



**AGENDA**  
**ADA TOWNSHIP REGULAR BOARD MEETING**  
**MONDAY JANUARY 23, 2023 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 – January 9, 2023
    - 2. Closed Session Board Meeting Minutes – January 9, 2023
  - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
    - 1. Ada Historical Society Meeting Minutes – December 8, 2022
    - 2. DDA Board Meeting Minutes – December 12, 2022
    - 3. PRLP Meeting Minutes – December 8, 2022
    - 4. Water Advisory Council Minutes – November 9, 2022
    - 5. ZBA Meeting Minutes – November 1, 2022
- VII. APPROVAL OF WARRANTS
  - A. Township General Warrants
  - B. Consider Adatowne & Adacroft (Phase II & III) Water Main & Street Improvement Project Change Order #4 from CL Trucking & Excavating LLC for an Increase of \$4,242.00 To Add Various Watermain Fittings That Were Required During Construction
  - C. Consider Adatowne & Adacroft (Phase II & III) Water Main & Street Improvement Project Pay Application #16 to CL Trucking & Excavating LLC in the Amount of \$204,811.46
  - D. Consider Pettis Ave Trail Project Change Order #1 from Brenner Excavating Inc for an Increase of \$28,909.00 To Add Cross Walk Signage and Additional Purchase of Lumber
  - E. Consider Pettis Ave Trail Project Pay Application #7 to Brenner Excavating Inc in the Amount of \$225,785.40
  - F. Consider Fase Street Non-Motorized Path Improvement Project Final Pay Application (#2) to CL Trucking & Excavating LLC in the Amount of \$32,845.62

- VIII. PUBLIC COMMENT *(Limit of 3 Minutes Per Speaker)*
- IX. UNFINISHED BUSINESS –
  - A. 2022 Spongy (Gypsy) Moth Activity Report & Discuss Next Steps
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
  - A. Consider Conservation Easement with Hidden Lakes at Ada, LLC for 3201 Egypt Valley Ave.
  - B. Recommendation from Public Safety Committee to Consider Purchase of Lucas CPR Compression Device from Stryker for an Amount Not to Exceed \$15,753.56
  - C. Ordinance O-012323-1: An Ordinance to Amend the Ada Township Code of Ordinances to Authorize Authority of Preparation and Review of the Capital Improvement Plan to the Township Board
  - D. Ordinance O-012323-2: An Ordinance to Amend Chapter 18 of the Ada Township Code of Ordinances Regulating Buildings, Construction, Swimming Pools, and Regarding Flood Damage Prevention
- XII. DEPARTMENT REPORTS
  - A. Township Manager Report – January 18, 2023
- XIII. BOARD MEMBER COMMENT
- XIV. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT *(Limit of 3 Minutes Per Speaker)*
- XV. CLOSED SESSION
  - A. Consider Purchase of Real Property Pursuant to MCL 15.268 Section 8(1)(d) of the Michigan Open Meetings Act
- XVI. ADJOURNMENT



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
JANUARY 9, 2023 - 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, and Trustees Hurwitz, Jacobs, and Proos. Absent: Trustee Carter. Also present: Township Manager Suchy, Planning Director Said, Parks Director Fitzpatrick, Fire Chief Murray, Assessor Boerman, DDA Director Stichman, and approximately eight members of the public.

**APPROVAL OF AGENDA**

**Moved by Proos, supported by Hurwitz, to approve the January 9, 2023, agenda as presented. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Board Meeting Minutes & Accept Reports/Communications**

**A. Regular Board Meeting Minutes - December 12, 2022**

It was noted that under the Agenda Approval it should read Supervisor Leisman, not Supervisor Suchy.

**Receive and File Various Reports and Communications**

1. DDA Board Regular Meeting Minutes – November 14, 2022
2. DDA Board Semi-Annual Informational Meeting Minutes – November 14, 2022
3. Planning Commission Meeting Minutes – November 17, 2022
4. UAB Meeting Minutes – November 17, 2022

**Moved by Hurwitz, supported by Jacobs, to approve the Minutes and Accept the Reports/Communications under the Consent Agenda. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Moran presented the following Hand Checks: \$1,181,169.03, Warrants: \$478,629.04. Total of all Checks and Warrants: \$1,659,798.07. **Moved by Jacobs, supported by Hurwitz, to approve the Warrant Report for January 9, 2023, in the total amount of \$1,169,798.07. Roll Call: Yes – Hurwitz, Proos, Jacobs, Smith, Moran, Leisman; No - 0; Absent - Carter. Motion carried.**

**Consider Roselle Park Parking Lot Project Pay Application #5 to Redline Excavating in the Amount of \$15,186.50**

Parks Director Mark Fitzpatrick and Katie Chase, OCBA were present to explain the request. **Moved by Jacobs, supported by Moran, to approve Roselle Park Parking Lot Project Pay Application #5 to Redline Excavating for an amount of \$15,186.50. Motion carried.**

**PUBLIC COMMENT**

Matt Michiels stated the social district has gone very well and encouraged the board to expand it even more than requested.

State Senator Mark Huizenga introduced himself as the newly-elected State Senator for the 30<sup>th</sup> District.

## UNFINISHED BUSINESS

None

## PUBLIC HEARING

**Ordinance O-010923-1 – an Ordinance to Amend Chapter 18 of the Ada Township Code of Ordinances Regulating Buildings, Construction, Swimming Pools, and Regarding Flood Damage Prevention**  
The public hearing was opened at 7:16 pm. and closed immediately as there was no public comment.

## NEW BUSINESS

**Amy VanAndel Library (KDL) 4<sup>th</sup> Quarter Report – Scott Ninemeier, Amy VanAndel Library Regional Manager**  
Scott Ninemeier was present to explain the 4<sup>th</sup> Quarter Report.

**Resolution R-010923-1: A Resolution Revising the Hours/Dates of Operation for the Ada Township Social District**

Haley Stitchman, DDA Director, presented the request. There was discussion among board members. It was consensus that it would like to see more additional data for future requests. **Moved by Moran, supported by Hurwitz, to adopt Resolution R-010923-1, which is a Resolution Revising the Hours/Dates of Operation for the Ada Township Social District.** It was requested to add the days and hours into the Resolution language. **Roll Call: Yes- Proos, Hurwitz, Jacobs, Moran, Smith, Leisman; No – 0; Absent – Carter. Resolution adopted.**

**Resolution R-010923-2: Appoint Tom Korth and Karey Benedict to the Ada Township Compensation Commission**

It was explained that two members need to be replaced – Dan Carter as he is now on the township board and Craig Avery as he will be absent during the meeting times of this committee. **Moved by Proos, supported by Jacobs, to adopt Resolution R-010923-2, which is a resolution to appoint Tom Korth and Karey Benedict to the Ada Township Compensation Commission.** **Roll Call: Yes - Jacobs, Hurwitz, Proos, Smith, Leisman, Moran; No-0; Absent - Carter. Resolution Adopted.**

**Ordinance O-010923-1: An Ordinance to Amend Chapter 18 of the Ada Township Code of Ordinances Regulating Buildings, Construction, Swimming Pools, and Regarding Flood Damage Prevention**

**Moved by Jacobs, supported by Hurwitz to adopt Ordinance O-010923-1, which is an ordinance to amend Chapter 18 of the Ada Township Code of Ordinances Regulating Buildings, Construction, Swimming Pools, and Regarding Flood Damage Prevention.** **Roll Call: Yes - Hurwitz, Jacobs, Proos, Moran, Leisman, Smith; No-0; Absent - Carter. Ordinance Adopted.**

**Ordinance O-010923-2: An Ordinance to Amend Chapter 78 of the Ada Township Code of Ordinances to Amend Regulations Regarding Allowed Uses in the Planned Village Mixed-Use Overlay District**

**Moved by Jacobs, supported by Moran to adopt Ordinance O-0109-23-2, which is an ordinance to Amend Chapter 78 of the Ada Township Code of Ordinances to Amend Regulations Regarding Allowed Uses in the Planned Village Mixed-Use Overlay District.** **Roll Call: Yes - Proos, Jacobs, Hurwitz, Smith, Leisman, Moran. No-0; Absent - Carter. Ordinance Adopted.**

**Ordinance O-010923-3: An Ordinance to Amend Chapter 78 of the Ada Township Code of Ordinances to Amend Regulations Regarding Allowed Uses in the Industrial District Requirements**

**Moved by Jacobs, supported by Moran, to adopt Ordinance O-010923-3, which is an Ordinance to Amend Chapter 78 of the Ada Township Code of Ordinances to Amend Regulations Regarding Allowed Uses in the Industrial District Requirements.** **Roll Call: Yes – Hurwitz, Proos, Jacobs, Leisman, Smith, Moran; No – 0; Absent – Carter. Ordinance Adopted.**

**Consider Proposal from Moore & Bruggink to Complete Engineering Services for 2023 Trail Projects (Rix Street, Fulton Street Connector, Pettis Ave Phase II)**

Manager Suchy and Steve Groenenboom, Moore & Bruggink, explained this request. **Moved by Proos, supported by Jacobs, to approve the request by Moore & Bruggink to Complete Engineering Services for 2023 Trail Projects. Motion carried.**

**2022 Spongy (Gypsy) Moth Activity Report and Discuss Next Steps**

Manager Suchy explained the history from last year and results of the 2022 study. There was discussion among board members about whether to do a special assessment to cover 2023 spraying. No action was taken at this time.

**Schedule Special Budget Work Session**

Manager Suchy explained this request. Board members explained their availability. The next meeting was tentatively scheduled for Monday, February 6, at 3 pm. Members were asked to email Manager Suchy with any conflicts.

**BOARD COMMENT**

Trustee Proos expressed sympathy to Manager Suchy upon the death of his mother. He thanked Senator Huizenga for introducing himself. He thanked the Fire Department on this First Responders Day.

Several members also thanked the Fire Department.

**DEPARTMENT REPORTS**

- Township Manager Report - January 4, 2023
- Assessing Department Report - December, 2022
- Downtown Development Authority Director Report – January 9, 2023
- Fire Department Report - December, 2022
- Historical Society Museum Manager Report - December, 2022
- Park & Recreation Department Report – January 3, 2023
- Planning Department Report - January 5, 2023
- Engineering Monthly Report- December, 2022
- F&V Operations & Resource Management Utility Report – January 4, 2023

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

There was no additional public comment.

**CLOSED SESSION**

Moved by Hurwitz, supported by Jacobs, to move into Closed Session to consider purchase of real property pursuant to MCL 15.268 Section 8(1)(d) of the Michigan open meetings act at 8:22 pm.

Roll Call: Leisman, Moran, Proos, Hurwitz, Jacobs, Smith. Yes: 6; No: 0; Absent: Carter. Motion carried.

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**CLOSED SESSION**

(Minutes prepared separately)

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Moved by Hurwitz, supported by Jacobs to return to open session at 8:56 pm.

**ADJOURNMENT**

**Moved by Hurwitz, supported by Jacobs, to adjourn. Motion carried.** The meeting was adjourned at 8:56 p.m.

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

\_\_\_\_\_  
Date

**Minutes of December 8, 2022**  
 Ada Historical Society  
 Board of Director's Meeting

**1. Call to Order:** President Veldkamp called the meeting to order at 3:10 pm.

**Present:** Brown, Crosby, DeGood, Ferro, Hoover, Idema, Sefton, Thompson, Veldkamp, Vierson, Wildes.

**Absent:** Czekai, Hurwitz, Kroon, Mulligan, Suchy.

**Others Present:** M. Bolhuis, D. Bolhuis.

**2. Approval of Agenda.** M. Bolhuis requested the addition of the wreath sale report. Wildes requested addition of acceptance of a Dutch Bible.

**3. General Business**

Approve Minutes & accept reports/communications under Consent Agenda.

A. Board Minutes of November 10, 2022. Sefton supported by Hoover moved to approve the Minutes as written. The motion carried.

B. Receive & File various reports and communications:

1. Collections Committee Report:
2. Publicity Committee Report
3. Display Committee Report

4. Manager's Written Report

The Consent Agenda was accepted.

**4. Public Comment:**

**5. Board Comment:** Sefton related the museum looks great.

**6. Unfinished Business:** None presented.

**7. New Business:**

**A. Finance Committee:** In the absence of the Treasurer Kroon, Ferro presented the October and November finance reports.

**B. Museum Manager:** Wildes asked do we want to give a Christmas gift to our building cleaning person. After discussion Hoover supported by Brown moved a gift of \$70 would be appropriate. The motion carried. Wildes related the new temporary exhibit for 2023 will be a "Parks in Ada" exhibit. Wildes related she would like to

have an amount to spend each year on the temporary exhibit of \$1,500 to \$2,000. Hoover supported by Idema moved to approve the expenditure of up to \$2,000 for a new temporary exhibit each year.

- C. **Tri-River Historical Museum Network:** M. Bolhuis related the group met on November 15 in Ionia. The theme for the small museum tour in May will be "Feeding the Family". The next meeting will be held March 23 in Fallsburg. **Wreath Sale:** M. Bolhuis related the final numbers are not in yet but she anticipates the wreath sale will make a profit of \$3,700. Hoover related next year the credit card machine has to be able to work in the barn.
- D. **Programs and Events:** Vierson gave a summary of the Tinsel, Treats and Trolley event. She related 563 people visited the museum that night. Vierson suggested changes need to be made for next year.
  - 1. We need more staffing – suggested one staff person per exhibit room.
  - 2. The fur and trading post should be blocked off in the early history room to limit touching of the exhibits and "petting the furs".
  - 3. The kids room was covered in chalk.
  - 4. People were going in and out of the front door.
  - 5. Suggest no strollers or dogs in the museum building & no food or beverages in the exhibit rooms.(Note: Staff cleaned the museum - restrooms, community room and exhibit rooms before leaving on Friday evening. It was agreed the event was well attended and was enjoyed by the participants. Idema related it was crowded throughout the village that evening. Hoover related he needs more help in the barn during the parade and cookie decorating.
- E. **Strategic Plan:** Sefton related the next meeting will be Tuesday, January 10 from 10:00 am to 12:30 pm. The goal groups need to submit their plans prior to the meeting. Please bring materials from the first meeting to the Jan. 10 meeting.

8. **PUBLIC COMMENT:** M. Bolhuis related a lot of people came in during the parade and after for cookie decorating and hot chocolate. There were some cookies left. Hoover related 18 dozen cookies were ordered and three or four dozen were left.

9. **OPEN DISCUSSION:** Sefton related the letter has been developed to send to Suchy regarding the barn painting. Crosby related she received a call from Ross and the work is in progress.

10. Adjournment. The meeting was adjourned at 4:15 pm.

Respectfully submitted,  
Marilyn Thompson





**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 12, 2022, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 12, 2022, 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, Frost, Idema, Leisman, Norman, Vogl

**BOARD MEMBERS ABSENT:** Harrison, Knapp

**STAFF AND OFFICIALS PRESENT:** Buckley, Moran, Stichman, Suchy, and Jennie MacAnaspie (Farmers Market Manager)

**PUBLIC PRESENT:** 4

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, REGULAR MEETING**

Moved by Idema, supported by Norman, to approve the minutes of November 14, 2022, Regular Meeting as presented. Motion carried.

**IV. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, INFORMATIONAL MEETING**

Moved by Norman, supported by Frost, to approve the minutes of November 14, 2022, Informational Meeting as presented. Motion carried.

**V. APPROVAL OF PAYABLES – none**

**VI. UNFINISHED BUSINESS - none**

**VII. NEW BUSINESS**

**a. Review of DDA Board Member Reappointments, Effective Jan. 1, 2023**

Supervisor Leisman said that there were terms set to expire for two DDA Board members, Dawn Marie Coe and Devin Norman. Leisman noted that Coe agreed to continue to serve for an additional term and her reappointment was set to be approved by the Township Board at the meeting that evening. Leisman said that Norman declined the offer to serve more terms and that he has appointed Ufuk Turan to the DDA Board and his appointment was set to be approved by the Township Board at the meeting tonight.

**b. Presentation of Certificate of Appreciation to Outgoing DDA Board Member Devin**

## **Norman**

Bowersox presented Norman with a certification of recognition for service and dedication to the DDA Board and extended his appreciation and thanked him for his great contribution. Bowersox shared that he has enjoyed working with him over the past 14 years. Norman thanked the DDA Board.

### **c. Recommendation for 2023-2029 Capital Improvement Projects**

Stichman summarized the staff memo and said she recommended for the 2023-2029 Capital Improvement Plan to include the numerous projects that she and the DDA Board outlined in their 2021 and she would continue to push those projects forward; train bridge mural, the gateway signs, wayfinding signage, village streetscape fixtures and sidewalk replacement.

There was discussion between DDA Board, Township Manager Suchy, and Stichman regarding the responsibilities of sidewalk repair/replacement (homeowner vs. contractor), and concerns with the sidewalk/brick repair along Ada Drive.

Suchy briefly went over the Township Budget process and noted that the review of CIP projects was in the preliminary stage and that the DDA would review again before submittal of the budget to the Township Board. Stichman confirmed that the DDA would look at again in January and February for final approval.

### **d. Farmers Market Annual Report Presentation from Jennie Mac Anaspie & Update regarding the 2023 Market Season**

Jennie MacAnaspie, Market Manager, shared that she was very happy with the Farmers Market this year. She went over the 2022 summary report with statistics from 2013 to 2022; vendor stats, seasonal products vs daily products, special programming (kids in the market and music in the market), and market sponsors (3 sponsors contributing \$3,600 in revenue).

Jennie spoke about the market sponsors and whether they were appropriate for the market theme. There was DDA Board discussion with Jennie regarding sponsorships and the need for local business sponsorships, expense items used out of Jennie's salary, market volunteers, and further discussed that Jennie was "retiring" from the Market Manager position.

Stichman said she will continue to work with Jennie to identify a plan to get a new contractor in the position for the 2023 season and that Jennie has offered to work through June/July to help make a smooth transition.

## **VIII. REPORTS AND COMMUNICATIONS**

### **a. DDA Financial Report, November 30, 2022**

Stichman referred to the financial outline and mentioned a few main points: Beers at the Bridge revenue includes late sponsorship revenue, community event expenditures, phone allowance expenditure, office supplies/services, continuing education, contract services, legal services, and farmers market activity.

