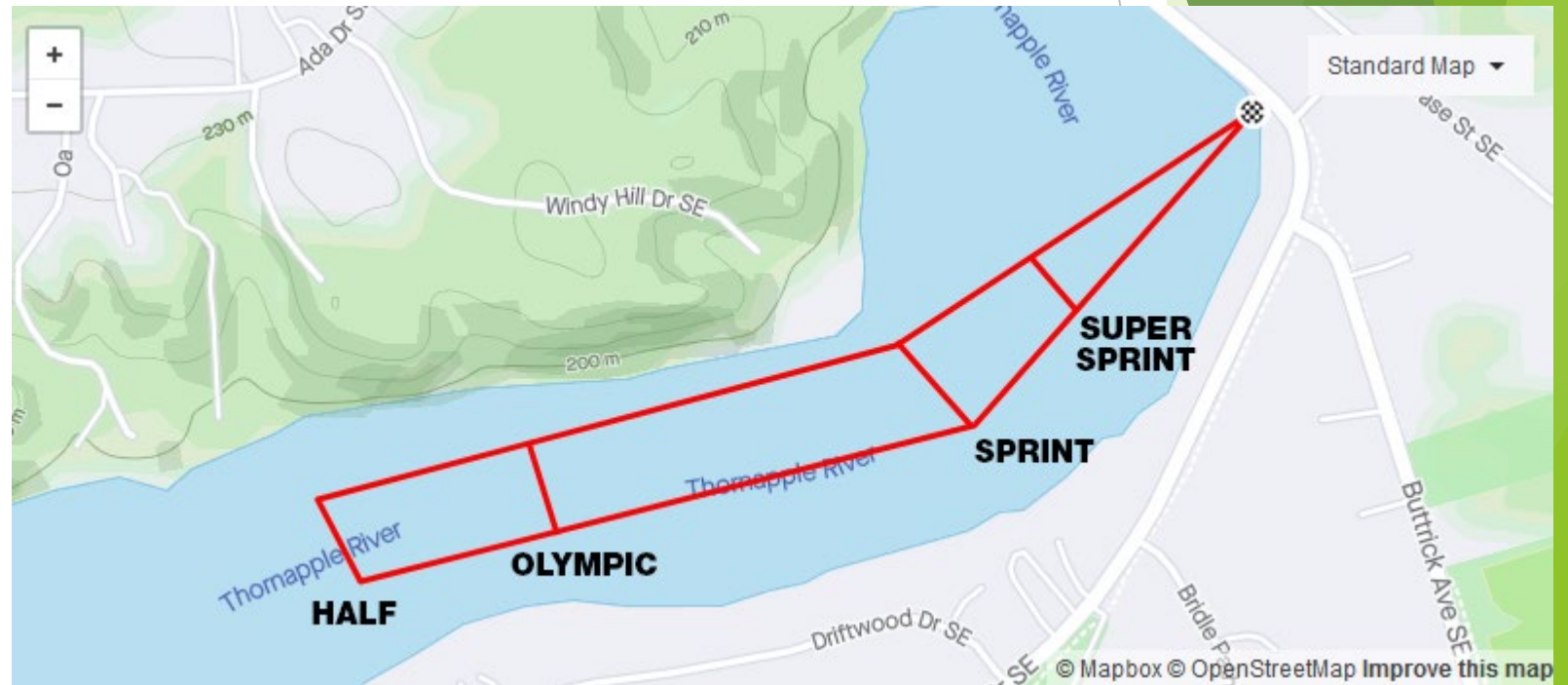
Super Sprint - 400 meters

Sprint - 600 meters

## Sunday

Olympic - 1500 meters

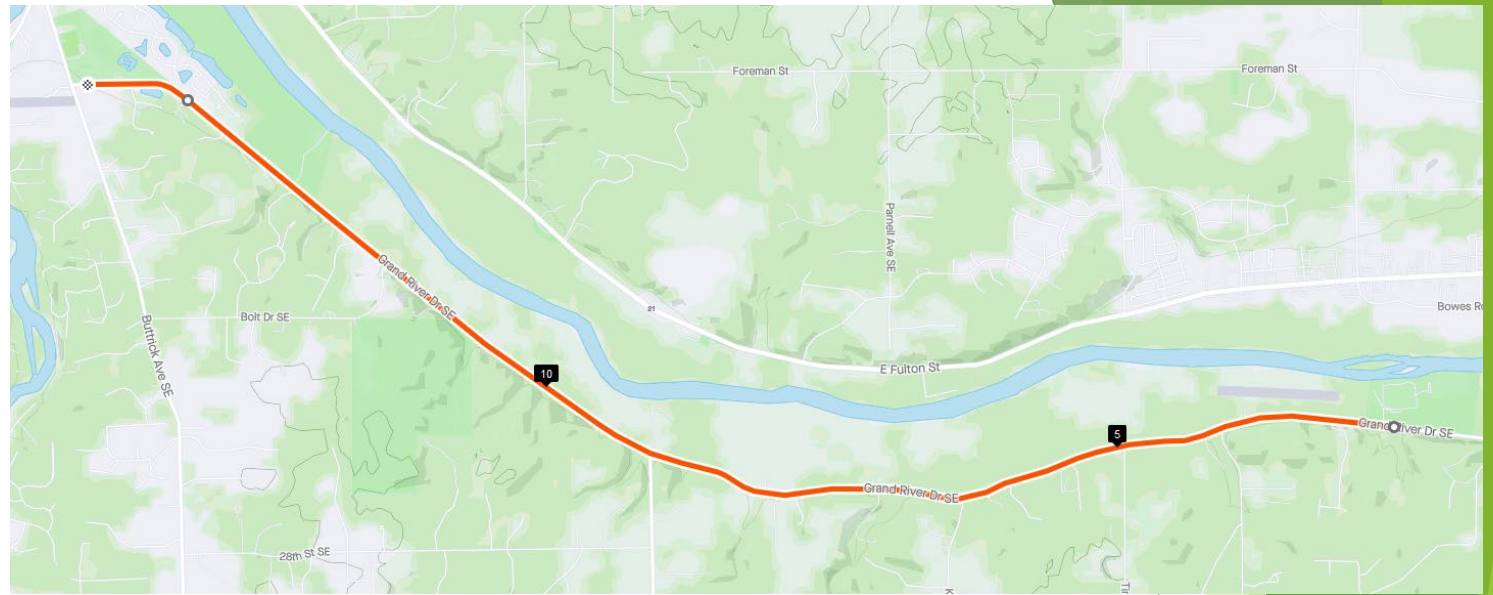
Half - 1.2 miles



# Bike Course (Saturday)

Super Sprint - 10k

Sprint - 20k



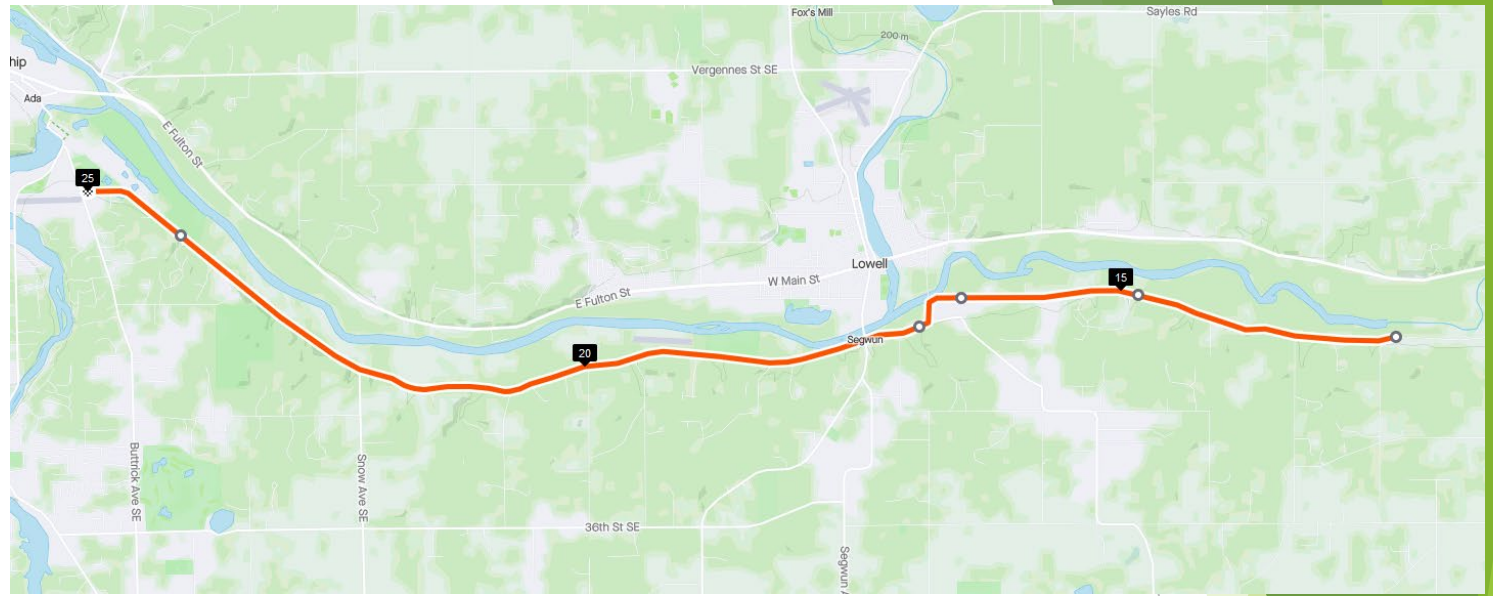
SUPER SPRINT



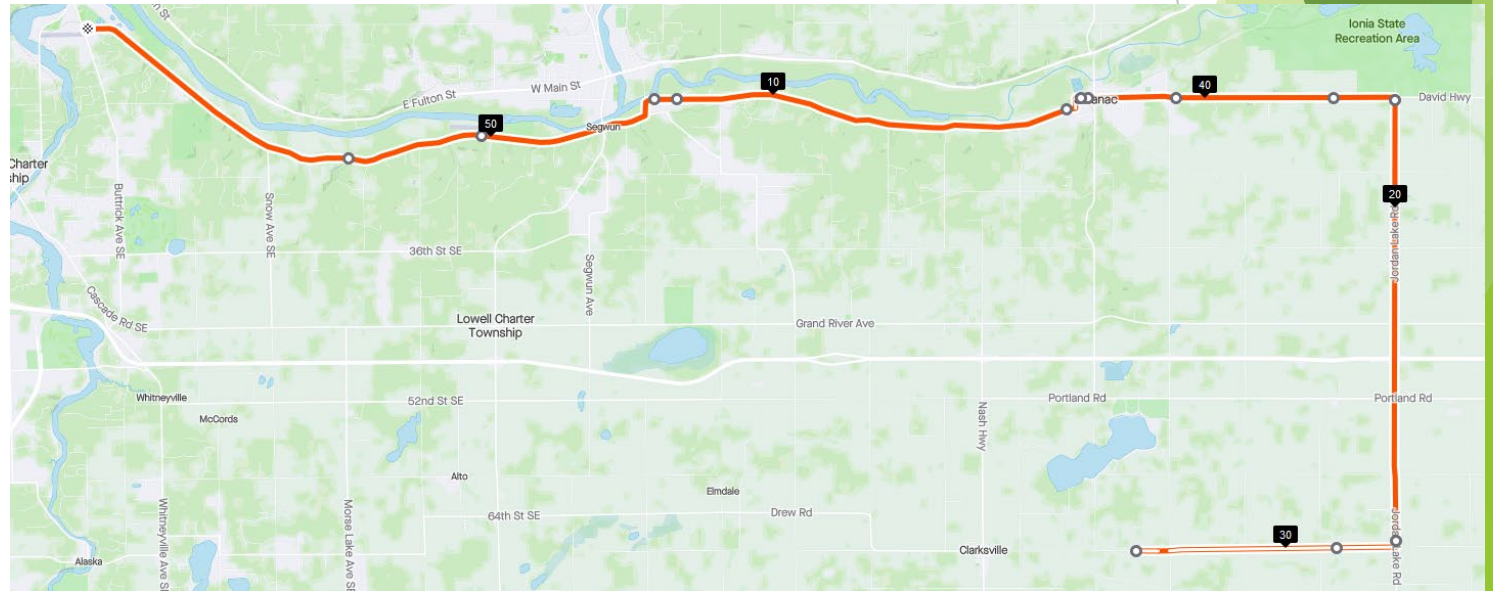
SPRINT

# Bike Course (Sunday)

Olympic - 40k  
Half - 56 miles



OLYMPIC

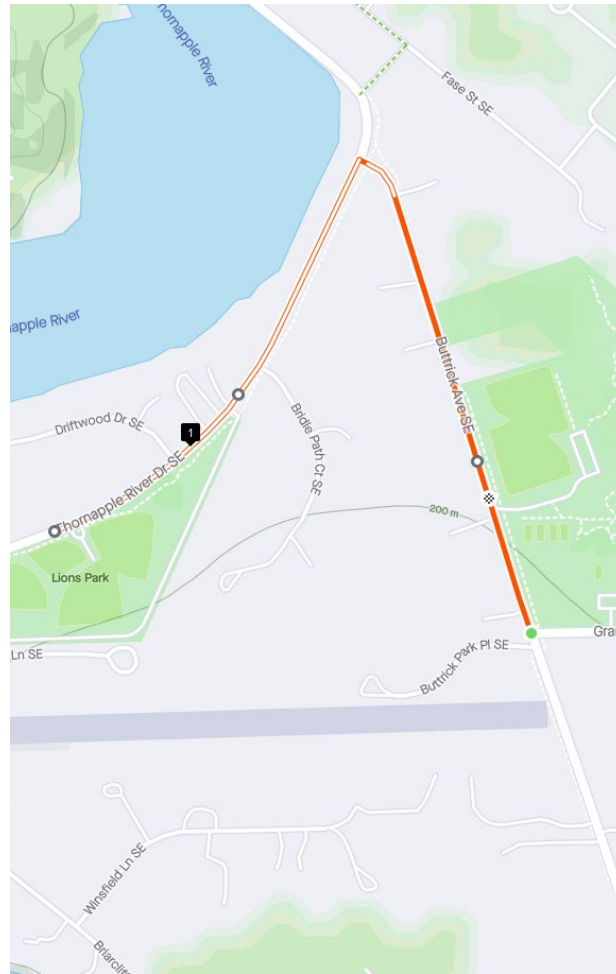


HALF

# Run Course (Saturday)

Super Sprint - 2.5k

Sprint - 5k



SUPER SPRINT

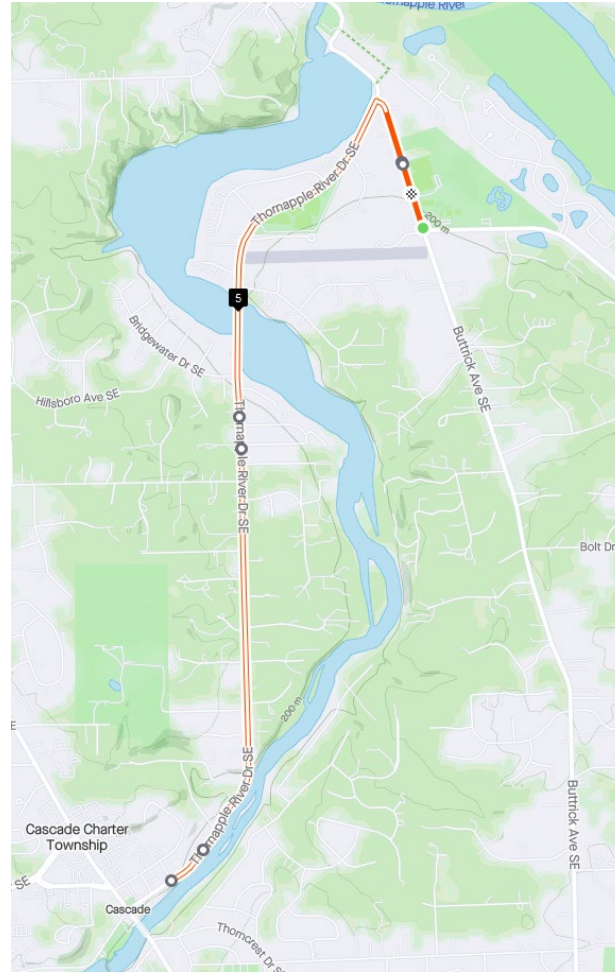


SPRINT

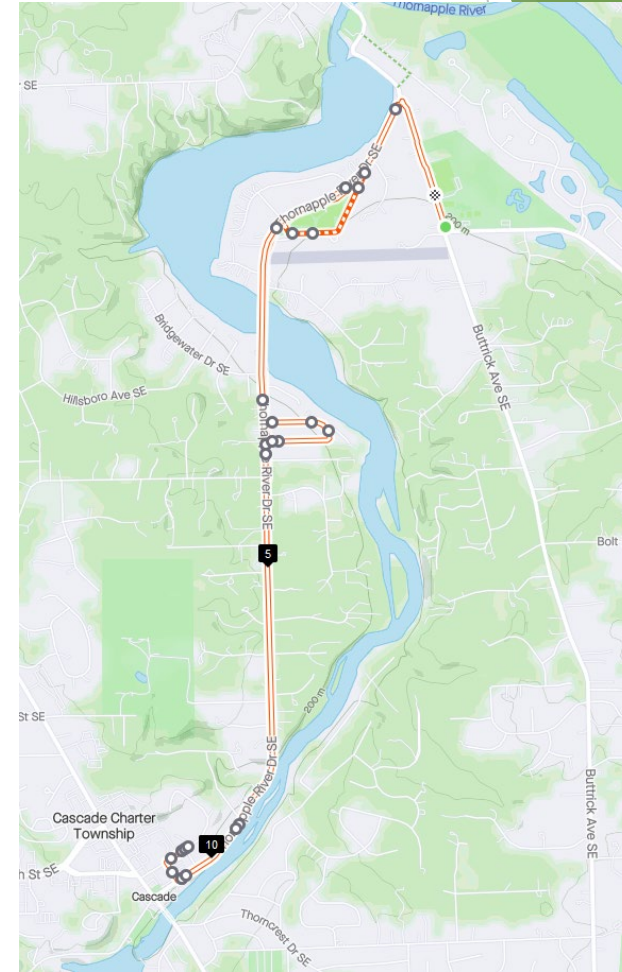
# Run Course (Sunday)

Olympic - 10k  
(1 loop)

Half - 13.1 miles  
(2 loops)

