



AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
MONDAY SEPTEMBER 27, 2021 at 7:00 P.M.
ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DRIVE

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
 - Motion to approve minutes and accept and file reports/communications under consent agenda
 - A. APPROVAL OF TOWNSHIP BOARD MINUTES
 - 1. Regular Board Meeting Minutes September 13, 2021
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
 - 1. Ada Historical Society Board Meeting Minutes – August 12, 2021
 - 2. DDA Board Meeting Minutes – August 9, 2021
 - 3. Planning Commission Regular Meeting Minutes – August 19, 2021
 - 4. PRLP Advisory Board Meeting Minutes – August 12, 2021
 - 5. Utility Advisory Board Meeting Minutes – August 19, 2021
 - 6. Fase Street Trail Preconstruction Meeting Minutes – September 22, 2021
 - 7. Right Place Thank You Letter – September 13, 2021
- VII. APPROVAL OF WARRANTS
 - A. Township General Warrants
- VIII. PUBLIC COMMENT
- IX. UNFINISHED BUSINESS – None
 - A. Consider Policy P-092721-1: Ada Township Purchasing Policy
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
 - A. Resolution R-092721-1: Road Closure Request for Trunk or Treat Event
 - B. 2017 Township Strategic Plan Initiatives Update

- XII. DEPARTMENT REPORTS
 - A. Township Manager Report – September 22, 2021
- XIII. BOARD MEMBER COMMENT
- XIV. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT
- XV. ADJOURNMENT



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

Draft

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

APPROVAL OF AGENDA

Moved by Hurwitz, supported by Jacobs, to approve the September 13, 2021, Agenda as presented. Motion carried.

GENERAL TOWNSHIP BUSINESS

Supervisor Leisman asked Assessor Boerman to step forward. He read an August 18, 2021, letter from the Michigan State Tax Commission which enclosed a Certificate of Achievement noting a perfect score on the 2021 AMR review.

Approval of Minutes; Accept Reports/Communications

Moved by Proos, supported by Hurwitz, to approve the Consent Agenda.

Approval of Minutes:

1. Regular Board Meeting Minutes – August 23 2021.
2. Special Board Meeting Minutes – August 30, 2021.
3. Special Meeting Closed Session Minutes – August 30, 2021.

Receive and File Reports and Communications:

1. Planning Commission Regular Meeting Minutes – July 15, 2021
2. Grand Valley Metro Council Meeting Minutes – May 6, 2021
3. Water Advisory Council Meeting Minutes – July 14, 2021
4. Ada Historical Society Letter – August 26, 2021
5. Kent County Sheriff's Department – 2nd Quarter Report
6. EGLE Termination of Administrative Consent Order – September 1, 2021
7. Department of Treasury AMAR Achievement – August 18, 2021
8. Revenue/Expense Report April 1, 2021 – August 31, 2021

Motion carried.

APPROVAL OF WARRANTS

Township General Warrants

Treasurer Moran presented the following: Hand Checks: \$96,747.98, Warrants: \$526,081.96. Total of all Checks and Warrants: \$622,829.94. **Moved by Proos, supported by Winczewski, to approve the Warrant Report for September 13, 2021, in the total amount of \$622,829.94. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Motion carried.**

Adacraft & Adatowne Water Main & Street Improvement Pay Application #4 from CL Trucking & Excavating for \$417,027.08

Josh DeYoung of Moore & Bruggink presented the pay application request. This covers July 21 through August 27. The work during this month was mainly water main work and water services. There is still a small section of water main that has to be done. The next month will be big with a lot of changes. Josh also spoke about the yard work restoration status. The contractor has made it their goal to make this right by the end of the project and will concentrate on this once the water main is completed.

Moved by Proos, supported by Jacobs, to approve Adacraft & Adatowne Water Main & Street Improvement Pay Application #4 to CL Trucking & Excavating in the amount of \$417,027.08. Motion carried.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARINGS

None.

NEW BUSINESS

A. Recommendation from Parks, Recreation, Land Preservation Board to Award Five Year Township Recreation Plan Update Bid to MC Smith & Associates for an Amount Not to Exceed \$19,900

Parks Director Fitzpatrick stated Ada Township's current 5-year Community Parks and Recreation Plan expires at the end of December this year. The Township has to have a plan in place in order to qualify for State of Michigan DNR Grants. Township staff have initiated a process for review and assessment of existing conditions and deficiencies at existing Township parks and open space preserves. He noted that Tiffany from MC Smith & Associates is present to answer any questions. They are requesting approval of Tiffany's proposal that was submitted. There was some discussion regarding the bid process, scope of projects and budget.

Moved by Jacobs, supported by Hurwitz, to approve the recommendation from the Parks, Recreation, Land Preservation Board to award the five-year Township Recreation Plan Updated bid to MC Smith & Associates in the amount of \$19,890. Motion carried.

B. Request from The Ridge Home Owners Association for Alcohol Waiver at Roselle Park Building on October 3, 2021

Parks Director Fitzpatrick presented this request noting it is similar to what was before the Board previously from The Ridge. This time it is for a family event and there will be a caterer present to serve the alcohol. Danielle from The Ridge was present to address any questions or concerns.

Moved by Winczewski, supported by Jacobs, to approve waiving the Alcohol Ordinance at Roselle Park Building on October 3, 2021, for the event by The Ridge Home Owners Association. Motion carried.

C. Ada Township Special Event Waiver Request – Brats & Bonfires

Township Manager Suchy stated that the Township has held this "Brats and Bonfires" event at Ada Fire Station 1 in October of the past few non-covid years. The Committee got together and worked with the DDA and determined they were moving forward this year, with an event scheduled for October 8th from 6:00 p.m. to 9:00 p.m. Thus, a request has been made to approve a Special Event Waiver Request for this event. He stated he recommends approval of this waiver request as the event has been successfully held in the past and Beers at the Bridge was recently held and successfully completed without any issues. Supervisor Leisman added that part of the approval of this would be that 10% of the revenues will go to the Fire Association.

Moved by Proos, supported by Jacobs, to approve the Special Event Waiver Request for the Brats and Bonfires Event on Friday October 8, 2021. Motion carried.

D. Resolution R-091321-1: A Special License Permit for Brats & Bonfires

Moved by Proos, supported by Jacobs, to adopt Resolution R-091321-1, a Special License Permit for Brats & Bonfires. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Resolution adopted.

E. Ordinance O-091321-1: An Ordinance to Amend the Ada Township Zoning Ordinance for Temporary Conditional Rezoning of 155 Spaulding Ave from Industrial (I) to Residential (R-1) for a Private, Non-Profit, K-12 School

Township Manager Suchy stated this is an extension of an existing conditional rezoning. Nathan Vandenbroek, owner of Journey Academy, stated they were granted access to some land and put temporary structures up for their school. They were supposed to be out in three years, but they have been having difficulty locating property or a place to move

as they grow. Thus, they are requesting an extension while they continue the search for a more permanent location. They are requesting a three-year extension, but only anticipate being at this location approximately one year. Vandebrook stated they are exploring options of either building or purchasing an existing building. Supervisor Leisman thanked them, as a private school, for going through this process.

Moved by Hurwitz, supported by Winczewski, to adopt Ordinance O-091321-1: an Ordinance to Amend the Ada Township Zoning Ordinance for Temporary Conditional Rezoning of 155 Spaulding Ave from Industrial (I) to Residential (R-1) for a Private, Non-Profit, K-12 School. Roll Call: Yes – Hurwitz, Jacobs, Leisman, Moran, Proos, Smith and Winczewski. Ordinance adopted.

F. Consider Policy P-091321-1: Ada Township Purchasing Policy

Township Supervisor Leisman stated they have talked about the policy off and on for several months and it is now being brought before the Board for consideration. Township Manager Suchy passed out an updated/redlined draft Purchase Policy to the Board. He summarized the changes as follows: the policy as written increases the purchasing threshold to \$5,000 for the Clerk, Treasurer, Supervisor and Township Manager, if the funds are available and budgeted. The Township Manager is authorized to spend up to \$10,000 with approval of the Administrative Committee and includes language for emergency items over \$10,000, provided funds are appropriated and available to the annual budget. With the increased purchasing policy there are still requirements for purchasing within these categories. Township Manager Suchy noted that a draft policy was also sent for review to the Township's auditor. He said the action tonight is just for review and comment and then perhaps consideration at the September 27, 2021 meeting, or a later meeting if there are extensive comments. Trustee Proos stated he thinks there needs to be a check and balance mechanism in place no matter what the situation is. It has to be duly noted and reported back to the Board as a consent agenda or separate line item.

G. Select Potential Dates for Township Board/Trails Committee Joint Meeting

Supervisor Leisman stated that given the number of people involved, the goal is to come up with a few different dates and times and Township Manager Suchy can work on setting this up.

Moved by Proos, supported by Moran, to approve holding a work session meeting with the Trails Committee on Tuesday, September 28, 2021 at 4:00 p.m. Motion carried.

DEPARTMENT REPORTS

Township Manager Report – September 8, 2021

Township Manager Suchy gave a couple updates. With respect to information technology, he is working with Comcast on the Fiber installation date to see what they can confirm and the hope is to get this completed in 2021. Regarding the Amy Van Andel Library, the Township purchased fall flowers for the courtyard planters and spent \$228, as opposed to \$1,600. The Friends of the Library planted the flowers and are helping maintain them. Next, the Township has had a number of calls on whether the Township would be doing another dust layer application for dirt roads. The Kent County Road Commission said they were evaluating this, and if necessary, it would be a cost of \$3,000.