### **b. Director/Staff Reports**

Stichman shared updates and said she has been moving forward with the termination process of Rockwell Earthworks for the streetscape contract and will continue to work through the process of putting out an RFP for the planting season next year.

Stichman said she met with staff to further discuss updating the parking study from 2017. She said that the parking study would help identify whether there was a parking problem or if it is just a perception problem. She said the estimated cost for the updated study was \$17,000 and she explained the process involved. If the expenditure were split between the Planning Department and the DDA (75%/25%), it would be \$12,000-\$13,000 from the DDA fund.

There was DDA Board discussion regarding the concerns of whether a parking study was necessary or whether the DDA should share the cost, the relevance of continued discussion on parking concerns, and the importance for the DDA to review the past parking study from 2017. Stichman said she would send copies of the 2017 parking study to the DDA for their review.

#### **IX. BOARD MEMBER COMMENT**

Leisman thanked Norman and told him that he appreciated his service over the past several years.

#### **X. PUBLIC COMMENT**

Deb McDonald, Riverpoint of Ada resident, shared concerns about the environment with the Christmas trees on display, the streetscape plantings and lack of maintenance, and parking/traffic issues.

Pete Wojda, Riverpoint of Ada resident, shared concerns about parking, and also thanked Manager Suchy for the Township's work on getting the lights all up.

Michelle, Riverpoint of Ada resident, asked to know more about the DDA, when it was established, and how the members get appointed. Bowersox and Norman confirmed the DDA was established in 2008 and they have been on the board since. Supervisor Leisman explained the process of getting on a board in that applications are completed and submitted for appointed boards, commissions, and committees. Leisman said the supervisor appoints the member, subject to the Township Board approval of the appointments.

#### **XI. ADJOURN MEETING**

Moved by Idema, supported by Norman, to adjourn meeting at 8:54 a.m. Motion carried.

Respectfully submitted:

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Devin Norman, Secretary

rs:eb

**Ada Township Parks, Recreation and Land Preservation Advisory Board**

December 8 Meeting

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**PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD  
BOARD MEETING**

**THURSDAY, DECEMBER 8, 2022**

**8:30 AM**

**Roselle Park Community Building Meeting Room**

**1010 Grand River Dr., Ada, MI 49301**

**MINUTES**

**1) Call meeting to order/roll call**

**Board Members Present:** Leisman, Hurwitz, Roe, Crosby, Steketee, Hulust, Terwilliger, Britt, Schmottlach

**Board Members Absent:** Levick, VandenBerge

**Staff Present:** Said, Fitzpatrick, McIntosh, Deason

**Public Present:** Paul Hueley, Resident

**2) Approval of agenda**

Moved by Britt, supported by Hurwitz to approve agenda. Motion Carried.

**3) Approval of meeting minutes from November 11.**

Moved by Britt, supported by Steketee to approve agenda. Motion Carried.

**4) Conservation easement request for 3201 Egypt Valley**

**Discussion and vote to proceed to final review**

Fitzpatrick presented the land acquisition request process of the PRLP Board. He presented the memo written and the land map provided by the landowner. Paul Hueley, the land owner answered questions from the PRLP board regarding the Home Owners Association, septic location, and inspection schedule. Roe motioned to move easement to final review. Supported by Crosby. Motion Carried.

**5) Old business**

**Update on Roselle Park parking lot project**

Fitzpatrick updated the PRLP board regarding the status of the project, use limitations for the winter, and spring punch list to round out the project. Fitzpatrick also gave an update regarding the budget of the project.

**Update on Leonard Field Riverfront Improvement Project**

Fitzpatrick provided an update on the planning process noting a more detailed review in January, a final review in February, and will go out to bid approximately in April.

**6) New Business**

**Ada Township Parks, Recreation and Land Preservation Advisory Board**

December 8 Meeting

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**Discussion on review process for transfer of property to Kent County Parks**

Fitzpatrick recommended a review of the process to transfer a property we own over to Kent County. The property is within the boundaries of the Chief Hazy Cloud park. Leisman recommended a review by the Township's Admin Committee.

**7) Financial report & FY 2023-24 Budget and CIP planning process**

**8) Committee Reports**

**-Stewardship:** Summary attached

**-Programs & Facilities:** Next meeting scheduled December 21, 2022

**-Trails:** Summary attached

**9) Staff reports**

**-Director's report:** Summary attached

**10) Board Member Comments**

**11) Public Comments**

**12) Adjournment**

Meeting was adjourned at 9:40am

Respectfully Submitted,

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Jacqueline Smith, Ada Township Clerk

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**Water Advisory Council  
November 9, 2022  
1900 Oak Industrial Drive NE  
MINUTES**

**Members Present**

Kim Baron, James Hurt, Fran Dalton, Paul Haan, Sarah Simmonds, Wayne Jernberg

**Others Present**

Alex Fleet, Hannah Napolillo (Kent County Health Department)

**Call to Order**

The meeting was called to order at 8:03 am by Mr. Jernberg.

**Public Comments on Agenda Items**

Ms. Napolillo is the Public Health Educator for the Kent County Health Department.

**Approval of Minutes – July 13, 2022**

Motion to approve the minutes by Mrs. Simmonds, second by Mr. Haan.

MOTION CARRIED.

**Approval of Agenda**

Mr. Hurt added the participatory budget discussion to the agenda.

Motion to approve the agenda by Mrs. Dalton, second by Mr. Hurt.

MOTION CARRIED.

**Filter First Bill SB 184 & 185**

New EPA Regulations have prompted the State to take action and consider legislation to shift the responsibility of filters and lead testing from community water supplies to schools/daycares. The EPA regulation would require community water supplies to test 20 percent of schools/daycares for lead. The Filter First Bills will require schools/daycares to install filter stations and conduct lead testing. In addition, the bills will allocate funding for schools for these activities. However, the bills still need to pass the Michigan Senate.

Mrs. Baron asked for clarification on the funding. Mr. Jernberg said there would be funding available for schools to implement a monitoring program.

Mrs. Dalton asked how the daycares would be informed about these new regulations. Mrs. Simmonds said that MDHHS has communicated to daycares about the new regulation.

## Updates

### *State Drinking Water Advisory Council*

In the agenda packet, there are handouts of the marketing material that Gud Marketing has created for the State Advisory Council. Community water suppliers will use the marketing material in case of an exceedance.

Mr. Jernberg wants to explore using a marketing firm to create educational material tailored for Grand Rapids. Mr. Jernberg will ask Gud Marketing to present at the January meetings to learn more about their educational material and surveys conducted throughout the state. Mrs. Dalton recommends that the Water System create a visual that shows where lead can come into contact with the drinking water.

### *2022 Lead & Copper Rule Sampling*

The City is waiting for the state's final lead and copper sampling results. Staff is brainstorming sampling the water at a pump station in conjunction with sampling a residential home.

### *Participatory Budget*

Ward 3 is allocating \$500k for lead line replacements as part of the participatory budget. However, Mr. Jernberg recommends that the money be used to purchase water filters due to the high cost of lead line replacements. Additionally, it would be more equitable across the ward, and the City would lean on Neighborhood Associations to distribute filters. Further discussion is needed with the executive office.

### *2022 Lead Service Line Construction Projects*

Most of the lead lines being replaced in conjunction with capital projects are complete, and 99 percent of the agreements have been collected. Nearly 70 percent of the agreements for EPA grant-related projects have been collected. Census tract 30 is partially complete, and bids for census tract 32 open on November 22. Sixty-three percent of the agreements have been collected for resurfacing projects, and the replacements are underway.

Staff is actively collecting agreements for 2023 capital projects and resurfacing projects. Approximately 330 agreements are outstanding out of 906 agreements for 2023.

### *2022 Year-to-Date Lead Service Line Replacements*

Year-to-date, 598 lead lines have been replaced for the EPA and capital projects. An additional 263 have been replaced due to an emergency leak.

*Distribution System Material Inventory (DSMI)*

Staff continues to contact homeowners about participating in the DSMI. No further update.

**Member Updates**

At the next meeting, Mr. Jernberg wants the council to discuss further and begin planning for a Water Advisory Council open house in 2023.

**Public Comment**

None

**Next Meeting – January 11, 2023**

**Adjournment**

The meeting was adjourned at 9:44 am by Mr. Jernberg.





**ADA TOWNSHIP ZONING BOARD OF APPEALS  
MINUTES OF THE TUESDAY, NOVEMBER 1, 2022 REGULAR MEETING**

A regular meeting of the Ada Township Zoning Board of Appeals was held on Tuesday, November 1, 2022, at 4:30 p.m. at the Ada Township Hall, 7330 Thornapple River Dr. SE, Ada, Michigan

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Members present: Burton, Courtade, McNamara, Nuttall

Members absent: Smith

Staff Present: Bajdek, Buckley, Said

Others Present: 4

**III. APPROVAL OF AGENDA**

Moved by Courtade, supported by Nuttall, to approve the agenda as presented. Motion carried.

**IV. APPROVAL OF MINUTES OF SEPTEMBER 6, 2022 REGULAR MEETING**

Moved by Courtade, supported by Burton, to approve the September 6, 2022, meeting minutes as presented. Motion carried.

**V. UNFINISHED BUSINESS – none**

**VI. NEW BUSINESS**

- 1. Request for variances for sidewall height and area to allow the construction of a chicken coop (with enclosed run), 5959 Ada Drive SE, Parcel No. 41-15-32-176-025, Scott Christopher Homes, on behalf of property owners Richard and Melissa DeVos**

Jim Klaes, applicant and with Scott Christopher Homes, presented the request for variances and went over the pictures of the property and proposed chicken coop. He shared details of the property layout/site plan and described the location of the home vs. chicken coop thus showing that with the size of the lot, the proposed chicken coop was quite a distance from anything.

Planning Director Said summarized the staff report and stated that the proposed sidewall height of the henhouse was 12 feet, and the proposed area of the henhouse and poultry run was 208 square feet, whereas the zoning ordinance regulations state the "henhouse" or "poultry coop" shall not exceed 8 feet in height, with an 80 square-foot maximum area. Said pointed out that in addition to size and height requirements he went over the other six limitations on the keeping of poultry from the zoning

ordinance (Sec. 78-17); maximum of six poultry allowed, roosters prohibited, poultry shall not run freely, slaughtering in enclosed building, keep building clean, and secure food in containers. Said stated that the property was 45 acres and that the subject property is a different scale than typical lots in the R3 zoning district. Said referred to the narrative submitted with the variance request and how the applicant explained how each of the three conditions were met.

Chair McNamara opened the public hearing at 4:39 p.m.

Karen Olson, 751 Marbury Drive SE, asked questions to clarify the size of the coop and asked whether tree removal would be necessary. Mr. Klaes stated that no tree removal was necessary for the proposed structure.

There was no other public comment and the public hearing was closed at 4:42 p.m.

There was ZBA member discussion regarding the size and location of the coop and meeting setbacks, whether it would be attached to the ground or on a foundation, and the regulations for R-3 vs. RP-1 zoning district and the diverse lot sizes.

Burton said that when the zoning regulations were being reviewed for allowing chickens and chicken coops, a 45-acre sized property was never imagined and that she did not see a problem with the variance request.

Courtade said that he worked with Scott Christopher on his own home and that he was not prejudiced and could be fair in his decision and that he was in favor of the request.

Moved by Nuttall, supported by Courtade, to approve the variances requested.  
Motion carried by roll call vote 4-0, with 1 absent.

## **VII. CORRESPONDENCE**

Said gave a brief update on the Master Plan process and encouraged the ZBA members to attend the next community engagement on November 2<sup>nd</sup> at 5:30 at the library.

## **VIII. PUBLIC COMMENT - none**

## **IX. ADJOURNMENT**

Moved by Nuttall, supported by Courtade, to adjourn meeting at 4:49 p.m. Motion carried.

Respectfully submitted,

---

Jacqueline Smith  
Ada Township Clerk

**ADA TOWNSHIP**  
**WARRANTS FOR BOARD APPROVAL**  
**ON BOARD MEETING DATE: January 23, 2023**

**HAND CHECKS**

#101	# 54313, E232, E233	\$ 11,617.90
#205	# 54313, E231, E233	\$ 3,333.27
#208	# 54313, 54314, E231, E233	\$ 18,252.86
#211	# E233	\$ 412.34
#213	#	
#243	#	
#248	# E233	\$ 125.31
#249	#	
#401	#	
#590	# 54313, E232	\$ 3,567.56
#591	# 54313	\$ 322.85
#597	# 54313	\$ 190.59
#701	#	
<b>TOTAL ALL HAND CHECKS</b>		<b>\$ 37,822.68</b>

**WARRANTS**

#101	GENERAL FUND	\$ 29,590.66
#205	PUBLIC SAFETY FUND	\$ 32,079.58
#208	PARKS & RECREATION	\$ 2,015.68
#211	TOWNSHIP TRAILS	\$ 7,414.45
#213	PARKS & OPEN SPACE	
#243	BROWNFIELD REDEVELOPMENT	
#248	DDA FUND	\$ 42.39
#249	BUILDING DEPARTMENT	
#401	CAPITAL PROJECT	
#590	SEWER OPERATION FUND	\$ 419.73
#591	WATER OPERATION FUND	\$ 419.73
#597	GRAND VALLEY ESTATES FUND	\$ 6.18
#701	ESCROW ACCT	\$ 1,748.00
<b>TOTAL WARRANTS</b>		<b>\$ 73,736.40</b>
<b>TOTAL ALL CHECKS &amp; WARRANTS</b>		<b>\$ 111,559.08</b>

Vendor Name	Description	Amount	Check #	Check Date
1. ADA FIREFIGHTERS ASSOCIATION INC.	UNIFORMS REIMBURSEMENT- FULL TIME FIRE	401.50		
2. ADOBE SYSTEMS	ADOBE SERVICES	42.39		
3. AFLAC	EMPLOYEE PREMIUMS	935.34		
4. BETTENBAKER GMC	TAHOE OIL CHANGE	83.71		
5. BLOOM SLUGGETT, PC	LEGAL - GENERAL	3,657.00		
	LEGAL - OLD ENFORCEMENT	1,170.00		
	LEGAL - LITIGATION	255.50		
	LEGAL - PETTIS PROPERTY	1,437.00		
	TOTAL	6,519.50		
6. BOERMAN, STEPHANIE	MILEAGE REIMBURSEMENT	140.17		
7. BRENDA CRIPPS	WINTER SPORTS WORKSHOP CANCELED	9.70		
8. COMCAST	INTERNET-ADA PARK	139.95	231	01/18/2023
	INTERNET-FIRE #1	139.95	231	01/18/2023
	INTERNET-ROSELLE PARK	149.95	231	01/18/2023
	TOTAL	429.85		
9. CONSUMERS ENERGY	ELECTRIC SERVICES-7237 HEADLEY	62.41	232	01/18/2023
	ELECTRIC SERVICES-LIBRARY	2,691.97	232	01/18/2023
	ELECTRIC SERVICES-FULTON LIFT STATION	3,047.53	232	01/18/2023
	TOTAL	5,801.91		
10. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	134.25		
	LINEN/RUG SERVICES-TWP HALL	160.27		
	TOTAL	294.52		
11. CONTROL NET	MAINTENANCE - LIBRARY	328.00		
12. CORBIN DESIGN	TRAILS	6,889.50		
13. DIMENSION GRAPHICS, INC	SIGNS - PARKS	84.00		
14. DTE ENERGY	GAS SERVICES-FIRE #2	831.81	54313	01/18/2023

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Vendor Name	Description	Amount	Check #	Check Date
	GAS SERVICES-GRAND VALLEY PUMP STATION	190.59	54313	01/18/2023
	GAS SERVICES-MUSEUM	428.39	54313	01/18/2023
	GAS SERVICES-ADA DR PUMP STATION	322.85	54313	01/18/2023
	GAS SERVICES-FIRE #1	757.10	54313	01/18/2023
	GAS SERVICES-ADA PARK	164.84	54313	01/18/2023
	GAS SERVICES-ROSELLE PARK	382.46	54313	01/18/2023
	GAS SERVICES-LIBRARY	3,315.42	54313	01/18/2023
	GAS SERVICES-LEONARD FLD	171.15	54313	01/18/2023
	GAS SERVICES-LEGACY PARK	210.17	54313	01/18/2023
	GAS SERVICES-HALL ST LIFT STATION	55.40	54313	01/18/2023
	GAS SERVICES-7351 BRONSON	81.64	54313	01/18/2023
	GAS SERVICES-TWP HALL	1,017.31	54313	01/18/2023
	GAS SERVICES-FULTON LIFT STATION	464.63	54313	01/18/2023
	TOTAL	8,393.76		
15. ELECTION SOURCE	ANNUAL MAINTENACE AGREEMENT	9,475.00		
16. ERIN CHILLAG	WINTER SPORTS WORKSHOP CANCELED	9.70		
17. FOX FORD MAZDA	ESCAPE MAINTENANCE	99.13		
18. GILSON	TWP ENVELOPES	353.26		
19. GODWIN HARDWARE, INC	SUPPLIES-B&G	25.96		
	SUPPLIES-FIRE	62.30		
	SUPPLIES-B&G	41.98		
	SUPPLIES-PARKS	142.97		
	SUPPLIES-B&G & LIBRARY	85.96		
	SUPPLIES-PARKS	29.99		
	SUPPLIES-FIRE	27.99		
	SUPPLIES-B&G	45.14		
	PARKS BLOWER REPAIR	79.25		
	SUPPLIES-LIBRARY	58.95		
	SUPPLIES-FIRE	127.13		
	TOTAL	727.62		
20. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-MUSEUM	42.00		
21. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-DEC	31.00		
	TRANSPORTATION-OLIVIAS GIFT	196.86		
	TOTAL	227.86		

