



AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
MONDAY JUNE 10, 2024 at 12:00 P.M.
ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DRIVE

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
 - Motion to approve minutes and accept and file reports/communications under consent agenda
 - A. APPROVAL OF TOWNSHIP BOARD MINUTES
 - 1. Regular Board Meeting Minutes – May 28, 2024
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS – None
 - 1. Trail Committee Meeting Summary – May 2, 2024
 - 2. Grand River Greenway Section 5-6-7 Kickoff Meeting Minutes – May 23, 2024
 - 3. Friends of the Amy Van Andel Library Annual Report to Membership – May 23, 2024
- VII. APPROVAL OF WARRANTS
 - A. Township General Warrants
 - B. Consider Fulton St. Trail Project Change Order #2 from Wyoming Excavators Inc for an Increase of \$4,950.00 for Additional Riprap Needed
 - C. Consider Fulton St. Trail Project Final Pay Application (#5) to Wyoming Excavators Inc. in the Amount of \$44,950.00
- VIII. PUBLIC COMMENT (*Limit of 3 Minutes Per Speaker*)
- IX. UNFINISHED BUSINESS –
 - A. Resolution R-061024-1: A Resolution Concerning Township Responsibilities for Private Waste Treatment Facilities Serving “Hidden Lakes” Planned Unit Development
- X. PUBLIC HEARING – None

XI. NEW BUSINESS

- A. Presentation of State Tribute to Clerk Jackie Smith – Representative Rachel Hood & Ryan Knight, Chief of Staff to Senator Mark Huizenga
- B. Kent District Library Quarterly Report – Scott Ninemeier, Branch Manager
- C. Resolution R-061024-2: Resolution Authorizing Road Closures for Ada Criterium Bike Race Organized by Cosdi Racing on Saturday August 31, 2024
- D. Consider Proposal from Moore+Bruggink for Design + Construction Engineering of Grand River Drive Trail Maintenance Project for an Amount not to Exceed \$45,000.00
- E. Consider Proposal from Moore+Bruggink for Design & Construction Engineering of Hall Street/Fernridge Lift Station and Forcemain Improvement Project for an Amount Not to Exceed \$161,000.00
- F. Appoint Julius Suchy, Township Manager as Township Representative for Grand Valley Metro Council Board
- G. Consider Formal Acceptance of Clerk Jackie Smith Retirement Letter with Effective Retirement Date of June 24, 2024 and Discuss Next Steps

XII. DEPARTMENT REPORTS

- A. Township Manager Report – June 5, 2024
- B. Assessing Department Report – May 30, 2024
- C. Building, Facilities & Grounds Department Report – June 10, 2024
- D. Downtown Development Authority Director Report – June 10, 2024
- E. Fire Department Report – May, 2024
- F. Historical Society Museum Manager Report – May, 2024
- G. Parks & Recreation Department Report – June 4, 2024
- H. Planning Department Report – May, 2024
- I. Engineering Monthly Report – June 5, 2024
- J. F&V Operations & Resource Management Utility Report – June 3, 2024

XIII. BOARD MEMBER COMMENT

XIV. CLOSED SESSION –

- A. Consider Written Legal Opinion Pursuant to MCL 15.268 Section 8(1)(h) of the Michigan Open Meetings Act

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

XVI. ADJOURNMENT



**ADA TOWNSHIP BOARD MEETING
MINUTES
MAY 28, 2024**

Draft

Meeting was called to order by Treasurer Moran at 7:00 p.m. Members present: Clerk Smith, Treasurer Moran, Trustees Carter, Jacobs, and Proos. Members absent: Supervisor Leisman, and Trustee Hurwitz. Also present: Planning Director Said, Accountant Rodriguez, Assessor Boerman, Deputy Clerk McIntosh, and approximately four members of the community.

APPROVAL OF AGENDA

Moved by Jacobs, supported by Carter, to approve the Agenda as presented. Motion carried.

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Board Meeting Minutes

Township Board Minutes - 05132024

Receive and File Various Reports/Communications

1. Downtown Development Authority Meeting Minutes - April 8, 2024
2. Planning Commission Meeting Minutes - April 18, 2024
3. Water Advisory Council Meeting Minutes - March 13, 2024
4. Letter from Jo DeMarco re: Interest in Temporary Clerk Appointment - May 15, 2024

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

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Moran reported the general township warrants with receipts in the following amounts: Warrants \$117,400.57. Total All Checks and Warrants: \$117,400.57. **Moved by Proos, supported by Carter, to approve the Warrant Report for May 28, 2024, in the total amount of \$117,400.57. Roll Call: Yes - Jacobs, Carter, Proos, Moran, Smith; No 0; Absent Leisman, Hurwitz. Motion carried.**

PUBLIC COMMENT

Catherine Swanstrom noted she is on the ballot for Clerk in the August primary, but it will not work for to be appointed to a temporary position. She wanted the board to know that she is still interested in serving the term beginning in November.

UNFINISHED BUSINESS

RESOLUTION R0528241 - A RESOLUTION CONCERNING TOWNSHIP RESPONSIBILITIES FOR PRIVATE WASTE TREATMENT FACILITIES SERVING "HIDDEN LAKES" PLANNED UNIT DEVELOPMENT
Planning Director Said again presented the proposed resolution concerning the sewer system for Hidden Lakes PUD. After much discussion by the board, it was moved by Carter, supported by Jacobs, to table the matter.
Motion carried.

NEW BUSINESS

UPDATE ON 63RD DISTRICT TREATMENT COURT

District Judge O'Hara gave a presentation on the 63rd District Treatment Court, explaining how it began, how it operates, and how it is successful.

NOTICE OF RESIGNATION FROM CLERK JACKIE SMITH EFFECTIVE JUNE 24, 2024

Manager Suchy explained Clerk Smith's intent to retire as of June 24, 2024. Clerk Smith explained she would like to fulfill her entire term but it is impossible due to her health. There was discussion among the board as to how to move forward. It was decided to move this to the next board meeting.

DEPARTMENT REPORTS

TOWNSHIP MANAGER REPORT- MAY 23, 2024

Manager Suchy explained that Ada had a visit by the EPS. It was mostly a good visit, but there were a couple minor issues such as shrubs and valves that needed attention.

BOARD MEMBER COMMENT

Trustee Jacobs thanked those involved in getting the fountain working again.

Clerk Smith stated the Clerk's Office is gearing up for the August election.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

Moved by Jacobs, supported by Carter, to adjourn the meeting at 8:19 p.m. Motion carried.

Jacqueline Smith
Ada Township Clerk

Date

Summary of 5/2 Trails Committee Meeting

During the public comment portion of the meeting the committee heard from three residents who all encouraged the construction of pathway along the north side of Pettis. They were eager to have a connection from Chief Hazy Cloud Park to the existing trail at Vergennes.

Cameron Timmer was introduced as a new member of the trail committee.

Approval was granted for Corbin to handle the bid process for the Wayfinding rollout. The committee felt their expertise would expedite the Wayfinding timeline.

Discussion of Potential Projects

- Rix Street - Since the best solution for this trail involves FHPS it will be on hold until a meeting with the new Superintendent is possible. Forecast to be late summer early fall.
- Kamp Twins is on hold until the exact requirements the RR will require are established.
- The Honey Creek and McCabe sections were discussed along with other future projects were briefly discussed. There is a need to prioritize future trails so we have projects to go along with the Knapp St Bridge and Roselle St Bridge. Both of those are proceeding according to plan.
- The need for trail head facilities and amenities along the trails will also be a focus of the committee going forward.

Pettis Ave Phase II

- After considering further investigation of alternate routes the group decisively sided with proceeding on the North Side of Pettis as quickly as possible. There was also a strong desire to seek out enhanced pedestrian safety measures for the crossings on this segment and throughout the trail system.

Kent County Grand River Greenway Project Sections 5-7 per Penultimate Trail Plan Kickoff Meeting Minutes 5/23/2024

I. Introductions

- a) County / Project Partners
- b) LRE Team:
 - 1) LRE: Prime Engineer
 - i. Dan Fredricks, PE – QA/QC
 - ii. Kyle Patrick, PE – Project Manager / Primary Contact (cell 616-308-7072) patrick@lremi.com
 - iii. Neil DeWitt, PE – Senior Engineer
 - 2) GT Bridge (formerly TEG): Todd Stelma, PE – Structural Engineer
 - 3) SME: Geotechnical Engineer
 - i. Andy Bolton, PE – Project Manager
 - ii. Paul Anderson, PE – Senior Engineer
 - 4) MCSA: As needed for Landscape Architecture
- c) Establish Chain of Communication:
 - 1) Lead contact will be between LRE and Brian Mulligan (Kent County Parks) with carbon copies to Julius Suchy at Ada Township and Todd Olson at Cannon Township.

II. Establish Project Goals and Expectations

- a) Discuss Goals / Expectations of Project Partners.
- b) Project Scope / Understanding:
 - 1) Per Kent County RFP.
 - 2) Construct 17,900 linear feet of paved shared-use path (8-ft min. width with 2-ft shoulders) along Pettis Avenue from Cannonsburg Road to Knapp Street (Sections 5-7 on Penultimate Plan). LRE will work with respective townships to ensure that desired pathway width is provided.
 - 3) USFWS National Wetland Inventory Maps note the presence of regulated wetlands along segments of Pettis Avenue, primarily north of 5-Mile Road. In addition, there are 4 stream crossings along the proposed path alignment, the largest being Egypt Creek.
 - 4) Critical Elements:
 - i. Modular Block Walls:
 - a. 7,300 square feet +/-
 - b. Style preference: Aesthetically pleasing large block system such as the Redi-Rock.

- ii. Timber Boardwalk:
 - a. Span apporximatley 900 linear feet of regulated wetlands or where terrain requires to stay within ROW.
 - b. Style preference: Parks to follow-up accordingly. Deck / rail to match township standards but sub-structure may vary (be consistent throughtout project).
- iii. Clear-span pre-fabricated truss bridge over Egypt Creek:
 - a. Style Pefeence: Contech-Continental Bridge, which offers a variety of truss options
- 5) Easement Acquisition: LRE assumes path with be primarily constructed within existing Road ROW.
- 6) Discuss other potential trail enhancements (trail spurs, lighting, signage, other amenities, etc.)
- 7) Estimated Construction Cost: \$3.9 million +/-
- c) Final Deliverables:
 - 1) 1 hard copy of bid documents to County, 1 digital set for bidding.
- d) Project Schedule:
 - 1) RFP indicates construction to be complete by December 31, 2025.
 - 2) Critical path will be based on EGLE permitting and easement acquisition (if necessary).
 - 3) EGLE pre-application meeting will be held as soon as preliminary trail alignment is complete (summer 2024). Identify potential construction restrictions (T&E species, etc.).
 - 4) Consider breaking project into multiple divisions / contracts to complete portions of project that do not require EGLE permitting.

Tentative Project Schedule

Task	2024			2025			
	Spring	Summer	Fall	Winter	Spring	Summer	Fall
Kickoff Meeting							
Topographic Survey							
Geotechnical Analysis							
Preliminary Design							
Permitting							
Final Design							
Bidding							
Construction							

- e) Progress Meetings
 - 1) Schedule next meeting (50% Design Review / after EGLE pre-application meeting / response) – Late August 2024

- f) Community Engagement:
 - 1) MCSA will provide as-needed public outreach support (most likely won't be necessary)

- III. Review LRE Proposal
 - a) Project Approach / Scope of Services
 - b) Budget / Level of Effort

- IV. Other Items
 - a) Bid through Kent County purchasing department.
 - 1) Final Bid Documents to be provided to Kent County 3 weeks (minimum) prior to being available to bidders.
 - 2) Bid Period: 4 weeks
 - 3) Project shall be constructed using prevailing wages.



**FRIENDS OF THE AMY VAN ANDEL LIBRARY
ANNUAL REPORT TO MEMBERSHIP
May 23, 2024**

Members, Friends of the Amy Van Andel Library:

After focusing in the prior 2 years on developing a sound organizational structure with appropriate policies and practices in place, the Library Friends in 2023 emphasized increasing our financial support for enhancements to library programs and facilities. We also were able to increase our financial resources and grow our fund balance, as reported by our Treasurer.

Support of Library Programs and Facilities:

The \$4,747 which Kristi reported was spent last year on library support was significantly higher than the \$2,994 in 2022 and \$458 provided in our inaugural year of 2021. Our support for the library last year included the following:

- purchase of additional hardware for hanging artwork in the quarterly art exhibits in the library.
- an additional area rug in the Childrens' Programming Room.
- a new table and 4 chairs for dedicated use for jigsaw puzzles on the second floor lobby.
- manipulative furnishings for the childrens' "Wonderknook" play area
- appearance of a sled and sled dog team at the library during the annual "Tinsel, Treats and Trolleys" holiday event.

Our support for library program and facility enhancements will continue to grow in 2024.

Quarterly Artist Exhibits:

In early 2023, the quarterly art exhibit program was formalized with the development of an art exhibit policy, an artist application form and appointment of Friends-member Betsy Ratzsch as our volunteer Art Curator. Throughout 2023, our partnership with KDL and the Township in hosting quarterly art exhibits in the library continued, with a full year of 4 exhibits.

Betsy has leveraged her connections in the art community to provide us with a varied selection of quality art that enhances the library experience for regular patrons and attracts new visitors who might not otherwise have visited.

Betsy came up with a formal name for our quarterly exhibits – "Gallery in the Stacks," and we are in the process of getting a permanent sign identifying the gallery.

In 2023, we hosted the following artists:

January-March: our own Betsy Ratzsch
April-June: Lou Wolf Vallance
July-September: Janet Teunis
October-December: Dorelle Brock

After our 4th quarter artist, Dorelle Brock, organized and paid for his own artist reception, complete with alcohol-free craft cocktails, the Library Friends Board decided to allocate funding in the 2024 budget for artist receptions at the start of each exhibit, although the beverages we supply are limited to juice and coffee.

This is going beyond our 2023 activity, but our current exhibit, running through the end of June, features 4 local artists including our own Shanna Handelsman. Their opening reception generated our largest attendance yet, with approximately 100 people attending.

We received statewide recognition of the “Gallery in the Stacks” program this year. We were given one of 2 “Merit Awards” by the Friends of Michigan Libraries for “carrying out an outstanding project during 2023 that had a significant impact on your library’s services to the community.”

Friends Marketing and Membership Development:

We have also expanded our marketing of the Library Friends, to raise community awareness of who we are and what we do:

- In March, 2023, we shared a booth with KDL staff at the annual Forest Hills Community Expo, distributing membership application forms along with sweet treats.
- Through June and July, we had a booth at the weekly Ada Farmers Market, selling used childrens books at bargain prices, and distributing membership forms.
- Friends members marched in Ada’s annual July 4 parade along with KDL staff.
- We had another successful “Friends Fall Social” event in the library courtyard in September, attended by about 40 of our members and several new members.
- In October, the Friends had a booth at the annual “Pumpkin Prowl” event, at which we distributed a huge volume of candy to many hundreds of children accompanied by their parents. Thanks to Shanna Handelsman for the artwork on our “Heads in Holes” photo prop that featured Halloween-themed art.

Our marketing efforts have not resulted in significant growth in our membership, however, which continues to hover in the 45-55 range. One area where we need to improve is in member retention.

Used Book Sales:

In addition to our ongoing used-book sales in the library, we had two special sales events in 2023, in May and December. Our used book sales Coordinator, Shanna Handelsman, has made improvements to our store area in the library with the help of volunteers, including alphabetical sorting of the adult fiction area and new subject categories in the nonfiction area.

One area of concern is that sales at our semi-annual used book sale events have been on a downward trend since peaking in 2021. The Board is trying to understand and address possible reasons for this trend, and develop additional sources of revenue, so that we are less reliant on used book sale income.

On a more positive note, our inventory of collectible used books on EBay grew significantly, and our total 2023 Ebay sales of \$293 grew significantly from \$209 in 2022 and \$0 sold on EBay in 2021. We have already sold over \$530 on EBay this year.

Closing:

We continue to look for ways to attract and retain members, grow our used book sale program and develop alternative income sources, all to increase our funding support for the library.

**ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: June 10, 2024**

HAND CHECKS

#101	#		
#205	#		
#208	#		
#211	#		
#213	#		
#243	#		
#248	#		
#282	#		
#401	#		
#590	#		
#591	#		
#597	#		
#701	#		
TOTAL ALL HAND CHECKS			\$ -

WARRANTS

#101	GENERAL FUND	\$ 116,664.78
#205	PUBLIC SAFETY FUND	\$ 47,770.20
#208	PARKS & RECREATION	\$ 24,163.04
#211	TOWNSHIP TRAILS	\$ 17,629.36
#213	PARKS & OPEN SPACE	
#243	BROWNFIELD REDEVELOPMENT	
#248	DDA FUND	\$ 50,895.22
#249	BUILDING DEPARTMENT	
#408	CAPITAL PROJECT	\$ 530.00
#590	SEWER OPERATION FUND	\$ 149,052.77
#591	WATER OPERATION FUND	\$ 148,108.27
#597	GRAND VALLEY ESTATES FUND	\$ 3,954.16
#701	ESCROW ACCT	\$ 12,465.69
TOTAL WARRANTS		\$ 571,233.49
TOTAL ALL CHECKS & WARRANTS		\$ 571,233.49

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 EXP CHECK RUN DATES 06/10/2024 - 06/10/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP	4,667.60		
	WORKER COMP - AUDIT PREMIUM	11,394.00		
	TOTAL	16,061.60		
2. ACTION CHEMICAL	SUPPLIES-PARKS	63.60		
3. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS - ETHAN	116.27		
4. ADA CONGREGATIONAL CHURCH	MAY 7TH ELECTION	250.00		
5. ADA FIREFIGHTERS ASSOCIATION INC.	UNIFORMS - RORY VELTING	73.25		
	UNIFORMS - DAVID MURRAY	142.50		
	UNIFORMS - NICK DEWEY	48.00		
	UNIFORMS - BRANDON HOLMES	138.00		
	UNIFORMS - BRIAN MURRAY	100.00		
	UNIFORMS - MANGUS CARLGREN	73.00		
	UNIFORMS - CALLUM BLACKBURN	47.50		
	UNIFORMS - MITCHELL ANDERSON	32.00		
	UNIFORMS - BRIAN ANDERSON	100.00		
	UNIFORMS - BRIAN ARMSTRONG	100.00		
	UNIFORMS -PETER LEWIS	100.00		
	UNIFORMS - MIKE FORGUE	100.00		
	UNIFORMS - MELVIN FABIAN	100.00		
	UNIFORMS - KIRT BART	100.00		
	TOTAL	1,254.25		
6. ADA TOWNSHIP	WATER SERVICES-LEONARD FLD	205.99		
	WATER SERVICES-TWP HALL	375.72		
	WATER SERVICES-LEGACY PARK RESTROOMS	180.05		
	WATER SERVICES-LIBRARY	636.07		
	WATER SERVICES-ADA PARK	87.00		
	WATER SERVICES-MUSEUM	139.46		
	WATER SERVICES-7380 FULTON	158.10		
	WATER SERVICES-FIRE #1	555.59		
	TOTAL	2,337.98		
7. ADA TOWNSHIP	STARTUP FUND BATB - JUNE	2,500.00		
8. AFLAC	EMPLOYEE PREMIUMS	825.66		

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Vendor Name	Description	Amount	Check #	Check Date
9. AMAZON CAPITAL SERVICES, INC.				
	SUPPLIES-PARKS	72.96		
	SUPPLIES-PARKS	19.88		
	SUPPLIES-PARKS	35.99		
	SUPPLIES-PARKS	46.98		
	SUPPLIES-PARKS	31.97		
	SUPPLIES-BFG	32.10		
	ON HAND POSION IVY TREATMENT	180.09		
	SUPPLIES-FARMERS MARKET	76.65		
	TOTAL	496.62		
10. AQUATIC CONSULTING SERVICES				
	SPONGY MOTH SPRAY COORDINATION	800.00		
11. AUTOMATIC EQUIPMENT SALES & SERVICE				
	SERVICE CALL- LIBRARY	216.00		
12. BARTLETT TREE EXPERTS				
	TREE WORK - LEGACY PARK	875.00		
13. BILSKI, STEVEN & JORDYN				
	UB REFUND FOR ACCOUNT: ROOK-00063-02	27.11		
14. BLOOM SLUGGETT, PC				
	LEGAL-GENERAL	8,614.22		
	LEGAL-ORD ENF	1,128.50		
	TOTAL	9,742.72		
15. BUIST ELECTRIC, INC.				
	ROSELLE PARK SOUND SYSTEM	286.00		
16. BUSH CONCRETE PRODUCTS, INC				
	STREETSCAPE CONCRETE BLOCKS	1,900.00		
	STREETSCAPE CONCRETE BLOCKS	4,921.40		
	TOTAL	6,821.40		
17. CHRIS HANSEN				
	4TH OF JULY BAND - HARKUP	2,400.00		
18. CITY GR DEVELOPMENT CENTER				
	STE#300			
	WATER/SEWER CONNECTION FEE	1,590.00		
19. CIVICPLUS LLC				
	ONLINE CODE HOSTING	1,197.00		
20. CLARK HILL PLC				
	LEGAL-KC CONSERVATION LEAGUE	3,888.00		

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Vendor Name	Description	Amount	Check #	Check Date
21. COMCAST	INTERNET-ADA PARK	149.95		
	INTERNET-FIRE #1	152.95		
	INTERNET-UTILITIES	215.90		
	INTERNET-ROSELLE PARK	152.95		
	TOTAL	671.75		
22. COMMUNITY ECON DEVEL ASSOC OF MI	AMERICORPS HOST SITE FEE - DDA	10,000.00		
23. CONSUMERS ENERGY	ELECTRIC SERVICES-7351 BRONSON	50.78		
	ELECTRIC SERVICES-SIRENS	31.43		
	ELECTRIC SERVICES-SIRENS	43.87		
	ELECTRIC SERVICES-STREET LIGHTS	6,080.23		
	ELECTRIC SERVICES-49301 LED LIGHTS	700.52		
	TOTAL	6,906.83		
24. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	114.66		
	LINEN/RUG SERVICES-TWP HALL	106.53		
	TOTAL	221.19		
25. DIRT CHEAP EXCAVATING & LANDSCAPING	TOP SOIL - ADA CEMETERY	1,150.00		
	GRAVEL & CRUSHED CONCRETE - FINDLAY CEMETERY	4,950.00		
	TOP SOIL - FINDLAY CEMETERY	1,889.00		
	CEMETERY SERVICES - OPEN/CLOSE	550.00		
	TOP SOIL - ADA CEMETERY	387.50		
	TOTAL	8,926.50		
26. DORNBOS SIGN, INC	REPLACEMENT SIGN - PARKS	85.80		

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Vendor Name	Description	Amount	Check #	Check Date
27. DTE ENERGY	GAS SERVICES-FIRE #2	64.31		
	GAS SERVICES-LEGACY PARK RESTROOMS	78.42		
	GAS SERVICES-ADA PARK	65.11		
	GAS SERVICES-LEONARD FLD	104.62		
	GAS SERVICES-5465 HALL ST	63.11		
	GAS SERVICES-FIRE #1	67.54		
	GAS SERVICES-7351 BRONSON	22.09		
	GAS SERVICES-6245 FULTON	64.74		
	GAS SERVICES-MUSEUM	92.95		
	GAS SERVICES-4861 ADA DR	68.34		
	GAS SERVICES-TWP HALL	117.52		
	GAS SERVICES-7380 FULTON	57.05		
	GAS SERVICES-ROSELLE PARK	87.48		
	GAS SERVICES-FIRE #2	64.31		
	GAS SERVICES-5458 GRAND VALLEY CT	61.88		
	GAS SERVICES-LIBRARY	489.47		
	TOTAL	1,568.94		
28. DURSKO ELECTRIC LLC	ADA PARK FOUNTAIN	1,267.50		
29. ECOSYSTEM PRESERVE & NATIVE GARDENS	FLOWERS - PARKS	2,090.00		
30. ELECTION SOURCE	BALLOT BAGS	375.49		
	MACHINE TESTING	943.50		
	TOTAL	1,318.99		
31. F & V OPERATIONS	UTILITY SERVICES-FULL CONTRACT	24,128.00		
32. GINA OLSZEWSKI	MILEAGE REIMBURSEMENT	295.04		
33. GODWIN HARDWARE, INC	SUPPLIES-DDA FM	56.93		
	SUPPLIES-UTILITIES	34.66		
	SUPPLIES-GEN	32.99		
	SUPPLIES-BFG	89.75		
	SUPPLIES-PARKS	20.99		
	TOTAL	235.32		
34. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	263,684.36		
35. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE #1	117.00		

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36. H2O TOWERS LLC	ADA DR WATER TANK CLEANING	6,450.00		
37. JOHN SAID	MILEAGE REIMBURSEMENTS	134.94		
38. KENT COMMUNICATIONS, INC	WATER BILLS - JUNE	1,071.46		
	SUMMER TAX POSTAGE	2,700.00		
	TOTAL	3,771.46		
39. KENT COUNTY TREASURER	TOWNSHIP LAW - APRIL	37,037.99		
40. MARK ANDRAKOWICZ	MOTL CONTRACT	700.00		
41. MICHIELS BREWING	BEER- BATB JUNE	5,235.00		
42. MLIVE MEDIA GROUP	ADS	167.30		
43. MOORE & BRUGGINK INC	PETTIS TRAIL	13,047.15		
	ENGINEERING - GEN & ESCROW	991.25		
	ENGINEERING - WATER/SEWER	12,862.19		
	THORNAPPLE RIVER WALKING BRIDGE	3,714.15		
	TOTAL	30,614.74		
44. NAPA	SUPPLIES-FIRE	48.99		
45. ORKIN PEST CONTROL	PEST CONTROL - TWP HALL	141.99		
46. PHASE 3 GRAPHICS, INC	BANNER AND YARD SIGNS	424.00		
47. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-PARKS	199.00		
	HANDICAP RESTROOM-PARKS	120.25		
	TOTAL	319.25		
48. PRIOR NOON LLC	MOTL CONTRACT	750.00		
49. PRIORITY HEALTH	HEALTH PREMIUMS/CLAIMS TAX	33,495.46		
50. PROGRESSIVE AE	DDA ADA DRIVE CONNECTOR	775.00		
	DDA ADA DRIVE CONNECTOR	250.00		
	TOTAL	1,025.00		