Trustee Proos thanked Manager Suchy for Reaching out to the Employee Compensation Review Committee. In regards to the Library, he believes it would be a good idea to plan ahead on what to budget for as far as maintenance, cleaning service, etc. Reports were supposed to be forthcoming regarding the Library and they have not. Township Manager Suchy said they will communicate the request for more frequent reports, instead of just annually.

Fire Department Report – August 2021

Fire Chief Murray stated this past month was much busier than usual, somewhat due to the August storm. Usually they run about 50 calls a month, and just for the week of the storm there were about 40 calls.

Parks & Recreation Report – September 7, 2021

Parks Director Fitzpatrick stated that the meeting in November is moved to the 9th due to Veteran's Day. The Ada Drive Trail Construction contract was delayed, but started today on the first boardwalk and then paving work will start shortly thereafter. They received notice regarding the DNR grant, which is the preliminary report wherein it revealed they received 260 points out of 300 – would like to hit 300 points and have until the end of the month to supplement and increase the scores. The final report and approval will be in December.

Utility Report – August 2021

Township Manager Suchy stated they are meeting tomorrow morning to discuss the H2S smell and are hopefully getting closer to a solution for residents.

BOARD COMMENT

Clerk Smith stated the Census numbers are in and Ada's increased approximately 9%. She also stated they have received another FOIA request from an out-of-state attorney regarding the 2016, 2018 and 2020 elections. The Township has submitted a cost breakdown for them and requested a 50% deposit and they have 48 days to respond. She also announced an MTA virtual lunchtime program on October 1 entitled "Now you Know – What the Board Needs to Know about Elections," and encouraged board members to participate.

Trustee Winczewski stated he is excited for clean-up day and he hopes this is publicized. This is a good service the Township provides. He commended Fire Chief Murray on how they handled things on the week of the storm in August. He said this is one of the great things about living in a community like this.

Trustee Proos spoke about the new buildings opening up and would like to encourage that the lands left are a good solid mixture of both retail and residential with parking. The worst thing is to ignore this problem. We need good mixed use buildings.

Treasurer Moran reminded all that Ada taxes are due tomorrow (September 14) at 5:00 p.m.

Supervisor Leisman complimented the Board and Staff on a recent property purchase that was done in a successful and efficient fashion.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

None.

ADJOURNMENT

Moved by Hurwitz, supported by Jacobs, to adjourn. The meeting was adjourned at 8:27 p.m.

Jacqueline Smith
Ada Township Clerk

Date

llm

Minutes of August 12, 2021
 Ada Historical Society
 Board of Directors Meeting

1. Call to Order: President Veldkamp called the meeting to order at 3:09 pm.

Present: Crosby, DeGood, Ferro, Hoover, Kroon, Sefton, Thompson, Veldkamp, Vierson, Wildes.

Absent: Czekai, Idema, Hurwitz, Mulligan.

Others Present: M. Bolhuis, D. Bolhuis.

2. Approval of Agenda. Added to the agenda were items regarding the Tri-River Historical Museum Network report, annual wreath sale and Beers at the Bridge. With those additions, the agenda was approved on motion by Hoover, supported by Sefton. The motion carried.

3. General Business

Approve Minutes & accept reports/communications under Consent Agenda:

- A. Board Minutes of July 8, 2021.
- B. Receive & File various reports and communications:
 - 1. Collections Committee Report
 - 2. Publicity Committee Report
 - 3. Display Committee Report
 - 4. Centennial Properties Report
 - 5. Membership Report
 - 6. Fundraising Committee Report
 - 7. Garden Committee Report
 - 8. Programs & Education Report

Wildes related the items to be accepted in the Collections report are the Robinson family Bible and genealogy book, and a Betsy Rasche bag.

Crosby addressed the fundraising report. She related they will have someone available at a future meeting to address planned giving to the AHS. Time will be allowed at 2:30 pm prior to our October board meeting.

The Garden report will be placed under New Business.

President Veldkamp accepted the reports and communications under the Consent Agenda.

4. **Public Comment:** None presented.

5. **Board Comment:** Hoover related the young man who is painting the trim on the barn is doing a great job. Hoover will obtain pricing for painting the entire barn as the young man's father is a painter.

6. **Unfinished Business:** None.

7. **New Business:**

A. Committee Reports

Finance Committee: Treasurer Kroon presented the finance reports.

- b. **Museum Manager:** Wildes related she attended the Robinson family reunion. Three groups came through the museum that day. They donated the family Bible to the museum. Wildes related she went over to the park for the reunion and attended the ceremony. The Robinson family is looking to incorporate as a 501.C7. They are considering the AHS to be a repository for the letters and photographs, etc. instead of just relying upon the items going from house to house. Families from Pennsylvania, Tennessee and Arizona were present. Their family historian is from Arizona.

Wildes then addressed the critter problem within the building. She related Critter Control has been here to solve the problem.

Wildes then addressed the can light problems in the community room as they go off and on. Two people have looked at them and the Township will have their electrician look at them also. The fixtures will have to be replaced as they get too hot when on. Wildes is keeping the lights off until such time as the work is completed.

Wildes related we will not get our own trash bin or yard waste recycle bin. A discussion of a compost bin and possible location of same on the museum property was discussed. The gardener will make a proposal and pricing for a compost bin. The compost bin will be considered at a later time after the information is received from the gardener.

Hoover related the old shelving was given to a horse rescue facility who had a barn fire.

Wildes addressed the door alarm. The alarm needs to be set while the door is closed.

Crosby related the red bud tree is flourishing. It needs to be pruned or moved to another area. It was decided to have the tree pruned.

Wildes will speak with the township about removing the dead white pine tree on the museum property.

c. Tri-River Historical Museum Network: M. Bolhuis related at their recent meeting a committee was formed to plan a luncheon and program for July of 2022. The theme will be "Celebrating Women". The next meeting will be August 17 in Greenville.

d. **Wreath Sale:** M. Bolhuis related the wreath order has been sent in and confirmed. Now she will work to obtain ribbon.

8. **PUBLIC COMMENT:** None presented.

9. **OPEN DISCUSSION:** None.

10. **Adjournment.** The meeting was adjourned at 4:02 pm.

Respectfully submitted,

Marilyn Thompson

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE AUGUST 9, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, August 9, 2021, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada, MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Coe, Harrison, Leisman, Wright

BOARD MEMBERS ABSENT: Idema, Knapp, Norman, VanderWulp

STAFF AND OFFICIALS PRESENT: Buckley, Ferro, Moran, Stichman, Suchy

PUBLIC PRESENT: none

II. APPROVAL OF AGENDA

Moved by Harrison, supported by Coe, to approve the agenda as presented. Motion carried 5-0, with 4 absent.

III. APPROVAL OF MINUTES OF THE JULY 12, 2021 REGULAR MEETING

Moved by Leisman, supported by Wright, to approve the July 12, 2021 minutes as presented. Motion carried 5-0, with 4 absent.

IV. APPROVAL OF SEYFERTH PR CONTRACT FOR EVENT PLANNING AND COORDINATION SERVICES FOR BEERS AT THE BRIDGE 2021

Stichman stated the process as in the past years is that we work with Seyferth PR to host the Beers at the Bridge event. Stichman said the estimated out of pocket cost to Seyferth is \$16,500 and Amway covers Seyferth's marketing and PR costs, but Amway will be moving away from covering the costs in upcoming years.

Wright asked what type of Covid restrictions are in place. Stichman stated there are no restrictions at the county or city level that require us to have precautions in place, but there will be hand washing stations and face masks available.

Stichman went over details on the items that Seyferth provides for the event, the names and types of sponsors, what their sponsorship provides, and advised the DDA that sponsorships received to date is \$11,750.

Harrison asked Stichman for a breakdown of costs; how much being covered by Amway and how much being covered by sponsorships.

Treasurer Moran shared that each event costs about \$20,000 in expenses. Moran stated that when they had the first meeting to discuss the event and since there is only one event this year instead of three, Amway offered to pay all of Seyferth's marketing and PR costs. Moran said all other costs are incurred by the township, Seyferth pays for them out of pocket and the township will reimburse Seyferth.

There was board discussion on costs for the event, overall revenue figures from beer and tshirt sales, the budgeted amount for a total of four events within a year, and the transition from Seyferth's roll in event planning over to Haley as new DDA Director and how it plays into next year's events.

Harrison shared concern and said he was not comfortable approving sight unseen reimbursement costs without seeing it line by line/itemized. Wright concurred with Harrison and stated if you were asking the DDA to approve a budgeting of \$16,500 is one thing, but if you are asking for the expenditure right now without a known bottom line/itemized cost is another.

Suchy clarified the request and said they are asking the DDA to approve the contract with an estimated number and the estimated number is already in the budget. Suchy stated when the event is over and we start receiving invoices they will still go in front of the township board for approval; invoices will be reviewed carefully with itemized details for all costs.

Moved by Harrison, supported by Wright, to approve the Seyferth PR contract for Event Planning and Coordination Services for Beers at the Bridge for 2021. Motion carried by roll call vote 5-0, with 4 absent.

V. APPROVAL OF RFP FOR A STRATEGIC PLANNING PROCESS

Stichman referred to the draft RFP included in the packet. The board reviewed the draft RFP and Harrison asked how much funds were budgeted for the process. Suchy said there were \$12,000 budgeted for the strategic planning process.

