



AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
MONDAY, MAY 27, 2025, 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 the consent agenda
 - A. APPROVAL OF TOWNSHIP BOARD MINUTES
 - 1. Regular Board Meeting Minutes – May 12, 2025
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
 - 1. Downtown Development Authority Meeting Minutes – April 16, 2025
Special Work Session
 - 2. Downtown Development Authority Meeting Minutes – April 21, 2025
Semi-Annual Informational Meeting
 - 3. Downtown Development Authority Meeting Minutes – April 21, 2025
Regular Meeting
 - 4. Parks, Recreation, and Land Preservation Meeting Minutes – March 20, 2025
 - 5. Planning Commission Meeting Minutes – April 17, 2025
 - 6. Ada Historical Society Meeting Minutes – April 10, 2025
- VII. APPROVAL OF WARRANTS
 - A. Township General Warrants
- VIII. PUBLIC COMMENT (*Limit of 3 Minutes Per Speaker*)
- IX. UNFINISHED BUSINESS – None
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
 - A. Resolution R-052725-1: A Resolution to Accept a Gift from Looyenga Family for the Purchase of Playground Equipment at Roselle Park

- B. Consider the Purchase of Playground Equipment for Roselle Park from Sinclair Recreation for an Amount Not to Exceed \$24,409.26
- C. Consider Recommendation from the Downtown Development Authority Board to Award the Strategic Parking Plan Project Bid to Fishbeck
- D. Consider Approval of Revised Kent County Fire Commission Agreement
- E. Appoint Treasurer Kevin Moran to the Trail Committee

XII. DEPARTMENT REPORTS

- A. Township Manager Report – May 21, 2025
- B. Clerk's Office Monthly Report – May 22, 2025

XIII. BOARD MEMBER COMMENT

XIV. CLOSED SESSION – None

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

XVI. ADJOURNMENT

**ADA TOWNSHIP REGULAR BOARD MEETING
Monday, May 12, 2025 AT 7:00 P.M.
MINUTES**

Supervisor Korth called the regular meeting of the Township Board to order at 7:00 P.M.

Board Members Present: Supervisor Korth, Treasurer Moran, Trustee Carter, Trustee Damstra, Trustee Hurwitz.

Board Members Absent: Clerk DeMarco, Trustee Proos.

Staff Present: Deputy Clerk McIntosh, Manager Suchy, Assessor Boerman, Planning Director Said, Parks & Recreation Director Deason, DDA Director Austin, Accountant Rodriguez.

Public present: None.

APPROVAL OF AGENDA

Moved by Trustee Hurwitz, supported by Trustee Damstra. Motion Carried 5-0.

GENERAL TOWNSHIP BUSINESS

Motion to Approve minutes and accept and file reports/communications under the consent agenda.

A. APPROVAL OF TOWNSHIP BOARD MINUTES

1. Regular Board Meeting Minutes – April 28, 2025

B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS

1. Zoning Board of Appeals Meeting Minutes – January 7, 2025
2. Revenue & Expense Reports as of April 30, 2025
3. Hope Network Discontinuation of KCT Service Letter – April 21, 2025

Moved by Trustee Damstra, supported by Trustee Carter, to approve minutes and accept and file reports/communications under consent agenda. Motion Carried 5-0.

A. TOWNSHIP GENERAL WARRANTS

Treasurer Moran presented the Township General Warrants in the following amount:

Hand Checks:	\$11,015.08
Warrants:	\$511,562.42
Total All Checks and Warrants:	\$522,577.50

Moved by Trustee Hurwitz, supported by Trustee Carter to Approve the Warrant Report as Presented, Roll Call Yea: 5 (Supervisor Korth, Treasurer Moran, Trustee Carter, Trustee Damstra, Trustee Hurwitz) Nay-0; Absent 2. Motion Carried.

- B. Consider Pettis Avenue Trail Phase II Project Change Order #2 from C&D Hughes Excavators Inc. for an increase of \$26,650.00 for the improvements at the Honey Creek Avenue/Pettis Avenue Intersection.**

Township Engineer, Steve Groenenboom spoke on the geometric revisions at this intersection. The work was completed and the intersection is more narrow than the previous layout. However, there was a mistake, the curb line was to be moved back three feet. Several people inspected the paint marks

including Wayne Harrall from the Road Commission and no one caught that it did not include this additional 3 feet. This work will be done in the upcoming weeks.

Consider Pettis Avenue Trail Phase II Project Pay Application #1 to C&D Hughes Excavators Inc. in the Amount of \$604,235.22

Steve Groenenboom gave an update on the progress that is being made with this project.

Moved by Treasurer Moran, supported Trustee Carter to Approve Pettis Avenue Trail Phase II Project Change Order #2 for \$26,650 and Pay Application #1 for \$604,235.22. Roll Call Yea: 5 (Supervisor Korth, Treasurer Moran, Trustee Carter, Trustee Damstra, Trustee Hurwitz, Trustee Proos) Nay-0; Absent 2. Motion Carried.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

- A. Thornapple River Pedestrian Bridge Layout Options for Thornapple River Pedestrian Bridge – Steve Groenenboom, Moore + Bruggink

Township Manager Suchy: At a previous board meeting Steve presented two options and the board discussed that. Since then, we have had an opportunity to talk with other stake holders in the community. Manager Suchy stated his recommendation is to move forward with option one for the reasons outlined in the memo.

Supervisor Korth: Asked if there had been discussion about the bridge being much farther East near the schoolhouse?

Suchy: That was as a part of the Envision Ada Process, not this project.

Steve Groenenboom: The site near the school house had been discussed but the spot would have had to be raised significantly ruining the views and adding significant cost.

Trustee Carter, supported by Hurwitz to move forward with option #1 for the Thornapple River Pedestrian Bridge location. Roll Call Yea: 5(Supervisor Korth, Treasurer Moran, Trustee Damstra, Trustee Hurwitz, Trustee Proos) Nay-0; Absent 2. Motion Carried.

PUBLIC HEARING

There was no public hearing.

NEW BUSINESS

- A. Request From Egypt Valley Country Club for Public Firework Display Permit on September 27, 2025 with Rain Date of October 18, 2025

Michael Falk with Pyrotecnico Fireworks We submit this request to the Township annually for a fireworks show at the Egypt Valley Country Club.

Supervisor Korth: How long have they been doing this show? Mr. Falk responded that it has been 5 years, 2 years at this location.

What is the reasoning for us doing this approval? Manager Suchy responded that it is a State of Michigan requirement. The local legislative body needs to approve the application for fireworks.

Trustee Damstra: Have there been any complaints? Manager Suchy - Not heard of any.

Moved by Treasurer Moran, supported by Trustee Hurwitz. Motion passed

B. Resolution R-051225-1: A Resolution Approving Road Closures for the Ada 4th of July Parade.

Township Manager: This is an annual item the township has to consider. We make this application to the Kent County Road Commission for the closure of roads. This is the same route as last year.

Moved by Treasurer Moran, supported by Trustee Hurwitz. Roll Call Yea: 5(Supervisor Korth, Treasurer Moran, Trustee Carter, Trustee Damstra, Trustee Hurwitz) Nay-0; Absent 2. Motion Carried.

C. Introduce Ordinance O-051225-1: An Ordinance to Amend Chapter 54, Article II, Entitled "Peddlers and, Solicitors, Solicitors, Solicitation" of the Ada Township Code of Ordinances

Township Manager, I am stepping in since Clerk DeMarco is not here tonight. This is to schedule a public hearing for this ordinance. We started working on the Solicitation update when Clerk Burton was here. Last summer we had issues with Eco Shield as well as other solicitors. When Clerk DeMarco started this was one of the first things she addressed. We have worked with legal counsel to update the ordinance. The main changes are an enhanced background check, which does have an increased cost. Also created a Do Not Knock registry, allowing residences, and entire HOA's to be added to the Do Not Knock Registry. We will then be able to provide solicitors with a list of all the addresses they are not allowed to knock on. If this list is ignored and reported, the solicitors will have their permit revoked. The Administration Committee has looked at this, the main focus was on the cost structure. Legally the township has to allow for solicitation, we can't just prohibit it. But we can make it less attractive by having the Do Not Knock registry and having a registration fee that covers the actual cost. Background check will verify that the solicitors do not have a criminal background. Last year there were a number of police reports where solicitors were going in backyards and looking in windows.

Trustee Carter: How does this impact Boy Scouts or Girl Scouts? Since they are non-profit, they do not have to apply for a solicitation license.

Trustee Hurwitz: How is the township going about letting the residents know there is a Do Not Knock registry? Manager Suchy responded - featuring it in AdaView and at events such as Beers at the Bridge to get the word out. Also using contacts for the different HOA's.

Trustee Hurwitz: I see the license is good for six months. What happens if someone gets added during that time? Will they be getting updates? Deputy Clerk Erin McIntosh: We have their contact information so we would be able to contact them.

Township Manager Suchy: There will be a learning curve. The language for the ability of the clerk to revoke a license. One of the solicitors that we had previous issues with came in and requested a permit. Based on previous issues the clerk simply said "no". They do have a right to appeal to the board. If they feel their denial of a license was not appropriate, they can appeal to the township board. We have not had that happen so far. This is the first introduction then we will schedule a public hearing if the board is comfortable with that. If there are additional questions, please call Clerk DeMarco and she will have additional information.

Supervisor Korth: Could we refine the updating process? Such as every month.

Motion moved by Trustee Hurwitz, supported by Trustee Damstra to schedule the public hearing for Monday June 9, 2025. Motion Carried 5-0.

D. Potential Charrette Process through the Housing & Community Regeneration Initiative at the University of Notre Dame School of Architecture

Supervisor Korth: This is just setting the stage for our future work session. I was an Architecture student at Notre Dame. I wanted to share this flyer from them. I felt this could be used in designing the new township hall or what becomes of this building afterwards. Notre Dame has remained focused on traditional architectural style. This community has focused late 1900's to pre-WWII.

They would produce several different renderings. Because it is based on the school curriculum there is a time line. I did explain this is tight for our June 9th meeting. This would likely be our earliest time for a decision. They were ok with that. They have offered to have someone speak with us.

There is a cost that they look to cover of \$150,000. This could be covered in a number of creative ways.

Trustee Carter: Are there other organizations that might be helpful in the same way?

Treasurer Moran: Who led our original charrette, 20 years ago? Planning Director Said: One of the key people was Jeff Speck. I am a little confused on what we are asking the University of Notre Dame to do.

Trustee Hurwitz: This seems more parallel to what we have been looking at. Also do we have enough time to do this?

Trustee Carter: I would like for someone to talk with us. Also does that \$50,000 grant tie into this at all?

Planning Director Said: That grant from the State of Michigan is going for the zoning ordinance update.

Supervisor Korth: That grant is broadly enough defined, that we don't have any specifics it is tied to.

Treasurer Moran: It seems like we are marrying these two together, the charrette and the township hall. I was hoping to have shovels in the ground this fall. But that is looking like spring. So, I would just hate to delay it anymore. I also would like to see designs from others.

DEPARTMENT REPORTS

- A. Township Manager Report – May, 2025
- B. Assessing Department Report – April, 2025
- C. Building, Facilities & Grounds Department Report – May 5, 2025
- D. Downtown Development Authority Director Report – May 12, 2025
- E. Fire Department Report – April, 2025
- F. Historical Society Executive Director Report – April, 2025
- G. Parks & Recreation Department Report – March 30, 2025
- H. Planning Department Report – April, 2025
- I. Engineering Monthly Report – May 7, 2025
- J. F&V Operations & Resource Management Utility Report – May 7, 2025

Manager Suchy: Hope Network Discontinuation of KCT Service. I reached out to Hope Network to get information, I wasn't able to get any information. I reached out to Kent County; they have been working on a mobility task force. They are aware of the issues that Hope Network has been having. Deputy County Administrator has been working on this. In Kent County there are 28 people receiving this service, 2 in Ada Township. She is looking to get groups together, including Hope Network to talk through these items. In the past, the township passed additional funding, but we never received any bills. We have asked for information such as, where are the riders going, addresses, start point, drop off locations and frequency. It's been more than 6 months and I haven't received any information other than they are confused by our request, then they understand it and say they will get on that. Three months pass and I haven't heard anything. I am not going to ask for a check to be cut, until we receive actual documentation. Which we have not received. Some of those go back more than a fiscal year, so there is no way to pay those out. But this goes to a larger issue of mobility in Kent County. We are working with Kent County to identify what other solutions are available. Just giving an update, I know we have talked about Hope Network a couple of times.

Treasurer Moran: If you could keep us updated, I know since I have been on the board we have always offered some kind of ride share. I think that is important, if we need to take the lead on that, by promoting it or whatever I would be a big proponent of that. I would like to see this.

Spalding Street Lift Station

Manager Suchy: This continues to be the gift that keeps on giving, with continued issues. There is a meeting tomorrow regarding this. Meeting with electrical engineers from our insurance company, going through the process of finding out what happened, how it happened. We have received funds for the replacement or repair of the pumps. But since we have a subrogation claim against the township, they are working through to identify what happened. F&V has been really good as far as documentation. Extremely detailed as far as the time of the event, what happened, and what the response was. So, we can feel confident in Ada Township's response to that issue.

Treasurer Moran: Question regarding 3 Mile Road paving update. Guidance document for paving non-paved roads. Are all non-paved roads natural beauty roads or is there a difference.

Township Manager Suchy: We created an issue with the road commission, by presenting a question they had never answered previously. Typically, they only allow paving of non-paved roads as part of a development. We asked can we pave this road without you being a part of it? The road commission did not have a good answer to that. They came back with some solutions for the road, but still didn't have a method to address our question. Their solutions dismissed all of our concerns. I am working with Steve Groenenboom to present to them some alternative solutions. We can't be the only community that has dealt with this issue. We need options for the board to at least consider. Right now, the residence on 3 Mile Road aren't getting any level of service because it has just been put on hold with us waiting for the road commission. We are reviewing what they provided and going to provide feedback. Then potentially bring it to the board as well.

Trustee Hurwitz: Regarding the library expenses. It seems like we are racking up many expenses for various cleaning.

Township Manager Suchy: Yes, it is expense to run the library. \$180,000 to \$200,000 or more a year for all the basic operation expenses. We get back maybe \$40,000 from KDL. When negotiating this project, the estimates were \$150,000 plus so the amounts are within range. Seems your questions might be more of was it a good deal when we entered this arrangement? We were one of the first communities that got a contract. Most communities just operated on good will. Because they liked having a KDL branch in their community. It can be revisited; it is a 15-year contract. It has been 4 years since it has been opened, so the cleaning does not seem excessive. Also, the Friends of the Library are good with assisting for anything that is seen as extra. Cleaning I would not see as extra.

Supervisor Korth invited other department heads to provide any updates outside of what was stated in their reports.

Wesley Deason, Parks and Recreation Director: We hosted a vintage baseball game with Ada Historical Society. Was a great turn out with about 400 people. Cascade won this year 9-5, making Ada 2 out of 3. It was a great event, Staff did a great job and it was beautiful weather.

Wanted to give you information that I have been working with a private donor for a significant contribution to the Roselle Park playground. I am taking that to the PLRP this Thursday for review. I hope to have that on the next meeting for our consideration.

Township Manager Suchy: Could you give an update on what happened at the pickleball court today? There was an individual that went down in the pickleball court, had a heart attack. Thanks to our wonderful staff Matt Donald, and the fire department. Matt is one of our building grounds facility workers as well as one of our fire fighters. They were able to take him to the hospital and is expected to make a full recovery. Essentially only 1 out of 10 makes it and he seems to be the "one" thanks to the quick actions of everyone. We had actually lost this individual for a period of time on the court.

Treasurer Moran: Do we have an AED out there? Parks & Recreation Director Deason - No, we do not, it has been discussed. I am planning a meeting this week with the fire chief to get one out there. Manager Suchy - In this situation it would not have helped. That is not a reason to not get one out there, in case there is an opportunity for that to be used to save someone.

Treasurer Moran: Question for Steve Groenenboom 2023 East Residential Trail and this on-going issue. Can we take a look at this? I would like to get on the calendar getting out and walking this trail as soon as possible. Take a look at that, tell me what the issues are, what the cost is, then determine how we want to proceed. If that is legal actions with Orion or just get it repaired and move on.

Second question to Paul with F&V, on the back of Stephanie's write up. Emergency calls are out of scope. I know in my neighborhood there have been couple of things. In an Emergency Miss Dig for power poll replacement at the East entrance. What is out of scope, what is in scope? Are they supposed to be calling you? If it is an emergency they are contacting you to contact Miss Dig. To get whatever it is that they need.

Also Confined Space Entry to replace the water meter at Clear Springs. Can you explain this to me? The meter was old and wasn't transmitting anymore, it needed to be replaced and it just happened to be in a confined space.

BOARD MEMBER COMMENT

None

Public comment

Closed

Adjournment

Moved by Trustee Hurwitz, supported by Trustee Carter. Motion Carried. 8:10 pm



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MINUTES OF APRIL 16, 2025, SPECIAL WORK SESSION, 8:30 A.M.**

A Special Work Session of the Ada Township Downtown Development Authority (DDA) was held on Wednesday, April 16, 2025, at 8:30 a.m. at the Amy Van Andel Library, Community Room #2, 7215 Headley St SE, Ada, MI.

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:36 a.m. by Chair Knapp.

BOARD MEMBERS PRESENT: Cloutier, Harrison, Idema, Knapp, Frost, Vogl, Korth, Coe, Turan (8:39am)

BOARD MEMBERS ABSENT: None

STAFF AND OFFICIALS PRESENT: Austin, Suchy, Treasurer Moran,

PUBLIC PRESENT: None

II. APPROVAL OF AGENDA

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

III. UNFINISHED BUSINESS - none

IV. NEW BUSINESS

a. Goals & Objectives Work session #2

DDA Director Kevin Austin instructed the DDA that they were to review the Draft Key Objectives and Goals, as had been constructed following the past 2 Strategic Planning Sessions and provide recommended revisions prior to moving to approve and adopt the guiding policy. Director Austin led them into the first section of the Draft with the “Stop, Start, Continue” exercise.

Idema mentioned that we should remove the “instead” in reference to events because that sounds too declarative instead of leaving room for evaluating valuable opportunities.

Coe stated that a Buy Local Campaign is an expression of the goal of supporting DDA Businesses.

Director Austin asked the DDA Board to discuss Objective 1 and evaluate any modifications.

Harrison noted that we should keep a point of focus that we are accountable to key property owners in the DDA.

Tom Korth stated that he likes the focus but doesn’t want to show favoritism.

Jeremy Frost stated that we should keep accountability with all property owners and emphasize continuous communication.

In discussing Objective 2, the board started focusing on Beers at The Bridge.

Idema noted that she would like to remove the term “image-building” from the BATB reference and maybe change to a “community bonding” focus.

Vogl stated that we should add better language than “don’t mess with the core”, such as “retain the character of the event”.

Idema asked what the “outside vendors” point entails.

Director Austin clarified that they may have discussed whether they should be deliberate about attracting outside vendors or not putting resources toward that end.

Coe stated that maybe they should state that they want to maintain the vibrancy of the event.

In referencing the Farmers Market point the board indicated that we should revise the language of the first point that it is well-managed but always looking to improve.

The board began discussion on the Winter Wonderland initiatives.

Korth stated that we should provide a point to state that we are deliberately looking to assess the impact of this event on the DDA.

Turan stated that we should continue funding this event and the installations connected to it as it has a significant benefit to placemaking in the village.

Harrison asked if there is a space in the park where businesses can sponsor a tree display and asked if there are additional spaces to activate for the holidays.

Korth mentioned that once Covered Bridge Park is finished, it will provide a significant space for activation.

Cloutier mentioned that she received feedback that the downtown area has very few activities for families to do in the winter.

The board began discussion on the Support Local Campaign.

Idema noted that the current statements could be consolidated to express the need to implement and sustain this initiative.

Suchy noted that the statements under this campaign shouldn’t have specific timelines and deadlines.

Idema asked if the ownership of this campaign is up in the air or if one entity is driving it.

Suchy noted that the ABA focuses on the whole township while the DDA is a much more specific location, therefore the DDA should lead and coordinate strategic assistance from the partners.

Korth stated that the DDA is much more complex an entity than the other partners, therefore we need to be considered the lead and delegate roles to our partners.

Coe noted that the DDA utilizes the public purse and therefore should be more accountable as the leadership.

In discussing Objective 3 Beautification and Placemaking, Turan noted that specific timing statements are useful for physical alteration.

Frost noted that timing helps with accountability.

The board began discussion on Objective 4 Public Investment and Maintenance.

Idema asked if the sub notes are more for internal references or if they are useful for the public.

Moran asked if the key objectives are for reviewing progress annually or if they are meant to be more long term.

Harrison stated that they are a good way to evaluate progress in the short term over the year and then refine after the year has concluded.

The board stated that the Pedestrian Infrastructure Investment point is well written and captures the vision that the DDA has regarding this goal.

Director Austin stated that he would edit the document to include the board revisions and bring it to them for review at the DDA meeting on May 19.

V. BOARD MEMBER COMMENT

Harrison stated that he is very thankful for the continued care and investment that all board members have made in this process of refining and defining our goals.

Idema asked Director Austin if he wanted them at the Ribbon Cuttings.

Director Austin stated that he only sends out invites to the ones occurring in the DDA and if they are available then he would like the board members to make it.

VI. PUBLIC COMMENT – None

VII. ADJOURN MEETING

Moved by Harrison, supported by Turan, to adjourn the meeting at 10:02 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

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**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE APRIL 21, 2025, SEMI-ANNUAL INFORMATIONAL MEETING**

A Semi-Annual Informational Meeting of the Ada Township DDA Board was held on Monday, April 21, 2025, at 8:00 a.m. at Ada Township Office, 7330 Thornapple River Dr. SE, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Cloutier, Frost, Idema, Knapp, Korth, Turan, Vogl

BOARD MEMBERS ABSENT: Coe, Harrison

STAFF AND OFFICIALS PRESENT: DDA Director Austin, Planning Director Said, Township Manager Suchy, Administrative Assistant Buckley, Farmers Market Coordinator Valverde, Chief Murray, Clerk DeMarco, Treasurer Moran

OTHERS PRESENT: 2 members of the public

II. APPROVAL OF AGENDA

Moved by Korth, supported by Turan, to approve the agenda as presented. Motion carried.

III. UNFINISHED BUSINESS – none

IV. NEW BUSINESS

a. Presentation on DDA Events and Projects

Austin stated that Public Act 57 of 2018 stipulates that Downtown Development Authorities hold two informational meetings annually. Informational meetings are meetings held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets, or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality. Prior to the informational meeting, a notice must be sent out to each taxing jurisdiction that has taxes that are subject to capture by the authority. The Ada Township DDA only captures taxes from Ada Township. All other taxing jurisdictions opted out of the tax capture.

Austin anticipates the second required informational meeting will be held prior to October 20 regularly scheduled meeting.

Austin said he included in the packet a summary of the 2025-26 DDA events and projects. The outline covers what has taken place and what is in process. He briefly went over the series events, meeting dates, projects (tree risk assessment has been completed), contracts, and staff support (recruiting part time summer interns).

V. BOARD MEMBER COMMENT

Supervisor Korth shared that he appreciates the job Austin is doing and Turan added that Austin's work on his relations and communication with the DDA members really shows through and it helps a lot.

VI. PUBLIC COMMENT – none

VII. ADJOURNMENT

Moved by Vogl, supported by Idema, to adjourn the Semi-Annual Informational Meeting at 8:05 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF APRIL 21, 2025, REGULAR MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, April 21, 2025, 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 Knapp.

BOARD MEMBERS PRESENT: Cloutier, Frost, Idema, Knapp, Korth, Turan, Vogl

BOARD MEMBERS ABSENT: Coe, Harrison

STAFF AND OFFICIALS PRESENT: DDA Director Austin, Planning Director Said, Township Manager Suchy, Administrative Assistant Buckley, Farmers Market Coordinator Valverde, Chief Murray, Clerk DeMarco, Treasurer Moran

PUBLIC PRESENT: 2

II. APPROVAL OF AGENDA

DDA Director Austin pointed out there was an item missing from the agenda and requested to add item, V. e., Consider Strategy for Placement and Selection of Streetscape Fixtures.

Moved by Vogl, supported by Idema, to amend agenda to include item V. e. Motion carried.

III. APPROVAL OF MINUTES OF MARCH 10, 2025, REGULAR MEETING

Moved by Korth, supported by Turan, to approve the March 10, 2025, Regular Meeting minutes. Motion carried.

IV. UNFINISHED BUSINESS - none

V. NEW BUSINESS

a. RRR Lawn and Landscape Multi-Year Contract Proposal

Austin said in 2023 and 2024, the DDA partnered with RRR Lawn and Landscape, and their performance has been consistently strong, meeting and often exceeding expectations. The DDA reaffirmed this partnership by awarding RRR the 2025 streetscape planting contract (for one year) in the amount of \$52,163.83.

Austin informed that RRR Lawn and Landscape has proposed a two-year extension to the 2025 contract, covering the 2026 and 2027 planting seasons. Their proposed pricing structure ensures a maximum 5% increase per year:

- 2026: \$54,772.01
- 2027: \$57,510.62

Austin noted that given the DDA's satisfaction with RRR Lawn and Landscape's performance in 2023 and 2024, and the benefits of locking in reliable service at a predictable cost, staff recommends adopting the proposed contract extension for the 2026 and 2027 planting seasons. Note that contracted services in 2025 rose by 28.9% compared to last year. We did include additional plantings in this year's contract, however, there were also substantial price increases. The DDA will retain the ability to cancel the contract according to the cancellation contract included in the packet.