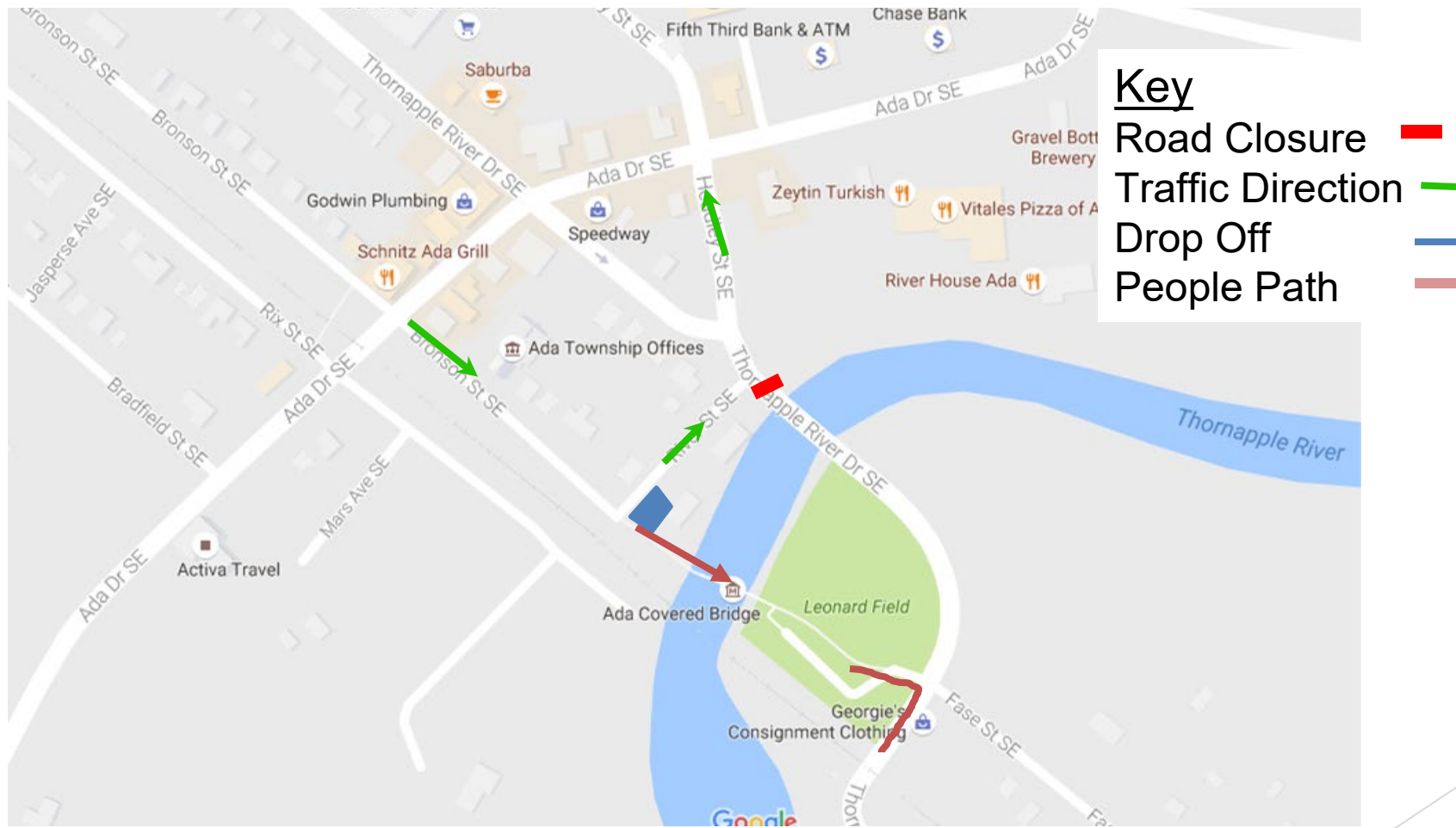


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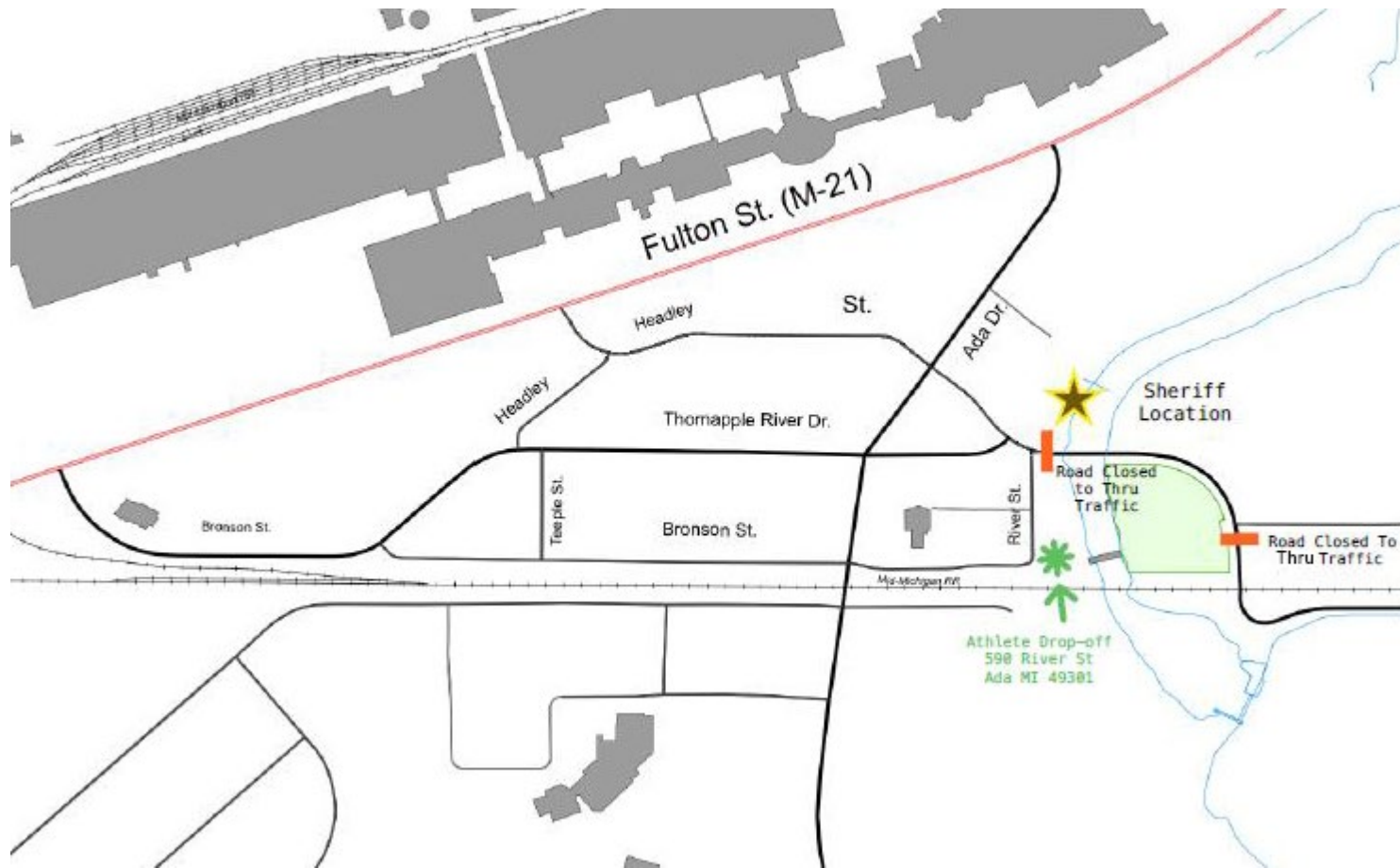


HALF

# Shuttle Route



# Athlete Drop-off





# GRAND RAPIDS TRIATHLON 2022

JUNE 11 - 12

 **Huntington** #DISCOVERADA

**June 11 & 12, 2022 - ADA, MI**

We are the largest independent triathlon in Michigan and proud host of five USA Triathlon National Championships over the course of our ten-year history.

While our event brings in some of the best athletes from across the country, we have also been named one of the Top 5 Best Triathlons for Beginners in the USA according to Triathlon Business International. This two-day triathlon event is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice through the seasoned triathlete.

*All beer tent proceeds will benefit the following non-profit:*



**MYTEAM<sup>®</sup>**  
**TRIUMPH**  
MICHIGAN CHAPTER



# GRAND RAPIDS TRIATHLON 2022

## REQUEST

We, Michigan Endurance Holdings, LLC (dba "Tris4Health"), formally requests a waiver of the Ada Park no-alcohol policy for Grand Rapids Triathlon on Sunday, June 12<sup>th</sup>, 2022 from 11am-3:30pm.

## PURPOSE

The purpose of this waiver request is to provide a beer tent at Grand Rapids Triathlon on Sunday-only. A beer tent is one of the most requested additions by athletes year-over-year.

## LOGISTICS

### **Who is providing the alcohol?**

Our sponsor, New Holland Brewing would be supplying their lite-beer, "Light Pointe".

### **Who is securing the one-day liquor license and operating the beer tent?**

We would partner with the myTEAM TRIUMPH (mTT), a 501(c)3 non-profit, tax-exempt organization. mTT has extensive experience operating beer tents with other area events such as The Grand Rapids Marathon and Michigan Titanium. They secure the one-day liquor license, insurance and operate the beer tent on race day, securing the area, checking IDs and serving alcohol.

### **Estimated attendance/Who has access to the beer tent:**

The Sunday event is estimated to have between 700-900 athletes. Athletes present at the race site from the hours of 11am until the race close at 3:30pm would have access in addition to age-legal spectators. mTT will secure the fenced-in tent by checking IDs at the only in/out point to the tent. They will also be serving alcohol and handling transactions.

### **Site layout:**

The beer tent would be in the parking lot of Ada Park adjacent to the park office. It would be fully fenced in and controlled through one in/out point where IDs would be checked.

Please see the maps on the following pages.



Ada Township  
Park Office

© 2021 Google

BEER TENT  
CLOSED  
ON 3 SIDES

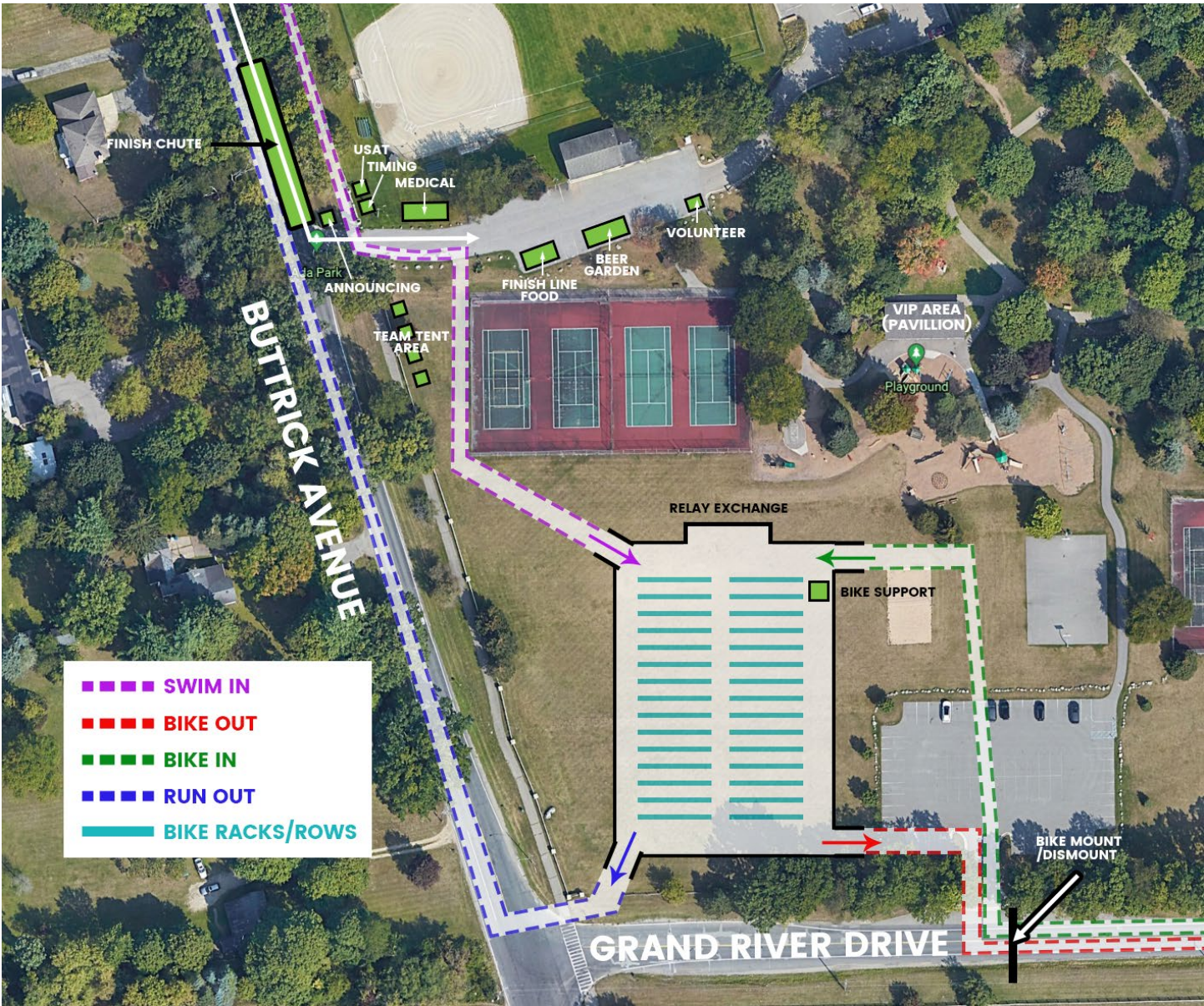
BARRICADE  
FENCING  
PERIMETER

ENTRANCE  
/EXIT  
MONITORED

TENT

BEER  
GARDEN

FINISH LINE  
FOOD



- SWIM IN
- BIKE OUT
- BIKE IN
- RUN OUT
- BIKE RACKS/ROWS



## MEMORANDUM

Date: 1/7/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Alcohol Waiver Request – Grand Rapids Triathlon

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**Background:**

As part of the request from Grand Rapids Triathlon to hold their event on Saturday June 11<sup>th</sup> and Sunday June 12<sup>th</sup> they have included a request to have a beer tent on site on Sunday June 12<sup>th</sup>. This event has not previously had alcohol and this is the first such request for the Triathlon. The tent would be open from 11:00 AM – 3:30 PM.

New Holland Brewing will be supplying the beer and the one-day liquor license would be secured by the applicant. The maps and all of the information materials are included in the total packet submitted by Grand Rapids Triathlon.

**Recommendation:**

Staff would recommend approval of this waiver request as Grand Rapids Triathlon has a successful track record of holding quality events and we do not anticipate any issue with approving this request.

*Requested Motion: Motion to Approve Alcohol Waiver Request for Grand Rapids Triathlon on Sunday June 12, 2022.*



## MEMORANDUM

Date: 1/6/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Gypsy Moth Survey Report – Aquatic Consulting Services

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### Background:

In 2021 the Township received a high number of calls and complaints from residents regarding Gypsy Moth damage to trees. Following review of available companies to assist with an Egg Mass Survey the Township hired Aquatic Consulting Services to complete an Egg Mass Survey this winter. Aquatic Consulting Services has completed their work and have attached the report, maps and their recommendation for spraying.

Neal Swanson of Aquatic Consulting Services will attend the board meeting on Monday to discuss the report and answer any questions the board may have.

For informational purposes I reached out to the Township Manager in Cascade Township and Deputy Manager in the City of Kentwood as they both have annual spray programs. Based on conversation with them the cost to spray will be approximately \$65.00 per acre for treatment based on their recent historical pricing for each of their communities. The report recommends 2,967 acres for a total cost of \$192,855. I have not had a chance to discuss any potential cost with Mr. Swanson as he does not perform the actual spraying but this question could be posed at the meeting Monday.

I have spoken to Kent County regarding Seidman Park (located in AdaTwp05 block) which measures 400 acres in size and they have indicated they would reimburse the Township for any spraying that is completed on County property.

### Recommendation:

Staff has no recommendation at this time. Once the report is reviewed by the board and additional information is received on next steps the Township can determine how it would like to proceed.

*Requested Motion: None, Discussion on Gypsy Moth Report from Aquatic Consulting Services*



## Aquatic Consulting Services

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P.O. Box 530, Sanford, MI 48657  
[www.aquaticremedies.com](http://www.aquaticremedies.com)

989-689-0223

December 20, 2021

**Julius Suchy, Manager**  
**Ada Township**  
**7330 Thornapple River Dr, PO Box 370**  
**Ada, MI 49301**

Dear Mr. Suchy,

We have completed the gypsy moth surveys, maps, and report for the 2022 season in Ada Township, Kent County. I have included JPG and PDF map files of the results for you to review and to post on the township website as needed. Both JPG and PDF files are printable for your purposes although the .PDF file will likely be more user friendly on a website. I will provide your GIS personnel with .SHP files for use in a GIS mapping system. I have also included a short report on the conditions in each recommended spray block. An 18 x 24-inch map may be sent in a separate package for display purposes.

During my survey, I was able to confirm that the areas of concern referenced by Ada Twp officials and residents are in fact infested with gypsy moths. There are three major environmental controls that limit gypsy moth population buildups; a fungus called *E. maiamiga*, a gypsy moth virus called NPV, and a class of egg parasitoid wasps. For some reason, these environmental controls have not been as effective as they have been in past years. Gypsy moth scientists suspect that successive years of untimely dry conditions in mid-late June have depressed the critical buildup of *E. maiamiga* in the environment. Regardless, we are dealing with a fairly high pressure and volatile gypsy moth population cycle across the state, but we are optimistic that our methods will provide some relief. Thankfully, we were able to catch the populations on the rise, and using our survey, spray, monitor protocol, I anticipate we will be able to limit further population growth and damage. I must emphasize though, when in a growth phase, gypsy moth populations can be quite resilient and several years of treatment and monitoring are often needed. Established populations in preferable habitat such as in spray blocks AdaTwp01, AdaTwp05, and AdaTwp08, can be especially hardy and often require 2-3 years of spray just to suppress population growth. The total acreage recommended for spray in spring 2022 is 2,967 acres. This total may be higher or lower than you anticipated, but I must assure you, only the areas with significant, potentially damaging population densities were recommended for spray. There are a few areas with less severe infestations that were not recommended but should definitely be monitored. A proactive approach toward monitoring can usually prevent this type of situation and is much more economical relative to several years of costly reactionary spraying. Overall, I anticipate good results for next season, but strongly encourage Ada Township to continue with some sort of monitoring program.

I will hold off on digitizing the spray blocks for the pilot's use until you have had a chance to review the maps. Once we get closer to spray time and you have selected an aerial applicator, I will provide the pilot with spray maps and digitized files.