Wright and Leisman suggested some additions to the verbage on the first page and Stichman agreed to amend RFP before mailing.

Moved by Harrison, supported by Leisman, to approved the RFP, Request for Proposals for a Strategic Planning Process Design and Facilitation. Motion carried 5-0, with 4 absent.

VI. CONSIDER SCHEDULING A PUBLIC HEARING REGARDING ADDITIONAL MILLAGE RATE OF .0178 MILLS

Suchy stated the DDA and the township board have done a "Truth in Taxation" millage update the past couple years. Suchy explained that the county sends a breakdown from 2020 to 2021 where there is essentially a Headlee rollback and if we don't have a Headlee rollback there is a potential millage calculation fraction rollback based on what our taxable value went up by.

Suchy said staff recommends the DDA consider scheduling a public hearing for the additional millage rate at the next DDA meeting on September 13, 2021.

Suchy referred to Haley's memo that explains if a public hearing is not held regarding the proposed rate, the DDA millage rate will be required to be reduced, which would result in a reduction in revenue of \$3,477.

Leisman stated we need to consider having the public hearing to preserve our rights. Suchy stated he believes the township already meets the requirements under the Truth in Taxation but he is awaiting confirmation from our legal counsel. It is possible that a public hearing will not be necessary if they find that the township meets the requirements.

Moved by Leisman, supported by Coe, to approve the scheduling of a public hearing, contingent upon feedback/outcome from the county equalization director, regarding additional millage rate of .0178 mills at the next DDA meeting on September 13, 2021. Motion carried 5-0, with 4 absent.

VII. REVIEW AND COMMENT ON COMMUNITY REPORT & BUSINESS SURVEY

Stichman referred to the copy of the community report in the packet and said in 2019 we worked with Seyferth to create the report with the idea it would be updated on an annual basis and sent out to the DDA community. Stichman referred to the business response survey that Brian, previous DDA Director, created and said she made some changes for the DDA to review and share feedback. She would like to get the survey updated and send out with an updated community report in Spring 2022.

There was board discussion in support of updating the report and survey, establishing whether to send the survey out to DDA businesses and/or all community/residents, and the board was supportive of the idea to start on the report and survey as soon as possible in coordination with the strategic planning process.

Stichman stated she will update/refine the community report and business survey and bring back to the DDA board for approval.

VIII. REPORTS AND COMMUNICATIONS

a. DDA FINANCIAL REPORT, JULY 31, 2021

Stichman said there has not been much activity with DDA financial in July. She said that we received a few sponsorship dollars for Beer at the Bridge and some monies were issued to the farmers market manager.

b. DIRECTOR/STAFF REPORTS

Stichman shared information from her director's report that outlines a few updates:

The DDA has a total of 38 sponsors this year for Beers at the Bridge and \$11,750 in sponsorship revenue. The strategic planning process draft RFP was approved today and she will make suggested changes & proceed with mailing.

Stichman said she started attending the ABA board meetings and will be serving on some of the event committees to get a better understanding of the events for the township.

Stichman has registered for the conference of the Michigan Downtown Association (MDA) and will be reaching out to MDA members as well as the legislative committee to help keep a pulse on any actions/laws that would affect downtowns.

IX. BOARD MEMBER COMMENT

Wright asked if the new hotel will be a City Flats Hotel. Suchy stated it will not be a City Flats Hotel and is supposed to be a Hotel by Amway with plans to break ground in the fall.

Harrison thanked Stichman for including the departmental/administrative reports in the packet. He said they are very helpful and give you a broad view of what is going on in the community.

X. PUBLIC COMMENT - none

XI. ADJOURN MEETING

Moved by Harrison, supported by Wright, to adjourn meeting at 9:10 a.m. Motion carried.

Respectfully submitted:

Devin Norman, Secretary

rs:eb

**ADA TOWNSHIP PLANNING COMMISSION MEETING
MINUTES OF THE AUGUST 19, 2021 REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday August 19, 2021, at 7:00 p.m., at the Ada Township Hall, Assembly Room, 7330 Thornapple River Dr., Ada MI.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Burton, Carter, Jacobs, Korth
Absent: Butterfield, Easter, Heglund
Staff Present: Buckley, Ferro, Suchy
Others Present: 2

III. APPROVAL OF AGENDA

Moved by Jacobs, supported by Carter, to approve the agenda as presented.
Motion carried 4-0, with 3 absent.

IV. APPROVAL OF MINUTES OF MEETING OF THE JULY 15, 2021 MEETING

Burton said that the meeting minutes said there was a sub-committee meeting on July 21st on the 92-unit request for extension of the PUD and she asked what transpired at the meeting. Ferro explained that the meeting was a sub-committee meeting, not a full commission work session with no recording of minutes. Ferro stated there was discussion about different ideas on ways the plan could be potentially modified to be more in conformance with the Envision Ada design principles. Ferro shared some of the ideas that were discussed and said they ended the meeting with the applicant stating he would consider some of the ideas that were suggested.

Moved by Carter, supported by Jacobs, to approve the minutes as presented.
Motion carried 4-0, with 3 absent.

V. PUBLIC HEARING

1. Request for a 3-year extension of Conditional Rezoning from the Industrial (I) District to the R-1 Low Density Single Family Residential) district, and Request for Extension of Special Use Permit for a private elementary school.

Ferro summarized the staff memo and explained that the conditional rezoning that was originally approved was a unique/new process authorized by the state's zoning law to allow the township to rezone property subject to conditions. Ferro said the idea was to allow use of the property, which was surrounded by undeveloped industrial land, for a temporary period of time for a private elementary school, Journey Academy.

Ferro stated that Journey Academy has requested an extension of time to permit them continued use for an additional 3 years.

Chair, Korth, opened the public hearing at 7:09 p.m. There was no public comment and the public hearing was closed.

Korth asked Ferro if there is a reason for the limit of a 3-year extension time. Ferro said, yes, because of the fact that it is surrounded by industrial use and the land will potentially be used for industrial space.

Korth asked the applicant if during the current 3 years you haven't found a long-term home, what is the path to find a home in the next 3 years.

Applicant and now the official owner of Journey Academy, Nathan Vandebroek, said they are at the maximum capacity for their building; maximum capacity is 41 students and they are at 39, so they are rapidly looking for property to either build or to repurpose an existing property.

Moved by Carter, supported by Burton, to recommend to the township board the adoption of the amended conditional rezoning ordinance as written. Motion carried 4-0, with 3 absent.

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS – none

VIII. COMMISSION MEMBER / STAFF REPORTS

There was board discussion on the upcoming September meeting agenda items and whether there may be a need for two meetings in the month. The Commission members present concurred with a suggestion by the Chair that the expected matters for consideration by the Commission in September be addressed in two meetings, rather than considering it all at the regular meeting scheduled for September 16. Ferro will contact all of the Commission members for an additional/second meeting date in September and he will advise.

1. Notice of Intent to Amend Master Plan, City of Kentwood, 7/29/21

The board reviewed the Notice of Intent to Amend Master Plan included in the packet. Korth said the state law says that adjacent communities are supposed to alert the neighboring communities that they are working on their master plan thus allowing us to be aware of any changes that may affect us.

Ferro stated that there is more specific information in the notice than is typical in that they mention 3 specific geographic sub-areas that they are studying for possible amendments. There was brief board discussion about the notice and the opportunity it provides us to give input when it's needed.

IX. PUBLIC COMMENT

Jim Ferro introduced John Said, the new Planning Director starting August 30, 2021, and the Commission members welcomed John to Ada Township. John thanked everyone and said he is honored to be a part of the community.

VII. ADJOURNMENT

Moved by Jacobs, supported by Carter, to adjourn the meeting at 7:45 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY AUGUST 12, 2021 REGULAR MEETING
8:30 A.M., ROSELLE MEETING ROOM
1010 GRAND RIVER DR., ADA 49301**

1. Call meeting to order/roll call

Present: Leisman, Crosby, Roe, Steketee, Levick, Winczewski

Absent: Terwilliger, Schmottlach, Jacobs, Damstra, VandenBerg

Staff Present: Fitzpatrick, Ferro, McCormick, Suchy, Stichman **Absent:** Ergang

Public Present: Mike Reese of Troyer Group, Paul Warnick of OCBA

2. Approval of agenda

Steketee moved, Crosby supported, to approve the agenda as presented. Motion carried unanimously.

3. Approval of minutes from June 10, 2021

Winczewski moved, Crosby supported, to approve with changes – Betty Jo comment on stewardship and conservation easement goals, to correct Steketee showing under absent, he attended the meeting.

4. Introduction of new DDA Coordinator, Status of Planner Position –

Mike Reese gave an overview of his relationship to and interest in Ada Township. Haley Stichman introduced herself as the new DDA Director. Julius provides an update on the Planner position and announced that John Said was offered the position.

5. Updated Schedule for the Roselle Park Shelter Project – OCBA representative–

Mark provided an overview on the history and funding of the project. Paul Warnick, from OCBA, provided a draft of the bidding and construction schedule. Discussion by the Board provided Paul with feedback to base revisions of the schedule on. Paul noted that he expects increases in some areas of the initial project cost estimate.

6. RFP on consultant services and schedule for updating the PRLP Plan -

Mark provided an overview on posting of the RFP and review process. Ross raised questions on some items regarding scope of services. Jim and Julius discussed amending the RPF and sending out an updated version.