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
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 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Name	Description	Amount	Check #	Check Date
51. PURITY CYLINDER GASES INC	SUPPLIES-FIRE	232.95		
52. RAILTOWN BREWING COMPANY	BEER - BATB JUNE	1,770.00		
53. ROCHELLE LUTZ	MOTL CONTRACT	750.00		
54. RRR LAWN AND LANDSCAPE LLC	SUMMER PLANTINGS	1,285.00		
	STREETSCAPE ANNUALS	18,051.77		
	STREETSCAPE MAINTENANCE	900.00		
	TOTAL	20,236.77		
55. SHORELINERS STRIPING LLC	RE STRIPE PARKING LOT - TWP HALL	325.00		
56. SPLASH IRRIGATION INC	IRRIGATION - ROSELLE PARK	181.80		
57. STAPLES	SUPPLIES-PARKS	65.98		
	SUPPLIES-PARKS	46.52		
	TOTAL	112.50		
58. STERICYCLE, INC.	SHREDDING SERVICES	155.47		
59. SUSAN JONES	RENTAL CANCELLATION	200.00		
60. THE COMMUNITY	PARKING LOT LEASE	26,538.01		

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 EXP CHECK RUN DATES 06/10/2024 - 06/10/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Name	Description	Amount	Check #	Check Date
61. THORNAPPLE RIVER NURSERY, INC	STREETSCAPE BY FOXTAIL	617.60		
	BARK MULCH - PARKS	50.00		
	W & F APPLICATION #1 - STREETSCAPES	235.00		
	W & F APPLICATION #1 - TWP HALL	60.00		
	W & F APPLICATION #1 - FIRE #2	90.00		
	W & F APPLICATION #1 - FIRE #1	72.00		
	W & F APPLICATION #1 - LIBRARY	150.00		
	W & F APPLICATION #1 - ADA CEMETERY	350.00		
	W & F APPLICATION #1 - 5554 ADA DR	45.00		
	W & F APPLICATION #1 - FINDLAY CEMETERY	305.00		
	W & F APPLICATION #1 - 5442 KNAPP	55.00		
	W & F APPLICATION #1 - 5458 GRAND VALLEY CT	35.00		
	W & F APPLICATION #1 - HALL LIFT STATION	35.00		
	W & F APPLICATION #1 - LEGACY PARK	225.00		
	W & F APPLICATION #1 - LEONARD FLD	235.00		
	W & F APPLICATION #1 - MUSEUM	80.00		
	W & F APPLICATION #1 - ADA PARK	1,445.00		
	W & F APPLICATION #1 - ROSELLE PARK	60.00		
	W & F APPLICATION #1 - LIFT STATIONS, CASCADE & SP	35.00		
	W & F APPLICATION #1 - 290 SPAULDING	35.00		
	TOTAL	4,214.60		
62. VISION SERVICE PLAN	EMPLOYEE VISION PREMIUM-JUNE	585.56		
63. WEST MICHIGAN SPORTS TURF LLC	INFIELD MAINTENANCE	4,980.00		
64. WEX BANK	FUEL SERVICES	2,633.96		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
65. 1 & 1 INTERNET, INC	INTERNET SERVICES	100.90		
66. ADA MARKET	WATER - FIRE	48.93		
67. ADOBE SYSTEMS	ADOBE SERVICES	58.29		
	ADOBE SERVICES	24.37		
	ADOBE SERVICES	21.19		
	ADOBE SERVICES	63.59		
	TOTAL	167.44		

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
EXP CHECK RUN DATES 06/10/2024 - 06/10/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount	Check #	Check Date
68. AMAZON CAPITAL SERVICES, INC.	COMPUTER - FIRE TRAINING ROOM	299.99		
	OFFICE SUPPLIES-FIRE	69.99		
	TOTAL	369.98		
69. BAYMONT	FDIC HOTEL	256.58		
70. BAYWAYTCH RESORT	MTA CONFERENCE LODGING - KEVIN	403.92		
71. CANVA	GRAPHIC DESIGN SUBSCRIPTION	72.70		
72. COLONIAL INN	MDA SUMMER WORKSHOP LODGING	199.00		
73. CONSTANT CONTACT	WEB SERVICES	81.00		
74. CUSTOM ENGRAVING INC	PICKLEBALL MEDALS	96.00		
75. D&W FRESH MARKET	SUPPLIES-DDA	16.89		
76. DOUBLETREE	CONFERENCE LODGING- KEVIN & GINA	753.70		
77. EARTHBOUND, INC.	T-SHIRTS, PICKLEBALL	523.85		
78. ECO PROMOTIONAL	PARK WATTER BOTTLES AND COASTERS	902.36		
79. ELLIS PARKING	GR PARKING - JULIUS	6.00		
	CONFERENCE PARKING - JOHN S	21.75		
	TOTAL	27.75		
80. EVENTBRITE	SUBSCRIPTION	29.00		
81. FDIC	FDIC ENTRY	55.00		
82. FULLY PROMOTED AND SIGN GOATS	BATB POSTERS	230.00		
83. GARAGE BAR	PROGRESSIVE TASTINGS - 03/28/24	139.99		
84. GATSBY'S SEAFOOD	DINNER - KEVIN & GINA	78.00		
85. HER DAILY BREAD	COOKIES FOR PUBLIC ANNOUNCEMENT	530.00		
86. ICHAT	SOLICITATION BACKGROUND CHECKS	230.00		
87. LIGHTBULBS.COM	LIGHT TOWER #4	65.74		

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 EXP CHECK RUN DATES 06/10/2024 - 06/10/2024
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Vendor Name	Description	Amount	Check #	Check Date
88. LIVE ROOF LLC	LIVE ROOF ANNUAL TREATMENT	150.00		
89. LOWE'S CREDIT	SUPPLIES-BFG	5.40		
90. MEIJER	SUPPLIES-- VOLUNTEER WORK DAY	99.25		
	WATER - PARKS	45.93		
	TOTAL	145.18		
91. MICHIGAN ASSOC. OF FIRE CHIEFS	MIDWEST FIRE EXPO	119.00		
92. MICHIGAN FIRE INSPECTORS SOCIE	FIRE INSPECTOR CLASS- RORY VELTING	1,025.00		
93. NONNA CAFE	ELECTIONS REFRESHMENTS	67.84		
94. POND HAVEN	MAINTENANCE - PARKS	2,343.50		
95. ROGUE FITNESS	FITNESS PROGRAM EQUIPMENT	226.84		
96. SAM'S CLUB	WATER FOR ELECTIONS	11.94		
97. SCHNEIDER TIRE	TIRES - BFG	872.00		
98. SCHNITZ ADA GRILL	PROGRESSIVR TASTINGS 03/28/24	140.00		
	PROGRESSIVE TASTINGS 04/25/24	210.00		
	TOTAL	350.00		
99. SPRINKLES DONUTS	ELECTIONS REFRESHMENTS	54.00		
100 THE ROOST	FDIC FOOD	33.31		
101 TITAN DISTRIBUTIONS INC	FITNESS PROGRAM EQUIPMENT	507.60		
102 TORCH LAKE	LUNCH - KEVIN	21.00		
103 TRACTOR SUPPLY COMPANY	STREETSCAPES-BFG	153.96		
104 VITALE'S PIZZA OF ADA, INC	ELECTIONS REFRESHMENTS	135.73		
105 YOUR BRAND CAFE	BATB CUPS	2,585.30		

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

EXP CHECK RUN DATES 06/10/2024 - 06/10/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Name	Description	Amount	Check #	Check Date
106 ZEYTINS	PROGRESSIVE TASTINGS 03/28/24	140.00		
	PROGRESSIVE TASTINGS 04/25/24	392.00		
	TOTAL	<u>532.00</u>		
107 ZOOM.COM	VIDEO MEETING HOST	15.99		
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		<u>14,734.32</u>		
TOTAL - ALL VENDORS		571,233.49		



MEMORANDUM

Date: 6/3/24

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Fulton St. Trail Change Order #2 and Pay Application #5

Background:

At the July 10, 2023 board meeting, the Township awarded the Fulton St. Trail project to Wyoming Excavators Inc. Construction for \$1,639,496.00. Change Order #1 for an increase of \$61,815.00 was approved by the board at the January 8th meeting. This increased the total project cost to \$1,701,311.00.

The attached proposed change order #2 is for \$4,950.00 and would increase the total project cost to \$1,706,261.00. This change order is to cover additional riprap that needed to be placed in areas that had erosion concerns.

Wyoming Excavators Inc. has provided the attached pay application #5 in the amount of \$44,950.00. The pay application includes release of the \$40,000.00 in retainage as well as the \$4,950.00 for change order #2. This pay application covers the period of 12/2/23 – 5/31/24.

Mr. Groenenboom from Moore+Bruggink has provided a letter explaining the change order and recommendation for approval and will be present at the meeting to discuss the pay application and to answer any questions.

Recommendation:

Staff would recommend approval of change order #2 and pay application #5. The change order was necessary to include additional riprap to stabilize the bank. The project has been completed and retainage can be released.

Requested Motion(s):

1. *Motion to Approve Fulton St. Trail Change Order #2 for an Increase of \$4,950.00 for additional Riprap Added to the Project.*
2. *Motion to Approve Fulton St. Trail Final Pay Application (#5) to Wyoming Excavators Inc. in the Amount of \$44,950.00.*



Moore+Bruggink
Consulting Engineers

May 31, 2024

Re: Legacy Park Trail
Project No. 220208.01

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

Dear Mr. Suchy:

The Fulton Street Trail was completed last fall, and you have been withholding \$40,000 in final payment to the contractor until we could confirm proper growth of the grass on the steep slopes.

During our final inspection in April, we noticed several areas of erosion occurring along the trail. Wyoming Excavators repaired these areas earlier this month by placing additional rip-rap. Since the rip-rap is a unit price contract item, they are requesting payment in the amount of \$4,950 for this work, and we have enclosed Change Order No. 2 in the amount of \$4,950 for the additional rip-rap. In addition to the payment for rip-rap, they are also requesting the \$40,000 in retainage be released, so the total due to Wyoming Excavators is then \$44,950. This is the final payment due to Wyoming Excavators.

Wyoming Excavators will be submitting their Waiver of Lien for the project, and we recommend final payment in the amount of \$44,950 be made to Wyoming Excavators after you receive the Waiver of Lien.

The construction contract requires a guarantee of materials and workmanship by the contractor for a period of one year. The project was completed last November, and we recommend that this section of trail be reviewed in October to ensure that the workmanship and materials have remained in satisfactory condition.

I will be at the next Township Board meeting to review the change order and pay recommendation.

Sincerely,

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

Steven C. Groenenboom, P.E.
Project Engineer

Attachments



CHANGE ORDER

CONTRACTOR: Wyoming Excavators, Inc.
9580 5 Mile Road NE
Ada, Michigan 49301-9740

PROJECT NO.: 220208.01
CHANGE ORDER NO.: 2
DATE: May 31, 2024
AMOUNT: \$4,950.00 Increase

PROJECT: Fulton Street Pedestrian Trail

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

Increased Quantities:

	<u>Unit</u>	<u>Quantity Difference</u>	<u>Price</u>	<u>Total</u>
1. Rip-rap over Geotextile Fabric	Lsum	1	\$4,950.00	\$4,950.00
Total All Change Order #2 Items				\$4,950.00

The amount of the contract will be increased in the sum of \$[amount] with no additional contract time.

Original Total Contract Amount: \$1,639,496.00

Total Contract Amount after Change Order #1: \$1,701,311.00

New Total Contract Amount with this change: **\$1,706,261.00**

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

Requested By: Wyoming Excavators

Recommended by:  Date: 5/31/2024
Moore & Bruggink, Inc.

Approved by: _____ Date: _____
Ada Township

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

TO CONTRACTOR: Wyoming Excavators, Inc. 9580 5 Mile Rd NE Ada, MI 49301	PROJECT: FULTON STREET PEDESTRIAN TRAIL ADA TOWNSHIP	Distribution to: APPLICATION NO.: <u>5</u> OWNER PERIOD TO: <u>5/31/2024</u> ARCHITECT PROJECT NO.: <u>220208.01</u> CONTRACTOR PO NUMBER: _____ CONTRACT DATE: <u>7/28/2023</u>
FROM SUBCONTRACTOR: _____		

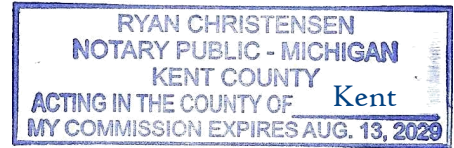
CONTRACT FOR: FULTON STREET PEDESTRIAN TRAIL

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractors knowledge, Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM.	\$	1,639,496.00	
2. NET CHANGE BY CHANGE ORDERS	\$	66,765.00	CONTRACTOR
3. CONTRACT SUM TO DATE	\$	1,706,261.00	
4. COMPLETED & STORED TO DATE <small>(Column G on G703)</small>	\$	1,703,591.00	By: <u><i>[Signature]</i></u>
5. RETAINAGE:			State of: <u>Michigan</u>
\$ _____ % of Completed Work			County of: <u>Kent</u>
<small>(Columns D & E on G703)</small>			Subscribed and sworn to before:
0 % of Stored Materials			me this <u>31</u> day of <u>May</u>
<small>(Column F on G703)</small>			Notary public: <u><i>[Signature]</i></u>
Total retainage (line 5.A)	\$	-	My Commission expires: <u>August 13, 2029</u>
6. TOTAL EARNED LESS RETAINAGE <small>(Line 4 less line 5 total)</small>	\$	1,703,591.00	ARCHITECT'S CERTIFICATE FOR PAYMENT
7. LESS PREVIOUS CERTIFICATES FOR PMT: <small>(Line 6 from prior certificate)</small>	\$	1,658,641.00	In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
8. CURRENT PAYMENT DUE	\$	44,950.00	
9. BALANCE TO FINISH, INCLUDING RETAINAGE <small>(Line 3 less line 6)</small>	\$	-	AMOUNT CERTIFIED \$ <u>\$44,950</u>



Change order summary	Additions	deductions
Total Changes approved in previous months.	\$ 59,145.00	\$ -
Approved this month	\$ 4,950.00	\$ -
Total	\$ -	\$ -
Net changes by order	\$ 64,095.00	\$ -

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are Date: _____ ARCHITECT:
 By: *Steven Groenenboom*
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein issuance, payment and acceptance of payment are without prejudice to any rights of there Owner or Contractor under this Contract



MEMORANDUM

Date: 06.05.24

TO: Ada Township Board
FROM: John D. Said AICP, Director of Planning
RE: Resolution R-061024-1 - 3201 Egypt Valley (Hidden Lakes) – Private Sewerage System Development Agreement

Background/Introduction

The attached resolution is provided for Township Board review and possible action, along with the private sewer system development agreement, for the Hidden Lakes project at 3201 Egypt Valley. The proposed project consists of 12 home lots on a 60-acre site. A number of concerns from Board members identified at the May 13 and May 28 meetings are further discussed below, along with responses.

Agreement Decision

The Board is asked to decide whether they wish to approve this agreement. If so, there are a few additional clarifications that Staff requests the Board review and provide direction on. Depending on the outcome of those, the developer will also need to confirm whether they wish to pursue the agreement. If the agreement does not move forward, then the developer will need to amend the Planned Unit Development approval (PUD) and seek additional approvals through the State of Michigan for the private sanitary sewer system. These are further detailed below.

Hidden Lakes Proposed Development - Approval

Hidden Lakes was approved by the Township as a Planned Unit Development (PUD), with the Township Board approving the Preliminary PUD on 10.10.22, and final approval by the Planning Commission on 8.17.23. The plan consists of 12 home sites on a 60-acre lot. The home lots are relatively small so as to preserve a large conservation/wetland area primarily in the middle of the site (which has a conservation easement in place for its preservation). As such, each lot is too small to accommodate individual septic fields, prompting the proposed community septic system. A condition of final PUD approval specifies that the project shall "obtain Township approval for a written agreement between the Township and the developer/homeowners association for perpetual maintenance of the community septic system." If the agreement is not approved by the Township Board, the applicant will need to return to the Planning Commission to request approval of an amended PUD.

A copy of the Planning Commission minutes from the final PUD approval is attached. At that meeting, the draft agreement was briefly discussed; an inquiry about funding to maintain the septic system was answered by the applicant's engineer.

Agreement Language - Options

At the May 13 and 28 meetings, Township Board members expressed concerns with the draft agreement language mandating Township takeover of the septic system in the event of a serious failure by the developer/homeowners association (HOA) to meet their obligations. In part to address this, a "hand back" clause was added (Section 3.(e)), which would permit (but not

require) the Township to return control of the system to the HOA with proper notice where the circumstances giving rise to the Township's initial takeover has been resolved as determined by the Township. As well, the wording in Sec. 3.(b) was noted as a concern; this section includes mandatory language ("...the Township *shall* assume ownership and control of the Sewerage system." in the event of a serious failure). If the Board prefers, language can be altered to make the takeover optional, so that the section would read "...the Township *may, at its option*, assume ownership and control of the Sewerage System." The pertinent text is in bold font and highlighted in yellow on the attached draft agreement.

Board direction is requested regarding both of these issues. For the Board's information, if it is decided that the "hand back" clause is kept in the agreement, and/or language is included to provide for optional takeover of the septic system by the Township, then the developer will be required to go through additional approvals by the State of Michigan which would not be required with mandatory Township takeover and no "hand back" clause. Essentially this might have the effect of rendering the Township's approval moot from the standpoint of EGLE. Given this, the developer may be unwilling to support this option as it would require them to meet the requirements of escrow with the Township, as well as EGLE.

Financial Considerations – Joint Escrow Account and Sewerage System Reserve Fund

Questions regarding financial considerations also arose at the May 13 and 28 Board meetings. The following is provided in response:

Escrow Account: Sec. 8 of the draft agreement specifies that \$100,000 will be provided in a Joint Escrow Account, to be provided to the Township in the event of Township takeover of the sewer system. (The Township's engineering consultants - Fleis & Vandenbrink Operations & Resources Management, indicated that this amount is adequate in the event of a major failure and takeover.) The Joint Escrow Account, which would be maintained in perpetuity, would only be available to the Township for operations, maintenance, repair, etc. of the sewer system, and may be increased or decreased over time to reflect changing costs. (Board direction is requested on whether the Board would prefer retention of the language allowing the amount to change to reflect differing costs or whether to have it omitted [the language in question is noted in bold text and highlighted].)

This Escrow Account is not subject to replenishment. However, in the event of system failure and the Township assuming operation and ownership, the property owners are contractually obligated to pay all of the Township's costs associated with the Township operating and owning the system. That obligation is secured by the joint escrow and only the Township may draw on the joint escrow – no other party. The Township has, in addition to the joint escrow, other mechanisms to ensure that the property owners are meeting their contractual obligations to reimburse the Township. The Township can place liens on the property or establish a special assessment district and place the costs on the tax roll as special assessments.

Reserve Fund: The Joint Escrow Account would be separate from the Sewerage System Reserve Fund, which is to be set up and maintained by the developer and HOA and described in Sec. 6 for operation, maintenance, and repair of the system. However, language in Sec. 6 also provides that, in the event that the Township assumes ownership of the system, any amount in this Account would be transferred to the Township. As well, the Joint Escrow would continue to be funded as specified in the master deed and condominium documents, and the Township would have a right to ensure that property owners meet their contractual obligations, through either (a) establishing a special assessment district; or (b) placing liens on the affected properties.

The developer, and later the association, will be obligated under the master deed and bylaws of the condominium to continually maintain the reserve fund at two years of operating costs. The developer, and later the association, should be assessing as needed to maintain that balance. It is anticipated that the Township, under the master deed and bylaws, will have the right to enforce those terms. It should be noted, however, that, particularly in small condominium projects, it is possible that the reserve funds will not be funded or maintained. We have tried to add enforcement provisions to prevent that as best as possible.

Previous Agreement – The Sanctuary

In 1997, the Township approved a similar arrangement for a private waste treatment facility serving The Sanctuary PUD project.¹ The Sanctuary is a 30-home development located along Grand River on a parcel containing approximately 75 acres. Similar to Hidden Lakes, the smaller lot sizes of this development allowed for retention of a significant open space, while also necessitating the community sewer system as individual home sites (site condominiums) are too small to accommodate individual septic systems. The 30 home sites were clustered in an area of approximately 15-20 acres.

The specifications of this agreement are similar to those of the draft Hidden Lakes agreement, including provision of a \$100,000 irrevocable letter of credit payable to the Township for the operation/maintenance of the sewer system. Additionally, the Township has the right to charge for expenses, and lien the property if expenses are not paid. This system's operations have remained the responsibility of The Sanctuary's HOA since the project was developed.

Copies of the sewer resolution and agreement for The Sanctuary are attached.

Recommendation

Staff requests the Township Board provide direction on approval or denial of Resolution R-061024-1, and should the Board opt to consider approval, clarifications regarding the following are needed:

- Will the developer remain interested in pursuing this Agreement if it will only be approved with the "Hand Back" clause (Sec. 3.(e) and/or the Township being able to opt out of system takeover (Sec. 3.(b))? Inclusion of either of these would necessitate that the developer work through an agreement with both the Township and EGLE.
- Shall Sec. 3.(e) be included in the Agreement? (This is the "Hand Back" clause.)
- Shall Sec. 3.(b) state that Township takeover is mandatory ("shall") or optional ("may")?
- Shall Sec. 8. language regarding potential changes to the escrow account be included or omitted?

¹ The law in 1997 mandated Township assumption in the event of a failure, while now the Township has an option to accept the responsibility or not.



**RESOLUTION R-061024-1
ADA TOWNSHIP
KENT COUNTY, MICHIGAN**

**A RESOLUTION APPROVING A PRIVATE SEWERAGE SYSTEM
DEVELOPMENT AGREEMENT FOR PRIVATE WASTEWATER
TREATMENT FACILITIES SERVING THE “HIDDEN LAKES AT ADA”
PLANNED UNIT DEVELOPMENT**

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS:

- A. Hidden Lakes at Ada, LLC, a Michigan limited liability company (the “Developer”) seeks to develop a parcel of real property located in Ada Township, County of Kent, and State of Michigan commonly known as 3201 Egypt Valley Avenue NE, Ada, MI 49301, with a Permanent Parcel No. 41-15-05-400-03.
- B. The Developer proposes to forgo connecting to a publicly owned sewer system and will instead design, construct, install, operate, and maintain a private system for the purpose of collecting, conveying, transporting, and treating domestic wastewater (the “Sewerage System”).
- C. The Developer, and any association of co-owners (the “Association”), will be responsible for the design, construction, operation, and maintenance of the Sewerage System; provided, however, in the event of certain serious failures by the Developer or Association in the operation or maintenance of the Sewerage System, as further outlined in a written agreement between the Developer, the Association, and the Township attached hereto as Exhibit A (the “Agreement”), the Township will assume ownership and control of the Sewerage System to remedy the failure.

D. In the event that the Township assumes control of the Sewerage System pursuant to the Agreement, the Developer and the Association agree to be responsible for reimbursing the Township for all costs, fees, and expenses of any nature incurred by the Township in connection with the Sewerage System.

RESOLVED

NOW, THEREFORE, BE IT RESOLVED:

1. The above Recitals set forth above are affirmed as accurate and are incorporated as if fully restated herein.
2. Subject to those changes discussed and approved at the Township Board’s June 10, 2024 regular meeting, Ada Township hereby approves the Agreement to assume responsibility for the Sewerage System in the event of a serious failure by the Association or the Developer to operate or maintain the Sewerage System under the terms and conditions of the Agreement and this Resolution.
3. The Township Supervisor and Township Clerk are authorized and directed to execute the Agreement.
4. This Resolution’s approval is conditioned on the Township’s review and approval of the Master Deed and Bylaws for the development prior to issuance of any building permits.
5. All resolutions and parts of resolutions in conflict with this Resolution are, to the extent of any such conflict, hereby repealed.
6. This Resolution takes effect immediately.

AYES: _____

NAYS: _____

ABSENT: _____

Resolution R-061024-1 was declared adopted

Date: June 10, 2024

Jacqueline Smith
Ada Township Clerk

CERTIFICATION

I hereby certify the attached is a complete copy of resolution R-061024-1 adopted by the Ada Township Board of Trustees at their regular meeting on June 10, 2024.

Jacqueline Smith
Ada Township Clerk

**PRIVATE SEWERAGE SYSTEM
DEVELOPMENT AGREEMENT**

THIS PRIVATE SEWERAGE SYSTEM DEVELOPMENT AGREEMENT (the “Agreement”) is entered into effective as of the last date signed by one of the parties below (the “Effective Date”) between ADA TOWNSHIP, a Michigan general law township, with its offices located at 7330 Thornapple River Drive, PO Box 370, Ada, MI 49301 (the “Township”) and HIDDEN LAKES AT ADA, LLC, a Michigan limited liability company, whose address is 231 W. Fulton, Grand Rapids, Michigan 49503 (the “Developer”), and ADA PRESERVATION TRAIL CONDOMINIUM ASSOCIATION, a Michigan nonprofit corporation, with an address of 231 W. Fulton, Grand Rapids, Michigan 49503 (the “Association”, the Township, the Developer, and the Association are referred to herein as the “Parties”).

RECITALS

A. The Developer owns certain real property within Ada Township, County of Kent, and State of Michigan commonly known as 3201 Egypt Valley Avenue NE, Ada, MI 49301, with a Permanent Parcel No. 41-15-05-400-03, and which is legally described as follows:

The East 60 acres of the North half of the Southeast quarter of Section 5, Town 7 North, Range 10 West

(the “Property”).