Thank you for the opportunity to work for Ada Township this season. Please let me know if I can help you with anything further at this time. 989-689-0223 or [gypsymoth@aquaticremedies.com](mailto:gypsymoth@aquaticremedies.com).

Sincerely,

Neal Swanson  
Owner/Biologist

## Ada Township, Kent County Recommended Gypsy Moth Spray Areas 2022

Aquatic Consulting Services II, LLC  
December 2021

Block #	Acres	Reason for Spray
AdaTwp01	146	An established population in very good habitat. Historical tree damage is evident on a few trees in the area. Nuisance is likely elevated in the area. State game area surrounds the residential areas and population is continuous into neighboring Cannon Township, so risk of population persistence and reinfestation of treated areas is high. Spray to mitigate potential nuisance, limit further tree damage, and inhibit potential reinfestation.
AdaTwp02	134	A rising population in very good habitat. Egg mass density is high on numerous trees throughout the block, so tree damage is the primary concern. Nuisance is also quite high, as confirmed by homeowner interaction. State game area borders much of the residential property in the block, so population persistence and reinfestation post-treatment is high. Spray to reduce nuisance, limit further tree damage, and inhibit potential reinfestation.
AdaTwp03	34	A rising population in good habitat. Nuisance is the primary concern in this area, as confirmed by homeowner interaction. Tree damage is a secondary concern, indicated by lower egg mass densities. Spray to reduce nuisance and mitigate potential tree damage.
AdaTwp04	18	A rising population in good habitat. Nuisance is high in the area, as confirmed by homeowner interaction. Population is somewhat isolated by deforested areas to the north and east, so potential for population persistence is likely lower than in some other treatment blocks. Spray to reduce nuisance and suppress population.
AdaTwp05	1,315	A rising population in very good habitat. Egg mass densities are high in numerous trees throughout the area. Evidence of historical tree damage was noted in several trees, particularly along Honey Creek Ave and 2 Mile Rd. Potential for tree mortality is a concern if current cycle continues for another 1-2 seasons. Population persistence is likely as well due to continuous forest habitat surrounding the area. Nuisance is high as well, particularly along Leonard Rd. Spray to limit further tree damage, reduce nuisance, and deter population growth.
AdaTwp06	87	A rising population in very good habitat. Nuisance level is elevated in the area, as confirmed by homeowner interaction. Evidence of historical tree damage was noted in a few trees along Cramton Ave. Spray to limit further tree damage and reduce nuisance.
AdaTwp07	42	A rising population in good habitat. Habitat conditions are unique in the area due to lower topographic variability common in the surrounding area. Accordingly, potential for population persistence is lower than in some other spray blocks. Nuisance is primary concern in the area, with tree damage a secondary concern due to relatively low egg mass densities. Spray to reduce nuisance and suppress population.

AdaTwp08	624	A rising population in prime habitat. Habitat conditions and residential population density are both ideal for prolonged infestation. Evidence of historical tree damage is notable along McCabe Ave, but egg mass densities imply potential for greater tree damage next season. Nuisance is very high throughout the area as confirmed by homeowner interactions. Spray to reduce nuisance, limit further tree damage, and suppress population buildup.
AdaTwp09	108	An established population in very good habitat. Egg mass densities along Bailey Rd indicate greater potential for tree damage in coming seasons. Nuisance is elevated throughout the area, as confirmed by homeowner interaction. However, residential population density is lower relative to some other areas, so corresponding nuisance should remain lower. Spray to reduce nuisance, mitigate potential tree damage, and suppress population.
AdaTwp10	190	An established population in very good habitat. Nuisance level is fairly high as confirmed by homeowner interaction. Historical tree damage is evident in several trees along Vergennes Rd. Further tree damage could potentially cause a limb-fall hazard over the heavily traveled Vergennes Rd. Spray to reduce nuisance and limit further tree damage.
AdaTwp11	269	A sustained population in good habitat. Population is continuous with a known population in the adjacent Cascade Township. Nuisance is elevated in the area. Tree community does not present high likelihood of extensive tree damage, but population persistence is a concern for more heavily infested trees along Hall St. Spray to reduce nuisance and further suppress population.

Total Acreage = **2,967 acres**

The term “nuisance” is subjective and relates to the likelihood that the feeding behavior and number of caterpillars in the area will impact a property owner’s quality of life. Some property owners may experience heavy infestation yet go unbothered. Other property owners may view 5-10 caterpillars visible on a barn door as a nuisance. Field experience during gypsy moth infestation suggests that the number of egg masses found in an area may yield a widespread nuisance situation. The term “tree damage” is more literal, but relative to environmental and historical factors as well. Any level of defoliation should be considered damaging, but otherwise healthy trees are generally much more resilient, even after consecutive years of defoliation. Other environmental stressors such as drought or disease are additive factors that will contribute to greater risk of tree degradation and/or mortality. Defoliation levels of >60% are also very stressful to trees, although most trees can survive 3+ years of >60% defoliation if few other stressors are present. Habitat quality relates to tree species composition, density, distribution, understory, and topography of an area. Mixed forest type consisting primarily of oaks, neatly groomed understory, mixed age-class, and low topographic variability are the ideal conditions for persistent infestation, and so this habitat is designated as “prime” with very good, good, and marginal habitat in decreasing suitability. Trends in populations are designated by the egg mass residues in the area. Rising populations show a high new/old egg mass ratio, with established, sustained, and remnant populations proceeding toward a high old/new egg mass ratio.



Overall, all areas initially designated as problem areas by township officials did in-fact support infestations of gypsy moths. The level of damage and/or nuisance can be difficult to predict given the interaction of unpredictable environmental factors. All recommended areas contain potentially damaging gypsy moth egg mass numbers. Accordingly, all spray areas are highly recommended for *Bacillus thuringiensis var. kurstaki* (B.t.k.) treatment in spring 2022. There is significant risk of potential tree damage and high nuisance levels if recommended areas are left untreated for another cycle. Some areas showed evidence of successive years of infestation (particularly the intersections of Honey Creek Ave, 2 Mile Rd, and Leonard St and McCabe Ave and Conservancy Dr), which often prove much more challenging to suppress. Under these circumstances, several years of treatment are often necessary. It is not possible to completely eliminate gypsy moth populations, so this should never be the expectation. With 2-3 years of treatment and monitoring, an acceptable level of control is attainable.

Gypsy moth suppression programs often are tasked with balancing high potential for damaging gypsy moth numbers with high community benefit. Areas where these considerations overlap are generally the areas that are treated first with available funds and areas of diminishing return are treated as funds are depleted. Our treatment recommendations take this into account, and we try to limit recommended spray areas to these top-tier areas.

Gypsy moth suppression programs in Michigan generally follow an Integrated Pest Management (IPM) strategy which is focused on low environmental impact and economic awareness. Further, an IPM strategy intends to mitigate exponential population growth with treatment only until latent environmental controls begin to limit populations sufficiently. In order to efficiently determine when treatment is no longer advisable, monitoring is imperative. Accordingly, we strongly advise Ada Township maintains a monitoring program for the next 2-3 years at least.



Photo 1: Numerous egg masses on underside of single branch of red oak tree, block: AdaTwp05

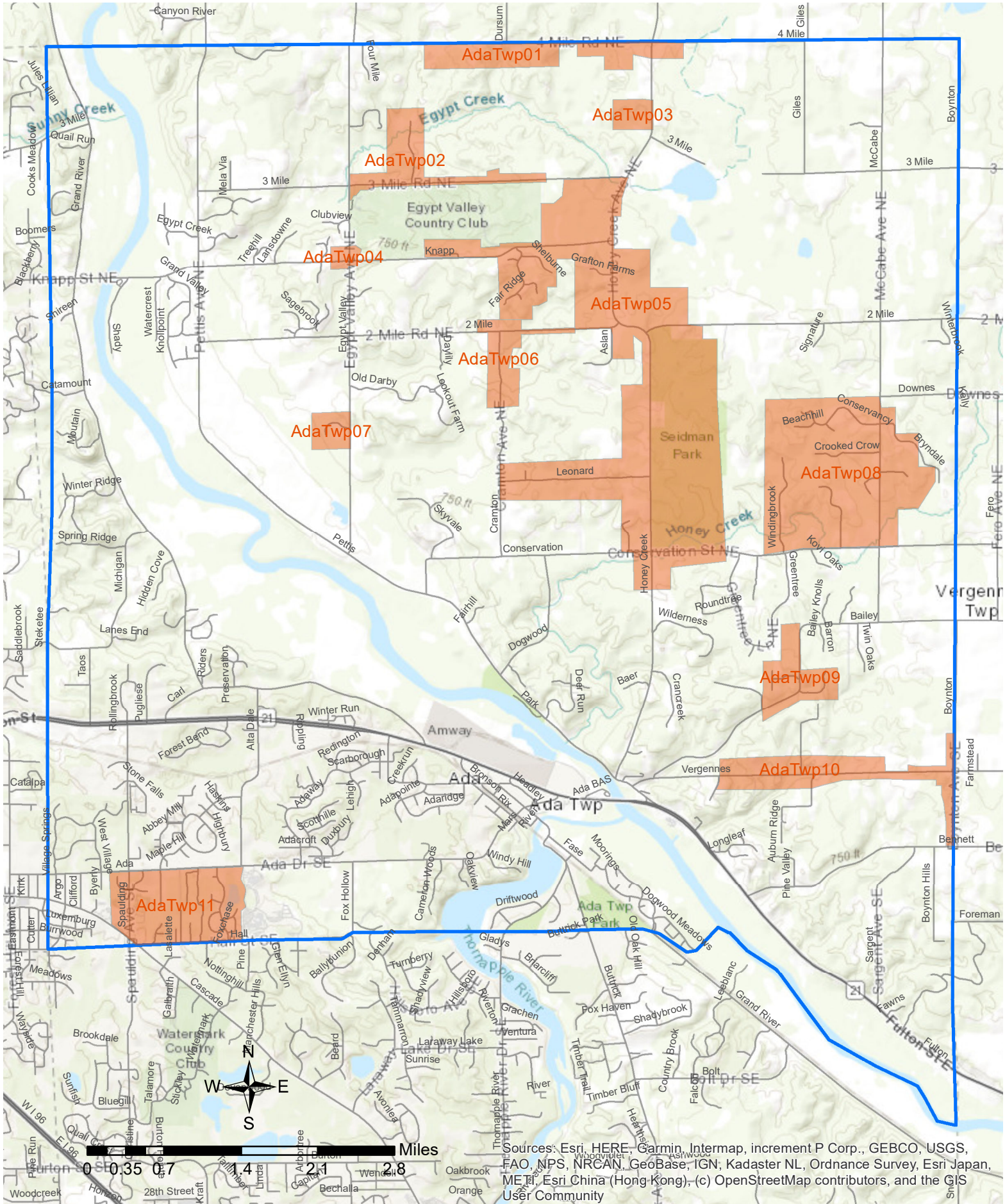


Photo 2: Several egg masses on trunk and branch of red oak tree, block: AdaTwp08



Photo 3: Several egg masses at trunk of maple tree, block: AdaTwp10

# Ada Township Gypsy Moth Survey Report 2022 Season



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, MEI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

**Shaded areas are recommended for aerial B.t.k. spray in Spring 2022**

**Aquatic Consulting Services 2021**



**MEMORANDUM**

Date: 12-23-21

**TO:** Julius Suchy, Township Manager  
**FROM:** Department of Planning  
**RE:** January 10, 2022 Township Board meeting - Text Amendments – Land Divisions, Lot Sizes, and Lot Widths

At the December 16, 2021 Planning Commission meeting, the Commission conducted a public hearing concerning amendments to Sec. 78-544 of the Zoning Ordinance, to revise provisions concerning number of lots allowed, lot sizes, and lot widths, for land divisions in residential and agricultural zoning districts; Ada Township.

After review of the matter, the Commission recommended approval of the requested amendments. A summary of the amendments is noted below, and attached redline and ordinance documents are provided to assist.

Summary

Staff offers the attached text amendment language for Planning Commission review and action at the December 16, 2021 public hearing concerning this matter. This item was first discussed at the November 18 meeting, where the Commission indicated its general concurrence with the recommended amendments.

Presently, Sec. 78-544 of the Zoning Ordinance allows, when land divisions are done, for lot sizes (and widths) in various districts to be *smaller* than the minimum lot sizes and widths specified for these districts. Staff believes these allowances undermine the intent of the Zoning Ordinance concerning each of the districts, and cause inconsistencies throughout the Township. This includes the following lot size discrepancies:

<u>Zoning District</u>	<u>Minimum Lot Size (District)</u>	<u>Minimum Lot Size (Land Division)</u>
RP-1 (Rural Preserv. 1)	5 (acres)	20,000 (square feet)
RP-2 (Rural Preserv. 2)	3	20,000
RR (Rural Residential)	2	20,000
R-1 (Low Density SF Res.)	1	20,000
R-2 (SF Res.)	19,000 (square feet)	10,000
R-3 (Med. Density SF Res.)	15,000 (13,500 when both public sewer and water are avail.)	10,000

Recommendation

Township Board approval of the requested amendments is respectfully requested.

**ADA TOWNSHIP  
ORDINANCE NO. O-011022-1**

**AN ORDINANCE TO AMEND THE ADA TOWNSHIP ZONING REGULATIONS  
(CHAPTER 78 OF THE ADA TOWNSHIP CODE OF ORDINANCES, AS AMENDED), TO  
AMEND REGULATIONS REGARDING AREA REGULATIONS AND LAND DIVISIONS**

**THE TOWNSHIP OF ADA ORDAINS:**

Section 1. Amendment of section 78-544 – Standards for approval of land divisions in residential and agricultural zoning districts.

Article XXII of the Ada Township Code of Ordinances is hereby revised to read as follows:

**Sec. 78-544. - Standards for approval of land divisions in residential and agricultural zoning districts.**

All land divisions in residential and agricultural zoning districts shall comply with the following standards:

- (1) *Permitted lots, minimum lot size and width.* Lots established by a land division, including the minimum size and width of individual lots, shall comply with the requirements of the zoning district in which the land is located. In no case shall the number of lots exceed the maximum permitted for the subject parcel by the Land Division Act, PA 591 of 1996, as amended.
- (2) *Lot shapes.* Shapes of all lots shall be rectangular, to the extent practicable, but may be irregularly shaped to respond to site natural features, such as topography, locations of woodlands, wetlands, or other significant natural features.
- (3) *Maximum length-to-width ratio.* In no case shall any lot, including the remainder of a parent parcel, have a length-to-width ratio in excess of three-to-one (3:1). For purposes of this measurement, the lot length shall be the average distance between the front and rear lot lines, and the lot width shall be the average distance between the two side lot lines.
- (4) *Lot access.* All lots created by the land division shall have legal access to a public street in conformance with the provisions of this chapter. All parcels created by the land division shall have the capability of being provided with safe vehicular access to a public road, including driveway sight distance sufficient to avoid public hazard.
- (5) *Buildable area.* All lots created by the land division shall have land area having natural features suitable for building construction for uses permitted in the zoning district in which the parcel is located, and be capable of being developed in compliance with applicable building setback requirements as specified in the township's zoning ordinance.
- (6) *Size, shape, and arrangement of lots and building envelopes.* In addition to complying with the required dimensional standards, the size, shape, and arrangement of lots and building envelopes shall be such that the following objectives, to the maximum extent practical, are accomplished, in the judgment of the planning commission:
  - a. Building envelopes are located such that they are least visible from the adjoining public road and adjoining properties.

- b. Building envelopes are located such that excavation for buildings and access drives avoids wetlands, steeply sloped areas, and other sensitive natural features, and such that natural vegetated buffers are maintained adjacent to wetlands and streams.
- c. Building envelopes are located to avoid placement of buildings on prominent hilltops and ridgelines, in order to maintain scenic views and the natural visual qualities of the township.

The planning commission may require modifications to the size, shape and arrangement of lots and building envelopes on the subject property, and may require the installation of landscape plantings to provide visual screening and buffering, as deemed necessary to achieve the purposes and objectives of this section and this chapter.

(7) *Provision of natural vegetation zones in conformance with [section 78-32](#), riparian area protection standards.* When a land division results in the creation of a new lot, excluding the remainder parcel, which includes land that is within the "natural vegetation zone" as defined in [section 78-32](#), any existing conditions on the subject lots that do not comply with the intent, purpose and development standards for the "natural vegetation zone" contained in [section 78-32](#) shall not constitute a lawful nonconforming use, and the area within the "natural vegetation zone" shall be required to be brought into conformance with the intent, purpose and development standards for the "natural vegetation zone" as provided in [section 78-32](#). This shall be accomplished through the preparation and implementation of a native vegetation planting plan on the new lot or lots. The native vegetation planting plan shall be submitted as part of the site plan application for the land division. Implementation of the plan shall be required as a condition attached to any building permit issued for construction of a dwelling unit or other building on the subject lot.

(8) *Other requirements.* Each lot to be created by the proposed land division shall fully comply with all other requirements of the township's zoning ordinance.

Section 2. Severability.

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3. Effective Date.

This Ordinance shall become effective upon the expiration of 7 days after publication in a newspaper of general circulation in the Township.

\_\_\_\_\_  
Jacqueline Smith  
Township Clerk

\_\_\_\_\_  
Ross Leisman  
Township Supervisor

I hereby certify that this ordinance was adopted by the Ada Township Board in regular session held on \_\_\_\_\_, 20\_\_, and that it was published in the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Jacqueline Smith  
Township Clerk



**Sec. 78-544. – Standards for approval of land divisions in residential and agricultural zoning districts.**

All land divisions in residential and agricultural zoning districts shall comply with the following standards:

- (1) ~~Maximum number of p~~ Permitted lots, minimum lot size and width. Lots established by a land division, including the minimum size and width of individual lots, shall comply with the requirements of the zoning district in which the land is located. ~~The maximum number of lots permitted in a land division and the minimum size and width of individual lots shall be determined according to the zoning district of the subject property, as specified in the table below.~~ In no case, however, shall the number of lots exceed the maximum permitted for the subject parcel by the Land Division Act, PA 591 of 1996, as amended.