7. Committee Report and updates

a. Stewardship Committee —

Mark provided an update and information about the Adaview information and Bittersweet brochure. Julius commented on updates to IT and Web site services. Elise commented on Kent Conservation District information and lectures.

b. Programs & Facilities Committee –

Mark provided an update. The next meeting is to be scheduled. Judy requested photos of Advisory Board members to be on the web site.

c. Trails Committee –

Jeff VandenBerg had provided a report in the packet. Jim commented on the report and provided an update on the work of the Trails Committee. Julius provided an update on the bond funding process and trail project planning process. Judy raised questions about specific sections. Betty Jo comments on appreciating the work being done.

8. Directors Report –

Mark provided highlights to the report (included in packet). Noted a new e-newsletter now being done by the Parks Department and a copy included in the packet. Mark presented Jim Ferro with a Certificate of Appreciation for his work with the PRLP program and Board.

9. Board Member Comment –

Ross commented on Kim Karn as the new director of the Land Conservancy of West Michigan. Betty Jo commented on attendance concerns for PRLP Board member. Ross replied noting quorum issues and a need for review.

10. Public Comment –

Mike Reese commented on the work the Cascade Parks Committee is doing and desire to have a combined meeting with the PRLP Board.

Meeting adjourned at 9:47 a.m.

Respectfully Submitted,

Jacqueline Smith, Ada Township Clerk

UTILITY ADVISORY BOARD

Thursday, August 19, 2021

8:30 am.

Minutes

AGENDA

Call to Order

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

Members Present

Jenessa Carter, Alex Fleet, Wayne Jernberg, Sam Giffel, Jay Ouzts, Charles Schroeder, Jim Kirkwood, Julius Suchy, Kolene Allen, Darrell Schmalzel, Eric DeLong, Jeff McCaul, Bill Kaiser, Tim Burkman, Mark Bennett, Brian Vu, Doug La Fave, James Hurt, Ben Swayze

Others Present

Tai Verbrugge (City of Grand Rapids), Kurt Anderson (City of Grand Rapids), Tim Bradshaw (Progressive AE), Megan Rydecki (Consumers Energy)

Approval of Minutes – July 15, 2021

Approval of minutes by Mr. Jernberg and second by Mr. McCaul.

MOTION CARRIED.

Public Comment on Agenda Items

None

Approval of Agenda

Motion to approve the agenda by Mr. Suchy and second by Mr. Schmalzel.

MOTION CARRIED.

Introduction of Megan Rydecki - Consumers Energy's Community Affairs Manager for Kent County

Mrs. Rydecki introduced herself as the Community Affairs Manager for Consumers Energy. Her role with Consumers Energy is to manage relationships with the various municipalities and bring the community's voice back to Consumers Energy. If communities have issues or concerns, please feel free to reach out to Mrs. Rydecki.

Updates

July Awards – Jeff McCaul

Mr. McCaul said that three projects were awarded in July. The three projects are not integrated costs. The projects include reconstructing Valley Avenue, Fulton Street, and Lake Eastbrook Boulevard/East Beltline Avenue. The Fulton Street project was bid in May, but there was an adjustment on the bid price.

Kent County Community Action 2nd Quarter – Sam Giffel

Mrs. Giffel gave an update on Kent County Community Action program. As a reminder, 2.5% of the penalty fee goes towards Kent County Community Action for utility assistance. In the first quarter, KCCA did not tap into the funds due to other available assistance programs. Last September, the City obtained funding from the Cares Act and received \$40,000 - \$80,000 for utility assistance. Additional funding from the American Rescue Plan is to be distributed, but the State is yet to determine how the money will be distributed to customers or utilities.

Mr. Delong recommends that Mrs. Giffel write a short memo of the funds that the City and KCCA have received from the various legislative bills to brief the City Commission.

Lake Michigan Filtration Plant Solar – Wayne Jernberg

Mr. Jernberg said that the Water System is waiting for landscaping permits from Grand Haven Township. The landscaping plan was resubmitted to the township for approval. He estimates that the construction of the panels will begin in the Fall.

Sewer Use Ordinance – Kurt Anderson

Mr. Anderson said that he met with two additional UAB workgroups in June and July and answered various questions from partner communities. In the workgroups, Mr. Anderson walked partner communities through each section of the sewer ordinance and the proposed changes. Some items that needed further revision include the definition of code officials for retail and wholesale customers and who is responsible for sewer cleaning per the current ordinance.

The next step is to set up an industrial workgroup with seven companies representing 23 surcharge customers that are considered categorical industries. He will begin scheduling meeting times for September. Mr. Swayze said that there are additional questions that the workgroups have and will send them to Mr. Anderson.

Biodigester – Brian Vu

Mr. Vu said that staff is working on integrating the system into SCADA. The next step is to start the other two tanks, and the phosphorus renewal contractor is on site. An additional contractor will be coming on-site to continue to tune the system and conduct IO checks.

Rate Study – Jenessa Carter

The Utility Finance Office is finishing up the reconciliation and accruals for the fiscal year-end. Mrs. Carter will present the year-end financial at the next meeting. In the next two weeks, she will be diving into the Rate Study.

Public Comment

None

Items from Members

Mr. Ouzts said that the lead and copper sampling continues, and there was a lead exceedance at one of the sites. Staff conducted additional sampling, a lead service line replacement was scheduled, and EGLE was notified.

Mr. Jernberg said that a significant amount of cross-connection forms had not been returned, and properties have been posted for water shutoff. The high number of outstanding forms could be attributed to the backlog that plumbers are experiencing. At this time, if properties have an appointment with a plumber, they will be removed from the shutoff list.

Next Meeting – September 16, 2021

Adjournment

The meeting was adjourned at 9:15 by Mr. DeLong.



MINUTES TO PRECONSTRUCTION MEETING

Project: Fase Street Trail
Project No.: 210180.01
Date: September 22, 2021
Place: Ada Township Fire Station

Attendance

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email Address</u>
Julius Suchy	Ada Township	616.676.9191	jsuchy@adatownshipmi.com
Steve Ryan	Ada Township	616.437.1132	steve@ryansmunicipal.com
John Lepien	CL Trucking	616.446.7618	jlepien@clte.net
Jeff Schuster	AT&T	213.779.8451	js9865@att.com
Steve Groenenboom	M+B	616.363.9801	sgroenenboom@mbce.com
Chris Corner	M+B	616.283.2096	ccorner@mbce.com

Distribution:

All Attendees			
Wayne Harrall	KCRC	616.242.6901	wharrall@kentcountyroads.net
Jeff VandenBerge	Ada Township		jeff@yellowraft.com



Contractor: CL Trucking

Subcontractors: GEBS; Chop – tree removal; L&O Construction – concrete; Superior – HMA patching; Michigan Pavement Markings

1. Anticipated starting date: Friday, October 1, 2021 (tree removal), Monday, October 4, start on storm sewer and relocate hydrant as well. Start on concrete work on Monday, October 11.
2. Completion Date: October 31, 2021
3. Public Utilities – Review of Problems – Call MISS DIG
 - a. Gas Main – André Diaz was invited but not present. No known issues.
 - b. Telephone – Jeff Schuster AT&T was present. There are four phone pedestals to be relocated. Jeff needs survey staking at the four phone pedestals ASAP. He will start as soon as these are staked. They should be done by the end of next week.
 - c. Electric Power – Consumers Energy. There is one pole to be moved and one guy wire as well.
4. Construction permits will be required as follows:
 - a. A Soil Erosion and Sedimentation Control Permit will be required from KCRC. John will get this. Ada will sign the permit.
 - b. A permit to work in the streets or other rights-of-way will be required from KCRC.
5. The Contractor's supervisor will be John Lepien, who will have the authority to act on behalf of the Contractor. The foreman of the Construction crew will be Garth Gorby. All communications concerning the performance of the work should be given to John Lepien.
6. *Means and Methods.* There will not be a job trailer or porta-potty. Restrooms are available at Leonard Field. There are ball games on Tuesday and Wednesday evenings for the next two weeks. The Contractor may want to place some no parking signs. CL Trucking will place construction notices on the doors, and Ada will send information to residents as well.
7. Inspection of the work will be done by the following:

Concrete Walk/Drives – M+B
Restoration – M+B



Density Testing

Trench Backfill – M+B

Sand Subbase – M+B

Other – concrete – M+B

The Inspector will be Brett Olson (616.430.3373)

8. Extra work or changes in the work must be reviewed with Ada Township and M+B before it is performed in order to be considered for payment. Any changes in the work not provided for in the Specifications that are different in design or cost will be made by change order only.
9. Construction staking will be done by M+B. The Contractor should make requests for stakes to Kim Kraft in our Survey Department at least 48 hours before they are required. Requests can be made at <https://mbce.com/portfolio-item/j-survey-services/>.
10. Lane closing may be required. All signing, barricades, etc., will be placed and maintained by Give 'Em a Brake.

The Contractor shall notify the following agencies at least 48 hours before closing any street: KCRC and Ada Township.
11. The Contractor will be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall provide access for fire and emergency vehicles at all times during construction. The Contractor is responsible for all signs, barricades, lights, etc., to protect the public from hazards created by the work.
12. Progress meetings will not be held.
13. Partial payments are to be prepared by Moore & Bruggink, Inc., using quantities furnished by the inspector on the last Friday of each month. Waiver of Lien forms requiring the signature of the Contractor and his surety must be filed with the Owner before final payment will be made.
14. As-built measurements will be made by Moore & Bruggink.

