



AGENDA  
ADA TOWNSHIP REGULAR BOARD MEETING  
MONDAY OCTOBER 23, 2023 at 7:00 P.M.  
ADA TOWNSHIP HALL  
7330 THORNAPPLE RIVER DRIVE

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
  - Motion to approve minutes and accept and file reports/communications under consent agenda
  - A. APPROVAL OF TOWNSHIP BOARD MINUTES - None
  - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
    - 1. Downtown Development Authority Meeting Minutes – September 11, 2023
    - 2. Historical Society Meeting Minutes – September 14, 2023
    - 3. Parks, Recreation and Land Preservation Advisory Board Meeting Minutes – September 14, 2023
    - 4. Utility Advisory Board Meeting Minutes – August 17, 2023
- VII. APPROVAL OF WARRANTS
  - A. Township General Warrants
- VIII. PUBLIC COMMENT (*Limit of 3 Minutes Per Speaker*)
- IX. UNFINISHED BUSINESS – None
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
  - A. Request from Wyoming Excavating LLC for Extension on Fulton St. Trail Project Completion Date from November 7, 2023 to November 30, 2023
  - B. FY 2023 Audit Presentation – Dan Veldhuizen, Siegfried Crandall P.C.
  - C. Update from Township Clerk on Additional Election Costs
  - D. Consider Increase in Compensation for Election Inspector Workers
  - E. Consider Recommendation from Public Safety Committee for Approval of On-Board Computer Purchase

- F. Consider Recommendation from Building, Grounds & Utility Committee to Award 2023-2024 Snow Removal Bid to VanVossen Property Services
- G. Consider Recommendation from Building, Grounds & Utility Committee to Approve Quote from Parkway Electric for Hall Street Lift Station Radar Level Sensor for an Amount Not to Exceed \$5,245.00
- H. Consider Recommendation from Building, Grounds & Utility Committee to Approve Fire Hydrant Restoration Quote for 100 Hydrants from D&S Painting LLC for an Amount Not to Exceed \$16,500.00
- I. Resolution R-102323-1: A Resolution Expressing Support to Maintain Local Control over Local Land Uses Including, But Not Limited to: Short-Term Rentals, Industrial Solar Installations, Industrial Wind Turbine Installations and Sand and Gravel Mining
- J. Pettis Avenue Trail (Phase II) - Determine Request for Devos Family Foundation

XII. DEPARTMENT REPORTS

- A. Township Manager Report – October 18, 2023

XIII. BOARD MEMBER COMMENT

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

XV. ADJOURNMENT



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE SEPTEMBER 11, 2023, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, September 11, 2023, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

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

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

**BOARD MEMBERS PRESENT:** Bowersox, Coe, Frost, Harrison, Idema, Knapp, Leisman, Vogl

**BOARD MEMBERS ABSENT:** Turan

**STAFF AND OFFICIALS PRESENT:** McIntosh, Moran, Murray, Said, Stichman, Suchy

**PUBLIC PRESENT:** 3

**II. APPROVAL OF AGENDA**

Harrison requested to add an agenda item to new business, item c. fall festival expenditures, with supporting documents provided for DDA members.

Moved by Harrison, supported by Bowersox, to approve the agenda as amended.

Motion carried.

**III. APPROVAL OF MINUTES OF JUNE 12, 2023, REGULAR MEETING**

Moved by Coe, supported by Vogl, to approve the minutes of June 12, 2023, Regular Meeting as presented. Motion carried.

**IV. APPROVAL OF PAYABLES – none**

**V. UNFINISHED BUSINESS - none**

**VI. NEW BUSINESS**

**a. Beers at the Bridge Event and Media Recap – June, July, August 2023**

Stichman said that The Beers at the Bridge Summer Concert Series wrapped up on August 18 with approximately 3,200 in attendance. The beer/cider/sangria sales for the season totaled \$43, 533.00, noting that this exceeds our record when we hold all three events from last year by 9%. She said they have collected about \$35,000 in sponsorship revenue and that the revenue

overall is on track to exceed last year's. She will have more information next month when she has a total event recap.

Stichman informed that the new venue was well received by community members and will be surveying businesses to gain a broader understanding of community perspective, which will help determine a location for next summer. She said additional conversation will need to be had in October/November by the Board regarding the location for 2024.

Stichman referred to the memo in the packet and went over event and media recap for June, July, and August with a few main points:

- Gross sales in June represent a 17% increase from last year. It did fall a short of our record from June of 2018, but we can attribute that to suspending beer sales at 8:00pm vs. 8:30pm due to us running out of beer.
- We shattered the previous record (2017 – might have been \$3/beer) for beer sales for our July event. Beer sales totaled \$13,414.00 (\$5,436 via credit card). That represents a 44% increase over both the July 2017 event and our July event last year.
- August generated \$13,385 in beer/cider/sangria sales. 40% of sales were via credit card (\$5,308). That revenue was consistent with not only July's beer sales (\$13,414), but from an attendance perspective as well.

Stichman said she anticipates presenting a complete recap to the Board in October.

There was DDA Board discussion regarding the events and the positive feedback received, possible changes/or removal of the gates, and overall discussion on continuing improvements.

#### **b. Review Letter from Ada Resident regarding Train Bridge Mural at Ada Drive**

Stichman referred to the letter received that outlines traffic safety concerns due to the mural that was placed on the train bridge at Ada Drive. She said the letter was originally shared with the DDA Board via email in August when received, as the August meeting was cancelled. Stichman said that she is presenting the letter as formal acceptance and invites board member discussion. Stichman noted that Township Manager Suchy spoke with the resident directly.

Suchy summarized his conversation with the resident and said that overall it was a very positive conversation and she was comfortable with the communication that her concerns would be passed onto the DDA Board and the Township Board.

#### **c. Fall Festival Expenditures**

Stichman stated that the DDA Board approved the integration of its Brats and Bonfires event into the Fall Festival last year as a partnership with DiscoverAda and the Ada Business Association. The event is scheduled to take place again this year on Friday, October 6 from 4pm-7pm. There will be activities at Legacy Park, The Community Church, and Ada History Center. With over 15 different activities scheduled throughout the downtown, it's sure to be a great event for all (we had record attendance last year). We are encouraging businesses to decorate their windows for fall, host a fall themed activity at their business location, and restaurants will be encouraged to host a



brat dish. To bring in additional elements of Brats & Bonfires, we'll be hosting the Vinyl Bandits band at Legacy Park (4-6:30pm) and lighting fire pits at the park and History Center.

Stichman said the budget for FY23/24 includes a \$3,000 expenditure for the Fall Festival featuring Brats & Bonfires. Below is an outline of anticipated expenditures for this year. Please note that these are estimated costs, and staff is recommending approval of the full \$3,000 to cover any additional expenditures that may arise.

**Budget:**

Entertainment at Legacy Park:	\$875
Smore's Goodie Bags:	\$625
Marketing:	<u>\$100</u>
	\$1,600 ( <i>estimated costs</i> )

Moved by Leisman, supported by Bowersox, to approve the budget for the Fall Festival in an amount not to exceed \$3,000.

## **VII. REPORTS AND COMMUNICATIONS**

### **a. DDA Financial Report, August 31, 2023**

Stichman referred to the financial outline and mentioned a few main points: Special Event receipts totaling \$14,464 includes Beers at the Bridge sponsorship revenues for the 2023 concert series, community events expenditures \$24,335.07 includes payment for the 2023 Beers at the Bridge Concert Series (fencing, security, beer, portable restrooms, etc.), phone allowance expenditure, operating supplies/services, contract services, improvement expenditures, and the farmers market activity included vendor registration and sponsorship revenue equaling \$725 and expenditures totaled \$1,869.50 which includes Market Manager payments as well as petty cash reimbursements for weekly buskers.

### **b. Director/Staff Reports - none**

## **VIII. BOARD MEMBER COMMENT**

Idema shared that she thinks RRR Lawn and Landscape did a great job on the flowers this season. Stichman said she agrees about the flowers and that she has received a lot of great feedback this year and plans to share it with RRR.

Planning Director Said gave a few updates on some of the new construction going on.

Harrison acknowledged/tribute to the 911 memories.

Leisman made note that Mark Fitzpatrick, Parks Director, announced his retirement date of November 15, 2023. Leisman updated on the new park's projects (fund raising committee activity) and said they are working on closing both land acquisitions. Leisman also shared the changes in the Clerk's office in that Deb Thompson has retired and Erin McIntosh is the new Deputy Clerk.

Suchy provided an update on the search for a location for the new township hall and said the Township Board is targeting the property across from the library at 7171 Headley Street and that they will work with Geld on trying to secure a purchase agreement.

**IX. PUBLIC COMMENT - none**

**X. ADJOURN MEETING**

Moved by Idema, supported by Vogl, to adjourn the meeting at 8:39 a.m.  
Motion carried.

Respectfully submitted:

---

Dawn Marie Coe, DDA Secretary

rs:eb

**Minutes of September 14, 2023**  
Ada Historical Society

1. **Call to Order:** President Veldkamp called the meeting to order at 3:02 pm.

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

**Absent:** Czekai, DeGood, Mulligan, Hurwitz.

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

2. **Approval of Agenda.** Added to the agenda was a report regarding Beers at the Bridge as Item 7.C.a. Hoover supported by Ferro moved to approve the agenda with the above addition. The motion carried.

3. **General Business**

Approve Minutes & accept reports/communications under Consent Agenda.

A. Board Minutes of August 10, 2023. Sefton supported by Hoover moved to approve the Minutes as presented. The motion carried.

B. Receive & File various reports and communications:

1. Collections Committee Report: Items to be accepted are: Two Dirty Shame coins and a telephone directory B. Holmes. A sign (Georgie's) from Georgia Roth. From Ada Township a park photo album and a signed program from P. Sullivan.
2. Publicity Committee Report
3. Display Committee Report
4. Manager's Written Report:

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

4. **Public Comment:** M. Bolhuis related the visitors from Colorado liked the museum. Idema related a recent visitor who grew up in Ada did not like the museum. They were relatives of the Averill family. Idema further related visitors from Czechoslovakia also visited the museum. Mieras asked what is the annual fee for Past Perfect? Wildes related \$700. Suchy related the covered bridge needs repair. Eighty percent of the structure is failing. The Township is working with an engineering firm to look at it. Suchy then related there was a special work session on a site for the new township hall. They will move forward with a site near The Community Church. They plan to build by

the end of 2024. Suchy then addressed the two homes near the covered bridge on River Street that were torn down. The Township received a gift of 2.1 million dollars to purchase those properties for a park. Those properties will be included in the update of Leonard Field. The plans will go to the Township Board at their October 9 meeting. There will no longer be a ballfield at Leonard Field and the park will be re-named.

5. **Board Comment:** None.

6. **Unfinished Business:** Veldkamp related because we did not have a quorum at last month's meeting, we need to vote again on the following: 1) Approval of the July 12, 2023 Minutes; 2) Approval of the Consent Agenda; 3) Approval of the Financial Disbursements and 4) Approval of the Collector's Club Barn Sale. Hoover supported by Ferro moved to approve all four motions into one as stated above. The motion carried.

7. **New Business:**

**A. Finance Committee:** Treasurer Kroon presented the financial reports. Crosby supported by Idema moved to accept the financial reports. The motion carried.

a. **Museum Manager:** Wildes related she has been given books regarding the development of Ada Park. Crosby related she believes the park was a Bicentennial project in 1976. Wildes suggested we purchase an ad in the Tri-River booklet again this year. Wildes related the sprinkling system control panel is not working. Dennis and Thornapple are looking into it. Wildes then related the cash register drawer is not working. Veldkamp recommended a new one be purchased. Wildes then began a discussion on open hours for the museum. She related Marilyn DeGood has been volunteering as a docent on Saturdays for 25 years. We need to fill her time slot for the remainder of September and possibly into October. Marie Vierson and Marilyn Thompson have volunteered to fill the Friday time slots through the end of December. Wildes related the Past Perfect program is up and running and it is wonderful. The Board committed to paying the \$700 yearly hosting fee. Georgie came in and donated her sign. Veldkamp asked about the volunteer management seminar. Wildes related it was on the website. It was mostly about managing existing volunteers.

**B. Tri-River Historical Museum Network:** M. Bolhuis related the group met on August 15 for lunch and a program in lake Odessa. The speaker was excellent. Ads for the 2024 booklet

are being sold. The rates are \$65 for 1/8 page; ¼ page is \$120. The next meeting will be September 17 on the Lowell Showboat. Idema supported by Sefton moved to purchase a ¼ page ad in the booklet. The motion carried.

**C. Sales Report:** D. Bolhuis presented the report on pop and popcorn sales, donation jar and books sold. Profit is \$1,043.55.

**D. Programs and Events:** Vierson related the fur trade encampment is in full swing. It is going to be a fabulous experience. Sefton related we are using five new volunteers during the event. October 6 is the Fall Festival. The ABA will be setting up tents in the parking lot and Kent District Library will be doing a craft for children in our community room from 4:00 to 7:00 pm. Sefton related on September 25 at 1:00 pm the marketing and program committees are meeting together regarding goals, etc. The Board is invited to attend.