Requirement	District							
	AGP	RP-1	RP-2	RR	R-1	R-2	R-3	VR
<del>Maximum number of lots (Lots per acre)</del>	As provided in Article VI	<del>1 per 5 acres</del>	<del>1 per 3 acres</del>	<del>1 per 2 acres</del>	<del>1 per acre</del>	<del>2.29 per acre</del>	<del>3.23 per acre</del>	As provided in Article XII
<del>Minimum lot size (square feet)</del>		<del>20,000</del>	<del>20,000</del>	<del>20,000</del>	<del>20,000</del>	<del>10,000</del>	<del>10,000</del>	
<del>Minimum lot width (feet)</del>		<del>120</del>	<del>120</del>	<del>120</del>	<del>90</del>	<del>70</del>	<del>70</del>	

~~The maximum number of lots per acre permitted shall be determined on the basis of the gross land area of the subject parcel, less area consisting of existing or proposed public or private street rights-of-way.~~

- (2) *Lot shapes.* Shapes of all lots shall be rectangular, to the extent practicable, but may be irregularly shaped to respond to site natural features, such as topography, locations of woodlands, wetlands or other significant natural features.
- (3) *Maximum length-to-width ratio.* In no case shall any lot, including the remainder of a parent parcel, have a length-to-width ratio in excess of three-to-one (3:1). For purposes of this measurement, the lot length shall be the average distance between the front and rear lot lines, and the lot width shall be the average distance between the two side lot lines.
- (4) *Lot access.* All lots created by the land division shall have legal access to a public street in conformance with the provisions of this chapter. All parcels created by the land division shall have the capability of being provided with safe vehicular access to a public road, including driveway sight distance sufficient to avoid public hazard.
- (5) *Buildable area.* All lots created by the land division shall have land area having natural features suitable for building construction for uses permitted in the zoning district in which the parcel is

located, and be capable of being developed in compliance with applicable building setback requirements as specified in the township's zoning ordinance.

- (6) *Size, shape and arrangement of lots and building envelopes.* In addition to complying with the dimensional standards contained in this section, the size, shape and arrangement of lots and building envelopes shall be such that the following objectives, to the maximum extent practical, are accomplished, in the judgment of the planning commission:
- a. Building envelopes are located such that they are least visible from the adjoining public road and adjoining properties.
  - b. Building envelopes are located such that excavation for buildings and access drives avoids wetlands, steeply sloped areas and other sensitive natural features, and such that natural vegetated buffers are maintained adjacent to wetlands and streams.
  - c. Building envelopes are located to avoid placement of buildings on prominent hilltops and ridgelines, in order to maintain scenic views and the natural visual qualities of the township.

The planning commission may require modifications to the size, shape and arrangement of lots and building envelopes on the subject property, and may require the installation of landscape plantings to provide visual screening and buffering, as deemed necessary to achieve the purposes and objectives of this section and this chapter.

- (7) *Provision of natural vegetation zones in conformance with [section 78-32](#), riparian area protection standards.* When a land division results in the creation of a new lot, excluding the remainder parcel, which includes land that is within the "natural vegetation zone" as defined in [section 78-32](#), any existing conditions on the subject lots that do not comply with the intent, purpose and development standards for the "natural vegetation zone" contained in [section 78-32](#) shall not constitute a lawful nonconforming use, and the area within the "natural vegetation zone" shall be required to be brought into conformance with the intent, purpose and development standards for the "natural vegetation zone" as provided in [section 78-32](#). This shall be accomplished through the preparation and implementation of a native vegetation planting plan on the new lot or lots. The native vegetation planting plan shall be submitted as part of the site plan application for the land division. Implementation of the plan shall be required as a condition attached to any building permit issued for construction of a dwelling unit or other building on the subject lot.
- (8) *Other requirements.* Each lot to be created by the proposed land division shall fully comply with all other requirements of the township's zoning ordinance.



## MEMORANDUM

Date: 1/6/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Community Clean Up Day Report

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### Background:

Ada Township has historically held two community clean up days allowing members of the community to drop off items including household items and electronics to be disposed of. These events have been held in tandem with Cascade Township allowing members of both communities to utilize the service with the costs being split 50/50. In 2020 the Township did not hold a cleanup day due to COVID. In 2021 the Township held one event on Saturday October 23<sup>rd</sup> from 8 AM – 2:30 PM.

I have enclosed two invoices the Township received for the event, one from Republic Services for \$15,409.60 for the following items:

- Nine thirty cubic yard containers (rotated to allow for removal and dumping)
- 10 Freon Appliances
- 16 Loads of material totaling 30.05 tons
- 11 drivers, 8 helpers

A second from Comprenew for \$8,022.13 for the following items:

- PC Towers, Laptops, Printers, Network Equipment, Misc. Electronics
- Light Bulbs, Smoke Detectors, Loose Media, UPS Batteries, Batteries, Refrigerant
- CRT Monitors, Projection TV's, Flat Screen TV's

The two invoices total \$23,431.73 but do not include the Township staff time at the event, staff volunteering at the event, planning, marketing and other items. The event probably costs closer to \$30,000 when all costs are factored.

It is estimated that approximately 450 cars utilized the service this year, with some vehicles returning multiple times. In previous years when held as a joint event it would attract 600-900 cars with the majority being Ada Township residents.

Mark Fitzpatrick, Parks Director will be able to answer additional questions at the meeting regarding the amount of work and effort that goes into holding this event. Mark has already been approached by Republic about setting dates for 2022 so we would like to make sure the board understands the cost to hold this event prior to moving forward.

### Recommendation:

No staff recommendation at this time. Staff would prefer to hear from the Township Board on whether there is interest in continuing this event in 2022.

**COMPRENEW**  
 629 Ionia Avenue SW  
 Grand Rapids  
 MI  
 49503



# Invoice

Date	Invoice #
10/31/21	2032

Bill To:
Ada Township PO Box 370 7330 Thornapple River Dr Ada, MI 49301

**APPROVED**  
 NOV 29 2021  
 JULIUS SUCHY  
 ADA TOWNSHIP MANAGER *J*

Tracking No.	P.O. No.	Terms	Due Date	Ship Date
5205		Net 10 days	11/21/21	10/23/21

Qty/Wt-lbs	Item	Description	Rate	Amount
		ADA CONGREGATIONAL CHURCH LOCATION - 22,507 LBS COLLECTED		
1,340.4	PC Tower-Rev	Recycling fees for PC Tower	0.00	0.00
285.7	Laptop-Rev	Recycling fees for Laptop	0.00	0.00
68.7	Network/Telecom E...	Recycling fees for Network/Telecom Equip	0.00	0.00
518	Wire-Rev	Recycling fees for Wire	0.00	0.00
2,447.3	Flat Screen Unit-Rev	Recycling fees for Flat Screen Unit	0.45	1,101.29
1,321	Print Copy Scan Fax...	Recycling fees for Print Copy Scan Fax	0.32	422.72
2,091	Misc. Electronics-Rev	Recycling fees for Misc. Electronics	0.45	940.95
2,337.4	A/V Equip-Rev	Recycling fees for A/V Equip	0.45	1,051.83
63	Devices with Batteri...	Recycling fees for Devices with Batteries	0.45	28.35
225	Light Bulbs-Rev	Recycling fees for Light Bulbs	0.45	101.25
25.1	Loose Media-Rev	Recycling fees for Loose Media	0.45	11.30
7	Smoke Detectors-Rev	Recycling fees for Smoke Detectors	0.45	3.15
309.8	UPS Batteries-Rev	Recycling fees for UPS Batteries	0.45	139.41
5,797	CRT Unit-Rev	CRT TV/Monitor HAZ-MAT processing fee	0.45	2,608.65
867	Projection TV-Rev	Recycling fees for Projection TV - 6 TVs	0.45	390.15
278.9	Batteries Unsorted/...	Recycling fees for Batteries Unsorted/Untaped	1.75	488.08
19	Refrigerant-Rev	Recycling fees for Refrigerant - qty: 19 @ 15.00/ea (804.3 NET lbs)	15.00	285.00
1	Transportation Inter...	Transportation / Labor Fees	450.00	450.00

<b>Total</b>	\$8,022.13
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$8,022.13

*101-265,000-740,000  
 ADA CLEAN UP DAY Fall 2021*

Phone #	Fax #	Web Site
616-451-4400	616-451-1800	www.comprenew.org

**APPROVED**  
 NOV 17 2021  
 ADA TOWNSHIP  
 JULIUS SUCHY



2471 Wilshere  
Jenison MI 49428-930000  
Customer Service (877) 698-7274  
Customer Service (877) MY-TRASH  
RepublicServices.com/Support

Account Number 3-0240-0106840  
Invoice Number 0240-008537634  
Invoice Date October 31, 2021  
Previous Balance \$843.00  
Payments/Adjustments -\$843.00  
Current Invoice Charges \$15,409.60

**Important Information**  
Your next invoice may reflect a rate adjustment. Please contact us with any questions.

<b>Total Amount Due</b> <b>\$15,409.60</b>	<b>Payment Due Date</b> <b>November 20, 2021</b>
---	---

**RECEIVE**  
**NOV 15 2021**  
JULIUS SUCHY  
ADA TOWNSHIP MANAGER

**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Payment - Thank You 11/18	50871	-\$843.00

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
Ada Township/Cleanup 6206 Ada Dr SE CSA N/A Ada, MI				
9 Waste Container 30 Cu Yd, On Call Service Appliance - With Freon 10/23				\$200.00
10 Freon Appliances				
Disposal/Recycling 10/23	1544032	2 2000Tons		\$104.50
Disposal/Recycling 10/23	1544112	1.8700Tons		\$88.83
Disposal/Recycling 10/23	1544103	1.5400Tons		\$73.15
Disposal/Recycling 10/23	1544219	1.1500Tons		\$54.63
Disposal/Recycling 10/23	987763	1.7500Tons		\$83.13
Disposal/Recycling 10/23	1544108	1.9400Tons		\$92.15
Disposal/Recycling 10/23	1544085	1.6700Tons		\$79.33
Disposal/Recycling 10/23	1544181	1.8400Tons		\$87.40
Disposal/Recycling 10/23	987779	1.9800Tons		\$94.05
Disposal/Recycling 10/23	1544167	2.1700Tons		\$103.08
Disposal/Recycling 10/23	1544243	2.3600Tons		\$112.10
Disposal/Recycling 10/23	1544179	1.7800Tons		\$84.55
Disposal/Recycling 10/23	1544161	1.7600Tons		\$83.60
Disposal/Recycling 10/23	1544240	2.2700Tons		\$107.83
Disposal/Recycling 10/23	1544042	2.3000Tons		\$109.25
Disposal/Recycling 10/23	1544114	1.4700Tons		\$69.83
Hours 10/23				\$6,244.98
11 Drivers 66.43/Hrs 8 Helpers 59.35/H				
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48

**APPROVED**  
**NOV 15 2021**  
JULIUS SUCHY  
ADA TOWNSHIP MANAGER  
101-299-000-906



2471 Wilshere  
Jenison MI 49428-930000

Please Return This  
Portion With Payment

**Total Amount Due \$15,409.60**  
**Payment Due Date November 20, 2021**  
**Account Number 3-0240-0106840**  
**Invoice Number 0240-008537634**

**Total Enclosed**

Return Service Requested

ADA TOWNSHIP  
7330 THORNAPPLE RIVER DR SE  
ADA MI 49301-9087

Check Enclosed Cash/Check/Debit

Make Checks Payable To:

REPUBLIC SERVICES #240  
FOR ALLIED WASTE SYSTEMS, INC  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

30240010684000000085376340015409600015409608



2471 Wilshire  
Jenison MI 49428-930000

Account Number  
Invoice Number  
Invoice Date

3-0240-0106840  
0240-008537634  
October 31, 2021

**CURRENT INVOICE CHARGES**

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/23	Customer Needed	1.0000	\$253.48	\$253.48
Container Removal 10/23	Customer Needed	1.0000	\$204.49	\$204.49
Container Removal 10/23	Customer Needed	1.0000	\$204.49	\$204.49
Container Removal 10/23	Customer Needed	1.0000	\$204.49	\$204.49
Sub-Contract Service 10/23				\$217.50
Sani Sweep 1.5/Hours				
Disposal/Recycling 10/26	988289	1.7200Tons		\$81.70
Disposal/Recycling 10/26	988298	2.9300Tons		\$139.18
Disposal/Recycling 10/26	988304	.8900Ton		\$42.28
Pickup Service 10/26	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/26	Customer Needed	1.0000	\$253.48	\$253.48
Pickup Service 10/26	Customer Needed	1.0000	\$253.48	\$253.48
Disposal/Recycling 10/28	988855	1.1200Tons		\$53.20
Pickup Service 10/28	Customer Needed	1.0000	\$253.48	\$253.48
Disposal/Recycling 10/29	11011203	1.0500Tons		\$49.88
Pickup Service 10/29	Customer Needed	1.0000	\$253.48	\$253.48
Kentcountysolidwastesurcharge 10/08-10/31		9.0000	\$1.68	\$1.32
Kentcountysolidwastesurcharge 11/01-11/30			\$1.68	\$1.68
1 Recycle Container 30 Cu Yd, On Call Service Metal				
Pickup Service 10/23				\$253.48
Pickup Service 10/23				\$253.48
Pickup Service 10/23				\$253.48
Pickup Service 10/23				\$253.48
<b>CURRENT INVOICE CHARGES</b>				<b>\$15,409.60</b>





## MEMORANDUM

Date: 1/6/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Request from Fire Department to Place Down Payment on 2022 Spencer Fire Apparatus

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## Background:

The public safety fund (205) has a millage of .9379 mills that expired at the end of 2021. The Township is planning on asking residents for a millage increase in 2022 – the public safety committee will be meeting in a few weeks to review the millage request amount and confirm the number that was previously discussed (1.25 mills). The public safety committee has been looking at asking the millage question in August and then if it is unsuccessful going back to the voters in November with a lesser request. The public safety committee will also be reviewing educational information that the Township can put together to share the details of a potential millage request.

At 1.25 mills the millage would generate approximately \$1,358,847. At the current .9379 the millage would generate \$1,077,458. The public safety fund has been unsustainable at current levels which was only alleviated by the \$375,083 of COVID funds that were received in 2020-2021.

I have attached a request from Fire Chief David Murray to move forward with purchase of a new Fire Apparatus from Spencer Fire Equipment. This request per Chief Murray's memo will potentially save the Township \$95,000 by placing a \$100,000 down payment on the total purchase price of \$691,334 that would allow Spencer to begin assembling the truck. The Township would take delivery in April 2023 and the remainder of the payment would be due at this time.

I have attached a spreadsheet outlining the public safety fund revenues/expenditures but it should be noted this is with an estimated millage of 1.25 mills being approved in 2022. It is important to note that while there is an assigned fund balance specifically for the truck purchase, the public safety fund operations dip into a negative balance throughout the year until the tax capture in the winter.

The public safety committee was unable to meet to discuss this in detail prior to this meeting but due to the time crunch I asked via e-mail if they would be comfortable with me bringing this to the Township board and they were comfortable with that.

## Recommendation:

The Public Safety Committee was supportive of the possibility of saving \$95,000 but did not have an opportunity to meet in person to discuss in detail. Staff has a concern moving forward with a truck purchase prior to a millage being approved and the optics associated with it but understands the potential cost savings. If the Township Board was uncomfortable with utilizing the public safety reserves it could explore utilizing ARPA funds, however, that would reduce the amount of ARPA funds to be utilized for township offices or other items as the Township Board has not yet made any decision regarding ARPA funds.



## *Ada Township Fire Department*



December 10, 2021

To: Julius Suchy  
From: David Murray  
RE: Fire Apparatus

We have a fleet of three fire engines and a tender, the oldest being a 1997 engine. I would like to replace the 1997 with a similar unit. We have been in the planning stages with Spencer Fire Equipment the supplier of our last engine. The engine is nearly identical to one the Lowell Fire Department has just designed, which will be built by Spencer Fire Equipment. The benefits of a similar design are that bidding has been done by Kent County, and a joint purchase reduces pricing. The time line from design to delivery is over one year. The estimated cost for the engine is 691,334.00. Spencer Fire Equipment has predicted an increase of 95,000 in the next year.

I have made Spencer aware of our upcoming milage proposal and that funds are limited at this time. They are willing to lock this price in and will not require a down payment until April of 2022. The down payment will be 100,000.00 with the balance being paid at delivery in April 2023. Spencer is also willing to place our engine on display at the annual Fire Department Instructor Conference in Indianapolis. This will allow them and their suppliers to add the most current upgrades at no extra cost to us while showcasing the latest equipment.

The Public Safety Committee has discussed this purchase and have been supplied the most current pricing.





# CONTRACT

## ADA TOWNSHIP FIRE RESCUE

### CUSTOM PUMPER

THIS AGREEMENT is made between **SPENCER MANUFACTURING, INC.**, 165 Veterans Blvd., South Haven, MI 49090 ("COMPANY") and the **ADA TOWNSHIP FIRE RESCUE** ("Buyer").

(1) THE COMPANY agrees to sell and the BUYER agrees to purchase one (1) Spencer **CUSTOM PUMPER** Apparatus as described in the COMPANY’S Proposal, all in accordance with the terms and conditions of the Agreement.

(2) The finished apparatus shall be delivered from our factory and delivered by factory personnel to the authorized representative of the department..

(3) BUYER AGREES to pay a CONTRACT PRICE **\$691,334.00** for one (1) Spencer **CUSTOM PUMPER** Apparatus.

CONTRACT PRICE:	\$691,334.00
PROGRESS-PAYMENT IN APRIL 2022:	\$100,000.00
BALANCE DUE UPON FINAL DELIVERY:	\$591,334.00

Delivery will take place after April 1<sup>st</sup> of 2023.  
Lead time may vary due to supply chain issues that are beyond our control.

NOTE - Other changes or equipment additions will be invoiced OR credited separately upon completion and delivery. Unless otherwise specified, the Purchase Price is exclusive of all Federal, State, and Local Taxes of any nature. BUYER AGREES that the terms of final payment, unless otherwise specified, shall be cash due upon delivery (COD) and acceptance, South Haven, Michigan 49090

(4) THIS AGREEMENT, including the bid specifications, change orders and general terms and conditions, constitutes the entire understanding between the parties relating to the subject matter contained herein, and merges all prior discussions and agreements. NO agent or representative of the company has authority to make any representations, statements, warranties or agreements not herein expressed and all modifications or amendments of the agreement, including its attachments and exhibits, must be in writing, signed by an authorized representative of each of the parties hereto.

IN WITNESS WHEREOF, the Company and the Buyer have caused this Agreement to be executed by their duly authorized representatives as of the date set forth by each. (Complete **BOLD** items below.)