As-built plans will be prepared by Moore & Bruggink.

Copies of as-built plans should be sent to: Ada Township and KCRC
15. Miscellaneous items discussed:
 - a. Concrete sidewalk joints are to be saw cut. Refer to special provisions for timing of cuts.
 - b. Project Funding – Ada Township



- c. Trash Pick Up – CL Trucking will not interfere with trash pick up along Fase Street.
- d. Plan Revisions – All work along Kamp Twins Road (Sheet 5) has been eliminated from this contract. The curb and gutter, street crossing markings, and concrete walk in front of 7606 Fase Street are eliminated from this contract.

Submitted by: Steven C. Groenenboom, P.E.



BOARD OF DIRECTORS

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Sean P. Welsh
PNC Bank

VICE-CHAIR

Tina Freese Decker
Spectrum Health

TREASURER

Bill Pink, Ph.D.
Grand Rapids Community College

Rick Baker

Grand Rapids Chamber

Norman J. Beauchamp Jr., MD, MHS
Michigan State University

Matthew K. Becker
BDO USA, LLP

Stephen M. Abbott
JPMorgan Chase

Wayman P. Britt
Kent County

Ronald G. DeWard
Varnum LLP

Steve Downing
Gentex Corporation

Douglas A. Dozeman
Warner Norcross & Judd LLP

Luke Cherveney
PwC

Krista Flynn
TCF Bank

Jeffrey L. Connolly
Blue Cross Blue Shield of Michigan

John Irwin
The Huntington National Bank

Jim Keane
Steelcase, Inc.

John Kennedy
Autocam Medical

Patrick Greene
Cascade Die Cast Group Inc.

Darrel Schmalzel
City of Walker

Randy Thelen
The Right Place

September 13, 2021

Julius Suchy

Ada Township

7330 Thornapple River Drive, PO Box 370

Ada, MI 49301

Dear Julius,

Thank you for being a valued investor in The Right Place. Our team is maintaining focus on initiatives that prioritize People, Place, and Prosperity within our region.

- **PEOPLE:** Engaging with employers directly to address their talent and workforce challenges, attracting new talent to the region through Hello West Michigan, and cultivating diverse talent development initiatives.
- **PLACE:** Working with municipal partners on the Kent County Sustainable Business Park to drive economic growth while creating a cleaner tomorrow for our community.
- **PROSPERITY:** Completing more than 100 business retention visits in the month of June, allowing us to gain a better understanding of the needs our business community has now and in the near-term.

Our three year strategic plan set aggressive job, payroll and investment goals. Now halfway through our Plan, we are ahead of pace on each of our top level metrics despite the challenges presented by the global pandemic.

Thank you for Ada Township's generous \$20,000 pledge to The Right Place's economic development efforts. We received your annual payment of \$4,000 on August 30, 2021. As you know, this contribution is not deductible as a charitable donation.

This assistance is not possible without your support and we truly appreciate your continued commitment to The Right Place.

Sincerely,

Randy Thelen
President & CEO
The Right Place, Inc.

Brad Comment
Senior Vice President, Investor Relations
The Right Place, Inc.

Blake W. Krueger
Wolverine Worldwide

Hyung Kim, MD, MBA
Mercy Health Saint Mary's

Michael P. McGee
Miller, Canfield, Paddock & Stone, P.L.C.

Hank Meijer
Meijer, Inc.

Richard Sorota
Perrigo

Andi Owen
Herman Miller, Inc.

Richard J. Pappas, Ed.D.
Davenport University

Matt Paul
DTE Gas

William R. Payne
Amway/BP Ventures

Philomena Mantella
Grand Valley State University

John C. Porterfield
Comerica Bank

Julie Rietberg
Greater Regional Alliance of Realtors

Garrick J. Rochow
Consumers Energy Company

Tony Sarsam
SpartanNash

Renee C. Tabben
Merrill Lynch/ Bank of America

Jim Teets
ADAC Automotive

David Van Andel
Van Andel Institute

Mike VanGessel
Rockford Construction

Mark Washington
City of Grand Rapids

Thomas G. Welch Jr.
Fifth Third Bank – West Michigan

Bob Wolford
Miller Johnson

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: Septemeber 27, 2021

HAND CHECKS

#101	#	52366. 52368. 52369. 52370. 52372, 52373	\$	7,264.68
#205	#	52373	\$	90.85
#208	#			
#211	#			
#213	#			
#214	#	E84, 52373	\$	355.66
#243	#			
#248	#			
#249	#			
#401	#			
#590	#	52373	\$	234.45
#591	#	52371, 52373	\$	417,261.53
#592	#	52373	\$	117.23
#701	#			
TOTAL ALL HAND CHECKS			\$	425,324.40

WARRANTS

#101	GENERAL FUND	\$	123,608.79
#205	PUBLIC SAFETY FUND	\$	2,978.56
#208	PARK FUND		
#211	TOWNSHIP TRAILS	\$	795.33
#213	PARKS & OPEN SPACE		
#214	PARKS & RECREATION	\$	4,606.47
#243	BROWNFIELD REDEVELOPMENT		
#248	DDA FUND	\$	126.98
#301	ENVISION ADA		
#401	CAPITAL PROJECT	\$	110.00
#590	SEWER OPERATION FUND	\$	12,906.23
#591	WATER OPERATION FUND	\$	17,174.40
#592	GRAND VALLEY ESTATES FUND	\$	6,935.43
#701	ESCROW ACCT		
TOTAL WARRANTS		\$	169,242.19
TOTAL ALL CHECKS & WARRANTS		\$	594,566.59

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

POST DATES 09/09/2021 - 09/27/2021

JOURNALIZED OPEN AND PAID

BANK CODE: GEN

Page: 1/5

Vendor Name	Description	Amount	Check #	Check Date
1. AFLAC	EMPLOYEE PREMIUMS	407.34	52369	09/22/2021
2. AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	31.87		
	COMPUTER KEYBOARDS	69.98		
	TOTAL	101.85		
3. ASHLEY HUEY	INTERN COMPENSATION	3,000.00	52366	09/15/2021
4. AT & T	PUBLIC WIFI	181.80	52370	09/22/2021
5. BARTLETT TREE EXPERTS	LEGACY PARK MAINTENANCE	767.00		
6. BLOOM SLUGGETT, PC	PROFESSIONAL SERVICES	3,587.00		
	PROFESSIONAL SERVICES	187.50		
	TOTAL	3,774.50		
7. BRANDON HOLMES	UNIFORM REIMBURSEMENT	135.68		
8. CL TRUCKING & EXCAVATING LLC	ADACROFT WATERMAIN STREET IMPROVEMENT PAY APP #4	417,027.08	52371	09/22/2021
9. COMCAST	INTERNET-ROSELLE PARK	128.40	84	09/22/2021

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POST DATES 09/09/2021 - 09/27/2021
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Vendor Name	Description	Amount	Check #	Check Date
10. CONSUMERS ENERGY	ELECTRIC SERVICES-FIRE #2	150.41		
	ELECTRIC SERVICES-FINDLAY CEMETERY	29.24		
	ELECTRIC SERVICES-COVERED BRIDGE	71.13		
	ELECTRIC SERVICES-ROSELLE PARK	365.17		
	ELECTRIC SERVICES-LEONARD FLD	76.61		
	ELECTRIC SERVICES-ROSELLE PARK	186.18		
	ELECTRIC SERVICES-GRAND VALLEY WATER TOWER	48.02		
	ELECTRIC SERVICES-GRAND VALLEY PUMP STATION	982.34		
	ELECTRIC SERVICES-HALL LIFT STATION	182.28		
	ELECTRIC SERVICES-CASCADE LIFT STATION	171.50		
	ELECTRIC SERVICES-LIBRARY	4,075.00		
	ELECTRIC SERVICES-FULTON LIFT STATION	2,797.96		
	ELECTRIC SERVICES-STREET LIGHTS, THORNAPPLE RIVER	45.13		
	ELECTRIC SERVICES-STREET LIGHTS, BRONSON ST	49.14		
	ELECTRIC SERVICES-ADA DR STORAGE BLDG	30.94		
	ELECTRIC SERVICES-LEGACY PARK	90.34		
	ELECTRIC SERVICES-STREET LIGHTS, HEADLEY	124.00		
	ELECTRIC SERVICES-TWP HALL	939.89		
	ELECTRIC SERVICES-MUSEUM	161.06		
	ELECTRIC SERVICES-FIRE #1	611.09		
	ELECTRIC SERVICES-ADA PARK	38.48		
	ELECTRIC SERVICES-ADA PARK	248.56		
	ELECTRIC SERVICES-ADA DR PUMP STATION	1,704.14		
	ELECTRIC SERVICES-ADA DR WATER TOWER	57.56		
	ELECTRIC SERVICES-METER PIT	33.27		
	ELECTRIC SERVICES-SPAULDING LIFT STATION	433.83		
	ELECTRIC SERVICES-THORNAPPLE CLUB LIFT STATION	73.35		
	ELECTRIC SERVICES-FULTON LIFT STATION	321.40		
	TOTAL	14,098.02		
11. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	111.23		
	LINEN/RUG SERVICES-FIRE	111.23		
	LINEN/RUG SERVICES-TWP HALL	128.35		
	TOTAL	350.81		
12. CORRPRO COMPANIES, INC.	CATHODIC PROTECTION CORROSION SYSTEM	925.00		
13. CRITTER CONTROL	2ND PAYMENT - ADA HISTORICAL SOCIETY	3,022.50	52368	09/15/2021
14. CUSTODIAL HOUSEKEEPING STAFFING, IN	JANITORIAL SERVICES	800.00		