8. **PUBLIC COMMENT:** Suchy related Mark Fitzpatrick is retiring on November 15 after 16 years with the Township. Building and Grounds now has a second shift. Hoover asked what are we going to do with the bird house. It is taking up too much space in the barn. Wildes related it was an Eagle scout project but does not have a hanger to hang it up. She related we cannot get rid of it. Suchy related he will ask Mark about it. Mieras related one afternoon when she was here as a docent a group of five or six developmentally challenged adults came in. They were thrilled with the museum.

9. **Open Discussion:** Kroon related he is working on getting the credit card machine hooked up to wi-fi so it can be used in the barn for the wreath sale. The fees are minimal.

10. **Adjournment.** The meeting was adjourned at 4:20 pm.

Respectfully submitted,

Marilyn Thompson



**PARKS, RECREATION AND LAND PRESERVATION  
ADVISORY BOARD MEETING  
THURSDAY, SEPTEMBER 14, 2023, 8:30 AM  
Leonard Field Park  
7490 Thornapple River Dr SE., Ada, MI 49301**

**MINUTES**

**Note: Meeting was held outside at Leonard Field Park. Canopies were put up for inclement weather.**

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

**Board Members Present:** Hurwitz, Roe, Crosby, Schmottlach, Hulst, Levick, VandenBerge, Terwilliger, Heule

**Board Members Absent:** Leisman

**Staff Present:** Suchy, McIntosh, Marek, Deason, Fitzpatrick, Brinks

**2) Public Present:** Pete Lazdins from Progressive A&E

**3) Approval of agenda**

Moved by Hurwitz, supported by VandenBerge. Motion Carried.

**4) Approval of meeting minutes from August 10, 2023.**

Moved by Crosby, supported by Roe. Motion Carried.

**5) Financial update – Fund 208**

Fitzpatrick gave an update regarding fund 208 as the department moves through the fiscal year. Staff is currently reviewing summer programs and events. Suchy give a brief update regarding CIP and the upcoming budget cycle.

**6) Old business**

**a) Consideration of adjusted fees for facility rentals**

Fitzpatrick provided an update regarding the proposed new rental fees and guidelines. Staff goal is to submit this for the September 25<sup>th</sup> Township Board meeting or the October 9<sup>th</sup> Township Board meeting. Motion to approve the fees as presented with additional grammatical changed. Motioned by Levick, supported by Roe. Motion Carried

**b) Consideration of changes to alcohol use request procedure, permit, fee, and rule**

Fitzpatrick presented the proposed changes to the alcohol use procedure, fees, guidelines and permitting structure. Motion to approve pending legal review. Moved by Hurwitz, supported by Heule. Motion Carried.

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

September 14, 2023 Meeting

Page 2 of 2

c) Update on Leonard Field Riverfront Improvement Project and Covered Bridge repairs Fitzpatrick stated that the project is ahead of schedule and is due to be finished at the end of October. The reimbursement process will begin soon. By being at the location board members were able to see the improvements to date.

### **7) New Business**

a) Review and ground truthing of concept plan for merging River Street property acquisition into Leonard Field Park, related projects, and capital campaign. Fitzpatrick updated plans and proposed changes for incorporating River Street into Leonard Field Park. Pete Lazdins presented the current concept plan regarding the changes. Committee members' recommendations included softening the parking lot area with native trees and native plants and making areas of the park more multi-use.

### **8) Committee Reports & Updates**

#### **-Stewardship Committee**

Fitzpatrick reported that the Kent Conservation District is working through the preserves and parks.

#### **-Programs & Facilities Committee**

The committee will address edits and final touches to the rental fees and policy revisions.

#### **-Trails Committee**

Suchy gave an update regarding the Fulton Street trail to the north boat launch. Drone images was shared with the Township Board at the September 11<sup>th</sup> meeting. Suchy plans to have a joint meeting between the trails committee and the Township Board to discuss future trail projects and the way finding program.

### **9) Staff Reports**

#### **a) Director's report**

A copy of the report is included in the packet. Fitzpatrick noted the need to focus on the need to update the maintenance building in Ada Park. He reminded folks of the upcoming River Clean-Up Day and the River Jamboree in collaboration with LGROW.

#### **b) Others**

Suchy discussed the ongoing progress regarding the new township hall and a projected timeline. He also stated that he has received approximately 20 applicants for the new Parks and Recreation Director position and is looking forward to meeting the candidates.

### **10) Board Member Comments**

Heule stated that she has received positive feedback from community members regarding the Leonard Field Park improvements.

### **11) Public Comments**

### **12) Adjournment**

Moved to adjourn by Heule, supported by Schmottlach. Motion Carried. Meeting adjourned at 9:47am.

**UTILITY ADVISORY BOARD  
Thursday, August 17, 2023  
8:30 – 9:30 am  
1300 Market Ave SW  
MINUTES**

**Call to Order**

The meeting was called to order at 8:35 a.m. by Mr.Hurt.

**Members Present**

Tai Verbrugge, Kolene Allen, Wayne Jernberg, James Hurt, Alex Fleet, Darrel Schmalzel, James Ouzts, Jared Grabinski, Jeff McCaul, Molly Clarin, Mark Bennett, Jim Kirkwood, Sam Giffel, Aric Thorne, Brian Bradley

**Approval of Minutes – June 15, 2023**

Motion to approve the minutes by Mr. Schmalzel, second by Mr. Jernberg.

MOTION CARRIED.

**Public Comments on Agenda Items**

None

**Approval of Agenda**

Motion to approve the agenda by Mr. Jernberg, second by Mr. Ouzts.

MOTION CARRIED.

**2023 Water/Sewer Rate Study**

Mrs. Clarin presented the Utility Service District (USD) Size Recommendation Memo for the 2023 Water/Sewer Rate Study to the board. There are no changes to the current USD areas, but it needs to be approved by the board for the 2023 Rate Study.

Motion to adopt the 2023 USD Size areas by Mr. Jernberg, second by Mr. Verbrugge.

MOTION CARRIED.

**Updates**

*July Awards*

Three projects were awarded in July 2023. The first is for the Low Lift Crib Line Repair at the Lake Michigan Filtration Plant for \$178k; the project was awarded to Freedom Construction and Consulting Inc. The second project is for the reconstruction of Milton Street for \$6.3 million; the project was awarded to Lodestar Construction. The third project is for replacing the North Header



Flowmeter at the Market Avenue Pump Station for \$500k; the project was awarded to Allied Mechanical Services.

The report incorrectly listed the substantial completion date for replacing the North Header Flowmeter at Market Avenue Pump Station. The correct date is 1/3/2024.

Mr. Hurt asked if the engineer's estimates are now closer to the final bids being received. Mr. Kirkwood said yes, but the delivery time for the watermain has improved.

#### *Kent County Community Action (KCCA) Q2*

Mrs. Giffel updated the board on the Water/Sewer Assistance Program; year-to-date, \$39K has been expended, and 108 households have been assisted. The average assistance is \$329.

Mrs. Giffel has been working with a legislative committee led by Senator Chang; they are working on establishing a permanent assistance program in Michigan. The program will assist the asset-limited, income-constrained, and employed (ALICE) population. Once the program is approved, she will recommend an amendment to the water/sewer assistance program with Kent County Community Action to broaden the assistance eligibility, including the ALICE population.

She will be bringing more information to the board about the new program in the future.

#### *Partner Community Service Agreements*

Mr. Hurt reminded partner communities that the 5<sup>th</sup> Extension to the Water and Sanitary Water and Sewer Service Agreements expires at the end of the year. The service agreements must be approved by each partner community governing body and the City of Grand Rapids's Commission.

Mrs. Clarin asked partner communities to contact her if they have questions about the service agreements. The signed agreements can be emailed to Mrs. Clarin or Mrs. Contreras.

#### *GRCC Water Career Program*

GRCC and the Water System held three summer water camps for 3<sup>rd</sup>-9<sup>th</sup> graders. The camps exposed campers to various jobs in the water and public service industry. They also toured both the water and wastewater plants. Roughly 30 students attended the camps.

The internship for the 1<sup>st</sup> cohort of students is ending soon; he is happy to announce that all five interns have been offered a job with the City of GR or the City of Wyoming. The recruitment and hiring for the 2<sup>nd</sup> cohort has ended; this year, 27 people applied and 10 interviewed for the program. Due to funding not being utilized for the 1st cohort, the City could hire eight instead of six interns.

He is very proud of the work that has gone into making the success of the program. GRCC is in discussion with the Environmental Protection Agency for an extension to the grant; they are also exploring a grant from the Kellogg Foundation.

### *2023 Lead and Copper Rule Sampling*

The Lake Plant's lab staff continues collecting water samples for its annual LCR. As of right now, the Action Level for lead is nine ppb.

### *Kent County Health Department Filter Distribution*

The Water System participated in the water distribution events held in the City limits. The Kent County Health Department and the Michigan Department of Human Services distributed 2,000 filters to Kent County residents. The City continues to work on a filter distribution site for the 3<sup>rd</sup> Ward.

### **Public Comments**

None.

### **Items from Members**

Mr. Bennett said that PFAS was detected at a daycare in Tallmadge. He asked if the board is aware of funding for PFAS testing. Mr. Jernberg said he is unaware, but it should be coordinated with the Ottawa County Health Department and Michigan PFAS Action Response Team (MPART). Tallmadge will be notifying the subdivision near the daycare of the PFAS results. Mr. Bennett said the next step is to extend a watermain to that area, which is a bigger conversation with the Water team.

Mr. Vergrugee will have the year-end financials for FY2023 at the next meeting.

### **Next Meeting – September 21, 2023**

### **Adjournment**

The meeting was adjourned at 9:18 by Mr. Hurt.

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

**HAND CHECKS**

#101	# E338, 55333	\$ 5,958.01
#205	# E338, E337, 55333	\$ 1,464.88
#208	# E338, E337	\$ 1,942.07
#211	# 55334	\$ 449,146.13
#213	#	
#243	#	
#248	# E338	\$ 798.57
#249	#	
#401	#	
#590	# 55333	\$ 107.77
#591	# 55333	\$ 55.91
#597	#	
#701	#	
<b>TOTAL ALL HAND CHECKS</b>		<b>\$ 459,473.34</b>

**WARRANTS**

#101	GENERAL FUND	\$ 86,813.53
#205	PUBLIC SAFETY FUND	\$ 52,312.31
#208	PARKS & RECREATION	\$ 20,184.23
#211	TOWNSHIP TRAILS	\$ 5,392.57
#213	PARKS & OPEN SPACE	
#243	BROWNFIELD REDEVELOPMENT	\$ 254,841.06
#248	DDA FUND	\$ 5,517.16
#249	BUILDING DEPARTMENT	
#408	CAPITAL PROJECT	\$ 6,500.00
#590	SEWER OPERATION FUND	\$ 275,476.53
#591	WATER OPERATION FUND	\$ 174,534.75
#597	GRAND VALLEY ESTATES FUND	\$ 720.85
#701	ESCROW ACCT	\$ 126.00
<b>TOTAL WARRANTS</b>		<b>\$ 882,418.99</b>
<b>TOTAL ALL CHECKS &amp; WARRANTS</b>		<b>\$ 1,341,892.33</b>

10/19/2023 11:20 AM  
User: cassie  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 10/06/2023 - 10/23/2023  
JOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 1/9

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP - NOV	4,052.60		
2. ACTIVE 911, INC	ADDITION TO SUBSCRIPTION	20.54		
3. ADA BUSINESS ASSOCIATION	LUNCH SPONSOR	203.30		
	TINSEL TREATS AND TROLLEYS 2023	2,500.00		
	TOTAL	2,703.30		
4. ADA HISTORICAL SOCIETY	COMCAST	91.90		
5. AFLAC	EMPLOYEE PREMIUMS	877.26		
6. ALLIED UNIVERSAL	MAINTENANCE - LIBRARY	389.00		
	MAINTENANCE - MUSEUM	558.67		
	TOTAL	947.67		
7. AMAZON CAPITAL SERVICES, INC.	HR SUPPLIES	45.93		
	SUPPLIES-PARKS	461.63		
	TOOL FOR GRASS & WEED CONTROL - BFG	41.61		
	BREAK ROOM SUPPLIES	198.64		
	TOTAL	747.81		
8. ARC DOCUMENT SOLUTIONS LLC	DOCUMENT SCANNING - ASSESSING	2,063.65		
9. BEAVER RESEARCH COMPANY	SUPPLIES-PARKS	182.89		
10. BIO-CARE, INC.	NEW EMPLOYEE PHYSICAL - 3 STAFF	975.00		
11. BLOOM SLUGGETT, PC	LEGAL - GENERAL	5,828.00		
	LEGAL - ORD ENF	3,533.00		
	LEGAL - LABOR/EMP	210.00		
	TOTAL	9,571.00		
12. BOERMAN, STEPHANIE	MILEAGE REIMBURSEMENT	242.35		
	MILEAGE AND EXPENSE REIMBURSEMENT	86.67		
	TOTAL	329.02		
13. BUGGIA, MATTHEW	UB REFUND FOR ACCOUNT: ADAW-000440-04	103.46		