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Vendor Name	Description	Amount	Check #	Check Date
22. INTEGRITY BUSINESS SOLUTION				
	SUPPLIES-GEN DEPT	79.66		
	SUPPLIES-GENERAL	158.00		
	SUPPLIES-GEN, LIBRARY. FIRE DEPTS	589.20		
	SUPPLIES-GEN/PLANNING/ASSESSING	344.29		
	TOTAL	<u>1,171.15</u>		
23. JAIMIE VANDEBURG				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
24. JEN PROCTOR				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
25. JONES & BARTLETT LEARNING, LLC				
	NVAD: EMERGENCY CARE	382.42		
26. JULIE LEE				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
27. KARI HOPPENRATH				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
28. KENT COMMUNICATIONS, INC				
	PERSONAL PROPERY STATEMENTS	184.84		
	WATER BILLS-JAN	783.90		
	TOTAL	<u>968.74</u>		
29. KENT COUNTY CLERKS ASSOCIATION				
	2023 MEMBERSHIP DUES	30.00		
30. KENT COUNTY EMERGENCY MED SERV				
	QUARTERLY ASSESSMENT 01/2023-03/2023	254.86		
31. KENT COUNTY FIRE CHIEF'S ASSOC				
	MEMBERSHIP DUES-2023	40.00		
32. KENT COUNTY TREASURER				
	TOWNSHIP LAW - NOV	27,505.48		
33. KENT COUNTY TREASURER'S ASSOC				
	MEMBERSHIP DUE S- 2023	50.00		
34. KINGSLAND'S ACE HARDWARE				
	PARKS RENTAL	46.99		
35. KLEYN MOBILE REPAIR, INC				
	ENGINE 7 REPAIRS	1,799.82		
	ANNUAL PUMP TEST	385.43		
	ANNUAL PUMP TEST	250.00		
	TOTAL	<u>2,435.25</u>		
36. LAUREN NOWAK				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
37. LUCY & ANTHONY GIOVANNETTI				
	WINTER SPORTS WORKSHOP CANCELED	19.40		
38. MA LI				

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Vendor Name	Description	Amount	Check #	Check Date
	WINTER SPORTS WORKSHOP CANCELED	19.40		
39. MARK'S BODY SHOP				
	NEW LIGHT BAR	524.95		
40. MARTIN GREYDANUS				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
41. MCKESSON				
	SUPPLIES-FIRE	353.93		
42. MILLER, JOHNSON, SNELL, & CUMM				
	HILLIKER, JANET - MTT	68.75		
	OLD NATIONAL BANK	137.50		
	TOTAL	206.25		
43. MLIVE MEDIA GROUP				
	ADS	1,512.90		
44. NAPA				
	SUPPLIES-FIRE	42.49		
	SUPPLIES-PARKS	54.41		
	TOTAL	96.90		
45. PINNACLE CLEANING SERVICES, INC				
	CLEANING SERVICES - TWP HALL, DEC	850.00		
	CLEANING SERVICES - PARKS, DEC	130.00		
	CLEANING SERVICES - LIBRARY, DEC	3,332.50		
	TOTAL	4,312.50		
46. REDLINE EXCAVATING LLC				
	ROSELLE PARKING LOT PAY APP #5	15,186.50	54314	01/18/2023
47. REPUBLIC SERVICES				
	TRASH SERVICES, PARKS, FIRE, TWP HALL, CEM, LIBRAR	1,049.24		
48. ROBYN SMITH				
	WINTER SPORTS WORKSHOP CANCELED	19.40		
49. STANDARD SUPPLY & LUMBER CO, INC				
	SUPPLIES-PARKS	76.90		
50. STEPHANIE KEMPA				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
51. TAYLOR KENYON				
	WINTER SPORTS WORKSHOP CANCELED	9.70		
52. UNUM				
	LONG TERM DISABILITY/LIFE INSURANCE - JAN	913.62		
	LONG TERM DISABILITY/LIFE INSURANCE - DEC	913.62		
	TOTAL	1,827.24		
53. VC3, INC				
	WIRELESS ACCESS POINT REPAIRS	662.13		
	COMPUTER MAINTENANCE - GEN, PARKS, B&G	3,069.45		

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Vendor Name	Description	Amount	Check #	Check Date
	TOTAL	3,731.58		
54. VEENSTRA'S LLC	OIL CHANGE, FIRE	51.70		
55. XEROX CORPORATION	COPY MACHINE LEASE	308.72		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
<hr/>				
56.1 & 1 INTERNET, INC	INTERNET SERVICES	68.14	233	01/18/2023
	INTERNET SERVICES	8.71	233	01/18/2023
	INTERNET SERVICES	8.71	233	01/18/2023
	TOTAL	85.56		
57. ADOBE SYSTEMS	ADOBE SERVICES	15.89	233	01/18/2023
	ADOBE SERVICES	42.39	233	01/18/2023
	ADOBE SERVICES	15.89	233	01/18/2023
	TOTAL	74.17		
58. ALL STATE NOTARY SUPPLIES	SUPPLIES-GEN	103.73	233	01/18/2023
59. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-B&G	130.48	233	01/18/2023
	FIRE GARAGE COMPUTER DISPLAY	99.99	233	01/18/2023
	KEYBOARD - FIRE	16.99	233	01/18/2023
	COMPUTER EQUIPMENT - FIRE	94.77	233	01/18/2023
	TOTAL	342.23		
60. ASSOC OF PUBLIC TREASURERS OF US &	2023 ANNUAL DUES	299.00	233	01/18/2023
61. BELLA BOLLA	EXPENSE - ASSESSING	17.48	233	01/18/2023
62. CHICK-FIL-A	EXPENSE - ASSESSING	14.99	233	01/18/2023
63. CONSTANT CONTACT	WEB SERVICES	70.00	233	01/18/2023
	WEB SERVICES	70.00	233	01/18/2023
	TOTAL	140.00		
64. COSTCO	AP CHECKS	80.03	233	01/18/2023
65. DOLLAR TREE	SUPPLIES-GEN	16.65	233	01/18/2023



Vendor Name	Description	Amount	Check #	Check Date
66. EARTHBOUND, INC.	CREDIT RETURN - PARKS	(28.89)	233	01/18/2023
67. EMERGENCY MEDICAL	MEDIC 9 BACKBOARD	364.99	233	01/18/2023
68. EXQUISITE	EXPENSE - ASSESSING	19.17	233	01/18/2023
69. FIRST BANK	NEW CREDIT CARD PRINTS	39.00	233	01/18/2023
70. GRAND VALLEY TOWING	MAINTENANCE - PARKS	175.00	233	01/18/2023
71. GREAT LAKES MARKETING	SNOW PLOW STAKES-TRAILS	412.34	233	01/18/2023
72. HAMPTON INN	LODGING - ASSESSING	205.80	233	01/18/2023
73. HARBOR FREIGHT	TRANSFER PUMP - PARKS	219.38	233	01/18/2023
74. HOME DEPOT CREDIT SERVICES	LADDER - PARKS	339.00	233	01/18/2023
	KITCHEN SINK AND FAUCET - FIRE	597.00	233	01/18/2023
	SUPPLIES-FIRE	66.50	233	01/18/2023
	TOTAL	1,002.50		
75. MEIJER	WATER - FIRE	19.98	233	01/18/2023
	FIRE WATER	29.94	233	01/18/2023
	EXPENSE - FIRE	27.83	233	01/18/2023
	TOTAL	77.75		
76. MICHIGAN ASSOC OF PLANNING	MEMBERSHIP DUES	285.00	233	01/18/2023
77. MICHIGAN MUNICIPAL LEAGUE	MME ANNUAL REGISTRATION DUES	425.00	233	01/18/2023
	MME CONFERENCE - JULIUS	370.00	233	01/18/2023
	TOTAL	795.00		
78. MRPA	CONFERENCE - MARK	235.00	233	01/18/2023
	CONFERENCE - WESLEY	310.00	233	01/18/2023
	CONFERENCE - PAUL	225.00	233	01/18/2023
	WORKSHOP - PARKS	60.00	233	01/18/2023
	TOTAL	830.00		
79. MTA	MEMBERSHIP DUES	312.00	233	01/18/2023

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Vendor Name	Description	Amount	Check #	Check Date
80. MUDPENNY	MASTER PLAN EXPENSE	585.60	233	01/18/2023
81. POSTAL ANNEX	POSTAGE - RETURN PACKAGE	26.63	233	01/18/2023
82. PREMIER GRAPHICS	BFG TRUCK DECALS	208.00	233	01/18/2023
	NEW FIRE TRUCK DECALS	286.42	233	01/18/2023
	TOTAL	<u>494.42</u>		
83. SCHULER BOOKS	P&R BOOKS	25.90	233	01/18/2023
	PRLP BOARD BOOK	30.00	233	01/18/2023
	TOTAL	<u>55.90</u>		
84. SPARTAN STORES, LLC	EXPENSE - GEN	5.59	233	01/18/2023
85. SPRINKLES	BOARD OF REVIEW EXPENSE	16.80	233	01/18/2023
	EXPENSE - BENEFITS	42.10	233	01/18/2023
	TOTAL	<u>58.90</u>		
86. STAPLES	SUPPLIES-GEN	4.54	233	01/18/2023
87. STATE OF MICHIGAN	CERTIFICATION FEE-ASSESSING	175.00	233	01/18/2023
88. STATE OF MICHIGAN	MIDEAL MEMBERSHIP	180.00	233	01/18/2023
89. TRACTOR SUPPLY COMPANY	UNIFORMS - PARKS	257.45	233	01/18/2023
	UNIFORMS - B&G	118.98	233	01/18/2023
	TOTAL	<u>376.43</u>		
90. WALMART	EXPENSE - GENERAL	12.53	233	01/18/2023
	EXPENSE - DDA	14.78	233	01/18/2023
	COMPUTER SUPPLIES-PLANNING	107.48	233	01/18/2023
	TOTAL	<u>134.79</u>		
91. ZOOM.COM	VIDEO MEETING HOST	14.99	233	01/18/2023
	VIDEO MEETING HOST	14.99	233	01/18/2023
	TOTAL	<u>29.98</u>		

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Vendor Name	Description	Amount	Check #	Check Date
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		8,010.66		
TOTAL - ALL VENDORS		111,559.08		



## MEMORANDUM

Date: 1/18/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Adatowne & Adacroft Neighborhoods (Phase II & III) Water Main & Street Improvement Change Order #4

---

## Background:

Ada Township awarded the Adacroft/Adatowne Water Main & Street Improvement Phase II & III Project to CL Trucking & Excavating for \$5,664,810.50. Below is a summary of change orders approved to date:

- Change Order #1 for an increase of \$34,853.25 on July 26, 2021
- Change Order #2 for an increase of \$64,905.26 on November 8, 2021.
- Change Order #3 for an increase of \$75,650.80 on July 11, 2022

I have attached a copy of change order #4 from Moore+Bruggink increasing the project cost \$4,242.00 for additional watermain fittings that were required during construction. The items required and prices supplied are the same as the contract items bid for similar sized fittings.

## Recommendation:

Staff would recommend approval of the Adacroft/Adatowne Water Main & Street Improvement Phase II & III change order #4. The change order reflects fittings that were purchased as part of the watermain work.

*Requested Motion: Motion to Approve Adatowne & Adacroft Neighborhoods (Phase II & III) Water Main & Street Improvement Change Order #3 for an Increase of \$4,242.00 for Additional Watermain Fittings.*



**CHANGE ORDER**

CONTRACTOR: CL Trucking & Excavating, LLC      PROJECT NO.: 190182.01  
 256 East Parameter Road      CHANGE ORDER NO: 4  
 Ionia, Michigan 48846      DATE: January 16, 2023  
 AMOUNT: \$4,242.00 Increase

PROJECT: Adacraft & Adatowne Water Main & Street Improvements

The following changes are hereby incorporated into the contract for the construction of the subject project:

**Additional Pay Items Required**

Item	Unit	Quantity	Price	Total
137. Valve and Box, 4 inch	Ea	1	\$1,150.00	\$1,150.00
138. Reducer 8 inch x 4 inch	Ea	1	\$325.00	\$325.00
139. Sleeve, 4 inch	Ea	1	\$600.00	\$600.00
140. Storm Sewer Repair, 8 inch	Ea	1	\$250.00	\$250.00
141. Bend, 11-1/4 Degree, 8 inch	Ea	5	\$320.00	\$1,600.00
142. Bend, 45 Degree, 6 inch	Ea	1	\$317.00	\$317.00

**Total Change Order #4 Items      \$4,242.00**

The amount of the contract will be increased in the sum of **\$4,242.00** with no additional contract time.

Original Total Contract Amount: \$5,664,810.50  
 Revised Contract Amount with Change Order #1: \$5,699,663.75  
 Revised Contract Amount with Change Order #2: \$5,764,569.01  
 Revised Contract Amount with Change Order #3: \$5,840,219.81  
 New Total Contract Amount with this change: **\$5,844,461.81**

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 CL Trucking & Excavating

Recommended by: Steven C Groenenboom Date: 1/16/23  
 Moore & Bruggink, Inc.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Ada Township



## MEMORANDUM

Date: 1/18/22

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Adacroft/Adatowne Water Main & Street Improvements Pay App #16

---

## Background:

Ada Township awarded the Adacroft/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. At the July 11, 2022 meeting the Township authorized Change Order #3 for an increase of \$75,650.80.

Moore + Bruggink has provided the attached pay application recommendation for CL Trucking & Excavating for pay application #16 in the amount of \$204,811.46 for the period between 12/1/22 and 12/31/22. The Township will hold retainage of the total contract amount earned equaling \$100,000.00. This amount is held for the yard restoration issues that will be addressed in the spring of 2023.

I asked Mr. Groenenboom why the additional pay application was being submitted since we the yard restoration has not yet been addressed. Per Steve his response is below:

*“As we discussed, pay recommendation 16 includes the following items:*

*Reduction in retainage from \$125,000 to \$100,000 = \$25,000  
 Payment for the Ada Drive pressure reducing chamber = \$35,000  
 Change Order No 3 = \$100,221  
 Change Order No. 4 = \$4,242  
 Additional Contract Items Confirmed with contractor = \$40,348*

*Total = \$204,811*

*Our excel computer spreadsheet had skipped over change order no. 3 on the previous pay recommendations.*

*The work on the Ada Drive pressure reducing chamber was done in late October in order to work around Ada Christian's school schedule. This was originally scheduled to be done in September.*

*The last item “Additional Items Confirmed with contractor” is for additional concrete drives, lengths of water main, and additional fittings required that were confirmed with the contractor after construction was completed.*

*Finally, in regards to lowering the retainage, we are confident all of the lawns can be properly restored and growth established for approximately \$50,000.”*

The retainage held will be \$100,000, which is more than the \$50,000 that Mr. Groenenboom references above.

Mr. Groenenboom will be present at the meeting to discuss the specific items that were covered by this pay application and to answer any questions.

Recommendation:

Staff would recommend approval of pay application #16. The project is complete with the only outstanding item being assessment of the yard restoration in the spring of 2023 with retainage held to address those concerns. Moore+Bruggink has recommended approval of the pay application.

*Requested Motion: Motion to Approve Adacraft & Adatowne Water Main & Street Improvement Project Pay Application #16 to CL Trucking & Excavating for \$204,811.46.*



### RECOMMENDATION FOR PAYMENT

CONTRACTOR:	C.L. Trucking & Excavating, LLC 256 East Parmeter Road Ionia, Michigan 48846	PROJECT NO.:	190182.01
		ESTIMATE NO.:	16 & final
		DATE:	January 16, 2023
PROJECT:	Adatowne & Adacroft Neighborhoods Water Main & Street Improvements, Phases 2 & 3		

Period covered by this estimate: December 1, 2022, through December 31, 2022

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	
#3: 6/27/2022	\$75,650.80	
#4: 1/16/2023	\$4,242.00	

ADJUSTED CONTRACT AMOUNT: \$5,844,461.81

TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE: \$5,675,032.90

Less Retained: \$100,000.00

Subtotal: \$5,575,032.90

Less Payments to Date: \$5,370,221.44

AMOUNT DUE CONTRACTOR: \$204,811.46

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

Recommended for Payment: Steven C Groenenboom Date: 1/16/23  
Moore & Bruggink, Inc.