B. The Developer seeks to develop the Property with 12 single family homesites and submit the Property to the condominium form of ownership under the administration of the Association, as the designated association of co-owners. The use of “Developer” in this Agreement means the Developer and its successors and assigns. The use of “Property Owners” in this Agreement means any fee simple owner of the Property, or any portion thereof, including the Developer or the co-owner of any condominium unit now existing or hereafter created on the Property.

C. The Developer proposes to forgo connecting to the publicly owned sewer system and will instead construct, install, operate, and maintain a private system for the purpose of collecting, conveying, transporting, and treating domestic wastewater (the “Sewerage System”). The Sewerage System will be constructed and operated pursuant to a Wastewater Permit under Part 41 of Act 451 of 1994 issued by the State of Michigan, Department of Environment, Great Lakes, and Energy (“EGLE”). The Sewerage System, as used in this Agreement, means all pipes,

channels, conduits, manholes, treatment works, equipment, facilities, pumping stations, and appurtenances, collectively or severally, actually used or intended for the purpose of collecting, conveying, transporting, and treating domestic wastes on the Property, but does not include any facilities, equipment, or appurtenances upstream of the point of lateral connection to each unit now or hereafter constructed on the Property.

D. The Developer and the Association will be responsible for the construction, operation, and maintenance of the Sewerage System; provided, however, in the event of certain serious failures by the Developer or Association in the operation or maintenance of the Sewerage System, as further outlined in this Agreement, the Township will assume ownership and control of the Sewerage System to remedy the failure.

E. In the event that the Township assumes control of the Sewerage System pursuant to this Agreement, the Developer and Association agree to be responsible for reimbursing the Township for all costs, fees, and expenses of any nature incurred by the Township in connection with the Sewerage System.

F. The Township has determined, in reliance on the Developer and Association's representations and promises contained in this Agreement, that entering into this Agreement is in the best interest of the public health, safety and general welfare of the Township.

NOW THEREFORE, in consideration of the mutual covenants and agreements, the Parties agree as follows:

AGREEMENT

1. Construction of the Sewerage System. The Developer shall design and construct the Sewerage System in compliance with all applicable federal, state, and local laws, regulations, ordinances, the requirements and conditions of any permit or approval issued by any governmental entity with jurisdiction, and consistent with good modern engineering practices of such nature and design as to protect the public health and prevent unlawful pollution. The Developer shall complete construction of the Sewerage System prior to the occupancy of any residence constructed on the Property. The Developer and the Association shall not permit the Sewerage System to accept wastewater from land other than the Property, of a character other than domestic wastewater, or in a volume other than that consistent with twelve residential homesites. The Developer shall cause the Sewerage System to be dedicated as a general common element under the control and administration of the Association.

2. Maintenance of the Sewerage System. The Developer and the Association shall at all times properly operate, improve, and maintain the Sewerage System and all related facilities and control systems in compliance with all applicable laws, ordinances, regulations, and engineering best practices, as they may be amended from time to time, and all of the terms and conditions of any permit or order issued by any government authority with jurisdiction.

3. Sewerage System Failure.

(a) *Minor Failure.* In the event of a “Minor Failure”, the Township may, but is not required, to assume ownership, control, and responsibility for the Sewerage System. Minor Failure means: 1) a violation by the Developer or Association of any term or condition of this Agreement not cured within 60 days after receipt of written notice from the Township specifying the nature of the violation, provided, that if such default cannot be cured in such 60-day period, no default shall have occurred if the Developer and/or the Association commences the cure within the 60-day period and continues to diligently pursue such cure, 2) three or more violations by the Developer or Association of any term or condition of this Agreement in a one-year period, even if cured, or 3) the Association, or the Developer as applicable, becomes insolvent, becomes the subject of a petition in bankruptcy that is not dismissed within 60 days, or makes an assignment for the benefit of creditors.

(b) *Serious Failure.* In the event of a “Serious Failure”, the Township **shall** assume ownership and control of the Sewerage System. Serious Failure means a material failure by the Association or Developer to maintain or operate the Sewerage System that causes, or is likely to cause, a substantial risk to public health as determined by EGLE or the Kent County Health Department, or their successor entities.

(c) *Township Takeover.* In the event that the Township assumes ownership and control of the Sewerage System pursuant to this Section, the Association and Developer shall execute any documents or take any other action reasonably necessary to memorialize or effectuate the transfer upon request of the Township. The Association and Developer shall promptly transfer to the Township all records, documents, plans, specifications, and manuals pertaining to the Sewerage System upon request.

(d) *Expenses of the Township.* In the event that the Township assumes ownership and control of the Sewerage System pursuant to this Section, all reasonable costs and expenses of any nature that the Township incurs arising out of or related to the Sewerage System are assessable to the Property Owners, including, without limitation, the costs of operating, maintaining, improving, enlarging, extending, or repairing the Sewerage System including any engineering, architectural, legal, accounting, insurance, financial, and other expenses incident to the operation and maintenance of the Sewerage System (“System Costs”). The System Costs may be billed to the Property Owners in any manner deemed convenient by the Township. Any System Costs constitute a lien on the Property as of the date that the System Costs are incurred, and the lien may be enforced by the Township in the manner prescribed by the general laws of the state providing for the enforcement of tax liens.

(e) *System Handback.* In the event that the Township assumes ownership and control of the Sewerage System pursuant to this Section and the Minor Failure or Serious Failure, as applicable, that gave rise to the Township’s assumption of ownership and control is remediated or resolved in the Township’s discretion, the Township may return ownership and control of the Sewerage System to the Developer, or if the transitional control date has passed to the Association, by providing 120-day advanced written notice of the Township’s intention to return ownership and control of the Sewerage System. In the event that the Township returns ownership and control of the Sewerage System pursuant to this subsection, the Township, Association, and Developer, as applicable, shall execute any documents or take any other action reasonably necessary to memorialize or effectuate the transfer.

4. Public Sewer. Notwithstanding any other provision of state law or Township ordinance to the contrary, if the Township assumes ownership, control, and operation of the Sewerage System pursuant to Section 3, the Township may elect to extend a public sanitary sewer main to the Property and mandate connections to the public sewer main for the Property Owners. If the Township elects to mandate a public sewer main connection pursuant to this Section 4, the Property Owners petition and consent to the creation of a special assessment district on the Property for all costs, fees, and expenses associated with the extension and connection to the public sanitary sewer.

5. Easement. The Developer and the Association grant to the Township a permanent easement to enter upon the Property at reasonable times upon reasonable advance notice to observe, inspect, test, or monitor any aspect of the Sewerage System and its related facilities and control systems in order to assess compliance with this Agreement, or any other legal requirement of the Township. Further, should the Township assume ownership of the Sewerage System pursuant to Section 3, the Association and Developer grant the Township a permanent easement to enter upon the Property to construct, operate, repair, maintain, and improve the Sewerage System along with taking any other action necessary or convenient, in the discretion of the Township, for the purpose of collecting, transporting, or treating domestic wastewater.

6. Reserve Fund. The Developer and Association shall establish a Sewerage System reserve fund (“Sewerage System Reserve Fund”) separate from any other reserve fund required under the Michigan Condominium Act, or the Master Deed or Bylaws of the condominium project to be established by the Developer. The Sewerage System Reserve Fund shall be used solely for the costs of operating, maintaining, repairing, and replacing the Sewerage System or operations of the Sewerage System. Prior to the completion of the construction of the Sewerage System, the Sewerage System Reserve Fund shall be established in an amount equal to two (2) years of the estimated cost of operating, maintaining, repairing, and replacing the Sewerage System as certified by a Michigan licensed engineer. The Developer shall ensure at the time of the “Transitional control date”, as that term is used in the Michigan Condominium Act, the Sewerage System Reserve Fund is fully funded in compliance with this Agreement. Should the Township assume ownership of the Sewerage System pursuant to Section 3, the Association and Developer, as applicable, shall transfer any amounts remaining in the Sewerage System Reserve Fund to the

Township as a setoff for any sums owed by the Property Owners for the operation and maintenance of the Sewerage System pursuant to this Agreement.

7. Waiver and Indemnity.

(a) *Waiver.* In light of the fact that the Township is entering into this Agreement as an accommodation to the Developer and the Association, and to induce the Township to enter into this Agreement, the Developer and Association, on behalf of themselves and their successors, assigns, transferees, co-owners, and grantees waives and releases the Township for and from any and all claims, demands, debts, contracts, expenses, attorney fees, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, including without limitation, for any personal injuries, property damage or death (collectively, "Claims"), that arises from or in any way relates to this Agreement or the Sewerage System, provided, that the foregoing waiver shall not apply to Claims arising out of the Township's intentional or willful misconduct.

(b) *Indemnity.* The Association and the Developer shall indemnify, defend, hold harmless, and reimburse the Township for, against, and from any and all Claims arising from, related to, or in any way involving this Agreement or the Sewerage System, provided, that the foregoing indemnity and hold harmless obligations shall not apply to Claims arising out of the Township's intentional or willful misconduct.

8. Joint Escrow Account. In addition to any other requirement of the Developer or Association contained in this Agreement, prior to the issuance of any building permits for the Property, the Developer shall establish and fund an interest-bearing joint escrow account in a bank mutually designated by the Developer and the Township to be held by the Township and the Association in the amount of One Hundred Thousand Dollars (\$100,000). The funds shall be available upon written demand of the Township to secure any amounts owed to the Township pursuant to this Agreement or applicable law for the operation, maintenance, repair, or replacement of the Sewerage System, provided, that the Developer may assign this obligation, in whole or in part, to the Association pursuant to the condominium project Master Deed and/or Bylaws. Accrued interest shall remain in the account. **However, not more often than once each calendar year, the Developer, the Association, or the Township may provide a bid from a qualified contractor to replace the Sewerage System, and the Developer or the Association shall be entitled to withdraw from the joint escrow account any amounts in excess of that bid. If such bid is higher than the amount held in the joint escrow account, the Association shall contribute additional funds so that the amount in the joint escrow account equals the contractor's bid.**

9. Representations. The Developer and the Association represent and warrant that they have the authority to enter into this Agreement and make it binding upon the Property.

10. Recording. A copy of this Agreement may be recorded by either party with the Kent County Register of Deeds records.

11. Governmental Immunity. It is understood that in the event that the Township assumes ownership of the Sewerage System pursuant to this Agreement, it is a governmental function. The Township retains all rights, privileges and immunities as provided by law, and nothing in this Agreement shall be deemed a waiver of governmental immunity as provided by law.

12. Deed Restriction Status. This Agreement (once effective) shall be deemed to be a permanent deed restriction/restrictive covenant that touches and concerns the lands involved, shall run with the lands and shall both bind and benefit the parties hereto, as well as their successors, assigns, creditors, transferees, and heirs.

13. Breach, Default and Remedies. In the event of a breach or default of this Agreement by the Association or Developer, the Township shall have such remedies as are available pursuant to Michigan law or equity. Specific performance is a remedy expressly available to the Township. All remedies shall be deemed to be cumulative and not exclusive or preclusive. This Agreement may be enforced at law or in equity in the Kent County Circuit Court (or equivalent court) and shall be governed by the laws of the State of Michigan. Should there be any litigation or legal proceeding(s) regarding the interpretation of this Agreement, any breach or enforcement of the Agreement, or involving any of the terms, conditions or requirements of this Agreement, and should the Township prevail in whole or part, the Developer and Association shall reimburse the Township for its reasonable attorneys' fees and costs (incurred both before the litigation, during the trial court or comparable proceedings, and through any appeal). Should there be any litigation or legal proceeding(s) brought by the Township regarding the interpretation of this Agreement, any breach or enforcement of the Agreement, or involving any of the terms, conditions or requirements of this Agreement, and should the Developer and/or Association prevail in whole or part, the Township shall reimburse the Developer and/or the Association for their reasonable attorneys' fees and costs (incurred both before the litigation, during the trial court or comparable proceedings, and through any appeal).

14. Compliance with all applicable Ordinances, Codes and Laws. Both the development of the Property and the construction and use of all dwellings and improvements therein must not only be in full compliance with this Agreement but also be in full compliance with all Township, State of Michigan, Kent County and federal laws, ordinances, permits and regulations. In addition, the Developer shall apply for and obtain all other approvals and permits required by EGLE, the Township, Kent County, the State of Michigan and federal law for the development and use of the Property. Except as expressly provided for herein, the parties acknowledge that this Agreement is not, and may not be interpreted as, constituting any type of land division, condominium, stormwater, soil erosion, building code or similar permit or approval and the Developer remains responsible to apply for and obtain any and all such required additional approvals.

15. Amendment or Change. This Agreement shall not be amended, altered, or changed except in a written document signed by all parties.

[Signatures on following pages]

ADA TOWNSHIP, a Michigan general
law township

By _____
Ross Leisman,
Its Supervisor

And by _____
Jacqueline Smith
Its Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _____, 202__, by Ross Leisman, Township Supervisor, and also by Jacqueline Smith, Township Clerk, of the Township of Ada, both on behalf of the Township.

Notary Public, _____ County, Michigan
Acting in _____ County
My commission expires: _____

* * *

Developer:

HIDDEN LAKES AT ADA, LLC, a Michigan
limited liability company

By _____
Paulus C. Heule
Its Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2024, by Paulus C. Heule, as the Manager of Hidden Lakes at Ada, LLC, a Michigan limited liability company, on behalf of the company.

Notary Public, _____ County, Michigan
Acting in _____ County
My commission expires: _____

* * *

Association:

Ada Preservation Trail Condominium
Association

By _____
Paulus C. Heule
Its: Authorized Agent

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2024, by Paulus C. Heule, as the Authorized Agent of Ada Preservation Trail Condominium Association, a Michigan nonprofit corporation, on behalf of the corporation.

Notary Public, _____ County, Michigan
Acting in _____ County
My commission expires: _____

* This instrument is exempt from real property transfer tax pursuant to MCL 207.526(a) and MCL 207.505(a).

Drafted by and when recorded, return to:

Blake Conklin
Bloom Sluggett, PC
161 Ottawa Ave NW
Grand Rapids, MI 49503

22139001



ADA TOWNSHIP PLANNING COMMISSION MINUTES OF THE MEETING AUGUST 17, 2023

A regular meeting of the Ada Township Planning Commission was held on Thursday, August 17, 2023, at 5:30 p.m., at the Ada Township Hall Assembly Room, 7330 Thornapple River Dr., Ada, Michigan.

I. CALL TO ORDER

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

II. ROLL CALL

Members Present: Burton, Butterfield, Kluting, Korth, Moyer

Members Absent: Easter, Jacobs

Staff Present: Buckley, Said, Suchy

Others Present: 14

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF JULY 20, 2023, REGULAR MEETING

Moved by Moyer, supported by Butterfield, to approve the July 20, 2023, Regular Meeting minutes as presented. Motion carried.

V. PUBLIC HEARING

1. Request for amendments to an approved Planned Unit Development (PUD), Ken Dixon of Dixon Architecture on behalf of Ufuk Turan, 7510, 7518, 7520 and 7524 Fase Street SE, Parcel Nos. 41-15-34-179-014, 015, 016, and 017

Chip Clark with Dixon Architecture, representing Ufuk Turan, stated that he had some updated plans to offer as a supplement to the proposed project that Mr. Turan would like to share after the Planning Staff report/summary.

Planning Director Said summarized the staff report and explained that the PUD was approved in 2021 and he went over details of what was previously approved vs. the requested amendments; the applicants request proposes to convert the approved single-family home to be constructed at 7524 Fase Street to a two-family "stacked" dwelling structure with a front-loaded garage.

Said stated that Planning Staff reviewed the proposed amendments and met with Mr. Turan and identified concerns about the concept of adding an additional unit: proposed amendment does not meet the key zoning and land use aspects of the PUD Standards, the transition of land uses within the property line, lot coverage, and that the project would significantly exceed the allowed

density of the district.

Said concluded that due to the concerns mentioned, Planning Staff does not support the requested PUD amendments and noted that the existing approved PUD represents an effective example of a project incorporating a creative design with housing variety and an internal land-use/density transition that does not burden adjacent properties.

Korth opened the public hearing at 5:43 p.m.

Deb Emery, 7534 Fase Street, shared concern about the amount of fill being used at the site (next door to her). She claims that the overall height of the structure is about 15 ft. higher than her house and there does not appear to be a retaining wall. She is concerned for her property and stormwater run-off. (staff note: elevation information shows that the elevations for her home and the PUD structures are about the same.)

Mark Pflug, 7588 Fase Street, said that this project has morphed over time and he shared concern of density and traffic. He said it would be unwise to grant a second dwelling unit on that one property and he encouraged the Planning Commission to not modify the current approved PUD.

Matthew Donald, 7575 Fase Street, said he has the same feeling as neighbor Mark and that the PUD should not be modified.

Planning Director Said informed that he received a phone call from Nevin Zolenski, 6151 3 Mile Road, voicing his opinion that he is opposed to adding more units and the request should not be approved.

There was no other public comment and the public hearing was closed at 5:49 p.m.

Mr. Turan explained about the fill amount/concern and said that the requirements from FEMA (Federal Emergency Management Agency) changed in February, 2023, with an updated mandatory floodplain requirement of a higher fill amount than it was in 2021 when he was approved. Mr. Turan went over the renderings of his proposed changes and said that the façade, footprint, and height are the same and the only visual change is the garage door.

There was discussion among the Commissioners, Planning Staff, and Mr. Turan regarding the amount of fill required at the properties (the elevation when PUD was approved vs. elevation requirements now), the overall height of the gable/roof, and the possibility of tabling a decision to allow the Planning Staff to do further research on the legal perspective and engineering perspective with regards to FEMA and elevation issues.

Moved by Moyer, supported by Burton, to postpone action to allow Planning Staff to obtain answers to the questions discussed at this meeting. Motion carried.

2. Amendments to an approved PVM District Development Plan including amended departures, Oxbow Ada, LLC, 7535 and 7567 Fase Street SE, Parcel Nos. 41-15-34-180-008 and 41-15-34-200-036

Brad Rottschafer with Mosaic Properties and representing Oxbow LLC, shared the history of the PVM approval in September 2022 and that currently construction is underway, and said that in between time, they refined some architectural changes and improvements. He explained some

details of the proposed changes (which cause the need to request some size departures) and said he is not increasing density, and do not have any significant changes, basically just made some improvements.

Said referred to the staff report and went over renderings of the specific modifications proposed; further clarifications on units, sizes, and some minor layout modifications of building envelope and lot concepts, and the project no longer has a pool proposed but instead a community garden. Said stated that it is important to note that a large stormwater management pond is being provided on the site and the elevation level approved by FEMA (Federal Emergency Management Agency) and EGLE (Environment, Great Lakes, and Energy Water Resources Division).

Said concluded that the proposed updated Oxbow project meets the spirit and intent of all the criteria associated with the PVM Overlay District. It also provides an interconnected street network, high-quality public spaces and facades facing streets, and open spaces, and based on those criteria, Staff recommends approval of the request including all requested departures as noted in the staff report.

Korth opened the public hearing at 6:23 p.m.

Kristen Knaus, 7575 Fase Street, referred to the renderings projected on the overhead screens and questioned what some of the little black boxes were.

There was no other public comment and the public hearing was closed at 6:24 p.m.

Mr. Rottschafer addressed the question on the renderings and said that the black boxes in question were single-family homes.

There was discussion among the Commissioners, Planning Staff, and Mr. Rottschafer regarding the transition of density on the site, went over clarifications/comparisons on proposed changes (specifically units 1-5), site elevation, and the completion and maintenance of the walkway to the edge of the development area.

Moved by Burton, supported by Moyer, to approve the requested amendments, including all requested departures, utilizing the standards and conditions noted below:

1. The Planning Commission hereby makes the following findings:
 - a. The proposed development plan, as modified by the conditions of approval listed below, requires the additional departures from the standards of the PVM District, including a height departure for the multi-family "loft" residential building (Units 72-88), and all departures as noted in the attached "Required Departures" tables, 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 development plan for a new 88-unit mixed residential development with live-work units is hereby approved, subject to the following conditions:
 - a. Prior to the issuance of any building permit, the applicant shall provide funds, in an amount to be approved by the Township, for completion of the walkway to the edge of the development area.
 - b. The applicant shall provide lighting plans consistent with applicable requirements and shall obtain Township Staff approval prior to the issuance of any building permit. Any exterior building-mounted light fixtures shall be full-cutoff to control light emission, or of a low-intensity non-glare light style, subject to approval by Township Staff prior to issuance of a building permit. There shall be no pole-mounted fixtures on this site.
 - c. There shall be no food service, storage, sales, or distribution within the development, specifically including the commercial spaces designated on the plan.
 - d. A stormwater permit application shall be submitted, and a permit issued by the Township in compliance with the stormwater ordinance, prior to the release of any permits.
 - e. A floodplain development permit application shall be submitted, and a permit issued by the Michigan EGLE and Ada Township, prior to the initiation of any site improvements and prior to the release of any permits.
 - f. Except as modified in accordance with these conditions of approval, the building and site improvements shall be completed substantially as shown on the plan set titled "Oxbow", as follows:
 - 1) Site Layout Plan Sheet C-205, dated 07/20/23.
 - 2) Site Layout Comparison Plan Sheet C-207, dated 07/20/23.
 - 3) Site Grading Plan Sheet C-300 dated 07/20/23.
 - 4) Storm Sewer Plan Sheet C-400 dated 07/20/23.
 - 5) Sanitary Sewer & Watermain Plan Sheet C-401 dated 07/20/23.
 - 6) Utility Easement Plan C-402 dated 07/20/23.
 - 7) Details & Specifications C-500 dated 07/20/23.
 - 8) Landscape Plan Sheet L-201 dated 07/20/23.
 - 9) Oxbow Architectural Addendum dated 08/17/23.

Motion carried.

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

1. Final PUD Plan - Planned Unit Development, 12 single-family residential

**home sites in RP-1/PUD zoning district, Hidden Lakes at Ada, LLC,
Paul C. Heule, 3201 Egypt Valley Avenue NE, Parcel No. 41-15-05-400-002**

Jon Male, Exxel Engineering, and Ed Pynnonen, representing developer Paul Heule, presented their request. Mr. Male said that back in the fall they submitted their Preliminary PUD plans and since then they have obtained the necessary approvals and construction plans and is requesting review and approval of the Final PUD Plan.

Said summarized the staff report and explained the Final PUD has a few slight modifications from the Preliminary approval; reduction in length of interior road with private driveway easement extending from cul-de-sac bulb to Lot 6, and a slight realignment of interior road and resulting minor changes to sizes and shapes of lots and open space areas. The applicant indicated that this realignment is due to site contours.

Said referred to the Final PUD Standards and stated that Staff believes that the Final Plan submitted meets these Standards and that there are no objections to approval of the Final PUD Plan, subject to the conditions noted in the staff report, and the addition of a condition that reflects that there will need to be an agreement between the Township and the developer/homeowners association for the perpetual maintenance of the septic system prior to initiation of site improvements (as discussed earlier with applicant/developer).

There was discussion among the Commissioners, Planning Staff, and Mr. Male and Mr. Pynnonen regarding stormwater run-off process and maintenance, stormwater permit, items of the master deed, a change in the language on condition number 5, and a question was raised about what assurance there was that there would be money to maintain the septic system.

Mr. Pynnonen explained the process/language in the maintenance agreement stating they would hire a professional company that manages the wastewater treatment system and the homeowner's association funds that. In the event that the homeowner's association fails to do that, there will be an agreement with the Township that says the Township would have the power to go ahead and hire someone to do that and could put liens on the property to pay for those services.

Moved by Moyer, supported by Burton, to approve the Final PUD plans subject to the following conditions and amendments as mentioned earlier:

1. The approved PUD Plan shall be carried out in substantial conformance with the Hidden Lakes at Ada plans and submittals prepared by Exxel Engineering, as follows:
 - Letters dated June 29, 2023 and July 20, 2023
 - Site Development Plan – Final PUD dated 7/19/23
 - Cover Sheets dated 6/12/23
 - Ada Preservation Trail (Pvt.) dated 6/12/23
 - Kent County Road Commission Driveway Plan dated 4/11/23
 - Overall Grading Plan, Site Grading Plan (West) and Site Grading Plan, all dated 6/12/23
 - Culvert/Wall Details dated 6/12/23
 - Landscape Plan and Main Entrance Landscape Plan (no date)
 - Septic Tank & Drainfield Plan dated 6/12/23
 - Forcemain Plan dated 6/12/23
 - Street Name dated 6/12/23
 - Detention Basin Design worksheets dated 6/16/23

- Watershed Map (no date)
 - Pipe Drainage Map and calculations (no date)
 - Culvert Report dated 6/16/23.
2. The proposed development shall consist of a maximum of 12 single-family dwelling units.
 3. A Township Private Road Permit application, complying with Kent County Road Commission driveway access requirements, shall be submitted and issued, prior the recording of the required condominium documents.
 4. The submittal of completed condominium documents (Master Deed, Subdivision Plan, and Bylaws), to the Planning Department for review and determination that they are consideration with the approved PUD Plan and these conditions, prior to their being recorded with the Kent County Register of Deeds.
 5. Prior to the issuance of any building permits, the applicant shall:
 - a. Submit a storm water permit application and accompanying construction plans for the storm water management system and obtain all required permits including from the Planning Department.
 - b. Submit plans and obtain all required approvals for soil erosion.
 - c. Submit plans and obtain all required approvals for all water supply and sewer (septic) system improvements.
 - d. Submit and obtain Township approval for a written agreement between the Township and the developer/homeowners association for perpetual maintenance of the community septic system.
 6. There shall be no street lighting on the property.
 7. The Construction plans for public water and sewer main extensions shall be subject to issuance of required State permits and approval by the Utilities Director, prior to initiation of site improvements, and prior to issuance of building permits.
 8. A wetland permit shall be obtained from the State of Michigan (EGLE) prior to issuance of any building permit.
 9. The applicant shall finalize an agreement with the Township for dismissal of the previous 1972 court order prior to the issuance of any permits for the site.
 10. Accessory buildings and any other site improvements other than the proposed homes shall be subject to pertinent requirements of the Zoning Ordinance, including for the RP-1 Zoning District as applicable.

Motion carried.

VIII. COMMISSION MEMBER / STAFF REPORTS

Township Manager Suchy shared that the Ada Township Parks Director, Mark Fitzpatrick, has announced his retirement date of November 15, 2023.