10/19/2023 11:20 AM  
User: cassie  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 10/06/2023 - 10/23/2023  
JOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 2/9

Vendor Name	Description	Amount	Check #	Check Date
14. BUZZ GOODBLOOD	FIRE CONTINUING EDUCATION	75.00		
	FIRE CONTINUING EDUCATION	75.00		
	TOTAL	150.00		
15. CANFIELD PLUMBING AND HEATING	MAINTENANCE- ROSELLE	174.00		
16. CARLETON EQUIPMENT	TOOL CAT SNOWBLOWER	492.50		
17. CITY GR DEVELOPMENT CENTER STE#300	WATER/SEWER CONNECTION FEE	970.00		
18. CLEAN CUT LANDSCAPE MAINTENANCE	EQUIPMENT USE	100.00		
19. COMCAST	INTERNET-FIRE #1	139.95	337	10/13/2023
	INTERNET-ADA PARK	139.95	337	10/13/2023
	INTERNET-ROSELLE PARK	139.95		
	TOTAL	419.85		
20. CONCRETE CENTRAL, INC.	SUPPLIES-BFG	104.64		
21. CONSUMERS ENERGY	ELECTRIC SERVICES-7351 BRONSON	43.79		
	ELECTRIC SERVICES-LIBRARY	2,702.76		
	ELECTRIC SERVICES-7380 FULTON	3,026.43		
	TOTAL	5,772.98		
22. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	105.64		
	LINEN/RUG SERVICES-FIRE	105.64		
	TOTAL	211.28		
23. CORBIN DESIGN	PROFESSIONAL FEES-TRAILS	405.00		
24. CRYSTAL FLASH	REFILL - 7380 FULTON & FIRE #1	767.29		
25. DINGES FIRE CO.	SUPPLIES-FIRE	83.78		
	SUPPLIES-FIRE	83.78		
	TOTAL	167.56		
26. DIRT CHEAP EXCAVATING & LANDSCAPING	CEMETERY SERVICES - OPEN/CLOSE	910.00		
27. DIXON ENVIRONMENTAL - GR**				

Vendor Name	Description	Amount	Check #	Check Date
28. DTE ENERGY	SITE ASSESSMENT 1100 PETTIS AVE NE	2,300.00		
	GAS SERVICES-FIRE #1	53.71	55333	10/13/2023
	GAS SERVICES-7351 BRONSON	23.03	55333	10/13/2023
	GAS SERVICES-MUSEUM	55.28	55333	10/13/2023
	GAS SERVICES-7380 FULTON	50.06	55333	10/13/2023
	GAS SERVICES-FIRE #2	54.78	55333	10/13/2023
	GAS SERVICES-5458 GRAND VALLEY CT	55.91	55333	10/13/2023
	GAS SERVICES-LIBRARY	101.45	55333	10/13/2023
	GAS SERVICES-TWP HALL	84.40	55333	10/13/2023
	GAS SERVICES-6245 FULTON	57.71	55333	10/13/2023
	TOTAL	536.33		
29. ELI HAYES	MILEAGE AND EXPENSE REIMBURSEMENTS	289.35		
30. ENGINEERED PROTECTION SYSTEMS INC	ROSELLE PARK SECURITY - ALRAM	253.38		
	ROSELLE PARK SECURITY - ACCESS CONTROL	92.70		
	ROSELLE PARK SECURITY - VIDEO	145.23		
	ROSELLE PARK SECURITY - SERVICE CALL - ROSELLE PAR	264.44		
	TOTAL	755.75		
31. FOX FORD MAZDA	2011 FORD RANGER MAINTENANCE	436.85		
	2003 FORD F-550-FIRE	479.29		
	TOTAL	916.14		
32. GELD LLC	BROWNFIELD REIMBURSEMENT	254,841.06		
33. GILSON	WINDOW ENVELOPES	364.63		
34. GINA OLSZEWSKI	MILEAGE REIMBURSEMENTS	267.18		
35. GODWIN HARDWARE, INC	SUPPLIES-PARKS	4.98		
	SUPPLIES-PARKS	41.27		
	SUPPLIES-SPEED SIGN MOUNTINGS	42.97		
	TOTAL	89.22		
36. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	267,350.36		
37. GRAND RAPIDS EASTERN RAILROAD	LAND LEASE	3,514.44		
38. GRAND VALLEY METRO COUNCIL				

Vendor Name	Description	Amount	Check #	Check Date
39. GREAT LAKES MARKING PRODUCTS	REGIS DUES	29,375.46		
	LGROW DUES	400.00		
	GVMC DUES	3,885.00		
	TRANSPORTATION DUES	3,222.00		
	TOTAL	36,882.46		
40. GREEN'S R&R WRECKER SERVICE, LLC	SUPPLIES-TRAILS	778.00		
	TOWING SERVICES - BFG	1,230.01		
	MILEAGE AND EXPENSE REIMBURSEMENTS - OCT	40.61		
41. HALEY STICHMAN	MILEAGE AND EXPENSE REIMBURSEMENTS - SEPT	33.27		
	TOTAL	73.88		
42. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-SEPT	25.00		
	CAMPAIGN IMPLEMENTATION	6,500.00		
	UB REFUND FOR ACCOUNT: THOC-007768-01	13.17		
43. HOPKINS FUNDRAISING CONSULTING	SUPPLIES-GENERAL	61.91		
	SUPPLIES-DDA STAMPS	139.98		
	SUPPLIES-GEN, FIRE, & LIBRARY	669.18		
	SUPPLIES-GEN & ELECTIONS	422.90		
44. ILAHI, ANJUM	TOTAL	1,293.97		
45. INTEGRITY BUSINESS SOLUTION	SUPPLIES-PARK PROGRAMS	266.89		
	SUPPLIES-PARK PROGRAMS	150.00		
	TOTAL	416.89		
46. JOYFUL WILDCRAFTING LLC				
47. KAAAT'S WATER CONDITIONING INC	COOLER RENTAL/WATER - BFG	38.05		
	WATER BILLS	1,073.78		
	2024 REAL PROPERTY ASSESSMENT	2,839.60		
48. KENT COMMUNICATIONS, INC	TOTAL	3,913.38		
49. KENT COUNTY DRAIN COMMISSIONER	2023 DRAIN DISTRICT	974.58		
	QUARTERLY ASSESSMENT 10/23-12/23	237.54		

10/19/2023 11:20 AM  
User: cassie  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 10/06/2023 - 10/23/2023  
JOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 5/9

Vendor Name	Description	Amount	Check #	Check Date
51. KENT COUNTY FIRE CHIEF'S ASSOC	2023/2024 FIRE ACADEMY - 5 STAFF	6,640.00		
52. KENT COUNTY TREASURER	TOWNSHIP LAW - AUGUST	33,736.34		
53. KINGSLAND'S ACE HARDWARE	SUPPLIES-BFG/PARKS	109.49		
54. LAWN DOCTOR	WATERMAIN PROJECT	18,000.00		
	WATERMAIN PROJECT	2,751.00		
	TOTAL	20,751.00		
55. LAWNS OF DISTINCTION	COMPLETION OF EROSION WORK AT LEGACY PARK	4,800.00		
56. LEE'S TRENCHING SERVICE INC	UTILITIES - 700 SPAULDING	1,500.00		
57. MARK FITZPATRICK	EXPENSE REIMBURSEMENT	16.25		
58. MCKESSON	SUPPLIES-FIRE	67.89		
59. MID MICHIGAN ASSOC OF ASSESSING OFF	LUNCHEON - MTA - KYLIE	30.00		
	LUNCHEON - MTA - STEPHANIE	30.00		
	TOTAL	60.00		
60. MILLER, JOHNSON, SNELL, & CUMM	OLD NATIONAL BANK	357.50		
61. MMTA	MEMBERSHIP RENEWALS	198.00		
62. MOSQUITO HUNTERS	SERVICE-ROSELLE PARK	250.00		
63. NAPA	SUPPLIES-BFG	15.99		
64. NATIONAL PEN COMPANY	TOWNSHIP PENS	739.78		
65. PFM FINANCIAL ADVISORS LLC	2023 ANNUAL DISCLOSURE	1,100.00		
66. PINNACLE CLEANING SERVICES, INC	CLEANING SERVICES - TOWNSHIP, SEPT	850.00		
	CLEANING SERVICES - PARK, SEPT	110.00		
	CLEANING SERVICES - LIBRARY, SEPT	3,441.00		
	TOTAL	4,401.00		
67. PREIN & NEWHOF, P.C.	WATER SAMPLES	60.00		
68. PRINTING SYSTEMS, INC				



Vendor Name	Description	Amount	Check #	Check Date
69. PROGRESSIVE AE	SUPPLIES-ELECTIONS	1,304.46		
70. REPUBLIC SERVICES	LEONARD FLD PROJECT	292.50		
71. ROOKS LANDSCAPING	TRASH SERVICES	2,536.98		
72. RRR LAWN AND LANDSCAPE LLC	PLANT PICK UP - LEGACY PARK	375.00		
73. SANDY'S FUDGE	STREETSCAPES	1,975.00		
74. SF SUPPLY	FALL FESTIVAL EXPENSE	625.00		
75. SIEGFRIED CRANDALL	HEDGE TRIMMER- BFG	448.00		
76. TELE-RAD, INC	AUDIT SERVICES	5,000.00		
77. THORNAPPLE RIVER NURSERY, INC	WIRELESS ROUTERS AND INSTALL (3) FIRE	7,936.00		
	W & F APPLICATION #4 - ADA CEMETERY	330.00		
	W & F APPLICATION #4 - FINDLAY CEMETERY	285.00		
	W & F APPLICATION #4 - LEGACY PARK	235.00		
	W & F APPLICATION #4 - LEONARD FLD	260.00		
	W & F APPLICATION #4 - MUSEUM	77.00		
	W & F APPLICATION #4 - ADA PARK	1,445.00		
	W & F APPLICATION #4 - ROSELLE PARK	55.00		
	W & F APPLICATION #4 - STREETSCAPES	375.00		
	W & F APPLICATION #4 - TOWNSHIP HALL	40.00		
	W & F APPLICATION #4 - FIRE #2	70.00		
	W & F APPLICATION #4 - LIBRARY	150.00		
	TOTAL	3,322.00		
78. THORNAPPLE, INC	MOWING CONTRACT 6 OF 6	14,555.55		
79. TRS	SUPPLIES-GEN DEPT	37.38		
80. UMB BANK, N.A.	UTILITY BOND	6,046.25		
	UTILITY BOND	144,865.63		
	TOTAL	150,911.88		
81. UNUM	LONG TERM DISABILITY/LIFE INSURANCE-NOV	895.19		
82. UTILITY SUPPLY OF AMERICA INC DB	SUPPLIES	100.00		
83. VALERIE BROWN				

Vendor Name	Description	Amount	Check #	Check Date
84. VERIZON WIRELESS	PLANT ID WORKSHOP-REFUND	10.00		
85. VP & L HEATING & COOLING	TELEPHONE SERVICES - MARK	51.20		
86. WYOMING EXCAVATORS, INC	7351 BRONSON MAINTENANCE	800.00		
87. XEROX CORPORATION	FULTON STREET TRAIL PAY APP #2	449,146.13	55334	10/13/2023
	COPY MACHINE LEASE	343.25		
PURCHASE CARD VENDOR: 1003 FIRST BANK				
88. 1 & 1 INTERNET, INC	INTERNET SERVICES	228.06	338	10/13/2023
	INTERNET SERVICES	16.89	338	10/13/2023
	INTERNET SERVICES - DDA	68.14	338	10/13/2023
	TOTAL	313.09		
89. ADA MARKET	WATER - FIRE	35.90	338	10/13/2023
90. ADOBE SYSTEMS	ADOBE SERVICES	21.19	338	10/13/2023
	ADOBE SERVICES	24.37	338	10/13/2023
	ADOBE SERVICES	58.29	338	10/13/2023
	TOTAL	103.85		
91. AMAZON CAPITAL SERVICES, INC.	MEDICAL & EMS SUPPLIES-FIRE			
92. APWA	MAINTENANCE POSITION AD	240.58	338	10/13/2023
93. AVI-SPL LLC	SERVICE CALL- LIBRARY	495.00	338	10/13/2023
94. CITGO	FUEL - BFG	398.56	338	10/13/2023
	BATB ICE - AUGUST	27.78	338	10/13/2023
		203.68	338	10/13/2023
	TOTAL	231.46		
95. CONSTANT CONTACT	WEB SERVICES	81.00	338	10/13/2023
96. DELTA	FLIGHT BAGAGE - KEVIN	70.00	338	10/13/2023
97. DOLLAR TREE	BREAK ROOM SUPPLIES	22.53	338	10/13/2023
98. EBAY	MEDICAL SUPPLIES-FIRE	87.09	338	10/13/2023
	MEDICAL SUPPLIES-FIRE	468.10	338	10/13/2023