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



**MOORE & BRUGGINK, INC.**

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

CONSTRUCTION PROGRESS REPORT NO. 16 (Final Quantities)

PERIOD OF ESTIMATE: December 1 - December 31, 2022

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

CONTRACTOR: C.L. Trucking &amp; 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	4,739.5	\$3.75	\$17,773.13
5	Pavt, Rem	Syd	4,800	4,896.73	\$5.00	\$24,483.65
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	1	\$10,000.00	\$10,000.00
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	134	\$450.00	\$60,300.00
12	Dr Structure, Temp Lowering	Ea	182	99	\$75.00	\$7,425.00
13	Dr Structure, Reconstruct	Ft	20	2.46	\$200.00	\$492.00
14	Furnish Drainage Cover Casting	Lb	45,000	35,943	\$1.15	\$41,334.45
15	HMA Surface, Rem	Syd	50,250	50,089.18	\$0.85	\$42,575.80
16	Hand Patching	Ton	100	10.54	\$91.00	\$959.14
17	HMA, 3C	Ton	6,250	6,546.24	\$62.00	\$405,866.88
18	HMA, 5E1	Ton	4,700	4,619.19	\$65.00	\$300,247.35
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	2,213.3	\$22.50	\$49,799.25
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	323.6	\$45.00	\$14,562.00
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	1.5	\$325.00	\$487.50
33	Ex. Water Main, Rem	Ft	50	50.5	\$10.00	\$505.00
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	251	\$350.00	\$87,850.00
36	Curb Stop and Box, 1 inch	Ea	249	250	\$600.00	\$150,000.00
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	19	\$500.00	\$9,500.00
40	Cross, 8 inch x 8 inch	Ea	2	2	\$750.00	\$1,500.00
41	Reducer, 8 inch x 6 inch	Ea	12	14	\$325.00	\$4,550.00
42	Valve and Box, 12 inch	Ea	2	2	\$2,800.00	\$5,600.00
43	Valve and Box, 8 inch	Ea	48	49	\$1,600.00	\$78,400.00
44	Valve and Box, 6 inch	Ea	30	30	\$1,150.00	\$34,500.00
45	Water Service Connection	Ea	249	251	\$185.00	\$46,435.00

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	7	\$250.00	\$1,750.00
48	Hydrant, 5 inch	Ea	30	30	\$2,850.00	\$85,500.00
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	17	\$320.00	\$5,440.00
52	Bend, 90 Degree, 6 inch	Ea	18	18	\$280.00	\$5,040.00
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	6	\$1,500.00	\$9,000.00
57	Abandon Ex. Valve and Box	Ea	55	55	\$150.00	\$8,250.00
58	Bend, 45 Degree, 8 inch	Ea	22	24	\$325.00	\$7,800.00
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	1	\$27,000.00	\$27,000.00
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	23,497.4	\$1.00	\$23,497.40
64	Sanitary Manhole Epoxy Lining	Vft	25	0	\$340.00	\$0.00
<b>Subtotal Phase 2 Items</b>						<b>\$3,812,438.27</b>
<b>Phase 3 Items</b>						
65	Mobilization, Max \$180,000	Lsum	1	1	\$165,000.00	\$165,000.00
66	Clear and Grubbing	Acre	0.05	0.025	\$10,000.00	\$250.00
67	Tree, Rem, 19 inch to 36 inch	Ea	5	12	\$500.00	\$6,000.00
68	Tree, Rem, 6 inch to 18 inch	Ea	30	17	\$200.00	\$3,400.00
69	Curb and Gutter, Rem	Ft	2,100	2,075.50	\$3.75	\$7,783.13
70	Pavt, Rem	Syd	1,900	3,351.75	\$5.00	\$16,758.75
71	Abandon and Fill Underground Utilities, 12 inch Dia.	Ft	2,750	2,750	\$5.00	\$13,750.00
72	Abandon and Fill Underground Utilities, 8 inch Dia.	Ft	2,475	2,475	\$2.00	\$4,950.00
73	Miscellaneous Landscaping, Remove	Lsum	1	1	\$6,000.00	\$6,000.00
74	Street Grading	Ft	5,919	5,967	\$4.50	\$26,851.50
75	Erosion Control, Inlet Protection, Silt Bag	Ea	40	51	\$70.00	\$3,570.00
76	Aggregate Base, 8 inch, 21AA, Modified	Syd	600	1,364.41	\$10.00	\$13,644.10
77	Dr Structure Cover, Adj, Case 1	Ea	73	79	\$450.00	\$35,550.00
78	Dr Structure, Temp Lowering	Ea	73	43	\$75.00	\$3,225.00
79	Dr Structure, Reconstruct	Ft	20	1	\$200.00	\$200.00
80	Furnish Drainage Cover Casting	Lb	20,500	20,500	\$1.15	\$23,575.00
81	HMA Surface, Rem	Syd	21,000	0	\$0.85	\$0.00
82	Hand Patching	Ton	50	1.83	\$94.00	\$172.02
83	HMA, 3C	Ton	2,450	2,298.84	\$65.00	\$149,424.60
84	HMA, 5E1	Ton	1,800	1,744.35	\$68.00	\$118,615.80
85	Temporary HMA Pavement	Ton	100	0	\$66.00	\$0.00
86	Driveway, Nonreinf Conc, 6 inch, 4 inch Sand Subbase	Syd	1,900	2,135	\$37.00	\$78,983.53
87	Curb and Gutter, Conc, Det F4	Ft	1,275	1,201.4	\$22.50	\$27,031.50
88	Valley Gutter, Conc	Ft	810	767.4	\$22.50	\$17,266.50
89	Traffic Control	Lsum	1	1	\$10,000.00	\$10,000.00
90	Turf Establishment	Syd	12,600	12,600	\$3.70	\$46,620.00
91	Turf Watering	Ea	10	0	\$500.00	\$0.00
92	Sign, Remove & Reinstall	Ea	8	5	\$55.00	\$275.00
93	Water Main, D.I. CL 53, 12 inch (with Poly-Wrap), incl. sand backfill	Ft	1,450	1,392.3	\$105.00	\$146,191.50
94	Water Main, D.I. CL 53, 8 inch (with Poly-Wrap), incl. sand backfill	Ft	4,580	4,854.0	\$80.00	\$388,320.00
95	Water Main, D.I. CL 53, 6 inch (with Poly-Wrap), incl. sand backfill	Ft	141	149.6	\$45.00	\$6,732.00
96	Water Service, Copper, Type K, 1 inch, incl. sand backfill	Ft	653	153	\$25.00	\$3,825.00
97	Water Service, Copper, Type K, 1 inch, Trenchless Construction	Ft	2,416	2,351	\$25.00	\$58,775.00

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	66.3	\$10.00	\$663.00
100	Hydrant, Rem and Salvage	Ea	11	11	\$450.00	\$4,950.00
101	Tap for 1 inch Water Service, incl Corporation Stop	Ea	89	88	\$350.00	\$30,800.00
102	Curb Stop and Box, 1 inch	Ea	89	88	\$600.00	\$52,800.00
103	Tee, 8 inch x 8 inch x 8 inch	Ea	5	5	\$550.00	\$2,750.00
104	Tee, 8 inch x 8 inch x 6 inch	Ea	7	7	\$500.00	\$3,500.00
105	Tee, 12 inch x 12 inch x 12 inch	Ea	1	1	\$1,000.00	\$1,000.00
106	Tee, 12 inch x 12 inch x 8 inch	Ea	2	2	\$850.00	\$1,700.00
107	Tee, 12 inch x 12 inch x 6 inch	Ea	2	2	\$800.00	\$1,600.00
108	Cross, 8 inch x 8 inch	Ea	1	1	\$750.00	\$750.00
109	Reducer, 12 inch x 8 inch	Ea	1	0	\$500.00	\$0.00
110	Reducer, 8 inch x 6 inch	Ea	4	4	\$325.00	\$1,300.00
111	Valve and Box, 12 inch	Ea	6	5	\$2,800.00	\$14,000.00
112	Valve and Box, 8 inch	Ea	24	22	\$1,600.00	\$35,200.00
113	Valve and Box, 6 inch	Ea	11	11	\$1,150.00	\$12,650.00
114	Water Service Connection	Ea	89	88	\$185.00	\$16,280.00
115	Plug, 6 inch	Ea	2	2	\$200.00	\$400.00
116	Plug, 8 inch	Ea	6	11	\$250.00	\$2,750.00
117	Plug, 12 inch	Ea	2	1	\$350.00	\$350.00
118	Hydrant, 5 inch	Ea	11	11	\$2,850.00	\$31,350.00
119	Bend, 22-1/2 Degree, 12 inch	Ea	10	16	\$650.00	\$10,400.00
120	Bend, 45 Degree, 8 inch	Ea	3	12	\$325.00	\$3,900.00
121	Bend, 22-1/2 Degree, 8 inch	Ea	21	8	\$320.00	\$2,560.00
122	Bend, 90 Degree, 6 inch	Ea	7	9	\$280.00	\$2,520.00
123	Sleeve, 12 inch	Ea	2	5	\$1,200.00	\$6,000.00
124	Sleeve, 8 inch	Ea	5	11	\$600.00	\$6,600.00
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	11	\$1,500.00	\$16,500.00
128	Abandon Ex. Valve and Box	Ea	11	23	\$150.00	\$3,450.00
129	Tapping Sleeve & Valve, 12 inch x 8 inch	Ea	1	1	\$4,500.00	\$4,500.00
130	Underground Sprinkling Systems, Restore	Dlr	5,000	31,734	\$1.00	\$31,734.00
<b>Subtotal Phase 3 Items</b>						<b>\$1,685,696.93</b>
<b>Change Order #1 Items</b>						
131	Tapping Sleeve & Valve, 8 inch x 8 inch	Ea	0	1	\$4,742.00	\$4,742.00
132	Landscaping @ 401 Adaway Ave	Dollar	0	2,787	\$1.00	\$2,787.00
<b>Subtotal Change Order #1 Items</b>						<b>\$7,529.00</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>Change Order #3 Items</b>						
134	HMA Base Crushing and Shaping	Syd	0	20,637	\$1.92	\$39,623.04
135	Additional Concrete Drives	Syd	0	1,347.23	\$44.98	\$60,598.41
136	Allowance for Hauling Surplus/Unsuitable Mat.	Lsum	0	0	\$10,000.00	\$0.00
<b>Subtotal Change Order #3 Items</b>						<b>\$100,221.45</b>

<b>Item No.</b>	<b>Proposal Item</b>	<b>Unit</b>	<b>Contract Plan Quantity</b>	<b>Completed Quantity</b>	<b>Price</b>	<b>Amount</b>
<b>Change Order #4 Items</b>						
137	Valve and Box, 4 inch	Ea	0	1	\$1,150.00	\$1,150.00
138	Reducer 8 inch x 4 inch	Ea	0	1	\$325.00	\$325.00
139	Sleeve, 4 inch	Ea	0	1	\$600.00	\$600.00
140	Storm Sewer Repair, 8 inch	Ea	0	1	\$250.00	\$250.00
141	Bend, 11-1/4 Degree, 8 inch	Ea	0	5	\$320.00	\$1,600.00
142	Bend, 45 Degree, 6 inch	Ea	0	1	\$317.00	\$317.00
<b>Subtotal Change Order #4 Items</b>						<b>\$4,242.00</b>
<b>TOTAL ALL ITEMS</b>						<b>\$5,675,032.90</b>
<b>LESS RETAINAGE</b>						<b>\$100,000.00</b>
<b>ADJUSTED AMOUNT EARNED TO DATE</b>						<b>\$5,575,032.90</b>
<b>LESS PREVIOUS ESTIMATES</b>						<b>\$5,370,221.44</b>
<b>AMOUNT DUE CONTRACTOR, THIS ESTIMATE</b>						<b>\$204,811.46</b>



## MEMORANDUM

Date: 1/18/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Pettis Avenue Trail Change Order #1 and Pay Application #7

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**Background:**

At the May 9, 2022 board meeting, the Township awarded the Pettis Avenue Trail Construction project to Brenner Excavating for \$3,097,840.00.

Moore+Bruggink has provided the attached change order #1 for an increase of \$28,909 to cover cross walk signage and additional boardwalk lumber as outlined in the memo as well as pay application #7 in the amount of \$225,785.40 for the period between 12/3/22 and 12/31/22. The Township is holding retainage equaling \$100,000.00 for all punch list items to be completed in the spring. Staff is comfortable that this is adequate retainage. The project is projected to come in under budget by \$48,882.53.

Mr. Groenenboom will be present at the meeting to discuss the specific items of the change order or pay application and to answer any questions.

**Recommendation:**

Staff would recommend approval of change order #1 and pay application #7. The project is complete with only punch list items remaining for this spring. The retainage held will cover the work to be completed.

*Requested Motion (First): Motion to Approve Pettis Avenue Trail Project Change Order #1 for an Increase of \$28,909.00 for Crosswalk Signage and Boardwalk Lumber.*

*Requested Motion (Second): Motion to Approve Pettis Avenue Trail Project Pay Application #7 to Brenner Excavating for \$225,785.40.*



January 16, 2023

Re: Pettis Avenue Trail  
Project No. 210187.01

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

Dear Mr. Suchy:

Change Order No. 1 and Pay Recommendation No. 7 for the Pettis Trail are attached. The change order incorporates the following items into the contract:

1. Cross Walk Signage – This is for the stop signs along the trail and advance warning signs on Pettis where the trail crosses from the east side to the west side. You authorized this expense prior to the signs being installed.
2. Township Purchase of Additional Lumber – The original contract included construction of 850 feet of timber boardwalk. Given the lead times required for lumber, Ben Thomet ordered the lumber for 850 feet of boardwalk immediately after the contract was awarded in May. During our review of the boardwalk areas with EGLE in June, we were able to eliminate 80 feet of boardwalk. However, Ben Thomet had already paid for and taken delivery of the lumber before this change was made. The material cost for this lumber (enough to construct 80 feet of boardwalk) is \$26,209. Ben has agreed to store the lumber for the Township until the next phases are bid later this spring. We will specify that this lumber be used for construction of the next section of boardwalk on Pettis.

The attached pay recommendation shows a total amount earned (including Change Order No. 1) of \$3,048,957.47. We have reviewed this amount with Brenner Excavating, and they are in agreement with our final measurements. This is \$48,882.53 under the bid amount of \$3,097,840.00.

At this time, we are recommending the Township make payment of \$225,785.40 to Brenner Excavating. The Township will retain \$100,000 until all punch list items are completed later spring.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven C. Groenenboom'.

Steven C. Groenenboom, P.E.  
Project Engineer

#### Attachments



**CHANGE ORDER**

CONTRACTOR: Brenner Excavating, Inc.  
3321 28<sup>th</sup> Street  
Hopkins, Michigan 49328

PROJECT NO.: 210187.01  
CHANGE ORDER NO: 1  
DATE: January 16, 2023  
AMOUNT: \$28,909.00 Increase

PROJECT: Pettis Avenue Trail

The following changes are hereby incorporated into the contract for the construction of the subject project:

**Additional Pay Items Required**

Item	Unit	Quantity	Price	Total
43. Cross Walk Signage	Lsum	1	\$2,700.00	\$2,700.00
44. Twp Purchase of Additional Lumber	Lsum	1	\$26,209.00	\$26,209.00

**Total Change Order #1 Items** **\$28,909.00**

The amount of the contract will be increased in the sum of **\$28,909.00** with no additional contract time.

Original Total Contract Amount: 3,097,840.00

New Contract Amount with this change: **\$3,126,749.00**

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Brenner Excavating, Inc

Recommended by: Steven C Groenenboom Date: 1/16/23  
Moore & Bruggink, Inc.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Ada Township



**RECOMMENDATION FOR PAYMENT**

CONTRACTOR: Brenner Excavating, Inc.  
3321 28th Street  
Hopkins, Michigan 49328

PROJECT NO.: 210187.01  
ESTIMATE NO.: 7  
DATE: January 16, 2023

PROJECT: Pettis Avenue Trail

Period covered by this estimate: December 3, 2022, through December 31, 2022

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ORIGINAL CONTRACT PRICE: \$3,097,840.00

Approved Contract Change Orders to Date: Increase Decrease  
1: 1/16/2023 \$28,909.00

ADJUSTED CONTRACT AMOUNT: \$3,126,749.00

TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE: \$3,048,957.47

Less Retained: \$100,000.00

Subtotal: \$2,948,957.47

Less Payments to Date: \$2,723,172.07

AMOUNT DUE CONTRACTOR: \$225,785.40

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

Recommended for Payment: Steven C Groenenboom Date: 1/16/23  
Moore & Bruggink, Inc.

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



**MOORE & BRUGGINK, INC.**

CONTRACT: Pettis Avenue Trail – Project No. 210187.01

CONSTRUCTION PROGRESS REPORT NO. 7 (Final Quantities)

PERIOD OF ESTIMATE: December 3, 2022, through December 31, 2022

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

CONTRACTOR: Brenner Excavating, Inc., 3321 28th Street, Hopkins, Michigan 49328

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
1	Mobilization, Max \$300,000	Lsum	1	1	\$150,000.00	\$150,000.00
2	Tree, Remove, 6 inch to 18 inch	Ea	150	208	\$175.00	\$36,400.00
3	Tree, Remove, 19 inch to 36 inch	Ea	10	8	\$1,350.00	\$10,800.00
4	Remove Existing Bituminous Trail along Knapp Street	Lft	300	580	\$6.00	\$3,480.00
5	6-inch Diameter Perforated Underdrain in Fabric	Lft	2,000	1,136.5	\$3.00	\$3,409.50
6	12-inch Diameter Concrete Storm Sewer C-76-III	Lft	200	875.0	\$36.00	\$31,500.00
7	12-inch Concrete Storm Sewer Sloped End Section	Ea	5	17	\$900.00	\$15,300.00
8	18-inch Diameter Concrete Storm Sewer C-76-III	Lft	8	40	\$95.00	\$3,800.00
9	18-inch Concrete Storm Sewer Sloped End Section	Ea	1	1	\$1,200.00	\$1,200.00
10	30-inch Diameter Concrete Storm Sewer C-76-III	Lft	40	40	\$108.00	\$4,320.00
11	30-inch Concrete Storm Sewer Sloped End Section	Ea	3	4	\$1,500.00	\$6,000.00
12	4' Diameter Catch Basin w/Beehive Grate (1900 Pettis)	Ea	2	6	\$3,750.00	\$22,500.00
13	Heavy Rip-Rap over Geotextile Blanket	Syd	100	110.11	\$100.00	\$11,011.00
14	Trail Grading	Lft	22,000	21,975.5	\$10.00	\$219,755.00
15	Sand, MDOT Class 2, 6-inch CIP	Cyd	5,000	1,396.66	\$0.01	\$13.97
16	Aggregate Base, 6 inch, 21AA, Mod.	Syd	30,000	28,702.67	\$14.00	\$401,837.38
17	HMA, 13A	Ton	2,300	2,326.4	\$112.00	\$260,556.80
18	HMA, 36A	Ton	2,300	1,976.53	\$116.50	\$230,265.75
19	Remove Curb and Gutter	Ft	320	200.2	\$8.00	\$1,601.60
20	24-inch Curb and Gutter, Det. F-4, Mod.	Ft	320	214.5	\$42.00	\$9,009.00
21	6-inch Concrete Sidewalk	Sft	1,000	2,669.2	\$14.00	\$37,368.80
22	Detectable Warning Surface	Sft	1,000	328.0	\$25.00	\$8,200.00
23	Pavt Mrkg, Waterborne, 12 inch, White	Ft	720	300	\$4.25	\$1,275.00
24	Inlet Protection, Fabric Drop	Ea	6	6	\$300.00	\$1,800.00
25	Silt Fence	Lft	35,000	16,352	\$2.20	\$35,974.40
26	Boardwalk Concrete Abutment/Foundation	Ea	12	10	\$6,500.00	\$65,000.00
27	Timber Boardwalk	Lft	850	779.5	\$400.00	\$311,800.00
28	Boardwalk Pile, 20' Length	Ea	112	94	\$1,800.00	\$169,200.00
29	Segmental Block Retaining Wall	Sft	6,100	6,106.59	\$95.00	\$580,126.05
30	Black Vinyl Poly Coated Chain Link Fence	Ft	1,205	1,772	\$30.00	\$53,160.00
31	Remove Existing Wood Horse Fence at 1900 Pettis	Ft	845	1,045	\$16.00	\$16,720.00
32	Place New Wood Horse Fence at 1900 Pettis	Ft	760	1,040.5	\$32.00	\$33,296.00
33	Remove Farm Fence at 1500 Pettis	Ft	1,950	2,169	\$15.00	\$32,535.00
34	Relocate Farm Gate w/New Posts at 1500 Pettis	Ea	1	0	\$1,000.00	\$0.00
35	Remove 48-inch Vinyl Picket Fence at 697 Pettis	Ft	170	170	\$16.00	\$2,720.00
36	Place New Vinyl Picket Fence at 697 Pettis	Ft	176	170	\$65.00	\$11,050.00
37	Relocate Pedestrian Crossing Pedestal	Ea	1	0	\$1,750.00	\$0.00
38	Maintaining Traffic	Lsum	1	1	\$50,000.00	\$50,000.00
39	Trees, Acer Saccharum (Sugar Maple), 2.5-inch Diameter	Ea	24	14	\$900.00	\$12,600.00
40	Turf Establishment	Lft	22,000	21,878	\$6.50	\$142,207.00

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
41	Mulch Blanket	Syd	6,000	3,132.09	\$2.50	\$7,830.23
42	Sand, MDOT Class 2 (LM)	Cyd	500	1,357	\$18.00	\$24,426.00
<b>Subtotal Contract Items</b>						<b>\$3,020,048.47</b>
<b>CHANGE ORDER NO. 1 ITEMS</b>						
43	Cross Walk Signage	Lsum	1	1	\$2,700.00	\$2,700.00
44	Twp Purchase of Additional Lumber	Lsum	1	1	\$26,209.00	\$26,209.00
<b>Total Change Order No. 1 Items</b>						<b>\$28,909.00</b>
<b>TOTAL ALL ITEMS</b>						<b>\$3,048,957.47</b>
<b>LESS RETAINAGE</b>						<b>\$100,000.00</b>
<b>ADJUSTED AMOUNT EARNED TO DATE</b>						<b>\$2,948,957.47</b>
<b>LESS PREVIOUS ESTIMATES</b>						<b>\$2,723,172.07</b>
<b>AMOUNT DUE CONTRACTOR THIS ESTIMATE</b>						<b>\$225,785.40</b>



## MEMORANDUM

Date: 1/19/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Fase Street Non-Motorized Path Improvement Final Pay App #2

---

**Background:**

Ada Township previously awarded the Fase Street Non-Motorized Path Improvement Project to CL Trucking & Excavating for \$271,291.00.