Suchy provided updates: River Street property acquisition with a donation made to the Township and pedestrian crossing improvements. He will continue to share additional information at upcoming meetings.

Said mentioned that he would like to introduce an idea to the Planning Commission and ZBA of doing an annual retreat. It would provide opportunities to discuss issues: training on planning and zoning issues, legal issues, and implementation of the Master Plan. Said will follow-up with an email to the PC and ZBA members and work out the framework for making this happen.

Said welcomed new Planning Commissioner, Steve Kluting.

IX. PUBLIC COMMENT

Deb Emery, 7534 Fase Street, said in reference to the elevation on Fase Street, she received a post card back in 2010 from the Dam Authority (for Cascade and Ada dams) that said their elevation was 636.8 inches, and she was still questioning why so much fill was brought in for the new properties next door to her.

X. ADJOURNMENT

Moved by Butterfield, supported by Moyer, to adjourn the meeting at 7:12 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb

MEMORANDUM

DATE: 10/8/97

TO: Ada Township Board
FROM: Jim Ferro, Planner
RE: The Sanctuary PUD/Site Condominium

Project Overview

Attached is the draft Resolution for approval of the Preliminary PUD Plan for "The Sanctuary," containing conditions of approval as recommended by the Planning Commission. The Resolution is unchanged from its previous consideration by the Board.

ADA TOWNSHIP RESOLUTION R- 101397- 2

A Resolution to approve a Preliminary Development Plan for The Sanctuary Planned Unit Development.

At a Regular Meeting of the Township Board of Ada, Kent County, Michigan, held in said Township on Monday, October 13, 1997, at 7:30 p.m., there were:

PRESENT: Haga, Millhuff, Soderberg, Downey, Nygren, Rhoades

ABSENT: Baker

The following Resolution was offered by Member Rhoades and supported by Member Nygren:

WHEREAS, Mountain Ridge Development Corp. and D.P. Fox Sanctuary L.L.C. have submitted an application for approval of a Planned Unit Development, and request for rezoning of land to the Planned Unit Development District, and

WHEREAS, the proposed Planned Unit Development includes 30 detached single-family condominium units on approximately 70.93 net acres, and

WHEREAS, the Ada Township Planning Commission, after the holding of a public hearing regarding the application, has recommended that the Township Board approve the Preliminary Development Plan and request for PUD rezoning;

NOW, THEREFORE, BE IT RESOLVED,

1. The Preliminary Development Plan, hereinafter referred to as the "The Sanctuary PUD", is hereby approved.
2. Approval of the PUD is based on the following findings and conclusions:
 - a. The proposed PUD conforms with the policies, goals, guidelines and recommendations contained in the Ada Township Master Plan.
 - b. The PUD is consistent with and promotes the intent of the Planned Unit Development provisions of the Zoning Ordinance.
 - c. The PUD is compatible with surrounding uses of land and the character of the surrounding area, through the designation of environmentally-sensitive portions of the PUD site as common open space.
 - d. The PUD is designed to have minimal adverse effect on the environment, and to preserve the natural features of the area.
 - e. The PUD will not place demands on public services and facilities in excess of their capacity.
 - f. The PUD provides safe and efficient provisions for vehicular and pedestrian circulation and traffic.
 - g. Additional traffic generated by the PUD will not create a substantial detrimental effect on neighboring properties or the Township at-large.
 - h. The PUD is consistent with the public health, safety and welfare of the Township.
3. Approval of the PUD is subject to conformance with the following conditions, which are deemed necessary to meet the intent and purpose of the PUD provisions of the Zoning Ordinance, to protect the public health, safety and welfare, and to comply with the

standards for approval of PUD's contained in the Zoning Ordinance:

- a. The PUD shall consist of a condominium containing 30 single-family condominium units, located within building envelopes substantially as shown on the PUD Plan titled "The Sanctuary P.U.D.," prepared by Exxel Engineering, dated August 5, 1997.
- b. Approximately 55 acres on the plan shall be identified as "Permanent Protected Open Space" and shall forever remain open space, subject only to uses approved by the Township on the approved Preliminary Development Plan. Further subdivision of open space land or its use for other than recreation or conservation purposes, shall be prohibited.
- c. Areas designated on the PUD as "Permanent Protected Open Space" shall be set aside by the applicant through an irrevocable instrument, approved by the Planning Commission and recorded with the Kent County Register of Deeds, that assures that the open space areas will be protected in perpetuity from all forms of development, except as shown on the approved PUD, and will not be changed to another use without the prior approval of Ada Township, according to the provisions of the Zoning Ordinance. The instrument of record shall indicate the allowable uses of the dedicated open space, and shall require that the open space be maintained by the Association of lot owners within the development. Said instrument shall be recorded with the recording of the condominium subdivision plan.
- d. All dwelling units shall be located within the building envelope areas delineated on the PUD Plan. In cases where building envelopes shown on the PUD Plan overlap, there shall be maintained a minimum 20-foot separation distance between adjacent dwelling units.

Development on all condominium units shall be subject to conformance with all other requirements of the Zoning Ordinance applicable to development in the Rural Residential (RR) District, including, but not limited to, maximum building height and accessory building provisions.

- e. The Final PUD Plan submittal shall include revisions to the amount and location of guest parking spaces, as recommended by the Township Planner.
- f. The Final PUD Plan shall provide for an increase in the width of the emergency access drive to 18 feet.
- g. The Final PUD Plan shall include construction specifications, approved by the Fire Chief and the Township Engineer, for a "dry" water main and hydrant, extending from the existing fire hydrant in The Preserve to the private road.
- h. A private road permit shall be applied for and issued by the Township, prior to construction of the private roads.
- i. The private roads shall either be completed, or a financial guarantee equal to the cost of construction deposited with the Township, prior to issuance of any building permits in the condominium.
- j. Electrical service, telephone service and other private utilities serving the condominium shall be placed underground.
- k. A permit to construct the community waste treatment facility shall be issued by the Kent County Health Department, and authorization for the community waste treatment facility

obtained from the Ada Township Board, prior to recording of the condominium subdivision plan and master deed, and prior to issuance of any building permits.

- I. The condominium subdivision plan and master deed shall be submitted to the Township for review for conformance with the PUD plan and zoning standards, prior to its recording with the Register of Deeds.

Upon a vote for the adoption of said resolution, the vote was:

AYES: Haga, Millhuff, Downey, Rhoades, Baker

NAYS: Soderberg

The motion was adopted.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Ada, County of Kent, State of Michigan, at a meeting held on October 13, 1997, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case a of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: October 13, 1997

Deborah Ensing Millhuff, Township clerk

June 10, 2024



AMY VAN ANDEL LIBRARY + COMMUNITY CENTER

XI B

KDL Wins the IMLS National Medal



Medal Winners and Summer Wonder Prizes

June kicks off another year of Summer Wonder. KDL's summer reading program is getting bigger and better every year. And it's only one of reasons that KDL was recently awarded the National Medal from the Institute of Museum and Library Services. This is the nation's top award and is only given to 5 libraries each year. It's KDL's first time winning this prestigious award.

We look forward to seeing you every Tuesday at the Farmers Market. On Tuesday, June 4, Librarian Liz Wierenga performed a storytime to well over 100 people. It's so much fun to be back outside. The Friends of the Library also have a tent where they are promoting membership and selling used books.

By the Numbers:

- The Ada branch has grown from 2,614 library cards to 4,815.
- 56% of ADA households have a library card. (2nd highest out of 20 KDL branches)
- Physical circulation is effectively the same year over year from January - May, but digital circulation has increased 46%!
- 2024 visitor counts are 33,958 through April 30 compared to 29,764 in 2023 (14% increase)

Operationally the library is thriving. Visitor counts, circulation, program attendance, and new card signs up are all better than target. Even more impressive is we continue to welcome patrons who let us know they are visiting for the first time. As downtown continues to grow the library is strengthening it's position as a community gathering place.

In 2024 we are excited to expand outreach and find new ways to support the community.

Scott Ninemeier
Amy Van AnDEL Library Regional Manager

Pictured Left to Right:
1.) May Book Sale in Action!
2) April Artist Reception
3) Ann Patchett and Kevin Wilson speak in front of a sold out crowd of over 1,000 people at KDL's On the Same Page.

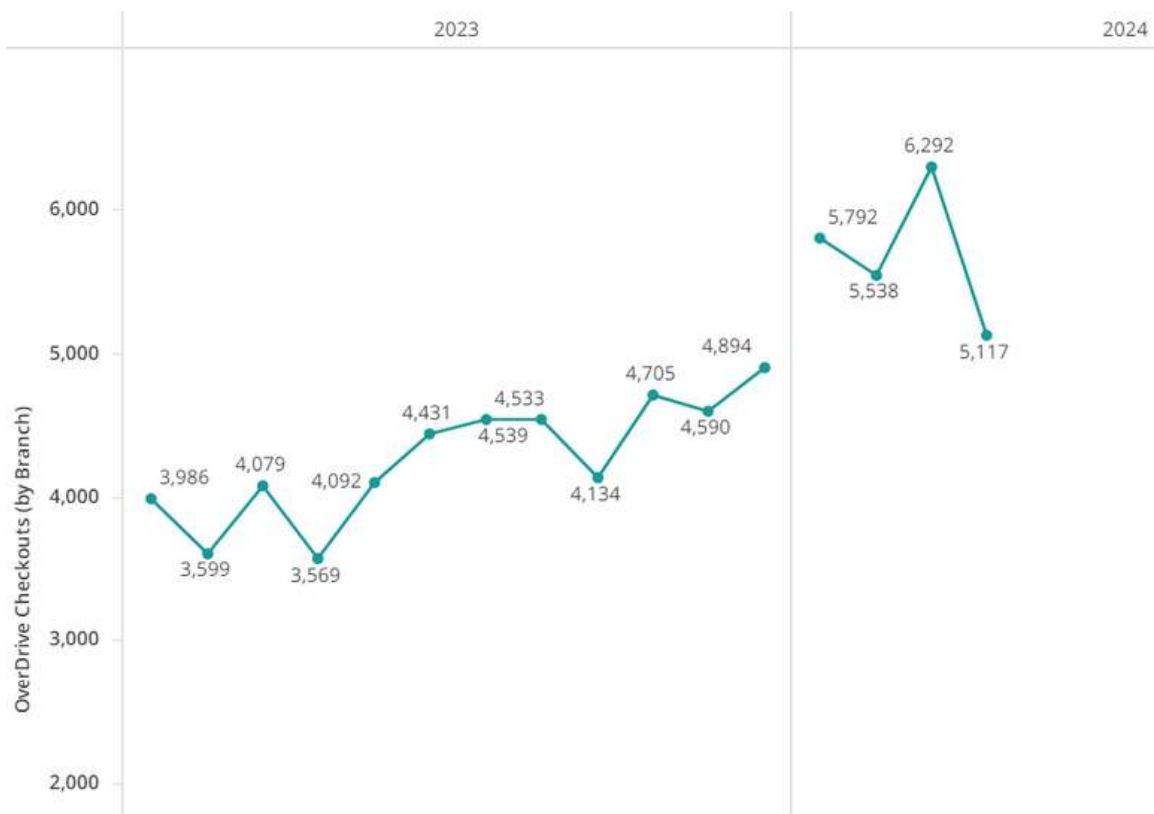




AVA Library Monthly Visitors January - April 2021-2024



AVA Digital Circulation January 2023 - April 2024





MEMORANDUM

Date: 6/3/24

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Resolution R-061024-2: Road Closure Request for Ada Criterium Event

Background:

I have enclosed a request from the Cosdi Racing Team to bring back the Ada Criterium event on Saturday August 31st. The last Ada Criterium event was last held in downtown Ada in 2019.

The event request includes a map outlining the route of the Criterium event. Staff also confirmed that Cosdi Racing would be responsible for traffic control and logistics of site setup on the day of the event.

Staff reviewed the request and reached out to the Ada Businesses Association as well as Baton Collective to identify if there would be any conflicting events held on August 31st. They do not currently have any events scheduled for that date.

Representatives from the Cosdi Racing team will attend the board meeting and be available to answer any questions the board may have.

Recommendation:

Staff recommends approval of Resolution R-061024-2 allowing the Ada Criterium Event to proceed holding their event on August 31st.

Requested Motion:

Motion to Approve Resolution R-061024-2: Road Closure Request to Kent County Road Commission for Ada Criterium Event

Ada Bike Team, Inc. d/b/a COSDI Racing
2885 N. New Town Dr. NE
Grand Rapids, MI 49525



Ada Township Board
Ada, Michigan 49301

Dear Board Members:

COSDI Racing Team and their directors, as the organizers of the proposed “Ada Criterium”, extend our sincerest gratitude for your time, feedback, and assistance thus far in the planning process for this event. As we continue to move forward in planning, we welcome any additional feedback you have that will help us to create a successful and safe event that is beneficial to the community while seeking to highlight some of the great things happening in Ada while showcasing and promoting how to make cycling a part of a healthy lifestyle and community.

This letter seeks to fully inform you of all relevant aspects of this proposed event and requests any relevant feedback from you necessary for ultimate approval to proceed with holding the event.

About COSDI Racing: Ada Bike Team, Inc. d/b/a COSDI Racing is a domestic nonprofit corporation registered with the State of Michigan. Ada Bike Team has a mission of education, leadership development, and promotion of competition in cycling.

About Criterium Bike Races: A criterium bike race is a time race that is anywhere from 20 minutes to 90 minutes depending on the rider's skill level or “category”. These races are held on looped courses that are typically between one half mile and a mile long. These races are fast paced with racers going upwards of 30 miles per hour, and given the short loops for the courses they are very spectator friendly as the racers pass every two to three minutes.

COSDI Racing – Ada Criterium Proposal

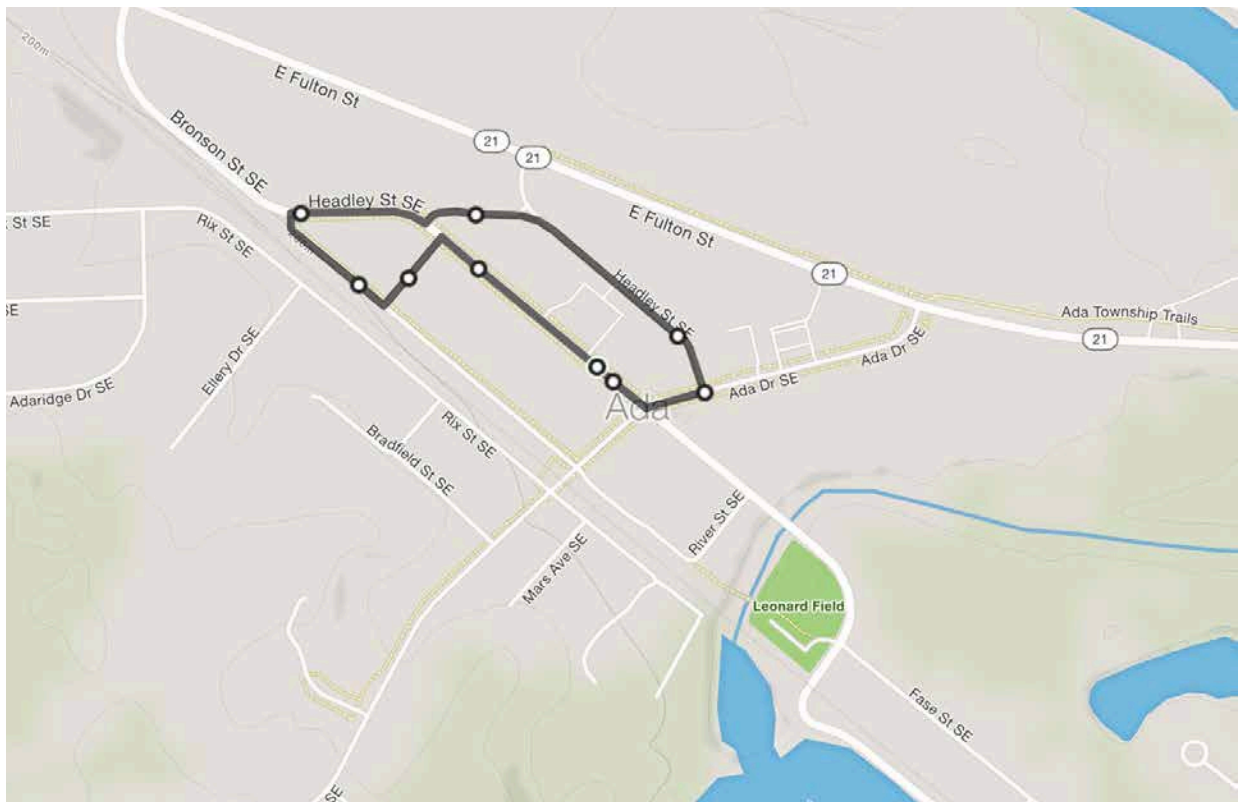
Proposed Event:

Date: Saturday August 31st

Schedule:

Start Time	Event	Length
1:00pm	Junior Men and Women	20 Minutes
1:30pm	Novice Men’s Race	30 Minutes
2:15pm	Women’s Race	45 Minutes
3:15pm	Masters (age 40+) Race	45 Minutes
4:15pm	Kids Race/Community Race	
4:40pm	Intermediate Men’s Race	45 Minutes
5:40pm	Men’s Race	75 Minutes

Course and Road Closures:



COSDI Racing – Ada Criterium Proposal

The start/finish (see map) line will be located by The Community Church on Thornapple River Dr. The racers will ride counter clockwise on the course. Heading southwest from the start line, the riders will make a left on Ada Drive, followed by a left on Hedley Street. The route will follow Headly St and make a left turn onto Bronson, followed by a left on Teeple Street, and a right turn on Thornapple River Drive back to the start/finish line.

To ensure participant safety we are requesting approval of the following road closures:

- Thornapple River Drive closed to car traffic from Headley Street to Ada Drive.
- Bronson Street closed off west of Headley Street intersection to Teeple Street.
- Closure of Ada Drive between Thornapple River Drive and Headley Street.

Signage will be placed along the course one week in advance to the date of the event to alert residents.

Road closures will go into effect 15 minutes prior to the first race of the day. Upon completion of the race, the major closures (i.e. Ada Drive and Headley Street) will be prioritized to remove barriers and allow normal traffic flow to resume.

Coordination with local businesses: We are in the process of thoroughly communicating with and coordinating with all affected businesses and other entities in the Ada Village area. This communication includes providing these businesses with a thorough overview of the event, the event traffic plan, opportunities to get involved with the event, and a mechanism for feedback prior to and after the event occurs.

We have already formed working relationships with a number of local businesses in and around Ada who are providing sponsorship funding, in-kind donations, or other event support. These businesses include: The Center for Oral Surgery & Dental Implants; Ignite Your Event; Greenland Advanced Oral Care; Great Lakes Outpost; and The Community Church, with additional local sponsors in the works.

Event Safety: This event will be a registered event with USA Cycling, the national governing body of amateur and professional cycling in the United States. USA Cycling licensed judges will be on-site to ensure compliance with all rules. As such, this event will be fully insured, sanctioned, and monitored by USA Cycling. On site event safety will include a fully closed course that will include USA Cycling approval, traffic routing, barriers and other safety devices, volunteer personnel at every corner, EMS on site, and any other necessary safety measures. The course safety plan will be fully reviewed with the Ada Village Fire Chief to ensure completeness.

Participants & Registration: The race participation categories will be events for all ability levels, as allowed by time constraints. This will include ability and age-group categories recommended by USA Cycling and their state affiliate, the Michigan Bicycle Racing Association. Registration for the event will take place through the USA Cycling website. All regular participants will be USA Cycling license holders, with single-day racing licenses available to the beginner categories.

COSDI Racing – Ada Criterium Proposal

In addition to the regular race fields, there will be a kids race of a lap or less (depending on age/ability) for any children who wish to participate. This event does not require a USA Cycling license, and on-site registration will be available.

Promotion of this race will include the websites of USA Cycling and the Michigan Bicycle Racing Association, through the Michigan Dental Association Foundation to their donors and member practices, through Excite Your Event and other race partners, and via social media outreach.

Request for Authorization/Approval of Proposed Event: Based on the information included within this letter, COSDI Racing hereby requests approval to host this event in Ada Village. If approval is inappropriate at this time, we request the additional information needed for approval.

Sincerely,

COSDI Racing Management & Race Planning Committee



**BOARD OF COUNTY ROAD COMMISSIONERS
KENT COUNTY**

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

**ADA TOWNSHIP RESOLUTION NO. R-061024-2
“ADA CRITERIUM”**

Used by governmental units in connection with applications to construct, operate, use and/or maintain within the right-of-way; or to close as roadway under the jurisdiction of the Kent County Road Commission, County of Kent, State of Michigan.

PRESENT: _____

ABSENT: _____

BE IT RESOLVED, that:

The Board of Ada Township, 7330 Thornapple River Drive SE, Ada, MI 49301 represented by its Supervisor, Ross Leisman, is hereby authorized to make application to the Kent County Road Commission on behalf of the Township of Ada in the County of Kent, State of Michigan for the necessary permit(s) to:

Conduct a "Ada Criterium" upon the roadways in Ada Township on August 31, 2024 from 11:00 a.m. to 7:00 p.m. A map of the route is attached. The following roads will be closed:

- Bronson Street, Teeple Avenue west to Headley Street
- Headley Street, Bronson Street east to Ada Drive
- Teeple Street, from Bronson Street to Thornapple River Drive
- Thornapple River Drive, from Ada Drive west to Headley Street
- Northwesterly half of Ada Drive (southwest-bound traffic lane), from Headley Street to Thornapple River Drive.

And, that the Township of Ada, in the County of Kent, State of Michigan, will faithfully fulfill all permit requirements.

The above resolution was offered by Member _____ and supported by Member _____.

YEA: ____

NO: ____

ABSENT: ____

Resolution R-061024-2

Date: June 10, 2024

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, June 10, 2024.

Signed _____

Jacqueline Smith
Ada Township Clerk

MEMORANDUM

Date: 6/3/24



TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Grand River Drive Trail Maintenance Engineering Proposal – Moore + Bruggink

Background:

The Township is reviewing the condition of its trail system on an annual basis to identify what sections need maintenance to ensure our system remains in good shape for residents and trail users.

Staff completed a walk-thru inspection of Grand River Drive – the oldest trail section in the system on Tuesday May 28th.

Following the inspection, I requested a proposal from Steve Groenenboom of Moore + Bruggink which has been attached. Also enclosed is a cost estimate detail for the \$520,000 project.

The Township will be billed for the actual costs, the amounts included by Mr. Groenenboom are estimates of the time required to complete these tasks. Included in the proposal are the following items:

- Design Engineering - \$15,000.00
 - Preparation of Plans, Specifications, and Bidding Documents
- Construction Engineering, Inspection, Testing, and Staking - \$30,000.00

Funds have been budgeted in the trail fund to cover the costs of this maintenance project. Once the project is complete the Township would inspect the next section of Grand River Drive and look at completing that the following year – but this would be reviewed and considered by the Board in 2025.

Recommendation:

Staff would recommend approval the Moore + Bruggink engineering proposal for a cost not to exceed \$45,000. Once approved Moore + Bruggink will follow the schedule included in their proposal to have the work completed by October 15, 2024.

Requested Motion: Motion to Approve Proposal from Moore+Bruggink for Grand River Drive Trail Maintenance Engineering for an Amount not to Exceed \$45,000.00.



May 31, 2024

Re: Grand River Drive Trail
Fulton Street to Carl Drive
Project No. 240102.01

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

Dear Mr. Suchy:

This letter follows up on our walk-through inspection of the Grand River Drive Trail from Fulton Street to Carl Drive on Tuesday, May 28.

This section of trail is 9,000 feet long and was constructed in 2007. It has aged well, but is showing some transverse and longitudinal cracking. There are two sections of boardwalk that were repaired last year, but the paint on the handrail is chipping and needs to be repainted or replaced. The covered bridge is in good shape, but there are some gaps in the floor boards that need to be corrected and guard railing should be added at each end of the bridge.

The trail should be cold-milled and repaved with either one or two layers of asphalt. The larger cracks and joints will be fortified with reinforcement to minimize reflective cracking through the new asphalt. New protective guard rail/fence will be placed at each end of the covered bridge. There will also be minor drainage improvements to clean out and/or replace several smaller catch basins along the path near Holiday Farms.

We estimate the cost of these repairs will be \$520,000. Additional detail is contained on the attached spreadsheet.

We estimate our fees for the design and construction engineering for this project as follows:

- 1. Design Engineering, including preparation of plans, specifications, and bidding documents.
Cost \$15,000
- 2. Construction Engineering, Inspection, Testing, and Staking – We will provide construction inspection, materials testing, and survey staking during the anticipated five-week.
Cost \$30,000



Mr. Julius Suchy
May 31, 2024
Page 2

The total cost for our services is \$45,000. We anticipate the following schedule:

Township Board Approval to Proceed	June 10, 2024
Finalize Design and Bidding Documents	July 5, 2024
Advertise for Bids	July 8, 2024
Receive Bids	August 1, 2024
Contract Award	August 12, 2024
Start Trail Construction	September 3, 2024
Trail Construction Complete	October 15, 2024

Please call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.
Township Engineer

Grand River Drive Trail Repair/Repave
Preliminary Engineering Estimate



ITEM		ESTIMATED			
NO.	PROPOSAL ITEM	UNIT	QUANTITY	PRICE	AMOUNT
1	Mobilization	Lsum	1	\$25,000.00	\$25,000.00
3	Cold Mill HMA	Syd	8,553	\$3.00	\$25,659.00
4	Remove and Replace Curb Stop Box	Ea	4	\$500.00	\$2,000.00
4	Repair Transverse Joints	Lft	1,400	\$8.00	\$11,200.00
5	HMA, 13A	Ton	400	\$170.00	\$68,000.00
6	HMA, 36A	Ton	750	\$180.00	\$135,000.00
7	Turf Establishment	Lft	8,553	\$5.00	\$42,765.00
8	Hand Railing Repairs	Lft	400	\$50.00	\$20,000.00
9	Sidewalk Ramp, Conc, 6 inch	Sft	500	\$10.00	\$5,000.00
10	Gravel – MDOT 22A	Cyd	100	\$20.00	\$2,000.00
11	Trail Grading	Lft	9,000	\$3.00	\$27,000.00
12	Sand – MDOT Class II	Cyd	100	\$40.00	\$4,000.00
13	Concrete Gutter Pan at Retaining Wall	Lft	300	\$35.00	\$10,500.00
13	Guard Rail/Fence at Covered Bridge	Lsum	1	\$5,000.00	\$5,000.00
14	Maintaining Traffic	Lsum	1	\$30,000.00	\$30,000.00
15	Inlet Protection, Fabric Drop	Ea	10	\$200.00	\$2,000.00
16	Silt Fence	Lft	2,000	\$4.00	\$8,000.00
17	Mulch Blanket	Syd	2,000	\$4.00	\$8,000.00
TOTAL ALL ITEMS					\$431,124.00
Design/Construction Engineering (10%)					\$45,000.00
Contingency Allowance (10%)					\$43,876.00
Total Project Estimate					\$520,000.00



MEMORANDUM

Date: 6/3/24

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Hall Street/Fernridge Lift Station & Force Main Engineering Proposal – Moore+Bruggink

Background:

The Township Board approved an engineering proposal from Moore+Bruggink at its July 11, 2022 meeting for an amount not to exceed \$42,000.00. This proposal was specifically related to the Hall Street/Fernridge lift station design + construction engineering.