**BUYER: ADA TOWNSHIP FIRE RESCUE**

By: \_\_\_\_\_  
SIGNATURE TITLE

Date: \_\_\_\_\_

**COMPANY: SPENCER MANUFACTURING, INC.**

By: \_\_\_\_\_  
SIGNATURE GRANT SPENCER, VICE PRESIDENT

Date: \_\_\_\_\_

**TABLE 12  
PUBLIC SAFETY FUND - 205  
PROJECTED REVENUES AND EXPENDITURES - 2020-21 THROUGH 2030-31**

			*EST	*EST	*EST	*EST	*EST
<b>REVENUES</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23*</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Property taxes	\$1,012,347	\$1,043,000	\$1,358,847	\$1,379,230	\$1,399,918	\$1,420,917	\$1,442,231
Local Gov't. Stabilization Fund	\$1,577	\$1,577	\$1,577	\$1,577	\$1,577	\$1,577	\$1,577
Licenses and permits							
Grants/revenue sharing	\$375,083						
Charges for services							
Interest and rentals	\$11,505	\$5,800	\$8,000	\$3,000	\$3,250	\$3,500	\$3,750
Other	\$3,588		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$1,404,100</b>	<b>\$1,050,377</b>	<b>\$1,369,424</b>	<b>\$1,384,807</b>	<b>\$1,405,745</b>	<b>\$1,426,994</b>	<b>\$1,448,558</b>

<b>EXPENDITURES</b>	<b>2020-21</b>	<b>2021-22*</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Law enforcement operating expenses	\$307,625	\$334,000	\$340,680	\$347,494	\$354,443	\$361,532	\$368,763
Fire protection operating expenses	\$619,372	\$690,338	\$704,145	\$718,228	\$732,592	\$747,244	\$762,189
Capital outlay (Non-Apparatus)	\$15,875	\$12,000	\$150,000	\$70,000	\$50,000	\$0	\$30,000
Fire Apparatus Capital Outlay			\$700,000				
Tax Tribunal Refunds							
Transfer to general fund:	\$0						
<b>Total expenditures</b>	<b>\$942,872</b>	<b>\$1,036,338</b>	<b>\$1,894,825</b>	<b>\$1,135,721</b>	<b>\$1,137,036</b>	<b>\$1,108,776</b>	<b>\$1,160,952</b>

<b>FUND TRANSFERS (IN, -OUT)</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>Total net transfers:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

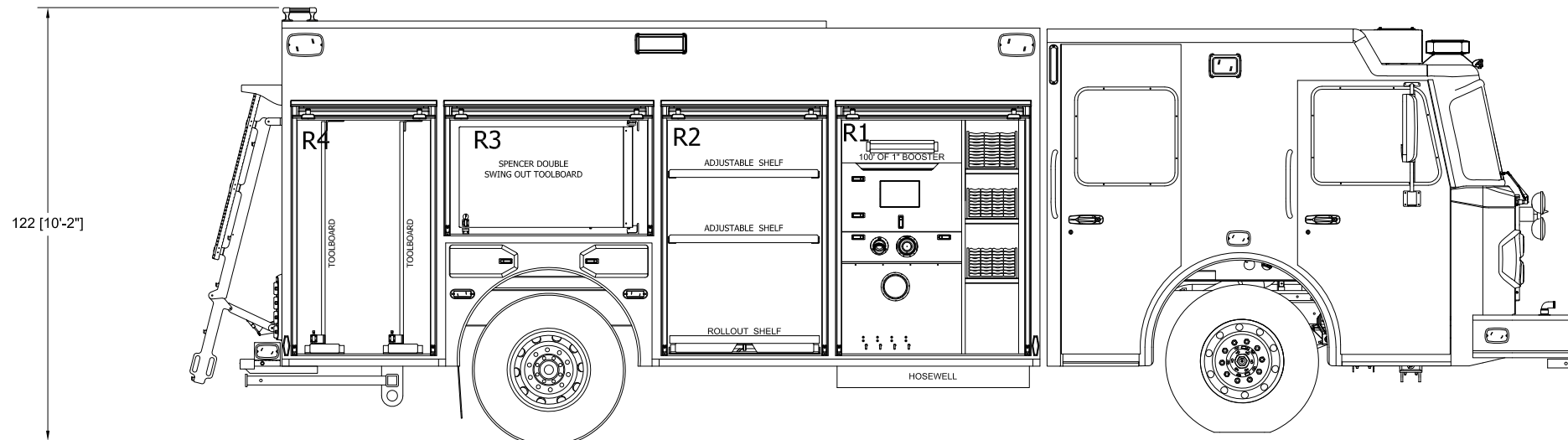
<b>FUND BALANCE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Net change in fund balances:	\$461,228	\$14,039	\$174,599	\$174,085	\$193,709	\$243,218	\$212,606
Beginning fund balance:	\$668,444	\$386,228	\$325,267	\$499,866	\$673,952	\$867,661	\$1,110,879
Assigned for Fire Apparatus Purchase	\$743,444	\$818,444	\$118,444	\$193,444	\$268,444	\$343,444	\$418,444
Unassigned Ending fund balance:	\$386,228	\$325,267	\$499,866	\$673,952	\$867,661	\$1,110,879	\$1,323,484
Unassigned Fund balance % of total expenditures	41.0%	31.4%	26.4%	59.3%	76.3%	100.2%	114.0%

**Notes:** 1) As of 3/31/21, \$743,444 in the Public Safety fund balance is "assigned" for future capital purchase (fire truck  
\* FY 2022-23 assumes millage rate of 1.25 mills, Township taxable value growth of 1.5%, and DDA taxable value growth of 8%

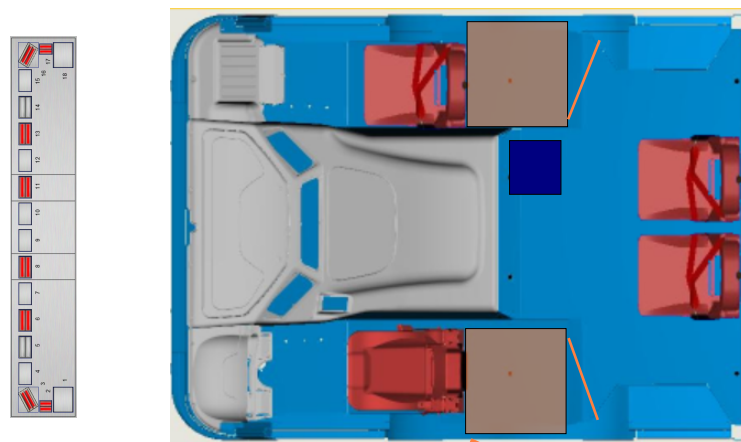
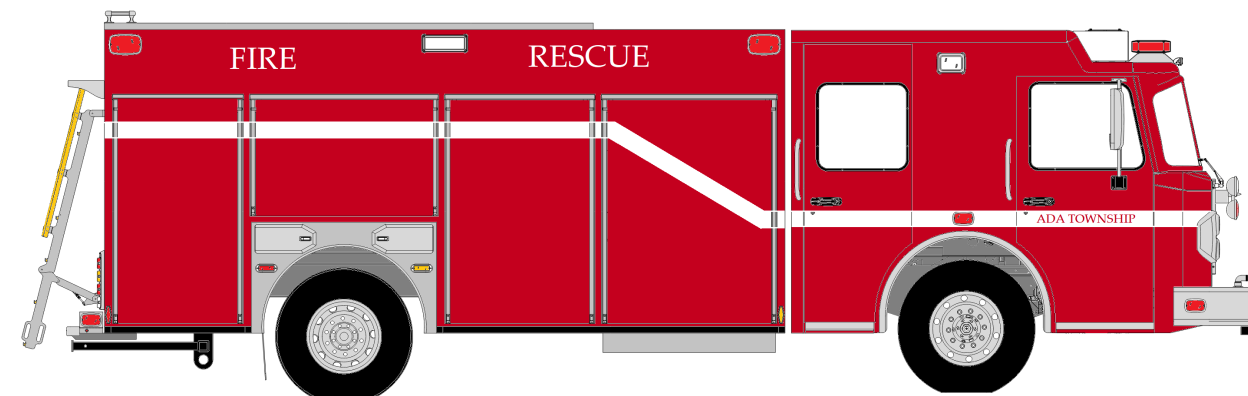
# ADA TWP FIRE RESCUE

CHASSIS: SPARTAN METROSTAR MFD 10" RR  
 PUMP: HALE QMAX XS 1500 GPM SAM  
 TANK: POLY 1000 GALLONS  
 BODY: ALUM  
 COMPARTMENT DOORS: ROM ALUMINUM WITH LED STRIP LIGHTING  
 GROUND LADDERS AND EQUIPMENT  
 LADDER: 1 - 24' TWO SECTION ALUMINUM  
 LADDER: 1 - 14' ROOF ALUMINUM  
 LADDER: 1 - 10' ATTIC ALUMINUM  
 PIKE POLE: 1 - 14' 1 - 8' 1 - 6' FIBERGLASS  
 SUCTION HOSE: 2 - 10' HARD 6"  
 BACKBOARD: STANDARD 72" BACKBOARD

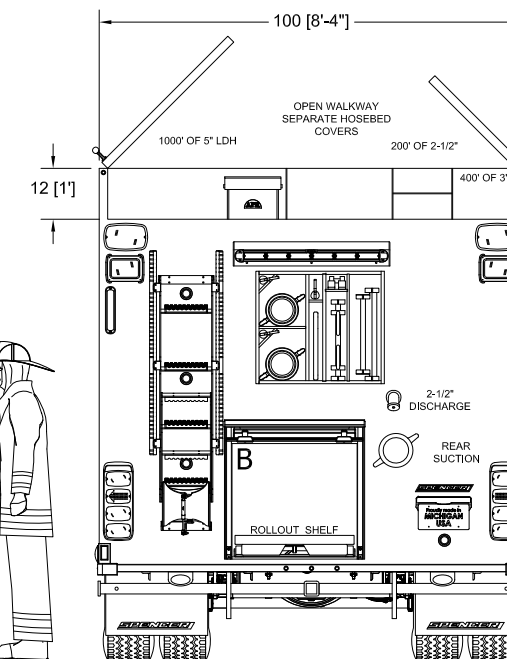
OVERALL			DOOR OPENING		
	WIDTH	HEIGHT	DEPTH	WIDTH	HEIGHT
L1	54	70	PUMP	51	66
L2	46	70		43	66
L3	58	36		55	32
L4	40	70		37	66
B	32	31		29	27
R1	54	70	PUMP	51	66
R2	46	70		43	66
R3	58	36		55	32
R4	40	70		37	66



122 [10'-2"]

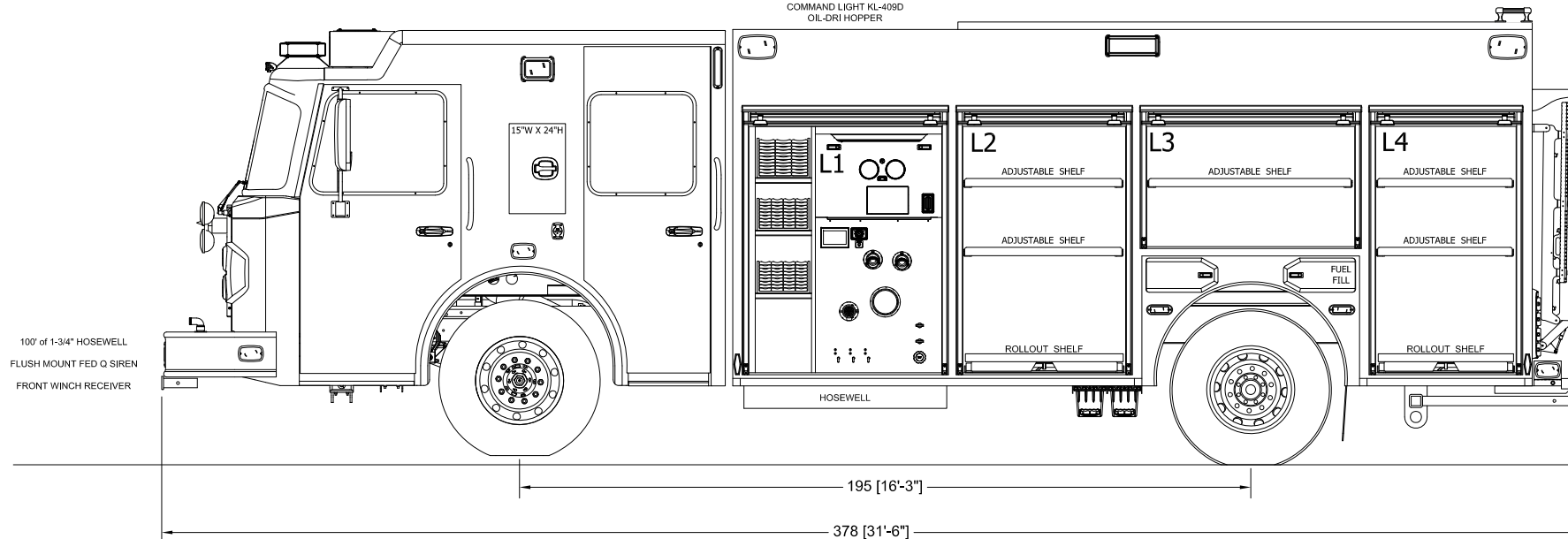


TWO 200' OF 1-3/4" SPEEDLAYS  
 ONE 250' OF 2-1/2" SPEEDLAY  
 XFC62 DECK GUN  
 COMMAND LIGHT KL-409D  
 OIL-DRI HOPPER



12 [1']

100 [8'-4"]



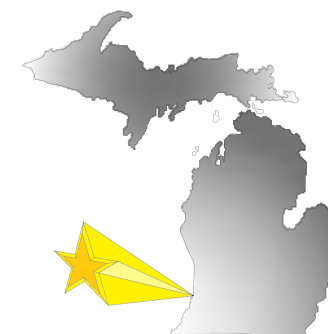
195 [16'-3"]

378 [31'-6"]

100' OF 1-3/4" HOSEWELL  
 FLUSH MOUNT FED Q SIREN  
 FRONT WINCH RECEIVER

ADDITIONAL EQUIPMENT

**MADE IN MICHIGAN**



DATE: 11-15-2021 DRAWN BY: BBB REV: A

CUSTOM BUILT FIRE APPARATUS  
 PROUDLY MADE IN THE U.S.A.  
 LEADING THE INDUSTRY  
 IN QUALITY, INNOVATION, DESIGN AND  
 PRIDE OF WORKMANSHIP

165 VETERANS BLVD. - SOUTH HAVEN, MI 49090  
 269.637.8721 Fax 269.639.1697

NOTE: DIMENSIONS SHOWN ARE APPROXIMATE AND MAY CHANGE AS NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN. THIS DRAWING IS FOR REFERENCE PURPOSES ONLY. SOME ITEMS MAY OR MAY NOT BE SHOWN ON THE DRAWING AND ITEMS SHOWN MAY OR MAY NOT BE INCLUDED IN THE SPECIFICATIONS. THE FINAL SPECIFICATIONS SHALL SUPERCEDE ALL OTHER DOCUMENTATION. ALSO ANY UNSPECIFIED EQUIPMENT SUCH AS DECK GUNS WILL NOT BE INCLUDED IN THE OVERALL HEIGHT AND MAY INCREASE THE OVERALL DIMENSIONS OF THE VEHICLE.

**PRELIMINARY  
DRAWING**

APPROVAL SIGNATURES	
DATE	FIRE CHIEF
DATE	SALES
DATE	PRODUCTION



www.spencerfiretrucks.com

VISIT US ON



## **Township Manager Report for January 7, 2021**

### **Submitted by Township Manager Julius Suchy**

#### **Ada Drive/Thornapple River Drive Street Light Replacement Update:**

The street light pole will be shipped on January 8, 2022 per communication with Chief Murray. This light was damaged in the spring of 2021 and the delay in replacement is due to the long lead times for pole replacements being shipped.

#### **Public Safety Committee Update:**

The committee will be meeting in mid-January to discuss the following items:

- Review current budget YTD, draft budget for FY 22/23 and what various millage rates would do for sustainability of department
- Review Schedule for Placement of Millage on Ballot
- Review Sample Educational Millage Material from Other Communities
- Review Request from Fire Chief for EMT Certification for Fire Department Members

#### **Census Increase Revenue Sharing Update:**

The MTA has notified the Township that revenue sharing payments will be increased retroactively back to October of 2020 in our April 2022 payment. This will take into account how much our population has increased and will be a lump sum amount. All revenue sharing payments moving forward will be adjusted based on the new census number. I don't have an estimate yet on what this amount will be – I will continue to check the Treasury website to see if one is available.

#### **Leonard Field Flooding Insurance:**

One of the requirements of the Leonard Field Park Improvements grant was to confirm we had insurance on the buildings and property at Leonard Field. Following a review, it was determined that the restroom facilities on site did not have flood insurance and would not have been covered in the case of a flood. I requested a quote and bound coverage for an annual cost of \$1,314 to add flood insurance for the restroom facilities on site. This has made us compliant with the grant as well as provided better protection of our physical assets.

#### **Potential Social District:**

Staff is reviewing the potential creation of a social district in downtown Ada. DDA Director Haley Stichman is taking the lead on this and is communicating with the MLCC on requirements and will be introducing the idea at January 10<sup>th</sup> DDA meeting.

#### **Opioid Settlement:**

The Township is able to apply for opioid settlement funds which total approximately \$13,000. This is the result of a lawsuit settlement by the federal government a number of years ago. I have been in communication with Fire Chief Murray and we will be completing the required

document submittal in the next few weeks. The funds are restricted to be spent to only opioid related items but they could provide useful for fire department training.

**Health Insurance Renewal Quote:**

Burnham & Flowers reached out and let us know they received the Priority Health renewal effective April 1<sup>st</sup>. The estimated increase is 7.86%. Priority Health is making some changes to the deductible, co-insurance and maximum out of pocket amounts, as well as some others. The overall increase is in line with the other renewals B&F has seen so far this year. They have requested alternatives and are waiting to receive those to compare benefit design along with pricing.

Staff will be meeting with our rep from B&F the week of January 17<sup>th</sup> to review options and potential alternatives.

**Large Employer federal Vaccine Mandate Update:**

Per the MTA, the Michigan Occupational Safety and Health Administration (MIOSHA) is urging large employers—including townships—to plan now for compliance with the federal COVID-19 vaccination requirement after the U.S. Sixth Circuit Court of Appeals lifted a stay that had halted the requirement. Following the circuit court opinion, U.S. OSHA announced that it was resuming implementation of its [emergency temporary standard](#) (ETS) that requires employees at large employers—those with 100 or more employees—to either receive the full course of the COVID-19 vaccine, or present a weekly negative COVID-19 test for those who choose not to get vaccinated. An emergency application has been filed with the U.S. Supreme Court to again halt the requirement, though the court is not expected to act until following the holidays. The requirement is not official in Michigan until MIOSHA adopts the standard, which is it required to do within 30 days.