The final pay application was delayed due to the need to address a storm sewer location issue that was identified once the project was completed. This has been taken care of this past November and the project is now complete.

Moore + Bruggink has provided the attached pay application recommendation for CL Trucking & Excavating for the final pay application (#2) in the amount of \$32,845.62 for work done between 11/27/21 and 11/30/22.

The section of Kamp Twins that was to be included in this project has been put on hold while we work with the railroad to address their concerns.

Mr. Groenenboom has attached his recommendation letter as well as a budget letter showing the total cost of the project compared to original bid costs.

**Recommendation:**

Staff would recommend approval of the final pay application (#2). The project is complete and Moore+Bruggink has recommended approval of the pay application.

*Requested Motion: Motion to Approve Fase Street Non-Motorized Path Improvement Project Final Pay Application (#2) to CL Trucking & Excavating for \$32,845.62.*



**Moore+Bruggink**  
Consulting Engineers

January 16, 2023

Re: Fase Street Trail  
Project No. 210180.01

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

Dear Mr. Suchy:

The final pay recommendation for work completed by C.L. Trucking & Excavating, LLC, for the Fase Street Non-Motorized Path Improvements project is attached. The final recommendation authorizes payment in the amount of \$32,845.62. This amount is based upon actual quantities of work completed. These items have been reviewed with the contractor and agreed upon.

Waiver of Lien forms have been received from the contractor and are enclosed with this letter, and we recommend final payment in the amount of \$32,845.62 be made to C.L. Trucking & Excavating, LLC.

Please sign and date the pay recommendation. Send a copy to the contractor with payment, and return a digital copy to our office.

We have enjoyed working with you on this project. Please give me a call if you have any questions.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

SCG/pim  
Attachments



**RECOMMENDATION FOR PAYMENT**

CONTRACTOR: CL Trucking & Excavating, LLC  
256 East Parmeter Road  
Ionia, Michigan 48846

PROJECT NO.: 210180.01  
ESTIMATE NO.: 2 & final  
DATE: January 4, 2023

PROJECT: Fase Street Non-Motorized Path Improvements

Period covered by this estimate: November 27, 2021, through November 30, 2022

ORIGINAL CONTRACT PRICE: \$271,291.00

Approved Contract Change Orders to Date: Increase Decrease

ADJUSTED CONTRACT AMOUNT: \$271,291.00

TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE: \$224,138.24

Less Retained: \$0.00

Subtotal: \$224,138.24

Less Payments to Date: \$191,292.62

AMOUNT DUE CONTRACTOR: \$32,845.62

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

**Chad Listerman** Digitally signed by Chad Listerman  
Date: 2023.01.05 10:32:29 -05'00'

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
CL Trucking & Excavating, LLC

Recommended for Payment:  \_\_\_\_\_ Date: 1.5.2023  
Moore & Bruggink, Inc.

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

**MOORE & BRUGGINK, INC.**

CONTRACT: Fase Street Non-Motorized Path Improvements – Project No. 210180.01

CONSTRUCTION PROGRESS REPORT NO. 2 & final

PERIOD OF ESTIMATE: Through November 30, 2022

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

CONTRACTOR: CL Trucking & Excavating, LLC, 256 East Parmeter Road, Ionia, Michigan 48846

Item No.	Proposal Item	Unit	Contract Plan Quantity	Completed Quantity	Price	Amount
1	Mobilization, Max \$30,000	Lsum	1	1	\$30,000.00	\$30,000.00
2	Clearing and Grubbing	Syd	500	776.11	\$2.50	\$1,940.28
3	Tree, Rem, 19 inch to 36 inch	Ea	2	2	\$1,150.00	\$2,300.00
4	Tree, Rem, 6 inch to 18 inch	Ea	5	4	\$295.00	\$1,180.00
5	Curb and Gutter, Rem	Ft	100	0	\$7.00	\$0.00
6	Pavt, Rem	Syd	805	444.58	\$6.00	\$2,667.48
7	Sidewalk, Rem	Syd	300	25.54	\$6.00	\$153.24
8	Misc Landscaping, Remove	Lsum	1	1	\$2,500.00	\$2,500.00
9	Sidewalk Grading	Ft	2,200	1,934.5	\$12.00	\$23,214.00
10	Erosion Control, Inlet Protection, Silt Bag	Ea	14	11	\$85.00	\$935.00
11	Aggregate Base, 8 inch, 21AA, Mod.	Syd	155	73.66	\$18.00	\$1,325.88
12	Basin Connection, 12 inch	Ft	104	107	\$45.00	\$4,815.00
13	2 foot Dia Yard Basin (Inc. Cover)	Ea	4	4	\$1,750.00	\$7,000.00
14	4 foot Dia. Manhole (Inc. Cover)	Ea	1	2	\$2,250.00	\$4,500.00
15	Core and Boot, 12 inch	Ea	2	2	\$350.00	\$700.00
16	Underdrain, 6 inch	Ft	320	312	\$10.00	\$3,120.00
17	HMA Surface, Rem	Syd	150	81.29	\$6.00	\$487.74
18	HMA, Hand Patch	Ton	5	16.89	\$250.00	\$4,222.50
19	HMA, 5E1	Ton	15	5	\$250.00	\$1,250.00
20	HMA, 3C	Ton	20	8	\$250.00	\$2,000.00
21	Driveway, Nonreinf Conc, 6 inch (Inc. 6 Sand Subbase)	Syd	550	418.847	\$60.00	\$25,130.82
22	Curb and Gutter, Conc, Det F4	Ft	100	0	\$34.00	\$0.00
23	Detectable Warning Surface	Ft	50	12	\$60.00	\$720.00
24	Sidewalk Ramp, Conc, 6 inch (Inc. 6 Sand Subbase)	Sft	1,350	143.26	\$6.50	\$931.19
25	Sidewalk, Conc, 6 inch (Inc. 6 Sand Subbase)	Sft	15,000	13,629.185	\$6.00	\$81,775.11
26	Pavt Mrkg, Waterborne, 12 inch, White	Ft	100	0	\$9.50	\$0.00
27	Traffic Control	Lsum	1	1	\$3,000.00	\$3,000.00
28	Turf Establishment	Syd	4,500	3,150	\$5.00	\$15,750.00
29	Sign, Remove & Reinstall	Ea	2	0	\$100.00	\$0.00
30	Hydrant, Relocate, Case 1	Ea	2	1.00	\$1,250.00	\$1,250.00
31	Underground Sprinkling System, Restore	Dlr	1	1,270	\$1.00	\$1,270.00
<b>TOTAL ALL ITEMS</b>						<b>\$224,138.24</b>
<b>LESS RETAINAGE</b>						<b>\$0.00</b>
<b>ADJUSTED AMOUNT EARNED TO DATE</b>						<b>\$224,138.24</b>
<b>LESS PREVIOUS ESTIMATES</b>						<b>\$191,292.62</b>
<b>AMOUNT DUE CONTRACTOR, THIS ESTIMATE</b>						<b>\$32,845.62</b>

WAIVER OF LIEN

STATE OF MICHIGAN )
) SS.
COUNTY OF IONIA )

C L Trucking & Excavating, LLC
Name of Contractor and/or Agent

256 East Parmeter Road, Ionia, Michigan 48846
Address of Contractor

being duly sworn, deposes and says that (he) (they) entered into a contract with
Ada Township

on the 23rd day of August, 2021, for the
Fase Street Non-Motorized Path Improvements
Project No. 210180.01

Deponent further says that said contract has been completed and all indebtedness incurred by him to sub-
contractors, material men, and laborers in (his) (their) employ has been paid in full.

Deponent further says that there are no outstanding or pending claims, liens, or actions in law involving this contract.

Deponent further says this affidavit is furnished before final payment, or before the ten percent (10%) withheld in
accordance with the provisions stated in said contract may be reduced.

Deponent further says this affidavit is made pursuant to provisions of Public Act 179 of 1891, Sec. 4, as amended.

\*Deponent further says

Further, deponent saith not.

Witnesses:

Signed:

[Handwritten witness signatures]

[Handwritten signature: Chel Zintner]

Sworn to and signed in my presence this 5th day of January, 2023.



[Handwritten signature of Heather L. Wolcott]

Name: Heather L. Wolcott
Notary Public, Ionia County, Michigan
Acting in Ionia County
My commission expires: June 27, 2025

CONSENT OF THE SURETY

We, as Surety on the above-described contract, hereby give our consent to the payment to the contractor as
indicated above.

Date:

January 5, 2023

Signed:

[Handwritten signature: Michelle Graham]

Michelle Graham, Attorney-in-Fact

\*If contractor is a corporation or partnership, the person making this affidavit in their behalf shall indicate his authority to do
so.

**MERCHANTS**  
**BONDING COMPANY**<sup>TM</sup>  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, John W McNish; Michelle Graham; Suzan Giacona; Suzanne M Mocerri

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

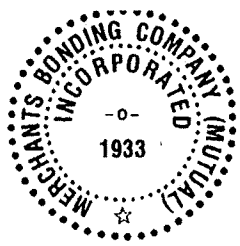
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 29th day of July, 2021.

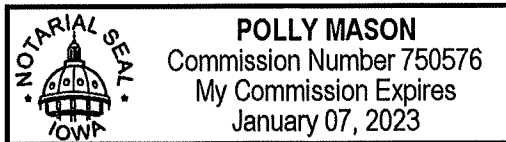


MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 29th day of July, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

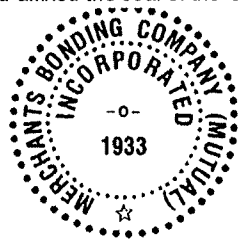


*Polly Mason*  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of January, 2023.



*William Warner Jr.*  
Secretary



**CONSENT OF SURETY  
TO FINAL PAYMENT**

AIA DOCUMENT G707

(Instructions on reverse side)

OWNER \_\_\_\_\_  
ARCHITECT \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_  
SURETY \_\_\_\_\_  
OTHER \_\_\_\_\_

Bond No. MIC62708

TO (OWNER)

(Name and address )

ARCHITECT'S PROJECT NO:

**Ada Township  
7330 Thornapple River Drive SE  
Ada, MI 49301**

CONTRACT DATE:

PROJECT:

(Name and address)

**Fase Street Non-Motorized Path Improvements**

CONTRACTOR: **CL TRUCKING & EXCAVATING, LLC**

**256 E. Parmeter Road**

**Ionia, MI 48846**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
(here insert name and address of Surety )

**Merchants Bonding Company (Mutual)**

**6700 Westown Parkway**

**West Des Moines, IA 50266**

, SURETY,

on bond of

(here insert name and address of Contractor)

**CL TRUCKING & EXCAVATING, LLC**

**256 E. Parmeter Road**

**Ionia, MI 48846**

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of  
any of its obligations to

(here insert name and address of Owner)

**Ada Township**

**7330 Thornapple River Drive SE**

**Ada, MI 49301**

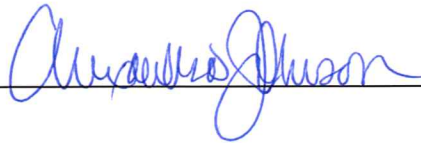
, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF, the Surety Company has hereunto set its hand this **5th** day of **January, 2023**.

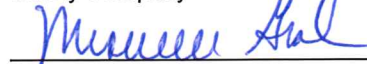
(Insert in writing the month following by the numeric date and year)

Attest:  
Seal



**Merchants Bonding Company (Mutual)**

Surety Company



Signature of Authorized Representative

**Michelle Graham**, Attorney-in-Fact



January 16, 2023

Re: Fase Street Trail  
Project No. 210180.01

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

Dear Mr. Suchy:

All contract work on the Fase Street Non-Motorized Path Improvements project has been completed. This letter will provide a summary of final project costs.

<b>PROJECT COSTS</b>	<b>8/18/2021 Budget</b>	<b>Actual</b>
Low Bid (C.L. Trucking & Excavating, LLC)	\$271,291.00	\$224,138.24
Design Engineering	\$30,000.00	\$30,000.00
Construction Inspection, Staking, and Testing	\$24,000.00	\$23,982.55
Project Contingencies	\$14,709.00	\$0.00
<b>TOTAL COST</b>	<b>\$340,000.00</b>	<b>\$278,120.79</b>

The project was completed well under budget. This is due to a portion of the project on Kamp Twins being eliminated from the project scope.

If you have any questions regarding the final budget, please feel free to contact me at (616) 363-9801.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

SCG/pim



## MEMORANDUM

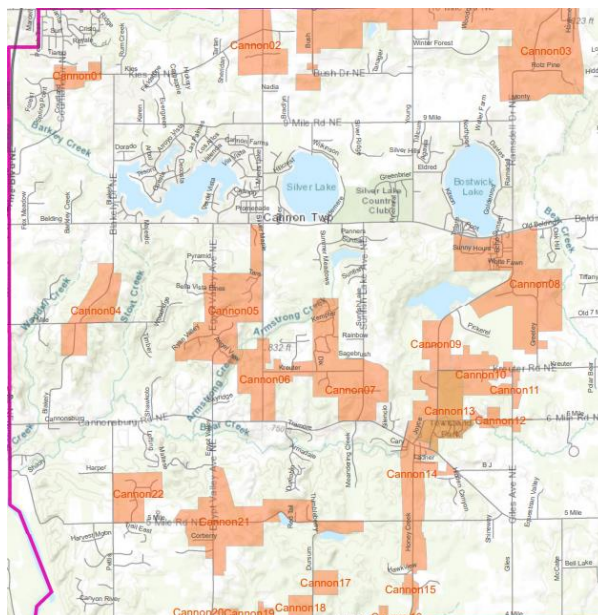
Date: 1/19/23

**TO:** Ada Township Board  
**FROM:** Mike Sullivan, Township Manager Intern  
**RE:** Neighboring Communities Spongy Moth Analysis and Possible Expense Options

The purpose of this memo is to analyze how neighboring municipalities to Ada pay for the expense of spongy moth treatment. Also included is information on the spray area during the last season for each municipality. Analysis of the following municipalities are included: Cannon Township, Cascade Township, City of Walker, City of Wyoming, City of Kentwood.

### **Cannon Township**

In 2022, Cannon Township created a special assessment district to pay for its spongy moth treatment. The cost of treatment was approximately \$98/acre and 4,029 acres required treatment (see Figure 1). The Township decided to create the special assessment district because it believed the direct beneficiaries of the treatment were the parcels in the spray area and that they should cover a portion of the cost. The township also acknowledged that if the treatment were successful, it would help contain the spread of spongy moth to other parts of the township. Parcels within the special assessment district were assessed \$49/acre, while the township covered the other \$49/acre cost. The township used a portion of its ARPA funds to cover its share of the cost. The total cost of the treatment was \$394,842. Cannon Township has no plans to spray for spongy moth in 2023.



*Figure 1 2022 Cannon Township Spongy Moth Areas*

## City of Walker

In 2021 the City of Walker sprayed for spongy moth in several areas (see Figure 2). There were six areas that were recommended and approved for the spray. A 2022 report was not made available on their website. The city is in a maintenance phase of spongy moth treatment as it has been spraying for the past several years and has not had to spray as large of an area as neighboring rural townships. The city paid for this treatment out of its general fund each year. The total acres treated in 2021 were 570 acres.