As Moore+Bruggink began work on this project it was noted that the Hall Street force main had additional breaks and following review and consultation with F&V Operations & Resource Management, they recommended including the force main as part of the potential capital project.

This item was brought to the Buildings, Grounds, & Utility Committee multiple times, which ultimately led to creation of the report that is enclosed "Hall Street Sanitary Sewer Study Report" to provide the BGU committee members a better understanding of the issue and the options available to the Township. Out of this study the BGU committee asked Mr. Groenenboom to evaluate net present value of the various options available to try and identify what option provided the best value – this memo is also enclosed.

The BGU Committee is recommending replacement of the Hall Street/Fernridge Lift station and replacement of the Hall Street force main.

Based on this new recommendation Mr. Groenenboom has provided an updated proposal for engineering services which includes both the Hall Street/Fernridge lift station improvements and the Hall Street force main replacement project.

The Township will be billed for the actual costs, the amounts included by Mr. Groenenboom are estimates of the time required to complete these tasks. Included in the proposal are the following items:

- Feasibility Study Phase - \$20,000.00
- Soil Borings - \$6,000.00
- Topographical Survey & Base Mapping - \$15,000.00
- Force Main Design - \$3,000.00
- Mechanical/Electrical design - \$27,000.00
- Construction Engineering, Inspection, Testing, and Staking - \$90,000.00

Total Cost = \$161,000.00 (Net Increase of \$119,000) from June 28, 2022 proposal.

This project was discussed and included in the FY 2024-2025 approved budget.

Recommendation:

Staff would recommend approval of the Moore+Bruggink engineering proposal for a cost not to exceed \$161,000. This project is an important infrastructure improvement and has been thoroughly reviewed to identify if other options are available.

Approval of this proposal would end the original engineering proposal approved at the July 11, 2022 board meeting.

Attachments:

- May 30, 2024 Proposal from Moore+Bruggink for Design & Construction Engineering
- Original June 28, 2022 Design & Construction Engineering Proposal
- Hall Street Sanitary Sewer Survey Report
- Hall Street Lift Station Improvements Net Present Value Review

Requested Motion: Motion to Approve Proposal from Moore+Bruggink for Hall Street/Fernridge Lift Station and Force Main Design & Construction Engineering for an Amount not to Exceed \$161,000.00.



May 30, 2024

Re: Fernridge/Hall Street Lift Station
and Force Main
Project No. 220195.01

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

Dear Mr. Suchy:

At the last Building, Grounds, and Utility Committee meeting, we reviewed the final report that presented various repair options for the Hall Street and Fernridge Drive lift station and force main. A copy of that report is attached. The committee concurred with our recommendation to proceed with Alternative E, which includes renovating the lift station and replacing the force main.

We estimate the following design and construction engineering fees for this project.

- 1. Feasibility Study Phase – This work includes our investigation and analysis of various repair and routing options as discussed in the attached report.
Cost..... \$20,000
- 2. Soil Borings – Materials Testing Consultants will obtain five soil borings along the route of the force main in Hall Street and Paradise Lake.
Cost..... \$6,000
- 3. Topographical Survey and Base Mapping – This includes work to survey and map the area around the lift station as well as roughly 2,200 feet along the force main route.
Cost..... \$15,000
- 4. Force Main Design – We will prepare plan and profile views and details of the new 2,700-foot force main.
Cost..... \$3,000
- 5. Mechanical/Electrical Design – We will prepare plans, details, and specification documents for the lift station renovation, including new valves, fittings, piping, and control panels. The top sections of the wet well will be removed and replaced. New landscaping will also be incorporated into the bid documents.
Cost..... \$27,000



Mr. Julius Suchy
May 30, 2024
Page 2

6. Construction Engineering, Inspection, Testing, and Staking – We will provide as-needed inspection during the lift station renovations and full-time construction inspection, materials testing, and survey staking during the forcemain and roadway construction.

Cost \$90,000

The total cost for all phases (1-6) is \$161,000, which represents roughly 12 percent of the estimated \$1.4 million project cost. The Township Board previously authorized \$42,000 in engineering fees (see attached letter of June 28, 2022) for the lift station design/construction engineering portion of this project, so this is a net increase of \$119,000 to that contract.

I will plan on attending the next Township Board meeting to review this information.

Please give me a call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.
Township Engineer

Attachments



June 28, 2022

*Proposal – Hall Street Lift Station
Improvements*

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

Dear Mr. Suchy:

This letter follows up on various discussions that we have had with Steve Ryan and Paul Harig regarding the Hall Street/Fernridge lift station improvements.

In preparing this proposal, I met with Paul Harig at the lift station site to review condition of assets and discuss the scope of necessary improvements. While on site, we determined that the following improvements should be made to the lift station to improve reliability and ease of maintenance:

1. Scope of Lift Station Improvements:

- a. Remove existing controls from wet well and install new control panel above grade. Level control instrumentation will also be replaced.
 - i. Will require removing the small tree on site.
- b. Replace valves, and fittings as needed, within drywell.
- c. Paint drywell and piping.
- d. Replace cathodic protection anode bags.
- e. Remove the wet well reducing sections, and bring full 6 ft diameter to grade with flat top and access hatch to improve access for cleaning out wet well.
 - i. This item, and the anode bag replacement, will require removing most of the site landscaping.
- f. Add small retaining wall near wet well, and restore landscaping.
- g. Repair rusting areas on existing electrical enclosure.
 - i. Cost/benefit of replacing the enclosure vs. repair will be explored.



- h. The preliminary construction costs estimate also includes an allowance for sprinkler repair, and costs for lining the wet well. The necessity of these items will be explored during the design process.
- i. The lift station pumps were replaced in 2018 and will be reused.
- j. The standby generator and ATS will be reused.

2. Timeline:

- a. Design kickoff meeting: Mid July
- b. 90% design documents for owner review: October 14, 2022
- c. 100% design documents with technical specifications, Part 41 permit application, and on the table for contractor bids: November 4, 2022.
- d. Contractor Bids Due: December 2, 2022
- e. Construction: April through July of 2023
- f. Moore & Bruggink will make every effort to keep to the timeline above, but please be advised that many equipment vendors are taking longer to get detailed information to us, and equipment lead times are much longer than in past years, so the timeline may need to be adjusted. M&B will communicate any potential timeline issues as they arise.

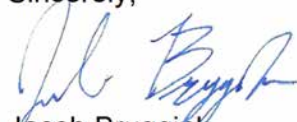
3. Fees

M&B Engineering Services	\$25,381
Miscellaneous (mileage, printing, etc.)	\$339
Subconsultant Engineering Services	<u>\$16,280</u>
Estimated Project Cost:	\$42,000.00

For your reference, we have included a preliminary estimate of construction costs and our cost breakdown for engineering services on this project.

We look forward to being of service to you on this project. If you have any questions or concerns, please let me know.

Sincerely,



Jacob Bruggink
Project Engineer

Attachment

MOORE+BRUGGINK, INC.
PRELIMINARY CONSTRUCTION COST ESTIMATE

PROJECT: Ada Township - Hall Street Lift Station

LOCATION: Ada Township, Michigan

SCOPE: Improvements to controls, piping, and site.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED			TOTAL COST
		QUANTITY	UNIT	UNIT PRICE	
General Project Items					
1	Mobilization (Max. 10%)	1	Lsum	\$27,221.60	\$27,221.60
2	Bypass Pumping	1	Lsum	\$20,000.00	\$20,000.00
Subtotal					\$47,221.60
Site Items					
3	Site Removals (Landscaping & Trees)	1	Lsum	\$3,500.00	\$3,500.00
4	Retaining Wall	1	Lsum	\$700.00	\$700.00
5	Landscaping Restoration	1	Lsum	\$12,000.00	\$12,000.00
6	Concrete Removals (pad & sidewalk)	30	Syd	\$10.00	\$300.00
7	Erosion Control, Inlet Protection, Silt Bag	2	Ea	\$150.00	\$300.00
8	Subbase Class CIP	18	Cyd	\$12.00	\$216.00
9	Aggregate Base, 8 inch, 21AA Modified	50	Syd	\$10.00	\$500.00
10	HMA Surface, Rem	50	Syd	\$3.00	\$150.00
11	HMA Hand Patching	10	Ton	\$300.00	\$3,000.00
12	Sidewalk, Conc, 4 inch	125	Sft	\$8.00	\$1,000.00
13	CIP Concrete (concrete & maint. pads)	8	Cyd	\$675.00	\$5,400.00
14	Traffic Control, Max. 2%	1	Lsum	\$5,000.00	\$5,000.00
15	Turf Establishment	200	Syd	\$4.00	\$800.00
16	SCADA Relocation & Integration	1	Lsum	\$17,200.00	\$17,200.00
17	Electrical - Demolition	1	Lsum	\$3,600.00	\$3,600.00
18	Electrical - Controls	1	Lsum	\$70,000.00	\$70,000.00
19	Electrical - Remove/Relocate Electrical Panel Enclosure	1	Lsum	\$1,200.00	\$1,200.00
20	Electrical - Electrical Panel Enclosure Repair	1	Lsum	\$4,500.00	\$4,500.00
21	Cathodic Protection	1	Lsum	\$9,000.00	\$9,000.00
22	Sprinkler Repair Allowance, Max. \$2,000	2,000	Lsum	\$1.00	\$2,000.00
23	Site Conduit	100	Lft	\$12.50	\$1,250.00
Subtotal					\$141,616.00
Drywell Interior Items					
24	Drywell mechanical demo	1	Lsum	\$15,000.00	\$15,000.00
25	Sump pump replacement	1	Es	\$2,500.00	\$2,500.00
26	DI piping, Flanged, 4 inch	4	Lft	\$150.00	\$600.00
27	DI piping, Flanged, 6 inch	4	Lft	\$250.00	\$1,000.00
28	4 inch Iso-ring w/ 0 to 150 ft H2O p. gauges	2	Ea	\$650.00	\$1,300.00
29	6 inch Iso-ring w/ -30 to 30 ft H2O p. gauges	2	Ea	\$950.00	\$1,900.00
30	Check Valve, Flanged, 4 inch	2	Ea	\$1,000.00	\$2,000.00
31	Gate Valve, Flanged, 4 inch	2	Ea	\$1,000.00	\$2,000.00
32	Gate Valve, Flanged, 6 inch	2	Ea	\$1,200.00	\$2,400.00
33	Reducer, Flanged, 6 inch x 4 inch	2	Ea	\$800.00	\$1,600.00
34	DI 45° Elbow, Flanged, 4 inch	2	Ea	\$650.00	\$1,300.00
35	DI Side Outlet 90° Elbow, Flanged, 6 inch	1	Ea	\$1,000.00	\$1,000.00
36	Piping Painting	1	Lsum	\$5,000.00	\$5,000.00
37	Drywell & Chimney Painting	1	Lsum	\$20,000.00	\$20,000.00
Subtotal					\$57,600.00
Wetwell Items					
38	Dewatering	1	Lsum	\$4,200.00	\$4,200.00
39	Manhole Section, 6 ft diameter	1	Ea	\$5,000.00	\$5,000.00
40	Manhole Flat-top, 6 ft diameter w/ 48"x48" embedded hatch	1	Ea	\$12,000.00	\$12,000.00
41	Float Switch	2	Ea	\$250.00	\$650.00
42	Heavy Duty Closed Mesh Double Eye Cable Support Grip	3	Ea	\$50.00	\$150.00
43	2" Link-Seal & Grout	2	Ea	\$200.00	\$400.00
44	Radar Level Sensor	1	Ea	\$2,500.00	\$2,500.00
45	Stainless Steel Float & Instrument Hook	1	Ea	\$500.00	\$600.00
46	Lining wetwell	1	Lsum	\$27,500.00	\$27,500.00
Subtotal					\$53,000.00
CONSTRUCTION ITEMS SUBTOTAL					\$300,000.00
CONTINGENCY (19.3%)					\$58,000.00
DESIGN & CONSTRUCTION ENGINEERING					\$42,000.00
PRELIMINARY CONSTRUCTION COSTS ESTIMATE					\$400,000.00



Ada Township

Hall Street Sanitary Sewer Study

December 27, 2023



Moore+Bruggink
Consulting Engineers

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1.0 EXECUTIVE SUMMARY

The Hall Street lift station is located at the intersection of Fernridge Drive and Hall Street. It receives sewage from roughly 80 homes that are along Hall Street and the southern portion of the Paradise Lake sub-division. It also receives flow from 80 condominiums on Bridge Crest Drive.

The lift station pumps the sewage roughly one-half mile through a 6" diameter force main that runs east under Hall Street and then turns and goes north under Paradise Lake Drive where it discharges into a gravity sewer that flows northerly towards Ada Drive. This force main has had a couple of recent breaks resulting in sewage overflows.

The Hall Street Lift Station was constructed in 1975 and needs improvements due to the age of the equipment. These improvements include new controls, new piping within the dry well, new bypass connection piping, wet well modifications, wet well and bypass chamber lining, electrical upgrades, and other related items.

There is a lift station at the Cascade/Spaulding/Hall Street intersection that was constructed in 1987. Given the proximity of this lift station to the Hall Street lift station, it makes sense to evaluate if the flows into the Hall Street lift station can be diverted into the Cascade/Spaulding/Hall lift station.

A map of the sanitary sewer system in the Cascade/Spaulding/Hall Street/Paradise Lake neighborhood is shown on Figure 1.

The following is a summary of alternatives that have been considered.

1.1 Alternatives For Consideration

1.1.1 Alternative A: Do Nothing

If nothing is done to address the deterioration of the Hall Street Lift Station and force main there will be additional breaks in the force main with associated emergency responses and related costs. EGLE will also mandate that the situation be remedied through a Violation Notice and Authoritative Consent Order process. This alternative is not recommended.

1.1.2 Alternative B: Extend Gravity Sewer from Cascade Road & Eliminate Hall Street Lift Station

This alternative is shown on Figure 2 of this report. With this alternative, sanitary sewer would be extended from the Cascade/Spaulding lift station to intercept the flows into the Hall Street lift station. The Hall Street lift station could then be removed. The new gravity sewer would need extend past the Hall Street lift station due to the depth of the sewer near the Hall Street lift station.

The proposed sewer would be approximately 1,950 feet long at a depth up to 24 feet deep and would require crossing Cascade Road, which would increase construction difficulty and costs. It would also increase flows to the Cascade Lift Station, so additional improvements would need to be made to the Cascade Lift Station to increase the pumping capacity. The estimated cost for this option is **\$2,300,000**.

1.1.3 Alternative C: Renovate Hall Street Lift Station and Pump to Balsam Hill Sewer

This alternative is shown on Figure 3 of this report. With this alternative, the Hall Street Lift Station would be renovated and a new force main would be constructed that would pump into the gravity sewer at Balsam Hill. This sewer flows into the Cascade Lift Station, so additional improvements would also be required to increase the pumping capacity of the Cascade Lift Station.

The proposed force main would be shorter and would discharge to a lower elevation, so new pumps would also be required at the Hall Street Lift Station. The estimated cost for this alternative is **\$1,425,000**.

1.1.4 Alternative D: Renovate Hall Street Lift Station and Line Force Main

This alternative is shown on Figure 4. With this alternative, the Hall Street Lift Station would be renovated and the existing force main in the Hall Street and Paradise Lake Drive right-of-way would be lined using a cured-in-place-pipe (CIPP) liner. The estimated cost of this alternative is **\$1,250,000**.

1.1.5 Alternative E: Renovate Hall Street Lift Station and Replace Force Main

This alternative would be similar to Alternative D, and would include renovating the Hall Street Lift Station, but the force main would be replaced with a new directionally bored HDPE pipe. This new force main would have benefits for system reliability, and the installation would also have less impact to the sanitary sewer operations, traffic, and residences since the majority of the HDPE force main could be installed while the existing force main is in use and fewer access pits would be needed, as compared to CIPP lining. The estimated cost of this alternative is **\$1,400,000**.

1.2 Recommendation: Improve Hall Street Lift Station and Replace Force Main

We recommend the Township proceed with Alternative E. While this is not the least expensive option, it is preferred over alternative D because it will have less impact to residences, roadways, and will have a much longer life than lining the existing force main. It is further recommended that the Hall Street Improvements and force main replacement be done as a single project to minimize project costs and interruptions to the lift station operation.

2.0 SEWER SYSTEM BACKGROUND INFORMATION

2.1 The Need for Sanitary Sewer Study

The Hall Street Lift Station (HLSL) is scheduled for improvements this coming year. The force main of the lift station has experienced several breaks in recent years. In response to this, Ada Township has requested that alternatives be investigated that could minimize project costs.

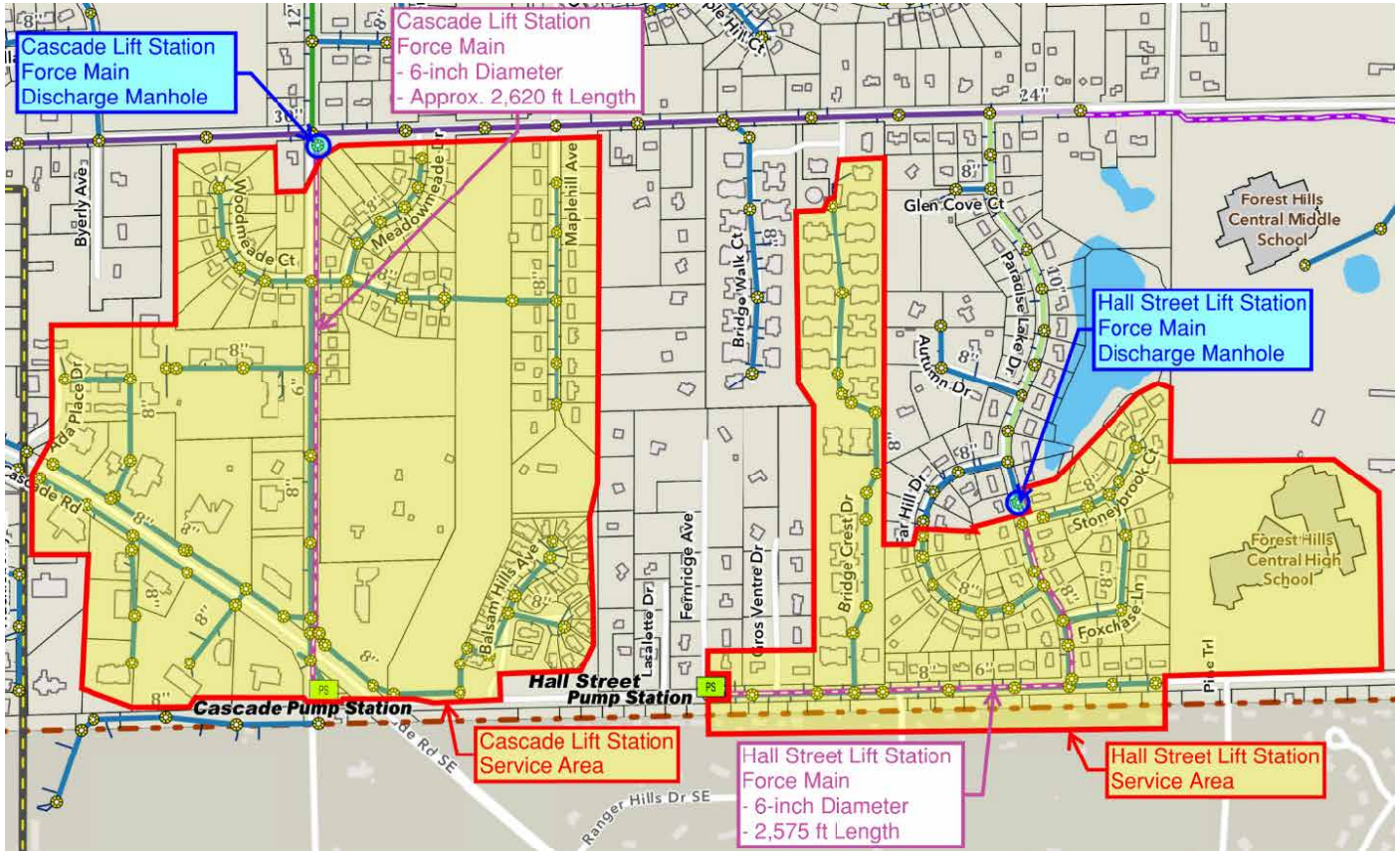


Figure 1 –Existing Sanitary Sewer System Near Hall & Cascade

2.2 Hall Street Lift Station & Influent Sanitary Sewer Information

The Hall Street Lift Station is located at 5465 Hall Street, on the northeast corner of the Fernridge Drive and Hall Street intersection, and was constructed in 1975. The influent sanitary sewer in the Hall Street ROW between Paradise Lake Drive and Fernridge Drive, and within the Paradise Lake ROW between Hall Street and Stonybrook Court, was installed in 1975 with the Hall Street Lift Station.

The lift station has a wet well/dry well configuration, in which the sanitary sewer flow into a wet well and the pumps and control valving are located in an adjacent dry well. This type of configuration used to be very common, but is becoming less common for new installations due to concerns related to confined space entry and the potential for the dry well to flood.

A standby generator, automatic transfer switch (ATS), power panel cabinet, and passive cathodic protection system were added in 2008. A SCADA system and enclosure were added in 2014. The pumps were replaced in 2018. All other equipment is original. The force main is 6-inch diameter ductile-iron pipe, and has broken several times in recent years. Each force main failure appeared to be due to corrosion acting on the outside of the pipe. A summary of the lift station information is shown in the table below.

Table 1 – Hall Street Lift Station Information

Hall Street Lift Station	
<i>Year of Original Installation</i>	1975
<i>Configuration</i>	wet well/dry well
<i>Required Firm Pumping Capacity</i>	250 gpm
<i>Current Firm Pumping Capacity</i>	280 gpm
<i>Current Pumps Install Year</i>	2018
<i>Current Pumps Power</i>	15 hp
<i>Force Main Diameter & Length</i>	6" Ø & 2,575 ft
<i>Bypass Connection</i>	6" Ø
<i>Standby Generator Size, Install Year</i>	480 v 60 kW, 2009
<i>Lowest Influent Sewer Invert Elevation</i>	739'

2.3 Cascade Lift Station & Influent Sanitary Sewer Information

The Cascade Lift Station is located at 5200 Cascade Road, on the southeast corner of the Cascade Road and Spaulding Avenue intersection, and was constructed in 1987. The influent sanitary sewer within the Spaulding Avenue ROW were installed with the Cascade Lift Station in 1987. The influent sanitary sewer from the Balsam Hill Development was installed in 2002.

The lift station has a wet well/valve chamber configuration, in which the pumps are located within the wet well and the control valves are located in an adjacent valve chamber. All electrical equipment and controls are located in panels above grade. A SCADA system was added in 2014.

The force main is 6-inch diameter piping and is 0.5 miles long. The original force main is ductile iron pipe material. In 2012, 620 feet of force main near the lift station and 730 feet of force main just before the discharge was replaced with 6-inch DR-11 HDPE piping. A summary of the lift station information is shown in the table below.

Table 2 – Cascade Lift Station Information

Cascade Lift Station	
<i>Year of Original Installation</i>	1987
<i>Configuration</i>	wet well/valve chamber
<i>Required Firm Pumping Capacity</i>	320 gpm
<i>Current Firm Pumping Capacity</i>	(Unknown – not recently tested)
<i>Current Pumps Install Year</i>	2018
<i>Current Pumps Power</i>	17 hp
<i>Force Main Diameter & Length</i>	6" Ø & 2,620 ft
<i>Bypass Connection</i>	6" Ø
<i>Standby Generator Size, Install Year</i>	(None)
<i>Lowest Influent Sewer Invert Elevation</i>	731.5'

3.0 ALTERNATIVES ANALYSIS

3.1 Alternative A: Do Nothing

The Hall Street Lift Station controls and force main are 48 years old and are at risk of failure, especially the force main, which has experienced multiple breaks in recent years. The compressors needed for the bubbler level control system are failing and in need of replacement. The option of doing nothing would leave the system in an unreliable state. EGLE has indicated that if there is another force main break, an Authoritative Consent Order (ACO) would be issued requiring the issue be corrected by replacing or lining the force main.

For these reasons, doing nothing is not a viable option and is not recommended.

3.1.1 Secondary Effects & Hydraulic Analysis

Doing nothing would eventually lead to failure of the force main and the lift station controls, which would, in turn, result in SSO events, emergency bypass pumping, emergency repairs, and fines from EGLE.

There would be no effect to the hydraulics of the sanitary sewer.

3.1.2 Capital Costs

No capital costs would be expended for this option.