DDA members concurred that RRR has been doing a good job.

Moved by Korth, supported by Frost, to extend the Village Streetscape Maintenance & Flower Planting Services contract awarded to RRR Lawn and Landscape for an additional two-year period not to exceed \$54,772.01 in 2026 and \$57,510.62 in 2027, and to permit the DDA Director to revise and execute the contract. Motion carried.

b. Parking Plan RFP Review

i. Planning Director John Said

Planning Director Said stated that this item is brought before the DDA Board for support to proceed with the distribution of an RFP for the parking plan. This plan has been a collaborative effort by Julius Suchy, Kevin Austin and Said to assemble the plan for RFP (Request for Proposal).

Said made note that we previously pursued the idea of a parking study, but this particular approach is a more strategic one. While there will be a component that assesses existing parking, the emphasis will be one of developing a forward-looking strategy based on existing and planned parking resources in the Village area. This approach will allow for a more well-planned effort on parking management and planning for the future. Said is hoping to have a consulting company in place by this summer.

Supervisor Korth said the request was presented to the Township Board at the meeting on April 14 and the Board was interested to get the RFP out there and see what came of it, with time being the essence and hoped the DDA would agree.

Following brief DDA discussion, it was moved by Turan, supported by Korth, to approve the RFP as presented. Motion carried.

c. MOTL Sponsorship Approval

Austin said the DDA budgeted \$2,500 for sponsorship in support of the Music on the Lawn Summer Concert series presented in partnership with Ada Parks & Rec and the Ada Historical Society. In recognition of DDA support, Austin highlighted what the Hometown Hero Sponsorship level includes: social media marketing materials, host a booth and banner displayed at Legacy Park, on-stage announcement recognition, and sponsorship recognition in the Adaview; as well as, aligns with the DDA goals and objectives.

Moved by Idema, supported by Cloutier, to approve \$2,500 sponsorship for the 2025 Music on the Lawn Summer Concert Series and authorize the DDA Director to submit the sponsorship form with payment to Ada Township Parks & Recreation.

d. Beers at the Bridge Operational Budget Review

On 3/10/2025, the DDA board approved a reduction in BATB dates to a total of 2 for 2025. This has had an impact on the traditional budget breakdown but has been reflected in the provided budget. Through continued dialogue with business representatives and community stakeholders, staff sought to find opportunities to further incorporate the village commercial businesses into the event space. One of the proposed options to increase collaboration and holistic benefits to the event space was to eliminate the Grub Sponsorship fees and Promotional Vendor Fees for businesses that are within the DDA district. This option was presented and approved by the committee at their last meeting. Austin referred to the event budget that has been created with this sponsorship modification applied.

Austin went over event budget highlights: entertainment costs are locked in at \$3,700, hoping to get Union Bank for cup sponsor (3,900 cups left from last year), security costs, equipment rentals, and beer purchase. Austin recommended to the BATB Committee to consider using Seyferth PR for design & promotional materials and media relations to assist in the 10-year anniversary of the event, which the committee approved.

Moved by Knapp, supported by Turan, to approve the Beers at the Bridge budget as outlined in the event management plan and memo and authorize the DDA Director to process invoices and contracts for services listed in the event management plan. Motion carried.

e. Consider Strategy for Placement and Selection of Streetscape Fixtures

Austin briefed that a tentative layout for streetscape furniture, trash receptacles, and flower pots was developed by Manning Design in 2022. However, the implementation of this plan was delayed and ultimately paused due to several factors. Given the past factors, Austin is seeking additional feedback from the DDA regarding the streetscape furniture and trash receptacle plan. With updated budget considerations and current staff capacity, we would like to discuss a potential layout and determine how to proceed with the plan in a way that aligns both aesthetic goals and budgetary constraints.

Austin went over the points to consider and discuss as well as placement maps (for trash receptacles, benches, various sizes and styles) for the DDA to review.

There was extended DDA discussion regarding different types of trash receptacles and locations for placement (options on Ada Drive, Headley, Bronson, River St.), possibility of offering recycling, the current/existing benches and materials used, the types of materials used in general, and to consider the possible opportunity for bench sponsorship.

Cloutier and Idema offered to do a walking tour for visual concept and give their comments.

Austin concluded that there is no motion requested and said he will move forward with the feedback and direction received. He will continue to review and discuss with BFG and will share an updated proposal with the DDA at a later date. Austin noted that he will reach out to DDA members, BFG, and Parks & Rec to form a small committee regarding this matter.

VI. REPORTS AND COMMUNICATIONS

- a. Financial Report 3/31/25** – last one for the 24-25 fiscal year
- b. DDA Director Report** - Austin briefly summarized a few items in his report
- c. Farmers Market Manager Report – Raquel Valverde**

Raquel Valverde provided Farmers Market updates for the month of March. They had a committee meeting and discussed: the status of the SNAP application (which she informed was recently approved), vendor applications (25 returning vendors & 7 new vendors), the lineup of food truck vendors, and the upcoming construction by Ada Family Dental (next to the market). Valverde noted that layout plans for the construction are being coordinated with the contractor to minimize disruptions during the market season.

Valverde went over the vendor lineup and map of 19 seasonal vendors, 13 daily vendors, 3 community vendors, farmers market booth and 7 food trucks. She finalized 3 different flyers and distributed them around the community.

Cloutier mentioned it would be a good idea to contact Amway personnel regarding the food truck opportunities for lunch. Valverde said she will contact Amway to let them know.

d. Complete Streets Pilot Program

Austin said that Grand Valley Metro Council reached out to Planning Director Said notifying Ada of a pilot project program they did in a few other communities. Austin thought this would be valuable to have the DDA review and discuss.

Austin explained that the program looks for places to implement temporary complete street installations to monitor and help provide safer pedestrian crossings. The program would allow them to make very affordable installations at key junctures with higher volumes of pedestrian crossings. Austin went over demonstration pictures included in the packet and said that his intention is the DDA seek out temporary installation (about \$1,500 in paint & pylons) at Bronson Street & Ada Drive, and at Fase Street & Thornapple River Drive.

Austin said he reached out to the Kent County Road Commission about the program but wanted to discuss with the DDA on whether they wished to pursue. Austin clarified that this is not a proposal for the DDA to motion on and/or endorse at this time, it is being introduced for their review and discussion/feedback.

Township Manager Suchy noted that Ada has submitted a pedestrian safety plan to Kent County Road Commission and is awaiting feedback from them.

The program concept was received well by the DDA Board.

- e. DDA Financial Report, February 28, 2025** – no additional comments
- f. Township Department Head Staff Reports** – no additional comments

VII. BOARD MEMBER COMMENT - none

VIII. PUBLIC COMMENT - none

IX. ADJOURN MEETING

Moved by Turan, supported by Korth, to adjourn the meeting at 9:42 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



TOWNSHIP

Parks, Recreation & Land Preservation

Advisory Board Meeting

Thursday, March 20th 2025 8:30am

Roselle Park Resource Building

(1010 Grand River Drive, Ada MI. 49301)

Minutes

1. Call to order/Roll Call

- **Board Members Present:** Crosby, Korth, Heule, Meyer, Kollig, Hurwitz, Levick, Hulst, Terwilliger
- **Board Members Absent:** Schmottlach, VandenBerge
- **Township Staff Present:** Suchy, Marek, Deason, Engel

2. Approval of agenda

- Motion to approve the agenda was made by Crosby and seconded by Terwilliger.

3. Minutes of the PRLP Advisory Board meeting held February 20th (enclosed – approval requested)

- Motioned to approve the minutes was made by Levick and seconded by Korth.

4. Financial Report

a) Revenue/Expense Report as of 2/28/25

- Director Deason mentioned that an updated advisory board contact list, the '25-'26 meetings dates, & the other Township departmental reports were added as separate attachments via email for the convenience of all board members.
- Director Deason also noted that we are closing out the fiscal year on March 31st and looking to wrap up some projects on the current fiscal cycle.

5. Unfinished Business

- None
- Chair Hulst quickly noted that the Progressive Design Proposal presented at the February PRLP meeting was approved by the Township Board on February 24th.

6. New Business

a) Parks, Recreation & Land Preservation Millage Discussion

- Chair Hulst addressed the board and shared his desire to create some thoughtful discussion and dialogue around what we wanted our Parks, Recreation, and Land Preservation services to look like in the next 10 years as we approach the need to discuss a potential new millage. Hulst wanted

our focus to be aimed at a high level of what we envision our parks system to be and for that to ultimately guide us in identifying a millage rate.

- Director Deason briefly discussed the PRLP timeline dating back to the 1940's where ballgames were played at Leonard Field Park. Director Deason highlighted some key moments that have occurred since the original PRLP millage started in 2016 which included the opening of the Roselle Park Resource Building in 2016, the addition and grand opening of Legacy Park in 2019, the hiring of 2 additional full-time staff in 2022, and the ongoing work to develop Leonard Field into Covered Bridge Park.
- Terwilliger shared that there is not mention of property acquisition listed within the timeline.
- Director Deason reminded the board that the extensive trail work, construction, and connectivity that has been added over these years was not included due to the unique nature of our trails system having its own separate millage governed by the trail committee.
- Levick agreed with Terwilliger's comment regarding a hope to see land acquisition information added to the timeline if this was going to be used as information to the public to promote a potential new millage.
- Manager Suchy mentioned that he thought the timeline was helpful for the parks board to review to understand all that has been completed on the current millage life cycle. He noted that we have had two parks come online and that we've added 2 full-time staff since our last millage. Suchy reiterated that we've continued to see positive growth in the Township and have expanded our reach, but that it's all still been done on the old millage rate, and that with the addition of Covered Bridge Park our needs for managing and maintaining that space are only going to increase. Lastly, Suchy discussed that the PRLP has been devoting \$50k annually out of its budget to go towards a fund for potential future land purchases, and that it will likely be important to review that number as it relates to the millage moving forward.
- Terwilliger informed the board that his earliest memories of the department came through camp programming that his children had the opportunity to participate in. His hope is that we can bring these types of programming and opportunities back for families in our area.
- Crosby inquired about lighting in the new Covered Bridge Park and Director Deason shared that we would have similar lighting features that are currently a part of the walkways in Legacy Park and Leonard Park.
- Kollig inquired as to why the trails are not included within this discussion & Manager Suchy noted that our trails system operates on its own millage, which he believed started in 1998. Suchy said it is a 20-year millage and was updated in 2018 that will not be up again till 2039. Suchy clarified that the PRLP millage pays for managing and maintaining of the trails within our parks, but not the system that expands throughout the Township. Lastly, Suchy shared that it would be important to have a millage proposal prepared for an August election, that way if it didn't pass, we could modify and have a second attempt at the November election. If no millage is approved, the PRLP would no longer have funding.

- Terwilliger noted that we cannot use our funds to advertise this millage. We must have a separate community group made up of citizen volunteers to run the millage marketing and promotion.
- Manager Suchy confirmed Terwilliger's comments and reiterated that the Township and the PRLP can only provide information for millage campaign.
- Director Deason noted this was a good segue and opportunity to take a look at the Question & Answer Sheet that was created for the 2016 millage proposal.
- Kollig noted that this document, or something similar could be helpful in assisting staff with answering questions that may come forward from community members.
- Terwilliger believes the community will support a well-planned millage that supports our parks system.
- Hurwitz noted that he is proud of what the Township has done for the community members in following up with our commitments on a variety of projects and initiatives. He believes a level of trust has been built.
- Chair Hulst emphasized that we shouldn't take this opportunity for granted and the importance of finding a number for the millage that is intentional to the PRLP needs.
- Terwilliger highlighted that it's been likely 20+ years since we've asked for an increase as the last millage in '16 was just a combination of the Parks Millage and the Open Space Millage.
- Levick stated that there has been an increase in young families in our area, so we should be mindful of a millage that continues to take that into account.
- Manager Suchy reminded the board that it can be easy to just ask for x-number, but that the storytelling would be an important part of sharing what's taken place in the Township and how many of the new enhancements in our parks system are attributed to private dollars and that public funding helps support the maintenance and activation of these spaces for community events and other programs.
- Chair Hulst noted that if we got the timing right, Covered Bridge Park could provide us a unique opportunity to build some momentum with that storytelling effort.
- Terwilliger emphasized the need to consider the millage as a maintenance effort too, ensuring we have funding to support the operational needs of these spaces as well.
- Supervisor Korth touched on a few key points related to the Land Preservation element of the PRLP stating that a lot of work to protect the Grand River corridor had been done and was an important element. Korth was unsure if there is a strategic plan to identify and secure land that may be of interest to the Township and PRLP, but that one should be considered. Korth mentioned that the Chase Lake area could benefit the community at some point in the future should that opportunity present itself.
- Crosby agreed that preserving parcels of ecological value are important and that some work has been done in the past to rank and or rate areas that may be of interest to the Township. She also shared her concern with making all of these space public, rather than truly preserved and untouched.

- *Manager Suchy shared that it was good this conversation was being had now as we continue to refine the final recommendation from the PRLP to the Township Board for an August and or November '26 ballot item.*
- *Director Deason provided the board with excerpts from the 2022 PRLP Master Plan to ensure a thorough review of all our parks and preserves was considered before moving ahead.*
- *As defined by the master plan, the first set of parks Director Deason discussed was “neighborhood parks” which included Legacy Park & Leonard Field park.*
- *Director Deason reiterated that Legacy Park came into the picture in 2019 and was in good standing as it related to the amenities and the condition of the overall park. He noted that the construction of the pedestrian bridge would only add increased connectivity to the rest of the area. Director Deason did state that he would like to see a synthetic play surface added to the playground at this park to eliminate the need for annually ordering and having staff manage the mulch in that area.*
- *Director Deason moved onto Leonard Field Park which he communicated was obviously going to be undergoing massive change as it transforms to Covered Bridge Park. He shared that the new park would include many new amenities that would meet the needs of a wide demographic of people. Lastly, he shared that this park would require significant maintenance, repair, and upkeep as this project would expand our operational duties.*
- *Hurwitz asked if accessibility was being considered for the new park & Director Deason said that Progressive Companies has worked hard to ensure we are meeting a high level of ADA standards.*
- *As defined by the master plan, the second set of parks Director Deason discussed was “community parks” which included Ada Park and Roselle Park.*
- *Director Deason discussed Ada Park having been built in 1976 and that it needed several updates, upgrades, improvements, and planning. He shared that many of the playground and park features are not ADA accessible and conflict with today’s modern standards. Deason noted that the park really needs to have a structure or facility within the park that has year-round restroom access as well as a space that can be utilized 12 months out of the year for programs, special events, and or rentals for the community. Lastly, Director Deason expressed concern for the lack of resources that are available to our BFG team who manage our park spaces sharing the additional needs for storage, tools, equipment, water, and the necessary electrical grid support.*
- *Director Deason talked about Roselle Park and the unique purpose it serves as a passive recreation space for many community members. He noted that we do not have plans for future construction at this park due to the unique environmental problems it can pose as was learned through the south parking lot construction project. Director Deason stated that a large portion of this park is also prone to severe flooding. Lastly, he said he would like to see some improvements made to the playground and was working with a potential private donor on that project.*

- Terwilliger noted that he believes Roselle Park does a great job of serving its purpose as designed in a passive recreational space.
- As defined by the master plan, the next area of focus in the Township was “natural areas”.
- Director Deason discussed the Carl Creek Crossing Preserve property and noted the uniqueness of this space with its short, looped trail. He shared that this property does not have restroom access, but does have a small parking area and some beautiful boardwalks throughout. Director Deason reminded the board that this parcel is a part of the Kent Conservation District land management plan we are currently working on. Lastly, he noted that some trail restoration work in addition to the invasive plant eradication would need to be done in the next year and beyond.
- Crosby realized that the address for that property listed in the master plan was incorrect.
- Director Deason discussed the Carl Creek Wetland Preserve and noted this was also a part of the Kent Conservation District Land Management Plan. He stated that we do not have access to this space for the public as there is no parking lot or established/maintained trails.
- Crosby shared her desire for this space to remain a non-activated location.
- Levick stated that she believed the homeowners in that area helped produce funding in working with the Land Conservancy of WM to retain that space as a preservation.
- Levick noted the management of the Knapp/Grand River parcel where the Ada Township sign is located.
- Crosby inquired as to whether or not that sign is going to be updated and or changed.
- Director Deason shared that the sign sees mixed reviews with some community members in favor of it, while others seem to think it isn’t aesthetically pleasing.
- Kollig said she really liked the sign and was curious as to what negative complaints we had received about it.
- Manager Suchy explained that some felt like the sign was too hard to read and that at one point a temporary backing was placed on the sign to try and make it more legible, but that it ultimately created more problems.
- Kollig shared she liked the way it complimented that corner piece of land in and around the flower bed its in.
- Director Deason touched on the Grand River Nature Area and Trail sharing that most of this trail actually belonged to Cascade Township and that we work with them to ensure it’s properly maintained. He also stated that this too was included in the Kent Conservation District Land Management Plan. Lastly, Director Deason shared excitement to see that area grow in accessibility to the public as the paved trail system is established.
- Director Deason moved on and presented the 2022 master plan survey and highlighted Question 7 which asked community members what they would most like to see added or expanded within the parks system with pickleball courts, splashpads, and trails leading the way.
-

- *Director Deason said it's been good to see the Township and the PRLP deliver on many of these items, and we will continue to do so with the addition of Covered Bridge Park.*
- *Director Deason discussed Question 19 and highlighted the interest from the community to want to learn more about what they can do to protect their property. He also noted some unique ways we could go about that via our digital media platforms and partnerships we've already established in the area.*
- *Levick inquired about our ability to go to private homeowners to provide education and guidance on how to best manage their property.*
- *Manager Suchy and Director Deason both shared that would not be in our jurisdiction or be legal.*
- *Marek shared that there are many private organizations that already do this and support this cause. She stated we could help our community get connected with these resources.*
- *Director Deason reviewed Question 25 with the board and highlighted that park improvements were listed as the number one area that residents would like to see park funding spent on.*
- *Director Deason spoke on the needs and deficiencies portion of the master plan and pointed out the lack of available picnic shelters within our parks system. Both he and staff have discussed and felt the need from the community for more outdoor gathering spaces for a variety of events. Lastly, Director Deason said he believes that Ada Park is the ideal location to update and or add these amenities because we already have most of the infrastructure in place.*
- *Chair Hulst thanked Director Deason for the overview and asked the board to consider this material and ask "what's next for us, where do we want our parks system to be in 10 years?"*
- *Terwilliger expressed that he wasn't sure that the board could make that call because they weren't the ones working in the daily operations of the industry, nor were they the experts. He noted a desire to ensure we were doing all we could to support staff so that they had the resources they needed to offer the services and amenities they deemed beneficial to the community. Terwilliger included that the BFG component was a big part of the equation and wants to make sure we are setting them up for success as well. Lastly, he mentioned the Land Preservation side of things and noted the importance of being prepared financially for if/when a property acquisition presented itself.*
- *Chair Hulst asked if we had an established list or idea of properties that we wanted to target or how that was evaluated.*
- *Terwilliger said that a criteria sheet had been utilized in the past.*
- *Manager Suchy noted this was accurate and that some formalized process has been developed in the past.*
- *Kollig inquired about our ability to be strategic in the land we express interest in and the potential flood impact areas we review.*
- *Chair Hulst shared he sensed a theme for the PRLP to be a valuable resource to the community as it related to environmental and other education avenues.*

- Terwilliger stated that staff need a building and or structure at Ada Park where they can do that.
- Manager Suchy said he plans to have the Parks & Recreation Director role and the administrative assistant operating out of the new Town Hall to increase connectivity amongst the departments. He shared his understanding that the Recreation Program Coordinator may likely need to work seasonally at Ada Park in the current office space area.
- Terwilliger wondered if the current footprint of the office building at Ada Park might be able to be utilized in the future for a new building or meeting space for the community and staff to operate programs and or events from.
- Levick expressed interest in continued homeowner education and is curious as to how we can be a resource.
- Meyer noted that there are many organizations in the community that already do this work and that we could connect people through the partnerships we've already established.
- Crosby echoed a desire to continue to provide others with helpful ecological information and best practices for their own properties
- Supervisor Korth noted that if there is a way we can make this connection through our parks system and show the work we've done that has benefitted our spaces we might have more success in getting local buy-in from private property owners.
- Chair Hulst said he sensed a theme of empowering our community members.
- Terwilliger asked what our conservation easements may look like in 10 years.
- Kollig noted that she was data driven and wanted the board to think about how many staff will we need in 10 years, how many plows, trucks, and other resources will be needed to continue to operate at a high level?
- Crosby noted the potential for the PRLP to have a park in the northern part of the Township in 10 years and asked what might that look like.
- Supervisor Korth noted that it may not currently be in our best interest to place a park in an area that isn't more densely populated.
- Heule agreed that a park should be near residential areas that provide families with good access to its amenities and the more rural areas preserved.
- Chair Hulst asked if maybe there might be underserved areas in the community that are higher density that could benefit from a pocket park?

7. Committee Reports & Updates

a) Stewardship

- Director Deason shared that a meeting for the Stewardship Committee would be held in March to discuss updates from our Land Management Plan and the Township's conservation easement.

b) Programs & Facilities

- None at this time

c) Trails

- None at this time

8. Director's Report

- *Director Deason briefly highlighted that the Rec-Connect newsletter is out and available online. He shared that department heads have been working with Manager Suchy on the new Township website that will be coming soon. Lastly, Director Deason communicated that we are hiring summer staff which includes two seasonal workers and one recreation intern.*
- *Manager Suchy shared that the Township has closed on the property across from the Library where the new Township Hall will be built.*

9. Board Member Comments

- *None*

10. Public Comments

- *None*

11. Adjournment

- *A motion to adjourn the meeting was made by Terwilliger and seconded by Meyer.*
- *Meeting adjourned at 9:59am.*



**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE MEETING APRIL 17, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, April 17, 2025, at 5:30 p.m., at the Ada Township Hall, 7330 Thornapple River Drive, Ada, Michigan.

I. CALL TO ORDER

Chair VanderVennen called the meeting to order at 5:30 p.m.

II. ROLL CALL

Members Present: Butterfield, Carter, Cooper-Surma, Ellixson-Andrews, Moyer, VanderVennen

Members Absent: Kluting

Staff Present: Bajdek, Buckley, Said

Others Present: 4 members of the public

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF MARCH 20, 2025, REGULAR MEETING

Moved by Moyer, supported by Carter, to approve the March 20, 2025, Regular Meeting minutes. Motion carried.

V. PUBLIC HEARING

- 1. PVM District Development Plan Amendments with Departures; R-3 zoning district; Fase Street, Oxbow Lane, Riverlet Drive, Watermill Drive, and Watermill Circle (multiple parcels generally located at the northwest corner of Fase Street and Thornapple River Drive); Property Owner Brad Rottschafer/Oxbow Ada, LLC; (multiple parcel numbers)**

Brad Rottschafer presented his request for different setbacks and lot coverage amendments for parcels in the Oxbow development. He explained reasons/details on revisions requested: increase lot area of lots 43 & 44 and provide a 10' rear setback, river lots 55-66 have no required rear yard setback, lots 55 & 56 no required side yard setback, lot 55 two 5' front yard setbacks, lot 56 only a 5' setback on the west side adjacent lot 57, and lots 55 & 56 shall be allowed a lot coverage of 80% which is more consistent with lots 45-54 & 57-66.

Planning Director Said summarized the staff report and explained that the applicant has indicated that as design refinements have been made to the project, there have been needs to make adjustments to the proposed lots and dimensions. He referred to the staff report for details on the requested departures and the previous departures already approved. He made note of lots 43 &

44 getting larger and remarked favorably on the size of the common open space/park. Said briefed on the Zoning Ordinance requirements and the process for modifications to an approved PVM Development Plan and made note that as the Oxbow project evolves, it is certainly possible for additional amendment requests to be necessary.

Said stated that Staff has no objections to the approval of these requests based on the applicable standards, including the unique circumstances associated with this project, and the adjacent open spaces associated with the proposed reduced setbacks. He said that the conditions of approval are noted in the staff report, and noted an added condition would be that a new site plan be submitted reflecting the lot numbers as well as condominium unit numbers.

VanderVennen opened the public hearing at 5:44 p.m.

Mel Cooke, 7556 & 7560 Fase Street, said he was unclear as to what types of changes are proposed specifically to the original lots on Fase Street (7563 & 7567) that are located across the street from him. Chair VanderVennen clarified that those lots are being shifted back 10 feet further from Fase Street.

There was no other public comment and the public hearing was closed at 5:50 p.m.

VanderVennen moved to Board discussion. Cooper-Surma and Ellixson-Andrews asked questions about the proposed retaining walls. Rottschäfer pointed out the two retaining walls and explained the locations and sloping/excavations involved. Moyer questioned the fire equipment access at the east end of Watermill Drive. Rottschäfer explained the fire accessibility as per discussion with Fire Chief Murray. There was additional Commissioner discussion regarding the departures requested and noting some conditions of approval.

Moved by Cooper-Surma, supported by Ellixson-Andrews, to approve the PVM amendments, along with the departures identified in the staff report (noted below), subject to the following conditions:

1. The Planning Commission hereby makes the following findings of fact:
 - a. The proposed development plans for Lots 43, 44, and 55 through 66, as modified by the conditions of approval listed below, requires the additional departures from the standards of the PVM District, including lot coverage for Lots 43, 44, 55, and 56; front yard setback for Lot 55; side yard setbacks for Lots 55 and 56; and rear yard setbacks for Lots 55 – 66, as noted in the Staff Report, which are all hereby approved.
 - b. The approved departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be possible without approval of the departures.
 - c. The project is consistent with the purpose and intent of the PVM District.
 - d. The project will not have a detrimental impact on adjacent property or the surrounding neighborhood.
 - e. The project is necessary and appropriate to accommodate a superior design of the proposed development.