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Vendor Name	Description	Amount	Check #	Check Date
15. DELTA DENTAL	DENTAL PREMIUMS-PREPAID	2,188.15		
16. DIRT CHEAP EXCAVATING & LANDSCAPING	CEMETERY SERVICES-OPEN/CLOSE	750.00		
	CEMETERY SERVICES-OPEN/CLOSE	800.00		
	TOTAL	1,550.00		
17. DOUGLASS SAFETY SYSTEMS, LLC	COMPRESSOR PREVENTATIVE MAINTENANCE -FIRE	933.50		
18. FASTSIGNS	4TH OF JULY PARADE SIGNS	106,348.00		
19. GODWIN HARDWARE, INC	SUPPLIES-FIRE	50.25		
	SUPPLIES-FIRE	30.69		
	SUPPLIES-PARKS	4.99		
	SUPPLIES-PARKS	54.14		
	SUPPLIES-FIRE	40.96		
	SUPPLIES-FIRE	18.26		
	SUPPLIES-PARKS	18.75		
	SUPPLIES-FIRE	28.99		
	TOTAL	247.03		
20. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	1,835.10		
21. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE	117.00		
22. INTEGRITY BUSINESS SOLUTION	SUPPLIES- GEN DEPT	79.81		
	SUPPLIES-PARKS	132.90		
	SUPPLIES-GEN. DDA. FARMERS MARKET DEPTS	91.30		
	CREDIT RETURN - DDA	(9.34)		
	TOTAL	294.67		
23. KENT COUNTY HEALTH DEPT	POTABLE DRINKING WATER - PARKS	48.00		
24. KENT COUNTY ROAD COMMISSION	WATERMAIN IMPROVEMENTS	595.94		
25. LISA MAY	BOARD MEETING MINUTES - SEPTEMBER 13, 2021	100.00		
26. MANUEL BOHANNON	FIRE CON ED LODGING - 1/2 ROOM REIMBURSEMENT	248.52		
27. MAUREEN PEDRES	RENTAL CANCELED DUE TO COVID	115.00		
28. MICHIGAN TRAILS MAGAZINE	ADVERTISEMENT	736.25		

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Vendor Name	Description	Amount	Check #	Check Date
29. MID MICHIGAN ASSOC OF ASSESSING OFF	CON ED	65.00		
30. MLIVE MEDIA GROUP	ADS-LEGALS AFFIDAVITS	170.40		
31. NAPA	SUPPLIES-FIRE	57.38		
32. NYE UNIFORM CO.	FIRE DRESS BLUES-BADGES	1,158.40		
33. PAST PERFECT, INC	HISTORICAL PRESERVATIONS - PARKS	1,825.00		
34. PHASE 3 GRAPHICS, INC	BRATS & BONFIRES BANNERS	78.00		
35. PLM LAKE & LAND MANAGEMENT	PARADISE LAKE ALGAE TREATMENT	475.00		
36. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-ROSELLE PARK	109.00		
37. RRR LAWN AND LANDSCAPE LLC	MONTHLY COLOR MAINTENANCE	99.00		
38. RYAN'S MODERN SEWER CLEANING I	AUGUST CONTRACT	17,500.00		
	ROSELLE PARK	200.00		
	METER READINGS	882.30		
	UTILITY DIRECTOR - AUGUST	3,000.00		
	UTILITY MAINTENANCE	2,636.25		
	WATER MAIN BREAK - BILLBACK FROM CL	1,828.75		
	TOTAL	26,047.30		
39. SPECTRUM HEALTH OCCUPATIONAL	DAVE MURRAY	64.42		
40. STANDARD SUPPLY & LUMBER CO, INC	SUPPLIES-TRAILS	59.08		
41. STICHMAN, HALEY	MILEAGE REIMBURSEMENT	17.25		
	MILEAGE REIMBURSEMENTS	12.32		
	TOTAL	29.57		
42. UNUM	LONG TERM DISABILITY PREMIUM-OCT 2021	558.19	52372	09/22/2021
43. UTILITY SUPPLY OF AMERICA INC DB	SUPPLIES FOR ADA BOOSTER STATION & GRAND VALLEY ES	759.40		
	SUPPLIES FOR ADA BOOSTER STATION & GRAND VALLEY ES	652.46		
	SUPPLIES FOR ADA BOOSTER STATION & GRAND VALLEY ES	19.76		
	TOTAL	1,431.62		

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Vendor Name	Description	Amount	Check #	Check Date
44. VALLEY CITY SIGNS	LIBRARY INSTALLATION	110.00		
45. VERIZON WIRELESS	MOBILE TELEPHONE SERVICES	412.96	52373	09/22/2021
	SCADA LINE SERVICES	44.46	52373	09/22/2021
	SCADA LINE SERVICES	541.67	52373	09/22/2021
	TOTAL	999.09		
46. WEST MICHIGAN OFFICE INTERIORS	OFFICE FURNITURE FOR UTILITIES LOCATED AT ADA BOOS	1,013.00		
47. WILLIAM JOURDAN	IRRIGATION REPAIRS	140.00		
TOTAL - ALL VENDORS		594,566.59		
PAYMENT TYPE TOTALS				
Paper Check		594,438.19		
EFT Transfer		128.40		



MEMORANDUM

Date: 9/22/21

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Policy P-092721-1: Ada Township Purchase Policy

Background:

The Township received a draft of the purchase policy at the September 13, 2021 meeting for review. Based on the feedback there has been two revisions to the policy. They have been highlighted in red on the attached draft. The policy # has been updated to reflect the meeting it will be approved at.

Revisions to Draft Policy:

- In Section 2, if a purchase up to \$10,000 is made with Admin Committee approval it will be reported to the Township Board at the next regular board meeting in the Township Manager report.
- In Section 3, if there is an emergency expenditure it will be reported to the Township Board within 48 hours instead of the next meeting.

Our auditor also provided feedback that he liked the policy and it was an improvement over the existing policy.

Original Background Provided:

The Township has an existing purchase policy that was created in December of 2010. In late 2020 the Township Board asked for staff to bring back a revised policy that allowed for higher purchase authority to eliminate smaller items from coming to the board for approval.

The Administrative Committee reviewed a draft policy early in 2021 and based on additional feedback updated some items in the policy which is enclosed.

The policy draft as written increases the purchasing threshold to \$5,000 for the Clerk, Treasurer, Supervisor and Township Manager. It also creates a higher level of authority for the Township Manager (\$10,000) with approval of the Administrative Committee and includes language for emergency items over \$10,000. With the increased purchasing policy there are still requirements for purchasing within these categories.

Recommendation:

Staff would recommend approval of the policy as provided. If the board has other feedback they would like to see implemented, a revision can be made to the policy prior to approval.

Requested Motion: Approval of Policy P-092721-1: Ada Township Purchase Policy



Ada Township
Purchasing Policy
P-092721-1

Draft: September 21, 2021

PURPOSE: This policy controls the purchase of goods and services including, without limitation, supplies, parts, repairs, services, training and equipment outside of regularly reoccurring expenditures such as utilities, insurance premiums, and recurring materials needed to operate the utility system. Purchases of all items must be accomplished in a manner that ensures that the Township is receiving the best value for the money being expended and that the policy can be implemented in a straight-forward and efficient manner.

1. **Supervisor, Clerk, Treasurer and Township Manager are authorized to spend up to \$5,000** without prior approval of the Board of Trustees, provided that the funds are appropriated and available in the approved annual budget.
2. **The Township Manager is authorized to spend up to \$10,000** with the prior approval of the Administrative Committee, provided that the funds are appropriated and available in the approved annual budget. If the Manager determines a purchase may cause an appropriation to be exceeded, a budget amendment shall be drafted or an explanation shall be provided to the Administrative Committee prior to the purchase. **Any such expenditure will be reported to the Township Board in the Township Manager report at the next regular Township Board meeting.**
3. **In emergencies, when necessary, to protect the health, welfare, safety and well-being of the Township or its assets**, the Manager may make or authorize expenditures in excess of \$5,000 without Administrative Committee prior approval. The Manager will inform and receive prior approval from the Township Supervisor and will inform the Board of Trustees of the expenditure **within 48 hours** and provide justification for the emergency nature of the purchase in a timely fashion, no later than the next regular Board meeting.
4. **Non-Elected Department Heads are authorized to spend up to \$1,000** without prior approval of the Manager, provided that the funds are appropriated and available in the approved Department budget. The Township Manager's approval and signature is required for all Purchase Authorizations for departmental purchases greater than \$1,000 or for any unbudgeted purchase, large repair, maintenance or capital outlay items that may cause the appropriated line item to be exceeded.
5. **Certain staff may be authorized to spend up to \$500** without prior approval of the Manager or Department Head, provided that the funds are appropriated and available in the

approved Department budget. This authority will be granted on a position-by-position basis based on the need of the position to make periodic purchases to operate efficiently.

6. **All purchases of goods and services in an amount greater than \$10,000 must receive prior approval from the Township Board of Trustees** (“Township Board”), except as noted in paragraph 3 above, and with respect to utility bills, chemicals for Water Plant, insurance premiums, ongoing professional services (i.e., legal and engineering), and recurring billings for goods and services provided (i.e., Road Commission work, residential water meter replacements, sanitary sewer collection, Sheriff’s deputy billings, and other similar items as listed).