3.1.3 O&M Costs

O&M costs would likely increase over time due to increased frequency of emergency repairs due to force main breaks and failing lift station controls. Sanitary sewer overflow (SSO) events, potential fines, and potential ACO expenses could further increase costs. The time that such costs would be incurred and the exact cost of fines is not known, but such additional costs could easily result in tens of thousands of dollars or more being spent.

3.2 Alternative B: Extend Gravity Sewer from Cascade Road & Eliminate Hall Street Lift Station

This alternative includes extending new gravity sewer from the Cascade/Spaulding Lift Station to intercept the flows into the Hall Street Lift Station. The Hall Street lift station could then be removed. The Cascade Road lift station is due for improvements in the next few years which include installing new pumps, valves, and controls. Only the additional improvements to the Cascade Lift Station that would be required to handle the additional sewer flows will be discussed as part of this alternative. The gravity sewer routing is shown below in Figure 2, and a more detailed preliminary layout is attached to this report in Appendix A.



Figure 2 –Alternative B Gravity Sewer Extension Routing

The minimum slope for an 8-inch sewer is 0.4 percent, and for the purposes of preliminary feasibility planning is being kept at 0.5 percent to account for discrepancies between record drawing elevations and the potential need for currently unforeseen routing adjustments. The sewer invert to the manhole immediately upstream of the lift station is at an elevation of 740.21 feet. This sewer is at a depth of approximately 11 feet. The sewer from the manhole that is two farther upstream is at a slope of 2.30 percent, which is a greater slope than is required. The nearest sewer to the west of the Hall Street Lift Station is just west of the Balsam Hill development, and the sewer invert is at an elevation of 741.36 feet. A gravity sewer extension from the manhole immediately upstream of the Hall Street Lift Station will be too deep to flow to any sewer west of the Hall Street Lift Station, even at minimum slope. If the two sections of upstream sewer along Hall Street were removed and replaced so that the sanitary sewer extension could be routed from the manhole east of Gros Ventre Drive, this sewer extension would still be too deep to flow to the Balsam Hill sewers but could be routed directly to the Cascade Lift Station. The proposed sewer would be approximately 1,950 feet long at a maximum depth of 24 feet deep and would cross Cascade Road, which would increase construction difficulty and costs.

3.2.1 Secondary Effects & Hydraulic Analysis

Replacing the two sections of sewer with a new gravity sewer that has a flatter slope and higher elevation may impact the sewer laterals from seven residences, requiring that residential sewage lift stations be installed.

The discharge manhole for the Cascade Lift Station force main has a 30-inch downstream sewer pipe, which has a capacity of approximately 7,180 gpm. The current peak flow through the sewer is approximately 3,000 gpm. Therefore, this alternative would not pose a risk of overloading the downstream sewers.

The sanitary sewer flows that are currently pumped by the Hall Street Lift Station would instead be pumped by the downstream Cascade Lift Station, requiring that its duty point be increased from 320 gpm to 570 gpm. This would require that the Cascade Lift Station pumps be replaced with 50 hp pumps.

At 320 gpm, the flow velocity through the 6-inch ductile iron force main is 3.6 ft/sec and 4.2 ft/sec through the DR-11 HDPE force main sections. At 570 gpm, the flow

velocity increases to 6.5 ft/sec and 7.5 ft/sec respectively, so flow velocity would still be in the acceptable range at the increased pumping rate.

The existing wet well is 6 feet in diameter. The currently installed pumps can experience up to 5.7 cycles per hour, equating to 2.85 cycles per pump. Increasing the flows as described would increase the pumping cycles up to 10 cycles per hour, 5 cycles per pump each hour. This is an elevated number of start/stop cycles per hour, and would not be recommended for a greenfield installation, but proposed Flygt pumps can safely perform at least 30 run cycles per hour without impacting pump life. The 6-foot diameter wet well could fill up in less than two minutes under peak influent flows, which could leave very little time for response to an emergency situation.

3.2.2 Capital Costs

Several aspects of this alternative would impact capital costs:

1. The gravity sewer would be deeper than 12 feet along most of the routing, and up to 24 feet deep south of the Balsam Hill development. This depth would require shoring during installation to limit the size of the excavated areas and impacts to traffic flows and increase the required traffic control measures.
 - a. Directional boring HDPE pipe for gravity sewers is not an option, as it cannot be guaranteed to maintain a consistent slope required for gravity sewers. Open cut installation of sewer pipe must be utilized.
2. The gravity sewer would cross Cascade Road, which would greatly increase the roadway reconstruction and traffic control costs.
3. The need to increase the pumping capacity at the Cascade Lift Station would require larger pumps and replacing the wet well to increase the working volume, which would increase equipment and installation costs as well as greatly increase excavations, earth retention, and bypass pumping costs.
4. The Hall Street Lift Station improvements would no longer be needed, saving an estimated \$600,000.

The estimated capital costs for this alternative would be as follows:

- Gravity Sewer Extension: \$2,000,000
- Additional Improvements at the Cascade Lift Station: \$200,000
- Hall Street Lift Station Removal & Restoration: \$100,000
- Total: **\$2,300,000**

3.2.3 O&M Costs

Electrical costs for pumping would increase by an estimated \$2,800 per year, as compared to the pumping costs for both Hall Street and Cascade Lift Stations operating in their current configuration, due to the increase head condition for the 570 gpm pumps.

Emergency response calls would likely reduce to some degree; however, this would also be the case if both Hall Street and Cascade Lift Stations were improved. Therefore, no additional costs are anticipated aside from the electrical costs detailed above.

3.3 Alternative C: Renovate Hall Street Lift Station and Pump to Balsam Hill Sewer

This alternative would route a new force main from the Hall Street Lift Station to the west, to discharge to a manhole near Balsam Hill Avenue, where the wastewater would then flow by gravity to the Cascade Lift Station. Improvements to the Hall Street Lift Station as noted above in Section 3.4 would still be required, as would additional improvements to the Cascade Lift Station that were noted in Section 3.2. The force main routing is shown below in Figure 3, and a more detailed preliminary layout is shown in Appendix B.

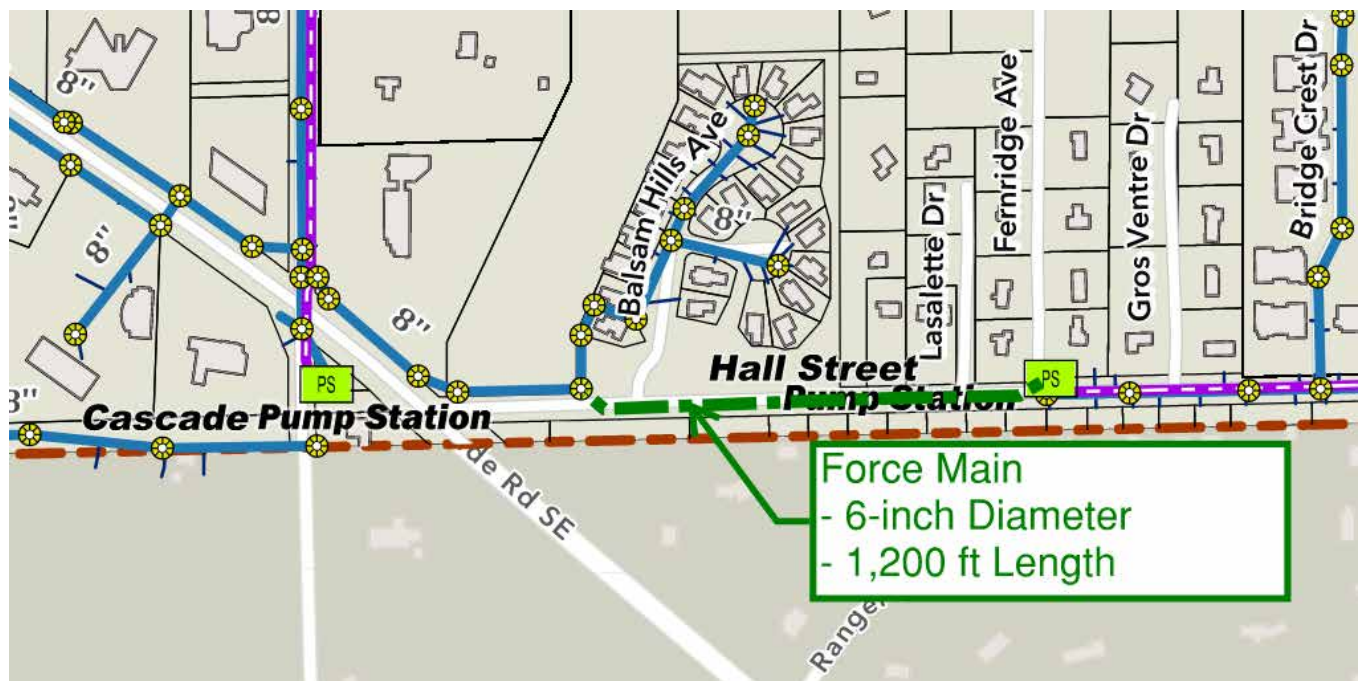


Figure 3 –Alternative C Hall Street Lift Station Force Main Routing

The sanitary sewers downstream of Balsam Hills Avenue are 8-inch diameter at a minimum slope of 0.5 percent, which have a capacity of 380 gpm. As there are only 25 houses discharging to these sewers which should equate to peak sustained flows of 20 to 25 gpm, there should be no capacity issues as a result of discharging the Hall Street Lift Station to these sewers at the current pumping rate.

3.3.1 Secondary Effects & Hydraulic Analysis

This alternative would have all the same secondary effects as described in Section 3.2, which includes additional improvements and upsizing of pumps at Cascade Lift Station, and poses potential for capacity concerns for sewers in Ada Drive.

This proposed Hall Street Lift Station force main would be shorter than the existing force main, and the discharge elevation would be relatively lower, resulting in a lowered discharge head for the pumps, so the Hall Street Lift Station Pumps would also need to be replaced.

3.3.2 Capital Costs

The estimated capital costs for this alternative would be as follows:

- Hall Street Lift Station improvements: \$600,000
- Hall Street Lift Station Pump Replacement: \$100,000
- Existing force main abandonment: \$25,000
- New HDPE force main installation: \$500,000
- Additional Improvements at Cascade Lift Station: \$200,000
- Total: **\$1,425,000**

3.3.3 O&M Costs

Electrical costs for pumping would increase by an estimated \$2,800 per year, as compared to the pumping costs for the Hall Street and Cascade Lift Stations combined, due to the increased head condition for the 570 gpm pumps.

Continuous operation of the 1.5 hp aerator blower would increase annual energy costs by an estimated \$1,500.

There would be no O&M cost savings for this alternative, other than reduced emergency response costs due to equipment failure, which should be a result of any selected alternative.

3.4 Alternative D: Renovate Hall Street Lift Station & Line Force Main

This alternative would include making renovating the Hall Street Lift Station and lining the force main with a cured in-place pipe (CIPP) liner. The force main routing is shown below in Figure 4.

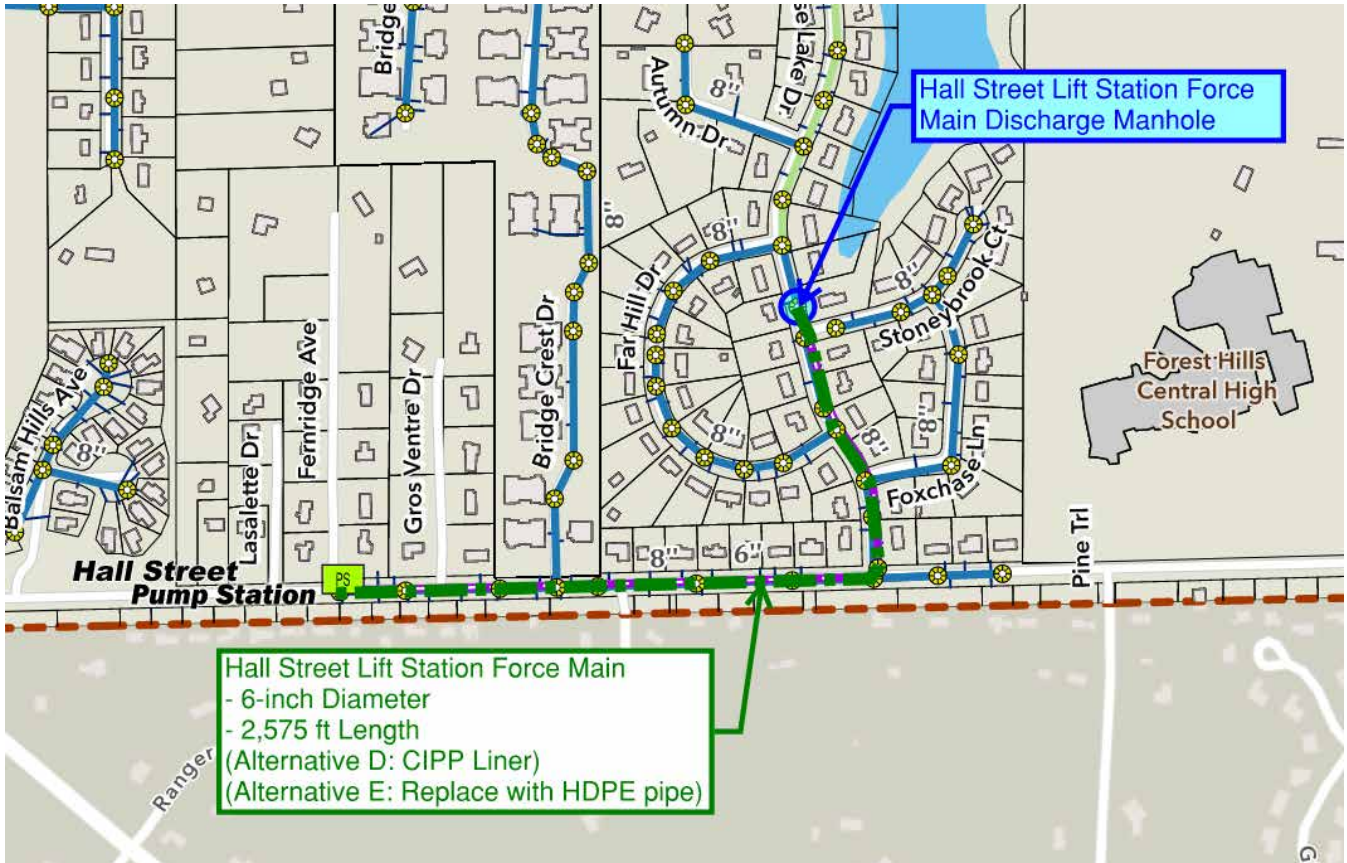


Figure 4 –Existing Hall Street Force Main Routing

Improvements at the lift station would include:

1. Replacing controls, valves, bypass connection, and cathodic protection anodes.
2. Replacing the reducing manhole section at the top of the wet well with a straight walled manhole section and a flat top with embedded access hatch.
3. Adding a wet well aerator to alleviate odors by preventing sanitary sewer flows from becoming septic, as well as to provide mixing within the wet well. This will prevent formation of a floating mat of septic materials and reduce odors and maintenance issues.
4. Lining wet well and bypass connection chamber to prevent water infiltration and corrosion.

Lining of the force main would not require installing a new force main; instead, access pits would be dug at a maximum spacing of 700 feet and a section of force main piping would

be removed to allow access to line the force main so that a resin impregnated fiber tube pipe liner could be installed. The Hall Street Lift Station flows would need to be bypass pumped and/or truck & hauled for the duration of force main lining installation.

At the Hall Street/Paradise Lake Drive intersection, the force main has two 45-degree elbows spaced approximately 27 feet apart. As most liners cannot be installed through elbow fittings, this section of piping would be replaced with new pipe, resulting in a larger excavation within the roadway and increased roadway reconstruction and traffic control costs.

Street surface removals and replacements would be required for the access pits. Roadway closures along Hall Street could likely be limited to a single lane. Closures along Paradise Lake Drive may need to close both traffic lanes. The roadway closure at the intersection of Hall Street and Paradise Lake Drive would likely require closure of all traffic lanes.

3.4.1 Secondary Effects & Hydraulic Analysis

This alternative would have minimal secondary effects, and the configuration of the sanitary collection system would remain as it currently is. There has been some concern that lining of sanitary sewer piping increases production of sewer gases and noxious odors; however, there is no evidence that this is the case as the lining materials do not react with chemicals present in sanitary sewer. There could be the potential that gases are escaping through piping separations or reacting with corroding pipe, which lining would eliminate, thereby causing the gases to be more concentrated at the discharge point. If this is the case, replacing the force main with new piping would have the same effect, and this should not be a determining factor for consideration. If elevated sewer gases and odors exist, they should be properly addressed by reducing the contributing factors, and not simply be allowed to continue to cause deterioration of the sewer system.

There would be minimal impacts to the system hydraulics. Replacing the force main with HDPE pipe would result in a slightly smaller inner diameter of the piping, but the HDPE pipe has a higher C-factor, which would help offset any potential increase in pumping head.

3.4.2 Capital Costs

The estimated capital costs for this alternative would be as follows:

- Hall Street Lift Station Improvements: \$600,000
- Force main CIPP Lining: \$650,000
- Total: **\$1,250,000**

3.4.3 O&M Costs

The sewer system operation and maintenance (O&M) would remain essentially the same as it currently is, with the exception that there should not be any force main breaks for 20(+) years. As the force main breaks are not scheduled occurrences, addressing the repairs would be additional expenditures that are not included in the annual O&M budget. Removing the likelihood of such repairs would help to

save Township funds, but for the purposes of this report, would not impact the current O&M budget.

The existing HSLs pumps were replaced in 2018 and would not require replacement. The pumping condition of the HSLs would remain essentially unchanged, and there would be no impact to sanitary sewer pump energy usage.

Continuous operation of the 1.5 hp aerator blower would increase annual energy costs by an estimated \$1,500 per year.

3.5 Alternative E: Renovate Hall Street Lift Station & Replace Force Main

This alternative would include making equipment replacements and improvements at the Hall Street Lift Station as described for Alternative D, but the force main would be replaced entirely with a new HDPE piping.

The force main could be abandoned in-place, and a new HDPE force main directionally bored. Directional boring the new force main would reduce, but not eliminate, the need for excavations within the right-of-way as compared to an open cut installation. Boring pits would need to be dug along the force main routing. At a minimum, boring pits would be needed at the start of the HDPE force main and at the intersection of Hall Street and Paradise Lake Drive.

The force main on the lift station site and the piping that exits the dry well are also susceptible to failure and would need to be replaced, although the section of pipe that exits the dry well could potentially be restored using a different method due to difficulty of replacement. The dropped invert and the discharge manhole would be replaced.

3.5.1 Secondary Effects & Hydraulic Analysis

This alternative would have minimal secondary effects, and the configuration of the sanitary collections system would remain as it currently is.

There would be minimal impacts to the system hydraulics. Replacing the force main with HDPE pipe would result in a slightly smaller inner diameter of the piping, but the HDPE pipe has a higher C-factor, which would help offset any potential increase in pumping head.

3.5.2 Capital Costs

The estimated capital costs for this alternative would be as follows:

- Hall Street Lift Station Improvements: \$600,000
- Force main replacement in-kind with ductile iron pipe: \$1,400,000
- (or) Force main replacement with HDPE: \$800,000
- Total Costs (HSLs Improvements & HDPE FM): **\$1,400,000**

3.5.3 O&M Costs

The impacts to O&M costs would be the same as for the force main lining alternative (Alternative D).

4.0 RECOMMENDED ALTERNATIVE

We recommend that Ada Township select Alternative E, which includes making improvements to the Hall Street Lift Station and replacing the force main with HDPE pipe, to improve the reliability of the sanitary sewer system for the Hall Street and Paradise Lake Drive areas.

This alternative has lower estimated capital costs and lower ongoing O&M costs than do the alternatives that would reconfigure the flow patterns of the sanitary sewer system (Alternatives B & C).

It has marginally higher estimated capital costs than the force main lining alternative; however, the final product would be of higher quality. Lining the force main would result in seams between liner sections and portions of new pipe between these liner sections, which would be points for potential failure. Whereas a new HDPE force main would be completely new pipe and should have a useable life of 50 years or more.

Alternative E would present lower interruption to roadway traffic, residential access, and sanitary utility service than the gravity sewer extension alternative or force main lining alternative. Much of the new HDPE force main could be installed while the Hall Street Lift Station continues to operate the existing force main. Bypass pumping or truck & haul services would be needed only when replacing the start and end points, or when construction for the lift station improvements required. Ideally, these construction activities could be scheduled to take place concurrently to minimize associated bypass pumping costs.

**APPENDIX A – GRAVITY SEWER
EXTENSION PRELIMINARY LAYOUT**



PLAN SCALE: 1" = 200'

Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mail@mbce.com



GRAVITY SEWER EXTENSION
FOR
HALL STREET PRELIMINARY
SANITARY SEWER ANALYSIS
ADA TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
(NA)

PROJECT NO.:
220195.01

DESIGN DRAWN BY:
JAB

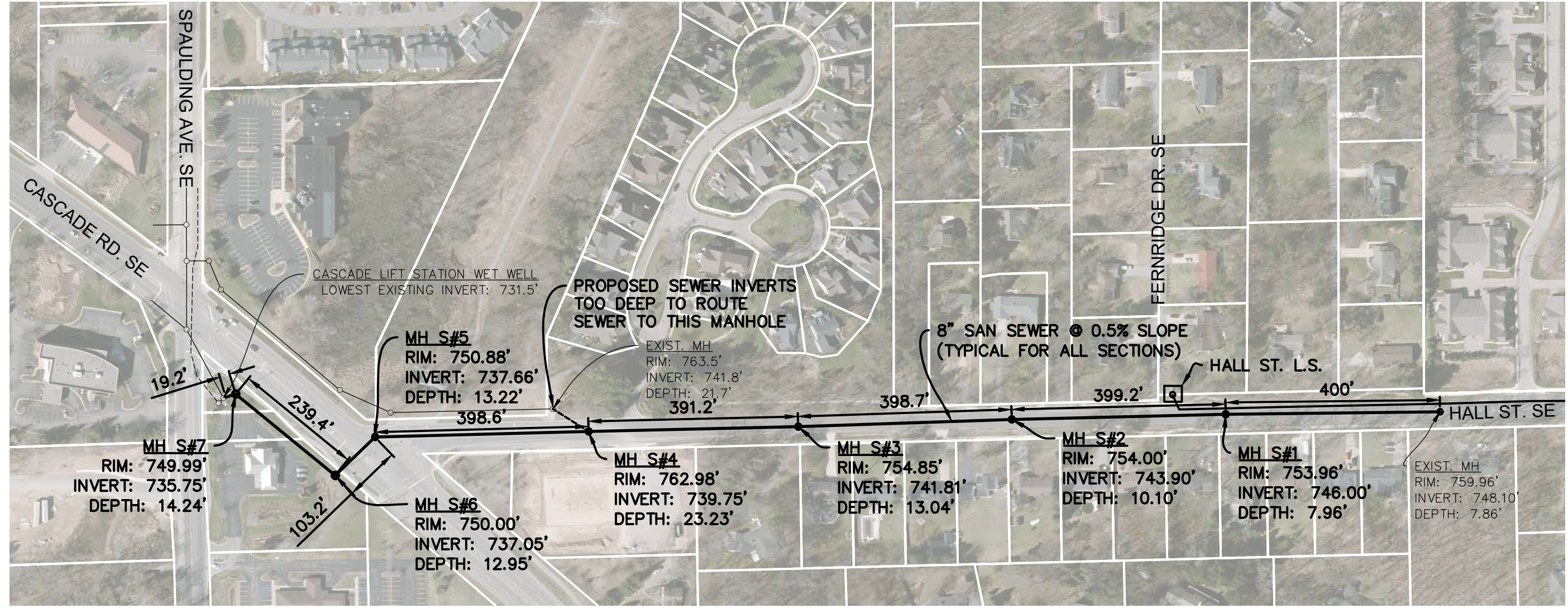
DESIGNED BY:
JAB

CHECKED BY:
SCG

PLAN DATE:
12/8/2023

SHEET NUMBER

1 OF **1**

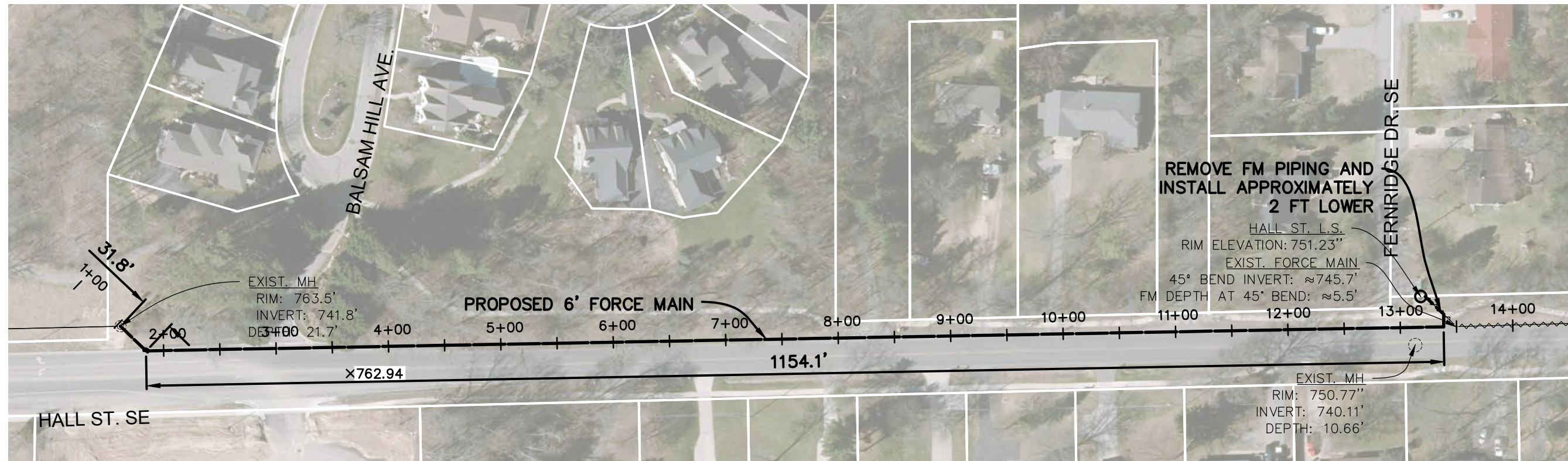


**ALTERNATIVE B PRELIMINARY LAYOUT:
GRAVITY SEWER EXTENSION TO CASCADE LIFT STATION**

SCALE: 1" = 200'