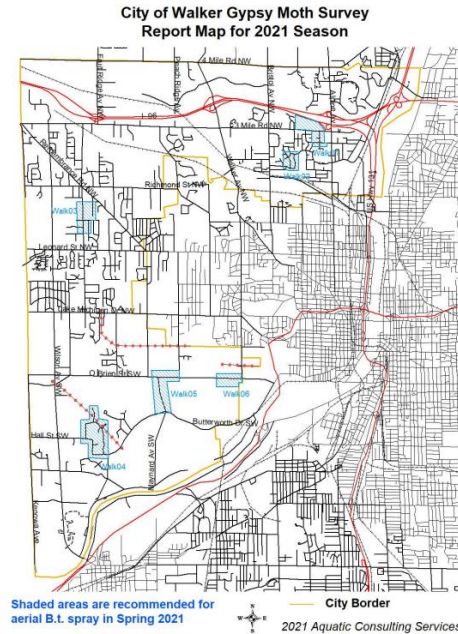


Figure 2 2021 City of Walker Spongy Moth Spray Areas

## Cascade Township

In 2022 Cascade Township sprayed for spongy moth in 431 acres across 11 areas (see Figure 3) The township is in a maintenance phase of spongy moth treatment, spraying the last few years. It has has paid for the expense out of the general fund.

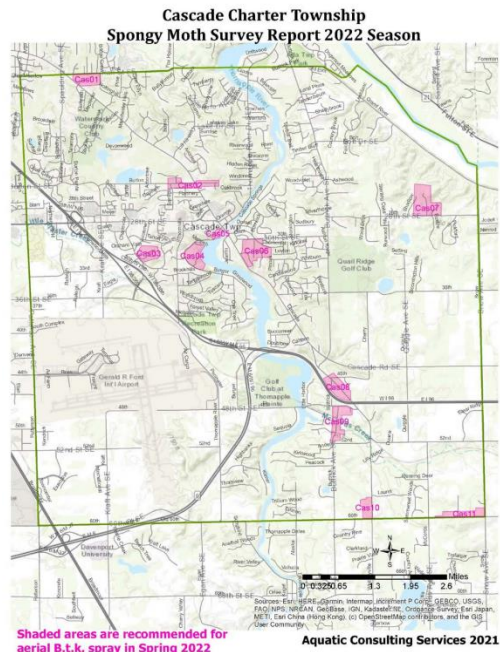


Figure 3 2022 Cascade Township Spongy Moth Spray Area



**City of Kentwood**

In 2022 the City of Kentwood sprayed for spongy moth in 4 areas (see Figure 4). The city has been spraying for spongy moth the last few years. It has continued an annual maintenance program and has paid for the expense out of its general fund.

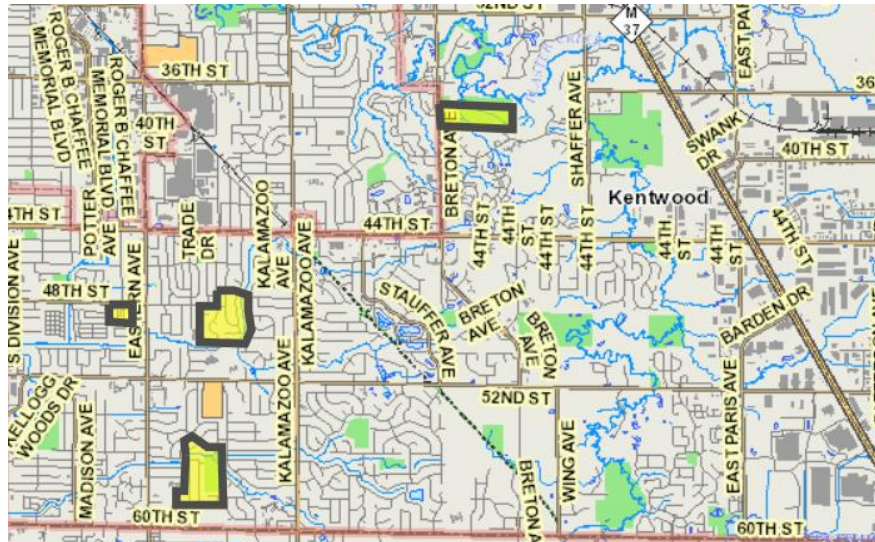


Figure 4 2022 City of Kentwood Spongy Moth Spray Area

**City of Wyoming**

In 2022 the City of Wyoming sprayed for spongy moth in 18 areas. The city has continued a maintenance spray program for the past several years. In 2022, the city utilized a special assessment district to pay for the program. The city charged \$27 per residential lot for properties smaller than one-half acre and \$72 per acre for properties larger than one-half acre. These special district assessments were added on the 2022 summer property tax bill.

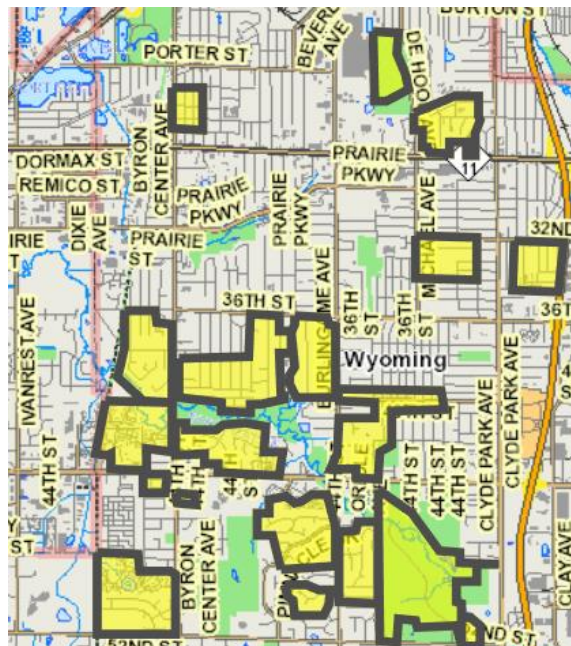


Figure 5 2022 City of Wyoming Spongy Moth Spray Area

## **Summary**

Cannon Township and the City of Wyoming utilize a special assessment district to pay for their spongy moth spray treatments. Cannon Township pays for half of the treatment, while the other half is paid by parcel owners within the spray area. The City of Wyoming paid for the entire cost directly through a special assessment district on parcels in the spray area. The City Kentwood, Cascade Township, and City Walker each pay for the entire expense of the spray treatment out of their general funds.

Two other municipalities that have consulted with Aquatic Consulting Services were also briefly analyzed: Deep River Township in Arenac County and Morton Township in Mecosta County. Both of these areas sprayed for spongy moth in 2022. Deep River Township paid for the expense spray treatment through a special millage. Morton Township paid for the expense of the spray through a special assessment of its "Tri-Lake Areas" in which the total cost was on the parcel owners in these areas.

The recommended Ada Township spongy moth spray areas report provided by Aquatic Consulting Services suggests several areas of the township be sprayed this season which total 654 acres. The cost of the spray is \$75.70/acre with the total expense being approximately \$49,507.80.

Possible options for Ada Township to pay for the expense of a 2023 spray treatment:

- The creation of a special assessment district on parcels within the recommended spray area recommended by Aquatic Consulting Services in which the property owners pay for the entire cost of the treatment.
- The creation of a special assessment district on parcels within the recommended spray area provided by Aquatic Consulting Services in which the property owners pay for a portion of the cost and Ada Township pays for remainder out of the general fund.
- Ada Township pays for the entire expense of the spray treatment out of the general fund.

Recommended action: Decision on How to Fund Spongy Moth Spray Services.



**To: Ada Township Board of Trustees  
Julius Suchy, Township Manager**  
From: Mark Fitzpatrick, Parks & Recreation Director  
**Re: 3201 Egypt Valley Conservation Easement Request**  
Date: January 19, 2023

## **Background**

Over the past year we have been working with Paul Heule on his develop plans for a property at 3201 Egypt Valley. As part of Paul’s development plan, he has incorporated designated “open space” and requested that most of that “open space” become a designated conservation easement.

The Planning Commission approved a preliminary PUD plan for the property on September 15, 2022. Note that PUD plan included the areas for “open space”. A copy of the drafted site plan for the preliminary PUD is attached with the “open space” designation highlighted in green (*221097\_P-SDP SHT 1.pdf*).

Following that process, the Township staff and the PRLP Advisory Board worked on the conservation easement agreement. Through that process we did two site visits and several communications with Paul and our PRLP Stewardship Committee. Paul was required to have an ecological study done on the property, define the area of “open space” to be the actual conservation easement, provide a management plan, and work with our attorney to finalize the conservation easement agreement. Paul moved forward on all those tasks. A copy of the proposed area for the conservation easement is attached with the area highlighted in yellow (*3201 Egypt Valley Proposed CE*). The area is for 20.5 acres.

At the January 12, 2023, meeting of the PRLP Advisory Board, they approved a motion to approve Paul’s request for the conservation easement pending final submittal of the management plan and completion of the conservation easement by our attorney. As part of that motion, the PRLP Advisory Board also recommended that the Township Board approve the conservation easement once the final document is presented.

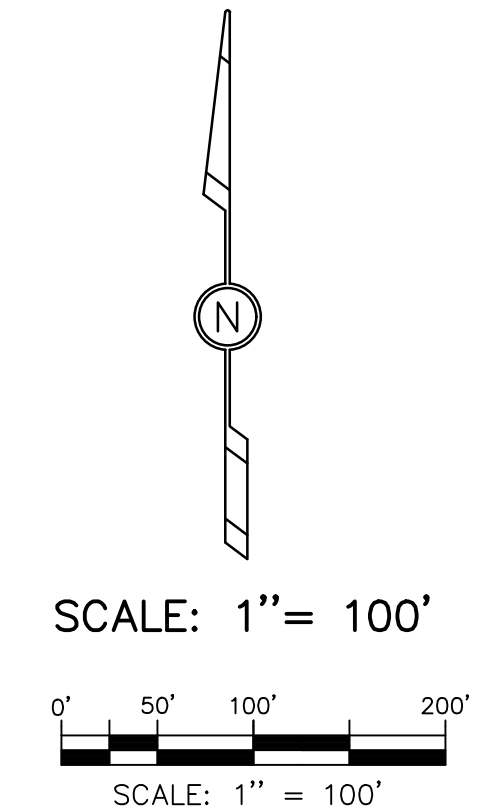
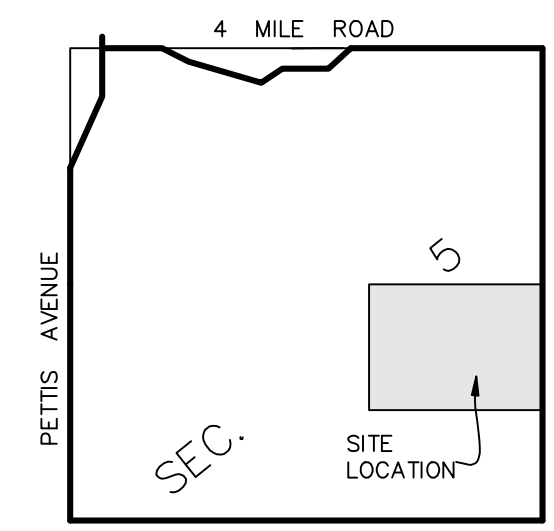
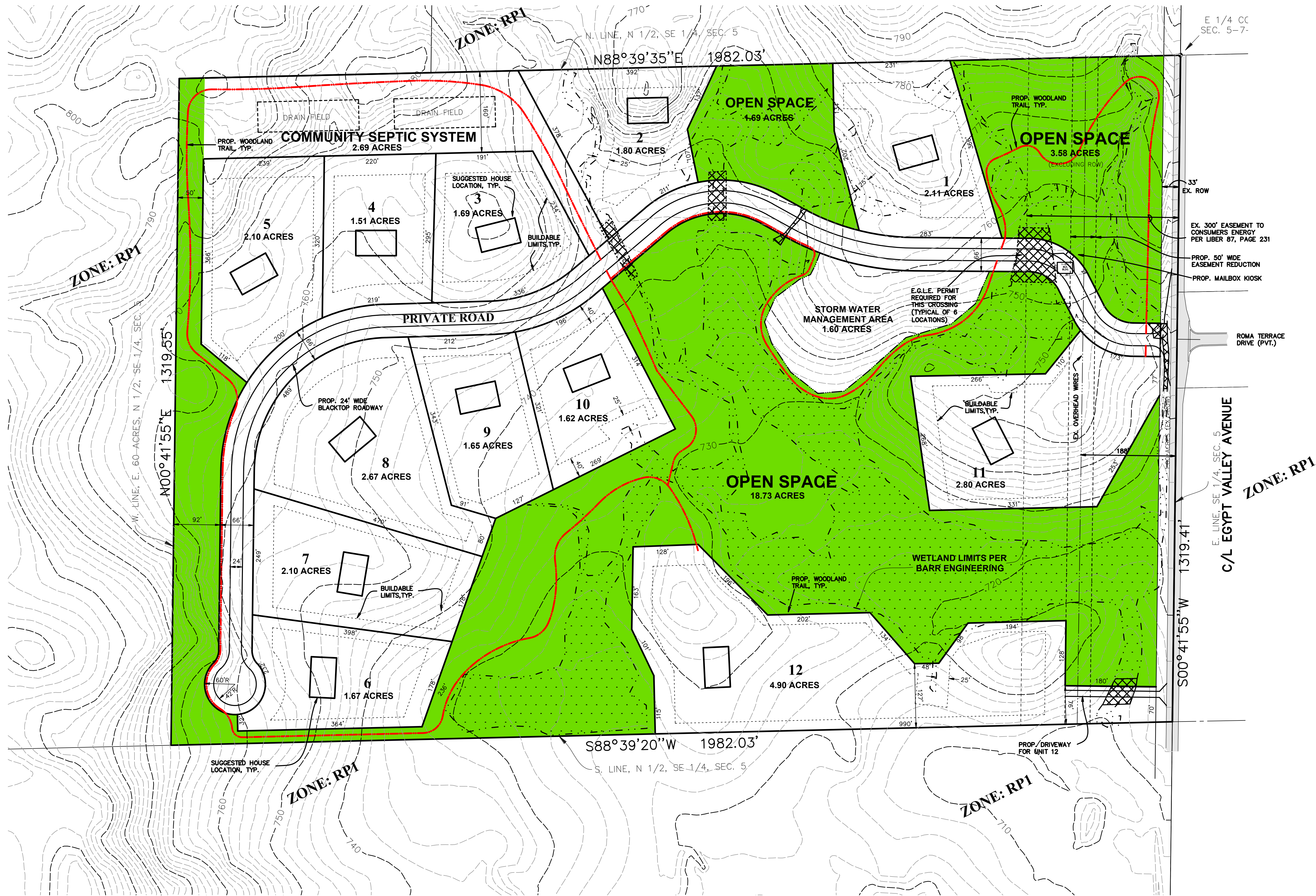
## **Current Status**

As of today, Thursday, January 19, 2023, we are waiting on Paul Heule to submit to our attorney the management plan so that can be incorporated into the terms of conservation easement document. Once that is submitted, our attorney will finalize the conservation easement document and submit it us for approval by the Township Board. We expect to have that final document sometime Friday.

## **Request of the Township Board**

We are requesting of the Township Board to approve the conservation easement agreement between Paule Heule and Ada Township for a conservation easement on the property located at 3201 Egypt Valley.





**GENERAL NOTES:**

- Description:  
The East 60 acres of the North 1/2 of the SE 1/4 of Section 5, T7N, R10W, Ada Township, Kent County, Michigan. Subject to highway right of way over the East 33 feet there of.
- Zoning: Existing classification is RP1 with a Court Ordered Rezoning (allows a mobile home park)  
RP1 District regulations  
Front setback = 50' min  
Side yard = 50' total and 20' min  
Rear yard = 50' min  
Unit area = 5 acres  
Unit width = 270'  
Building height = 35'
- Summary of Land Use:  
Total area (inc. ROW) 60.0 acres  
ROW (existing) (1.0 acres)  
ROW (prop) (4.1 acres)  
Stormwater Management and Comm. Septic Sys. (4.3 acres)  
Open space (24.0 acres)  
Unit area 26.6 acres  
No. of Units 12  
Average lot area 2.22 acres  
Gross Density 60.0 ac./12 units = 5.00

4. Proposed Land Use: PUD - Single Family Residential	
Proposed Minimum Regulations:	
Front setback	40'
Side yard	20'
Rear yard	40'
Unit area	1.5 acres min
Unit width	200' min at the minimum front yard setback
Building height	35'
Riparian Setback from Wetland	25' (10' Vegetative Buffer, 15' Transitional Zone)
5. Open Space	
Total Site	60.0 Ac
ROW (ex. and prop.)	5.1 Ac
Net Site	54.9 Ac
Open Space	24.0 Ac / 54.9 Ac = 43.7%

- Proposed Improvements:
  - This PUD is intended for construction of single family homes with developer restrictions.
  - Utilities  
- This PUD will be serviced by individual wells and a septic system with individual septic tanks and a community drainfield systems subject to Kent County Health Department approval.  
- This PUD will be serviced by enclosed storm sewer and underground telephone, power, cable TV and gas.
  - The proposed private street construction shall conform to the Ada Township Standards.
  - This PUD will conform to the Kent County Soil Erosion and Sedimentation Control Ordinance.
  - The proposed common open space will be owned and maintained by a (to be established) association of benefiting homeowners.
  - This project will be developed in one phase.
  - No street lights are planned for the project.