7. In the event the Township enters into a lease for equipment the annual lease cost per year shall dictate the type of approval required as well as the category (1, 2, or 3) of the expenditure as listed below.

8. Procedures required for the following categories of purchases:

CATEGORY 1. Purchases costing less than \$1,000:

- Multiple quotes or “price shopping” is recommended for all non-reoccurring purchases. Quotations for these types of purchases may be obtained by internet, phone, e-mail or fax, and need not be written quotes. The authorized purchaser should approve all purchases by initialing each invoice or receipt. Quotes received shall be documented.
- An exception to the multiple quote rule may be made for small purchases (under \$100) when comparing prices is not realistic, when the item is from a “sole source” due to compatibility with existing equipment, or if other qualified sources are not available, or the purchase is time sensitive. In this exception, Ada Township recognizes that searching for the lowest price may actually lead to a higher cost through lost time and productivity.

CATEGORY 2. Purchases costing between \$1,000 - \$ 9,999:

- Quotations for purchases from \$1,000 and \$9,999 may be obtained by phone, e-mail or fax, and documented via written quote.
- Approval from the Township Manager shall be received before the purchase is made with the exception of approvals provided in paragraph 4 (non-elected department heads).

CATEGORY 3. Purchases costing over \$10,000:

- At least three quotes should be obtained in writing unless the item is “sole source” due to compatibility with existing equipment or similar reason, if other qualified sources are not available, or if a known or qualified company with a successful track record with the Township is the seller and is deemed in the best interest of the Township as determined by the Township Board.

- With recommendation from the Township Manager, this complete package of information will be presented for consideration to the Township Board, along with the covering memo of explanation from the Township Manager.

9. While typically the lowest quote or bid will be accepted for an equivalent product or service, the Township is not required to accept the lowest quote or bid, if the Township deems it is its best interest to accept other than the lowest.

10. The Township shall have the right to reject any or all bids, to re-negotiate terms, and to otherwise award the purchase as it determines to be in its best interest.

Clerk's certification: I hereby certify that the above Township of Ada Purchasing Policy was adopted by the Township Board of Trustees at their Regular Meeting held on _____, 2021.

Jacqueline Smith, Ada Township Clerk

Date



MEMORANDUM

Date: 9/22/21

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Resolution R-092721-1: Trunk or Treat Road Closure Request

Background:

The Ada Business Association (ABA) holds an annual Trunk or Treat event at the Community Church. The event has annually included a road closure request for a small section of Thornapple River Drive from the front of the Community Church to Teeple for safety.

I have enclosed the request from the ABA for this year's event to be held on Sunday October 24, 2021 as well as the resolution and map that will be sent to the Kent County Road Commission if approved.

Recommendation:

Staff recommends approval of Resolution R-092721-1 to allow for the road closure associated with the Trunk or Treat event.

Requested Motion: Motion to Approve Resolution R-092721-1: A Resolution Authorizing the Closure of Thornapple River Drive for the Trunk or Treat Event on October 24, 2021.

Proposal for Trunk or Treat 2021
Road Closure Request
Location: The Community Church
Event date: Sunday October 24, 2021

The Ada Business Association is proud to present Trunk or Treat 2021!

The Community Church parking lot will be used for trick or treating, carnival games, snacks, and live music. Children proceed from car space to space and trick or treat.

We respectfully request closing down a small section of Thornapple River Drive to ensure safety for the event. There is usually a very long line going down the sidewalk well past the church property. We request the road closure from 3-7pm. The closure begins at the church and extends to Teeple.

Both Blimpies and Hungry Howies customers may still access the back and front parking lots of that building.

The map shows the location of the road closure.

Thank you so much for your time and consideration of this matter. We look forward to another successful and fun event in Ada Village.

Kindell Rerucha
Event Chair



**BOARD OF COUNTY ROAD COMMISSIONERS
KENT, COUNTY**

1500 SCRIBNER AVENUE NW
GRAND RAPIDS, MI 49504
TELEPHONE: 616-249-6900 FAX: 616-242-6980

ADA TOWNSHIP RESOLUTION R-092721-1

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

At the regular meeting of the Township Board of Ada, Kent County, Michigan held at the Township Hall on the 27th day of September, 2021.

PRESENT: _____
ABSENT: _____

The following Resolution was offered by Member _____ and supported by Member _____.

The Ada Business Association respectfully requests that Ada Township grant the request to close a small section of Thornapple River Drive, Sunday, October 24, 2019 from 3-7:00 pm for the "Trunk or Treat" event. The closure would be from Teeple to right in front of the Community Church. See attached Street Closure.

APPROVAL

Yeas: ____
Nays: ____
Absent: ____

Resolution R-092721-1

Adopted: September 27, 2021

Signed _____
Jacqueline Smith
Ada Township Clerk

CERTIFICATION

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on September 27, 2021.

Signed _____
Jacqueline Smith
Ada Township Clerk

RECTORY

Safety Shop Wellness Other

- Bike Shop / and Rapids Bicycle Company
- Adaptz Ada Grill
- Insurance Services
- ma's Partry
- oper's Ice Cream Shoppe
- brick Teerman's
- ation Studio
- mer Chiropractic & Rehabilitation
- lyn's Style of Ada
- er Stream Empowerment Coaching
- 's Salon
- Handshake
- h Five Drone Productions
- hyn Hardware & Plumbing
- Liquor
- Barber Shop
- na's The Trattoria
- 'n Bean Coffee Company /
- h Ice Cream
- Township Hall
- adway
- ther Lane Pottery
- nsular Oil & Gas Co
- arba
- pie
- Conservatory of Music
- Community Church
- er Cottage
- Worke's Personal Fitness
- ing & Health Coaching
- ed Salon
- notional Advertising Group
- y Engineering
- logy Productions
- LL Hansen Corporation
- Historical Society
- verill Historical Museum
- Post Office
- Steps Little Feet
- Automotive
- d/AGO
- e Farm Insurance
- r Valley Credit Union
- Consultants
- Christine's Salon & Spa
- Family Dentistry
- Family Partners
- Alterations & Shoe Repair

LOCATIONS COMING 2017

- Kingma's Market
- Spectrum Health
- Integrated Care Center

Farmer's Market (seasonal)

ADA VILLAGE BUSINESSSES



PUBLIC PARKING

- On & Off-Street
- Barrier-Free
- Bicycle

Ada Is Open!

Locations as of 10/21/2017

MEMORANDUM

Date: 9/22/21



TO: Ada Township Board
FROM: Julius Suchy, Township Manager
RE: Revisit 2017 Township Strategic Plan Initiatives

Background:

The Township went through a strategic planning process in 2017 led by the Novak Consulting Group. The process included a detailed approach that created a strategic framework outlining a work plan for the Township to complete.

I have briefly reviewed this workplan and I think it is important for the Township to complete a thorough review to get a better understanding of the status of each of these initiatives to understand what was completed and what items remain.

As time allows, I will begin working with staff to review the work plan and create a report outlining the work that has been completed and next steps. This will allow the Township to continue the important work of the strategic plan and see it through to completion.

The majority of the Township Board was in place for the strategic plan process, but reviewing this will be a good refresher for the members that were involved in the process and good information for the newer members of the board. I have enclosed a copy of the work plan and I will e-mail a copy of the entire strategic plan to the board if they want to review it.

Recommendation:

Staff has no recommendation, just an update on the 2017 strategic plan and the next steps staff will be taking to review and provide a report on how to reach completion of the strategic plan initiatives.

Requested Motion: None

Ada Township Strategic Framework



Historic Ada

*Preserving Natural Beauty
Embracing Community
Championing Sustainability
Delivering Excellence*

Mission

The Township provides exceptional public services that enhance the experience of living, working, and visiting Ada.

Values

Those who serve Ada Township embrace these values:

Commitment
Courtesy
Customer service
Collaboration

Critical Success Factors



Well-Maintained Infrastructure, Facilities, and Equipment



Transparent Leadership and Intergovernmental Relations



Mutually Supportive Business Relationships



Exceptional Parks, Trails, and Amenities



Responsible Fiscal Policies



Driven and Responsive Organization



Managed Growth and Development



Diverse Housing Options



Active Communication and Engagement



Safe Community

Critical Success Factors	Initiatives/Priorities
Safe Community	<ul style="list-style-type: none"> • Update website speed/accessibility and provide more online interaction with residents – 3 • Capitalize on community events to promote engagement opportunities – 2 • Take control of communication tools • Relationship with the Kent County Road Commission (pedestrian, traffic, safety concerns) – 7 • Provide 24/7 Safety/Fire – 2 • Work to slow down speeding in Township • Maintain good relationship with Sherriff's Department

Developing a Workplan

Based on the Board's voting exercise, 16 initiatives rose to the top to be incorporated into the Township's new Workplan. The group was asked to identify a lead individual for each initiative, develop an action statement, and establish a completion date. They broke into small groups to complete the exercise.