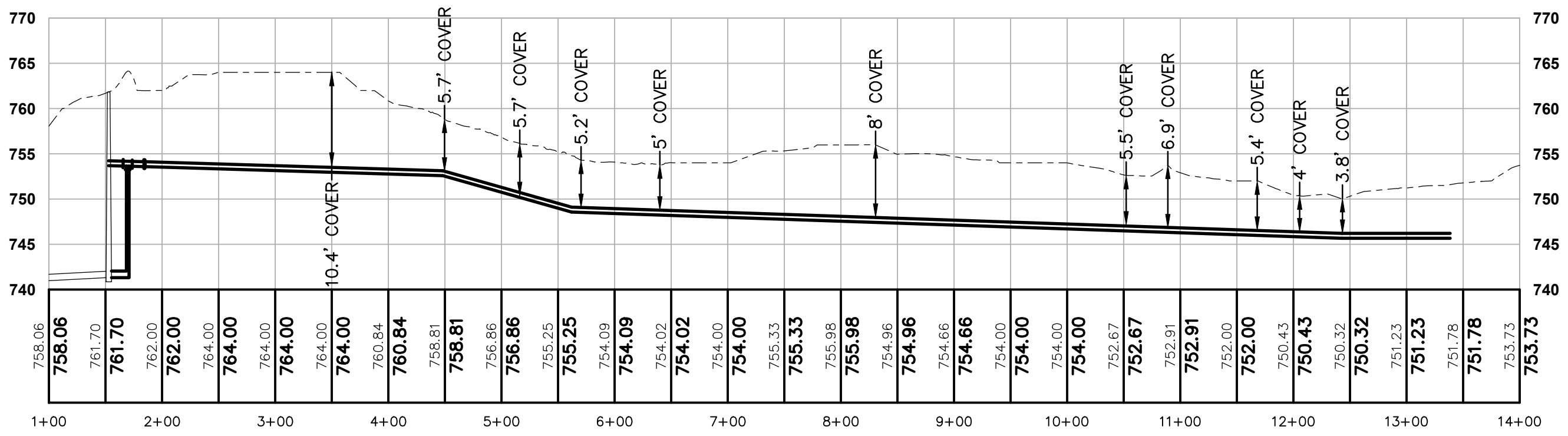
P:\220195.01_Hall_Street_Lift_Station_Improvements\CAD\DWG\Preliminary Gravity Sewer SHEETS.dwg_12/8/2023 11:53:49 AM_JAKE BRUGGINK

**APPENDIX B – FORCE MAIN TO
BALSAM HILL PRELIMINARY LAYOUT**



ALTERNATIVE C PRELIMINARY LAYOUT: REROUTING FORCE MAIN TO THE WEST - PLAN

SCALE: 1" = 100'



ALTERNATIVE C PRELIMINARY LAYOUT: REROUTING FORCE MAIN TO THE WEST - PROFILE

HORIZONTAL SCALE: 1" = 100'

VERTICAL SCALE: 1" = 25'



PLAN SCALE: 1" = 100'

Moore+Bruggink
 Consulting Engineers
 2020 Monroe Ave.
 Grand Rapids, MI 49505
 (616) 363-9801
 mailbox@mbce.com



REROUTE FORCE MAIN TO THE WEST
 FOR
HALL STREET PRELIMINARY
SANITARY SEWER ANALYSIS
 ADA TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE
 (NA)

PROJECT NO.:
 220195.01

DESIGN DRAWN BY:
 JAB

DESIGNED BY:
 JAB

CHECKED BY:
 SCG

PLAN DATE:
 12/8/2023

SHEET NUMBER

1 OF 1

P:\220195.01_Hall_Street_Lift_Station_Improvements\CAD\DWG\Preliminary Gravity Sewer SHEETS.dwg_12/8/2023 2:09:23 PM_JAKE BRUGGIN



Moore+Bruggink
Consulting Engineers

March 29, 2024

Re: Hall Street Lift Station
Improvements
Project No. 220195.01

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

Dear Mr. Suchy:

At the last BGU committee meeting in January, we presented a draft report on various repair options for the Hall Street and Fernridge Drive lift station and forcemain. A copy of that report is attached. The report looked into five alternatives that could be considered, and the discussion with the BGU committee focused on Alternative B and Alternative E as follows:

Alternative B: Gravity Sewer from Cascade Road/Remove Hall Street Lift Station

Sanitary sewer would be extended from the Cascade/Spauling lift station to intercept the flows into the Hall Street lift station. The Hall Street lift station could then be removed. The new gravity sewer would be 1,950 feet long and up to 24 feet deep. This would increase flows to the Cascade Lift Station, requiring additional pump upgrades. The estimated cost for this option is **\$2,300,000**.

Alternative E: Renovate Hall Street Lift Station and Replace Force Main

This includes renovating the Hall Street Lift Station, and replacing the force main with a new directionally bored HDPE pipe. The estimated cost of this alternative is **\$1,400,000**.

It is always wise to eliminate lift stations and go with gravity sewer, but given the significant cost increase of \$900,000 between the two alternatives, the BGU Committee requested additional life cycle costs for each alternative.

We have prepared several life cycle cost scenarios for varying interest rates and anticipated maintenance and electrical costs for each of the two alternatives. They are contained in the Net Present Worth (NPW) summaries that are enclosed. The NPW analysis looks at the present capital cost, ongoing maintenance costs, electrical costs, and anticipated future renovation costs over a 25-year period and then converts these future costs into a net present worth amount.



Mr. Julius Suchy
March 29, 2024
Page 2

We determined the NPW amounts for 16 different interest rate scenarios, and have enclosed the results from three of these that assume interest and CPI increases for interest rates varying between 3 percent and 5 percent. The results show the following:

Alternative B: Net Present Worth \$3,281,017 to \$3,476,635

Alternative E: Net Worth \$2,711,539 to \$3,037,173

These numbers represent the actual cost for each alternative over the next 25 years, assuming interest rates between 3 percent and 5 percent. So while it is initially \$900,000 more to eliminate the Hall Street lift station, it is an increase in the \$500,000 range when looking at the life cycle costs projected over the next 25 years.

We look forward to reviewing this information with the BGU Committee for further direction at the meeting next week. Do not hesitate to call with any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.
Township Engineer

Attachment



MEMORANDUM

Date: 5/31/24

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Appointment of Julius Suchy to the Grand Valley Metro Council

Background:

Supervisor Leisman currently serves as the Ada Township representative on the Grand valley Metro Council. Mr. Leisman has served as the representative since taking over as Supervisor in November of 2020.

In discussing the transition to the end of Supervisor Leisman's term, he has indicated a desire to step down from the Grand Valley Metro Council as his schedule makes it difficult to attend the remaining meetings.

In November of 2024 when Supervisor Korth is elected, he can take over the GVMC role if desired. In my initial conversation with him, he indicated having me serve in the role on behalf of the Township.

While serving as Village Manager of Sparta I served as the GVMC representative for over 6 years and I am happy to do so again if appointed by the Township Board.

Recommendation:

Appoint Manager Julius Suchy to the Grand Valley Metro Council as the Ada Township representative.

Requested Motion: Motion to Appoint Manager Julius Suchy to the Grand Valley Metro Council as the Ada Township representative.



DATE: May 14, 2024
TO: Township Board
FROM: Clerk Smith
RE: Retirement

I have thoroughly enjoyed my 28 years working with this board at Ada Township, and specifically my last nine years as clerk. It was my intention to fulfill the rest of this term until November. However, my health issues are making it increasingly difficult to continue. Therefore, at this time I am submitting my retirement date of June 24, 2024.



Township Manager Report for June 5, 2024

Submitted by Township Manager Julius Suchy

Ada Township to Participate in Right Place Developer Day:

On Thursday June 13th the Township will be host to approximately 50-60 individuals in the development and real estate world to highlight the Township and the work it has done around public/private partnerships.

The tour will begin with guests arriving at the Amy Van Andel Library and following a short introduction about the building Haley Stichman and I will lead two groups through downtown to finish with a tour of Michigan Software Labs provided by co-owner Joshua Hulst. The tour will include a highlight from the rooftop deck overlooking the area that will be transformed through the Connecting Community in Ada Campaign. The morning will conclude with the group walking over the Covered Bridge to busses waiting to take them to the next stop on the tour.

Ada will be the first community highlighted as an aspirational community and we are excited about this opportunity to highlight the many successful public/private partnerships that have shaped Ada and where the future ones – Connecting Community in Ada, will take the Township.

Kent County Road Commission Deer Management:

The Kent County Road Commission is currently exploring options to address deer management issues throughout the County. Based on their review, a significant portion of vehicle accidents involve deer and rather than look at solutions in specific jurisdictions, there is a desire to explore a county wide plan.

They have submitted additional information with a request for potential funding from the Township. This request will be on the July 8th board agenda for consideration. I will forward to the Administrative Committee prior to it coming to the board.

Kent County Drain Commissioner Update on Knapp Street Water Dumping:

I had anticipated the Drain Commissioner Ken Yonker attending the June 10th board meeting but this is now delayed until July 8th. Mr. Yonker would like to provide the board an update on his plans to address the issues at Knapps Street Crossing that have led to water dumping in the Grand River in Ada Township via trucks.

I have requested that Mr. Yonker provide some written materials explaining their plan so the board has a chance to review them prior to the meeting.

River Street Construction Traffic:

Staff has been working with our community policing officers to review the increased construction traffic and parking between Bronson Street and Thornapple River Drive. The purposes of the review was to determine if the east side of River Street should be a temporary no-park zone to ensure that the road is kept clear for public safety vehicles as well as the public. There have been numerous times

when it is extremely difficult for vehicles to travel on River Street with vehicles parking on both sides of the road.

Staff has followed up with our community policing officers to identify the next steps if this is something that the Township would like to explore.

Trail Wayfinding Signage Update:

Following approval of the implementation plan with Corbin Design I met with their staff to discuss next steps and the final schedule. The plan is to have the wayfinding signage bid due prior to the July 8th board meeting so Corbin Design can review the bids submitted and make a recommendation to the Township Board on awarding the bid.

14.9 Acre Property Purchase from Oxbow Update:

The property closing took place last week and the Township is now in possession of the property.


Committee Updates:

- Building, Grounds, Utility Committee:
 - Still working on finalizing a meeting date to discuss the following items:
 - Friends of the AVA Library Sign Request
 - Review Proposals from Baker Tilly & Municipal Analytics for a full rate study
 - Other items as needed

- Public Safety Committee:
 - A meeting will be scheduled to review information provided by Chief Murray regarding a potential change to how our upcoming fire truck purchases would be staggered.
 - Cost recovery ordinance that would allow the Township the potential of recouping cost – this has been submitted to legal counsel for review. Once the review is complete it will be presented to the Township Board unless significant issues arise during the legal review

- Trail Committee:
 - A meeting will be scheduled to consider the inclusion of Pettis Avenue from Deer Run Ave. to Dogwood Ave. as requested by the Township Board

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor 
Date: May 30, 2024
Re: Assessing Department Update

Comments: Property questionnaires for the neighborhoods that we will be reviewing this year have been mailed to residents and we have received 35% of the questionnaires back. We are in the process of analyzing and entering data on those parcels as part of our summer field review process.

Below is an update on our active MTT cases:

- 5075 Cascade Road LLC – Valuation Appeal was filed on May 16, 2024. Answer was filed on May 21, 2024.
- Old National Bank – Valuation Appeal. (2022 & 2023) Appeal Tax years have been combined and will be heard together. Appraisals have been completed on this parcel by both parties. Waiting for hearing date to be set.

Thanks



Buildings, Facilities, and Grounds Report for June 10 2024

Submitted by Dennis Brinks BFG Director

Streetscapes:

The first batch of cement blocks arrived Friday March 29th for the DDA flower beds with streetlights. We are waiting on the second of three batches for the four-foot cement blocks. We had ordered 108 blocks all together and they can only make 4 a day weather dependent. BFG staff will continue to work on this project through the summer.

Contracted Irrigation and flower bed installation was a success. BFG is monitoring the flower beds for moisture content along with the contractor RRR to insure the longevity of the flowers.

BFG staff will also be edging the DDA sidewalks this summer in addition to cleaning up the benches with our new skid mounted pressure washer.

BFG also removed the suckers from the Locust Trees along the down town streets. In addition to rebuilding the island by the new Foxtail building.

Parks:

Contractor recently placed the new blown in mulch around Legacy and the Streetscapes. Parks and Rec Director Deason and I will be asking the contractor to install this sooner next year. Along with the special playground mulch.

Made sure the fountain install went smoothly at Ada Park. Come check it out, it's quite the spectacle.

Helped with the Forest Hills East School event at Roselle Park. I had about 160 students go through my station to help remove some weeds in the flower beds, mulch around the building, and pull some invasive Mugwort.

Contractor repaired the irrigation at Roselle. There was a leak at the main shut off and the two outside spigots were not working.

Facilities:

Hurst Mechanical was able to complete the first portion of the preventative maintenance and repair work. This was just in time before the hot humid weather and all seems to be running smoothly.

BFG delivered around 16 yards of mulch to the museum so that their staff could manage the flower beds.

New handicap signs are being installed to be in compliance. The difference is the person is in motion.

Trails:

BFG is continuing to clean up the weeds along our trail system in addition to cutting back branches and mowing the edges of the trails that the property owners neglect. This summer I plan to have the BFG remove the debris in the larger cracks and fill it in with bagged cold patch material.

We also had a wind storm that knocked down a few large tree limbs along our trails. BFG was able to open up the trails and haul wood.

Attended a walking meeting with Township Manager Suchy, Engineer Groenenboom and White, Parks and Rec Director Deason, and Intern Sennett regarding the next trail maintenance.

BFG:

Safety Training is going well. Recently we had Bloodborne Pathogen Training and Heat Stroke/Stress Training. Next trainings coming up will be Lock Out/Tag Out and Hazzard Communications.

I am working with Township Manager Suchy for a software to manage the Safety Material Data Sheets for the Township.

Attached are some pictures of some equipment and attachments that the BFG is not using any more or that we had already replaced with newer equipment. I would like to send this to auction so that the proceeds would cover a portion of the newer equipment that we had already purchased like a push mower, suitcase style generator, and buffalo turbine. Included in the auction list are: John Deere broom, John Deere mower, DR walk behind brush cutter, Walk behind blower, John Deere Brush cutter, John Deere Roller, Honda Generator, and Toro Push Mower.









Director Report for June 10, 2024

Submitted by DDA Director Haley Stichman

Events/Sponsorships:

Beers at the Bridge Summer Concerts: 6/21, 7/19 & 8/16

We are just about two weeks away from the first Beers at the Bridge event on June 21. I've been working over the past few weeks to finalize day-of-event logistics and will be working to coordinate with the band, vendors, and sponsors this week to ensure a smooth set-up on event day. Elise (DDA Intern) and I are scheduled to be onsite all day on June 21 to oversee and facilitate the event set-up. Township staff will be accompanying us throughout the day to provide additional support. Set up this year will include fencing logistics as our BFG maintenance crew will be picking up the fencing from Give Em' A Break and bringing it to Legacy Park for installation. Installing the fence ourselves is significantly reducing our event expenditures as the quote from Fence Consultants came back around \$20,000 for the summer. We're anticipating the setup to take up to 4/5 hours. Based on consensus from the board regarding the video screens to display digital banners of our sponsors, I've been working to confirm with a recommended vendor on pricing, dimensions and availability. Previous cost discussed with the Board was an additional \$1,200 for delivery, set-up, and operation. I anticipate deploying this video screen on site for June. More details to be provided as I continue to work through all logistics.

Progressive Tastings

We have two opportunities for Board members to participate in June (6/12 and 6/27), with the June 12 event coinciding with the launch of Music on the Lawn. We are considering rescheduling the June 12 specialty event due to History Center representatives not being available this year and a lull in ticket sales this week. An additional update will be given to the Board once any schedule changes are worked out. The goal of Board participation is for the members to gain a better understanding of the Progressive Tasting experiences and learn more about what Ada restaurants and retail have to offer. Please plan to share progressive tasting promotional materials with your networks. Reach out to me directly if you need me to resend any information.

Upcoming Events:

Ada Village Farmers Market – June 11, 18, & 25 | 9 a.m. – 2 p.m. @ The Community Church

Ada Progressive Tasting: The History Hop – June 12 | 4-6:30pm

Music on the Lawn - June 12, 19, and 26 | 7pm-9pm @ Legacy Park

Beers at the Bridge Summer Concert: Barenaked 90's – June 21 | 6pm-9pm @ Legacy Park

Ada Progressive Tasting: Art Groove – June 27 | 4-6:30pm

Ada Township's 4th of July Celebration – July 4 | Parade kicks off at 10am

DDA Summer Internships:

Stella Sutton and Elise Taylor have come onboard as interns this summer. Stella will be working on communications and operations of the Farmers Market and Elise will be providing support for marketing and events, mainly Beers at the Bridge and progressive Tastings. Interns are expected to work together to research the idea of a shop local campaign for Ada.

Streetscape Planting Management:

Due to a delay in securing the full number of cement blocks from Busch Concrete, BFG staff are still working to finish up the streetscape improvements. This delay did not have an impact on our ability to move forward with irrigation updates or seasonal plantings. The irrigation updates to the flower beds were completed prior to the seasonal plantings on May 20. RRR Lawn has been providing weekly updates after each maintenance visit, and we're working through some less-than-ideal moisture readings in a certain portion of the flower beds. BFG crews are continuing to monitor and increase irrigation schedules as needed to mitigate these issues. Maintenance visits will now begin on a bi-weekly basis and run through mid-October. I followed up with Dennis Brinks, BFG Director, regarding the lighter color tone of the new cement blocks utilized for the streetscape improvements. It was noted that this is likely due to different the types of materials used during the manufacturing process of the new cement blocks versus the sidewalk cement. Over time, cement oxidizes, which tends to darken the appearance so we will likely see the new cement blocks darken as well. These new cement blocks do have fiberglass in them as well, which may allow them to keep their vibrant color longer than traditional cement mixtures.

Ada Village Social District:

New social district signage will be deployed over the next week to denote the new expanded social district boundaries.

Downtown Walkway Project:

I have been working to complete the Mi Neighborhood Program grant application for the DDA pedestrian walkway improvement project. Applications for this grant are being accepted on a rolling basis and grouped together in two-week rounds for scoring purposes. The deadline of May 31 was outlined in my memo to the Board at the meeting in May. Additional material was needed to submit the application, so I have shifted my goal for submittal to the next deadline of 6/15. After submitting our application, we can expect follow up by July 17. Staff began to explore opportunities to make improvements to this pedestrian walkway located between Nonna's: The Trattoria (584 Ada Dr SE) and Ada Barber Shop (576 Ada Dr SE) back in January. The conversation started as the current brick pavers posed some pedestrian safety concerns. The current sand base appeared to be eroding causing the brick pavers to sink into the ground. BFG staff have since fixed the uneven pavers by addressing the eroding sand base. However, long-term issues are still a concern. Initial cost estimates showed it being more expensive to relay the existing pavers after the base had been repaired, than it would be to replace them with new pavers. Since there is a necessity to replace the brick pavers, staff believe it is a good time to consider additional improvements to beautify the walkway and make it more pedestrian friendly.

Shop Local Campaign:

The goal is for the DDA's summer interns to work collaboratively to establish a framework as the concept of shopping locally connects to the Farmers Market. Additionally, there is an opportunity to partner with Forest Hills Northern students to start research around the idea of a shop local campaign. These students have engaged in similar market research projects as part of the classes "Industry Month" which gives an opportunity to participate in project-based learning across different industries. More details will be provided as I continue to work through these details.

Welcoming new businesses to Ada:

The ABA will be hosting a Ribbon Cutting Ceremony at 4pm for Village Family Eyecare on Wednesday, June 26 for their grand opening. Village Family Eyecare is located in the former Sheldon Cleaners location at 7175 Headley St SE. After the ribbon cutting, meet Dr. Heather Jones, enjoy refreshments and snacks and check out their new office! You should have received a calendar invite. Ideally, we will be able to have at least two board members present to represent the DDA. I will be planning to attend until 4:30pm.

The Right Place - Developer Day

Ada will be hosting a group of 50 during The Right Place's Developer Day tour of the M-21 Corridor (Ada, Lowell area) on Thursday, June 13. This event will feature the Ada area as an aspirational showcase before heading East to Lowell via Fulton. Manager Suchy and I will be leading the tour groups around the downtown area to highlight MI Software Labs rooftop view and Legacy Park for placemaking highlights, then the Covered Bridge and the anticipated development of the Leonard Park property.

Farmers Market Report:

The Farmers Market kicked off its 2024 season this past Tuesday on June 4. Even with changes to the layout, setup went relatively smooth, with only a few adaptations necessary to get all vendors settled into place by 9am. We saw a lot of activity in the market throughout the day, particularly in the family programming area in the morning and at the new picnic table area during lunchtime. I had an opportunity to speak with almost every vendor throughout the day and the feedback was overwhelmingly positive. There seemed to be a consensus that it was a busy opening, with some vendors noting slower traffic times throughout the day. With kids still in school on June 4, I anticipate that the traffic will pick up over the next week. It was interesting to hear from some vendors that they didn't necessarily see some of their regular patrons yet but saw a lot of new faces. This is encouraging. Community members noted that the market looked fuller, they were happy to see an increased number of new vendors and enjoyed the picnic area for dining in the market. Parking was noted as a concern, especially for those seeking accessible parking. We may consider shifting vendor vehicles out of some of the closest parking spaces to keep them open to the public. Additional signage is going to be necessary for clear communication. I will continue to seek feedback from the vendors and community throughout the season.

Marketing and Branding: Stella (DDA Intern) and I have been working with Tara Heerspink to develop and implement an integrated marketing strategy for the Farmers Market. There was a lot of social media activity in the week leading up to the Market with a countdown to opening day. We saw increased engagement from the community and market vendors. To keep the momentum going, we will be developing a monthly calendar that I will continue to work with Stella to implement throughout the summer. The Farmers Market Committee will be meeting next week on June 1; the main agenda item for this meeting will be to review the new branding deliverables from local artist Gabrielle Eisma. As I work through the rebranding process with the committee, a timeline for launch will be developed.

Programming: Kids/family programming is part of the Farmers Market's larger strategy of becoming a vibrant community hub on Tuesdays in downtown Ada. The goal is to boost our offerings this season through our partnership with Cynthia Hagedorn/Community on Canvas. Pop Up pARTy activities and Storytime launched on opening day. Families can expect an expanded array of fun activities from 9 a.m. to noon every Tuesday, starting June 18 and running through August 20. These will include the "Rooster's Crow" session at 9 a.m. with fun physical activities for kids and the "Hometown Heroes Harvest" at 11 a.m, where we'll be partnering with vendors and organizations, like the Ada History Center and Fire Department, to highlight our favorite community heroes. The launch of these expanded activities on June 18 differs slightly from the tentative programming scheduled outlined in April. The intentional shift was necessary to give some time to build up curiosity and allow for implementation of our marketing efforts. Launching the expanded programming a little later in the season allows for something new and exciting to keep families coming back.

Additionally, we will be introducing the idea of a community picnic to take place on June 18 to invite the community into the market with the intension of highlighting vendor offerings and encouraging patrons to shop while they enjoy the vibrant atmosphere. This is an attempt to connect with the lunchtime crowd and bolster food traffic from 12-2pm. We want to connect the audience we capture with programming, to the market area, so vendors can feel the benefits. June 18 aligns with the Ada Business Association's commitment to hosting Summer Lunch Meet ups in the market on the third Tuesday of June, July, and August.