According to [OSHA FAQs on the standard](#), the 100-employee count is not based on number of hours worked, and for townships, includes elected and appointed officials, firefighters, part-time employees and others. Independent contractors are not included in the 100-count threshold. The standard also requires affected employers pay employees for the time it takes to get vaccinated and recovery from any vaccine side effects, all unvaccinated employees must wear masks indoors or when riding in vehicles with others for work purposes, and employers must follow compliance rules. Employers are *not* required to pay for any testing costs or to allow for paid time off for testing. The federal OSHA webpage on the standard also contains additional information and guidance, including [sample employer policies](#).

Staff will continue to review this and determine if we would meet the 100-employee threshold.

**ARPA Final Rule Released:**

The Department of Treasury has sent out the ARPA final rule which will be what the Township reviews to confirm potential ARPA fund expenditures. This rule recently came out and staff has not had a chance to review it yet. The MTA will be holding a webinar on January 11<sup>th</sup> to discuss updates to previous ARPA interim rules.

### **Building/Grounds/Utility Committee Update:**

- H2S Smell Update - The committee has requested additional data as our data loggers are not industrial strength enough for the level of H2S smell that some locations are generating. Steve Groenenboom and Steve Ryan identified an industrial grade data logger that will measure up to 1,000 ppm of H2S. The data loggers are \$1,775.00 per unit but will allow us to create a plan to measure at multiple locations at the same time and map the results so that we can have the appropriate data to review with the BGU committee and any other entities if needed.

The committee will be meeting in a few weeks to review the following items:

- 7351 Bronson Street Office Space Retrofit – Will review updated information from Erhardt Construction on retrofit potential.
- Updated renderings from Universal Sign Co. for Township wide Sign Project
- Other BGU items as needed

### **MTA Annual Conference & Expo April 25-28:**

The MTA included the paragraph below in its MTA newsletter regarding their annual conference:

Start your New Year off right by giving yourself the gift of learning—**registration for MTA's [2022 Annual Educational Conference & Expo opens Jan. 4!](#)** Our 2022 event offers both a return to an in-person conference, as well as a virtual option for those not yet ready to gather in large groups or who can't make it to Lansing April 25-28. Regardless of your township size or location, your level of experience or method of participation, you'll walk away from our Conference with new ideas, insights and inspiration on how you can **Lead the Way** toward resiliency and success for your community. Read all about it in the [registration brochure now](#) (the brochure will also be included in the January *Township Focus* magazine), and watch our Conference website for details, including online registration! **[Conference housing opens at 9 a.m. on Jan. 25.](#)** Remember, you must register for Conference first in order to get your personalized housing reservation code.

If you are interested in attending, please let me know and we can take care of registration on your behalf and then coordinate hotel accommodations for reimbursement.

### **Budget Update:**

I have been meeting with department heads to review budget submittals and work to update the budget to allow for more breakdowns. Instead of just having utilities, the library will have a breakout of each of the utilities so we have an easier time tracking these moving forward. Staff is also working on the budget knowing the chart of account changes are imminent and will shuffle line items around based on the new requirements.

I will be assembling the draft capital improvement plan and scheduling a meeting with the PC members designated to be part of the CIP committee as well as the Admin Committee which has been done in previous years. The plan is to have the draft CIP available for the draft budget review meeting as discussed below.

On the January 24<sup>th</sup> board meeting I will have a request to schedule a special work session to review the draft budget during the week of January 31<sup>st</sup>.

**Trails Committee Update:**

A meeting will be scheduled in January to get updates from the Township engineer on feasibility projects as well as an update on survey work that has been completed.

**Compensation/Benefits Study Update:**

Employees have been provided a copy of their job description as well as a questionnaire to fill out and provide to MML. This will be reviewed as part of the compensation study to determine if job descriptions are accurate or if they need to be revised. These questionnaires are due back to department heads on Friday January 7<sup>th</sup> and then will be submitted to me by January 12<sup>th</sup> for review.

The MML will be scheduling meetings with staff on January 21<sup>st</sup> and January 24<sup>th</sup> to sit down face to face and discuss their positions and the information they provided.

Comparison Communities – I have reviewed the list provided by the MML and removed some communities and added others. The goal was to try and get a mix of communities that are similar in a mix of population, taxable value, and revenues and expenses. The goal while reviewing it by staff was to look at those communities, we compared ourselves too as well as the communities we could potentially lose staff to. The list below accomplishes this goal and the MML will reach out to each of them seeking information to utilize for our compensation study. We made sure to include a heavy West Michigan component but also utilized comparable communities if they met some of the criteria. The Township does not anticipate receiving responses from all 21 communities, but instead this will give us a large pool to start with.

1. Bryon Township
2. Cascade Charter Township
3. East Grand Rapids
4. Grand Haven Charter Township
5. Holland Charter Township
6. City of Holland
7. City of Grandville
8. Plainfield Charter Township
9. City of Walker
10. Georgetown Township
11. City of Grand Haven
12. City of Zeeland
13. Grand Blanc Township
14. Spring Lake Township
15. Oakland Township
16. Saginaw Township
17. Delta Township
18. Delhi Township
19. Meridian Township
20. Superior Charter Township

21. Dewitt Township

**Amy Van Andel Library – Ada Community Center Update:**

- The Township has received a credit of \$6,356.17 from Trellis that will be used to purchase furniture to replace the three couches that are being removed. This represents the full cost the Township paid to Trellis so there is no loss to the Township. We are working with Trellis to schedule a date for the couches to be picked up.
- Continuing to work through our punch list items based on our 11-month walkthrough.



# Memo

To: Julius Suchy, Township Manager  
From: Stephanie Boerman, Assessor SB  
Date: January 5, 2022  
Re: Assessing Department Update

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Comments: Residential, Agricultural and Commercial Land Values and Economic Condition Factors have been set and we are currently working on setting Industrial values.

Personal Property canvass was conducted on December 30, 2021 and we have about 25 new businesses in the Township. Statements were hand delivered to most of the new businesses and the others will be mailed this week. Tax Day was December 31<sup>st</sup> and a personal property canvas was conducted for equipment that was in the Township on Tax Day and a few pieces of equipment were picked up for taxation purposes.

New value has been added for all of the Commercial and Industrial permits and we are currently working on Residential new.

- Janet Hilliker – Exemption Appeal. Petitioner was denied Poverty Exemption based on not meeting the income guidelines. Amended Answer to petition was filed on December 1, 2021.

Thanks



## **Director Report for January 10, 2021**

**Submitted by DDA Director Haley Stichman**

### **DDA Strategic Planning Process:**

The DDA Board voted to move forward with Travis Alden (from The Right Place) as the facilitator for its visioning/planning process. Alden will be presenting a preliminary timeline for this process at the DDA Meeting on Monday, 1/10. In conjunction with the visioning/planning process, Supervisor Leismen has requested that the DDA consider holding a training session. The goal of this session would be to outline things like the amount of the bonds, payments, taxes received, budget, activities undertaken by the DDA in the past, district map and boundaries, etc. The thought is that it would be helpful for the new DDA Board members starting this month, but also a great reminder for current members and staff. The Board will take this matter into consideration at its meeting on Monday and if it decides to move forward with the training, the session will likely occur before the 1st visioning/planning process session. Travis Alden will participate in this training session to gain background info/orientation.

### **Events/Sponsorships:**

I'll be working to update the sponsorship packets for both the Beers at the Bridge Summer Concert Series and Brats & Bonfires. The sponsorship levels will be restructured with the intent of increasing the sponsorship dollars collected for each of these events. I've been working to gather information from similar programs in other municipalities for comparison. My goal is to start reaching out to possible sponsors this month as most are likely in the process of preparing budgets. The events committee will reconvene in March to discuss and start taking about logistics for these events this year.

### **Winter Wonderland in the Village:**

Winter Wonderland is in full swing with the addition of the snow. The trees and lights will be shining bright, and the community will have the opportunity to walk the Winter Lights Walking Trail through January 31. There have been numerous challenges for this program that include the trees being knocked down by strong winds, grapevine spheres falling off the tops of trees (about 4 of the spheres have been destroyed due to the weather), and light poles/garland not working. To keep this program running smoothly, staff have been working diligently to fix issues as they arise. With the absence of Building & Grounds staff, both Parks and Fire personnel have been providing support for this program. Staff will be evaluating the setup and making appropriate adjustments for next year.

### **DDA Community Report and Business Survey:**

No additional updates currently. The goal is to have the Community Report completed for distribution in Spring 2022. We are still on track to meet this goal.

### **Parking in Downtown:**

There have been several discussions with business owners and property management regarding public and private parking in the Village area. Like discussions at DDA Board Meetings, customers and businesses are beginning to notice/criticize perceived parking issues. As discussed last month, the DDA will be reviewing the 2017 Township Parking study early this year. But, in the meantime, the goal is to increase community awareness of public parking in the Village area. Public Parking signs were installed at The Community Church parking lot last month. There are signs located at entrances on Headley Street and Thornapple River Drive. In conjunction with this project, I'm currently working on a public parking brochure – it includes a map and guidelines for business owners/employees and visitors. The idea is to communicate public parking availability to businesses who can then educate its patrons/help distribute the public parking brochure. I plan to package the parking brochure with social media posts that businesses can use to advertise public parking to their patrons on Facebook and other platforms.

In addition to parking at The Community Church, Library and Township Hall, it's been brought to my attention that there is a public parking easement for River Street and Settlers Drive. I'm working with the Planning Department to confirm if I'm understanding this correctly. If this is the case, then while parking within the CDV5 development would be dedicated to those specific businesses, parking along River Street and Settlers Drive would be public parking for all. This adds to the supply of available on-street public parking. This will be an important piece to communicate to businesses and visitors as well.

### **Social District:**

DDA and Township staff are assessing the ability to designate a social zone in Downtown Ada. This would give customers the ability to purchase alcohol and consume it within the designated common area, but no alcohol would be able to be taken into any other establishment (participating restaurant and/or store, etc.). For restaurants to participate, the social zone area and businesses need to be contiguous, which means the Township would need to designate a relatively large area that encompasses public and private property owned by CDV5. I've confirmed with the MLCC that there is no restriction as to how big this area can be, but it will depend on support from CDV5. Given that the common area would incorporate CDV5 property, additional conversations would need to be had about the requirement to define and clearly mark with signs the designated commons area as well as incorporating aspects of management and maintenance into the plan the Township would need to submit to the MLCC for approval. The goal would be to have the social district established by May. Since the social district would include Legacy Park, it would likely align with the Music on the Lawn series and "operate" from May to August as a summer social zone, then pop back up in December – February/March for a winter social zone that would align with Winter Wonderland and a potential bonfire in the park series. These details are just preliminary at this point as staff assess its capacity to maintain the social zone. I'll be working with the ABA to engage with the businesses that showed interest to make sure they understand the costs associated with participating in a designated social district. I want to make sure we have a clear picture of which businesses are truly interested before going through the steps of designating a social zone.

### **Walking Tour Concept:**

I'll be meeting with Mark Fitzpatrick (Parks), Kristen Wildes (Ada Historical Society), and Caroline Cook (Grand Rapids Running Tours) to gain a better understanding about the history/success of hosting Historical Walking Tours in Ada. I'd like to explore the potential of having more tours throughout the year with the intent of bringing people downtown. This could potentially be very impactful during the winter months when we want to encourage people to come out and visit Ada. Downtown Grand Rapids does something similar with its

“Chilly Challenge” that has been successful from year to year. My thought is that there might be a natural partnership with Spectrum Health to sponsorship these walking tours.

**Support to the Ada Historical Society (AHS):**

The Music on the Lawn concert series is currently a partnership between the AHS and Parks & Rec. Concerts happen Wednesday evenings from 7-9pm at the Amy Van Andel Pavilion May through September. This concert series aligns with the DDA’s goal of bringing people downtown, and I hope to see these concerts continue to succeed. To do so, the planning committee will need to boost sponsorships. I will be providing support to the committee to help provide some insight into different ways to structure the sponsorship opportunities.

**Train Bridge Mural Project:**

DDA Board Members have commented numerous times about the lack of upkeep of the train bridges that run over Ada Dr. and Thornapple River Dr. Several other Michigan communities have opted to place murals on train bridges. I’ve spoken with representatives from Muskegon who have recently completed a similar project to gain a better understanding of the project budget and artist engagement process. Murals would provide a stronger identity and more attractive appearance to these main thoroughfares in the village area. This project will be included in the Capital Improvements plan/FY2022-23 budget. 50,000 is a placeholder cost TBD based on scope of work determined by the DDA. Landscaping surrounding the train bridges will be included in budget and is not a capital item.

**Michigan Downtown Association (MDA):**

I will be applying to the Michigan Professional Downtown Management program (MiPDM) this month, which is an exclusive offering for MDA members. The MDA created the program to provide training in the essential knowledge areas for downtown professionals and to elevate the stature and value of Michigan downtown professionals. The program is rigorous and challenging to ensure that the result, a certificate of completion, means that the recipient has gained the necessary skills and experience to be considered a well-rounded expert in downtown management. Participants will be expected to attend MDA workshops and conferences and webinars to complete all 13 areas of training over 3 years. The cost of this program is included in the increased budget amount for continuing education, mileage & expenses, and membership & dues. The annual maximum cost for the program is expected to be about \$1,200.

## Ada Township Fire Department



**December 2021**

**Activity Report**

Type	December	YTD
Medical	29	317
Vehicle accident	3	70
Structure fire Ada	3	8
Structure fire auto aid	3	43
Grass/ illegal burn	0	29
Fire alarm	10	109
Service call/ assist	0	16
Good intent / odor/gas	5	34
Hazardous condition/ CO	2	17
Other calls / wires	7	37
Water rescue	0	1
Total	62	686

Year	Month	YTD
2021	62	686
2016	44	597
2011	50	548

Auto aid	Received	Received	Given	Given
Department	December	YTD	December	YTD
Cannon	2	2		1
Cascade	3	5		10
GR Twp		0		4
Grattan		1		0
Lowell	1	3	2	13
Plainfield		0	1	6
East GR		0		1
Total		11		35

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
626	12-1	2200 Pettis	Fire alarm	Student pulled	1	8:11	2	
627	12-1	2200 Pettis	Fire alarm	Repairing	1	15:01	1	
628	12-1	2077 Shady	Med 1	Medical	1	15:45	2	
629	12-3	480 Stekette	Med 1	Medical	3	1:07	4	
630	12-4	1585 Egypt Valley	CO alarm	False	3	4:26	2	
631	12-4	7125 Thornapple River	Odor investigation	Unfound	3	5:58	4	
632	12-4	6080 Fulton	Fire alarm	Heat detector	4	17:13	4	
633	12-5	8683 Conservation	Med 1	Medical	3	6:59	2	
634	12-5	556 Auburn Trail	Med 0	Echo	4	12:53	7	
635	12-5	1077 Buttrick	Med 3	Medical	4	14:07	2	
636	12-5	385 Haskins Ct	Odor investigation	Unfound	2	16:42	2	
637	12-5	911 Maple Hill	Co alarm	False	2	19:32	2	
638	12-6	316 Grand River	Med 1	Medical	3	00:52	2	
639	12-6	6725 Old Darby Trail	Fire alarm	Canceled	1	14:55	2	
640	12-8	9700 Two Mile	Structure fire	Pole barn	3	12:28	6	To Lowell
641	12-8	12701 McPhearson	Structure fire	Electrical	1	10:41	6	To Lowell
642	12-8	5060 Cascade	Med 1	Medical	1	11:54	3	
643	12-8	868 Bridgecrest	Med 2	Medical	1	14:31	2	
644	12-10	940 Clifford	Med 1	Medical	3	00:27	3	
645	12-11	6183 Dunbarton	Med 1	Medical	3	5:32	2	
646	12-11	9550 Downes	Wires down	High winds	4	8:44	4	
647	12-11	1010 Maple Hill	Wires down	High winds	4	9:10	3	
648	12-11	4911 Burrwood	Wires down	High winds	4	9:21	3	
649	12-11	820 Pettis	Vehicle accident	Car vs. tree	4	9:46	4	
650	12-11	916 Sargent	Wires down	High winds	4	11:23	4	
651	12-11	Shady & Knapp	Wires down	High winds	4	11:42	4	
652	12-11	2741 Egypt Valley	Med 3	Med alarm	4	15:21	1	
653	12-12	916 Sargent	Structure fire	Electrical	3	3:59	6	From Cascade & Lowell
654	12-12	1307 Sargent	Med 2	Medical	3	7:34	3	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
655	12-12	950 Buttrick	Med 2	Medical	4	9:23	2	
656	12-12	1601 Crampton	Wires down	High winds	4	11:03	3	
657	12-12	3990 Suburban Shores	Structure fire	Basement	4	12:38	3	To Plainfield
658	12-12	1184 Dogwood Meadows	Med 2	Medical	2	19:39	4	
659	12-13	5921 Two Mile	Structure fire	HVAC	1	8:28	5	From Cannon
660	12-13	5901 Hall	Med 1	Medical	1	11:04	2	
661	12-13	5456 Ada Drive	Med 1	Medical	1	11:04	2	
662	12-15	5901 Hall	Med 2	Medical	1	13:37	2	
663	12-15	644 Honeycreek	Med 1	Medical	2	16:44	4	
664	12-16	7106 Driftwood	Wires down	High winds	1	13:52	3	
665	12-16	5150 Cascade	Med 1	Medical	1	14:00	0	From Cascade
666	12-16	7107 Driftwood	Structure fire	Attic/electrical	1	14:37	6	From Cascade, Cannon
667	12-16	5319 Michigan	Fire alarm	False	2	21:59	1	
668	12-17	Knapp & Watercrest	Vehicle accident	Rollover	1	15:23	3	
669	12-18	3100 Honeycreek	Fire alarm	False	2	16:19	2	
670	12-18	518 Ada Drive	Med 1	Medical	2	20:05	3	
671	12-19	438 Village Springs	Odor investigation	Natural gas	4	15:04	4	
672	12-21	8220 Wilderness Trail	Fire alarm	False	1	10:50	2	
673	12-21	2741 Egypt Valley	Med 3	Assist AMR	1	13:15	1	
674	12-22	815 Moorings Drive	Med 3	Lift assist	3	6:43	3	
675	12-22	6310 Fulton	Fire alarm	False	1	9:32	1	
676	12-23	5101 Spaulding Plaza	Med 2	Medical	1	8:55	2	
677	12-23	5763 Preservation Ct.	Fire alarm	False	1	11:42	1	
678	12-23	Fulton & Pettis	Vehicle accident	Rollover	1	14:17	4	
679	12-23	7333 Knapp	Med 2	Medical	2	21:05	2	
680	12-23	7575 Fulton	Med 1	Chest pain	2	21:29	1	
681	12-23	649 Rookway	Med 2	Medical	2	17:50	2	
682	12-25	5763 Preservation Ct.	Fire alarm	False	2	17:51	3	
683	12-26	388 Spaulding Hills	Med 1	Medical	4	13:44	2	



#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
684	12-27	1338 Sargent	Med 1	Medical	3	4:43	3	
685	12-27	633 Alta Dale	Med 1	Medical	1	9:07	2	
686	12-27	941 Thornapple River	Odor investigation	Dryer problem	2	16:24	4	
687	12-30	7925 Cascade	Odor investigation	Gas leak	2	21:02	4	

### 1.4 Million Dollar Save

On December 16 we responded to wires down on Driftwood Drive. As I arrived, I coned off the wires blocking half the road, citizens outside directed me to a fire in a cable box. As engine 12 arrived with Lt. Holmes we took the precaution of using an elevated deck gun rather than a hose to extinguish the fire in case the cable box was energized. FF Donald arrived with engine 4 as a homeowner reported light smoke in her basement. The two investigated the smoke as I checked neighboring homes. From the street I could see smoke coming from the roof of the home they were checking. A call for mutual aid from Cascade and a quick repositioning of engine 4 for the fire attack saved the home. As FF Donald checked the attic using a pull-down ladder, he confirmed smoke in the attic. He returned, grabbed a hose and was joined by Lt Holmes as I prepared the truck to pump and establish a water supply. When they reached the attic visibility was zero, they attacked the fire before it broke through the roof. With the high winds a breach of the roof would have been a certain large wind fed fire. All of this was done by three firefighters before additional Ada and Cascade firefighters arrived. The damage was held to a mud room and laundry room, smoke and water damage to the rest of the home was not evident. The result of this fire is still believed to be electrical in nature, connected to the downed power lines in the roadway.