**HIDDEN LAKES AT ADA**  
**PRELIMINARY DEVELOPMENT PLAN**

FOR: HIDDEN LAKES AT ADA LLC  
PAUL HEULE  
231 W. FULTON STREET  
GRAND RAPIDS, MI 49503

IN: PART OF THE SE 1/4, SECTION 5, T7N, R10W,  
ADA TOWNSHIP, KENT COUNTY, MICHIGAN

9/29/22	REV. PER TOWNSHIP	CDG	DRAWN BY: CDG	PROJ. ENG.: JM	SHEET 1 of 1
9/06/22	REV. PER TOWNSHIP	JM	APPROVED BY: JM	PROJ. SURV.: BF	
DATE	REVISION	BY	FILE NO.: 221097E	DATE: 08-17-2022	

**exxel engineering, inc.**  
planners · engineers · surveyors  
5252 Clyde Park, S.W. • Grand Rapids, MI 49509  
Phone: (616) 531-3660 www.exxelengineering.com

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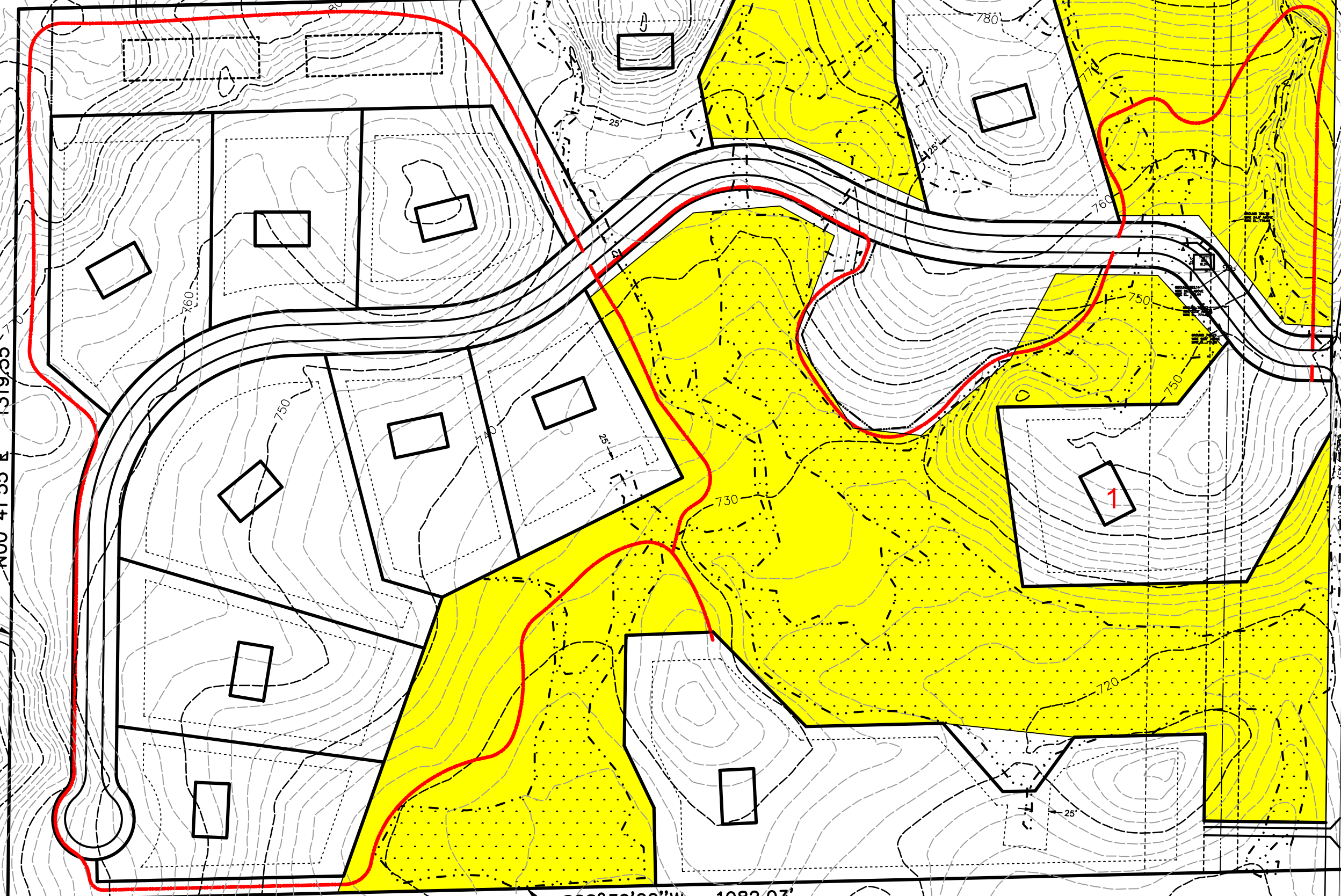
W. LINE, E. 60-ACRES, N 1/2, SE 1/4, SEC. 5

N00°41'55"E 1319.55'

N. LINE, N 1/2, SE 1/4, SEC. 5

N88°39'35"E 1982.03'

E 1/4 COR.  
SEC. 5-7-10



S88°39'20"W 1982.03'

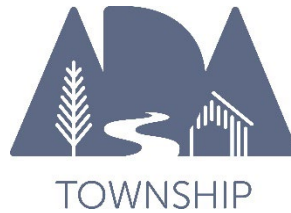
S. LINE, N 1/2, SE 1/4, SEC. 5

S00°41'55"W 1319.41'

E. LINE, SE 1/4, SEC. 5

MEMORANDUM

Date: 1/18/23



**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Purchase of Lucas CPR Compression Device for Fire Department

---

Background:

Chief Murray has provided a memo outlining the purchase of a 2<sup>nd</sup> Lucas CPR compression device. This item would be ordered now, but budgeted and paid for in the next fiscal year beginning April 1, 2023.

The attached quote from Stryker provides outlines the total purchase for \$15,753.56.

The Public Safety Committee reviewed the attached request from Chief Murray and recommends approval to the Township board.

Recommendation:

Staff supports the recommendation from the Public Safety Committee to purchase the Lucas CPR compression device as quoted.

*Requested Motion: Motion to Approve Public Safety Committee Recommendation to Approve Proposal from Stryker for Purchase of Lucas CPR Compression Device for an Amount Not to Exceed \$15,753.56.*



## *Ada Township Fire Department*



December 19, 2022

To: Julius Suchy  
From: David Murray  
RE: Lucas CPR device

The Department purchased a Lucas CPR compression device nearly ten years ago and has used it several times every year since. This device performs compressions during a cardiac arrest event. Once installed it frees up personnel to perform other tasks such as manual breathing, checking blood sugars and obtaining a patient history from family. With a limited number of responders, we are able to perform CPR in a much more effective means. As mentioned, this device is nearly ten years old which is a recommended replacement date, my thoughts if it works keep it in service. With the increase in simultaneous responses, I would like to purchase a second device to outfit two of our medical response vehicles with identical equipment. Twice this year we were called to a second location where the Lucas was needed but was on the response vehicle at the first scene. The second Lucas would be located in the chief's medical response unit during the week, and moved to Medic 8 on weekends when an assigned firefighter responds directly with this vehicle. This will have two Lucas devices available every day.

I have obtained a quote from Stryker, the local supplier of Lucas devices. This quote expires January 31, after this date an expected 15-20% increase is planned. If ordered prior to January 31, we can avoid the price increase while taking delivery in the new budget year.



# LUCAS 3.1

Quote Number: 10622387

Version: 1

Prepared For: ADA TWP FIRE DEPT  
Attn:

Remit to: **Stryker Medical**

P.O. Box 93308  
Chicago, IL 60673-3308

Rep: Rebecca McKim  
Email: rebecca.mckim@stryker.com

Phone Number: (616) 202-8449

Mobile: (616) 202-8449

Quote Date: 12/12/2022

Expiration Date: 01/31/2023

### Delivery Address

Name: ADA TWP FIRE DEPT  
Account #: 1328347  
Address: 6990 FULTON ST E  
ADA  
Michigan 49301

### End User - Shipping - Billing

Name: ADA TWP FIRE DEPT  
Account #: 1328347  
Address: 6990 FULTON ST E  
ADA  
Michigan 49301

### Bill To Account

Name: ADA TWP FIRE DEPT  
Account #: 1328347  
Address: 6990 FULTON ST E  
ADA  
Michigan 49301

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$13,408.11	\$13,408.11
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,022.54	\$1,022.54
3.0	11576-000071	LUCAS External Power Supply	1	\$323.81	\$323.81
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$625.60	\$625.60
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$122.14	\$122.14
Equipment Total:					\$15,502.20

### Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$251.36
<b>Grand Total:</b>	<b>\$15,753.56</b>

### Comments:

Pricing Expires January 31st. Please expect a 15-20% price increase after that time.

Prices: In effect for 30 days



## LUCAS 3.1

Quote Number: 10622387

Version: 1

Prepared For: ADA TWP FIRE DEPT

Attn:

Quote Date: 12/12/2022

Expiration Date: 01/31/2023

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Rebecca McKim

Email: [rebecca.mckim@stryker.com](mailto:rebecca.mckim@stryker.com)

Phone Number: (616) 202-8449

Mobile: (616) 202-8449

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.



**MEMORANDUM**

Date: 01.03.23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager & John D. Said, AICP, Director of Planning  
**RE:** Ordinance No. 01-23-23-01: Amendment to Chapter 58 of the Municipal Code – Capital Improvements Program Preparation

**Request Overview**

It is respectfully requested that the Township Board approve this ordinance to amend Sec. 58-42 of the Municipal Code. This is intended to increase efficiency in the Capital Improvements Program (CIP) preparation process. Essentially, the amendment provides for Township Board preparation and approval of the CIP and relieves the Planning Commission of this responsibility.

The current process has the Planning Commission involved in the preparation with a CIP committee and then the Planning Commission makes a recommendation to the Township Board for final approval. The new process would eliminate the Planning Commission to streamline the process and allow the CIP discussion to take place as part of the special budget work session on February 6<sup>th</sup>. The new process will still involve department heads explaining requests for the CIP but will now be done for the Township Board instead of the CIP committee. Often the conversation from the CIP committee and Township Board budget work sessions was duplicated.

This potential change has been communicated to Planning Commission Chair Tom Korth and he did not have any issue with the potential change. This is similar to the process many communities utilize to handle the CIP process.

The proposed changes to the text are noted **in red** as follows:

***Sec. 58-42. - Capital improvements program.***

*To further the desirable future development of the township under the master plan, the **Township Board Planning Commission** shall annually prepare **and approve** a capital improvements program of public structures and improvements, showing those structures and improvements in general order of their priority, for the following six-year period. ~~The prepared capital improvements program shall be subject to final approval by the township board.~~ **The prepared capital improvements program, if prepared by someone other than the township board, shall be subject to final approval by the township board. The planning commission is exempted from preparing a capital improvements plan.***

**Recommendation**

Approval of the attached ordinance is recommended. With the budget process now underway, it is requested that the ordinance be approved as soon as possible.

**ADA TOWNSHIP  
ORDINANCE NO. O-012323-1**

**AN ORDINANCE TO AMEND CHAPTER 58 OF THE ADA TOWNSHIP CODE OF  
ORDINANCES, AS AMENDED, TO AMEND REGULATIONS REGARDING THE CAPITAL  
IMPROVEMENTS PROGRAM**

**THE TOWNSHIP OF ADA ORDAINS:**

Section 1. Amendment of Section 58-42 – Capital Improvements Program.

Chapter 58, Article II, Section 58-42 of the Ada Township Code of Ordinances is hereby revised to read as follows:

**Sec. 58-42. – Capital improvements program.**

To further the desirable future development of the township under the master plan, the Township Board shall annually prepare and approve a capital improvements program of public structures and improvements, showing those structures and improvements in general order of their priority, for the following six-year period. The prepared capital improvements program, if prepared by someone other than the township board, shall be subject to final approval by the township board. The planning commission is exempted from preparing a capital improvements plan.

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

**MEMORANDUM**

Date: 01.19.23

**TO:** Ada Township Board  
**FROM:** John D. Said, AICP, Director of Planning  
**RE:** Ordinance No. 012323-2: Revised Amendments to Chapter 18 of the Municipal Code – Buildings, Construction, Swimming Pools, and Flood Damage Prevention

**Request Overview**

It is respectfully requested that the Township Board approve this revised ordinance, as a section regarding enforcement of the State construction code needed to be added. That language is reflected in the new Sec. 18-263, within Division 3, and reads as follows:

***Sec. 18-263. Code appendix enforced.***

*CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.*

This is amending the ordinance that was approved at the January 9th meeting. In communication with the State of Michigan (EGLE)/FEMA, it was indicated to Staff that this additional section needed to be added. To avoid confusion, the entire ordinance, with this modification, has been included again for approval.

To allow properties to participate in the Flood Insurance Map program (FIRM), the Township needs to adopt this ordinance before February 23, 2023.

**Recommendation**

Approval of the attached ordinance is recommended. Based on the notes provided above, it is very important for these amendments to be approved as soon as possible.



**ADA TOWNSHIP  
ORDINANCE NO. O-012323-2**

**AN ORDINANCE TO AMEND CHAPTER 18 OF THE ADA TOWNSHIP CODE OF  
ORDINANCES REGULATING BUILDINGS, CONSTRUCTION, SWIMMING POOLS, AND  
REGARDING FLOOD DAMAGE PREVENTION**

**THE TOWNSHIP OF ADA ORDAINS:**

Section 1. Amendment of Chapter 18 – Buildings and Building Regulations.

Chapter 18 of the Ada Township Code is amended to read in its entirety as follows:

**Chapter 18 - BUILDINGS AND BUILDING REGULATIONS**

**ARTICLE I. - IN GENERAL**

**Sec. 18-1. - Penalty for violation of chapter.**

Any person who violates any provision of this chapter shall be subject to fines and penalties in accordance with [section 1-7](#).

**Secs. 18-2—18-30. - Reserved.**

**ARTICLE II. - CONSTRUCTION CODE**

**Sec. 18-31. – Adoption and Enforcement.**

(a) Pursuant to Section 8b of Act 230 of the Public Acts of 1972, MCL 125.1501 et. seq., as amended, (the “Act”), the Township hereby adopts by reference the state construction code (the “Construction Code”) for the purpose of regulating construction within the Township subject to the modifications contained in this article. Such code includes, without limitation, the building, residential, electrical, plumbing, and mechanical codes, and Part Ten of the Department of Labor Construction Code Commission general rules entitled Energy Conservation in New Building Design.

(b) The Building Official of the Township shall be the enforcing agency of the Construction Code within the Township pursuant to the Act, shall be responsible for the administration and enforcement of the Construction Code and the Act, and shall be responsible for reviewing permit applications and issuing permits pursuant to the Construction Code and the Act.

**Sec. 18-32. - References.**

References in the Construction Code to "state" and "(name of state)" shall mean the State of Michigan; references to "municipality," "(name of municipality)," "jurisdiction" and "(name of jurisdiction)" shall mean the Township of Ada; and references to "local ordinances" shall mean the ordinances of the

Township of Ada. References in the Construction Code to Building Official, Code Official, Electrical Inspector, Mechanical Inspector, and Plumbing Inspector, or other agent responsible for enforcing the Construction Code shall mean the Building Official of the Township of Ada.

**Sec. 18-33. – Application Forms and Fees**

Application forms, fees, and procedures for permits shall be as prescribed by Resolution of the Township Board.

**Sec. 18-34 – Board of Appeals**

A Construction Board of Appeals is created. The members of the Township Zoning Board of Appeals shall serve as the Construction Board of Appeals to the extent permitted by law. Where applicable and except where otherwise dictated by the Act, the procedures governing appeals before the Zoning Board of Appeals shall govern appeals before the Construction Board of Appeals.

**Secs. 18-35—18-60. - Reserved.**

**ARTICLE III. - SWIMMING POOLS**

**DIVISION 1. - GENERALLY**

**Sec. 18-151. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Swimming pool* means any artificially constructed outdoor pool capable of being used for swimming or bathing, having a depth of two feet or more at any point.

**Sec. 18-152. - Construction permit required.**

(a) A permit shall be applied for and issued by the building inspector before construction shall begin of any swimming pool. The application for permit shall be accompanied by a complete and detailed set of plans and specifications of the swimming pool, fencing and related equipment. Before any permit shall be issued such plans and specifications shall be approved by the building inspector, and before any swimming pool shall be used a final inspection and approval must be had from the building inspector.

(b) All applications for a permit shall be accompanied by a permit fee as set by the township board from time to time.

**Sec. 18-153. - Inspection.**

The building inspector shall have the right at any reasonable hour to inspect any swimming pool for the purpose of determining that all provisions of this article are fulfilled and complied with.

**Sec. 18-154. - Noise.**

The owner of the premises upon which a swimming pool is located shall be responsible for limiting the number of persons and guests using the pool at any one time, the hours the pool is used and the conduct of the persons and guests using the pool so that the noise, in relation to the time of the day and the proximity of adjacent houses, will be reasonable and not of substantial detriment to the occupants of such adjacent property.

**Secs. 18-155—18-170. - Reserved.**

## **DIVISION 2. - CONSTRUCTION**

**Sec. 18-171. - Conformance to Michigan Construction Code.**

The construction of swimming pools in the township shall be in accordance with the requirements of the applicable provisions of the Michigan Construction Code and the provisions of this division.

**Sec. 18-172. - Regulations.**

(a) Swimming pools shall not be constructed in any front yard and, measured from the water's edge of the pool, shall not be any nearer than seven feet from the side or rear lot lines.

(b) Any electric wire within 25 feet of the water's edge of the pool shall be placed underground and in an appropriate conduit approved for such purposes to prevent electricity from being conducted into the water. No electric wires of any kind shall cross or be over the water surface. Any underwater lighting shall be accomplished using methods and materials approved for such purposes.

(c) There shall be no cross connections of any public water supply with any other source of water supply for the pool. The line from the public water supply to the pool shall be protected against back flow of water by means of an air gap and shall discharge at least six inches above the maximum high-water level of the makeup tank or the pool.

**Sec. 18-173. - Nuisance.**

Construction, operation and maintenance of a swimming pool in violation of the terms of this article is hereby declared to be a public nuisance and subject to abatement in the manner provided by law.

**Secs. 18-174—18-210. - Reserved.**

## **ARTICLE IV. FLOOD DAMAGE PREVENTION**

### **DIVISION 1. – GENERALLY**

**Sec. 18-211. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Appeal* means a request for a review of the township building inspector's interpretation of any provision of this article or a request for a variance.

*Area of special flood hazard* means the land in the floodplain within the township subject to a one percent or greater chance of flooding in any given year.

*Base flood* means the flood having a one percent chance of being equaled or exceeded in any given year.

*Building Official* means the designated Township Building Official or that officer's designee.

*Development* means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, paving, excavation or drilling operations located within the area of special flood hazard.