Vendor Name	Description	Amount	Check #	Check Date
99. ELLIS PARKING		TOTAL		
		555.19		
100 FULLY PROMOTED AND SIGN GOATS	EVENT PARKING	8.00	338	10/13/2023
101 GRAND TRAVERSE RESORT AND SPA	CLOTHING - CLERK	133.50	338	10/13/2023
102 GREAT LAKES EXPO	LODGING - PLANNING	195.00	338	10/13/2023
103 GREAT WOLF LODGE	CONFERENCE - PARKS	310.00	338	10/13/2023
104 KENT COUNTY TREASURER	LODGING - JACKIE	143.04	338	10/13/2023
105 LITTLE AMERICA HOTEL	TEMP FOOD APP- BATB AUGUST	269.00	338	10/13/2023
106 MEIJER	LODGING - TREASURER	1,136.00	338	10/13/2023
	SUPPLIES-GENERAL/ELECTIONS	265.65	338	10/13/2023
	WATER, CUPS - GENERAL	29.93	338	10/13/2023
	TOTAL	295.58		
107 MICHIGAN ASSESSOR ASSOCIATI				
	CON ED - ASSESSING	240.88	338	10/13/2023
	CON ED - ASSESSING	363.88	338	10/13/2023
	TOTAL	604.76		
108 MICHIGAN ASSOC OF PLANNING				
	CONFERENCE - JOHN & BRENT	485.00	338	10/13/2023
109 MICHIGAN ASSOC. OF FIRE CHIEFS				
	CONFERENCE - DAVE	245.00	338	10/13/2023
110 MICHIGAN OUTDOORS				
	CONFERENCE - PARKS	194.12	338	10/13/2023
111 MPARKS				
	CON ED - DENNIS	625.00	338	10/13/2023
112 MTA				
	SUPPLIES-BOOKS	299.00	338	10/13/2023
113 OFFICE MAX				
	BATB SUPPLIES-AUGUST	150.46	338	10/13/2023
114 PAYPAL				
	BACKGROUND CHECKS - CLERKS OFFICE	35.12	338	10/13/2023
115 PREMIER GRAPHICS LLC				
	BFG DECALS	61.55	338	10/13/2023
116 QDOBA				
	ASSESSING EXPENSE	19.05	338	10/13/2023
117 SPEEDWAY				

Vendor Name	Description	Amount	Check #	Check Date
118 STARBUCKS	ICE - GEN	6.54	338	10/13/2023
	TREASURER EXPENSE	15.76	338	10/13/2023
	PARKS EXPENSE	25.00	338	10/13/2023
	TOTAL	40.76		
119 SUNRISE CITGO	FUEL - FIRE	139.77	338	10/13/2023
120 THE RIGHT PLACE	CONFERENCE - HALEY	49.00	338	10/13/2023
	CON ED - JULIUS	75.00	338	10/13/2023
	TOTAL	124.00		
121 TREETOP RESORT	LODGING - ASSESSING	555.72	338	10/13/2023
122 UNITED STATES POSTAL SERVICE	POSTAGE - CERTIFIED MAIL	9.65	338	10/13/2023
123 YOURMEMBERSHIP.COM	MAINTENANCE POSITION AD	398.00	338	10/13/2023
	PARKS DIRECTOR POSITION AD	398.00	338	10/13/2023
	TOTAL	796.00		
124 YOURMEMBERSHIP.COM	PARKS DIRECTOR POSITION AD	250.00	338	10/13/2023
125 ZOOM.COM	VIDEO MEETING HOST	15.99	338	10/13/2023
	SERVICE CREDIT - PLANNING	(183.79)	338	10/13/2023
	TOTAL	(167.80)		
	TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK	9,510.98		
	TOTAL - ALL VENDORS	1,341,892.33		



October 17, 2023

Re: Fulton Street/Legacy Park Trail  
Project No. 220208.01

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

Dear Mr. Suchy:

We received the attached email from Nate Post from Wyoming Excavators requesting additional time to complete the Fulton Street trail. The contract documents currently specify a November 7, 2023 completion date. Wyoming Excavators is requesting an additional 23 days which would extend the completion date to November 30, 2023.

Wyoming Excavators has had a difficult time obtaining fence blocks for the retaining wall. The fence blocks have a natural stone appearance on both sides of the block. They are placed directly under the cap stone and are visible from the trail side of the wall. These are specialty items, and they are currently being manufactured at plants in Kalamazoo, Michigan, and St. Louis, Missouri. Each plant can manufacture one fence block per day, and there are 180 fence blocks required. All the fence blocks will be delivered at the beginning of November and installed immediately after delivery. Please see the attached construction photos for additional detail on the blocks.

Wyoming Excavators assures us that the main section of trail from the Ada East residential development to the east will be complete by November 7, 2022. This section represents over 2,100' of the 2,650' long trail.

We also experienced delays in obtaining the EGLE permit. While Wyoming Excavators does not mention this in their request, the EGLE permit was not obtained until August 10, 2023. We anticipated this would be issued by the middle of July.

Based upon the manufacturing of the fence block and the delay in the EGLE permit, we recommend the completion date be extended from November 7, 2023 to November 30, 2023.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

Attachment

## Ada Fulton Trail time extension

npost@wyomingexcavators.com <npost@wyomingexcavators.com>

Mon 10/16/2023 9:49 AM

To: Steve Groenenboom <SGroenenboom@mbce.com>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Steve

As you are aware, we have been having a difficult time obtaining fence block from the supplier for the retaining wall on the Fulton St Trail project. The fence block is a specialty block that when installed you will be able to see a finished surface on both sides of the block. The local supplier is only able to manufacture one block a day, for this project we need 180 blocks. The supplier was able to find a supplier in St Louis Missouri that had some additional block and was willing to manufacture more block. This additional supplier has sped the process up considerably, but it still will not be enough to meet the completion date of November 7. We have been told they will be able to supply enough fence block to complete the wall from the new boardwalk to the east in time for us to complete approximately 2100' of trail prior to the completion date.

Our supplier has told us the remaining fence block for the retaining wall from the new boardwalk to the west should be delivered the beginning of November. We will need an additional 3 weeks from the time the retaining wall is completed to grade, pour the walk, topsoil restoration and rail installation. We are asking for a time extension due to the delay in fence block to November 30. That would give us our three weeks from the original contract date plus a couple of extra days for the Thanksgiving weekend.

Nathan R Post  
Vice President

Wyoming Excavators, Inc  
9580 – 5 Mile Road, NE  
Ada, MI 49301

Office (616) 691-7368 x2  
Cell (616) 293-3924





Fence Block  
Cap Stone

Fulton Street/Legacy Park Trail



Cap Stone

Fence Block

Typical Blocks

Fulton Street Legacy Park Trail





September 8, 2023

To the Board of Trustees  
Township of Ada

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Township of Ada (the Township) for the year ended March 31, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 10, 2023. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township are described in Note 1 to the financial statements. No new accounting policies were adopted, except those noted in note 18, and the application of existing policies was not changed during fiscal year 2023. We noted no transactions entered into by the Township during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were fair value of investments and capital asset depreciation.

Management's estimate of the fair value of investments is based on market values of similar holdings and the net asset value of the investment pool shares. Management's estimate of capital asset depreciation is based on the estimated useful lives of the Township's capital assets. We evaluated the key factors and assumptions used to develop the fair value of investments and capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Audit Adjustments*

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 8, 2023.

#### *Other Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Township's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### **Other Matters**

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the component units' financial statements (supplementary information), which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### **Communication Regarding Internal Control**

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Township as of and for the year ended March 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Township's internal control to be a material weakness.

Material audit adjustments and financial statement preparation:

*Criteria:* All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal accounting records), and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e., external financial reporting).

*Condition:* We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Correct investment balances for transfer recorded twice
- Accrue receivables in the governmental funds
- Correct the balance of pledges receivable and the related deferred inflows
- Reclassify capital asset costs of the enterprise funds
- Accrue additional payables
- Correct accrued payroll
- Correct the classification of debt service payments
- Correct tax revenue recognition
- Correct the liability balances of the Tax Fund
- Convert the fund-based data necessary to prepare the government-wide financial statements

As is the case with many small and medium-sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot be considered part of the Township's internal controls. This is a repeat finding.

*Cause:* This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

*Effect:* The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP and relies, at least in part, on assistance from its external auditor with this task.

*Auditor's Recommendation:* We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

*Management Response:* Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

The Township's response to the internal control finding described above was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

#### **Restriction on Use**

This information is intended solely for the use of the Board of Trustees of the Township of Ada and the State of Michigan Department of Treasury and is not intended to be and should not be used by anyone other than these specified parties.

*Sigfried Crandall P.C.*

*Township of Ada*  
*Kent County, Michigan*

**FINANCIAL STATEMENTS**

*Year ended March 31, 2023*

---

<b>INDEPENDENT AUDITOR'S REPORT</b>	3 - 5
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	6 - 13
<b>BASIC FINANCIAL STATEMENTS</b>	
Government-wide financial statements:	
Statement of net position	14
Statement of activities	15
Fund financial statements:	
Balance sheet - governmental funds	16
Statement of revenues, expenditures, and changes in fund balances - governmental funds	17
Statement of net position - proprietary funds	18
Statement of revenues, expenses, and changes in net position - proprietary funds	19
Statement of cash flows - proprietary funds	20 - 21
Statement of fiduciary net position - custodial fund	22
Statement of changes in fiduciary net position - custodial fund	23
Notes to financial statements	24 - 42
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Budgetary comparison schedules:	
General Fund	43 - 44
Public Safety Fund	45
Trails Fund	46
Parks and Open Space Fund	47
Parks and Recreation Fund	48
<b>SUPPLEMENTARY INFORMATION</b>	
Balance sheet - component units	49
Statement of revenues, expenditures, and changes in fund balances - component units	50
Budgetary comparison schedules:	
Downtown Development Authority	51
Brownfield Redevelopment Authority	52

## INDEPENDENT AUDITOR'S REPORT

Township Board of Trustees  
Township of Ada, Michigan

### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Township of Ada, Michigan (the Township), as of and for the year ended March 31, 2023, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Township, as of March 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Changes in Accounting Principles

As discussed in Note 18 to the financial statements, the Township adopted GASB Statement No. 87, *Leases*, and GASB Statement No. 101, *Compensated Absences*, during the current fiscal year. Our opinions are not modified with respect to these matters.

### **Correction of an Error**

As described in Note 19 to the financial statements, the Township recorded a prior period adjustment to correct its method of accounting for depreciation of capital assets. Our opinions are not modified with respect to this matter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The component units' fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Siegfried Crandall P.C.*

September 8, 2023

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Township of Ada's (the Township) financial performance provides a narrative overview of the Township's financial activities for the fiscal year ended March 31, 2023. Please read it in conjunction with the Township's financial statements.

### **FINANCIAL HIGHLIGHTS**

- The Township's total net position increased by \$3,308,358 (7 percent) as a result of this year's activities. The net position of the governmental activities increased by \$2,047,652, and the net position of the business-type activities increased by \$1,260,706.
- Of the \$49,085,691 total net position reported, \$10,898,657 (22 percent) is available to be used to meet the Township's ongoing obligations to its citizens and customers, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$3,424,461, which represents 112 percent of the actual total General Fund expenditures for the current fiscal year.

### **Overview of the financial statements**

The Township's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents statements concerning the component units. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
  - Governmental funds statements explain how government services, like general government and public safety, were financed in the short-term, as well as what remains for future spending.
  - Proprietary funds statements offer short-term and long-term financial information about the activities the government operates like a business, such as the sewer and water systems and construction code inspection services.
  - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as a custodian for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2023 and 2022 is also presented.

### **Government-wide financial statements**

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Township's net position and how it has changed. Net position (the difference between the Township's assets and liabilities) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's capital assets.

The government-wide financial statements are divided into three categories:

- *Governmental activities* - Most of the Township's basic services are included here, such as police and fire protection and general government. Property taxes and state shared revenue finance most of these activities.
- *Business-type activities* - The Township charges fees to customers to help it cover the costs of certain services it provides. The Township's sewer and water systems and construction code inspection operations are reported here.
- *Component units* - The Township includes two other entities in its report - the Ada Downtown Development Authority and the Ada Brownfield Redevelopment Authority. Although legally separate, these "component units" are important because the Township is financially accountable for them.

#### **Fund financial statements**

The fund financial statements provide more detailed information about the Township's most significant funds - not the Township as a whole. Funds are accounting devices that the Township uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law and bond agreements.
- The Township Board establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and other revenues (like the public safety millage).

The Township has three types of funds:

- *Governmental funds*. Most of the Township's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Proprietary funds*. Services for which the Township charges customers a fee are generally reported in proprietary funds. Proprietary funds statements, like the government-wide statements, provide both long-term and short-term financial information. In fact, the Township's enterprise funds are the same as its business-type activities but provide more detail and additional information, such as cash flows.
- *Fiduciary funds*. These funds are used to account for the collection and disbursement of resources, primarily property taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes. The Township's fiduciary balances and activities are reported in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

## FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

## Net position

Total net position at the end of the fiscal year was \$49,085,691. Of this total, \$33,371,418 represents a net investment in capital assets and \$4,815,616 is restricted for various purposes. Consequently, unrestricted net position was \$10,898,657, or 22 percent of the total.