2. The proposed departures for these lots are hereby approved, and shall be completed substantially as identified within the following documents:
 - a. Site Plan Amendment Summary, dated March 12, 2025, prepared by Nederveld.
 - b. Oxbow Site Layout Plan (C-206), dated March 12, 2025 (most recent revision), prepared by Jack Barr/Nederveld.
 - c. Exhibit B Condo Plan (Coordinate Table); no date nor preparer identified.
3. A new site plan be provided to reflect both lot numbers and condominium numbers.

Motion carried.

2. Request for Amendments to a Planned Unit Development (PUD) for a commercial warehouse/storage facility, in the I-Industrial zoning district, The Caves LLC, Tom Reed, 4900 and 4920 Fulton Street East, Parcel Nos. 41-15-30-300-019 and 41-15-30-300-020

Tom Reed presented his request for amendments to the PUD. He shared a brief overview of The Caves project and said it was a storage/small business facility with 23 units now hoping to expand to 31 units. He noted that they recently acquired the Anderson building thus needing to make some changes to their original plans.

Mr. Reed explained reasons/details on the revisions requested: front yard setback changes to building 24 & 25, side yard setbacks for building 24 & 12, rear yard setback for building 12, blending/unify the Anderson building (zoned Industrial) with the Caves PUD zoning, added proposed uses and some exclusions/limitations, and identified the location of the outside trailer parking.

Planning Director Said summarized the staff report and stated the request is for an amendment to the existing PUD, which does incorporate the Anderson site, includes additional buildings, revisions to previously approved, and related site changes. He briefly explained the process to unify the Anderson building into the PUD zoning. Said stated, as Mr. Reed mentioned, the proposal does not meet zoning ordinance requirements for a few setback areas, however, Staff does not have any objections to those.

Said referred to the staff report/staff commentary section identifying a few items for review by the Planning Commission: confirm whether the outdoor trailer parking area should be paved, whether additional landscaping be provided along east property line, and review the layout and landscaping along front edge of the site.

Said noted that Staff has no objections to the approval of this request based on the applicable standards. Staff recommends that if the Planning Commission moves to recommend approval of this PUD, it be based on findings of fact that the request is consistent with the applicable PUD Standards, and based on the conditions of approval identified in the staff report.

There was extended Commissioner discussion regarding the conditions noted about the details on uses permitted (staff report page 5, section 2.), 'uses permitted in the PUD shall be limited to uses permitted by right in the Industrial (I) district with additional restrictions/limitations' -- the Commissioners shared concerns with what enforcement mechanism being used to maintain the restrictions/limitation (trailer

storage, manufacturing/fabrication, automotive restrictions). Planner/Zoning Administrator Bajdek recapped the Zoning Ordinance regulations for the Industrial (I) district regarding permitted uses.

Ellixson-Andrews shared concern about whether the Township is empowered to enforce the ordinance regulations in the event that a tenant at the Caves is in violation of the restrictions. Said confirmed the process of the administrative steps the Township would take if a violation takes place.

There was additional Commissioner discussion/comments about combining the two lots into PUD zoning, location of the trailer parking area and the lot sizes, attractive landscape be preserved along the Fulton Street corridor, zoning requirements for Light Industrial (LI) vs. Industrial (I), and they concurred with the idea of paving the trailer parking area.

Ellixson-Andrews shared thoughts and said he felt the request is an extreme departure from its original intent. Butterfield shared a few concerns about adding the Anderson building into the PUD, noted that the landscaping along the Fulton corridor is very important, and pointed out that there is no signage for the Caves/Anderson building. Carter said he had no problem with the request and that he thinks Ada should have other options available for other types of businesses. Moyer questioned conditions noted in the staff report about the combination of the two lots and the water/sewer hookup with 155 Spaulding. Director Said informed that the lot combination would need to be submitted and approved before issuance of any permits, and confirmed that if water/sewer is provided to 155 Spaulding, the applicant would be required to connect the subject site to the services. Applicant Reed explained the current water/sewer agreement in place between himself and the adjacent property owners.

VanderVennen opened the public hearing at 6:41 p.m. There was no public comment and the public hearing was closed.

Moved by Carter, supported by Moyer, to recommend to the Township Board, approval of the PUD amendments requested, based on findings of fact that the request is consistent with the applicable PUD standards, subject to the following conditions:

1. The approved PUD Plan shall be carried out in substantial conformance with the plans prepared by Callen Engineering, Inc., as follows:
 - Existing Conditions Plan; Site Plan; Grading, Drainage, and SESC Plan, all dated 03-13-25, by Bruce A. Callen/Callen Engineering, Inc.
 - Cross Sections, Notes, and Details Plan; dated 03-13-25, by Bruce A. Callen/Callen Engineering, Inc.
 - Landscape Plan, dated 3-13-25, by Bruce A. Callen/Callen Engineering, Inc. to be revised and approved by Staff prior to Township Board consideration.
2. That the uses permitted in the PUD shall be limited to uses permitted by right in the Industrial (I) district, with the following additional restrictions/limitations:
 - Light assembly, Light or small-scale fabrication with on-site staff/worker presence of no more than 3 people per unit. Light fabrication to be assembly/conversion/manufacture of already processed raw materials into products, where the operation aspects of these processes and the materials to be used will not cause impacts on surrounding areas or the community overall. Examples include, but not be limited to artisan/craft products, clothing and fabrics, furniture and fixtures, cabinetry, media production, printing/publishing and the like. This limitation shall not apply to the building at 4900 Fulton.

- Contractor offices/workshops, with on-site staff/worker presence of no more than 3 people per unit. This limitation shall not apply to the building at 4900 Fulton.
- Indoor storage and self-storage.
- Outdoor trailer storage in designated areas only as shown on approved site plan.
- Research and testing.
- Wholesale/Distribution type business with no retail

The following uses are specifically prohibited in this PUD:

- Production, sales, storage, or distribution of any food or beverage products.
- Engine/automotive/vehicular service, repair, of any kind.
- Manufacturing or anything beyond light or small-scale Fabrication, of any kind.
- Uses that require water usage as part of assembly activities.
- On-site retail sales of any kind.
- Outdoor storage of any materials, etc.
- Vehicle fleet storage, maintenance and fueling facilities.
- Churches.
- Day care centers.
- Public and private use heliports.
- Antenna towers and masts for cellular phone and other personal communications services.

The Township, through its Zoning Administrator, reserves the right to review and any proposed uses not specifically identified in the I District or in the categories noted herein, and either approve or deny such uses based on consistency with the PUD. The applicant, and/or the Zoning Administrator, may refer such proposals to the Planning Commission to approve or deny the request based on consistency with the PUD.

3. Prior to the issuance of any permit, the applicant shall obtain a stormwater permit from the Township, and shall obtain Township Engineer approval of the proposed stormwater plan.

4. Permits for on-site potable well and on-site waste disposal system shall be issued by the Kent County Health Department, prior to issuance of any building permits.
5. Building wall-mounted exterior lighting shall be limited to one fixture per unit service entry door, plus one additional fixture per building at a location determined by the applicant, with the exception that no fixtures shall be installed along the east wall of buildings along the east edge of the property. All fixtures, whether wall-mounted on buildings or freestanding, shall be full horizontal cutoff fixtures mounted in a vertical downward position. No light shall spill over onto adjacent properties.
6. Prior to the issuance of any permits, the applicant shall complete a lot combination request to merge 4900 and 4920 Fulton.
7. At such time that municipal water and sewer service is provided to the adjacent property to the east (155 Spaulding), the applicant shall be required to connect the subject site to these services within one year.
8. Final PUD plans shall include all submittals as specified in the Zoning Ordinance, including but not limited to:
 - Proposed site elevations.
 - Details for foundation walls for Buildings 24 and 25, and any retaining walls adjacent to these buildings.
 - Site Plan revision to indicate hard paving for all parking and trailer storage areas.
 - Proposed landscaping including species, sizes, and quantities of all plant materials to be installed, and irrigation system coverage.
 - Location, height and style of all proposed exterior lighting.
 - Elevation drawings including façade materials.
 - Stormwater drainage plan.
9. No signs are approved as part of this request.

Motion carried.

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS - none

VIII. COMMISSION MEMBER / STAFF REPORTS

Carter left the meeting at 6:55 p.m.

Said informed that there are no new applicants or new projects to review at the May 15 meeting, however, he would like to update the Commissioners on the zoning ordinance rewrite process and review of the draft RFP for consultant hire. Moyer informed that he is unable to attend the May 15th meeting.

Said also noted that he has been thinking about doing a survey of the Planning Commission members about meetings, planning commission reports, and comments. He said he will keep them updated on this thought.

Said asked for any comments from the members that attended the workshop in March. VanderVennen and Cooper-Surma have the virtual copy to review but have not done so to report on yet.

IX. PUBLIC COMMENT - none

X. ADJOURNMENT

Moved by Ellixson-Andrews, supported by Moyer, to adjourn the meeting at 7:00 p.m.

Motion carried.

Respectfully submitted,

Jo DeMarco, Ada Township Clerk

rs:eb

Minutes of April 10, 2025
Ada Historical Society Board Meeting

1. Call to Order: President Veldkamp called the meeting to order at 3:08 pm.

Present: Brown, Crosby, Ferro, Idema, Sefton, Thompson, Turan, Veldkamp, Vierson.

Absent: Kraai, Kroon, Mulligan, Wildes.

Others Present: Beimers, Benedict, M. Bolhuis, D. Bolhuis, Supervisor Korth, Mieras

Approval of Agenda. There being no additions to the agenda, the agenda was approved on motion by Sefton, supported by Crosby. The motion carried.

2. General Business

Approve Minutes & accept reports/communications under Consent Agenda.

- A. Board Minutes of March 13, 2025. Turan supported by Sefton moved to approve the Minutes of March 13, 2025. The motion carried.
- B. Receive & File various reports and communications:
 - 1. Publicity Committee Report
 - 2. Display Committee Report
 - 3. Collections Report
 - 4. Garden Team Updates
 - 5. Fundraising
 - 6. Volunteer Coordinator
 - 7. Fundraising Committee Report
 - 8. Volunteer Coordinator Report
 - 9. Executive Director Report

Turan supported by Sefton moved to accept the Consent Agenda. The motion carried.

3. Public Comment: None.

4. Board Comment: None.

5. Unfinished Business: None.

6. New Business:

- A. Fundraising Report:** Mieras related the committee will be actively contacting donors after spring break. The gifts that have already come in are very appreciated. Signage for the village and museum garden is in the works. Membership letters will be going out soon and will contain an alert regarding the loss of funding from the MACC. It is hoped people will make additional donations to off set that loss.
- B. Finance Committee:** Ferro presented the financial reports in the absence of Treasurer Kroon. The proposed budget was discussed. Several questions were brought up. Sefton supported by Turan moved to table the 2025 budget to the next meeting. The motion carried.
7. **Tri-River:** M. Bolhuis related the next meeting will be March 18 in Belding. The new brochure for the MDOT welcome centers will be printed soon. May 3 and 4 is the Small Museum Tour for museums in the north area. M. Bolhuis and D. Bolhuis will staff our museum on Sunday, May 3 from 1:00 pm to 5:00 pm. August 19 will be the annual luncheon and speaker.
8. **Nominating Committee:** Sefton presented the following slate of officers:
Vice President – Ufuk Turan
Secretary – Marilyn Thompson
Directors: Gary Beimers,
Margaret Idema,
Barbara Mieras,
Sandy Sefton
Ballots must be returned by May 6, 2025. If a member does not return their ballot they may vote at the annual meeting on May 8. Thompson asked if Hoover's term will expire at the end of April. Sefton responded yes. President Veldkamp asked for nominations from the floor. None were presented.
9. **Programs & Events:** Vierson related the Vintage Baseball Game is May 10 at Ada Park. On June 27 we are scheduling tours of the Ada Dam at 3:30 pm, 4:00 pm and 4:30 pm. It is necessary to sign up. Music on the Lawn begins June 4. Ferro and Idema volunteered to plan our presence in the Ada 4th of July parade. Programs and events for 2026 are completed.
10. **Volunteer Coordinator:** Benedict passed out a sign up sheet for the tour of the dam.
11. **Executive Director:** In the absence of Wildes, please refer to the written report.
12. **General Discussion:** None.

13. **Adjournment:** The meeting was adjourned at 3:47 pm.

Respectfully submitted,

Marilyn Thompson

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: May 26, 2025

HAND CHECKS

#101	#	57853, E579, E582	\$	4,083.93
#205	#	E579	\$	551.58
#208	#	E579	\$	2,507.29
#211	#	57852, E579	\$	604,618.53
#213	#			
#243	#			
#248	#	E579, 57893	\$	1,775.69
#282	#			
#408	#			
#590	#			
#591	#	57854	\$	6,314.37
#597	#			
#701	#			
TOTAL ALL HAND CHECKS			\$	619,851.39

WARRANTS

#101	GENERAL FUND	\$	47,171.90
#205	PUBLIC SAFETY FUND	\$	4,868.23
#208	PARKS & RECREATION	\$	15,291.51
#211	TOWNSHIP TRAILS	\$	6,321.02
#213	PARKS & OPEN SPACE		
#243	BROWNFIELD REDEVELOPMENT		
#248	DDA FUND	\$	9,557.39
#282	AMERICAN RESCUE		
#408	CAPITAL PROJECT	\$	5,500.00
#590	SEWER OPERATION FUND	\$	7,019.79
#591	WATER OPERATION FUND	\$	10,078.39
#597	GRAND VALLEY ESTATES FUND	\$	691.61
#701	ESCROW ACCT	\$	763.35
TOTAL WARRANTS			\$ 107,263.19

TOTAL ALL CHECKS & WARRANTS**\$ 727,114.58**

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

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Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP -	5,077.20		
	WORKER COMP - ANNUAL AUDIT	9,814.00		
	TOTAL	14,891.20		
2. ACTION CHEMICAL	SUPPLIES-PARKS	569.34		
3. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS - BILL COOK	50.47		
4. ADA CONGREGATIONAL CHURCH	ELECTION BUILDING USE	300.00		
5. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-PARKS	119.55		
	SUPPLIES-GEN	30.98		
	SUPPLIES-PARKS	53.95		
	SUPPLIES-PARKS & BFG	175.66		
	SUPPLIES-GEN	22.97		
	SUPPLIES-PARKS	66.23		
	SUPPLIES-ACCOUNTING	46.10		
	TOTAL	515.44		
6. ANGELA MARIE DELING	TRANSCRIPTION SERVICES - 05/12/25	100.00		
7. ARC DOCUMENT SOLUTIONS LLC	SCANNING PROJECT - ASSESSING	1,162.94		
8. AT &T	PUBLIC WIFI & FIRE LAPTOPS	304.92		
9. BEACON ATHLETICS LLC	BALL FIELD TARPS- PARKS	1,009.18		
10. BLOOM SLUGGETT, PC	LEGAL - GEN	2,990.00		
	LEGAL - ORD ENF	1,107.00		
	LEGAL - LITIGATIONS	90.00		
	LEGAL-PETTIS	139.50		
	LEGAL- LABOR/EMPLOYMENT	360.00		
	TOTAL	4,686.50		
11. C & D HUGHES INC.	PETTIS AVE TRAIL PHASE II PAY APP #1	604,235.22	57852	05/13/2025
12. CANFIELD PLUMBING AND HEATING	LIBRARY MAINTENANCE	525.00		
13. CARLETON EQUIPMENT	TOOLCAT TAIL LIGHT	65.06		
14. CITY GR DEVELOPMENT CENTER	STE#300			
	WATER/SEWER CONNECTION FEE	1,000.00		

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Vendor Name	Description	Amount	Check #	Check Date
15. CLEAR WATER LAKE MANAGEMENT	PARADISE LAKE ALGAE TREATMENT	550.00		
16. COMCAST	INTERNET-TOWNSHIP HALL	790.00		
	TOWNSHIP PHONES	890.38		
	INTERNET SERVICES-ROSELLE PARK	10.00	578	05/15/2025
	INTERNET-MUSEUM	139.95		
	INTERNET-MUSEUM	124.90	582	05/20/2025
	TOTAL	1,955.23		

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Vendor Name	Description	Amount	Check #	Check Date
17. CONSUMERS ENERGY	ELECTRIC SERVICES-STREETLIGHTS, M21 BRIDGE	20.75		
	ELECTRIC SERVICES-ROSELLE PARK	221.07		
	ELECTRIC SERVICES-5824 KNAPP	64.74		
	ELECTRIC SERVICES-5200 CASCADE	216.49		
	ELECTRIC SERVICES-ROSELLE PARK	60.71		
	ELECTRIC SERVICES-FIRE #2	142.37		
	ELECTRIC SERVICES-5458 GRAND VALLEY CT	413.94		
	ELECTRIC SERVICES-FINDLAY CEMETERY	28.69		
	ELECTRIC SERVICES-LEONARD PARK	100.72		
	ELECTRIC SERVICES-STREETLIGHTS	4,547.98		
	ELECTRIC SERVICES-5465 HALL ST	203.08		
	ELECTRIC SERVICES-LIBRARY	2,774.56		
	ELECTRIC SERVICES-7380 FULTON	3,016.55		
	ELECTRIC SERVICES-4861 ADA DR	387.14		
	ELECTRIC SERVICES-801 PATTERSON	33.22		
	ELECTRIC SERVICES-ADA DR STORAGE BLDG	30.52		
	ELECTRIC SERVICES-290 SPAULDING	494.46		
	ELECTRIC SERVICES-STREETLIGHTS, HEADLEY	206.67		
	ELECTRIC SERVICES-STREETLIGHTS, HEADLEY	141.32		
	ELECTRIC SERVICES-TOWNSHIP HALL	730.57		
	ELECTRIC SERVICES-ADA PARK	244.32		
	ELECTRIC SERVICES-ADA PARK	186.14		
	ELECTRIC SERVICES-LEGACY PARK	94.71		
	ELECTRIC SERVICES-MUSEUM	181.22		
	ELECTRIC SERVICES-ADA DR WATER TANK	72.27		
	ELECTRIC SERVICES-6245 FULTON	336.96		
	ELECTRIC SERVICES-7852 THORNAPPLE CLUB	107.67		
	ELECTRIC SERVICES-SIRENS	36.83		
	ELECTRIC SERVICES-STREETLIGHTS, BRONSON	62.75		
	ELECTRIC SERVICES-STREETLIGHTS, THORNAPPLE RV DR	67.11		
	ELECTRIC SERVICES-FIRE #1	547.13		
	TOTAL	15,772.66		
18. DELTA DENTAL	DENTAL PREMIUMS-PREPAID	2,898.25		
19. DIRT CHEAP EXCAVATING & LANDSCAPING	SAND - ADA PARK	560.00		
20. DIXON ARCHITECTURE	ESCROW ACCOUNT CLOSING - 7369 THORNAPPLE RIVER DR	763.35		
21. ELECTION SOURCE	ELECTION MACHINE TESTING	2,731.00		
22. EMERSON LLLP	MAGNETIC FLOW METER SYSTEM, 12 INCH FOR 4861 ADA D	6,314.37	57854	05/15/2025

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Vendor Name	Description	Amount	Check #	Check Date
23. ETNA SUPPLY	3/4 IPERL METER, MXU & GREEN MARKER PAINT FOR STOC	7,800.00		
	SUPPLIES-UTILITIES	83.87		
	TOTAL	7,883.87		
24. EVELYN VINCENT	CANCELED RENTAL	300.00		
25. FULLY PROMOTED AND SIGN GOATS	STREETSCAPE BANNERS AND INSTALLATION-DDA	2,200.00		
26. GALEN HOSTETTER	REIMBURSEMENT - DOUBLE PAYMENT	590.00		
27. GODWIN HARDWARE, INC	SUPPLIES-DDA, PARKS, & BFG	127.90		
	SUPPLIES-TRAILS & PARKS	91.98		
	SUPPLIES-BFG, TRAILS, & PARKS	122.88		
	SUPPLIES-TRAILS/BFG	66.97		
	SUPPLIES-BFG	9.38		
	SUPPLIES-PARKS	104.47		
	SUPPLIES-PARKS/BFG	38.15		
	TOTAL	561.73		
28. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES- FIRE #2	116.25		
29. GRAYSTONE HOMES LLC	UB REFUND FOR ACCOUNT: FASE-007696-01	14.19		
30. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-LIBRARY	95.00		
31. HURST MECHANICAL	LIBRARY - PREVENTATIVE MAINTENANCE, MAY	1,041.25		
32. INTEGRITY BUSINESS SOLUTION	SUPPLIES-GEN, LIBRARY DEPT	479.65		
	SUPPLIES-GEN	22.75		
	SUPPLIES-GEN	46.98		
	SUPPLIES-GEN	19.77		
	SUPPLIES-GEN	99.98		
	SUPPLIES-GEN	10.39		
	SUPPLIES-GEN	10.89		
	SUPPLIES-GEN	40.30		
	TOTAL	730.71		

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Vendor Name	Description	Amount	Check #	Check Date
33. KAAT'S WATER CONDITIONING INC				
	WATER COOLER RENT	37.50		
	WATER COOLER RENT	102.70		
	TOTAL	140.20		
34. KENT COUNTY ROAD COMMISSION				
	ARGO AVE SIDEWALK	4,838.12		
35. KEYSTONE COMMUNITY CHURCH				
	ELECTION BUILDING USE	300.00		
36. KINGSLAND'S ACE HARDWARE				
	SUPPLIES-PARKS & BFG	63.96		
	SUPPLIES-PARKS	67.75		
	SUPPLIES-PARKS	157.49		
	TOTAL	289.20		
37. KONICA MINOLTA BUSINESS SOLUTIONS				
	COPY MACHINE MAINTENANCE AGREEMENT - FEBRUARY	315.00		
	COPY MACHINE MAINTENANCE AGREEMENT - MARCH	315.00		
	COPY MACHINE MAINTENANCE AGREEMENT - APRIL	315.00		
	TOTAL	945.00		
38. KRIKKE BROTHERS GREENHOUSE LLC				
	SUPPLIES-PARKS	110.20		
39. MARIA RAQUEL VALVERDE				
	FARMERS MARKET MANAGER CONTRACT	1,140.00	57893	05/21/2025
40. MATERIALS TESTING CONSULTANTS				
	ADA COVERED BRIDGE PARK	5,500.00		
41. MCKESSON				
	SUPPLIES-FIRE	4.39		
42. MICHIGAN ASSOC OF EQUALIZATION DIR				
	2025 ANNUAL CONFERENCE	375.00		
43. MLIVE MEDIA GROUP				
	ADS	1,475.00		
44. NAPA				
	SUPPLIES-BFG	9.88		
	SUPPLIES-BFG	60.40		
	TOTAL	70.28		
45. OAKWOLD INC				
	05/06 ELECTION DAY LUNCH	529.47	57853	05/13/2025
46. PHASE 3 GRAPHICS, INC				
	MOTL POSTCARDS	55.97		
47. PIONEER MANUFACTURING COMPANY				
	STRIPING - PARKS	1,508.58		

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48. PITNEY BOWES INC	POSTAGE MACHINE LEASE	441.99		
49. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-PARKS	319.25		
	HANDICAP RESTROOM-PARKS	149.00		
	TOTAL	468.25		
50. ROBERT HALF	ADMIN ASSISSTANT TEMP	1,344.00		
	ADMIN ASSISSTANT TEMP	341.25		
	TOTAL	1,685.25		
51. SALHADAR HOLDINGS II LLC	UB REFUND FOR ACCOUNT: THOR-007205-08	5.46		
52. SF SUPPLY	NEW EQUIPMENT	927.07		
	NEW EQUIPMENT	998.00		
	TOTAL	1,925.07		
53. SIEGFRIED CRANDALL	PROFESSIONAL SERVICES	125.00		
54. STERICYCLE, INC.	SHREDDING SERVICES	58.00		
55. THE RIGHT PLACE	YEARLY PLEDGE (5 OF 5)	4,000.00		
56. THOMET CUSTOM CONSTRUCTION	ADA PARK RESTROOMS	4,950.00		
	STREETSCAPE SPRINKLER MAINTENANCE	6,953.92		
	TOTAL	11,903.92		
57. THORNAPPLE RIVER NURSERY, INC	MULCH - MUSEUM	316.00		
	MULCH - MUSEUM	64.00		
	MULCH - TWP HALL	96.00		
	MULCH - LIFT STATION	96.00		
	TOTAL	572.00		
58. UMB BANK, N.A.	PAYING AGENT FEES-UTILITIES	350.00		
59. VERDANT GRAPHICS LLC	ADAVIEW- SUMMER 2025	5,335.54		
	LOGO ENVELOPES	158.00		
	TOTAL	5,493.54		