Ada Township Fire Department



May 2024

Activity Report

Type	May	YTD
Medical	23	128
Vehicle accident	11	26
Structure fire Ada	0	5
Auto aid	5	21
Grass/ illegal burn	0	5
Fire alarm	3	41
Service call/ assist	0	5
Good intent / odor/gas	0	5
Hazardous condition/ CO	3	8
Other calls / wires	5	16
Vehicle fire	1	4
Total	51	264

Year	Month/May	YTD
2024	51	264
2023	47	268
2014	52	228

Auto aid	Received	Received	Given	Given
Department	May	YTD	May	YTD
Cannon	1	2	0	0
Cascade	0	6	2	8
GR Twp	0	1	0	1
Grattan	0	0	1	1
Lowell	0	2	2	8
Plainfield	0	0	0	2
Total	1	11	5	20

#	Date	Address	Description	Detail	Shift	Time	#FF	Assist
216	5-1	5362 Abbey Mill Blvd.	Med 3	Assist AMR w/entry	3	5:50	4	
217	5-3	910 Thornapple River	Med 2	Medical	1	11:25	2	
218	5-3	Fulton & Sargent	Vehicle accident	Property damage	1	14:40	4	
219	5-3	3455 Goodwood	Structure fire	Canceled	1	15:00	2	To Cascade
220	5-4	516 W. Main	Structure fire	Commercial garage	4	9:15	5	To Lowell
221	5-4	4816 Fulton	Vehicle accident	I Watch – unfounded	4	12:51	4	
222	5-4	5444 Forest Bend	Med 1	Medical	2	22:27	4	
223	5-6	6200 Cedar Run	Med 1	Medical	2	17:34	3	
224	5-6	2605 Landsdowne	Med 1	Medical	2	19:40	2	
225	5-9	421 Grand River	Vehicle accident	Rollover	2	17:04	6	
226	5-9	7128 Fulton	Med 2	Medical	2	17:50	1	
227	5-9	4812 Aylesworth	Med 1	Medical	2	20:01	4	Lucas
228	5-10	7128 Fulton	Med 2	Medical	1	13:21	1	
229	5-11	821 Moorings Drive	Fire alarm	Canceled	2	22:01	3	
230	5-13	9415 Bennett	Med 2	I phone alert – unfound	2	16:49	3	
231	5-14	1124 McCabe	Med 1	Medical	2	16:01	2	
232	5-14	58 Alta Dale NE	Med 1	Medical	2	22:09	3	
233	5-15	1101 Buttrick	CO alarm	Battery problem	1	11:02	2	
234	5-16	7128 Fulton	Med 1	Medical	1	15:18	3	
235	5-16	731 Ada Drive	Med 2	Medical	1	15:39	3	
236	5-16	5716 Forest Glen	Co alarm	False	2	18:52	3	
237	5-18	Fulton & Ada Drive	Vehicle accident	One car	2	21:57	4	
238	5-19	Boynton Hills & Bennett	Wires down	Power lines	1	14:46	3	
239	5-19	9992 6 Mile	Structure fire	House	2	20:50	2	To Grattan
240	5-21	1164 Bridgecrest	Med 1	Medical	3	2:49	3	
241	5-22	330 Clements Mill Ct.	Med 0	Medical	3	5:13	4	
242	5-22	9311 Fulton	Vehicle accident	Rollover	3	7:21	5	
243	5-22	Fulton & Sargent	Wires down	Power lines	1	9:02	2	
244	5-22	993 Bridgewalk Ct.	Med 1	Medical	1	10:05	2	

#	Date	Address	Description	Detail	Shift	Time	# FF	Assist
245	5-22	6275 3 Mile	Wires down	Power lines	3	7:31	4	From Cannon
246	5-22	7128 Fulton	Med 1	Medical	1	11:55	2	
247	5-23	Fulton & Ada Drive	Vehicle accident	Property damage	1	13:33	6	
248	5-24	Ada Drive & Maple Hill	Vehicle accident	Property damage	1	15:00	9	
249	5-24	6001 Grand River	Lawn mower fire	In a field	2	16:05	7	
250	5-25	5877 Montreux Hills	Fire alarm	False	4	10:27	2	
251	5-26	769 Maple Hill	Med 2	Medical	4	14:02	4	
252	5-26	6990 Fulton	Med 1	Medical	4	14:15	5	
253	5-26	Fulton & Ada Drive	Med 2	Medical	4	15:01	6	
254	5-26	7270 Storeybrook Lane	Odor investigation	Natural gas leak	2	17:26	4	To Cascade
255	5-26	9281 Bailey	Wires down	Storm	2	17:29	7	
256	5-26	Pettis & Three Mile	Wires down	Storm	2	19:14	4	
257	5-26	2501 Egypt Creek Ct.	Fire alarm	Power outage	2	22:55	4	
258	5-28	571 N. Whitman Ct.	CO alarm	Battery problem	3	3:38	1	
259	5-29	333 Grand River	Med 1	Medical	3	1:06	4	
260	5-29	205 Boynton SE	Med 1	Medical	1	8:50	3	
261	5-29	5817 Ada Drive	Vehicle accident	Canceled	1	14:53	0	
262	5-29	Ada Drive & Fox Hollow	Vehicle accident	Two cars	1	15:11	4	
263	5-30	7575 Fulton	Med 1	Medical	1	11:39	1	
264	5-30	2790 Murray Lake	Grass fire	Field	1	13:45	3	To Lowell
265	5-31	Gd River & Carl	Vehicle accident	Motorist assist	1	9:55	4	
266	5-31	2392 Pettis	Vehicle accident	I phone no injuries	1	11:39	2	

Additional Training

A few of our fulltime staff took part in a tabletop exercise which covered the Emergency Action Plan (EAP) for the many events we have taking place in our downtown. Kent County Emergency Management has had several meetings preparing an EAP specifically for Ada Township. Included in the planning were Sheriff's Deputies, Fire Department and Township staff, along with stakeholders from the ABA, Discover Ada and CDV5 to name a few. This is a very thorough plan addressing many of the possible emergency situations that may arise during such a large event.

Fire Training

For the first time since beginning the Fire Academy last fall our entire Department was present for training. We took this time to operate several pieces of equipment used in the transfer of water. Rarely used is the porta tank, used where hydrants are not available. Tenders would unload 3000 gallons of water into the tank while a pumper would draft and use the water to extinguish the fire. The tender would then refill while other departments would keep a supply of water in the porta tank. It was a great hands-on exercise.

Work Night

Dinner was provided by Myrth our newest Italian restaurant. The crew loved the pizza and all that went with it! Following dinner, we broke into small groups to check the equipment and operation of all our vehicles and tools.

Touch a Truck

St. Roberts held their third annual Touch a Truck event this month. We had a fire truck and two rescue units on display for the students to enjoy. There were also Grand Rapids DPW vehicles, fire and maintenance vehicles from the airport and several other companies including the landing of Aero Med in the parking lot.

Rides on the River Tabletop Exercise

An Emergency Action Plan (EAP) exercise took place this month with 32 participants from 13 different organizations. This exercise was to discuss the EAP for the upcoming Rides on the River event, which can carry over to many of our other events. Various scenarios were discussed from weather conditions to mass casualty incidents and the roles of the many responding agencies.

Kent County Fire Commission

I had our annual meeting with representatives from Kent County Purchasing and Fleet Services. We are part of the commission which funds a portion of our county pumper, they also provide fleet insurance coverage for the entire Fire Department fleet. On this program, the fire truck is replaced on a 17-year rotation, during this period Kent County covers all maintenance on this truck. Our next county truck is due for replacement in 2030, the county portion will be \$ 220,000.

Michigan Chiefs Expo

De Vos Place was the host for the Michigan Fire Expo debut in West Michigan, Novi has been the sight for years. Two days of class and a large display of fire apparatus and vendors for all types of equipment. Our Engine 7 was on display for Spencer Manufacturing and Sound Off Equipment. Hundreds of firefighters and chiefs from around the state had the opportunity to take a look at our newest truck.

On the Cover

School must be out for summer. The last week of May had hundreds of students from Ada Vista and Ada Elementary on their final field trip of the year visiting the station. We also visited each of the schools to give them a cool down after a day of field games.

Museum Manager Report

Ada History Center – Kristen Wildes

May 2024

Week of May 6

- Collections - worked with Sheri and Karey on new accessions. Worked on collections storage organization. Connected with Marilyn T about sewing labels in artifacts. Worked on proper storage for dollhouse & accessories.
- Admin - 15 yards of mulch was spread by Aleisha and the gardening helpers. Met with fundraising & events committee to discuss our 50th/25th birthday party. Met with Karey about volunteer coordination. Worked on sign-up genius for next month. Designed and ordered banners and items for birthday celebration. Helped with board packets and attended monthly meeting. Connected with Wesley at Parks about several matters. Working on history presentation for Ada Congregational Church's fundraiser. Connected with Aleisha over several gardening matters. Communicating with Robinson Family about their reunion in August.
- Publicity - social media post made about our 50th with the publication of Snug Little Place history book & Mother's Day. Finalized content and edits and submitted article about Ada's naming to Historical Society of Michigan. Working with Michael on future social posts.

Week of May 13

- Collections - worked with Katelyn and Patric on photo collection. Worked with Karey and Sheri on new accessions. Held luncheon for collections crew.
- Admin - worked with Karey on scheduling volunteers for June/July/August. Worked with Karey on volunteer recognition event for June 6. Met with Art and Bernie to review and revise proposed 2024 budget. Met with Sandy and prepared materials for our table at the Vintage Baseball event. Processing memberships, new and renewals. Processing online gift shop orders. Met briefly with Rhonda about gift shop matters. Working with Jeanne on MACC grant request. Met with Marie about a couple items. Renewed our memberships in the Ada Business Association and American Association of State and Local History. Scheduled visit from Ada Elementary for May 28. Received and forwarded emails regarding road resurfacing on Teeple & Bronson starting today. Created and updated org chart for committees and budgeting.
- Publicity - composed and scheduled Month@theMuseum email to go out May 29. Shared upcoming events info with DiscoverAda. Updated website with all the Music On the Lawn and Beers at the Bridge bands and event info. Made social media posts about: Mother's Day, our Bridal Wreath Spirea plant, and two posts about the Vintage Baseball event. Wrote and submitted article for June's Our Home Ada magazine about fishing.

Weeks of May 20 thru 31

- Display - Meadow Brook Elem visited on Friday (approx 150 ppl) and Ada Elem visited on Tuesday (~100 ppl).
- Collections - Worked with Gary on photo collections. Received donation of a pen and ink drawing of the Ada bridge. Shared some info about Ada Beef with a researcher.
- Admin - Griffin came and all is well. John from the township's BFG to walk-thru the facility. Met with Barb and Betty Jo about fundraising. Met with Wesley about America's upcoming 250th. Met with Jeanne, Art and insurance agent, doing some follow-up work on documenting the collections. Met with Sandy and Bernie about a new volunteer opportunity. Working on follow-up meeting for vintage baseball. Working with programming/events committee. Looking into purchasing a logo'd tent per Bernie's request. Attended walk-through at the amphitheater for Music on the Lawn. Received vintage baseball images and a booklet from Keith W and Dale. Worked with Dennis about getting the sprinkler system repaired and operational. Received research info from the Robinson family. Met with Julius about several items. Met briefly with Marie, with Betty Jo, and with Aleisha.
- Publicity - emailed to membership information on Plainfield Historical Society's Victorian Tea. Emailed out Month@theMuseum for June. Emailed with Kim from ABA and our board about hosting reindeer for Tinsel, Treats & Trolleys. Connected with Mike about his Our Home Ada article. Planned out social media posts for all of June. Supplying info to Ada Congregational Church about their history. Posted about: Ada Congregational Church's Blue Star Flag for Memorial Day and about Kreigh Collin's boat Heather and love of sailing.



**Parks & Recreation Department
Director's Report for June 4th, 2024
Submitted By: Director of Parks & Recreation – Wesley Deason**

Parks, Recreation, and Land Preservation Advisory Board

- The next PRLP Advisory Board meeting is scheduled for Thursday, June 20th at 8:30am at the Roselle Park Resource Building.
- The PRLP Advisory Board Meeting for May was cancelled due to a light agenda.
- The Design Steering Committee (established by the PRLP Advisory Board) will be working with Progressive Companies on the design concepts and planning for the Connecting Community Campaign in the coming months.

Administrative Items:

- Due to all staff working and supporting the Township 4th of July Celebration and activities on Thursday, July 4th the Parks & Recreation offices will be closed on Friday, July 5th 2024.

Special Events & Programs:

- On Saturday, May 18th we hosted the second annual Vintage Baseball Game in partnership with the Ada Historical Society. This year's contest was once again well received by the community with over 350 people in attendance. The Ada team was victorious for the 2nd year in a row.



- On Tuesday, June 4th our department in partnership with Paradigm Fitness held its first Free Community Fitness Class at Ada Park. These classes will be held from June 4th – August 1st on Tuesday & Thursday mornings at 9am.



- The Grand Rapids Triathlon is scheduled to take place on Saturday, June 8th and Sunday, June 9th and will once again be headquartered at Ada Park. Parks & Recreation staff will be working the event to provide support in our park spaces and facilities.
- The Forest Hills Girl Scouts will be holding their annual twilight camp at Ada Park from June 10th-13th. This year's troop will be working with Parks & Recreation Administrative Assistant Courtney Marek to restore all our parking lot islands to create well-manicured native plant beds.
- Recreation Program Coordinator Ethan Engel has created a new Adult 6v6 Soccer League which will begin league play on Tuesday evening June 11th.



- The Music on the Lawn Summer Concert Series in partnership with the Ada Historical Society begins Wednesday evening June 12th at Legacy Park with live music from 7pm-9pm.



2024 MUSIC ON THE LAWN

Summer Concert Series

JUNE 12TH THORNAPPLE RIVER BAND  <i>Pop Rock</i>	JUNE 19TH PRIOR NOON  <i>Country</i>	JUNE 26TH ROCHELLE & THE SPOILERS  <i>Rockin Blues</i>	JULY 10TH THE FROG KING  <i>Neil Diamond Tribute</i>	JULY 17TH YACHT ROCKET  <i>Yacht Rock</i>
JULY 24TH RIGHT SIDE UP  <i>Classic Rock</i>	JULY 31ST ASSAMU JOHNSON  <i>Blues</i>	AUGUST 7TH PRETZEL LOGIC  <i>Classic Rock</i>	AUGUST 14TH CLIF METCALF JAZZ  <i>Jazz</i>	AUGUST 21ST LIGHTING MATCHES  <i>Alternative Rock</i>

- On Thursday, June 20th we will be hosting the 2024 West Michigan Conservation Network annual partners meeting at the Roselle Park Resource Building.
- Parks & Recreation staff, along with other Township Departments are finalizing details and planning for next month's 4th of July Celebration.

Ongoing Projects:

- BFG Director Brinks and I had the pleasure of working with Dursko Electric to get a new fountain wired and installed into the Ada Park Pond.



- Significant improvements have been made to the Ada Park ball fields with the laser grading and top-dressing of both infields thanks to services from West Michigan Sports Turf.
- I am working on finalizing a final quote to have our pickleball courts resurfaced as a part of this year's CIP allotment.
- I met with the Kent Conservation District on Tuesday, June 4th to discuss the status and progress of our Land Management Plan for our Parks & Preserves. 3 of the 5 sites we have contracted their research to be done on have been completed. Once the remaining 2 are finished, we will review their findings and create a best practice plan moving forward.

Other:

- I have been nominated to serve as Vice President for the West Michigan Recreation & Parks Association regional group which provides representation for West Michigan at the state level.
- I will be attending the Parks & Recreation Director's Summit on Wednesday, June 5th at the Michigan State Capitol. I will have the opportunity to meet with legislative representatives to discuss and promote the role and importance that Parks & Recreation agencies play in our communities.



MEMORANDUM

Date: 06.04.24

TO: Julius Suchy, Township Manager
FROM: John D. Said AICP, Director of Planning
RE: Department Activities Summary Report, May 2024

Planning Commission

May 16 Meeting

The Planning Commission meeting consisted of the following reviews and actions:

- Planned Unit Development (PUD) Amendment for expansion of an existing PUD for commercial warehouse/storage facility (The Caves) with a total of 15 buildings (existing and proposed) at 4900 and 4920 Fulton Street. The Planning Commission recommended denial of this request, due to the proposed changes to: (1) allow for manufacturing/assembly/fabrication; and (2) allow for outdoor trailer parking/storage.
- Proposed Zoning Ordinance Text Amendments to: (1) Create provisions for public art and murals. The Planning Commission tabled this matter until further notice to allow Staff the opportunity to determine if there is language that can be developed to allow for public art and murals matter while also maintaining consistency with content-neutral requirements for signs.
- Discussion of the Zoning Ordinance Rewrite Update. The Commission and Staff reviewed the process and various recommendations from the Master Plan. Staff indicated that, because the project is to be done internally, a definitive timeframe for completion cannot be provided, although it is expected to take at least one year. As well, the Master Plan recommendations, such as adding different residential housing options to the Zoning Ordinance, was supported by the Planning Commission.

Zoning Board of Appeals

May 7 Meeting

The May 7 meeting of the Zoning Board of Appeals consisted of the following reviews and actions:

- Request for signage variances, for the Ada Hotel in the C1/PVM zoning district, 7415 River Street SE, Ken Dixon, Dixon Architecture on behalf of River Street Commons A4 & A5, LLC. The Zoning Board approved the requested variances.
- Request for variance, rear yard setback, to allow for a replacement deck in the R3 zoning district, 4920 Burrwood Street SE, David & Joy Wahby. The Zoning Board approved the requested variance.

- Request for variance, side yard setback, to allow construction of a 2nd story addition to existing home in the R2 zoning district, 875 Maple Hill Avenue SE, Andrew C. Hess Trust. The Zoning Board approved the requested variance.

Other Activities/Information

Code Enforcement

Here is an update concerning the most prominent of current/recent code enforcement locations:

- 7626 3 Mile Road NE; trailers being used on property as dwelling structures. Property owner informed Staff that trailers are no longer being used for occupancy, one trailer has been removed, and the other is to be removed by the end of June.
- 8831 Bailey Dr. NE; front yard accessory building constructed without permit and no zoning approval. Citation issued; court hearing scheduled for June 4.

Additional Items

The following additional activities and information from February are provided:

- Director and Township Manager have been coordinating with attorney representing Township regarding the Kent County Conservation League (KCCL) site at 8461 Conservation. Meeting with attorney and KCCL neighbors was held May 24 to review the use and activities. Manager and Director will be following up with attorney to determine next steps.
- As requested by Township Manager, Director sent letter to Forest Hills School District requesting courtesy of Township review, through the Planning Commission, of the proposed relocation of athletic fields at the Eastern Middle/High School campus.
- Director continues to monitor issues resulting from Public Act 233 of 2023, which exempts large-scale solar and wind power projects from local zoning authority. The Act mandates local permitting only of the affected local unit of government has adopted a "compatible renewable energy ordinance" (CREO). The Michigan Townships Association (MTA) is engaged in this matter, with anticipated release of a model renewable energy ordinance once draft guidance is provided by the Michigan Public Service Commission (MPSC). This matter will continue to be checked on.
- Director, Township Manager, and DDA Director continue working with The Right Place as their annual Developer Day event is being planned. The event, which will take place June 12-14, will include a tour of communities along the M-21 corridor including Ada.
- Director attended Michigan Association of Planning Spring Conference on May 8 in East Lansing.
- Department Staff attended Connecting Community Campaign kick-off ceremony at Leonard Field Park on May 15.
- Director has volunteered to be part of the Host Committee for the Michigan Association of Planning (MAP) Statewide Conference to be held in October, 2024, in Grand Rapids, with a kick-off remote meeting on May 16. A tour of Ada has been requested as a mobile workshop option for conference attendees; mobile workshops will be decided in the next month or so.

- Director and Planner/Zoning Administrator have been working with the new developer of the Fase Street Crossings, as well as the developer of the Oxbow project, on minor changes to each of these projects. For the most part, the proposed changes can be administratively approved. Any review required beyond that level will be scheduled for the Planning Commission.
- Director coordinated a meeting with the Buildings, Facilities, and Grounds Director and the Cascade Building Director to assist in awareness of building projects that may impact public improvements in adjacent right-of-way areas. This could include sidewalks and trails, as well as the sprinkler system used for downtown-area public landscaped areas. A meeting was held May 21 to arrange this coordination.
- Director and Parks Director, along with Township Manager, hosted groups of second grade students from Meadow Brook Elementary School on Friday May 24, and from Ada Elementary School on Tuesday May 27. The students were working on a community awareness section of their curriculum.
- Director coordinated inquiries from the Ada Moorings neighborhood homeowners association (HOA) with Deputy Kate Chase of the Kent County Sheriff's Department regarding temporary use of a Sheriff's Department speed monitoring sign for speed control in that area.
- Director has had the honor of mentoring a Michigan State University Planning Program graduate student during the 2023-2024 academic year. The student, Mr. Gaurav Sagvekar, has now graduated with his Masters in Planning, and has received two professional job offers (in Chicago and Minneapolis-St. Paul).
- In addition to the meetings/activities noted above, attended/participated in the following Township meetings/events:
 - May 2 Trail Committee meeting
 - May 13 DDA meeting
 - May 13 Township Board meeting
 - May 28 Township Board meeting

Permit Activity

Permit summary activity from Cascade Township for May will be provided as soon as it is received.

As always, please let me know if there are any questions regarding this report.



Moore+Bruggink
Consulting Engineers

June 5, 2024

Re: Ada Township Engineering
Project No. 240102.01

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

Dear Mr. Suchy:

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

Sewer Odors – The Township Board approved the purchase of new impellers for the Fulton Street lift station at the meeting on April 8, 2024. These are being shipped (by boat from Sweden!) and will arrive in 6 to 8 weeks. Hopefully, these will help mitigate the sewer odors.

Water Main Construction 2021/2022 – The Township continues to retain \$25,000 that will be paid to CL Trucking after we confirm good growth of the lawns. Julius and I drove through the project last month and noted improvement in the lawns, but some lawns still remained spotty with limited growth. I also reviewed some of the lawns with Chad Lidstrom, the owner of CL Trucking. I suggested to Chad that if they wanted the final payment, they should make a formal request to the Township. At this time, we recommend the Township continue retaining the \$25,000.

Hall/Ferridge Lift Station – The Hall Street Lift Station was constructed in 1975 and needs improvements due to the age of the equipment. These improvements include new controls, new piping within the dry well, new bypass connection piping, wet well modifications, wet well and bypass chamber lining, electrical upgrades, and other related items. The discharge forcemain has had a couple of recent breaks and also needs to be replaced. Budgetary information for the project as well as our engineering services proposal will be reviewed with the Township Board on June 10.

Trail Construction 2023

- **2023 Fulton Street Trail from Legacy Park/Fulton Street Bridge** – The project is complete, and we have confirmed good growth of the seeding on the steep side slopes as shown on the photos on the following page. There were several areas of erosion that were repaired with rip rap and Wyoming Excavators is requesting payment for the rip rap (\$4,950) as well as release of the \$40,000 in retainage for a total final payment of \$44,950. The final payment will be reviewed with the Township Board on June 10.



Grand River View



Looking East on Fulton



Old Graffiti Markings

Now that the trail is complete, there has been increased graffiti on the bridge abutment walls along the river. We have solicited an engineering proposal for new trail/security lights under the bridge from Century A&E. The concept has been approved by MDOT, and the proposal will be reviewed with the Trail Committee.

- **2023 Village East Residential Trail** – This section of trail was constructed by the Wheeler Development Group as part of a development agreement with the Township. The agreement requires the Township maintain this section of trail between Legacy Park and Fulton Street after the East Residential buildings are complete.

There are several areas that are eroding and other design issues that need to be addressed before the Township can accept this section. We have expressed our concerns to the developer and will meet next week to walk this section and review our concerns.



East Residential Trail



Construction Equipment Marks



Edge Drops/Erosion

Trail Construction 2024/2025

- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. This year's maintenance project will focus on the trail along Grand River Drive between Fulton Street and Carl Drive. We walked this section last week with Julius Suchy, Dennis Brinks, and Wesley Deason to review proposed repairs for this section. Budgetary information as well as our engineering services proposal will be reviewed with the Township Board on June 10.
- **2025 Pettis Trail – Cannonsburg Road to Knapp Street** – The Grand River Greenway Committee has contracted with LRE Engineers for the design/construction engineering services for this 3.5 mile section. We are meeting with LRE later this week to coordinate our work as a subconsultant with them for the 1.5 mile section in Ada Township from Knapp Street to 4 Mile Road.



Mr. Julius Suchy

June 5, 2024

Page 3

- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – We have contacted AT&T and Comcast to request that they proceed to place their low-hanging lines underground. They had initiated their design for this work last spring. This will hopefully be done this fall, and the trail can be built next spring.
- **2025 Rix Street from Adaridge to Ada Drive** – Township Manager Suchy hopes to discuss this project with Forest Hills Schools to consider alternate routes that would utilize a portion of the Ada Vista campus to access the Adaridge neighborhood.
- **2025 Kamp Twins** – We have requested MDOT schedule a safety review of the crossing. At the safety review, consideration is given to the installation of gates and/or warning lights at the crossing. If this is required by MDOT, it will add even more cost to the project. The safety inspection is a new requirement from MDOT. We had previously verified that this would not be a project requirement.
- **2025 Thornapple River Pedestrian Bridge** – The topographical survey for the project is complete. We have reviewed the project with Dave Schulz, who is doing the hydraulic analysis for the EGLE permit application. I will be meeting with Pete Lazdins from Progressive Companies later this week to review the layout of the bridge and to make sure the bridge will tie in nicely with the Covered Bridge Park goals. The project will be constructed in 2025.
- **Knapp Street Bridge** – We are working with the Grand River Greenway organization on this project. The current plan is to extend the existing bridge piers wide enough to accommodate future bridge widening and also to support a separate pedestrian bridge. The project estimate is around \$8 million with funding provided by Grand River Greenway, the Kent County Road Commission, and Ada Township. We attended the kick-off meeting for this project, and we will begin the topographic survey of the corridor in the next few weeks.
- **Oxbow Development** – We have been working with the developer and his contractor to verify that all punch list items for the water and sanitary sewer are complete before the Township accepts the water and sewer systems.

Please call if you have any questions.

Sincerely,

Steven C. Groenenboom, P.E.

Township Engineer



June 3, 2024

Julius Suchy, Township Manager
Ada Township
7330 Thornapple River Drive
Ada, MI 49301

RE: May 2024 Monthly Utility Report

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, May 2024.

UTILITY REPORT

ADMINISTRATIVE

- The May Monthly Operation Report (MOR) for the Grand Valley Estates water supply for the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is expected to be filed by June 7, 2024.
- Attended developer and board meetings.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Continuing work on Distribution System Materials Inventory (DSMI) for EGLE.
- Completed the 2023 Consumer Confidence Report for both water systems. The report is approved and online for viewing.
- Prepared documentation for the US Environmental Protection Agency (EPA) visit at Township office to go through reports.

WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance on May 10, and May 24, 2024.
- Performed routine water jet maintenance in Ada Moorings.

WATER OPERATIONS

- Collected routine bacteria water samples.
- Responded to water pressure complaint for irrigation at 2295 Grand Valley Drive. Discovered the irrigation system going through the water softener before leaving the home. Irrigation works great when softener is bypassed.
- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Water meter change outs set up with customers.
- Worked with contractors to get inside the gate at the Ada Drive water tower.

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.588.2900
F: 616.977.1005
www.fv-operations.com

EMERGENCY CALLS/OUT-OF-SCOPE

May 2024 after-hours emergency call outs.

- Confined space entries in two pits to install irrigation meters for the Oxbow Development.
- Climb the water tower on Ada Drive to flush mud valve and install new light on top of tower prior to washing.
- Emergency Miss Dig on Hall Street.
- High level alarm at Ada Moorings. Ordered new power supply; expected delivery first week of June.
- Confined space entry and traffic control to remove plywood and cloth from manhole on Spaulding.



Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.



Stephanie M Kozal
Project Manager