## Condensed financial information

## Net position

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<b>2023</b>	2022	<b>2023</b>	2022	<b>2023</b>	2022
Current and other assets	<b>\$ 23,737,617</b>	\$ 25,501,702	<b>\$ 7,958,420</b>	\$ 8,993,313	<b>\$ 31,696,037</b>	\$ 34,495,015
Capital assets	<b>28,876,322</b>	25,351,179	<b>24,009,977</b>	22,366,429	<b>52,886,299</b>	47,717,608
Total assets	<b>52,613,939</b>	50,852,881	<b>31,968,397</b>	31,359,742	<b>84,582,336</b>	82,212,623
Current and other liabilities	<b>2,888,405</b>	2,176,054	<b>610,571</b>	682,335	<b>3,498,976</b>	2,858,389
Long-term debt outstanding	<b>19,533,594</b>	20,507,539	<b>10,988,359</b>	11,568,646	<b>30,521,953</b>	32,076,185
Total liabilities	<b>22,421,999</b>	22,683,593	<b>11,598,930</b>	12,250,981	<b>34,020,929</b>	34,934,574
Deferred inflows	<b>1,475,716</b>	1,500,716	-	-	<b>1,475,716</b>	1,500,716
Net position:						
Net investment in capital assets	<b>20,349,800</b>	20,377,747	<b>13,021,618</b>	10,797,783	<b>33,371,418</b>	31,175,530
Restricted	<b>4,586,864</b>	2,832,217	<b>228,752</b>	2,160,988	<b>4,815,616</b>	4,993,205
Unrestricted	<b>3,779,560</b>	3,458,608	<b>7,119,097</b>	6,149,990	<b>10,898,657</b>	9,608,598
Total net position	<b>\$ 28,716,224</b>	<b>\$ 26,668,572</b>	<b>\$ 20,369,467</b>	<b>\$ 19,108,761</b>	<b>\$ 49,085,691</b>	<b>\$ 45,777,333</b>

The 2022 balances represent restated balances associated with prior period adjustments. See Note 19 for further detail.

## Changes in net position

The Township's total revenues for the current fiscal year amounted to \$14,620,058, compared to \$13,145,334 in the prior year. Charges for services account for approximately 45 percent of the Township's revenues, while property taxes account for 36 percent of the total revenues. State grants account for about 11 percent of the Township's revenues.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

The total cost of the Township's programs for the current fiscal year, covering a wide range of services, totaled \$11,311,700. Approximately 42 percent of the Township's costs relates to the provision of utility services. General government and recreation and culture and costs represent 17 of total expenses, each.

*Condensed financial information**Changes in net position*

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>
Program revenues:						
Charges for services	\$ 327,747	\$ 375,295	\$ 6,283,266	\$ 5,772,295	\$ 6,611,013	\$ 6,147,590
Operating grants and contributions	277,890	41,970	-	-	277,890	41,970
Capital grants and contributions	51,403	632,756	-	-	51,403	632,756
General revenues:						
Property taxes	5,214,389	4,460,614	-	-	5,214,389	4,460,614
State grants	1,631,025	1,584,526	-	-	1,631,025	1,584,526
Franchise fees	263,144	261,104	-	-	263,144	261,104
Investment income (loss)	353,287	(83,849)	115,593	8,738	468,880	(75,111)
Local community stabilization revenue	102,314	91,885	-	-	102,314	91,885
Total revenues	<b>8,221,199</b>	<b>7,364,301</b>	<b>6,398,859</b>	<b>5,781,033</b>	<b>14,620,058</b>	<b>13,145,334</b>
Expenses:						
General government	1,929,911	1,626,736	-	-	1,929,911	1,626,736
Public safety	1,102,743	1,079,421	534,784	314,510	1,637,527	1,393,931
Public works	397,638	917,075	-	-	397,638	917,075
Recreation and culture	1,939,240	1,678,496	-	-	1,939,240	1,678,496
Community and economic development	216,163	204,956	-	-	216,163	204,956
Interest and issuance costs	386,539	556,151	-	-	386,539	556,151
Sewer	-	-	2,407,989	2,033,451	2,407,989	2,033,451
Water	-	-	2,396,693	2,401,181	2,396,693	2,401,181
Total expenses	<b>5,972,234</b>	<b>6,062,835</b>	<b>5,339,466</b>	<b>4,749,142</b>	<b>11,311,700</b>	<b>10,811,977</b>
Transfers	<b>(201,313)</b>	<b>-</b>	<b>201,313</b>	<b>-</b>	<b>-</b>	<b>-</b>
Changes in net position	<b>\$ 2,047,652</b>	<b>\$ 1,301,466</b>	<b>\$ 1,260,706</b>	<b>\$ 1,031,891</b>	<b>\$ 3,308,358</b>	<b>\$ 2,333,357</b>
Net position, end of year	<b>\$ 28,716,224</b>	<b>\$ 26,668,572</b>	<b>\$ 20,369,467</b>	<b>\$ 19,108,761</b>	<b>\$ 49,085,691</b>	<b>\$ 45,777,333</b>

The 2022 balances represent restated balances associated with prior period adjustments. See Note 19 for further detail.

**Governmental activities**

Governmental activities increased the Township's net position by \$2,047,652 in the current year, compared to a \$1,301,466 increase in the prior year. The increase in net position was higher in the current year as revenues increased by \$856,898, expenses decreased by \$90,601, while transfers out increased by \$201,313. The increase in revenues is primarily related to a \$753,775 increase in property taxes, as the millage rate for trails was increased and taxable values continue to grow. Expenses decreased due to lower public works costs, which decreased by \$519,437, as the cost of road construction projects was lower than the previous year. The public works decrease was offset by increased expenses in general government and recreation and culture of \$303,175 and \$260,744, respectively.

The following schedule shows the costs of the Township's three largest programs, as well as the net cost (total cost less fees generated by the activities and intergovernmental aid). The net cost shows the burden that was placed on the Township's taxpayers by each of these functions.

	<u>Total cost of services</u>	<u>Net cost of services</u>
General government	\$ 1,929,911	\$ (1,790,659)
Public safety	1,102,743	(1,085,176)
Recreation and culture	1,939,240	(1,799,510)
Other	<u>1,000,340</u>	<u>(639,849)</u>
Totals	<u>\$ 5,972,234</u>	<u>\$ (5,315,194)</u>

The total cost of governmental activities this year was \$5,972,234 compared to \$6,062,835 in the prior year. After subtracting the direct charges to those who directly benefited from the programs (\$327,747), operating grants (\$277,890), and capital grants (\$51,403), the "public benefit" portion covered by property taxes, state shared revenue, and other general revenues was \$5,315,194.

#### **Business-type activities**

Business-type activities increased the Township's net position by \$1,260,706 in the current year compared to an increase of \$1,031,891 in the prior year. Net position has increased because customer charges are sufficient to cover all operating and nonoperating costs, including depreciation.

The increase in net position was higher in the current year as revenues increased by \$617,826, while expenses only increased by \$590,324. The increase in revenues was expected due to an increase in rates charged to customers. The increase in expenses was primarily related to higher contract costs.

### **FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**

#### **Governmental funds**

As of March 31, 2023, the Township's governmental funds reported combined ending fund balances of \$19,494,961, which represents a decrease of \$2,303,338 compared to last year's balances.

The General Fund is the primary operating fund of the Township. Its fund balance at the end of the fiscal year was \$3,832,689, though unassigned fund balance amounted to \$3,424,461. Revenues of \$3,493,874 exceeded expenditures of \$3,049,870 and transfers out of \$201,313, causing fund balance to increase by \$242,691 in the current year.

In addition, these other changes in fund balances should be noted:

- The fund balance of the Public Safety Fund at the end of the fiscal year was \$1,648,041, an increase of \$447,982, as revenues of \$1,666,773 were sufficient to cover expenditures of \$1,218,791 in the current year. The fund accounts for operating and capital costs of the Township's fire department and policing services.
- The fund balance of the Trails Fund at the end of the fiscal year was \$12,546,652, a decrease of \$2,996,098, as revenues of \$2,064,211 were less than expenditures of \$5,060,309 in the current year. The fund's expenditures include trail improvement and maintenance costs and debt service.
- The fund balance of the Parks and Recreation Fund at the end of the fiscal year was \$1,439,507, a decrease of \$199,049. Revenues of \$995,892 were less than expenditures of \$1,144,941 and transfers out of \$50,000. The Township's parks and recreation costs are supported by this fund.
- The fund balance of the Parks and Open Space Fund at the end of the fiscal year was \$149,776, an increase of \$50,636. The increase was created by \$636 in interest revenue and \$50,000 in transfers from the Parks and Recreation Fund. The fund's restricted tax millage has expired, but the remaining fund balance is restricted for parks and open space costs.
- The fund balance of the Envision Ada Fund, a capital project fund, was a deficit of \$121,704 at the end of the current year, an increase of \$150,500. The Fund recognized revenue, in the amount of \$150,500, which consisted of capital contributions. The fund's resources financed the construction of the library and community center in prior years. The deficit is expected to be eliminated through the collection of pledges receivable in the next fiscal year.

**Proprietary funds**

The Sewer Fund generated operating income of \$300,646 due to the fact that user charges were set to cover the full cost of providing services. However, net position decreased by \$773,866, due to net nonoperating revenues of \$27,663 and transfer to the Sewer fund in the amount of \$1,102,175. Total net position is \$8,756,165 at year end, of which \$228,752 is restricted for capital improvements and \$2,877,496 is unrestricted.

The Water Fund generated operating income of \$706,377 due to the fact that user charges were set to cover the full cost of providing services. Net position increased by \$1,990,610, due to net nonoperating expenses of \$19,255 and transfers from other funds in the amount of \$1,303,488 for the Adacraft project. Total net position is \$11,028,545 at year end, of which \$3,656,844 is unrestricted.

**General Fund budgetary highlights**

The Township amended the General Fund budget to reflect changes in anticipated revenues and expenditures which occurred during the year. Total budgeted revenues were increased by \$183,016 during the current year, primarily to increase state grant revenues \$199,016, to reflect larger than anticipated distributions from the state. Expenditures were increased by \$161,175, primarily due to an increase in general government expenditures of \$208,847, as general administration costs were increased by \$132,515.

Total actual revenues were \$25,164 more than budgeted primarily because interest revenue was \$51,650 more than expected. Total expenditures were \$353,251 less than the amounts appropriated, primarily because public works expenditures were \$217,132 less than budgeted, as certain road improvement projects were delayed.

These conditions, along with a negative \$201,313 variance in other financing uses, resulted in a positive budget variance of \$177,102 due to a \$242,691 increase in fund balance when the budget projected a \$65,589 increase.



**CAPITAL ASSETS AND DEBT ADMINISTRATION****Capital assets**

The Township's investment in capital assets for its governmental and business-type activities as of March 31, 2023, amounts to \$52,886,299, net of accumulated depreciation. This investment includes a broad range of assets, including land, sewer and water facilities, buildings, and equipment.

	<i>Governmental activities</i>	<i>Business-type activities</i>	<i>Totals</i>
Land and assets and construction in progress	\$ 4,648,026	\$ 5,438,810	\$ 10,086,836
Utility systems	-	18,497,860	18,497,860
Buildings and improvements	23,577,097	-	23,577,097
Equipment	338,188	73,307	411,495
Vehicles	313,011	-	313,011
	<u>\$ 28,876,322</u>	<u>\$ 24,009,977</u>	<u>\$ 52,886,299</u>
Totals			

The major capital asset events during the current fiscal year included the following:

- Pettis Trail project costs amounted to \$3,476,065
- Roselle Park parking lot was paved at a cost of \$360,408
- Construction of three trail projects was started during the year at a cost of \$292,770
- Public safety equipment and vehicles were purchased for \$214,352
- Water system improvements, which were in progress at year end, amounted to \$2,097,275

More detailed information about the Township's capital assets is presented in Note 6 of the notes to the basic financial statements.

**Debt**

At the end of the fiscal year, the Township had long-term debt outstanding in the amount of \$30,521,953, which represents a net decrease of \$1,554,232. Debt was reduced by \$1,554,232 through timely principal payments and amortization of bond premiums. All debt is backed by the full faith and credit of the Township.

Other noncurrent liabilities, totaling \$150,730, represent accrued compensated absences.

More detailed information about the Township's long-term debt is presented in Note 8 of the notes to the basic financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Township's 2024 fiscal year budget does not anticipate significant changes in the amounts or composition of its major revenue sources. The Township has budgeted expenditures for the upcoming year at amounts sufficient to support its ongoing programs and activities.

**CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Julius Suchy, Township Manager    Phone: (616) 676-9191  
Township of Ada  
7330 Thornapple River Drive  
P.O. Box 370  
Ada, Michigan 49301

You may also send an e-mail to any of the addresses noted below:

Ross Leisman  
Township Supervisor  
[rleisman@adatownshipmi.com](mailto:rleisman@adatownshipmi.com)

Jacqueline Smith  
Township Clerk  
[jsmith@adatownshipmi.com](mailto:jsmith@adatownshipmi.com)

Kevin Moran  
Township Treasurer  
[kmoran@adatownshipmi.com](mailto:kmoran@adatownshipmi.com)

## **BASIC FINANCIAL STATEMENTS**

## STATEMENT OF NET POSITION

March 31, 2023

				Component units	
	Primary government			Ada Downtown	Ada Brownfield
	Governmental activities	Business-type activities	Totals	Development Authority	Redevelopment Authority
<b>ASSETS</b>					
Current assets:					
Cash	\$ 6,960,423	\$ 3,877,304	\$ 10,837,727	\$ 1,176,350	\$ 60,116
Investments	14,087,191	3,014,586	17,101,777	-	-
Receivables	683,329	1,061,239	1,744,568	4,742	-
Prepaid expenses	5,000	-	5,000	-	-
Inventory	-	5,291	5,291	-	-
Total current assets	21,735,943	7,958,420	29,694,363	1,181,092	60,116
Noncurrent assets:					
Receivables - leases	1,449,146	-	1,449,146	-	-
Leased asset	552,528	-	552,528	-	-
Capital assets not being depreciated	4,648,026	5,438,810	10,086,836	-	-
Capital assets, net of depreciation	24,228,296	18,571,167	42,799,463	107,864	-
Total noncurrent assets	30,877,996	24,009,977	54,887,973	107,864	-
Total assets	52,613,939	31,968,397	84,582,336	1,288,956	60,116
<b>LIABILITIES</b>					
Current liabilities:					
Payables	590,986	610,571	1,201,557	7,442	60,116
Unearned revenue	1,558,676	-	1,558,676	-	-
Lease liability - due within one year	12,360	-	12,360	-	-
Bonds payable - due within one year	963,125	586,875	1,550,000	-	-
Total current liabilities	3,125,147	1,197,446	4,322,593	7,442	60,116
Noncurrent liabilities:					
Compensated absences	150,730	-	150,730	1,493	-
Lease liability	575,653	-	575,653	-	-
Bonds payable	18,570,469	10,401,484	28,971,953	-	-
Total noncurrent liabilities	19,296,852	10,401,484	29,698,336	1,493	-
Total liabilities	22,421,999	11,598,930	34,020,929	8,935	60,116
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Leases	1,475,716	-	1,475,716	-	-
<b>NET POSITION</b>					
Net investment in capital assets	20,349,800	13,021,618	33,371,418	107,864	-
Restricted for:					
Public safety	433,112	-	433,112	-	-
Recreation and culture	1,720,922	-	1,720,922	-	-
Debt service	2,432,830	-	2,432,830	-	-
Capital acquisitions and improvements	-	228,752	228,752	-	-
Unrestricted	3,779,560	7,119,097	10,898,657	1,172,157	-
Total net position	\$ 28,716,224	\$ 20,369,467	\$ 49,085,691	\$ 1,280,021	\$ -

See notes to financial statements

Township of Ada

STATEMENT OF ACTIVITIES

Year ended March 31, 2023

					Net (expenses) revenues and changes in net position				
	Expenses	Program revenues			Primary government			Component units	
		Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities	Totals	Ada Downtown Development Authority	Ada Brownfield Redevelopment Authority
<b>Functions/Programs</b>									
<b>Primary government</b>									
Governmental activities:									
General government	\$ 1,929,911	\$ 136,723	\$ 2,529	\$ -	\$ (1,790,659)		\$ (1,790,659)		
Public safety	1,102,743	17,567	-	-	(1,085,176)		(1,085,176)		
Public works	397,638	74,960	19,383	-	(303,295)		(303,295)		
Recreation and culture	1,939,240	88,327	-	51,403	(1,799,510)		(1,799,510)		
Community and economic development	216,163	10,170	-	-	(205,993)		(205,993)		
Interest and fees on long-term debt	386,539	-	255,978	-	(130,561)		(130,561)		
Total governmental activities	5,972,234	327,747	277,890	51,403	(5,315,194)		(5,315,194)		
Business-type activities:									
Sewer	2,407,989	2,686,376	-	-		\$ 278,387	278,387		
Water	2,396,693	3,021,569	-	-		624,876	624,876		
Inspections	534,784	575,321	-	-		40,537	40,537		
Total business-type activities	5,339,466	6,283,266	-	-		943,800	943,800		
Total primary government	\$ 11,311,700	\$ 6,611,013	\$ 277,890	\$ 51,403	(5,315,194)	943,800	(4,371,394)		
<b>Component units</b>									
Downtown Development Authority	\$ 578,240	\$ 90,606	\$ -	\$ -				\$ (487,634)	\$ -
Brownfield Redevelopment Authority	248,249	-	-	-				-	(248,249)
Total component units	\$ 826,489	\$ 90,606	\$ -	\$ -				\$ (487,634)	\$ (248,249)
General revenues:									
Property taxes					5,214,389	-	5,214,389	515,214	248,249
State shared revenue					1,631,025	-	1,631,025	-	-
Franchise fees					263,144	-	263,144	-	-
Unrestricted investment return					353,287	115,593	468,880	6,200	-
Local community stabilization revenue					102,314	-	102,314	150,097	-
Transfers					(201,313)	201,313	-	-	-
Total general revenues					7,362,846	316,906	7,679,752	671,511	248,249
Changes in net position					2,047,652	1,260,706	3,308,358	183,877	-
Net position - beginning					26,668,572	19,108,761	45,777,333	1,096,144	-
Net position - ending					\$ 28,716,224	\$ 20,369,467	\$ 49,085,691	\$ 1,280,021	\$ -

See notes to financial statements

**BALANCE SHEET - governmental funds**

March 31, 2023

		Special revenue					Capital Project	Total	
	General	Public Safety	Trails	Parks and Recreation	Parks and Open Space	ARPA	Envision Ada	governmental funds	
ASSETS									
Cash	\$ 1,847,929	\$ 498,718	\$ 1,822,034	\$ 604,994	\$ 149,776	\$ 1,558,676	\$ 478,296	\$ 6,960,423	
Investments	1,143,620	1,214,929	10,914,214	814,428	-	-	-	14,087,191	
Receivables	336,625	21,189	27,825	70,270	-	-	200,850	656,759	
Due from other funds	600,000	-	-	-	-	-	-	600,000	
Prepaid expenditures	5,000	-	-	-	-	-	-	5,000	
Total assets	\$ 3,933,174	\$ 1,734,836	\$ 12,764,073	\$ 1,489,692	\$ 149,776	\$ 1,558,676	\$ 679,146	\$ 22,309,373	
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES									
Liabilities:									
Payables	\$ 100,485	\$ 86,795	\$ 217,421	\$ 50,185	\$ -	\$ -	\$ -	\$ 454,886	
Due to other funds	-	-	-	-	-	-	600,000	600,000	
Unearned revenue - federal grant	-	-	-	-	-	1,558,676	-	1,558,676	
Total liabilities	100,485	86,795	217,421	50,185	-	1,558,676	600,000	2,613,562	
Deferred inflows of resources - unavailable contributions	-	-	-	-	-	-	200,850	200,850	
Fund balances (deficit):									
Nonspendable - prepaids	5,000	-	-	-	-	-	-	5,000	
Restricted for:									
Public safety	-	433,112	-	-	-	-	-	433,112	
Recreation and culture	403,228	-	-	1,167,918	149,776	-	-	1,720,922	
Debt service	-	-	2,568,930	-	-	-	-	2,568,930	
Capital acquisitions	-	-	9,977,722	271,589	-	-	-	10,249,311	
Assigned for capital acquisitions	-	1,214,929	-	-	-	-	-	1,214,929	
Unassigned (deficit)	3,424,461	-	-	-	-	-	(121,704)	3,302,757	
Total fund balances (deficit)	3,832,689	1,648,041	12,546,652	1,439,507	149,776	-	(121,704)	19,494,961	
Total liabilities, deferred inflows of resources and fund balances	\$ 3,933,174	\$ 1,734,836	\$ 12,764,073	\$ 1,489,692	\$ 149,776	\$ 1,558,676	\$ 679,146	\$ 22,309,373	
Reconciliation of the balance sheet to the statement of net position:									
Total fund balance - total governmental funds									\$ 19,494,961
Amounts reported for governmental activities in the statement of net position (page 13) are different because:									
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.									28,876,322
Leased assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.									552,528
Pledges receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.									200,850
Leases receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.									1,475,716
Leases receivable are reported as deferred inflows									(1,475,716)
Expense accruals:									
Interest payable								(136,100)	
Compensated absences								(150,730)	
Lease liability								(588,013)	
Bonds payable are not due and payable in the current period and, therefore, are not reported in the funds.									(19,533,594)
Net position of governmental activities									\$ 28,716,224

See notes to financial statements

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds**

Year ended March 31, 2023

	<i>Special revenue</i>					<i>Capital Project</i>	<i>Total</i>
	<i>General</i>	<i>Public Safety</i>	<i>Trails</i>	<i>Parks and Recreation</i>	<i>Parks and Open Space</i>	<i>Envision Ada</i>	<i>governmental funds</i>
<b>REVENUES</b>							
Property taxes	\$ 1,065,884	\$ 1,629,640	\$ 1,798,828	\$ 742,303	\$ -	\$ -	\$ 5,236,655
Licenses and permits	263,144	-	-	-	-	-	263,144
Federal grants	2,529	-	-	-	-	-	2,529
State grants	1,654,971	3,474	7,654	86,623	-	-	1,752,722
Intergovernmental	255,978	-	-	-	-	-	255,978
Charges for services	34,474	-	-	18,419	-	-	52,893
Investment return and rentals	163,636	16,092	257,416	97,457	636	-	535,237
Other	53,258	17,567	313	51,090	-	150,500	272,728
<b>Total revenues</b>	<b>3,493,874</b>	<b>1,666,773</b>	<b>2,064,211</b>	<b>995,892</b>	<b>636</b>	<b>150,500</b>	<b>8,371,886</b>
<b>EXPENDITURES</b>							
Current:							
General government	1,814,056	-	-	-	-	-	1,814,056
Public safety	-	1,052,323	-	-	-	-	1,052,323
Public works	398,853	-	-	-	-	-	398,853
Recreation and culture	203,011	-	203,560	527,994	-	-	934,565
Community and economic development	218,101	-	-	-	-	-	218,101
Debt service:							
Principal	231,000	-	600,000	95,000	-	-	926,000
Interest and fees	119,647	-	310,521	24,216	-	-	454,384
Capital outlay	65,202	166,468	3,946,228	497,731	-	-	4,675,629
<b>Total expenditures</b>	<b>3,049,870</b>	<b>1,218,791</b>	<b>5,060,309</b>	<b>1,144,941</b>	<b>-</b>	<b>-</b>	<b>10,473,911</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>444,004</b>	<b>447,982</b>	<b>(2,996,098)</b>	<b>(149,049)</b>	<b>636</b>	<b>-</b>	<b>(2,102,025)</b>
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	-	-	-	-	50,000	-	50,000
Transfers out	(201,313)	-	-	(50,000)	-	-	(251,313)
<b>Net other financing sources (uses)</b>	<b>(201,313)</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>50,000</b>	<b>-</b>	<b>(201,313)</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>242,691</b>	<b>447,982</b>	<b>(2,996,098)</b>	<b>(199,049)</b>	<b>50,636</b>	<b>150,500</b>	<b>(2,303,338)</b>
<b>FUND BALANCES (DEFICIT) - BEGINNING</b>	<b>3,589,998</b>	<b>1,200,059</b>	<b>15,542,750</b>	<b>1,638,556</b>	<b>99,140</b>	<b>(272,204)</b>	<b>21,798,299</b>
<b>FUND BALANCES (DEFICIT) - ENDING</b>	<b>\$ 3,832,689</b>	<b>\$ 1,648,041</b>	<b>\$ 12,546,652</b>	<b>\$ 1,439,507</b>	<b>\$ 149,776</b>	<b>\$ (121,704)</b>	<b>\$ 19,494,961</b>
Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities:							
Net change in fund balance - total governmental funds							\$ (2,303,338)
Amounts reported for <i>governmental activities</i> in the statement of activities (page 14) are different because:							
Capital assets:							
Assets acquired							4,552,732
Assets disposed, net							(687)
Provision for depreciation							(1,026,902)
Lease asset - amortization							(18,418)
Lease liability - reduction							12,000
Long-term debt:							
Principal payments							926,000
Amortization of bond premium							47,945
Changes in other assets/liabilities:							
Net increase in compensated absences							(11,580)
Net decrease in interest payable							19,900
Change in deferred inflows of resources - decrease in unavailable capital contributions							(150,000)
Change in net position of <i>governmental activities</i>							<u>\$ 2,047,652</u>