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60. VERIZON WIRELESS	SCADA LINE SERVICES	44.52		
61. WASHABAUGH LEIGH	UB REFUND FOR ACCOUNT: BUTR-000963-02	89.60		
62. WINDEMULLER	SPAULDING LIFT STATIN MAINTENANCE	634.00		
63. YOUNG, CRAIG	UB REFUND FOR ACCOUNT: DOGW-001168-01	36.01		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
64. ACTIVE 911, INC	PAGING 911 SERVICE	362.25	579	05/13/2025
65. ADOBE SYSTEMS	ADOBE SERVICES	609.47	579	05/13/2025
	INDESIGN LICENSE-DDA	241.05	579	05/13/2025
	ADOBE SERVICES - TREASURER	21.19	579	05/13/2025
	ADOBE SERVICES- TREASURER	21.19	579	05/13/2025
	TOTAL	892.90		
66. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-ASSESSING	23.62	579	05/13/2025
67. ARCTERYX EQUIPMENT	UNIFORMS RAIN GEAR - PARKS	508.80	579	05/13/2025
68. BIG HOFFAS	CONVENTION LUNCH - FDIC	33.30	579	05/13/2025
69. COMFORT INN	MAMC CONFERENCE LODGING - JO	543.90	579	05/13/2025
	MAMC CONFERENCE LODGING - ERIN	543.90	579	05/13/2025
	TOTAL	1,087.80		
70. CONSTANT CONTACT	WEB SERVICES	88.00	579	05/13/2025
71. FACEBOOK	ADS - PARKS	19.08	579	05/13/2025
72. FAT DANS	CONVENTION LUNCH - FDIC	39.18	579	05/13/2025
73. FIRST BANK	CREDIT CARD FEES	203.31	579	05/13/2025
74. FIRST WATCH	CONVENTION BREAKFAST - FDIC	50.11	579	05/13/2025
75. FULLY PROMOTED AND SIGN GOATS	UNIFORMS - BILL	24.50	579	05/13/2025
	UNIFORMS - MATT	31.50	579	05/13/2025
	TOTAL	56.00		

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Vendor Name	Description	Amount	Check #	Check Date
76. GREENMARK EQUIPMENT	GATOR MAINTENANCE	156.64	579	05/13/2025
77. HOME DEPOT CREDIT SERVICES	TOILETS - PARKS	1,105.71	579	05/13/2025
78. INDIANAPOLIS PARKING	CONVENTION PARKING - FDIC	11.00	579	05/13/2025
79. IONOS, INC	INTERNET SERVICES	39.76	579	05/13/2025
80. LIVE ROOF, LLC	ROSELLE PARK ROOF FERTILIZATION	89.95	579	05/13/2025
81. MDF	DRINKING FOUNTAIN PARTS - PARKS	203.95	579	05/13/2025
82. MEIJER	SUPPLIES-GEN	33.86	579	05/13/2025
83. MICHIGAN ASSOC OF PLANNING	SPRING INSTITUTE - JOHN	100.00	579	05/13/2025
84. MICHIGAN DOWNTOWN ASSOC	DDA DIRECTOR WEBINARS	360.00	579	05/13/2025
85. MISSION POINT	CONFERENCE LODGING - ASSESSING	230.91	579	05/13/2025
86. MISSION POINT RESORT	CONFERENCE LODGING - ASSESSING	272.61	579	05/13/2025
87. OUTDOOR PROLINK, INC	RAIN GEAR UNIFORM-PARKS	332.88	579	05/13/2025
88. SHERWIN WILLIAMS	PAINT SAMPLES - ADA PARK RESTROOMS	58.78	579	05/13/2025
89. SOUTHWEST AIRLINES	TRAVEL EXPENSES - ASSESSING	360.35	579	05/13/2025
90. SPRINKLES DONUTS	FM COMMITTEE	19.80	579	05/13/2025
91. STARBUCKS	FM COMMITTEE	14.84	579	05/13/2025
92. THE PIG PEN	CONVENTION DINNER - FDIC	55.74	579	05/13/2025
93. TRASH CANS UNLIMITED	DOG WASTE TRASH LINERS - TRAILS	383.31	579	05/13/2025
94. WALT DISNEY DOLPHIN RESORT	CONFERENCE LODGING - ASSESSING	297.00	579	05/13/2025
95. ZOOM.COM	VIDEO MEETING HOST	15.99	579	05/13/2025
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		7,507.43		
TOTAL - ALL VENDORS		727,114.58		



MEMORANDUM

Date: 05/20/25

TO: Julius Suchy, Township Manager & Ada Township Board of Trustees
FROM: Wesley Deason, Director – Parks & Recreation
RE: Roselle Park Playground Gift Review

Background:

Over the past six months, I have been in ongoing communication with the Looyenga family regarding a generous contribution to enhance the playground at Roselle Park. Through site visits and collaborative discussions, the family has expressed a strong commitment to supporting the Township by funding the addition of a new play structure at the park.

During this time, staff worked closely with representatives from Sinclair Recreation to identify a structure that fits within the existing playground footprint, meets all applicable safety standards, offers play value across a range of age groups, and aligns with the park's natural aesthetic—an important consideration highlighted by the PRLP Advisory Board.

Following the evaluation of several options, the Canyon Ridge Structure has been selected as the preferred design. The total cost of this structure is \$24,409.26, reflecting special municipal pricing. The Looyenga family has generously committed to donating \$25,000.00 to cover the full cost of the project.

After reviewing the proposal, the PRLP Advisory Board expressed its sincere appreciation for this gift and recommends that staff proceed with coordinating the purchase and installation of the new structure. Efforts will be made to preserve and relocate existing playground elements as feasible.

Should the Township Board choose to accept this donation, staff will also coordinate with the Looyenga family to design and install an updated donor recognition sign at the playground site.

Requested Motion:

Motion #1 - Approve Resolution R-052725-1 to accept the \$25,000.00 gift from the Looyenga Family for the purchase of new playground equipment at Roselle Park.

Motion #2 - to approve the purchase of the Canyon Ridge Structure from Sinclair Recreation, in an amount not to exceed \$24,409.26.

**TOWNSHIP BOARD
TOWNSHIP OF ADA
KENT COUNTY, MICHIGAN**

Resolution No. R-052725-1

At a regular meeting of the Township Board for the Township of Ada, Kent County, Michigan, held at the Town Hall located at 7330 Thornapple River Dr., Ada, MI 49301, on the _____ day of _____, 2025 beginning at 7:00 p.m., the following Resolution was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

**A RESOLUTION ACCEPTING A DONATION FOR A NEW PLAY
STRUCTURE AT ROSELLE PARK AND AUTHORIZING THE
TOWNSHIP MANAGER TO ENTER INTO A CONTRACT FOR THE
PURCHASE AND INSTALLATION OF THE PLAY STRUCTURE**

RECITALS

WHEREAS:

- A. The Township desires to enhance the playground facilities at Roselle Park, located at 1010 Grand River Drive NE, Ada, Michigan 49301, by installing a new play structure at the park.
- B. Township staff have identified the Canyon Ridge Unit play structure depicted in the attached Exhibit A (the “Canyon Ridge Structure”) as the preferred option. The total purchase and installation cost of the Canyon Ridge Structure is \$24,409.26.
- C. The Looyenga family has generously offered to donate twenty-five thousand dollars (\$25,000.00) to the Township to fund the total cost of purchasing and installing the Canyon Ridge Structure (the “Looyenga Family Donation”).
- D. The Township Parks, Recreation, and Land Preservation Advisory Board has reviewed the proposal and has recommended that the Township accept the Looyenga Family Donation and authorize the purchase of the Canyon Ridge Structure.
- E. The Township Board has determined that it is in the best interest of the Township to accept the Looyenga Family Donation and to authorize the Township Manager to enter into a contract for the purchase and installation of the Canyon Ridge Structure.

RESOLVED

NOW, THEREFORE, BE IT RESOLVED:

- 1. The Township Board, subject to the terms of this Resolution, hereby:

a. Accepts the Looyenga Family Donation to fund the entire cost of purchasing and installing the Canyon Ridge Structure at the Roselle Park playground.

b. Authorizes, contingent upon the Township's receipt of the Looyenga Family Donation, the Township Manager to execute the contract for the purchase and installation of the Canyon Ridge Structure, in accordance with the terms set forth in Exhibit A; and

c. Directs and authorizes Township staff, contingent upon the Township's receipt of the Looyenga Family Donation, to coordinate with the Looyenga family to design and install an updated donor recognition sign at the Roselle Park playground site.

d. Directs and authorizes the Township Manager or his designee to take all other actions reasonably necessary to effectuate the intent of this Resolution.

2. All resolutions and parts of resolutions in conflict herewith are hereby rescinded to the extent of such conflict.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION NO. _____ ADOPTED.

Jo DeMarco
Ada Township Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. R-052725-1 adopted by the Township Board of the Township of Ada at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Jo DeMarco
Ada Township Clerk



GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

04/01/2025
 Quote #
 106769-02-02

Ada Township - Roselle Park - Canyon Ridge Unit

ADA TOWNSHIP
 Attn: Wesley Deason
 7330 Thornapple River Dr.
 Ada, MI 49301
 United States
 Phone: 616-920-7853
 wdeason@adatownshipmi.com

Ship to Zip 49301

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Installation - Installation of PrimeTime Unit into existing area- Does not include site preparation or excavation, removal or disposal of existing equipment, site restoration or landscaping, supply or installation of EWF surfacing.	\$8,250.00	\$8,250.00
1	RDU	GameTime - Canyon Ridge	\$26,124.00	\$26,124.00
		(4) 12024 -- 3 1/2" Uprt Ass'Y Alum 9'		
		(4) 12027 -- 3 1/2" Uprt Ass'Y Alum 12'		
		(2) 18200 -- 36" Sq Punched Deck P/T 1.3125		
		(1) 18319 -- Single Steering Wheel		
		(1) 18679 -- Bongos		
		(1) 18766 -- Fun Seat 36"		
		(1) 19013 -- Transfer Platform W/ Barrier (3')		
		(1) 19046 -- Tunnel-Up Climber		
		(1) 19056 -- Twister (6')		
		(1) 19104 -- Ridge Climber		
		(1) 19121 -- Curved Zip Slide		
		(1) 19794 -- Dueling Wave Zip 6'-0"		
		(1) 19852 -- Space Race Panel		
Contract: OMNIA #2017001134			Sub Total	\$34,374.00
			Discount	(\$11,756.00)
			Freight	\$1,791.26
			Total	\$24,409.26

Comments

Does not include removal or disposal of existing equipment or supply or installation of safety surfacing.

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. A 2.5% PROCESSING FEE WILL BE ADDED T O ALL ORDERS PAID VIA CREDIT CARD.

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

04/01/2025
Quote #
106769-02-02

Ada Township - Roselle Park - Canyon Ridge Unit

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 6-8 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING DOES NOT INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

04/01/2025
Quote #
106769-02-02

Ada Township - Roselle Park - Canyon Ridge Unit

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

Email: _____

P.O. No: _____

Please make P.O.s out to GameTime C/O Sinclair Recreation

Date: _____

Phone: _____

Purchase Amount: \$24,409.26

REQUIRED ORDER INFORMATION:

Bill To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(For Accounts Payable)

Email: _____

Ship To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(To call before delivery)

Email: _____

COLOR SELECTIONS: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.



Rendered in Forester Palette

Ada Township
Roselle Park - Canyon Ridge Structure



Rendered in Forester Palette

Ada Township
Roselle Park - Canyon Ridge Structure



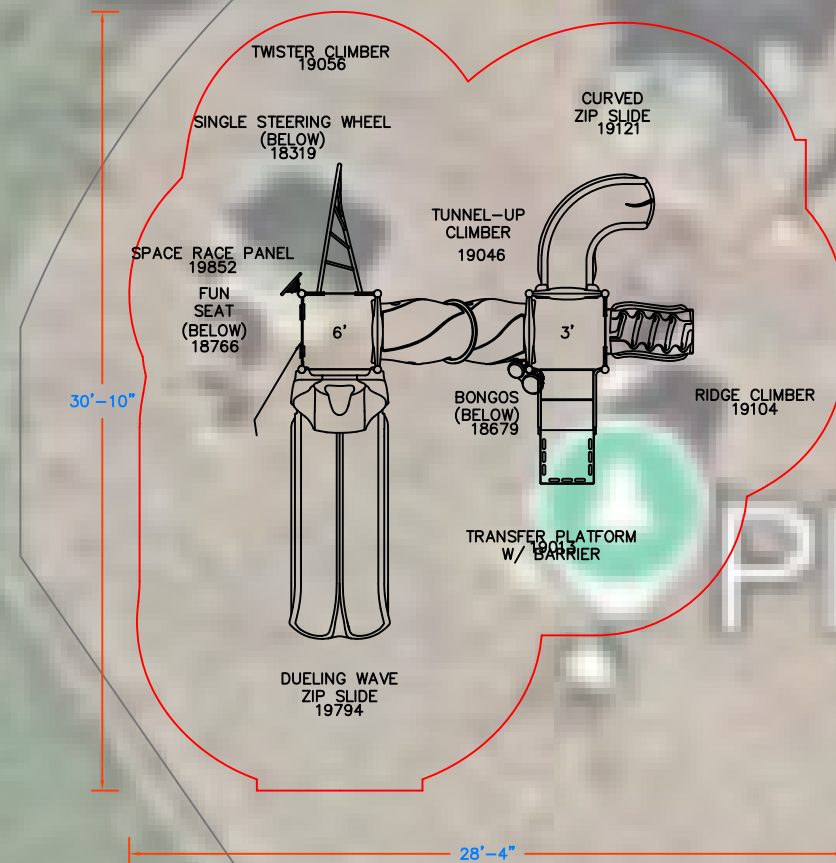
Rendered in Forester Palette

Ada Township
Roselle Park - Canyon Ridge Structure



Rendered in Forester Palette

Ada Township
Roselle Park - Canyon Ridge Structure



Playground

**MEMORANDUM**

Date: 05.19.25

TO: AdaTownship Board Members
Julius, Suchy, Township Manager
FROM: Kevin Austin, DDA Director
RE: 2025 Strategic Parking Plan – Fishbeck Proposal – Recommendation for Approval

Summary:

At the May 19, 2025 Downtown Development Authority (DDA) Board meeting, the Board formally reviewed and evaluated the Strategic Parking Plan proposal submitted by Fishbeck. This proposal outlines a comprehensive approach to addressing current and future parking needs within the Township's DDA district.

The Board also reviewed a memorandum from Planning Director John Said, which provided a summary and highlighted key elements of the proposal that align closely with the goals and intent of the Township's Master Plan and also the DDA's Key Objectives and Goals.

In its deliberation, the DDA Board noted Fishbeck's demonstrated success in working with other similarly sized and structured communities. These comparable case studies offer valuable insight into the firm's ability to deliver actionable and effective parking strategies tailored to municipalities like ours.

The DDA Board specifically endorsed the inclusion of the optional Community Engagement Process offered in Fishbeck's proposal. The Board believes this component is essential to ensure meaningful community input, transparency, and broad stakeholder collaboration throughout the planning process.

Action Taken:

Following its review, the DDA Board unanimously recommends that the Township Board approve the selection of Fishbeck as the contracted consultant for the Strategic Parking Plan. This recommendation includes the optional Community Engagement Process. The total cost for services is not to exceed **\$50,000**. Furthermore, the DDA recommends that the Township Manager be authorized to negotiate and execute the contract on behalf of both the DDA and the Township.



MEMORANDUM

Date: 05.14.25

TO: Township Board and Downtown Development Authority (DDA) Board
FROM: Julius Suchy, Township Manager
John D. Said, AICP, Director of Planning
Kevin Austin, DDA Director
RE: 2025 Strategic Parking Plan – Fishbeck Proposals – Request for Approval

Background and Summary

The attached proposal was received from Fishbeck (the “consultant”) to complete a Strategic Parking Plan for Ada’s Central Business District, in response to the Request for Proposals (RFP) distributed in April (after its approval by the Township Board and DDA Board). Highlights of the Proposal’s response to key RFP points are noted as follows:

Existing Zoning Ordinance

The RFP notes that the Township “encourages exploration of the parking and PVM requirements...as part of this Plan, in order to allow...recommendations for future policies around parking.” The consultant’s Proposal notes that they are partnering with planning consultants McKenna for analysis of existing zoning and development regulations, and ultimately to develop a “zoning and land use regulation action plan” with recommendations regarding Township requirements.

Community Characteristics – Parking Narrative/Messaging

As explained in the RFP, the Township has worked to change the narrative around parking, especially associated with the transformation of the Central Business District to walkability and accessibility. In response, the Proposal identifies the following:

- Emphasis on a communication plan as a key component of the project.
- Cultivating a parking system that contributes to the positive image of Ada...and is inviting to (all).
- A plan with tools to guide the community and to “provide credible information regarding...parking needs that can be communicated clearly to the public....”

Conclusions and Recommendations

The RFP identifies a number of requested recommendation topics, including topics such as signage, parking supply, messaging strategies, strategies used in other communities, etc. To address these, the consultant’s Proposal identifies a number of anticipated conclusions and recommendations for the parking study area, including the following:

- A strategic parking plan for implementation, including goals and priorities.
- Identification of current and future parking needs that can be communicated to the public.
- Maximize parking area use and use and occupancy to limit paved areas and promote a “park once” mindset.
- The Proposal also identified similar parking projects done in other communities in Michigan and three other states.

While the Fishbeck proposal was the only one submitted in response to the RFP, Staff is confident in Fishbeck’s ability to undertake this project and provide the Strategic Parking Plan as described in

the RFP. Fishbeck's proposal also is within the amount budgeted for this project by the Township and the DDA.

A Fishbeck representative has agreed to attend the DDA Board and Township Board meetings, to the extent that each Board may want to have the Parking Study Proposal summarized as well as ask any questions about the project.

Requested Action

Based on the consultant evaluation criteria, Staff is comfortable with this Proposal, and respectfully requests approval of Fishbeck as the selected consultant for the Strategic Parking Plan, and to authorize the Township Manager to execute the contract on behalf of the Township for this project with Fishbeck.

Strategic Parking Plan for Central Business District Area

Ada Township

May 9, 2025

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09	Identification and Summary



01

Letter of Interest

May 9, 2025

John D. Said, AICP, Director, Dept of Planning
Ada Township
7330 Tornapple River Drive
Ada, Michigan 49301

Proposal for Ada Township

Strategic Parking Plan for Central Business District Area

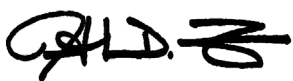
A beautiful and historic community with humble beginnings as a trading post settlement by Rix Robinson in the 1820s, Ada Village is now a vibrant and active community nestled along the Thornapple and Grand Rivers. The Village is a social and economic hub for township residents and the greater Ada, Cascade, and surrounding communities. As the Village and township have grown, parking demand and the "perception of inadequate parking" have risen at peak times during community events. Effective administration and communication of the parking situation is key to continued economic success and vibrancy of the Village businesses and destinations.

The goals outlined in the Strategic Parking Plan for the Central Business District RFP will address the need for reliable parking options for residents and visitors so that Ada Township can continue to enhance the area as a destination and further showcase itself as a vibrant and exciting place to live, work, and visit. Parking and mobility needs change over time, and great communities seek ways to support those needs in ways that are true to their nature. We appreciate the investment and attention the township is making in parking and mobility. With stewardship of the township's resources at the forefront, the decision to create an accessible, efficient, and long-lasting parking solution presents an exciting opportunity for Ada Township and the community. The Fishbeck team can bring lasting value with a strategic plan that can be implemented and accepted by the residents of Ada Township.

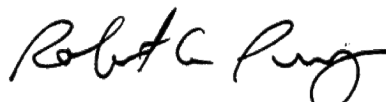
The Fishbeck team will be led by Jon Forster, CAPP, with 27 years of Parking Planning expertise, helping growing communities implement effective parking solutions. Bob Pomeroy, Senior Vice President AIA, will serve as Principal in Charge. Bob is a longtime Ada resident and advocate for everything "Ada" and the community. We have also included our trusted partner, Chris Khorey, AICP, with McKenna. McKenna possesses extensive Master Plan and Zoning Ordinance Analyses. We are committed to delivering exceptional service, outstanding technical quality, and establishing long-term client relationships.

We hope you view our submittal as the beginning of a productive dialogue in your search for a team best suited to work with the Township on your parking needs. We would greatly appreciate the opportunity to discuss further and demonstrate our qualifications and project approach. Please contact Jon (jforster@fishbeck.com, 616-330-5233) if you have any questions about our proposal.

Sincerely,



Jon Forster
Parking Mobility Planner



Bob Pomeroy
Senior Vice President



02

Qualifications

Fishbeck Overview

Fishbeck is a professional planning architectural/engineering, environmental, and construction services consulting firm that serves governmental, educational, healthcare, commercial, industrial, and private clients. Our range of services and integrated project approach **provides our clients with specifically suited, innovative designs.** We are committed to delivering exceptional service, outstanding technical quality, and establishing long-term client relationships, and our team is dedicated to providing creative, value-driven services.

Fishbeck is a Michigan-based firm headquartered in Grand Rapids with offices throughout Michigan, Ohio, and Indiana. Our staff routinely travel between multiple offices and perform site work at these states and beyond. Having a regionally dense network of offices allows us to maintain a high level of local client service and efficiency.

100%

EMPLOYEE-OWNED

17

LOCATIONS

700+

TOTAL EMPLOYEES

68

YEARS IN BUSINESS



ARCHITECTURE AND ENGINEERING

- Architecture
- Building Enclosure Commissioning
- Electrical
- Energy Assessment
- Facility Condition Assessment
- Interior Design
- Mechanical
- **Parking Planning/Design/Restoration**
- Structural
- Systems Commissioning



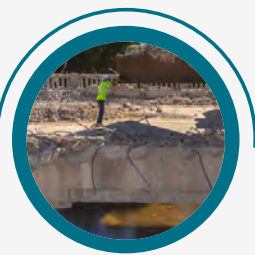
INFRASTRUCTURE ENGINEERING

- Construction Engineering/Inspection
- Geospatial Services
- Site Development
- Stormwater Management
- Traffic/TIS
- Transportation
- Wastewater Collection
- Wastewater Treatment
- Water Distribution
- Water Storage
- Water Supply/Treatment



ENVIRONMENTAL SCIENCES

- Air Quality
- Asbestos/Lead/Demolition Management
- Brownfield Redevelopment
- Environmental Management and Compliance
- Environmental Site Assessment
- Industrial Hygiene
- Remediation
- Wetland and Ecological



CONSTRUCTION

- Construction Management
- Cost Estimating
- Design/Build
- Preconstruction
- Reconstruction and Cost Reduction Studies
- Scheduling

Our Team

Fishbeck offers a local team with a full range of parking, planning, and engineering services. We share a deep commitment to project collaboration and stewardship of municipal resources. We are excited about a partnership with Ada Township and look forward to fully leveraging all resources and team members to achieve the project's ultimate success.

Our Parking Services team brings decades of experience to Ada Township and a fresh set of eyes to the community. Our parking team has worked with hundreds of municipalities seeking sound solutions to parking challenges.

Our approach is simple. We will direct our work effort and recommendations on these key focus areas:

- Communication: Understanding the goals through direct conversations with the Township leadership and the community.
- Current Parking System: Assess the current parking program and consider how current and projected future parking demand impact access to the district.
- Parking Policy and Management: evaluate current parking policies, and user group allocation for employees, residents and patrons.
- Planning: Review existing zoning and development regulations.
- Leadership: Provide staff with sound data and analytics to make policy decisions and changes.

Our team will help you uncover what you may not yet know and provide the guidance to get you to the finish line. We would be honored to collaborate with Ada Township to provide the Township businesses and residents with a forward-thinking, safety-informed, and public/user-focused solution. Together, we can make a difference in people's lives.



MCKENNA

Communities for real life.



JON FORSTER
Parking Planner



BOB POMEROY
Principal in Charge



MELISSA BLASER
GIS Specialist



CHRIS KOUREY
McKenna
Vice President



ETHAN SENTI
McKenna
Assistant Planner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Collins & Associates 5075 Cascade Rd SE Grand Rapids MI 49546		CONTACT NAME: Ana Potroanchenu PHONE (A/C No. Ext): 616-575-2369 E-MAIL ADDRESS: anap@insuredwithcollins.com		FAX (A/C, No):
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Old Republic Ins Co		24147
		INSURER B : The Continental Insurance Company		35289
		INSURER C : Ace American Ins Co		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 132157491 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MWZY317013 25	2/1/2025	2/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 2,000,000 \$ 500,000 \$ 5,000 \$ 2,000,000 \$ 4,000,000 \$ 4,000,000 \$
A	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MWTB317014 25	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 2,000,000 \$ \$ \$ \$
B	<input checked="" type="checkbox"/>	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7034241134	2/1/2025	2/1/2026	EACH OCCURRENCE AGGREGATE	\$ 10,000,000 \$ 10,000,000 \$
A	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	MWC317012 25	2/1/2025	2/1/2026	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000
C	<input type="checkbox"/>	Unmanned Aircraft Liability			SIHL1-R906	12/28/2024	12/28/2025	Each Occurrence	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is additional insured as respects General Liability, Auto Liability & Excess Liability when required by written contract. Waiver of subrogation applies when required by written contract. Primary & Non-Contributory when required by written contract.