## **Fire Training**

This month or topic for training was RIT which stands for Rapid Intervention Team. At each fire we set up a RIT team of two that has the responsibility to monitor radio traffic in the event of a downed firefighter or Mayday call from a firefighter working in the structure. This team has equipment set aside to make a search and a rescue for the downed firefighter. Part of their equipment is an additional air supply for the victim which may be needed in a prolonged extrication. A secondary team would be set up if this team enters for a rescue. A separate channel is also set aside from the fire ground operations specifically for the RIT team, this will ensure the victim has a direct line of communications with the team uninterrupted by the fire ground radio traffic.

## **Life Saving Recognition**

Lance Corey from Kent County EMS was at our training for a special presentation to Firefighter Matt Donald for the role he played in administrating medical attention to a victim pulled from a structure fire in Cascade. We responded as auto aid on this fire with some of our crews arriving before Cascade as they were on two separate incidents. Chief Adam Magers performed a rescue of a teenage victim then handing over patient care to Firefighter Donald. Firefighter Vince Guinsler was on the hose line for the initial attack of the fire. We like other departments rely on auto aid and this is an excellent example of well we work with the neighboring departments.

## **Medical training**

Following the presentation, we had our monthly continuing education covering the topic of shock and bleeding. There are various factors for shock all of which were covered this evening. We also covered the different ways to control bleeding including the use of a tourniquet.

## **Fire Training**

We had a joint training with Cascade, Grand Rapids Township Fire Departments and Lowell this month. Held at Keystone Church a location that is in close proximity for all departments. We had guest speakers from DTE and Consumers Power to discuss the hazards we may encounter with their systems. The topic of utilities is a required topic to be held annually.

## **Toys for Tots**

We were another successful collection point for the Toys for Tots campaign. Our hallways were filled and three separate pick-up trips were required to get all the toys! Each year we have one resident that donates two bicycles and a helmet for each bike. He remembers getting a bike for Christmas as a child so each year for over twenty years he makes sure two children get bikes. Last year the tradition almost ended with Covid and him not feeling comfortable shopping, instead I offered to pick up bikes for him, you wouldn't believe his smile knowing this would continue on.

## **Santa Arrives in Style**

For over 25 years the firefighters have insured that Santa arrives in Ada. This year was no different, with a brand-new Dodge truck from Betten Baker pulling Santa's sleigh through the streets ending at the Fire Station. We served over 40 dozen cookies and gallons of hot chocolate. Forest Hills Northern marching Band provided holiday music as 250 Boy Scouts & Girl Scouts marched with several other vehicles including the road commission, Gr Auto Gallery and fire trucks of course.

## **On the Cover**

Lt. John Ferin was on scene of the Driftwood fire and worked in the attic to perform overhaul and look for additional hot spots. As you can see working with insulation gets everywhere. The Cannon Fire Department has equipment that will remove the insulation and reducing the possibility of a rekindle. The equipment is similar to a leaf vacuum and bags the insulation as it removes it.

# Museum Manager Report

Ada History Center – Kristen Wildes

December 2021

Week of Dec 6-10

- Display- participated in private tour with Betty Jo, hosted T,T&T with other volunteers
- Collections- emailed with Oral History committee, worked on processing with Gary, Karey & Sheri, worked on many revisions to plan for over-sized shelving in Crosby Closet, worked on data transfer to PastPerfect
- Admin - prepared Museum Manager monthly report for Township, security company fixed loose wire to panel, prepped board packet materials, attended board meeting, prepared year-end appeal with Barb & mailed out with Marilyn T, supplied info to Julius about our can lighting issue
- Publicity - discussed next Our Home Ada submission with Mike Z, social media posts made about a vintage football game, in honor of Pearl Harbor 80th, and Wednesday Windows highlight of the Congregational Church

Week of Dec 13-17

- Display - I've been working on the Ada Fire Dept exhibit for March, working out possibilities with Spaces To Experiences and Bernie on a few aspects of the exhibit, researching and writing more, and met with Dave at the Fire Station to receive the loan of several artifacts old & new.
- Collections - processed with Karey, Gary & Sheri this week. Received final scans of Oral History Book 3 from FHE student volunteer Andrew. Spoke with Kevin Collins about some artifacts from Kreigh Collins. Communicated with Mike Jackoboice about his family's history and donation of a family history book.
- Admin - very pleased to say that Barb's year-end appeal efforts have resulted in the receipt of several donation checks which included some lovely sentiments about the work we do at AHS. Per board discussion, confirmed with Dan Carlson about production of our new sign and mailed 50% down check Friday. Emailed reminder to set up committee meetings for January yearly planning & requesting newsletter submissions. Music On the Lawn committee met at the museum Wed nite. Received confirmation from Julius that the Township voted to approve installation of new can lights in the meeting room to alleviate our problem with overheating.
- Publicity - Working with Olivia on a new musical social media series for Jan-Mar, submitted 2 articles to Our Home Ada for Jan & Feb with Mike Z. Made 2 social media posts: Wednesday Windows about the Reformed Church & a reminder about museum closure for Jan & Feb.

## Week of Dec 20-31

- Exhibits - I've been researching, developing script, and processing artifacts for *Hometown Heroes: Ada Fire Department* the new exhibit for March. Spaces to Experiences visited for measurements and discussion on the pieces they will help with. Same with Bernie who will be helping build replica lockers.
- Collections - processed temporary loan on several items from Ada Fire Dept, received delivery of 6ft ladder for Crosby Closet. Continued refinement and discussion on plans for oversized shelving. Emailed with oral history, marketing, programming/events, and finance committees. Visited the Garage Bar to talk about donation of artifacts found in their building during construction.
- Admin - with Jeanne's help, mailed check to Carlson Designs who have begun work on our new wooden sign for the museum exterior. Met with Liz F. for a tour and she researched the Ada Cemetery. Met with Jen R. about volunteer possibilities and a tour. Working with Mike Z. on another article. Renewed our tax-exempt status with VistaPrint for 2022.
- Publicity - sent out emails and social media posts with Christmas greetings and New Year wishes. Posted about: Christian Reformed & St. Roberts Wednesday Windows, Christmas memories in Ada, and the open hours in Dec and closure in Jan & Feb. Finalizing content and working with Keith on newsletter layout, sent to Marian & Dale for final edit. Will be sent & posted first week of January. Working with Olivia on Jan/Feb/Mar new social media series, *Dancing Thru the Decades* combining historic images, music & popular culture.



**Ada Township Parks & Recreation Department**  
**Park Director's Report**  
**For January 5, 2022**  
**Submitted by Parks & Recreation Director Mark Fitzpatrick**

### **Looking Back at 2021**

#### **Challenges**

- Covid continued to have an impact throughout the year
  - Program planning and participation were limited
  - Volunteer support was limited
  - Staff were limited by impacts to their family and personal quarantines
- Contracted services presented project delays
- Cost of materials & supplies increased project costs

#### **Accomplishments**

- Positive coordination with new township leadership and department heads
- Trail planning set a good vision – Phase 1 of Fase St. completed, more coming
- PRLP 5-year Plan went through an updating process, nearly completed
- DNR LWCF Grant application processed with positive results
- Conducted an assessment of park facilities, staffing, programs
- Helped establish the expansion of the Kent County Chief Hazy Cloud Park
- Conducted a campaign and work days to reduce the invasive plant Oriental Bittersweet
- Held a successful summer concert series at the new Legacy Park
- Held two parades in the Village

### **Looking Ahead for 2022**

- Finishing and submitting the PRLP 5-year plan by the end of January
- Restructuring of Parks & B&G staffing
- More dedicated staff time for parks and trail maintenance
- An updated operating budget and CIP
- A renovated parking lot in Roselle Park
- Assessing and upgrading the office and maintenance buildings at Ada Park
- Setting up for the Leonard Field Park Riverfront Improvement Project
- Conducting another round of maintenance and improvements to the current trails
- Implementing new trail projects on Pettis Avenue, Thornapple River Drive and others
- Increased coordination with community partners of the DDA, ABA, and #Discover Ada
- More concerts, parades, community events, softball and other programs

## **Parks, Recreation, and Land Preservation Advisory Board Items**

- The process for updating the 5-year Parks, Recreation and Land Preservation Plan will wrap up at the of January.
  - \* 30-day Public Comment period to the view the draft is open until January 20.
  - \*Updated draft of plan sections 1-9 can be found on the park's web page:  
<http://adamichigan.org/township/departments/parks-recreation>
  - \*Public Hearing and Township Board Approval of Plan to be on January 24
- The next PRLP Advisory Board meeting is Thursday, January 13 at 8:30 am at Roselle Park

## **Administrative Updates**

- Staffing updates:
  - \*Colin, the B&G staff, returned January 5
  - \*Currently parks and recreation staffing include the Park Director, a half-time Administrative Assistant, and three 3 maintenance staff
  - \*Recreation staff and intern positions are currently under review.
  - \*A review of staff compensation and job descriptions is underway.
- Budget and CIP planning underway
  - \*Re-organizing staffing is part of budget process
- The RecPro software is started and slowly being learned and implemented

## **Updates on Township Parks and Preserves**

### **Leonard Field Park**

- We received notice that our ranking by the MI DNR qualified us for the LWCF grant we submitted for the Riverfront Improvement Project. Processing with the NPS will still take a few months. Plans are to move forward. We will review the project and contract with our consultant RJD-Design on January 11. We expect to do design and cost planning this summer, construction documents in the fall, bidding next January and construction through 2023.
- We are still waiting on an estimate to replace the water heater in the restroom building.
- The Covered Bridge lights worked well for the lighting and Tinsel, Treats and Trolleys event. Thanks to the Haley and the DDA for their support. They will be up through the end of January.

### **Ada Township Park**

- Visitation has been high this fall and early winter months, especially on nice days.
- With the help of Regis, we updated the data and mapping of the tress in the Arboretum this fall.
- Thomet Construction has ordered three new doors for the park office building. Once delivered they will be put it. We are still working on quotes for carpeting and insulation in the park office.
- We have been continuing our work on purging the park office building and transitioning the Les Craig Learning Center room into a staff work area. We will continue through 2022.
- Park maintenance staff continue to re-organize the maintenance building and improve the insulation.
- Re-assessing and improving the park office and maintenance building has risen to a high priority as part of our planning process.

## **Updates on Township Parks and Preserves continued ...**

### **Legacy Park – In Memory of Helen and Rich Devos**

- We expect to settle on a new contract with Progressive A&E for servicing the erosion along the riverbank with the contractor work to be done in the spring or early summer.
- Estimates are being taken to remove a couple dead trees.
- Plans for the development of the Village East property near the park is getting closer to finalization. Once set, we will have better ideas for a connecting bike path, service access to the park and stage, and management of the “pond” behind the amphitheater.
- Rentals will start up again in April. Concerts in June.

### **Roselle Park**

- OCBA is putting the *Parking Lot Improvement Project* out to bid on Thursday, January 6. Proposals will be due January 26 at 11:00 a.m. Note that over the past few months we divided the Shelter/Parking lot initiative into two separate projects. The Shelter phase has not been scheduled yet.
- Rentals for spring and summer 2022 weekends are filling in. Covid cancelations continue as well. Rentals for the winter have been limited due to staff availability on weekends and nights.
- Cross country skiers have been out enjoying the north trails with the recent snow.

### **Carl Creek Crossings Preserve**

- No updates at this time other than the site is still being used daily and maintained by staff.

### **Carl Creek Wetlands Preserve**

- The Stewardship Committee will be reviewing the old master plan and level of future development as part of their CIP planning process and project goals.

### **Grand River Natural Area Preserve**

- Katerberg VerHage was not able to completed the project of milling and paving the trail section from Ada Moorings to the Grand River in 2021 as contracted. They are to complete it in 2022.

## **Update on the Bike Paths / Non-Motorized Trails**

- The Ada Drive project went into the winter. Completion will be in the spring of 2022.
- The Consumers Energy trail was milled and paved. Landscape restoration to be done in the spring of 2022.
- The new Fase Street trail project was completed this fall except for final lawn restoration.
- Maintenance projects for 2022 are to include completion of the 2021 projects (GRNA, Ada Dr., Consumers Energy), repairing asphalt where temporary patches are in place, fixing bad bridge thresholds, replacing decking on worn boardwalks, tree trimming.
- The trail committee is finalizing plans for new trail projects this year to include Pettis Drive, the curve on Thornapple River Drive, Camp Twins and possible others.
- Wayfinding and signage details to be planned out in 2022.
- Park staff are maintaining snow removal, clearing downed trees and fixing bad boards.
- A recent storm damaged a boardwalk railing. Thomet construction is to do that repair.

### **The Grand River Water Trail Initiative**

- An advisory committee is working with LGROW to finish up a plan for the Lower Section of the Grand River (Ionia to Grand Haven). This is to be submitted to the MI DNR in April as part of an application for state certification. More details at: [www.lgrows.org](http://www.lgrows.org)

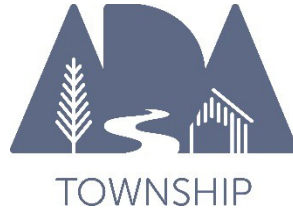


### **Update on the Kent County Parks in Ada Township**

- A site visit was conducted this fall to review the potential new trail down Pettis and through Chief Hazy Cloud Park. Details for the trail are being worked on so construction can be done in 2022. Additional details for the park master plan will be worked on throughout this year.
- Township staff are working with Kent County Parks Director to potentially hold a regional trail planning meeting at Roselle this year.
- We have not heard from the Kent County on the results of their EDA grant yet.
- Kent County Parks will be updating their 5-year Rec Plan in this year. They plan to submit it to the DNR in March of 2023. We will be engaged in that planning process.

### **Updates on Recreation Programs**

- Recreation and education programs were limited in 2021, primarily due to covid, secondarily due to staffing issues. Major programs like the softball, soccer, concerts and community events were able to be implemented. Some small programs like yoga, lectures and youth days were also implemented.
- Planning for 2022 program levels is still challenged but a framework is being put together as we work through the budget process. January - March programs will be very limited. Summer highlights will again include softball and soccer, the GR Tri, community programs like the parades, summer concerts, yoga, some youth and family days.
- We are reviewing the staff positions associated with our recreation program. These include the Softball Coordinator, the Recreation Program Assistant, seasonal workers and interns. We hope to have details sorted out through the budget process and to start posting for new staff again soon.
- Due to COVID and staffing, school field trips remain postponed. We are working on a few for May through the Groundswell funding.
- We will be hosting the Forest Hill Girl Scouts' Day camp program next June as a facility rental at Ada Park. We are working with the regional Girls Scout leadership to frame up future program opportunities.
- Upcoming is an introduction to winter sports program at Roselle Park on Saturday, January 15. The program is sponsored by Bill & Paul's Sporthaus.



## MEMORANDUM

Date: 01.05.22

**TO:** Julius Suchy, Township Manager  
**FROM:** John D. Said, AICP, Director of Planning  
**RE:** Department Activities Summary Report, December 2022

### **Planning Commission**

The December 16 Planning Commission meeting consisted of the following:

- Review of a Text Amendment to Section 78-544 regarding minimum lot sizes and widths associated with lot splits. The text amendments eliminate large discrepancies between minimum required lot sizes and widths as specified in each district, and parcels established by land division (lot split), in the RP-1, RP-2, RR, R-1, R-2, and R-3 Zoning Districts. The Commission approved these amendments.
- Review of the "Block C" Village area Master Plan, generally for those parcels addressed as: 7500 Fulton, and 455, 475, and 519 Ada Drive. The Plan is intended to address potential future development/redevelopment in this area, and it features mixed-use buildings fronting the west side of Ada Drive, similar to the building frontage along the east side, curb cuts opposite those existing on the east side, and an internal pedestrian sidewalk network connecting all buildings. The Commission approved the Plan and emphasized the need for its inclusion in the upcoming Township Comprehensive Master Plan.
- Review of a PVM Overlay District Development Plan approval for a building at 7500 Fulton Street, consisting of a 3-story office building. The request includes departures for lot area, lot width, front yard setback, and building frontage. The subject site is located along Fulton Street, west of Ada Drive, and is only accessible through the Fifth-Third Bank site at 475 Ada Drive. The plans for this location had been revised to reflect the "Block C" Master Plan concept. The Commission approved the Plan.
- Review of the Draft RFP (Request for Proposals) for the Comprehensive Master Plan Update. Staff requested input from the Commission and noted the intent to get the RFP distributed in January 2022. Commissioners discussed the review process for proposals received, as well as for the Plan process, and asked that the RFP also be distributed nationally, which Staff will do through the American Planning Association (as well as through the Michigan Chapter of the APA), and to consulting firms in Michigan.

### **Zoning Board of Appeals**

The December 7 Zoning Board of Appeals meeting was cancelled because no applications were received by the Township. The January 4, 2022, meeting will be reviewed in the January 2022 monthly summary report.