See notes to financial statements

**STATEMENT OF NET POSITION - proprietary funds**

March 31, 2023

	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor fund</u>	<u>Totals</u>
<b>ASSETS</b>				
Current assets:				
Cash	\$ 2,770,751	\$ 557,288	\$ 549,265	\$ 3,877,304
Investments	-	3,014,586	-	3,014,586
Receivables	519,185	359,296	182,758	1,061,239
Inventory	-	5,291	-	5,291
Total current assets	<u>3,289,936</u>	<u>3,936,461</u>	<u>732,023</u>	<u>7,958,420</u>
Noncurrent assets:				
Capital assets not being depreciated	-	5,438,810	-	5,438,810
Capital assets, net of depreciation	<u>9,143,771</u>	<u>9,427,396</u>	<u>-</u>	<u>18,571,167</u>
Total noncurrent assets	<u>9,143,771</u>	<u>14,866,206</u>	<u>-</u>	<u>24,009,977</u>
Total assets	<u>12,433,707</u>	<u>18,802,667</u>	<u>732,023</u>	<u>31,968,397</u>
<b>LIABILITIES</b>				
Current liabilities:				
Payables	183,688	279,617	147,266	610,571
Bonds payable - due within one year	<u>246,268</u>	<u>340,607</u>	<u>-</u>	<u>586,875</u>
Total current liabilities	<u>429,956</u>	<u>620,224</u>	<u>147,266</u>	<u>1,197,446</u>
Noncurrent liabilities - bonds payable	<u>3,247,586</u>	<u>7,153,898</u>	<u>-</u>	<u>10,401,484</u>
Total liabilities	<u>3,677,542</u>	<u>7,774,122</u>	<u>147,266</u>	<u>11,598,930</u>
<b>NET POSITION</b>				
Net investment in capital assets	5,649,917	7,371,701	-	13,021,618
Restricted for capital improvements	228,752	-	-	228,752
Unrestricted	<u>2,877,496</u>	<u>3,656,844</u>	<u>584,757</u>	<u>7,119,097</u>
Total net position	<u>\$ 8,756,165</u>	<u>\$ 11,028,545</u>	<u>\$ 584,757</u>	<u>\$ 20,369,467</u>

See notes to financial statements



**Township of Ada**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - *proprietary funds***

Year ended March 31, 2023

	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor fund</u>	<u>Totals</u>
<b>OPERATING REVENUES</b>				
Charges for services:				
Utility charges	\$ 2,646,016	\$ 2,939,284	\$ -	\$ 5,585,300
Inspection fees	-	-	575,321	575,321
	<u>2,646,016</u>	<u>2,939,284</u>	<u>575,321</u>	<u>6,160,621</u>
Total operating revenues				
	<u>2,646,016</u>	<u>2,939,284</u>	<u>575,321</u>	<u>6,160,621</u>
<b>OPERATING EXPENSES</b>				
Personnel costs	61,674	84,000	73,664	219,338
Supplies	13,236	58,196	-	71,432
Contracted services:				
Sewage treatment	1,674,053	-	-	1,674,053
Water purchases	-	1,470,491	-	1,470,491
Inspections	-	-	461,120	461,120
Other	143,945	257,797	-	401,742
Utilities	57,580	28,620	-	86,200
Repairs and maintenance	152,920	44,160	-	197,080
Depreciation	230,707	274,266	-	504,973
Miscellaneous	11,255	15,377	-	26,632
	<u>2,345,370</u>	<u>2,232,907</u>	<u>534,784</u>	<u>5,113,061</u>
Total operating expenses				
	<u>2,345,370</u>	<u>2,232,907</u>	<u>534,784</u>	<u>5,113,061</u>
<b>OPERATING INCOME (LOSS)</b>	<u>300,646</u>	<u>706,377</u>	<u>40,537</u>	<u>1,047,560</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Connection fee revenue	6,660	16,485	-	23,145
Connection fees remitted to the City of Grand Rapids	(4,580)	(12,280)	-	(16,860)
Tap fees	33,700	65,800	-	99,500
Interest revenue	49,922	62,246	3,425	115,593
Interest expense	(58,039)	(151,506)	-	(209,545)
	<u>27,663</u>	<u>(19,255)</u>	<u>3,425</u>	<u>11,833</u>
Net nonoperating revenues (expenses)				
	<u>27,663</u>	<u>(19,255)</u>	<u>3,425</u>	<u>11,833</u>
<b>INCOME BEFORE TRANSFERS</b>	328,309	687,122	43,962	1,059,393
<b>TRANSFERS IN (OUT)</b>	<u>(1,102,175)</u>	<u>1,303,488</u>	<u>-</u>	<u>201,313</u>
<b>CHANGES IN NET POSITION</b>	(773,866)	1,990,610	43,962	1,260,706
<b>NET POSITION - BEGINNING</b>	<u>9,530,031</u>	<u>9,037,935</u>	<u>540,795</u>	<u>19,108,761</u>
<b>NET POSITION - ENDING</b>	<u>\$ 8,756,165</u>	<u>\$ 11,028,545</u>	<u>\$ 584,757</u>	<u>\$ 20,369,467</u>

See notes to financial statements

**STATEMENT OF CASH FLOWS - proprietary funds**

Year ended March 31, 2023

	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor fund</u>	<u>Totals</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers and users	\$ 2,673,729	\$ 2,920,518	\$ 429,041	\$ 6,023,288
Payments to vendors and suppliers	(2,055,041)	(1,816,494)	(362,792)	(4,234,327)
Payments to employees	(43,540)	(58,720)	(54,688)	(156,948)
Net cash provided by (used in) operating activities	<u>575,148</u>	<u>1,045,304</u>	<u>11,561</u>	<u>1,632,013</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
Transfers in (out)	<u>(1,102,175)</u>	<u>1,303,488</u>	<u>-</u>	<u>201,313</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Connection fees	6,660	16,485	-	23,145
Connection fees paid to City of Grand Rapids	(4,580)	(12,280)	-	(16,860)
Tap fees	33,700	65,800	-	99,500
Acquisition of capital assets	(51,246)	(2,097,275)	-	(2,148,521)
Decrease in payables	-	(287,577)	-	(287,577)
Principal payments on capital debt	(237,750)	(331,250)	-	(569,000)
Interest payments on capital debt	<u>(60,903)</u>	<u>(160,929)</u>	<u>-</u>	<u>(221,832)</u>
Net cash provided by (used in) capital and related financing activities	<u>(314,119)</u>	<u>(2,807,026)</u>	<u>-</u>	<u>(3,121,145)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Sales (purchases) of investments	1,068,953	(662,936)	-	406,017
Interest received	<u>49,922</u>	<u>62,246</u>	<u>3,425</u>	<u>115,593</u>
Net cash provided by (used in) investing activities	<u>1,118,875</u>	<u>(600,690)</u>	<u>3,425</u>	<u>521,610</u>
<b>NET CHANGE IN CASH</b>	<u>277,729</u>	<u>(1,058,924)</u>	<u>14,986</u>	<u>(766,209)</u>
<b>CASH - BEGINNING</b>	<u>2,493,022</u>	<u>1,616,212</u>	<u>534,279</u>	<u>4,643,513</u>
<b>CASH - ENDING</b>	<u>\$ 2,770,751</u>	<u>\$ 557,288</u>	<u>\$ 549,265</u>	<u>\$ 3,877,304</u>

See notes to financial statements

**STATEMENT OF CASH FLOWS - proprietary funds (Continued)**

Year ended March 31, 2023

	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor fund</u>	<u>Totals</u>
<b>Reconciliation of operating income to net cash provided by (used in) operating activities:</b>				
Operating income (loss)	\$ 300,646	\$ 706,377	\$ 40,537	\$ 1,047,560
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation	230,707	274,266	-	504,973
(Increase) decrease in receivables	27,713	(18,766)	(146,280)	(137,333)
Increase (decrease) in payables	<u>16,082</u>	<u>83,427</u>	<u>117,304</u>	<u>216,813</u>
Net cash provided by (used in) operating activities	<u>\$ 575,148</u>	<u>\$ 1,045,304</u>	<u>\$ 11,561</u>	<u>\$ 1,632,013</u>

See notes to financial statements

**STATEMENT OF FIDUCIARY NET POSITION - *Custodial Fund***

*March 31, 2023*

---

	<u><i>Tax Collection</i></u>
<b>ASSETS</b>	
Cash	<u>\$ 73,155</u>
<b>LIABILITIES</b>	
Due to other governments	<u>73,155</u>
<b>NET POSITION</b>	
Restricted for other governments	<u><u>\$ -</u></u>

*See notes to financial statements*

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - Custodial Fund**

*Year ended March 31, 2023*

	<u><i>Tax Collection</i></u>
<b>ADDITIONS</b>	
Property taxes collected for other governments	\$ 38,586,112
<b>DEDUCTIONS</b>	
Property taxes distributed to other governments	<u>38,586,112</u>
<b>NET CHANGE IN FIDUCIARY NET POSITION</b>	-
<b>NET POSITION - BEGINNING</b>	<u>-</u>
<b>NET POSITION - ENDING</b>	<u><u>\$ -</u></u>

*See notes to financial statements*

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Township of Ada, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

*Reporting entity:*

As required by generally accepted accounting principles, these financial statements present the Township (the primary government), located in Kent County, and its component units described below, for which the Township is financially accountable. The Township exercises oversight responsibility over each component unit, as their governing bodies are appointed by the Township Supervisor, and their budgets must be approved by the Township Board. The Township is also obligated to provide some of its tax revenues to each component unit, through tax increment financing, which represents a financial burden on the Township. The discretely presented component units are reported in separate columns in the government-wide financial statements to emphasize that they are legally separate from the primary government. Separate financial statements for the component units have not been issued, as management believes that these financial statements, including disclosures, contain complete information so as to constitute a fair presentation of the component units.

*Discretely presented component units:*

*Ada Downtown Development Authority* - The Authority was established pursuant to Public Act 197 of 1975, as amended, to correct and prevent deterioration and promote economic growth within the downtown district.

*Ada Brownfield Redevelopment Authority* - The Authority was established pursuant to Public Act 381 of 1996, as amended, to promote the revitalization of environmentally distressed areas within the Township.

*Government-wide and fund financial statements:*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Property taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and the fiduciary fund, even though the latter is excluded from government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

*Measurement focus, basis of accounting, and financial statement presentation:*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)***Measurement focus, basis of accounting, and financial statement presentation (continued):*

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from state shared revenue and property taxes.

The Public Safety Fund, a special revenue fund, accounts for all financial resources used by the Township to provide police and fire protection services. Revenues are primarily derived from property taxes.

The Trails Fund, a special revenue fund, accounts for financial resources used by the Township to construct and improve the nonmotorized pathway system. Revenues are primarily derived from property taxes.

The Parks and Recreation Fund, a special revenue fund, accounts for financial resources used by the Township for parks and recreation purposes, including the acquisition and maintenance of park property. Revenues are primarily derived from property taxes.

The Parks and Open Space Fund, a special revenue fund, accounts for financial resources used by the Township for parks and recreation purposes, and to preserve land. Revenues are primarily derived from property taxes from an expired millage.

The ARPA Fund, a special revenue fund, is used to account for restricted resources provided by the American Rescue Plan Act. Revenues are derived from a federal grant.

The Envision Ada Fund, a capital project fund, accounts for the financial resources used by the Township to make infrastructure improvements related to the "Envision Ada" project. Resources are derived from bond proceeds and contributions.

The Township reports the following major proprietary funds:

The Sewer Fund accounts for the activities of the Township's sewage collection system.

The Water Fund accounts for the activities of the Township's water distribution system.

The Township also reports a custodial fund, the Tax Collection Fund, which accounts for assets held by the Township in a fiduciary capacity for other governments.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement focus, basis of accounting, and financial statement presentation (continued):*

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds relate to charges to customers for services. Operating expenses for proprietary funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

*Assets, liabilities, deferred inflows of resources, and equity:*

*Cash and investments* - Cash consists of cash on hand, demand deposits, and highly-liquid, short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value with changes in value recognized in the operating statement of each fund. Realized and unrealized gains and losses are included in investment income. Pooled interest income is allocated proportionately to all funds and component units.

*Receivables* - Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "due to/from other funds." No allowance for uncollectible accounts has been recorded, as the Township considers all receivables to be fully collectible.

*Prepays* - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the fund statements and the government-wide financial statements.

*Inventory* - Inventories, reported in the proprietary funds, are valued at the lower of cost or market. Cost is determined under the first-in, first-out method.

*Capital assets* - Capital assets, which include property, equipment, and infrastructure assets (e.g., sewer and water systems), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$3,000 (\$10,000 for infrastructure assets) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. The Township elected to account for infrastructure assets of governmental activities either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	50 years
Equipment	5 - 20 years
Vehicles	5 - 10 years
Infrastructure - utility systems	67 years

*Unearned revenue* - Unearned revenue represents resources related to a federal grant, which have been received, but not yet been earned.



**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)***Assets, liabilities, deferred inflows of resources, and equity (continued):*

*Compensated absences* - It is the Township's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. Vested compensated absences are accrued when earned in the government-wide and proprietary funds financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year end.

*Deferred inflows of resources* - The statement of net position and the governmental funds balance sheet includes a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. The Township reports two items in this category: pledges and leases receivable. The pledges, which are recognized as they become available (collected within 60 days after the end of the Township's fiscal year) in the governmental fund financials, are deferred and recognized as an inflow of resources in the period that the revenues become available. Lease revenue, which is reported in the governmental activities, is recognized as it is collected.