CERTIFICATE HOLDER FOR PROPOSAL PURPOSES ONLY 1515 Arboretum Drive Grand Rapids MI 49546 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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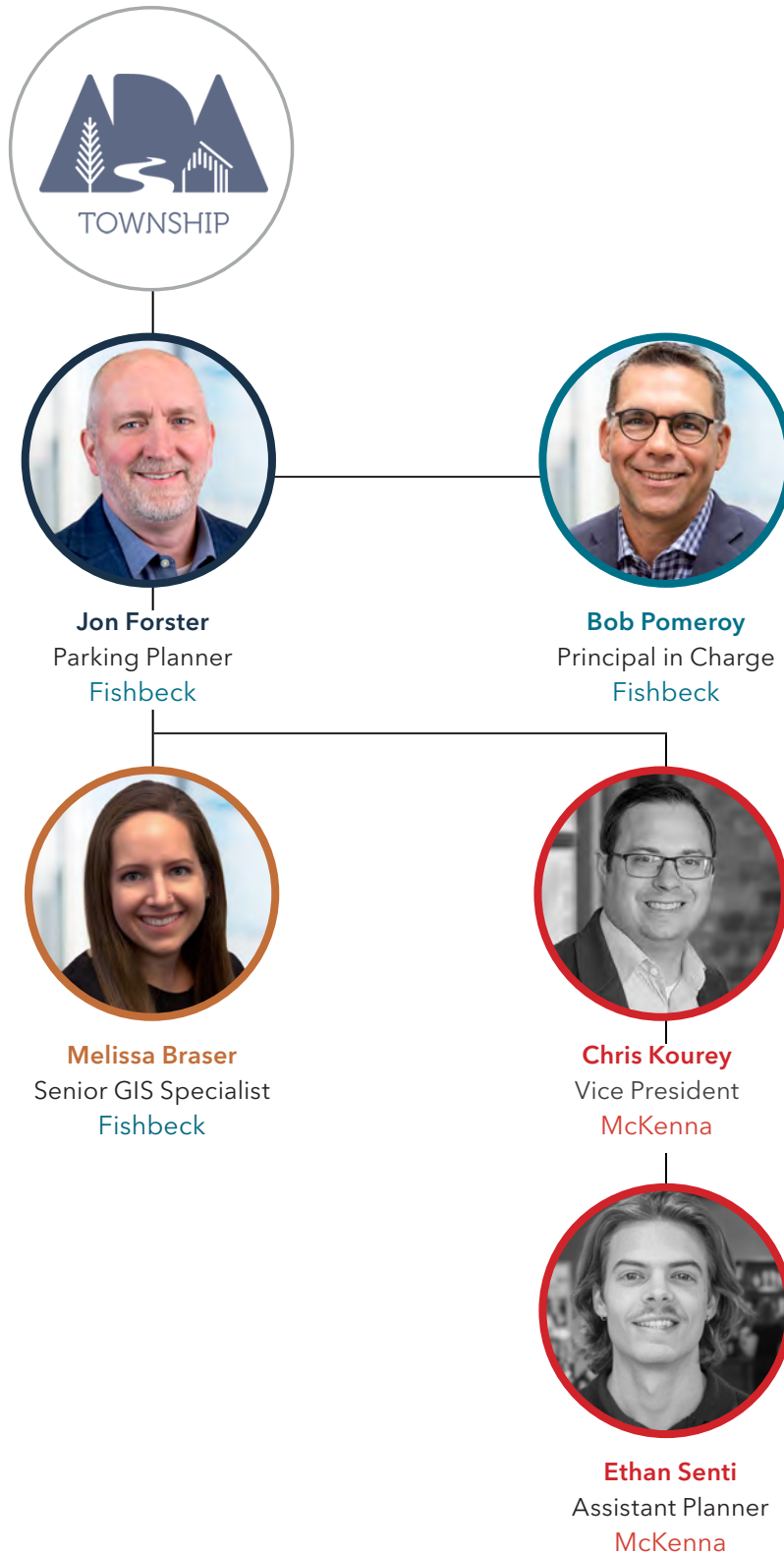


03

Project Team

Project Team

Organizational Chart





JON FORSTER, CAPP

PARKING PLANNER

Jon has hands-on knowledge of parking operations, curbside management, strategic planning, and managing dynamic change. His experience includes multi-facility parking operations, parking enforcement and adjudication, supply and demand analysis, technology, customer service, strategic asset planning, and project management. As a parking and mobility planner, Jon has assisted municipalities, higher education, healthcare, airports, and numerous private clients with a variety of parking challenges.

YEARS OF EXPERIENCE

4 years — Fishbeck
29 years — total

EDUCATION

MA in Education,
Concordia University

BS in Management,
Purdue University

REGISTRATIONS/ CERTIFICATIONS

Certified Administrator
of Public Parking

National Charrette Institute,
Complete Charrette System
Certificate

MEMBERSHIPS

International Parking
and Mobility Institute (IPMI)

Michigan Downtown
Association (MDA)

PRESENTATIONS

IPMI Parking & Mobility
Conference & Expo "What
Now?! Developing a Personal
Productivity Plan," June 2023,
Fort Worth, Texas.

IPMI Parking & Mobility
Conference & Expo "Leading
and Attending Effective Meetings

CITY OF BERKLEY, MICHIGAN

PARKING STUDY AND STRATEGIC PLAN

Berkley is known for walkable family neighborhoods surrounded by vibrant commercial corridors. City-wide parking concerns spurred the need for a parking strategic plan with a focus on downtown and the surrounding neighborhood. Current parking demand, projected future demand, and administrative policy were studied to develop a plan that would serve the entire community. Public input included an open house, online data collection, and stakeholder interviews. The final strategic plan incorporated GIS data, a zoning update, and new enforcement policies to craft a comprehensive plan that addressed parking supply and operational efficiency.

VILLAGE OF WILMETTE, ILLINOIS

DOWNTOWN PARKING STUDY

The comprehensive parking study and strategic plan included a GIS inventory of parking and mobility assets, along with vehicle occupancy and turnover counts. An online parking survey, stakeholder interviews, and a virtual town hall on parking engaged the community in the process. Final recommendations included modified permit policies, enforcement procedures and re-allocation of spaces to increase access for both patrons and employees.

CITY OF ST. CLAIR SHORES, MICHIGAN

DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT PARKING STUDY

With a compact downtown, St. Clair Shores is a vibrant entertainment district. Already tight on parking, multiple redevelopment projects created concerns of a parking shortage. Fishbeck conducted GIS mapping of parking supply and multiple days of occupancy counts. Future parking demand modeling showed a deficit with little room to expand. The long-term parking plan included shared parking, reconfigured on-street parking, and improved layout and circulation. Recommended pedestrian movement, signage and streetscape improvements provide for increased mobility across downtown.

CITY OF HUDSON, NEW YORK

PARKING IMPROVEMENT FEASIBILITY STUDY

Booming redevelopment is causing a shortage of parking for residents and staff in historic downtown Hudson. Fishbeck collected occupancy data, reviewed policy and organizational structure, and estimated parking demand for several new projects. The strategic plan included parking expansion options, organizational re-structuring, rate adjustments, and collaborative teaming with public and private organizations across the region. The plan will guide Hudson's tremendous growth and provide the framework for effective parking administration.



BOB POMEROY, AIA

PRINCIPAL IN CHARGE

Bob's experience includes roles as project architect and project manager for large higher education, civic, and private projects. He is a skilled communicator in leading large, multi-firm teams and diverse client stakeholders. In his current role as Senior Vice President of the architectural department, he focuses on building deeper relationships with clients and team members, while ensuring the best resources are provided for every project.

YEARS OF EXPERIENCE

14 years — Fishbeck

37 years — total

EDUCATION

Bachelor of Architecture,
University of Detroit Mercy

REGISTRATIONS/ CERTIFICATIONS

Registered Architect – Michigan

MEMBERSHIPS

American Institute of Architects,
Grand Rapids Chapter

National Council of Architectural
Registration Boards (NCARB)

TRAINING

Michigan Department of Public
Health, Annual Health Facilities
- How to Lead and Participate in
Meetings that Matter," July 2022,
New Orleans, Louisiana.

KENT DISTRICT LIBRARY | WALKER ICE & FITNESS CENTER

CITY OF WALKER, MICHIGAN

WALKER BRANCH LIBRARY AND COMMUNITY CENTER SPACE NEEDS ASSESSMENT

Space needs assessment of an existing 8,000-sf branch for a new 29,000-sf library in a combined community fitness facility for the City of Walker.

PLAINFIELD CHARTER TOWNSHIP, MICHIGAN

Facility condition assessments of nine Township-owned facilities, a building envelope forensic analysis for Fire Station #3, and a space needs assessment/site study for the senior center.

CITY OF EAST GRAND RAPIDS, MICHIGAN

COMMUNITY CENTER

Design for a LEED certified, \$9.4 million, 58,000-sf addition and renovation housing the City Hall, library, city commission chambers, recreation and engineering departments, 2-story entry rotunda, multipurpose and meeting rooms, and storage.

CITY OF IONIA, MICHIGAN

PUBLIC SAFETY BUILDING

Design for new, 16,200-sf combined police and fire station facility with separate multibay equipment garages, locker rooms, dispatch, training spaces, holding cell area, hose tower, and administrative offices.

GRAND VALLEY STATE UNIVERSITY | ALLENDALE AND MUSKEGON, MICHIGAN

BLUE DOT LAB DIGITAL LEARNING CENTER STUDY

80 million project is designed for digital skills development and digital literacy. Fishbeck created learning studios instead of traditional classrooms to support team-based learning and long-term flexibility. The facility supports interdisciplinary interactions, private sector partnerships, and community engagement.

BISSELL | GRAND RAPIDS, MICHIGAN

CAMPUS MASTER PLAN

Master planning services to explore concepts for the redevelopment of a corporate campus.

HERITAGE POINTE | GRAND RAPIDS, MICHIGAN

Programming, planning, design, and construction administration for new 103,300-sf, \$6.1 million Class A office building with enclosed lower level tenant parking, 2-story entrance lobby atrium, wetland views, and 60,000 sf of lease space in two wings.

WOLVERINE GAS & OIL | GRAND RAPIDS, MICHIGAN

Programming, planning, design, and construction administration for a \$2.1 million, 15,000-sf multiphase luxury office renovation and expansion with new private offices, conference rooms, breakout areas, executive board room, art gallery circulation spaces, kitchens, and monumental staircase.



MELISSA BLASER, GISP

SENIOR GIS SPECIALIST

Melissa has expertise in a wide range of GIS applications, including utilities, asset management, spatial analysis, cartographic design, and 3D datasets. She excels in designing, developing, implementing, and maintaining geospatial data, with advanced proficiency in Esri's ArcGIS software. Melissa also has a strong background in managing GIS projects and overseeing field operations, leveraging Esri mobile applications and external GNSS devices.

EXPERIENCE

CITY OF BERKLEY, MICHIGAN

PARKING STUDY AND STRATEGIC PLAN

Berkley is known for walkable family neighborhoods surrounded by vibrant commercial corridors. City-wide parking concerns spurred the need for a Parking Strategic Plan with a focus on downtown and the surrounding neighborhood. Current parking demand, projected future demand and administrative policy were studied to develop a plan that would serve the entire community. Public input included an open house, online data collection and stakeholder interviews. The final Strategic Plan incorporated GIS data, a zoning update and new enforcement policies to craft a comprehensive plan that addressed parking supply and operational efficiency

CITY OF FERNDALE, MICHIGAN

DOWNTOWN PARKING STUDY

Conducted a comprehensive parking demand analysis to assess the impact of Ferndale's development and growth on the overall parking system. Collaborated with the community to acquire existing GIS data at the project's inception. Enhanced the existing parking data within the City system by updating the parking inventory and collecting real-time occupancy data, incorporating details such as time limits, costs, restrictions, ADA spaces, loading zones, transit stops, and delivery vehicle information. Implemented a systematic approach for parking inventory, conducting occupancy counts on various dates and multiple times per day through field staff engagement. Supported field operations by utilizing the ESRI Field Maps app. Developed a web-based experience for field staff, enabling them to input additional data and perform quality control after completing fieldwork. Leveraged data collected in the field to calculate the percentage of occupied spaces based on predefined blocks within the City.

CITY OF ST. CLAIR SHORES, MICHIGAN

DDA PARKING LOT STUDY

Developed and deployed Esri's public parking ArcGIS solution for a downtown City parking study. Configured mobile collection using Esri Field Maps. Monitored field collection through ArcGIS Online. Created custom heat maps of parking infrastructure and car counts from collected data.

CITY OF WATERLOO, IOWA

COMPREHENSIVE DOWNTOWN PARKING STUDY

Conducted a parking study which included data collection, a community survey, future demand projections, rate analysis, equipment assessments, and a review of policies and staffing. Parking infrastructure was developed in GIS and deployed for field verification and data collection. Fishbeck field personnel utilized Esri's Field Maps mobile application on mobile devices to inventory parking options and input parking counts. Real-time quality control and monitoring of the data was conducted through ArcGIS Online. For public outreach, Esri's Survey123 was developed, resulting in over 1,500 entries submitted. A custom map application was created for the public to add location specific parking concerns to a map. The study findings were summarized in custom heat maps of parking occupancies.

YEARS OF EXPERIENCE

10 years — Fishbeck

12 years — total

EDUCATION

BS in Geography with GIS
and Urban Planning Emphasis,
Grand Valley State University

REGISTRATIONS/ CERTIFICATIONS

Geographic Information
Systems Professional

MEMBERSHIPS

IMAGIN – Improving Michigan's
Access to Geographic
Information Systems

Geospatial Professional Network





Christopher D. Khorey, AICP

VICE PRESIDENT

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Excellence in Best Practice Award for the Barry County 2040 Master Plan “Live Better”,
Michigan Association of Planning, 2023

Excellence in Best Practice Award for the Holland Unified Development Ordinance,
Michigan Association of Planning, 2022

Award for Excellence in Student Publications,
University of Pennsylvania

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans

Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis

Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning

Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management

Develops neighborhood plans for CDBG communities experiencing economic transition. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement

Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

Development Review

Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.



Ethan Senti

ASSISTANT PLANNER

EDUCATION

Bachelor of Science in Architectural Studies
Southern Illinois University

Bachelor of Arts in Spanish Language Studies
Southern Illinois University

PROFESSIONAL EXPERIENCE

Urban and Architectural Design

Developed various architectural and urban design projects in Midwestern rural and urban contexts throughout architectural education. Completed analysis of existing site conditions, program and client requirements, and local zoning and building codes to develop designs for educational, healthcare, and mixed-use facilities.

Illustration and Graphics

Participated in the update and creation of zoning ordinance graphics for small communities throughout Michigan to convey zoning concepts and terms, to improve clarity of and ultimately compliance with zoning ordinances. Created illustrated maps for use in master plans to convey tourism information in a clear and engaging way, showcasing local features and landmarks.

Zoning

Assisted with the update and rewrite of small community zoning ordinances to increase overall clarity, review and reduction of parking requirements, and drafting of park related ordinances. Participated in small community zoning audit to determine effect of current zoning on housing development.

Transportation Planning

Assisted in the identification, classification, and analysis of transportation corridors to develop motorized and non-motorized mobility plans aimed at guiding the creation of pedestrian and bike networks and related infrastructure, while reducing reliance on automobiles in small Michigan communities.

Master Planning

Supported community Master Planning efforts by creating redevelopment plans, analyzing the build-out potential of Future Land Use scenarios, and devising ways to improve pedestrian and non-motorized mobility.

Public Engagement

Assisted with public outreach events, programming, and material preparation in small rural communities and villages to gain insight into residents' visions for their communities and obtain the necessary information for master plan drafting.

MEMBERSHIPS

American Planning Association
Michigan Association of Planning

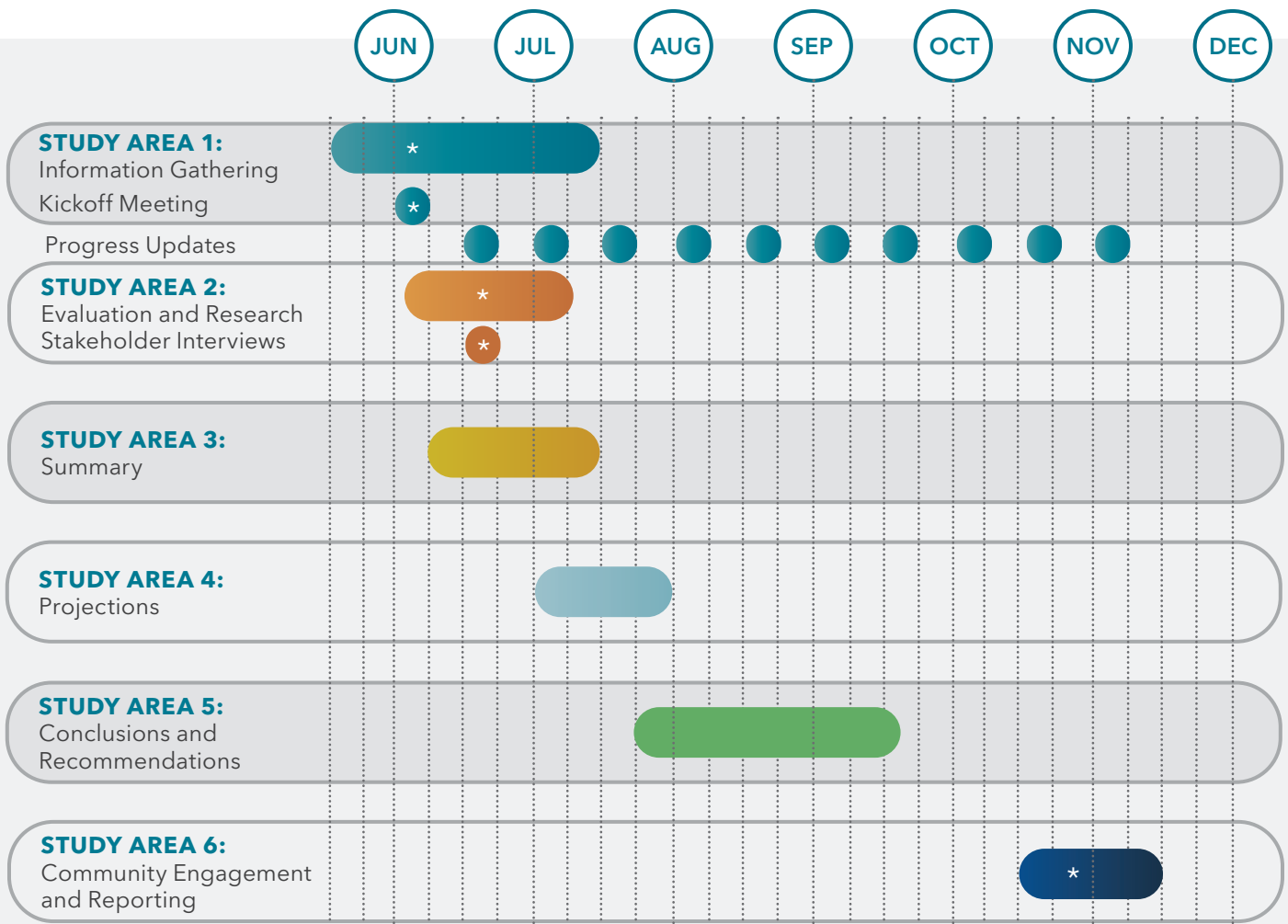


04

Timeline

Timeline

Fishbeck understands the project timeline and deadlines and will coordinate work flow with the Township to meet the stated schedule.



Fishbeck is committed to helping the Township achieve the deadlines identified in the RFP.

- * Data Collection - September 1, 2025
- * Draft Report for Review - October 1, 2025
- * All Meetings and Presentations - December 1, 2025



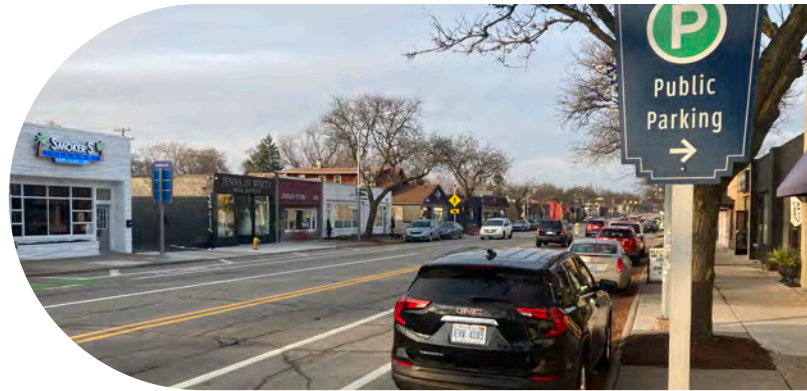
05

Work Samples

Work Samples

Berkley, Michigan

Berkley, known for its walkable neighborhoods and active commercial corridors, initiated a parking strategic plan to address city-wide concerns, particularly downtown. The plan analyzed current and future demand, policies, and public input gathered through open houses, online surveys, and stakeholder interviews. Final recommendations included zoning updates, GIS-based analysis, and strategies to improve parking supply, enforcement, demand management, and alternative transportation options.



[Berkley Parking Study 2023 City Council Presentation.pdf](#)

Wilmette, Illinois

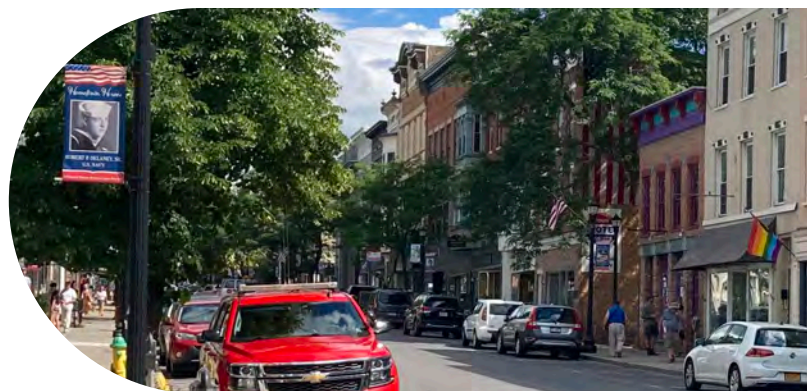
Wilmette, a historic Lake Michigan community, features a vibrant downtown with shops, restaurants, and cultural venues that attract residents regularly—75% of survey respondents visit at least once a week. Growth in multi-family housing and strong Metra ridership have increased demand for both on- and off-street parking. As part of a parking study, Fishbeck analyzed parking occupancy, turnover, and policy elements like time limits and enforcement. Recommendations included expanding employee permit access, adjusting enforcement schedules, and improving signage—enhancing parking access for both visitors and regular downtown users.



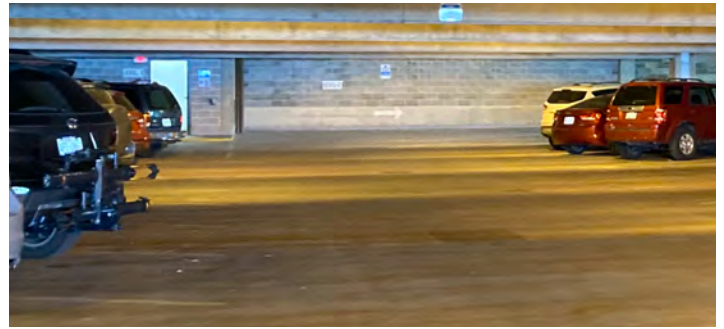
[Downtown Parking | Wilmette, IL Parking Study Update](#)

Hudson, New York

Hudson, the oldest city in America, is transforming from an aging industrial town into a vibrant Hudson Valley destination. With hundreds of shops, restaurants, and hotels lining its historic streets, the city faces a critical parking shortage that hampers access for residents and visitors alike. To address this, Fishbeck conducted a comprehensive study to improve safety, accessibility, and overall parking management. The resulting plan offers flexible, long-term solutions by integrating mobility options and optimizing both public and private parking, ensuring Hudson can grow while preserving its historic character.



[Downtown Parking | Hudson, NY Parking Study](#)



EAU CLAIRE DOWNTOWN PARKING STUDY CITY OF EAU CLAIRE | EAU CLAIRE, WISCONSIN

PROJECT DATA

Completion Date: April 2025

REFERENCE

David A. Solberg, PE
Deputy City Manager
City of Eau Claire
203 S. Farwell Street
Eau Claire, Wisconsin 54701
dave.solberg@eauclairewi.gov
715.839.4934

STAFF INVOLVED

Jon Forster
Josh Rozeboom
Fabio Serrato

One of the fastest growing cities in the Midwest, Eau Claire's downtown is a regional destination for the arts, entertainment and shopping. The growing residential sector has added thousand of people living downtown. The north Barstow district was a multi-acre brownfield site that is now home to the Children's Museum, a vibrant farmers market, public gathering and concert space, a downtown grocery, corporate headquarters, and hundreds of residential units spread throughout. South Barstow district is the historic heart of downtown and features the Pablo Performing Arts Center, a new transit center, hotels, and dozens of restaurants and entertainment venues.

The dynamic renaissance of downtown is mixed with aging parking infrastructures, and a reduction in traditional surface parking lots. Two parking structures have reached the end of their useful life and will be demolished over the next five years, greatly reducing the public parking supply in the South Barstow District. The demolition and replacement of the old parking facilities with modern mixed-use parking structures will strain the City budget, but is necessary at this time in Eau Claire's evolution.

While there is adequate parking supply, a recent downtown survey showed that 80% of respondents would like the parking situation improved. Fishbeck assessed the multiple stressors facing the parking system and developed a program overhaul with the first significant changes in parking operations in decades. The parking reset included a leadership and administrative reorganization more clearly defining responsibility and bring on-street and off-street operations into a single department. There were modifications to operating hours, rates, enforcement policy, payment technology, and online services, with a goal of balancing the parking utility budget including capital maintenance and the proposed new parking structures. The overhaul in operations and infrastructure will take time, but has engaged the community and excited downtown residents and patrons about the future of downtown parking.



DOWNTOWN PARKING STUDY

CITY OF CEDAR FALLS, IOWA

PROJECT DATA

Duration: October 2023 – July 2024

REFERENCE

Marcie Breitbach
Administrative & Parking Supervisor
319.268.5168
marcie.breitbach@cedarfalls.com

STAFF INVOLVED

Jon Forster
Ray Mulvaney
Josh Rozeboom
Dan Brown
Caryn Ashbay
Audrey Havens

Downtown Cedar Falls is the hub of activity for the entire Cedar Valley region. With a variety of shops, restaurants, and a large residential population the streets are bustling.