It should be noted that two of the Critical Success Factors – Mutually Supportive Business Relationships and Managed Growth and Development – did not have initiatives that rose to the top to be included in the Township's current Workplan. In some cases, initiatives were crafted into more than one initiative action statement. The group established the following Workplan:

Well Maintained Infrastructure/Facilities/Equipment

- Work with the Buildings and Grounds Committee to develop a long-term space plan for Township Offices.
 - Initiative Lead – Kevin
 - Completion date – August 2018
- Work with the Buildings and Grounds Committee to incorporate space needs into the 2018 Budget.
 - Initiative Lead – Kevin
 - Completion date – December 2017
- Develop a comprehensive Asset Management Plan, which incorporates useful life and maintenance.
 - Initiative Lead – George
 - Completion date – July 2018

Transparent Leadership & Intergovernmental Relations

- Establish quarterly joint work sessions between the Township, Downtown Development Authority (DDA), and Planning Commission and foster open communication between all boards.
 - Initiative Lead – Brian
 - Completion date – December 2017
- Develop a comprehensive strategy for engaging elected officials in Township business and policy development.
 - Initiative Lead – George
 - Completion date – December 2018

Exceptional Parks, Trails, and Amenities

- Determine/develop a plan for long-term trail expansion and financing.
 - Initiative Lead – Jim
 - Completion date – June 2018
- Identify priority land acquisition parcels and be prepared to act when opportunities arise.
 - Initiative Lead – Mark and Jim
 - Completion date – December 2018
- Determine Township role and service levels in providing active programming for the community's use of parks and trails.
 - Initiative Lead – Mark
 - Completion date – July 2018
- Complete the Master Plan for future phases of Settler's Grove Park.
 - Initiative Lead – Mark
 - Completion date – July 2018

Responsible Fiscal Policies

- Develop an Investment and Fund Balance Policy for all major funds.
 - Initiative Lead – Kevin
 - Completion date – January 2018
- Develop a comprehensive plan for maintenance of the community center/library and trails.
 - Initiative Lead – George
 - Completion date – December 2018

Driven and Responsive Organization

- Develop a plan to identify staffing needs for the Township.
 - Initiative Lead – George
 - Completion date – February 2018

Diverse Housing Options

- Develop and implement strategies to encourage diverse and affordable housing opportunities for persons in all stages of life.
 - Initiative Lead – Jim
 - Completion date – December 2018

Active Communication and Engagement

- Provide timely and relevant communications regarding Township initiatives, programs, and services to Township officials, staff, and the public.
 - Initiative Lead – Jim
 - Completion date – June 2018
- Broaden social media and communication opportunities to capture a more diverse demographic of Ada residents by developing a marketing plan.
 - Initiative Lead – Brian
 - Completion date – February 2018
- Reevaluate the Township website and social media presence for accessibility, workability, and redundancy issues.
 - Initiative Lead – Jackie
 - Completion date – February 2018

Safe Community

- Work with the Kent County Road Commission to develop options/alternatives to address concerns within the Township.
 - Initiative Lead – George
 - Completion date – December 2017

Closing Thoughts

The group was asked to share a word that best described how they felt about the Strategic Planning Retreat or as they think about moving forward with the Township's Workplan.

- | | |
|--------------|--------------------|
| • Productive | • Encouraged |
| • Exciting | • Eager |
| • Promising | • Wow! |
| • Hopeful | • Enlightening |
| • Encouraged | • Very interesting |
| • Grateful | • All-of-the-above |



Township Manager Report for September 22, 2021

Submitted by Township Manager Julius Suchy

Twp Board/Trails Committee Special Work Session:

The Township Board and Trails Committee will hold a special work session on Tuesday September 28th at 4:00 PM. The meeting will be held in the Amy Van Andel Library Community Room #1. This will allow for a better setup than the assembly hall because we can set the room up like a conference room allowing members of the two boards to be seated at the same table. This meeting will be open to the public and seating will be setup around the outside of the room for any public that wishes to attend. The meeting will also be properly noticed per special meeting notice requirements.

Township Hall Fiber Installation Timeline:

Due to a permitting issue with Consumers Energy the original installation date was pushed back from September 2021 to February 2022. After following up with the local government contact at Consumers Energy and Comcast we were able to get Consumers to move the date up for permit review to November 2021.

Resurfacing of M-21 from Bennet St. to Birmingham Ave:

MDOT has awarded a bid for “Hot Mix Asphalt Cold Milling & a Single Course Overlay” for M-21 (E. Fulton) from Bennet Ave (*Ada Twp*) to Birmingham Ave (*Lowell Twp*) – a 4.66-mile project. This project will start on Wednesday September 29th and completion is scheduled for October 29, 2021.

REGIS Rebate:

The Grand Valley Metro Council (GVMC) approved providing a total of \$100,000 in rebates to its customer base at the last GVMC meeting. This rebate will result in Ada receiving a refund check for \$4,091.65. GVMC has made great strides in running a much better REGIS system the past few years and it has resulted in rebates for each of the past four years.

7351 Bronson St. Update:

The Township successfully closed on the property on Thursday September 16th. The Township will take possession of the property on October 31st.

Staff has begun conversations with the Cascade Township Building Department to understand what items will need to be addressed as part of the conversion to an office space.

IT/E-mail Migration Project Update:

The project is wrapping up this week and has gone smoothly for the most part. As the Township has undergone a number of significant IT upgrades recently it has led to some unintended issues and we have been working to fix them as we become aware of them. While IT Right was performing the e-mail migration I also asked if they could provide us an assessment of our IT services so we have a better idea of our IT infrastructure before making any recommendations or decisions on managed IT services.

Some staff or board members were unavailable during the migration. If you have not yet had your e-mail migrated, please let me know and I will make sure someone from IT Right touches bases with you.

T-Mobile Water Tower Lease Amendment Update:

Prior to submitting a revised lease agreement and counter offer to T-Mobile I will be following up with legal counsel to make sure there are no issues with the proposed language. Once that has been completed, I will submit to T-Mobile. If T-Mobile is agreeable to the terms, I will bring this renewal contract to the Township board for consideration.

FY 2022 Michigan Budget Approved:

The legislature gave final approval this past week to a budget that contains a 2% increase for revenue sharing – it will now move to the Governor's desk to be signed. Staff will review the potential increase and what it will mean for the Township for the 2022-2023 budget once the revenue sharing estimates are updated and put on the website.

H2S Smell Update Along Ada Drive:

At our next Building/Grounds/Utility committee meeting we will be reviewing a proposal from Ryan's Municipal related to the smell along Ada Drive. Ryan's, Steve Groenenboom and I met to discuss proposed options and we believe there is a solution that could address this issue. This meeting will be scheduled in the next few weeks.

Once the committee has had a chance to review it, comment and ask questions then we will take next steps on bringing it to the board for consideration if the committee is in agreement.

Fase Street Trail Construction Update:

A pre-construction meeting was held on September 22nd with the contractor to review the upcoming project. Staff will be sending out a letter outlining the project schedule, how to report concerns or ask questions and any other details that the residents may need to be aware of before the project starts. The project is scheduled to begin on October 4th and be completed by October 31st.

Parks & Recreation Master Plan Update:

Staff has been working with MCSA Group on a public survey that will be made available October 11th through November 5th. Staff is currently reviewing the questions to be used in the survey and how to best utilize the survey to answer the questions the PRLP committee is looking to answer in regards to recreation and open space needs in the Township. DDA Director Stichman has created a postcard in-house that will be mailed to residents to notify them of the public survey.

Public Safety Committee Update:

The Committee has set a tentative meeting date of Wednesday October 13, 2021.

I have asked our attorney to provide updated millage language for the committee to consider which will allow us to discuss the millage request for 2022 in further detail. The committee will also consider any equipment requests from the Fire Chief for future consideration by the Township Board.

Hope Network Transportation:

When the Hope Network increased their rider fees both Ada and Cascade Township decided to cover the increase fee to make it easier for riders who needed Hope Network transportation services. The issue has come up again and I am reviewing more historical information before bringing it to the board for consideration. I had anticipated bringing it to the September 27th meeting but want to make sure I have full understanding to present the issue to the board.

International City/County Management Association (ICMA) Conference:

Just a reminder that I will be attending the annual ICMA conference in Portland Oregon October 2nd – 6th. I was nominated to serve on the conference planning committee due to previous work as Professional Development chair for the Michigan Municipal Executives (MME) – our statewide association. MME is covering a portion of my costs to attend the conference and I will be rooming with a fellow manager to help minimize costs to the Township.

Green Crest Farms Neighborhood Street Light Inquiry:

I will be reviewing this issue with the admin committee prior to taking it to the Board for consideration. We have found good samples of how other communities have handled this and set a good process that the Township can follow in the future.

I have provided the Green Crest Farms Neighborhood Association representative the total cost that Consumers will charge up front and the annual costs and they still want to proceed with a special assessment.

Amy Van Andel Library – Ada Community Center Update:

- I continue to visit the library on a regular basis as we look to ensure the facility is running smoothly as we approach one year of occupancy.
- There is an issue with a few light fixtures in the children's area. This is being reviewed by the installer as the items are still under warranty.
- KDL informed us the furniture in the children's area is experiencing small holes. This has been submitted to the furniture provider for their review.
- DHE continues to work on the roof top units and we have a meeting scheduled for a few weeks out to reconvene and review the progress. I have informed DHE that the issues need to be resolved as these units are still under warranty and we have had issues since day 1. Nick Haglund from Erhardt Construction has been a great advocate on behalf of the Township to make sure these items are resolved prior to any construction warranties expiring.

Employee Compensation Review:

We have received a proposal from the Michigan Municipal League and are following up with the other firms we reached out to for proposals from them. Once we have a few proposals to review we can take them to the personnel committee for review and determine the next steps.