**Other Activities**

- Staff met with the Wheeler Development Group concerning proposed changes to their plans for the Village East residential project. Upon completion of review, Staff concluded that the changes to the plans were not consistent with the original PUD (Planned Unit Development) approval and intends to bring the information to the Planning Commission for further review at the January 20, 2022 meeting.
- Staff is working with the owners of 7330 Thornapple River Dr. concerning a proposed boundary line adjustment to have an accessory building be on the same lot as the principal building.
- The draft budget for FY 2022-23 for the Planning Department was completed and submitted to the Township Manager for review.
- I participated in the PRLP Advisory Board meeting on December 9, and the PRLP Programs and Facilities Committee on December 13, and have assisted the Parks Department with review of the planned Roselle Park parking lot improvements.
- I presented a summary of development topics at the December 13 DDA (Downtown Development Authority) Board meeting. Specifically, the “Block C” plan and the 7500 Fulton plan were discussed.
- ‘Fact sheets’ were prepared and provided to the Township Clerk’s Office for the proposed Village East project, the Fase Street single-family residential development (‘Fase Street Crossings’), and for the Ada House Hotel. These are intended to assist front counter Staff and public with information about these projects.

**Permit Activity**

Please see attached permit summary activity information from Cascade Township, consisting of Permit Category Reports, including project values and permit fees, for both the month of December 2021, as well as for the entire calendar year.

Based on report summaries provided by Cascade Township, the following comparisons are provided between 2020 and 2021:

Year	Estimated Project Cost Totals	Permit Fee Totals	Number of Permits
2020	\$71,966,025	\$151,053	362
2021	\$60,675,135	\$151,806	381

Any questions or comments concerning the information in this Report are welcome.

01/04/2022

DEC

# ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$7,643,000</i>	<i>\$29,419.00</i>	6
<b>Commercial, New Building</b>	<i>\$9,700,000</i>	<i>\$21,001.00</i>	1
<b>Deck</b>	<i>\$51,000</i>	<i>\$450.00</i>	3
<b>DEMOLITION</b>	<i>\$13,500</i>	<i>\$50.00</i>	1
<b>Res. Add/Alter/Repair</b>	<i>\$887,230</i>	<i>\$1,534.00</i>	8
<b>Res. Single Family</b>	<i>\$921,450</i>	<i>\$773.00</i>	1
<b>Roofing</b>	<i>\$71,935</i>	<i>\$253.00</i>	2
<b>Totals</b>	<b><i>\$19,288,115</i></b>	<b><i>\$53,480.00</i></b>	22

Permit.DateIssued in <Previous month> [12/01/21 -  
12/31/21] AND  
Permit.PermitNumber Starts With PB212

**ADA TWP CATEGORY REPORT YTD**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$15,108,780</i>	<i>\$62,707.00</i>	46
<b>Commercial, New Building</b>	<i>\$9,700,000</i>	<i>\$21,001.00</i>	1
<b>Deck</b>	<i>\$855,857</i>	<i>\$5,400.00</i>	36
<b>DEMOLITION</b>	<i>\$1,229,500</i>	<i>\$2,200.00</i>	9
<b>Detached Accessory Building</b>	<i>\$2,794,942</i>	<i>\$4,895.00</i>	16
<b>Res. Add/Alter/Repair</b>	<i>\$5,777,104</i>	<i>\$16,715.00</i>	93
<b>Res. Single Family</b>	<i>\$21,803,076</i>	<i>\$27,314.00</i>	30
<b>Residential - Other</b>	<i>\$248,497</i>	<i>\$1,080.00</i>	10
<b>Roofing</b>	<i>\$780,489</i>	<i>\$3,178.00</i>	47
<b>Roofing/Siding</b>	<i>\$927,434</i>	<i>\$3,926.00</i>	58
<b>Sign</b>	<i>\$99,741</i>	<i>\$800.00</i>	17
<b>Swimming Pool</b>	<i>\$1,349,715</i>	<i>\$2,590.00</i>	18
<b>Totals</b>	<b><i>\$60,675,135</i></b>	<b><i>\$151,806.00</i></b>	381

Permit.PermitNumber Starts With PB212 AND  
 Permit.DateIssued Between 1/1/2021 12:00:00 AM  
 AND 12/31/2021 12:00:00 AM



**Moore+Bruggink**  
Consulting Engineers

January 5, 2022

Re: Ada Township Engineering  
Project No. 210102.01

Mr. Julius Suchy, Township Manager  
Ada Township  
7330 Thornapple River Drive SE  
Ada, Michigan 49301

Dear Mr. Suchy:

This letter will provide our monthly update on various engineering projects in the Township.

**Sewer Odors** – We met with the Township on December 21 to review the next steps, which will require the Township to purchase two heavy duty odor meters. The approximate cost of two meters is in the \$3,500 range. After the odor meters are purchased, we will monitor odor readings at four lift stations and their discharge points for a one-week period. This will require four weeks of monitoring, one week for each lift station. After this is complete, we will compile data and meet again to formalize options and recommendations.

**Riverpoint Water Pressure Issues** – The Township received several reports of high water pressure readings in the Riverpoint Development off of Ada Drive in the lower units near the railroad tracks. Water pressure in this development is controlled by a pressure reducing valve near Adacroft and Ada Drive. The pressure reducing valve was adjusted by Ryan's and water pressures are back in the acceptable range. The pressure reducing valve is over 40 years old and is scheduled to be replaced this spring during Phase III of the water main replacement project.

**Ada Drive Booster Pump Station** – Verizon finally relocated the cellular modem, and the SCADA system has been relocated from Township Hall to the booster station. We attended the final project review with the contractor, Stephanie Ryan, and Paul Harig. We are waiting for the final waivers of lien from the contractor and will then recommend the final payment of \$2,000.

**Water Main Construction 2021/22** – Phase II, the Adacroft neighborhood, is complete. We will walk through this phase again next spring to confirm that all punch list items have been completed. We are currently working with CL Trucking to review final quantities and the final pay recommendation for this phase, but we can report this phase has been completed under budget. Phase III, which is the final phase of the three-year water main/street resurfacing program, will start up in April.

**Fase Street Trail** – The project is complete. We will walk through this project next spring and confirm all punch list items are complete. We are currently working with CL Trucking to review final quantities and the final pay recommendation for this project as well.



**Ada Drive Trail Construction** – The project is complete with the exception of:

1. A 1,000-foot long section in the Grand River Nature Area that will be removed and paved next spring.
2. The retaining wall at Rix/Ada Drive needs to be replaced. This is being coordinated with the new homeowner and revised lawn grades adjacent to the trail.

I walked the entire project with Greg Noorman, the project supervisor with Katerberg VerHage, following the last Township Board meeting. We noted various areas that will be removed and repaved next spring, noting that additional areas of good pavement would also need to be removed to minimize joints in the asphalt. We also discussed extended pavement warranties.

A pay recommendation for work completed through December will be reviewed at the Township Board meeting on Monday. We have kept the amount retained the same as the last pay estimate that was approved at the December 8 Township Board Meeting.

**Trail Construction 2022** – As reported last month, the preliminary layout of the 4.5-mile section of the Pettis Trail from 3 Mile Road to Chief Hazy Cloud Park is complete and has been submitted to the Kent County Parks Department and the Kent County Road Commission. We have two survey crews assigned to the project and hope to have the survey information complete by mid-February. Our goal is to have this section out for bids early next spring, with construction starting on May 1.

We will also be surveying and designing sections along Cascade Road, Thornapple River Drive, and Kamp Twins later this winter for anticipated construction in 2022.

**2022 Water/Sewer Rate Study** – Effective January 1, 2022, the City of Grand Rapids increased the wholesale water and sewer rates to Ada Township by .54% and 7.26%, respectively. Knowing these increases, we can now prepare the annual water/sewer rate study for Ada Township. Currently, the Township charges both a commodity fee and readiness-to-serve fee to your customers for water usage, but you have historically only charged a monthly fixed fee to your customers for sewage disposal. With this year's study, we will be incorporating commodity and readiness-to-serve fees for the sewer usage as well. The new rates are typically adopted at the first meeting in April.

**7699 Fase Street Development** – We were informed by the contractor that they plan on starting construction of the sanitary sewer extension into this site on January 10. We will inspect all underground utilities on behalf of the Township. We will invoice the Township for our inspection fees, and the Township will be reimbursed by the developer.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven C. Groenenboom', written over a light blue horizontal line.

Steven C. Groenenboom, P.E.  
Township Engineer



# Utility Department

## Ada Township Utility Department Report December 2021

### Ongoing:

The Ada Drive sewer smell – We have requested a quote to purchase 2 industrial/commercial grade H2S detectors.

We have received notice from the City of Grand Rapids that large repairs are needed at the main lift station on Fulton (across from Amway). We are working with Chuck Shroeder from the City of Grand Rapids to get costs and plans in place for repairs. Stay tuned for more information.

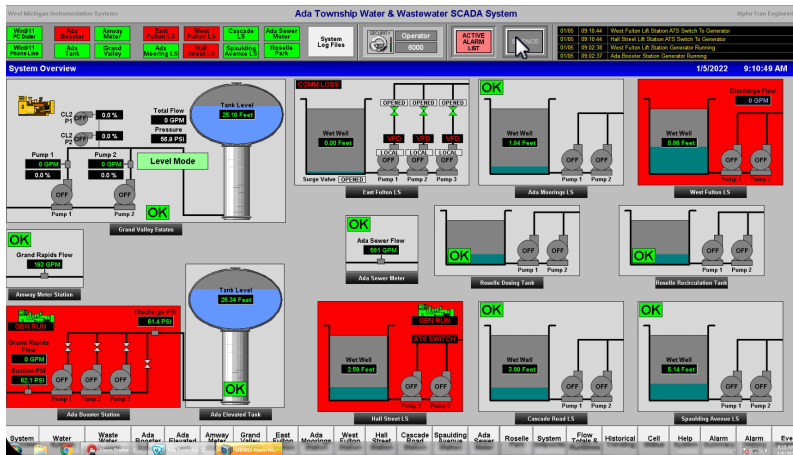
### Completed:

The SCADA computer has been moved to the water station!

All hydrants have been flushed and pumped. Some hydrants needed repairs and those are completed as well.

The force main on Hall Street had cracked and needed repair on Christmas Eve. We also had a water service break on Cascade Rd along with a gas leak on New Year's Eve. Both are repaired and reports completed. Thank you to both our crew and Lee's Trenching for working so hard on holidays they planned to be off for!

🔍 Did you know? The SCADA system checks in weekly with generator tests and phone line tests. The system has four ways to communicate with us. We receive phone calls that must be acknowledged on a phone tree, text messages, emails and if those systems are down red lights on stations will flash indicating a problem and prompting those that drive by to call. Here is what the screen looks like on generator test days.



Respectfully Submitted -  
*Stephanie Kozal & Steven Ryan*





316 Bradford St . Grand Rapids, MI 49503 . 616-458-3993

# Memo

To: Ada Township  
From: Stephanie and Steve  
Date: December 30, 2021



On December 23<sup>rd</sup>, 2021 at 4:30pm we received a phone call from a pedestrian using the sidewalk along the South side of Hall Street reporting a strong smell of sewage. The customer identified the area of Hall and Paradise Lake. Upon our arrival we noticed an area of sewage bubbling up out of the side of the road where the asphalt meets the dirt. We verified the gravity sewer was working properly by running a jet through the line to ensure it was clear. It was then determined that the force main was leaking from the North side of the road on Hall Street. We procured several bags of lime to spread and neutralize the area. Emergency Miss Dig was notified of the break so the area could be staked for utilities. Also notified was the excavator, Lee's Trenching, Kerkstra Septic to pump and haul sewage while the force main was down, Kent County Road Commission and Superior Asphalt for final coat. We decided the best course of action was to shut down the West bound side of Hall Street and re-route traffic up Paradise Lake. We understand it was inconvenient for some residents, however, with extremely low traffic flow on Christmas Eve most were understanding. The East bound traffic was slowed and allowed to move through the construction with no difficulty. The project went seamlessly, and a sleeve was placed to repair the crack in the pipe. Pumps were turned back on to check for leaks. Final asphalt was completed on December 28, 2021. Steve Ryan completed the SSO (Sanitary Sewer Overflow) Report to EGLE.



Sewage Overflow on South Side of Hall St



Completed Repair of 6" Force Main

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# Report of Discharge (CSO\SSO\RTB)

version 1.14

(Submission #: HPE-BS4A-GR6MW, version 1)

## Details

---

**Submission ID** HPE-BS4A-GR6MW

**Status** Submitted

## Form Input

---

### Report Details

**Is this the initial or final discharge report?**

Final

**Site/Facility Name:**

Ada Township CM

**Permit Number (if applicable):**

NONE PROVIDED

### **Sewer System or Treatment Facility Owner**

**Organization Name**

*Ada Township*

<b>Phone Type</b>	<b>Number</b>	<b>Extension</b>
-------------------	---------------	------------------

Business	6166769191	33
----------	------------	----

**Email**

stever@ryansmunicipal.com

**Fax**

6166765870

**Address**

7330 Thornapple River Drive

PO Box 370

Ada, MI 49301

United States

### **Facility Address**

Ada Drive

PO Box 370

Ada, MI 49301

### **Sewer System or Treatment Facility Owner Location**

42.9536,-85.4874

### Discharge Details (1 of 1)

**SSO Discharge from 5750 Hall Street Se**

**Discharge Type:**

SSO Discharge

**SSO Discharge**

The reported discharge is from a private or municipal separate sewer collection system (not a wastewater treatment plant) during wet or dry weather, or a dry weather discharge from a municipal combined sewer collection system.

**Is the outfall or discharge area located at a private residential address?**

NO

**Outfall or Discharge Area Name**

5750 Hall Street Se

**Outfall or Discharge Area Description**

Shoulder of the road and adjacent Ditch.

**Outfall or Discharge Area Location**

42.9396295,-85.5271654

5750 Hall St SE, Grand Rapids, MI 49546, USA

**Has the discharge ended?**

YES

Volume Discharged	Unit	Was the volume estimated?
100	Gallons	Yes

**Quality of Discharge**

Raw Sewage

**Please describe the discharge, including the reason for Discharge**

Sewer Forced main under the North side of the roadway cracked and started to surface on the south side of the road.

**Was the land or surface water impacted by the discharge?**

Land impacted only

**Name/description of the land impacted:**

5750 Hall Street Shoulder

**Discharge Event Start**

Date	Time
12/24/2021	08:00 am

**Discharge Event End**

Date	Time
12/24/2021	05:00 pm

**Name of the wastewater treatment facility that normally receives sewage.**

Grand Raspids Mi.

**Was the reported discharge caused by a party other than the sewer system owner and out of the control or knowledge of the actions which resulted in the discharge?**

NO

**Is the sewer system owner in compliance with applicable discharge permits, laws, rules, and orders?**

YES

**Initial Notification**

Organization	Date	Time
Local Health Department	12/24/2021	10:00 am
Daily Local Newspaper	12/25/2021	10:00 am

**Was EGLE notified prior to this report being received?**

This report is being used as the initial notification to EGLE

**Notification that discharge has concluded.**

Organization	Date	Time
Local Health Department	12/25/2021	05:00 pm
Daily Local Newspaper	12/25/2021	05:00 am

**Precipitation Type(s) (Select none if there was no precipitation)**

Snowmelt

**Has the precipitation ended?**

YES

**Precipitation**

Start Date	Start Time
12/21/2021	12:00 am

Precipitation Amount (Inches)	Precipitation End Date	Precipitation End Time
2	12/29/2021	07:00 am

**Precipitation comments**

irrelevant to this event

**Actions taken to minimize the impact from the discharge(s):**

There was no ponding nor run off. Vac truck and tanker from Kirkstra were utilized to keep sewer pump from running, sewer vac truck at the excavation site contained the sewage during excavation. Stayed confined to the soil in a 20 foot radius. Five (5) 50 pound bags 250 pounds of pelletized lime was applied to the effected area.

**Actions taken, or that will be taken, to prevent this discharge event from reoccurring:**

Sewer was excavated and repaired.

**Additional Details**

**Report Submitter**

**Prefix**

Mr.

**First Name      Last Name**

Steve              Ryan

**Title**

Utility Director

**Organization Name**

Ada Township

**Phone Type    Number            Extension**

Business        6166769191    33

**Email**

stever@ryansmunicipal.com

**Fax**

6166765870

**Address**

7330 Thornapple River Drive

PO Box 370

Ada, MI 49301

United States

Do you have any additional comments or uploads you would like to provide?

NO

## Status History

---

	User	Processing Status
12/30/2021 2:17:58 PM	Steven Ryan	Draft
12/30/2021 2:40:36 PM	Steven Ryan	Submitting
12/30/2021 2:40:47 PM	Steven Ryan	Submitted



316 Bradford St . Grand Rapids, MI 49503 . 616-458-3993

# Memo

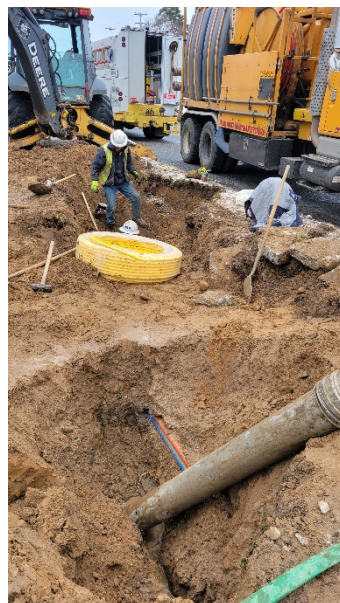
To: Ada Township  
From: Stephanie and Steve  
Date: January 3, 2022

On December 30, 2021 Ada Fire Department received a call and notified us of a smell of gas and water leaking out of the ground at 4935 Cascade Rd SE. Once on scene we found the water was coming from the water service at 4935 Cascade Road. DTE Energy had an excavation point just East of our location of the water service break. That leak was due to a fiber optic line. We attempted to locate the shut off for the water line for hours. The above ground locator was not picking up any sign of the curb box according to where the blue prints showed. We were unable to energize the line to locate position because it was blue poly. We called Lee's Trenching in to excavate the two areas in hopes of finding the shut off. Unfortunately, more work and digging had to be done as nothing was found. An Emergency Miss Dig ticket was called in to stake utilities in the area for not only the water service but also for DTE Energy. Due to the sloppy conditions, two areas with fiber optics and underground electrical we had to vacuum excavate 3 areas in hopes of finding the water service. The shut off was found buried three feet deep between the sidewalk and curb. Once the water was shut off it was determined the leak was due to the blue poly pipe having a hole. The water service immediately to the west also has a curb box that is buried, and we are unable to locate above ground. More work will be done here in the Spring. The curb box at 4935 Cascade Rd has been raised to grade.

Final water service replacement is the homeowner's responsibility and was completed on January 3<sup>rd</sup>, 2022.



Cut water service between yellow gas line and orange fiber line and tree root.



Looking East at both excavation sites with more fiber lines closer to curb



Excavation looking South West with above & underground electrical