Cedar Falls experienced significant new development opportunities, and businesses, residents, and stakeholders were concerned the existing parking was insufficient to support additional growth. Available parking was getting further away from the core of downtown and parking solutions were needed.

City staff were gathering parking occupancy data via GIS format since 2018. The Fishbeck team added current parking occupancy counts to existing data. The results showed that the parking had not only returned to pre-COVID levels, but that downtown had even more cars than prior to 2020. Public input was gathered through an online survey and two public meetings. The data and the public agreed there was a need for additional parking capacity in the form of structured parking to support future development activity. Fishbeck developed several parking structure options focused on mixed-use facilities and integrating the parking structure with the local historic buildings.

The City Council discussed downtown parking needs, costs, and the willingness of the community to pay for a new parking structure through daily and permit parking fees. Based on Fishbeck recommendations, City staff has begun to overhaul the parking system to meet the needs of the growing community while maintaining the feel of the historic downtown.



COMPREHENSIVE DOWNTOWN PARKING STUDY

CITY OF WATERLOO, IOWA

PROJECT DATA

Duration: August 2023 – February 2024

REFERENCE

Bridgett Wood
Finance Director
319.291.4323
bridgett.wood@waterloo-ia.org

STAFF INVOLVED

Jon Forster
Fabio Serrato
Caryn Ashbay
Melissa Blaser

An industrial city hugging the Cedar River, Waterloo has experienced numerous booms and busts over the past two centuries. Manufacturing has allowed downtown Waterloo to grow into a great city, but also to struggle with its identity as operations have automated and required fewer people. The beautiful downtown straddles both sides of the river and provides ample opportunities for offices, shops, restaurants, and residential living. The City has recently invested in a renovation of the convention center and a new riverside amphitheater and is drawing events from around the Midwest.

As downtown has changed over the years, parking policy has largely remained the same. Parking technology was in flux as mobile payments were available, but so were coin-operated single-space meters. Waterloo parking needed a reset of policy, technology, and user allocation to promote growth, and support investments in the convention center, riverside amphitheater, and all of downtown.

The study recommended rate adjustments for on-street and off-street parking, new technology, and adjusted use of the underutilized parking structures across the City. The recommended changes were received warmly by the business community and are being implemented by the City Council. Downtown investment has continued with several new residential opportunities and renovation of the historic Blacks Building the in center of downtown.



06

Proposed Approach

Community Overview

The Village of Ada has grown tremendously over the past several years. It is THE place where all generations want to live, work, and play. The community is steeped in rich history dating back to the early 1800s. As a vital trading post along the Grand and Thornapple Rivers, it flourished. In the 1960s, Amway Corporation constructed its first facilities along the M-21 corridor, leading to additional substantial development in the community.

Downtown Revitalization

In 2013, with the backing of a philanthropic community and Amway Corporation, the Township sought to activate the downtown community. A development plan had languished since 2007, and it was time. “Envision Ada” provided a roadmap to the future with a new vision for the community. In collaboration with the Kent County Road Commission, local roads were rerouted to provide enhanced and safer pedestrian and vehicular mobility. New buildings emerged to house a much-needed grocery store, pharmacy, and other retail, hospitality, and office buildings. **Housing demand began to surge in this new walkable community.**

Today, the central business district is a bustling center of activity. On Tuesdays, the Ada Farmers Market is hosted during the summer months. The new Kent District Library’s Amy Van Andel Library provides a beautiful respite for meetings and reading. “Beers at the Bridge” draws from the region and provides a social hub for “seeing and being seen.” The newest projects include the recent completion of the Ada Hotel, a boutique 36-room hotel, providing accommodations for visitors to the Ada area. The downtown area now features a very walkable community, focusing on first-floor retail and upper-floor office spaces. **As a result of these excellent amenities, there has been a public perception of a parking deficiency in the village area.**

Ada Township has proactively enhanced its quality of life, focusing on family-friendly amenities, walkability, and outdoor spaces. The Township has prioritized recreation improvements through trails for pedestrians and bicycles. In addition to the initial investments in the trail system, there are plans to spend an additional several million dollars over the next three years to expand the system. Safe passages that link the trails to the downtown central business district have been a goal for the community.



Project Approach

Ada Village is a remarkable success story. Whether it is shopping, dining, or hosting an event, the Village has become the center of the community. As the Village has grown, the need for mobility and parking has also grown. To continue the growth and plan for the future, the Village area requires a parking management approach that addresses real and perceived parking concerns with a Strategic Plan that promotes flexibility for both current and future parking needs. The proposed Parking Strategy Plan will help the township identify specific parking issues and develop options to provide a flexible parking management framework going forward. In turn, this new approach and strategy will be communicated to the community through a thoughtful and straightforward communication plan.

The Fishbeck team specializes in assessing the parking and transportation situations in growing, small to mid-sized municipalities. While growth is important, maintaining the character of Ada is vital to the continued vibrancy and success of the village. Communities similar to Ada require an approach specific to their demographics and travel habits. Ada is not just another growing suburban township, it is unique in character, community resources, and parking needs. As an optional service we have included a robust public engagement process so the study findings will consider the fabric of the community - both residential and business, as well as current demands and future parking and transportation objectives. The final report will present a Parking Strategic Plan specific to Ada that embodies the people and places that make Ada Township special.

Our Project Manager, Jon Forster, has conducted hundreds of studies in over twenty years of parking consulting. He enjoys working with growing communities and helping find opportunities for success even in the most difficult circumstances. Jon recognizes that effective project management starts with good communication. Our team will conduct bi-weekly project update calls to assure the township knows the status of the study at all times.

Fishbeck is teaming with Michigan planning firm McKenna to provide analysis of zoning and land use regulation. We enjoy a long history with McKenna. The Fishbeck Team will provide recommendations on parking demand, use of private and public parking assets, maximizing use of underutilized parking, and a parking strategy that will affect livability, economic development, and promote a high quality of life community. Our team has parking operational experience, multiple project implementations, and a strong understanding of how policy affects the daily lives of both residents and visitors..

Methodology and Approach

Fishbeck parking experts will work with Township staff and designated stakeholders to study current and future parking needs, develop parking policy and management plans, and maximize the village parking assets. We intend to direct our efforts and recommendations on the following key focus areas:

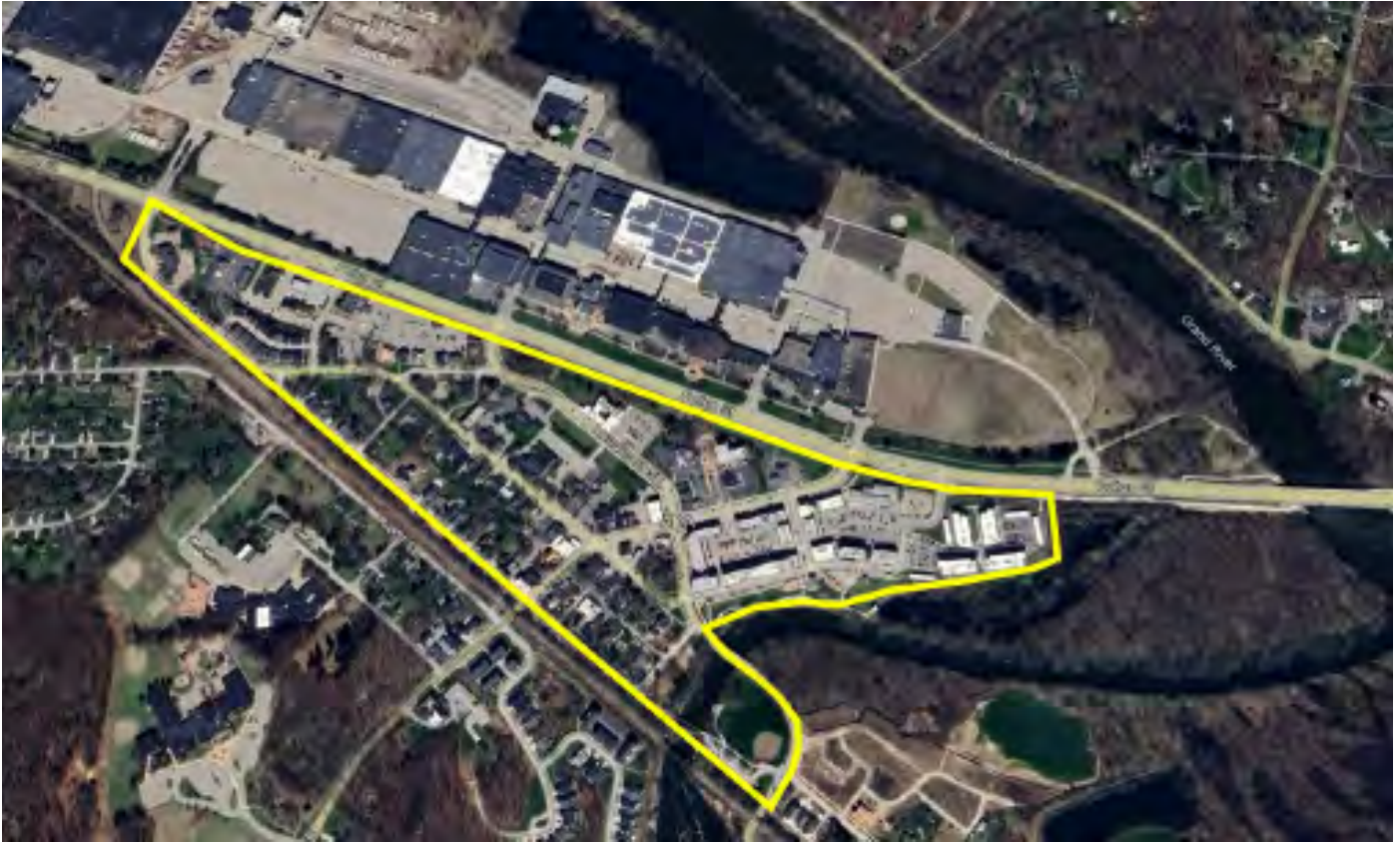
Communication: Meet with Township staff and key business representatives to ensure a clear understanding of objectives, identify concerns, confirm that the plan is on target, and present recommendations.

Current Parking System: Assess current parking supply and demand during key time periods. We will also assist in identifying the impact of new development on future parking demand.

Parking Policy and Management: Evaluate current parking policies, operation, and use. Identify potential management structures, demand management strategies, and multi-modal travel options.

Planning: Review land use, zoning, and development regulations to promote the goals of the Township.

Leadership: Review organizational model, public/private opportunities, and provide leadership with information and analytics needed to make sound policy decisions.



Detailed Work Plan

Study Area 1 – Information Gathering

1. Coordinate with the Township Parking Strategic Plan Project Committee. Consisting primarily of Township staff and stakeholders, this small group will work directly with the Fishbeck team to ensure tasks are completed fully and on schedule. The Fishbeck team will meet or talk regularly to review progress and suggest changes to the approach as conditions might dictate. Conduct a kickoff meeting with Township administration and invited stakeholders. Fishbeck will lead the meeting and use the information collected throughout the study process.
2. Conduct a goals prioritization process with the Project Committee. The goal's prioritization will be for the outcome of the Parking Strategic Plan, but more importantly to understand the larger community, economic, sustainability and development goals of the Village. The prioritization of goals shapes the final recommendations and directly impacts implementation.
3. Review existing data, regulations and previous planning projects and reports such as:
 - Envision Ada 2014
 - The 2017 Parking Study
 - The 2023 Township Master Plan
 - Current parking-related codes, zoning requirements, and development standards.
 - Parking management plans and policies.
 - Current parking inventory and occupancy data that is available.
 - Mobility initiatives and goals
5. We will review the GIS mapping of the parking and mobility assets in the parking study area. We will review the accuracy and make necessary corrections for the following:

- Public off-street parking.
 - Location and number of spaces
 - Hours of operation, time limits and use restrictions
 - Private off-street parking
 - Location and number of spaces
 - Hours of operation and use restrictions
 - Public on-street parking
 - Non-conforming spaces identified
 - Hours of operation, time limits and use restrictions
 - Loading zone locations.
 - On-street ADA spaces.
 - No parking areas.
 - Bike racks.
6. With information from the Project Committee, identify specific pipeline projects to determine potential future parking needs and the impact of projects on the overall Village parking situation
 7. Review the 2023 Ada Township Master Plan, with specific reference to the Village Plan in Chapter 7, to determine key action steps in realizing the Township's vision for its downtown, while also providing sufficient parking.

Study Area 2 – Evaluation and Research

1. Fishbeck will review the current Village parking inventory, update it as necessary, and record data via GIS.
2. Fishbeck will conduct parking occupancy counts in public and private parking areas to determine the current parking demand. Parking occupancy counts will be recorded via GIS.
 - Data collection will occur from 10 am to 8 pm on two dates as agreed upon by the Project Committee. Parking occupancy counts will be gathered every two hours for off-street public parking and on-street parking within the study area. We intend on one weekday and one Saturday for data collection and will plan with assistance from the Project Committee.
 - The GIS format will allow the township to conduct parking counts on an ongoing basis. Regularly updated parking, bike use, and other data points can help the Township understand conditions and continue to evolve as needed.
3. Consider long-term land use that would allow for the build-out of commercial space and parking to increase future flexibility and options.
4. Review existing parking enforcement applications and related technologies to assess the usefulness of existing equipment and processes.
5. Conduct and note visual observation of pedestrian walking patterns, connections to parking areas, parking layouts, lighting, security measures, other customer experience factors.
6. Review the Ada Township's Zoning Ordinance, to determine any inefficiencies or "red tape" that may be hindering the Townships goals, especially as it relates to development of the downtown, and the provision of sufficient, but not excessive, downtown parking. We will also review other Ordinances, such as those dealing with rights-of-way, sidewalks, and other policy areas that are relevant to downtown parking.

Study Area 3 – Summary

1. The occupancy and utilization information will be documented in graphic form, including "heat maps" that visually illustrate parking occupancies in aerial map form. We will also provide charts showing parking supply and demand in tabular format.

- The Township land use ratios will be applied block-by-block as a comparison of measured demand and parking requirements.
 - Compare field measured parking demand against Section 78-788 zoning requirements to understand how zoning impacts parking supply and occupancy levels.
2. Parking supply and current demand will be shown on a block-by-block basis.
 3. Parking supply surpluses or deficits will be noted by block.
 4. Shared parking applications and opportunities will be noted across the Village.

Study Area 4 – Projections

1. Develop estimates of future parking sufficiency based on current capacity, projected land uses, and application of parking demand ratios. Sufficiency estimates will include modeling to account for shared parking opportunities as they are available throughout the study area. Publications from ULI and the National Parking Association will be used to develop projected parking demand.
 - Develop short-term (1-2 year) projections of parking demand and
 - Long-term (5+ years) projections
2. Quantify the number of parking spaces that may be required by block and in sub-areas to meet projected future parking demand.
3. To determine parking adequacy, we will compare the projected future parking demand against the existing supply of spaces.
4. We will review and provide recommendations for the removal or construction of parking supply.

Study Area 5 – Conclusions and Recommendations

1. Working with the Strategic Plan Project Committee, the Fishbeck team will develop a Parking Strategic Plan to address current concerns and direct policy decisions for the next 5+ years.
 - Develop a Strategic Plan for the effective use of parking in the village that can be implemented comprehensively or in a phased approach.
 - Provide credible information regarding current and future parking needs that can be communicated clearly to the public and stakeholders.
 - Cultivate a parking system that contributes to the positive image of Ada Township and is inviting to residents, businesses, and visitors.
2. Develop a comparison of goals and priorities established in Task 1 with current conditions. The comparison will identify the highest priority issues and focus the final recommendations.
3. Develop options for addressing current and projected parking demand and the need to increase or reduce parking supply in the village.
 - Identifying potential demand management strategies applicable to Ada Township.
 - Identifying opportunities to increase on-street parking supplies in the study area (either through creating new spaces or reconfiguring existing spaces).
 - Locate options for expanded off-street parking, including parking lots and structures.
 - Allocation strategies for employees, residents, and visitors.
 - Maximize the use and occupancy of all parking areas to limit paved areas, promote a “park once” mentality, and increase the cohesion of village elements.
4. Note opportunities to maximize bicycle and pedestrian infrastructure that promote a biking and walking culture in the community.

5. Identify opportunities for partnerships to promote the use of private parking for public use. We will help the Township weigh the benefits and drawbacks of these agreements and how to find mutually beneficial opportunities.
6. Develop a zoning and land use regulation action plan including:
 - Key Action Steps to Implement the Vision of the Master Plan, such as acquiring land for parking, re-designing roadways to accommodate on-street parking, or preventing parking from being built in inappropriate locations.
 - Recommended amendments to the Master Plan to “reality check” the vision against the situation on the ground.
 - Recommended amendments to the Zoning Ordinance to eliminate inefficiencies and provisions that are in conflict with the Township’s goals, as stated in the Master Plan.
7. Review existing websites, maps, brochures, and wayfinding signage as it relates to parking and provide recommendations for potential improvements.
8. Review signage messaging, branding and location for effectiveness and visibility.
9. Identify policies and solutions that have been effective in other communities, and consider how they may strengthen the parking program in Ada.
10. Create a prioritized Implementation Matrix that will identify key recommendations and components. The Matrix will outline Operational, Policy and Planning recommendations along with potential timelines and possible costs.

Study Area 6 – Community Reporting / Engagement

To make information more accessible to the public, Fishbeck will not be providing a traditional written report, but rather a summary report of findings and recommendations. The final summary report that will focus heavily on graphics, the implementation matrix, and other visual means to communicate current conditions and recommendations for future management of the parking system. The summary report will include a review of public outreach, final presentation, GIS data, graphs and occupancy information, and all collected data. The Final Documents will include:

1. A prioritized recommendations matrix. The document will present our findings and recommendations and provide preliminary costs for our recommended improvements, as well as a timeline for implementation.
 - Short-term recommendations
 - Mid-term (1-4 year) recommendations
 - Long-term (5+ years) long range goals
 - Potential cost of recommendations
2. Summary report of findings and recommendations for review by the Township before finalizing. This will include a 95% status meeting to discuss recommendations prior to finalizing study.
3. Presentation of findings to the Township Board.
4. Final presentation to Village stakeholders, including the Ada Business Association, and the general public. Final presentation can be given in a public forum as chosen by the Township.

The presentation format of the Strategic Plan will assist the Township with effective messaging to the community. The final documents will provide a roadmap for the community to solve today's parking issues, but more importantly to create a plan to meet future parking and mobility needs. The tools will be available to guide staff and teach the community how parking is an asset to Ada Village and will support the goals identified in the Master Plan.

Deliverables

The following items will present the Township an accurate view of the current conditions and a plan for future parking needs. Deliverables include:

- Project management throughout the study including biweekly update calls and project coordination. The bi-weekly calls provide the Township with updates on milestones, schedule, upcoming deliverables, outstanding data needs and overall project progress. The updates assure that Township staff will always know the status of the project.
- Four on-site project meetings with the Parking Strategic Plan Committee or other staff as necessary to complete the parking study.
- Update to GIS mapping of village parking and mobility assets
 - Parking occupancy counts on two days via GIS
 - GIS maps and charts of parking inventory and occupancy
- Community engagement during the course of the study (Optional Service)
 - Interviews with stakeholders
 - Public open house
 - Online public survey of village parking.
- Review of parking operations, public use of the parking system, and how the parking system supports the village.
- Project 50% status workshop (Optional Service) – The goal of the meeting is to ensure the Fishbeck team and the Township have the same understanding of findings and are working together to develop solutions. Data collection, community outreach summary, and preliminary recommendations will be main topics for discussion.
- Prioritized Implementation Matrix noting timeframe, responsibility, and potential cost.
- 95% status review prior to finalizing recommendations, noting specific attention regarding on-street parking fee structure, hours, and regulations.
- Final presentations on-site.

Summary Strategic Plan – We will incorporate the feedback and comments received from the Township into the final document. The final document will include an executive summary, and include maps, data, implementation matrix, recommendations, and other documentation.

Optional Service # 1 – Community Engagement Process

The Fishbeck team excels at designing processes that effectively engage multiple stakeholder groups, including the public. We use a variety of methods to ensure broad participation, which help to achieve consensus and stakeholder buy-in to the results of the study. When the project has been completed, the high level of stakeholder and public involvement used to conduct the process will lead to a clear consensus on next steps and the path forward. Our public engagement process is described below.

Engagement Groups

1. Village Parking Study Project Committee: The small team of staff and stakeholders will help direct the study and assure the defined priorities are addressed.
2. Key Stakeholders: 10-15 individuals/organizations who may have particular insights or a level of investment in the study area that warrants more direct interaction with the Fishbeck team. While not exhaustive, the following list represents the types of stakeholder groups we would expect to involve in this project.
 - Elected officials
 - Township staff
 - Discover Ada
 - Village business and property owners



- Local institutional and organizational leaders
 - Representatives of village employers
 - Others as identified by the Project Committee
3. General Public: To build consensus for any plan of this scope and breadth, outreach should begin early and should cast a broad net.

Input Forums

1. **One-On-One Interviews:** These interviews will be geared toward soliciting input from key stakeholders and select members of township leadership. Interviews will be one-on-one format allowing participants to provide a candid assessment of conditions and challenges.
2. **Public Workshops:** An initial public open house forum and a final presentation of findings and recommendations will be conducted to allow attendees to share their ideas within a structured and informed setting. The Fishbeck team will be responsible for providing meeting content and materials including presentation boards, PowerPoint presentations, base maps, etc.

Online Public Survey

1. Online Survey: Fishbeck will develop and host an online survey. The township will help to promote the survey effort by providing links to the online survey site via web pages, social media, direct email, QR code postcards and posters, and other distribution channels the township has already established. The survey will seek to determine among other topics:
 - User demographics
 - Frequency of visiting the Village
 - Reasons for visiting the Village
 - Availability of parking
 - Highly desired parking areas
 - Acceptable walking distances
 - Transportation preferences and options other than driving
 - Residential parking and mobility behavior
2. Open ended responses to gather specific opinions. The online survey will include a location tool that will allow respondents to identify a specific location on a map, drop and pin on that location, and leave a specific comment.

Optional Service # 2 - Study 50% Status Workshop

1. Upon completion of our observations, data gathering, and public outreach efforts, we will submit an initial finding review. The document will present our primary findings and potential recommendations.
2. Conduct a SWOT analysis for discussion as part of the 50% workshop.
3. The 50% workshop will provide a focused opportunity for Township staff and stakeholders to consider how their goals can be achieved and discuss the details of an implementation plan.
4. The goals discussed during workshop will drive the recommendations for the final presentation. Some topics that may be discussed:
 - Zoning and regulatory updates
 - Maximizing use of all parking assets
 - ADA accessible parking conditions and options
 - How to serve village businesses/organizations
 - Organizational structure

Optional Service # 3 – Additional Meetings / Consulting

1. Additional meetings, presentations, or other work requested outside the state scope of work will be billed separately.
2. Meetings with the Planning Department, Township Attorney or others can be part of the four meetings included in the base scope of services.

Schedule

The Township has established the following milestone dates for the parking study. Fishbeck will work with the Project Committee to meet these dates and provide a complete study in the timeframe desired by Ada Township.

- Complete parking counts – September 1, 2025
- Draft Report to the township – October 1, 2025
- Staff Review completed by – November 1, 2025
- Final presentation and meeting completed by – December 1, 2025



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Itemized Budget

Itemized Budget

	Project Manager	Senior Consultant	GIS / Data Analyst	Data Collection	Admin Support	McKenna	Totals
	Estimated Fees by Task						
STUDY AREA 1 - Information Gathering	\$3,136	\$225	\$1,160	\$800	\$0	\$1,688	\$7,209
STUDY AREA 2 - Evaluation and Research	\$2,744	\$0	\$2,030	\$2,000	\$0	\$1,050	8,024
STUDY AREA 3 - Summary	\$2,352	\$0	\$1,740	\$0	\$0	\$1,088	\$5,380
STUDY AREA 4 - Projections	\$1,568	\$0	\$4,350	\$0	\$0	\$938	\$7,056
STUDY AREA 5 - Conclusions and Recommendations	\$4,704	\$450	\$1,450	\$0	\$0	\$1,050	\$7,854
STUDY AREA 6 - Community Reporting and Engagement	\$6,076	\$450	\$0	\$0	\$325	\$1,388	\$8,389
Base Bid Fees	\$20,580	\$1,125	\$10,780	\$2,800	\$6,500	7,202	\$43,912

Base fees are inclusive of travel and expenses.

Community Engagement Process	\$5,684	\$0	\$870	\$0	\$260	\$900	\$7,714
Study 50% Status Workshop	\$2,352	\$450	\$0	\$0	\$0	\$0	\$2,802
Additional Meeting/ Consulting	\$500	\$0	\$0	\$0	\$0	\$500	\$1,000



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References

References

Village of Wilmette, Illinois

Brigitte Berger-Raish PE
Engineering & Public Works Director
847.853.7627
bergerb@wilmette.com

City of Berkeley, Michigan

Kristen Kapelanski, AICP
Community Development Director
248.658.3329
kkapelanski@berkleymich.net

City of Cedar Falls, Iowa

Marcie Breitbach
Administrative & Parking Supervisor
319.268.5168
marcie.breitbach@cedarfalls.com





09

Claims, Licensure and Non-Discrimination Violations Against Fishbeck

Claims, Licensure, and Non-Discrimination Violations

Fishbeck affirms that there have been no claims, violations, or disciplinary actions related to professional licensure, non-discrimination policies, or affirmative action compliance filed against the firm.