*Flood or flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters; and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

*Flood insurance rate map (FIRM)* means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the township and which is adopted in section 18-242.

*Flood insurance study* means the official report in which the Federal Insurance Administration has provided flood profiles, as well as the flood insurance rate maps and the water surface elevation of the base flood, and which is adopted in section 18-242.

*Floodway* means the channel of a river or other watercourse and the adjacent land areas designated in the flood insurance study which must be reserved in order to discharge the base flood.

*Lowest floor* means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, useable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this article.

*Manufactured home* means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term "manufactured home" does not include park trailers, travel trailers and other similar vehicles.

*Manufactured home park or division* means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

*Mean sea level* means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum of 1929, or other datum, to which base flood elevations shown on the community's flood insurance rate map are referenced.

*Start of construction* includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement, or other improvement was within 180 days of the permit date. The actual start date means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets, and/or walkways; nor does it include excavation for a basement, footings, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

*Structure* means all or any part of a walled and roofed building, a manufactured home, or a gas or liquid storage tank that is principally above ground.

*Substantial improvement* means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (1) Before the improvement or repair is started, or
- (2) If the structure has been damaged and is being restored, before the damage occurred.

For purposes of this definition the term "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences whether or not that alteration affects the external dimensions of the structure. The term "substantial improvement" does not, however, include either:

- (1) Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions, or
- (2) Any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

*Variance* means a grant of relief from the requirements of this article which permits construction in a manner that would otherwise be prohibited by this article.

*Zoning board of appeals* means the board of zoning appeals for the township.

#### **Sec. 18-212. Authority.**

This article is enacted in accordance with the National Flood Insurance Act of 1968, as amended, and regulations promulgated thereunder, and subsequent enactments and rules and regulations promulgated in furtherance of such program by the United States Department of Housing and Urban Development, Federal Insurance Administration, and the Federal Emergency Management Agency, and pursuant to state statute authorizing the township to adopt ordinances regulating the public health, safety, and general welfare of persons and property.

**Sec. 18-213. Findings of fact.**

(a) The areas of special flood hazards, described in this article, in the township are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

(b) These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss.

**Sec. 18-214. Purpose of article.**

It is the purpose of this article to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone, and sewer lines, and streets and bridges located in areas of special flood hazard;
- (6) Help maintain a stable tax base by providing for the secondary use and development of areas of special flood hazard so as to minimize future flood blight areas;
- (7) Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- (8) Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

**Sec. 18-215. Scope of article.**

(a) This article shall not repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws, ordinances or regulations, or with private restrictions placed upon property by deed, covenant, or other private agreements, or with restrictive covenants running with the land to which the township is a party.

(b) Where this article imposes a greater restriction upon land than is imposed or required by such existing provision of any other ordinance of this township, the provisions of this article shall control.

**Sec. 18-216. Administration.**

The provisions of this article shall be administered by the Building Official in accordance with the National Flood Insurance Act of 1968, the rules and regulations promulgated thereunder, and this article.

**Sec. 18-217. Schedule of fees.**

The schedule of fees for the review of proposed development plans and issuance of development permits hereunder shall be as set from time to time by resolution of the township board.

**Sec. 18-218. Liability.**

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the township, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this article, or any administrative decision lawfully made thereunder.

**Sec. 18-219. Methods of reducing flood losses.**

In order to accomplish its purposes, this article includes methods and provisions for:

- (1) Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- (2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage; and
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters, or which may increase flood hazards in other areas.

**Secs. 18-220—18-240. Reserved.**

**DIVISION 2. FLOOD HAZARD ZONES**

**Sec. 18-241. Lands to which this division applies.**

This division shall apply to all areas of special flood hazards within the jurisdiction of the township.

**Sec. 18-242. Basis for establishing special flood hazard areas.**

The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in a scientific and engineering report entitled "The Flood Insurance Study for Kent County, All Jurisdictions" dated February 23, 2023, with its accompanying Flood Insurance Rate Map (FIRM) panels listed on index panels 26081CIND1A and 26081CIND2A, effective February 23, 2023, are adopted by reference and declared to be a part of this division and article. Any amendments to the study or map or any study or map created which supersedes the aforementioned study or map are incorporated as part of this article. Such study and map are on file at the township hall.

**Sec. 18-243. Interpretation and application of division.**

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In the interpretation and application of this division to special flood hazard areas, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and,
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

**Secs. 18-244—18-260. Reserved.**

### **DIVISION 3. ADMINISTRATION**

#### **Sec. 18-261. Development permit required.**

(a) A development permit shall be obtained before construction or development begins within any area of special flood hazard established in section 18-242. Application for a development permit shall be made on forms furnished by the township building inspector and shall include, but not limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing.

(b) Specifically, the following information is required:

- (1) Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
- (2) Elevation in relation to mean sea level to which any structure has been floodproofed;
- (3) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in section 18-282(2); and
- (4) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

#### **Sec. 18-262. Duties and responsibilities of Building Official.**

The duties of the Building Official shall include, but not be limited to:

- (1) Review of all applications for development permits to determine that the permit requirements of this article have been satisfied.
- (2) Review of all applications for development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
- (3) Review of all applications for development permits to determine if the proposed development adversely affects the flood-carrying capacity of the area of special flood hazard. For the purposes of this section, the term "adversely affects" means decreasing the flood-carrying capacity of the area of special flood hazard or damaging adjacent properties because of rises in flood stages attributed to physical changes of the channel and the adjacent overbank areas.
  - a. If it is determined that there is no adverse effect, then the permit shall be granted consistent with the provisions of this article.



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- b. If it is determined that there is an adverse effect, then flood damage mitigation measures shall be made a condition of the permit.

(4) When base flood elevation data has not been provided in accordance with section 18-242, basis for establishing special flood hazard areas, the building inspector shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer section 18-282, specific standards for flood hazard reduction.

(5) Obtain and record the actual elevation, in relation to mean sea level, of the bottom of the lowest structural member of the lowest floor, including basement, of all new or substantially improved structures, and whether or not the structure contains a basement.

(6) For all new or substantially improved floodproofed structures:

- a. Obtain and record the actual elevation, in relation to mean sea level, to which the structure has been floodproofed.
- b. Maintain the floodproofing certifications required in section 18-261.

(7) Maintain for public inspection all records pertaining to the provisions of this article.

(8) Notify adjacent communities and the state department of Environment, Great Lakes and Energy (EGLE) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration, and require that maintenance is provided within the altered or relocated portion of such watercourse so that the flood-carrying capacity is not diminished.

(9) Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards.

#### **Sec. 18-263. Code appendix enforced.**

CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

#### **Secs. 18-264—18-280. Reserved.**

### **DIVISION 4. FLOOD HAZARD REDUCTION**

#### **Sec. 18-281. General standards.**

In all areas of special flood hazards, the following standards are required:

- (1) All new construction and substantial improvements shall have their lowest floor including basement elevated at least 1 foot above the 100-year floodplain elevation and be anchored to prevent flotation, collapse, or lateral movement of the structure;
- (2) All manufactured homes are prohibited;
- (3) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
- (4) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage;

- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters;
- (7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding;
- (8) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (9) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, heating, ventilation, plumbing, air-conditioning equipment, and water systems designed, located and constructed as to prevent water from entering or accumulating within the components during conditions of flooding;
- (10) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage;
- (11) Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least 50 lots or five acres, whichever is less; and
- (12) Any proposed development shall be analyzed to determine effects on the flood-carrying capacity of the area of special flood hazard as set forth in section 18-262(3);
- (13) For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
  - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;
  - b. The bottom of all openings shall be no higher than one foot above ground. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- (14) Any proposed development shall be analyzed to determine effects on the flood-carrying capacity of the area of special flood hazard as set forth in section 18-262(3).

#### **Sec. 18-282. Specific standards.**

In all areas of special flood hazards where base flood elevation data has been provided, as set forth in section 18-242 and section 18-262(4); the following standards are required:

- (1) New construction and substantial improvement and additions of any residential structure shall have the lowest floor, including basement, elevated 1 foot above the base flood elevation;
- (2) New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall have the lowest floor, including basement, elevated 1 foot above the base flood elevation
- (3) Except as provided in paragraph (4) below, whenever any portion of the area of special flood hazard is authorized for use, the volume of space occupied by the authorized fill or structure below the base flood elevation shall be compensated for and balanced by a hydraulically equivalent volume of excavation taken from below the base flood elevation. All such excavations shall be constructed to drain freely to the watercourse.

(4) A compensating excavation shall not be required to offset placement of fill in the area of special flood hazard until the total volume of the area of special flood hazard occupied by all fill or structures placed on any lot or parcel after the effective date of the amending ordinance adding this provision exceeds an aggregated total of 300 cubic yards. The permit holder shall provide a certification of the volume of fill placed in the area of special flood hazard.

(5) Substantial improvements require the entire structure (addition plus previously existing portions) to be properly elevated 1 foot above the base flood elevation.

**Secs. 18-283—18-300. Reserved.**

## **DIVISION 5. FLOODWAY PROTECTION**

### **Sec. 18-301. Standards.**

(a) All development occurring within the regulatory floodway shall comply with the following standards:

- (1) Encroachments, including fill, new construction, substantial improvements and other development shall be prohibited. Exception to this prohibition shall only be made upon certification by a registered professional engineer or the department of Environment, Great Lakes and Energy (EGLE) that the development proposed will not result in any increases in flood levels during a base flood discharge, and compliance with Part 31 of Public Act No. 451 of 1994 (MCL 324.3101 et seq., MSA 13A.3101 et seq.).
- (2) Manufactured homes are prohibited except in manufactured home parks or subdivisions which exist at the time the ordinance from which this article derives was adopted. All such manufactured homes must meet the same standards as conventional housing or other development.
- (3) Development which is permitted in the regulatory floodway shall meet the requirements of divisions 3 and 4 of this article.

(b) The uses of land permitted in an underlying zoning district shall not be construed as being permitted within the regulatory floodway except upon compliance with the provisions of this section.

**Secs. 18-302—18-320. Reserved.**

## **DIVISION 6. APPEALS AND VARIANCES**

### **Sec. 18-321. Zoning board of appeals to hear and decide appeals.**

(a) The zoning board of appeals as established by the township shall hear and decide appeals and requests for variances from the requirements of this article.

(b) The zoning board of appeals shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the building inspector or his designee in the enforcement or administration of this article.

(c) Those aggrieved by the decision of the zoning board of appeals may appeal such decision to the circuit court for the county.

**Sec. 18-322. Conditions for granting variances.**

(a) Variances from the provisions of this article shall only be granted by the zoning board of appeals upon a determination of compliance with the general standards for variances contained in this article, and each of the following specific standards:

- (1) A variance shall not be granted within a regulatory floodway where the result would be any increase in flood levels during a base flood discharge.
- (2) A variance shall be granted only upon:
  - a. A showing of good and sufficient cause;
  - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
  - c. A determination that the granting of a variance will not result in flood heights in excess of those permitted by this article, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
- (3) The variance granted shall be the minimum necessary, considering the flood hazard, to afford relief to the applicant.

(b) The township zoning board of appeals may attach conditions to the granting of a variance to ensure compliance with the standards contained in this article.

(c) Variances may be granted for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the Michigan Historic Markers listing of historic sites, or any other state register of historic places without regard to the requirements of this section governing variances in flood hazard areas.

(d) The Building Official shall maintain the records of all appeal actions including technical information and report any variances to the Federal Insurance Administration upon request. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

**Secs. 18-323—18-340. Reserved.**

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 this Ordinance shall not be affected thereby.

Section 3. Effective Date.

This Ordinance shall become effective upon the expiration of thirty (30) days after publication in a newspaper of general circulation in the Township except as otherwise provide by law.

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

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

I hereby certify that the foregoing 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



## **Township Manager Report for January 18, 2023**

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

#### **Hope Network Funding Issue Update:**

I was notified by residents that Hope Network had discontinued services in December due to funding issues. I reached out and spoke with the Hope Network Director of Transportation Jason Ulanowicz and he indicated that they had run out of funding and had not notified communities because they had hoped to have it addressed before it led to a cancellation of service. Hope Networks budget cycle runs through the end of June, so the funds have run out in approximately 6 months.

I asked Mr. Ulanowicz what alternatives riders from Ada Township had and he indicated that there are currently no alternatives as Hope Network was the only entity providing this service to Townships through CDBG funding and a per ride charge to the Township. These rides can be for work or for rides for recreational services.

Per Hope Network the Township would have to cover the following cost to provide ride services through the remainder of the fiscal year:

12 riders at 26 trips per week  
 26 trips x 4.3 weeks per month = 112 trips per month  
 112 trips per month x \$32.81 = \$3,674.72 cost per month  
 \$3,674.72 cost per month x 6 months remaining until new fiscal year = \$22,048.32

I have been in communication with Cascade Township and Plainfield Township to discuss further as well as the CDBG office to determine potential options for funding for the rest of the year. The Township has the option of funding through the general fund, but this is an unbudgeted item. If desired the Township could fund the rides for the next month or two while we continue to work through potential solutions to the funding shortage. This can be added to an agenda item for the 1<sup>st</sup> meeting in February or if the board would like I can take action adding a month of service while we continue to work to identify a solution.

#### **Kent County Road Commission Reimbursement:**

Staff has submitted an invoice to the KCRC for Phase III of the Adacraft & Adatowne Water Main & Street Improvement project work. The KCRC funds 50% of the total cost of the street work associated with the project – which totals \$201,312.56 of the total roadwork cost of \$402,625.11. Once the funds are received from the KCRC they will be allocated against the water fund that spent the funds on the street work.

#### **KnowBe4 Quarterly Phishing/Training Campaign:**

As part of our managed services with I.T. Right/VC3 the Township receives quarterly training on how to handle phishing attempts and staff are also subject to a phishing attempt setup by the

Township each quarter to test the training success. This will be an excellent training addition for our staff as phishing attempts continue to become a larger part of daily e-mail interactions.

**Compensation Commission Update:**

I am working with members of the commission to set up meetings for the next month to review elected official pay and decide on compensation for the FY 2023-2024 & FY 2024-2025 budgets. Staff has already sent out salary survey questionnaires to Kent County Townships and will provide that information to the compensation commission when it is available prior to the first meeting of the commission.

**Argo Ave. Safe Routes to Schools Resolution**

At the February 13<sup>th</sup> board meeting the Township will consider two resolutions for support of funding from Safe Routes to Schools (SRTS) and Transportation Alternatives Program (TAP). Staff is currently reviewing the resolutions and will provide additional information at that meeting.

**Revenue Sharing Update (Per MTA):**

Current fiscal year [revenue projections](#) were revised upwards on Jan. 13 to reflect state revenue increases above the May 2022 consensus revenue projections. Officials from the Michigan Department of Treasury, Senate Fiscal Agency and House Fiscal Agency agreed to increase revenue estimates by \$1.2 billion for FY 2022-23. Analysts presented that while the state's revenue growth is down compared to the previous fiscal year, state revenues are higher than previous consensus estimates. The revised revenue figures will be used by Gov. Whitmer and legislators as they begin their work on the budget next month. The state Department of Treasury has also updated [FY 2022-23 projected constitutional revenue sharing payments](#) based on the consensus estimates.

**Trail Wayfinding Signage Update:**

Staff has reviewed design concepts and is following up with Corbin with several questions regarding the presentation that was provided to staff. Additional updates will be provided when they are available.

**2023 MTA Conference Registration:**

All trustees should have received an e-mail that registration has opened for the conference April 17-20<sup>th</sup> at the Grand Traverse Resort. Conference housing opens January 25<sup>th</sup> at 9 AM. If you are interested in attending, please let me know and staff can assist with the process.

**2023 Michigan Municipal Executive Winter Conference:**

I will be attending the MME Winter Conference in Grand Rapids Wednesday February 1<sup>st</sup> to Friday February 3<sup>rd</sup>. I will be available via phone or e-mail during the day while attending sessions and be in regular communication with the office staff.

**Committee Updates:**

- Building, Grounds, Utility Committee –
  - The committee met on Tuesday January 17<sup>th</sup> and discuss the following items:
    - Including a full rate study as part of the upcoming fiscal year budget. This will allow the Township to complete a comprehensive review of both

residential and commercial rate structure to fix issues identified by staff the past few years.

- Proposal to replace an electrical box on Bronson St.- the committee has additional questions and we will discuss again at our next meeting.
  - Request to add Building, Facilities, Grounds Director to FY 2023/2024 budget – the committee was supportive of the position and asked for additional updates to the job description. This will be included in the budget to be presented to the Township on February 6<sup>th</sup>.
- Public Safety Committee:
    - There are currently no items that need additional action.
  - Trail Committee:
    - The next meeting has not been scheduled but is anticipated to take place in January/February to discuss wayfinding signage and future trail projects.
  - Personnel Committee:
    - The committee will be scheduling another meeting to review feedback received from Marcia at the MML regarding the position grade of the Deputy Clerk position and other items.

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

- Maintenance Items –
  - A proposal has been received to fix the floor plugs in both community rooms. Staff will follow up with Van Haren electric to schedule the work to be completed.
  - I have obtained quotes for coat racks as well as an additional lectern for community room #2. Staff is currently reviewing these and determining how to proceed.
  - I have received 100 new keycards for library access, however there is now an issue with the software to activate those keys. The tech came out and was unable to fix the issue so it will be escalated to another tech.
  - Waiting on an update from Erhardt Construction on roof leak where the building was modified to add the hallway near the children’s area. The leak has been sealed but additional work is required.
  - Staff is waiting on responses to our request for maintenance proposals from vendors who bid the work last year.
- Rental Items –
  - Lobby Rental Policy – a draft of the lobby rental policy has been created and is currently being reviewed by the Parks & Recreation Department who handles rentals of all Township facilities before presenting this policy to the admin committee. This item has been on hold due to other priorities.
- Library Foyer Signage Update:
  - The Township has reached out to Amy Van Andel and is working with KDL and other parties to secure all the high-resolution photos and text for the history wall for the library foyer. DDA Director Haley Stichman has been extremely helpful in moving this project forward. The Township is waiting for submittals from the various parties and anticipates this being completed in the first quarter of 2023.