We maintain a strong commitment to ethical practice, regulatory compliance, and equitable employment, and have a proven track record of operating with integrity across all jurisdictions in which we work.



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Identification and Summary

Identification and Summary of Legal Action

Fishbeck affirms that no legal actions, claims, or disputes have been filed by previous clients against the firm related to the performance of professional services. We pride ourselves on maintaining strong, collaborative relationships with our clients and on consistently delivering services that meet or exceed expectations. Our history reflects a commitment to integrity, accountability, and proactive communication, which has helped us avoid conflicts and maintain a positive reputation across the industry.



Discover more at fishbeck.com.



MEMORANDUM

Date: 5/22/25

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Consider Revised Kent County Fire Commission Contract

Background:

The Township is a member of the Kent County Fire Commission. The Fire Commission is made up of the following communities:

- Ada Township
- Algoma Township
- Alpine Township
- Caledonia Township
- Cannon Township
- City of Cedar Springs
- City of Rockford
- Courtland Township
- Grattan Township
- Lowell Area Fire Department
- Oakfield Township
- Plainfield Township
- Solon Township
- Sparta Township & Village (Fire Board)
- Spencer Township
- Village of Kent City
- Village of Sand Lake

The Fire Commission is responsible for engaging with fire departments across the county, working with emergency services, purchasing new equipment, and fostering community engagement in safety initiatives and programs. The seven board members include the Board of Commissioners, elected officials representing members, fire chiefs or fire department officers, and/or residents with emergency services experience. The fire commission meets four times a year.

I have attached a request from Joni Laming, Purchasing Manager for Kent County, for the Township to approve a revised Fire Commission Contract. The letter from Ms. Laming lists the main updates to the agreement.

Chief Murray and I have no concerns about the proposed revisions. Most of the updates are housekeeping items that won't impact Ada Township.

An important note – I do serve on the Kent County Fire Commission. I served on the Commission prior to my tenure as Ada Township Manager and was re-appointed last year.

I have included a red line and a clean copy of the fire commission agreement.

Recommendation:

Staff supports the approval of the revised fire commission agreement. The Township benefits from being part of the Fire Commission and the updates to the agreement do not impact that benefit.

Requested Motion: Motion to Approve Fire Commission Contract and Authorize Township Manager to Execute the Agreement

Fire Commission Contract

From Laming, Joni <joni.laming@kentcountymi.gov>

Date Wed 5/21/2025 8:37 AM

To Julius Suchy <jsuchy@adatownshipmi.com>

 2 attachments (574 KB)

Contract 5.16.25 accepted.pdf; Redline Fire Commission Contract Memo 5.2.25.pdf;

Good morning

The Kent County Fire Commission Board has reviewed and approved the contract amendments on May 16, 2025.

We are asking the members to follow their internal process to secure an authorization signature and send an executed copy back no later than July 1, 2025.

Attached is the redline contract and the approved contract with signature lines. The edits provide clarity to everyone involved regarding the intricacies of Fire Commission membership and to make the Contract language consistent with the current practice and understanding of the Fire Commission members. The redlines do not substantially change implemented ongoing practice.

The main edits include:

- The financial dates are updated to the new County fiscal year instead of the previous calendar year.
- Definitions of preauthorized preventative maintenance and repair.
- Provide clarity on apparatus acquisition outside Fire Commission Board and Kent County Purchasing assistance including requiring the County to be a secured interest in the vehicle for County financial assistance.
- Conflict of interest statement
- Require members to be financially prepared for fire apparatus acquisition costs
- Require members to comply with group insurance coverage contract

Thank you



Joni Laming
Purchasing/Fleet Manager
Kent County – Purchasing
Joni.laming@kentcountymi.gov
Office: (616) 632-7721

This Agreement made this ____ day of _____, 2025, by and between the COUNTY OF KENT, ("County") and the Townships of ADA, ALGOMA, ALPINE, CALEDONIA, CANNON, COURTLAND, GRATAN, LOWELL, NELSON, OAKFIELD, PLAINFIELD, SOLON, SPENCER, TYRONE, VERGENNES, the Village of SAND LAKE, and the Cities of CEDAR SPRINGS, LOWELL, ROCKFORD, and SPARTA FIRE AUTHORITY ("Members").

WITNESSETH:

WHEREAS, the Kent County Volunteer Fire Department ("Department") and the Kent County Fire Commission ("Fire Commission") originally were established by the Kent County Board of Supervisors (now the Kent County Board of Commissioners ("BOC")) in 1942 pursuant to MCL 45.3 and MCL 124.1 et. seq.; and

WHEREAS, the Department no longer exists; and

WHEREAS, the Fire Commission currently is made up of the County and the Members; and

WHEREAS, the contribution schedule and contract under which the Fire Commission operates has not been updated since 1978; and

WHEREAS, a revised contribution schedule and contract amendments have been discussed by the Fire Commission Board and Fire Commission Members for the past three years; and

WHEREAS, a draft copy of the revised contribution schedule and amended contract have been provided to all Members and Member fire chiefs, allowing them time to review and provide comments; and

WHEREAS, the Fire Commission Board, Members and the Kent County Board of Commissioners have all voted in favor of updating the contribution schedule and amending the contract as required by section 4 of the 1978 contract,

IT IS THEREFORE AGREED TO UPDATE THE CONTRIBUTION SCHEDULE AND AMEND AND RESTATE THE CONTRACT IN ITS ENTIRETY AS FOLLOWS:

1. Membership.

- a. Current Membership. The Fire Commission shall be comprised of the County and each Member.
- b. Member Benefits. Benefits are to be provided to or made available to Members as recommended by the Fire Commission Board ("FCB") and approved by the County as part of the County's annual budget. The FCB may amend the list of services, equipment and benefits at any time so long as all expenses arising from the amendment are covered by the then-applicable budget or additional Member financial contributions. The list of benefits includes:
 - i. Kent County financial contribution and program administration;
 - ii. Apparatus acquisition contribution as defined in Section 4;
 - iii. Apparatus annual NFPA specified pump testing for County-titled fire apparatus reimbursed at actual expense ~~or \$175, whichever is less;~~

- iv. Group insurance coverage for all County and locally-owned fire and rescue vehicles;
- v. Opportunity to purchase the retiring apparatus at a depreciated cost once the new apparatus is delivered;
- vi. Pre-authorized Preventative maintenance and ~~mechanical~~ repairs due to normal wear and use of County-titled vehicles;
 - 1. Pre-authorization means the County must be notified and aware before any maintenance or repairs are initiated.
 - 2. Preventative Maintenance is periodic testing and inspection, replacement of filters, crankcase/gearcase oils, and limited repair and replacement of worn brake linings/drums/rotors/tires.
 - 3. Repair is removing and replacing defective or worn components. Repair may include, but is not limited to, diagnosing, rebuilding, replacing, and reconditioning components.
- ~~vi-vii.~~ Collaborative/group bidding coordinated by the Kent County Purchasing Division.
- c. Term of Membership. Membership terms begin ~~Jan~~at the commencement of the County's fiscal year~~uary 1~~ and continue uninterrupted ~~through December 31 of every year~~for twelve (12) months unless terminated in accordance with the specific provisions of this Agreement.
- d. Termination of Membership.
 - i. Without Cause. Any Member, including the County, may terminate its membership in the Fire Commission with at least 90 days' written notice to the Chair of the FCB, with termination to be effective on the ~~January 1~~last day of Kent County's fiscal year ~~next~~ following the expiration of the 90-day notice period.
 - ii. With Cause. Any Member's membership may be terminated for a material breach of this Agreement, or any act or omission which exposes another party to liability for personal injuries or damage to property, real or personal. Termination under this provision shall be effective immediately upon 45 days' written notice to the applicable Member governing board if not cured within said 45-day notice period. Such termination shall not extinguish any outstanding financial obligations of the Member to the Fire Commission and Kent County and obligations for any ~~equipment~~fire apparatus purchased by the Member shall be calculated under section 7 and paid within 60 days of termination. Final assessment shall be paid within 30 days of the Member's receipt of the annual assessment.
 - iii. Regional Fire Authority. In the event a regional fire authority is formed under applicable law, this Agreement and all memberships shall terminate no later than the effective date of the regional fire authority, but such termination shall not extinguish any outstanding financial obligations of Members to the Fire Commission and Kent County.
 - iv. Return to Membership. In the event a terminated Member applies to re-join the Fire Commission, such terminated Member shall file an application for membership as set forth below in Section l(e)(ii) and shall pay a non-refundable, re-instatement fee equal to the then-current ~~annual membership fee~~Contribution Formula.

- v. Payment of Apparatus Acquisition Costs and Annual Contribution. Any Member that withdraws from membership in the Fire Commission, for any reason, shall pay to the County (for credit to the Fire Commission):
 - 1. That portion of the acquisition cost of that Member's most recently purchased firefighting apparatus as calculated by the method in Section 7 of this Agreement; and
 - 2. The contribution which the Member owes for the year in which termination is effective, because payments are made in arrears (see Sections 5(b) and 6(b)).
 - 3. Such payment shall be made no later than January 5 five (5) business days from the start of the County's fiscal year following the effective date of the withdrawal and before the County releases any security interest it has in the apparatus or otherwise transfers title to the apparatus. Reimbursement proceeds will be credited to the remaining Members' next subsequent annual contribution in proportion to the contribution toward the original apparatus purchase.
- vi. Kent County Membership Termination. In the event Kent County terminates the Fire Commission and Member Agreements, the following shall occur:
 - 1. Fund Balance. Any remaining funds in the Fire Commission fund will be divided 50% to Kent County, and 50% divided evenly among Members less funds owed to Kent County.
 - 2. Apparatus Ownership & Depreciation. Member is required to reimburse Kent County in the amount calculated by the method in Section 7 of this Agreement. ~~After receiving such reimbursement, any County-titled fire apparatus acquired for the Member will be retitled to the Member.~~
- e. New Members.
 - i. Eligible Entities. Any village or township or officially established fire authority comprised of villages and/or townships within Kent County and formed pursuant to the Urban Cooperation Act, MCL 124.501 et seq, or other qualifying legislation that is not now a member of the Fire Commission may apply for membership.
 - ii. Application for Membership.
 - 1. Any village, township, or fire authority may apply by sending a written request for membership ("application") along with an official resolution of the applicable governing board requesting membership to the Chair of the FCB and the Kent County Fire Commission Liaison.
 - 2. The application may include a request for the FCB to provide pre-authorized preventative maintenance support ~~defined by Section 4(b)~~ for one (1) Member-owned apparatus until an apparatus is purchased per the terms of this Agreement. Kent County approval of the requested apparatus is required, and the County shall be added as a secured interest on the apparatus' title.
 - 3. The FCB shall review the application and vote on a recommended action for each request. The FCB shall, when considering a request for membership, review the Contribution Formula as outlined in Exhibit A and determine what, if any, modifications are needed and shall propose the modifications as part of the consideration of the membership application. The FCB may recommend the application be approved,

denied, or approved with conditions. The FCB shall forward its recommendation to the County Administrator/Controller for consideration.

4. The County Administrator/Controller shall receive and review the application and recommendation and may:
 - a. forward the recommendation as received from the FCB to the BOC for consideration; or
 - b. forward the recommendation to the BOC with recommended conditions; or
 - c. request additional information; or
 - d. review the application with the Chair of the BOC and/or the Chair of the Kent County Finance and Physical Resources Committee and determine another action which may include delaying consideration of the application.
5. All applications for membership must be approved by the BOC.
6. New or reinstated Members are inserted into the fire apparatus purchase schedule at FCB discretion and typically at the rear of the rotation.

iii. Requirements of New Member.

1. The new Member contribution will be calculated at the then current Contribution Formula unless otherwise determined by the FCB.
2. In addition to the obligations of Members as set forth in this Agreement, additional obligations or terms may be established by the FCB, the County Administrator, or the BOC, including, but not limited to, additional financial obligations to address or mitigate any need for modifications to the Contribution Formula.

- iv. Timing. If any application is accepted and membership is approved, such approval shall set forth the effective date of such new membership.

f. Change in Membership.

- i. Current Members that are identified separately but wish to be represented collectively by a fire authority established pursuant to the Urban Cooperation Act, MCL 124.501 et seq, or other qualifying legislation may elect to do so.
 1. Such change in the membership will be accepted by the Fire Commission Board at its next meeting following the receipt of the following:
 - a. A communication from the elected head of government for each community of the fire authority indicating the desire to be represented by the fire authority in matters regarding the Fire Commission.
 - b. A communication from the head of the fire authority indicating the willingness to represent the fire authority communities in matters regarding the Fire Commission.
 - c. Such communications can be addressed to the Kent County Fire Commission Liaison.
 2. The contribution formula will be modified to reflect a single line for the fire authority, but the factors in that line will reflect the aggregate numbers for all communities (cities, townships, and villages) making up the fire authority.

3. When this change is effective the fire authority will be treated as a single Member for all purposes under this Agreement.
 - ii. Communities that are part of a fire authority as per 1.f.i above but wish to be represented separately may elect to do so, subject to the requirement that all communities in the fire authority must make such an election and do so at the same time.
 1. Such change in membership will be accepted by the Fire Commission Board at its next meeting following the receipt of the following:
 - a. A communication from the elected head of government for each community of the fire authority indicating the desire to represent itself in matters regarding the Fire Commission.
 - b. A communication from the head of the fire authority indicating acknowledgment of the communities' desire to represent themselves in matters regarding the Fire Commission.
 2. The contribution formula will be modified to reflect individual lines for each community, which will together reflect the factors used for the fire authority.
 3. When this change is effective each community will become a separate Member for all purposes under this Agreement.
2. Fire Commission Board.
- a. Number of Board Members. The FCB shall consist of seven (7) members as follows:
 - i. Three (3) members shall be elected officials representing Members;
 - ii. Two (2) members shall be members of the BOC;
 - iii. Two (2) members shall be representatives of a Member:
 1. fire chiefs or fire department officers; or
 2. resident citizens with equivalent emergency services experience.
 - iv. No two (2) FCB members shall be residents of the same political jurisdiction except for the two (2) members of the BOC who may be from the same political jurisdiction as any other member of the FCB.
 - b. Appointments. All appointments to the FCB shall be made by the BOC at the time when the BOC makes its citizen appointments, generally the first meeting in January. The FCB shall elect the FCB Chair and Vice-chair. There are no term limits on qualified individuals serving on the FCB.
 - c. Term. The term of each FCB member shall be two (2) years; provided, however, that if a FCB member ceases to possess the required qualification to serve as a FCB member (i.e. ceases to be a County Commissioner, Member elected official, fire chief or resident), that FCB member's term will terminate contemporaneously with the exception of elected officials of Members that are not re-elected in a general November election and thereby cease to be an elected official. Such individuals may continue as FCB members until end of that calendar year in which qualification ceases.
 - d. Compensation. FCB members shall receive such compensation for their services as shall be determined, from time to time, by the BOC.
 - e. Meetings.
 - i. The FCB shall meet as at least once per calendar quarter as called by the Chair, or as otherwise directed by the BOC.
 - ii. A simple majority of the FCB shall constitute a quorum of the FCB for the purposes of conducting business.

- iii. The FCB may draft its own standing rules of procedure with the consent of the BOC. In the absence of its own standing rules, the FCB shall abide by Roberts Rules of Order.
 - iv. The FCB shall comply with the Michigan Open Meetings Act MCL 15.261 et seq.
 - f. Conflict of Interest.
 - i. All FCB members shall annually complete and sign the standard Conflict of Interest declaration or form required of all BOC (or Board Chair) appointments and shall abide by the same, recusing themselves from all matters which present a conflict of interest.
 - ii. If the annual declaration is not timely executed and returned, the FCB member's seat on the FCB shall be declared vacant and a replacement shall be appointed by the BOC.
- 3. Administration. The Kent County Purchasing Manager is the Kent County Fire Commission Liaison and program administrator to the FCB. Internal support costs to administer the program are determined annually by a federally-approved County consultant using the time reporting analysis method and expenses are assessed to Members in the Contribution Formula. Administration duties include, but are not limited to:
 - a. FCB administration including public meeting agenda preparation, notices, minutes, meeting attendance and follow-up;
 - b. Budgeting, financial management;
 - c. Day-to-day management activities including coordinating apparatus maintenance and addressing Member inquiries;
 - d. Risk Management insurance policy and claims oversight;
 - e. Procurement collaboration and apparatus acquisition;
 - f. Accounts Payable oversight;
 - g. Annual Member contribution calculations, invoicing, collection and inquiries.
- 4. Fire Apparatus Acquisition. The FCB is responsible to determine the fire apparatus purchase rotation schedule from appropriated funds at its sole discretion. The rotation is evaluated and updated annually. Only those Members shown on the Assessment Calculation ~~attached hereto~~ are entitled to be included in the rotation. Member may select one (1) of the following two (2) acquisition and support options:
 - a. The Member may purchase a new apparatus or manufacturer's warranted demonstration unit through the Fire Commission. The FCB and Member jointly write the apparatus specification and Kent County's procurement processes are followed. The demonstration unit ~~warranty~~ must be preapproved by the Fire Commission Board. The Fire Commission will provide pre-authorized preventive maintenance and repair assistance until the apparatus is replaced in rotation, or a maximum of twenty years, whichever is less.

The Fire Commission reserves the right to require minimum bid specifications are met. The cost associated with the drafting of specifications and the procurement of an apparatus is assessed to all Members as part of the Contribution Formula. The Fire Commission may opt out or assess a Member additional fees if that Member desires to acquire a unique or non-routine apparatus. Kent County takes title at delivery, pays for the apparatus in its entirety, and invoices/receives payment on NET 30-day terms for Member acquisition expenses exceeding the Fire Commission apparatus contribution.

b. ~~The Member may procure the an~~ apparatus without ~~Fire Commission~~ FCB or Kent County Purchasing assistance. ~~Member and~~ may purchase any used and/or demonstration unit ~~without Fire Commission approved warranty~~, or new apparatus at its ~~Member's~~ sole discretion. The Fire Commission apparatus contribution will be paid directly to the Member when the Member takes title and delivery of the apparatus and will not exceed the total purchase price paid by the Member. Within the FCB full discretion, delivery of the apparatus shall be within eighteen (18) months of the Member's current location in the fire apparatus purchase rotation.

~~Unless otherwise agreed in advance and in writing, t~~The Fire Commission will not pay for ~~Kent County Purchasing~~ pre-authorized preventive maintenance ~~unless expressly agreed in advance of apparatus purchase and in writing. The Member shall add Kent County as a secured interest of the apparatus' title in order to receive maintenance assistance. until the apparatus is replaced in rotation, or a maximum of twenty years, whichever is less, for the following services: brake linings, drums or rotors, crank case and gear box fluid/filters changes, and tire replacement. In case of dispute, t~~The FCB will make the final determination. No appeals of such determinations are permitted.

~~The Member takes title of the appara~~

~~a.c. t~~us. Each member certifies that they have no personal or financial interests that could be considered a conflict of interest in relation to Member's fire apparatus purchase.

5. Annual Budget.

- a. Fiscal Year. The FCB shall operate on the same fiscal year as the County.
- b. Annual Budget. The County shall prepare an annual budget for the following fiscal year which provides for the payment of all reasonably anticipated Fire Commission expenses including the acquisition and maintenance of the services and equipment. The budget also shall set forth the financial contribution of the County and total amount to be allocated among Members pursuant to the then-current Contribution Formula.

6. Funds and Finances.

- a. County Contribution. The County will contribute funds annually in the amount appropriated by the BOC. The FCB will amend the Contribution Formula as required to operate the Fire Commission within the amount annually appropriated by the County together with Member Contributions.
- b. Member Contribution. Members shall be assessed an annual financial contribution in arrears based on actual expenses of the prior year. The formula for annual financial contributions is attached as Exhibit A (the "Contribution Formula"). Member contributions are not accrued or deposited for future Fire Commission expenses or Apparatus Acquisition.
- c. Apparatus Contribution. The FCB determines the annual fire apparatus contribution from appropriated funds.
- d. Contribution Formula. The Contribution Formula may be modified from time to time as follows:
 - i. Any modification may not increase the County's contribution without the County's consent;
 - ii. A draft modification must be sent to all Members at least 60 days prior to the FCB meeting at which it is to be considered;
 - iii. A modification may be approved by a simple majority of the FCB;
 - iv. Any modification must be approved by the FCB at least 180 days before the January 1 start of the County's fiscal year, on which it is to take effect;

- v. In the event the Contribution Formula is modified and, during the period set forth in Section 6(c)(iv) above, if any Member terminates membership from the Fire Commission pursuant to Section 1(d) above, the FCB may rescind the modification, or alter the modification provided the alteration does not increase the next annual financial contribution of any Member beyond that already approved as part of the pending modification.
 - e. Fund Balance. Kent County agrees to manage the Fire Commission fund balance in a manner similar to the other fund balances managed by the County.
 - f. Member Apparatus Acquisition Costs. Each Member agrees to be financially prepared and equipped to pay acquisition expenses exceeding the Fire Commission apparatus contribution when it is Member's turn in the fire apparatus purchase rotation schedule.
 - e.g. Insurance. All Members shall comply with the terms of the group insurance coverage contract covering the Member's fire and rescue vehicles including required premiums and deductibles.
- 7. Sale of Fire Apparatus. If an apparatus purchased through the Fire Commission contribution is sold to the Member during the replacement cycle, the Fire Commission will invoice the Member based on the apparatus purchase contribution divided by life of truck (20 years) multiplied by the number of years between the age of the truck and 20 years.
 - 8. Effect of Agreement. This Agreement supersedes all previous Agreements between the County and the Members concerning the provision of fire protection in the County. The contribution formula for the year in which this Agreement is adopted will be governed by this Agreement, and not by any previous Agreements concerning the provision of fire protection in the County. Notwithstanding the foregoing, any agreement between Kent County and Member regarding vehicle repair and maintenance shall be controlling and take precedence over this Agreement.
 - 9. Governing Law. This Agreement shall be governed by the laws of the State of Michigan.
 - 10. Severability. In the event one or more sections of this Agreement are found to be unenforceable the remaining sections shall remain in full force and effect.
 - 11. Amendment. This Agreement may be modified only in writing, and such modifications may be made only upon approval of a simple majority of Fire Commission Members plus Kent County.
 - 12. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto executed this Agreement the day and year first above written.

This Agreement made this ____ day of _____, 2025, by and between the COUNTY OF KENT, ("County") and the Townships of ADA, ALGOMA, ALPINE, CALEDONIA, CANNON, COURTLAND, GRATTAN, LOWELL, NELSON, OAKFIELD, PLAINFIELD, SOLON, SPENCER, TYRONE, VERGENNES, the Village of SAND LAKE, and the Cities of CEDAR SPRINGS, LOWELL, ROCKFORD, and SPARTA FIRE AUTHORITY ("Members").

WITNESSETH:

WHEREAS, the Kent County Volunteer Fire Department ("Department") and the Kent County Fire Commission ("Fire Commission") originally were established by the Kent County Board of Supervisors (now the Kent County Board of Commissioners ("BOC")) in 1942 pursuant to MCL 45.3 and MCL 124.1 et. seq.; and

WHEREAS, the Department no longer exists; and

WHEREAS, the Fire Commission currently is made up of the County and the Members; and

WHEREAS, the contribution schedule and contract under which the Fire Commission operates has not been updated since 1978; and

WHEREAS, a revised contribution schedule and contract amendments have been discussed by the Fire Commission Board and Fire Commission Members for the past three years; and

WHEREAS, a draft copy of the revised contribution schedule and amended contract have been provided to all Members and Member fire chiefs, allowing them time to review and provide comments; and

WHEREAS, the Fire Commission Board, Members and the Kent County Board of Commissioners have all voted in favor of updating the contribution schedule and amending the contract as required by section 4 of the 1978 contract,

IT IS THEREFORE AGREED TO UPDATE THE CONTRIBUTION SCHEDULE AND AMEND AND RESTATE THE CONTRACT IN ITS ENTIRETY AS FOLLOWS:

1. Membership.

- a. Current Membership. The Fire Commission shall be comprised of the County and each Member.
- b. Member Benefits. Benefits are to be provided to or made available to Members as recommended by the Fire Commission Board ("FCB") and approved by the County as part of the County's annual budget. The FCB may amend the list of services, equipment and benefits at any time so long as all expenses arising from the amendment are covered by the then-applicable budget or additional Member financial contributions. The list of benefits includes:
 - i. Kent County financial contribution and program administration;
 - ii. Apparatus acquisition contribution as defined in Section 4;
 - iii. Apparatus annual NFPA specified pump testing for County-titled fire apparatus reimbursed at actual expense;

- iv. Group insurance coverage for all County and locally-owned fire and rescue vehicles;
- v. Opportunity to purchase the retiring apparatus at a depreciated cost once the new apparatus is delivered;
- vi. Pre-authorized preventive maintenance and repairs due to normal wear and use of County-titled vehicles;
 - 1. Pre-authorization means the County must be notified and aware before any maintenance or repairs are initiated.
 - 2. Preventative Maintenance is periodic testing and inspection, replacement of filters, crankcase/gearcase oils, and limited repair and replacement of worn brake linings/drums/rotors/tires.
 - 3. Repair is removing and replacing defective or worn components. Repair may include, but is not limited to, diagnosing, rebuilding, replacing, and reconditioning components.
- vii. Collaborative/group bidding coordinated by the Kent County Purchasing Division.
- c. Term of Membership. Membership terms begin at the commencement of the County's fiscal year and continue uninterrupted for twelve (12) months unless terminated in accordance with the specific provisions of this Agreement.
- d. Termination of Membership.
 - i. Without Cause. Any Member, including the County, may terminate its membership in the Fire Commission with at least 90 days' written notice to the Chair of the FCB, with termination to be effective on the last day of Kent County's fiscal year following the expiration of the 90-day notice period.
 - ii. With Cause. Any Member's membership may be terminated for a material breach of this Agreement, or any act or omission which exposes another party to liability for personal injuries or damage to property, real or personal. Termination under this provision shall be effective immediately upon 45 days' written notice to the applicable Member governing board if not cured within said 45-day notice period. Such termination shall not extinguish any outstanding financial obligations of the Member to the Fire Commission and Kent County and obligations for any fire apparatus purchased by the Member shall be calculated under section 7 and paid within 60 days of termination. Final assessment shall be paid within 30 days of the Member's receipt of the annual assessment.
 - iii. Regional Fire Authority. In the event a regional fire authority is formed under applicable law, this Agreement and all memberships shall terminate no later than the effective date of the regional fire authority, but such termination shall not extinguish any outstanding financial obligations of Members to the Fire Commission and Kent County.
 - iv. Return to Membership. In the event a terminated Member applies to re-join the Fire Commission, such terminated Member shall file an application for membership as set forth below in Section 1(e)(ii) and shall pay a non-refundable, re-instatement fee equal to the then-current Contribution Formula.
 - v. Payment of Apparatus Acquisition Costs and Annual Contribution. Any Member that withdraws from membership in the Fire Commission, for any reason, shall pay to the County (for credit to the Fire Commission):

1. That portion of the acquisition cost of that Member's most recently purchased firefighting apparatus as calculated by the method in Section 7 of this Agreement; and
 2. The contribution which the Member owes for the year in which termination is effective, because payments are made in arrears (see Sections 5(b) and 6(b)).
 3. Such payment shall be made no later than five (5) business days from the start of the County's fiscal year following the effective date of the withdrawal and before the County releases any security interest it has in the apparatus or otherwise transfers title to the apparatus. Reimbursement proceeds will be credited to the remaining Members' next subsequent annual contribution in proportion to the contribution toward the original apparatus purchase.
- vi. Kent County Membership Termination. In the event Kent County terminates the Fire Commission and Member Agreements, the following shall occur:
1. Fund Balance. Any remaining funds in the Fire Commission fund will be divided 50% to Kent County, and 50% divided evenly among Members less funds owed to Kent County.
 2. Apparatus Ownership & Depreciation. Member is required to reimburse Kent County in the amount calculated by the method in Section 7 of this Agreement. After receiving such reimbursement, any County-titled fire apparatus acquired for the Member will be retitled to the Member.
- e. New Members.
- i. Eligible Entities. Any village or township or officially established fire authority comprised of villages and/or townships within Kent County and formed pursuant to the Urban Cooperation Act, MCL 124.501 et seq, or other qualifying legislation that is not now a member of the Fire Commission may apply for membership.
 - ii. Application for Membership.
 1. Any village, township, or fire authority may apply by sending a written request for membership ("application") along with an official resolution of the applicable governing board requesting membership to the Chair of the FCB and the Kent County Fire Commission Liaison.
 2. The application may include a request for the FCB to provide pre-authorized preventative maintenance support for one (1) Member-owned apparatus until an apparatus is purchased per the terms of this Agreement. Kent County approval of the requested apparatus is required, and the County shall be added as a secured interest on the apparatus' title.
 3. The FCB shall review the application and vote on a recommended action for each request. The FCB shall, when considering a request for membership, review the Contribution Formula as outlined in Exhibit A and determine what, if any, modifications are needed and shall propose the modifications as part of the consideration of the membership application. The FCB may recommend the application be approved, denied, or approved with conditions. The FCB shall forward its recommendation to the County Administrator/Controller for consideration.

4. The County Administrator/Controller shall receive and review the application and recommendation and may:
 - a. forward the recommendation as received from the FCB to the BOC for consideration; or
 - b. forward the recommendation to the BOC with recommended conditions; or
 - c. request additional information; or
 - d. review the application with the Chair of the BOC and/or the Chair of the Kent County Finance and Physical Resources Committee and determine another action which may include delaying consideration of the application.
 5. All applications for membership must be approved by the BOC.
 6. New or reinstated Members are inserted into the fire apparatus purchase schedule at FCB discretion and typically at the rear of the rotation.
- iii. Requirements of New Member.
1. The new Member contribution will be calculated at the then current Contribution Formula unless otherwise determined by the FCB.
 2. In addition to the obligations of Members as set forth in this Agreement, additional obligations or terms may be established by the FCB, the County Administrator, or the BOC, including, but not limited to, additional financial obligations to address or mitigate any need for modifications to the Contribution Formula.
- iv. Timing. If any application is accepted and membership is approved, such approval shall set forth the effective date of such new membership.
- f. Change in Membership.
- i. Current Members that are identified separately but wish to be represented collectively by a fire authority established pursuant to the Urban Cooperation Act, MCL 124.501 et seq, or other qualifying legislation may elect to do so.
 1. Such change in the membership will be accepted by the Fire Commission Board at its next meeting following the receipt of the following:
 - a. A communication from the elected head of government for each community of the fire authority indicating the desire to be represented by the fire authority in matters regarding the Fire Commission.
 - b. A communication from the head of the fire authority indicating the willingness to represent the fire authority communities in matters regarding the Fire Commission.
 - c. Such communications can be addressed to the Kent County Fire Commission Liaison.
 2. The contribution formula will be modified to reflect a single line for the fire authority, but the factors in that line will reflect the aggregate numbers for all communities (cities, townships, and villages) making up the fire authority.
 3. When this change is effective the fire authority will be treated as a single Member for all purposes under this Agreement.
 - ii. Communities that are part of a fire authority as per 1.f.i above but wish to be represented separately may elect to do so, subject to the requirement that all

communities in the fire authority must make such an election and do so at the same time.

1. Such change in membership will be accepted by the Fire Commission Board at its next meeting following the receipt of the following:
 - a. A communication from the elected head of government for each community of the fire authority indicating the desire to represent itself in matters regarding the Fire Commission.
 - b. A communication from the head of the fire authority indicating acknowledgment of the communities' desire to represent themselves in matters regarding the Fire Commission.
2. The contribution formula will be modified to reflect individual lines for each community, which will together reflect the factors used for the fire authority.
3. When this change is effective each community will become a separate Member for all purposes under this Agreement.

2. Fire Commission Board.

- a. Number of Board Members. The FCB shall consist of seven (7) members as follows:
 - i. Three (3) members shall be elected officials representing Members;
 - ii. Two (2) members shall be members of the BOC;
 - iii. Two (2) members shall be representatives of a Member:
 1. fire chiefs or fire department officers; or
 2. resident citizens with equivalent emergency services experience.
 - iv. No two (2) FCB members shall be residents of the same political jurisdiction except for the two (2) members of the BOC who may be from the same political jurisdiction as any other member of the FCB.
- b. Appointments. All appointments to the FCB shall be made by the BOC at the time when the BOC makes its citizen appointments, generally the first meeting in January. The FCB shall elect the FCB Chair and Vice-chair. There are no term limits on qualified individuals serving on the FCB.
- c. Term. The term of each FCB member shall be two (2) years; provided, however, that if a FCB member ceases to possess the required qualification to serve as a FCB member (i.e. ceases to be a County Commissioner, Member elected official, fire chief or resident), that FCB member's term will terminate contemporaneously with the exception of elected officials of Members that are not re-elected in a general November election and thereby cease to be an elected official. Such individuals may continue as FCB members until end of that calendar year in which qualification ceases.
- d. Compensation. FCB members shall receive such compensation for their services as shall be determined, from time to time, by the BOC.
- e. Meetings.
 - i. The FCB shall meet as at least once per calendar quarter as called by the Chair, or as otherwise directed by the BOC.
 - ii. A simple majority of the FCB shall constitute a quorum of the FCB for the purposes of conducting business.
 - iii. The FCB may draft its own standing rules of procedure with the consent of the BOC. In the absence of its own standing rules, the FCB shall abide by Roberts Rules of Order.
 - iv. The FCB shall comply with the Michigan Open Meetings Act MCL 15.261 et seq.

- f. Conflict of Interest.
 - i. All FCB members shall annually complete and sign the standard Conflict of Interest declaration or form required of all BOC (or Board Chair) appointments and shall abide by the same, recusing themselves from all matters which present a conflict of interest.
 - ii. If the annual declaration is not timely executed and returned, the FCB member's seat on the FCB shall be declared vacant and a replacement shall be appointed by the BOC.
- 3. Administration. The Kent County Purchasing Manager is the Kent County Fire Commission Liaison and program administrator to the FCB. Internal support costs to administer the program are determined annually by a federally-approved County consultant using the time reporting analysis method and expenses are assessed to Members in the Contribution Formula. Administration duties include, but are not limited to:
 - a. FCB administration including public meeting agenda preparation, notices, minutes, meeting attendance and follow-up;
 - b. Budgeting, financial management;
 - c. Day-to-day management activities including coordinating apparatus maintenance and addressing Member inquiries;
 - d. Risk Management insurance policy and claims oversight;
 - e. Procurement collaboration and apparatus acquisition;
 - f. Accounts Payable oversight;
 - g. Annual Member contribution calculations, invoicing, collection and inquiries.
- 4. Fire Apparatus Acquisition. The FCB is responsible to determine the fire apparatus purchase rotation schedule from appropriated funds at its sole discretion. The rotation is evaluated and updated annually. Only those Members shown on the Assessment Calculation are entitled to be included in the rotation. Member may select one (1) of the following two (2) acquisition and support options:
 - a. The Member may purchase a new apparatus or manufacturer's warranted demonstration unit through the Fire Commission. The FCB and Member jointly write the apparatus specification and Kent County's procurement processes are followed. The demonstration unit must be preapproved by the Fire Commission Board. The Fire Commission will provide pre-authorized preventive maintenance and repair assistance until the apparatus is replaced in rotation, or a maximum of twenty years, whichever is less.

The Fire Commission reserves the right to require minimum bid specifications are met. The cost associated with the drafting of specifications and the procurement of an apparatus is assessed to all Members as part of the Contribution Formula. The Fire Commission may opt out or assess a Member additional fees if that Member desires to acquire a unique or non-routine apparatus. Kent County takes title at delivery, pays for the apparatus in its entirety, and invoices/receives payment on NET 30-day terms for Member acquisition expenses exceeding the Fire Commission apparatus contribution.

- b. The Member may procure an apparatus without FCB or Kent County Purchasing assistance. Member may purchase a used and/or demonstration unit or new apparatus at Member's sole discretion. The Fire Commission apparatus contribution will be paid directly to the Member when the Member takes title and delivery of the apparatus and will not exceed the total purchase price paid by the Member. Within the FCB full

discretion, delivery of the apparatus shall be within eighteen (18) months of the Member's current location in the fire apparatus purchase rotation.

The Fire Commission will not pay for pre-authorized preventive maintenance unless expressly agreed in advance of apparatus purchase and in writing. The Member shall add Kent County as a secured interest of the apparatus' title in order to receive maintenance assistance. The FCB will make the final determination. No appeals of such determinations are permitted.

- c. Each member certifies that they have no personal or financial interests that could be considered a conflict of interest in relation to Member's fire apparatus purchase.

5. Annual Budget.

- a. Fiscal Year. The FCB shall operate on the same fiscal year as the County.
- b. Annual Budget. The County shall prepare an annual budget for the following fiscal year which provides for the payment of all reasonably anticipated Fire Commission expenses including the acquisition and maintenance of the services and equipment. The budget also shall set forth the financial contribution of the County and total amount to be allocated among Members pursuant to the then-current Contribution Formula.

6. Funds and Finances.

- a. County Contribution. The County will contribute funds annually in the amount appropriated by the BOC. The FCB will amend the Contribution Formula as required to operate the Fire Commission within the amount annually appropriated by the County together with Member Contributions.
- b. Member Contribution. Members shall be assessed an annual financial contribution in arrears based on actual expenses of the prior year. The formula for annual financial contributions is attached as Exhibit A (the "Contribution Formula"). Member contributions are not accrued or deposited for future Fire Commission expenses or Apparatus Acquisition.
- c. Apparatus Contribution. The FCB determines the annual fire apparatus contribution from appropriated funds.
- d. Contribution Formula. The Contribution Formula may be modified from time to time as follows:
 - i. Any modification may not increase the County's contribution without the County's consent;
 - ii. A draft modification must be sent to all Members at least 60 days prior to the FCB meeting at which it is to be considered;
 - iii. A modification may be approved by a simple majority of the FCB;
 - iv. Any modification must be approved by the FCB at least 180 days before the start of the County's fiscal year, on which it is to take effect;
 - v. In the event the Contribution Formula is modified and, during the period set forth in Section 6(c)(iv) above, if any Member terminates membership from the Fire Commission pursuant to Section 1(d) above, the FCB may rescind the modification, or alter the modification provided the alteration does not increase the next annual financial contribution of any Member beyond that already approved as part of the pending modification.
- e. Fund Balance. Kent County agrees to manage the Fire Commission fund balance in a manner similar to the other fund balances managed by the County.

- f. Member Apparatus Acquisition Costs. Each Member agrees to be financially prepared and equipped to pay acquisition expenses exceeding the Fire Commission apparatus contribution when it is Member's turn in the fire apparatus purchase rotation schedule.
 - g. Insurance. All Members shall comply with the terms of the group insurance coverage contract covering the Member's fire and rescue vehicles including required premiums and deductibles.
7. Sale of Fire Apparatus. If an apparatus purchased through the Fire Commission contribution is sold to the Member during the replacement cycle, the Fire Commission will invoice the Member based on the apparatus purchase contribution divided by life of truck (20 years) multiplied by the number of years between the age of the truck and 20 years.
8. Effect of Agreement. This Agreement supersedes all previous Agreements between the County and the Members concerning the provision of fire protection in the County. The contribution formula for the year in which this Agreement is adopted will be governed by this Agreement, and not by any previous Agreements concerning the provision of fire protection in the County. Notwithstanding the foregoing, any agreement between Kent County and Member regarding vehicle repair and maintenance shall be controlling and take precedence over this Agreement.
9. Governing Law. This Agreement shall be governed by the laws of the State of Michigan.
10. Severability. In the event one or more sections of this Agreement are found to be unenforceable the remaining sections shall remain in full force and effect.
11. Amendment. This Agreement may be modified only in writing, and such modifications may be made only upon approval of a simple majority of Fire Commission Members plus Kent County.
12. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto executed this Agreement the day and year first above written.

WITNESSES:

COUNTY OF KENT

By _____
Its _____

TOWNSHIP OF ADA

By _____
Its _____

TOWNSHIP OF ALGOMA

By _____
Its _____

TOWNSHIP OF ALPINE

By _____
Its _____

TOWNSHIP OF CALEDONIA

By _____
Its _____

TOWNSHIP OF CANNON

By _____
Its _____

CITY OF CEDAR SPRINGS

By _____
Its _____

TOWNSHIP OF COURTLAND

By _____
Its _____

TOWNSHIP OF GRATTAN

By _____
Its _____

TOWNSHIP OF LOWELL

By _____
Its _____

CITY OF LOWELL

By _____

Its _____

TOWNSHIP OF NELSON

By _____

Its _____

TOWNSHIP OF OAKFIELD

By _____

Its _____

CHARTER TOWNSHIP OF PLAINFIELD

By _____

Its _____

CITY OF ROCKFORD

By _____

Its _____

VILLAGE OF SAND LAKE

By _____

Its _____

TOWNSHIP OF SOLON

By _____

Its _____

SPARTA FIRE AUTHORITY

By _____

Its _____

TOWNSHIP OF SPENCER

By _____

Its _____

TOWNSHIP OF TYRONE

By _____

Its _____

TOWNSHIP OF VERGENNES

By _____

Its _____



MEMORANDUM

Date: 5/21/25

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Appoint Treasurer Kevin Moran to Trails Committee

Background:

The Board has established the trail committee to work with the Manager, Planner, Engineer, and other consultants, as approved by the Board, to do the following:

- Research, prioritize, and make recommendations to the Township Board regarding the manner, timing, and scope of the repair of the existing trails and construction of additional trails and related facilities.
- Collaborate with Township staff to make recommendations to the Board on suitable contractors for the projects.
- Conduct preliminary review of financing, contract amounts, and construction costs for final presentation to the Township Board.
- Coordinate and participate in community events regarding the Township trails.
- Coordinate with the Buildings, Facilities, & Grounds Department on funding for and prioritizing the maintenance of the trail system. However, the decision-making responsibility and maintenance of the trails would reside with the Buildings, Facilities, & Grounds Department.

The trail committee is a freestanding advisory committee to the Board. The trail committee was initially established with seven members, but the Supervisor can increase that to ten members as noted below. The Supervisor can appoint replacements for vacant positions and up to three additional members to make a total of ten, with the approval of the Chair (VandenBerge) and Manager (Suchy), or with the approval of the Township Board. When established, the idea was to have the Board involved in the selection through the Supervisor, but to allow for flexibility, with the Committee Chair and Manager also being involved in additional appointments (if any) and the replacement of members on the Trail Committee.

The trail committee currently consists of the following members:

- Jeff VandenBerge, Chair
- Randy Damstra
- Dennis Brown
- Peter Lozicki
- Jim Ferro
- Cameron Timmer
- Heather Alfonso
- Bob Proos, Township Board Trustee
- Vacant Seat (Formerly Sheri Leisman)

Supervisor Tom Korth is requesting that Treasurer Moran be appointed to serve on the Trail Committee. Treasurer Moran would fill the vacancy created by the resignation of Sheri Leisman from the committee. This appointment will provide the board with nine members serving on the trail committee. Staff have reached out to one member who has been inactive to seek her resignation from the committee.

Requested Motion: Motion to Appoint Treasurer Kevin Moran to the Trail Committee.



Township Manager Report for May 21, 2025

Submitted by Township Manager Julius Suchy

Knapp's Corner Drain Stormwater Discharge Issue Update:

The Knapp's Corner Drain Board will hold a meeting on Thursday, May 29th at 1:00 PM at the Kent County Drain Commission office located at 775 Ball Avenue NE, Grand Rapids, MI.

A postcard was mailed to every address in Ada Township to share information regarding the meeting. We have asked that residents come and raise their concerns during the public comment section of the meeting. The mailer also directs them to our website, which has information regarding the project to provide why this public meeting is vital to the Township and its residents.

If you can attend, please come prepared to speak on your concern regarding the project and how Ada Township was excluded from the conversation of something that could have a significant impact on the community.

Pettis Trail (Knapp Street to Cannonsburg Rd.) Update:

The preliminary plan from Kent County was to locate the path on the west side of Pettis Avenue. Following additional review with the KCRC and issues with the right-of-way, the plan now is to locate the path on the east side of Pettis Avenue from Knapp Street to between 3 and 4 Mile Rd and then have the trail cross to the west side of Pettis Avenue. While this is not ideal, there is no way to locate the trail on one side of the road for the entire stretch from Knapp St. to Cannonsburg Rd. The location that has been selected was done in conjunction with the KCRC to ensure that pedestrians crossing had the best site visibility and adequate time to cross.

The County's Engineers are finishing the preliminary plan and will hold a public meeting with property owners along the trail the week after July 4th. This meeting date has not yet been set, but it is anticipated to be in this time range.

New Township Hall & Cemetery Work Session Scheduled:

As a reminder, we have an upcoming work session:

- Tuesday, May 27th (2:00 – 4:00 PM) – New Township Hall Work Session

The meeting will be held at the Amy Van Andel Library in Community Room #1.

Summer Township Board Meeting Schedule:

The Township Board will move to its summer meeting schedule, which reduces the Board meetings to one per month and moves them to noon. The meeting schedule for June, July, and August is as follows:

- Monday June 9th at 12:00 PM

- Monday July 14th at 12:00 PM
- Monday August 11th at 12:00 PM

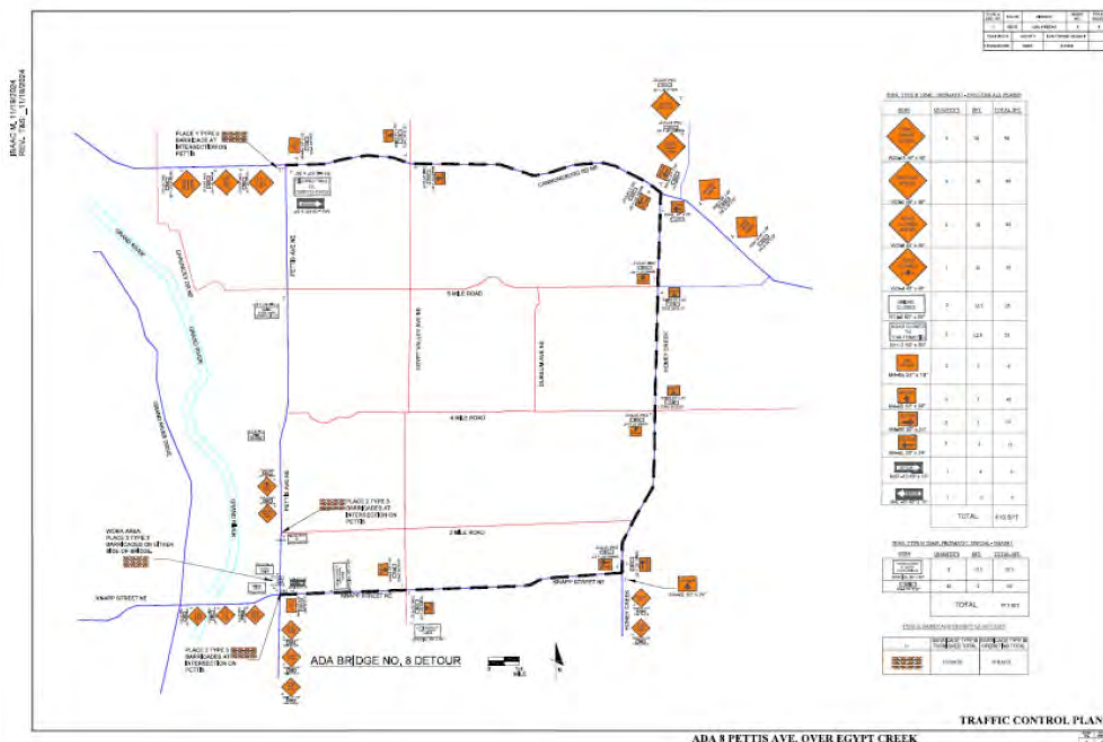
KCRC Construction Project – Significant Detour:

Starting Monday, June 9th, the KCRC will be working on the Ada Bridge No. 8 over Egypt Creek on Pettis Avenue, just north of Knapp Street. The project will be completed by July 2, 2025.

Per the KCRC - this 1940's era bridge is getting rehabilitated to allow several more decades of additional service. Project includes removal of HMA on the deck, removal of the center of the bridge deck and replacement with precast planks with a concrete overlay. We will then place a waterproof membrane on the entire deck and a new HMA overlay.

This project will require a week of concrete curing where the bridge work will appear “idle”. This is not the case, curing is an important step.

The bridge will be fully closed. A detour will be in place that uses Cannonsburg Road, Honey Creek Avenue, and Knapp Street. The detour is included on the next page.



This information will be shared via our website and social media.

Revize Website Update:

Staff have training scheduled on June 2nd and June 10th to learn about the new draft website and the process for updating content. Once staff have been trained in updating the website, we will work on updating it before its official launch.

Spongy Moth Spray Services Completed:

Hamilton Helicopter completed spraying services on Monday, May 19th. Neal Swanson, Aquatic Consulting Services, will be back in a few weeks to complete a post-spray survey to assess the success of the spraying.

Wayfinding Signage Update:

This past week, foundations were installed for the large identification signs at Roselle Park, Carl Creek Crossing Preserve, and Legacy Park. A sign is also being created for Covered Bridge Park, but it won't be installed until the construction is complete at the site.

I await a final count of the number of signs left to install and the final schedule to complete the work.

Committee Updates:

- Building, Grounds, Utility Committee:
 - A meeting needs to be scheduled to discuss the following items:
 - Review Utility Rate Study scenarios on various accounts and their impact
 - Conservation Boardwalk Report and Discuss Next Steps
- Public Safety Committee: No meeting is scheduled currently
- Trail Committee:
 - A meeting has been scheduled for Wednesday, May 28th at 2:30 PM. At that meeting, we will review the remaining bond projects, discuss trail amenities (trash cans & benches), receive updates on the Park-to-Park bridge, the Knapp Street bridge, and the Thornapple River Pedestrian bridge, and discuss future projects to be considered for new construction.
- Personnel Committee: No meeting is scheduled currently



TOWNSHIP

MEMORANDUM

05/22/2025

TO: Ada Township Board
FROM: Clerk Jo DeMarco
RE: Clerk Department Report

- May 6, 2025 election results for Ada, per the Kent County Board of Canvassers were just shy of perfect. There was one small issue within the Absentee County Board but it was quickly rectified as Deputy McIntosh provided the necessary information.
- We will be redesigning the configuration and location for our Absentee Count Board, Receiving Board and Early Voting locations. The existing set up for each is found to be problematic in several areas and I believe all issues can be easily resolved with relocation and design of the layout, in order to provide a better flow of the required work process.
- We have received an abundance of resumes for our open Administrative Assistant position. The posting will run through the end of May, at which time we will review all submissions, make candidate selections and begin the interview process.
- Deputy McIntosh and I are working on a Clerk Office plan of design to address our office and storage needs, as we begin planning for the new town hall.