*Net position* - Net position represents the difference between assets and liabilities. The Township reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations attributable to the acquisition, construction, or improvement of those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

*Net position flow assumption* - Sometimes, the Township will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary funds financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

*Fund equity* - Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are not in spendable form. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The Township Board retains the authority to assign fund balance. Unassigned fund balance is the residual classification for the General Fund. When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use restricted fund balance first, followed by assigned fund balance, and, finally, unassigned fund balance.

*Property tax revenue recognition* - Property taxes are levied each December 1 (lien date) on the taxable valuation of property as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed. It is the Township's policy to recognize revenue from the tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

*Use of estimates* - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary information* - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general and special revenue funds. The budget document presents information by fund, function, department, and line-item. The legal level of budgetary control adopted by the governing body is the activity level. All annual appropriations lapse at the end of the fiscal year.

*Excess of expenditures over appropriations* - The following schedule sets forth the reportable budget variance:

<u>Entity</u>	<u>Fund</u>	<u>Function</u>	<u>Activity</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
Primary government	General	Other financing uses	Transfers out	\$ -	\$ 201,313	\$ 201,313

*Fund balance deficit* - The Envision Ada Fund, a capital project fund, has a fund balance deficit of \$121,704. The deficit occurred because project costs exceeded available resources. The deficit is expected to be eliminated as pledges receivable, in the amount of \$200,850 at year end, are collected.

**NOTE 3 - CASH AND INVESTMENTS**

At March 31, 2023, cash and investments are classified in the accompanying financial statements as follows:

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Primary government</u>	<u>Custodial activities</u>	<u>Component units</u>	<u>Totals</u>
Per financial statements:						
Cash	\$ 6,960,423	\$ 3,877,304	\$ 10,837,727	\$ 73,155	\$ 1,236,466	\$ 12,147,348
Investments	<u>14,087,191</u>	<u>3,014,586</u>	<u>17,101,777</u>	<u>-</u>	<u>-</u>	<u>17,101,777</u>
Totals	<u>\$ 21,047,614</u>	<u>\$ 6,891,890</u>	<u>\$ 27,939,504</u>	<u>\$ 73,155</u>	<u>\$ 1,236,466</u>	<u>\$ 29,249,125</u>
Composition:						
Cash on hand	\$ 450	\$ -	\$ 450	\$ -	\$ -	\$ 450
Deposits	6,959,973	3,877,304	10,837,277	73,155	1,236,466	12,146,898
Investments	<u>14,087,191</u>	<u>3,014,586</u>	<u>17,101,777</u>	<u>-</u>	<u>-</u>	<u>17,101,777</u>
Totals	<u>\$ 21,047,614</u>	<u>\$ 6,891,890</u>	<u>\$ 27,939,504</u>	<u>\$ 73,155</u>	<u>\$ 1,236,466</u>	<u>\$ 29,249,125</u>

*Deposits* - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township's investment policy does not specifically address custodial credit risk for deposits. At March 31, 2023, \$11,565,559 of the Township's bank balances of \$12,315,559 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Township maintains individual and pooled bank accounts for all of its funds and its component units. Due to the use of pooled deposits, it is not practicable to allocate insured and uninsured portions of certain bank balances between the primary government and the component units.

*Investments* - State statutes and the Township's investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act. The Township's investment policy does not address credit risk or interest rate risk for investments.

The Township's investments are summarized as follows:

<i>Investment</i>	<i>Fair value</i>	<i>Maturity</i>	<i>Rating</i>	<i>Source</i>
U.S. government securities -				
FNMA collateralized mortgage obligations	\$ 654,881	2050	Aaa	S&P
Municipal bonds - Great Lake Water Authority	407,348	2025	AA-	S&P
Michigan CLASS Pool	14,642,249	N/A	N/A	
Kent County Pool	<u>1,397,299</u>	N/A	N/A	
Total investments	<u>\$ 17,101,777</u>			

Fair value measurement - The Township categorizes its fair value measurements of investments within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Township has the following recurring fair value measurement as of March 31, 2023:

- U.S. government securities and agency are valued using observable fair values of similar assets (Level 2).

*Investments in entities that calculate net asset value per share* - The Township holds shares in investment pools where the fair value of the investment is measured on a recurring basis using net asset value per share of the investment pool as a practical expedient. At March 31, 2023, the fair value, unfunded commitments, and redemption rules of these investments are as follows:

	<i>Michigan CLASS Pool</i>	<i>Kent County Pool</i>
Fair value at March 31, 2023	\$ 14,642,249	\$ 1,397,299
Unfunded commitments	none	none
Redemption frequency	n/a	n/a
Notice period	none	none

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

The Michigan CLASS investment Pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by treasury agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. The Pool purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

The Kent County Investment Pool is a local government investment pool established under Michigan state statutes for participating Michigan municipalities. This Pool, which is a nonrisk categorized qualifying investment, is carried at fair value. The fair value of the Township's position in the Pool is the same as the value of its pool shares. The Pool operates like a money market fund, with each share valued at \$1, and is not rated (credit risk); it is not subject to regulatory oversight and is not registered with the SEC; the Pool issues a separate report, which is available at 300 Monroe Avenue, N.W., Grand Rapids, Michigan 49503-2221.

The Township's investments are subject to certain types of risk, which are discussed below:

*Custodial credit risk* - Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Township will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. State law does not require, and the Township's investment policy does not contain, requirements that would limit the exposure to custodial credit risk for investments. At year end, the U.S. government investments were uninsured and unregistered and held by the same broker-dealer (counterparty) that purchased the securities for the Township.

*Credit risk* - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Township's investment policy does not contain requirements that would limit the exposure to credit risk for investments. Obligations of the U.S. government are not considered to have credit risk. The ratings for each investment held at year end are identified above.

*Concentration of credit risk* - Concentration of credit risk is the risk of loss attributable to the magnitude of the Township's investment in a single holding. The Township's investment policy and state statutes place no limitations on the amount that can be invested in any one issuer.

*Interest rate risk* - Interest rate risk is the risk that the value of an investment will decrease as a result of an increase in market interest rates. Generally, longer investment maturities generate more sensitivity to changes in an investment's fair value due to changes in market interest rates. The Township's investment policy has no specific limitations with respect to maturities of investments. The maturities of the Township's investments are identified above.

## NOTES TO FINANCIAL STATEMENTS (Continued)

## NOTE 4 - RECEIVABLES

Receivables as of March 31, 2023, for the Township's funds and its component units, all of which are considered fully collectible, were as follows:

<i>Fund</i>	<i>Property taxes</i>	<i>Accounts</i>	<i>Intergovern- mental</i>	<i>Pledges</i>	<i>Totals</i>
Governmental:					
General	\$ 14,274	\$ 80,634	\$ 241,717	\$ -	\$ 336,625
Public Safety	21,189	-	-	-	21,189
Trails	22,566	-	5,259	-	27,825
Parks and Recreation	9,651	-	60,619	-	70,270
Envision Ada	-	-	-	200,850	200,850
Total governmental	<u>\$ 67,680</u>	<u>\$ 80,634</u>	<u>\$ 307,595</u>	<u>\$ 200,850</u>	<u>\$ 656,759</u>
Proprietary:					
Sewer	\$ -	\$ 519,185	\$ -	\$ -	\$ 519,185
Water	-	359,296	-	-	359,296
Nonmajor	-	182,758	-	-	182,758
Total proprietary	<u>\$ -</u>	<u>\$ 1,061,239</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,061,239</u>
Component units:					
Ada Downtown Development Authority	<u>\$ 4,742</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,742</u>

**NOTE 5 - LEASES RECEIVABLE**

The Township has entered into several agreements with corporations to lease space for communications equipment on the Township's water tower. The terms of these agreements vary as monthly payments range from \$1,537 to \$2,420, include annual increases of 3 percent to periodic increases of 10 percent, and have varying lengths. The lessees can typically terminate these leases upon written notice dependent upon specific conditions within the contracts.

For the year ended March 31, 2023, the Township recognized \$25,000 in lease revenue and \$45,288 in lease interest revenue. Future payments due to the Township under the lease agreements, calculated at present value, are as follows for the years ending March 31:

<i>Year ended</i>				
<u>March 31:</u>	<u>Principal</u>	<u>Interest</u>	<u>Balance</u>	
2024	\$ 26,570	\$ 44,271	\$1,449,146	
2025	27,937	43,474	1,421,209	
2026	29,362	42,636	1,391,847	
2027	30,847	41,755	1,361,000	
2028	36,440	40,830	1,324,560	
2029-2033	214,081	186,679	1,110,479	
2034-2038	291,615	150,106	818,864	
2039-2043	407,610	99,972	411,254	
2034-2047	<u>411,254</u>	<u>31,378</u>	<u>-</u>	
Totals	<u>\$1,475,716</u>	<u>\$ 681,101</u>	<u>\$ -</u>	

## NOTE 6 - CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2023, was as follows:

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 3,894,848	\$ -	\$ -	\$ 3,894,848
Construction in progress	<u>1,309,959</u>	<u>753,178</u>	<u>(1,309,959)</u>	<u>753,178</u>
Total capital assets not being depreciated	<u>5,204,807</u>	<u>753,178</u>	<u>(1,309,959)</u>	<u>4,648,026</u>
Capital assets being depreciated:				
Buildings and improvements	26,953,562	4,876,831	-	31,830,393
Equipment	1,618,362	76,938	(137,572)	1,557,728
Vehicles	<u>1,346,160</u>	<u>155,744</u>	<u>(36,200)</u>	<u>1,465,704</u>
Subtotal	<u>29,918,084</u>	<u>5,109,513</u>	<u>(173,772)</u>	<u>34,853,825</u>
Less accumulated depreciation for:				
Buildings and improvements	(7,337,071)	(916,225)	-	(8,253,296)
Equipment	(1,291,969)	(64,456)	136,885	(1,219,540)
Vehicles	<u>(1,142,672)</u>	<u>(46,221)</u>	<u>36,200</u>	<u>(1,152,693)</u>
Subtotal	<u>(9,771,712)</u>	<u>(1,026,902)</u>	<u>173,085</u>	<u>(10,625,529)</u>
Total capital assets being depreciated	<u>20,146,372</u>	<u>4,082,611</u>	<u>(687)</u>	<u>24,228,296</u>
Governmental activities capital assets, net	<u>\$ 25,351,179</u>	<u>\$ 4,835,789</u>	<u>\$ (1,310,646)</u>	<u>\$ 28,876,322</u>
Business-type activities:				
Capital assets not being depreciated -				
construction in progress	<u>\$ 3,459,550</u>	<u>\$ 1,979,260</u>	<u>\$ -</u>	<u>\$ 5,438,810</u>
Capital assets being depreciated:				
Facilities	28,044,366	118,015	-	28,162,381
Buildings	41,090	-	-	41,090
Equipment	<u>137,763</u>	<u>51,246</u>	<u>-</u>	<u>189,009</u>
Subtotal	<u>28,223,219</u>	<u>169,261</u>	<u>-</u>	<u>28,392,480</u>
Less accumulated depreciation for:				
Facilities	(9,167,898)	(496,623)	-	(9,664,521)
Buildings	(41,090)	-	-	(41,090)
Equipment	<u>(107,352)</u>	<u>(8,350)</u>	<u>-</u>	<u>(115,702)</u>
Subtotal	<u>(9,316,340)</u>	<u>(504,973)</u>	<u>-</u>	<u>(9,821,313)</u>
Total capital assets being depreciated	<u>18,906,879</u>	<u>(335,712)</u>	<u>-</u>	<u>18,571,167</u>
Business-type activities capital assets, net	<u>\$ 22,366,429</u>	<u>\$ 1,643,548</u>	<u>\$ -</u>	<u>\$ 24,009,977</u>

## NOTE 6 - CAPITAL ASSETS (Continued)

	<u>Beginning balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Component unit - Downtown Development Authority:				
Capital assets being depreciated:				
Improvements	\$ 161,794	\$ -	\$ -	\$ 161,794
Less accumulated depreciation for:				
Improvements	<u>(43,144)</u>	<u>(10,786)</u>	<u>-</u>	<u>(53,930)</u>
Component unit capital assets, net	<u>\$ 118,650</u>	<u>\$ (10,786)</u>	<u>\$ -</u>	<u>\$ 107,864</u>

Depreciation expense was charged to the Township's governmental activity functions as follows:

Governmental activities:	
General government	\$ 53,192
Public safety	90,274
Public works	1,585
Recreation and culture	<u>881,851</u>
Total governmental activities	<u>\$ 1,026,902</u>



## NOTE 7 - PAYABLES

Payables as of March 31, 2023, for the Township's funds and its component units, were as follows:

<u>Fund</u>	<u>Accounts</u>	<u>Payroll</u>	<u>Interest</u>	<u>Totals</u>
Primary government:				
Governmental:				
General	\$ 79,716	\$ 20,769	\$ -	\$ 100,485
Public Safety	69,324	17,471	-	86,795
Trails	214,539	2,882	-	217,421
Parks and Recreation	<u>46,921</u>	<u>3,264</u>	<u>-</u>	<u>50,185</u>
Total governmental	<u>\$ 410,500</u>	<u>\$ 44,386</u>	<u>\$ -</u>	<u>\$ 454,886</u>
Proprietary:				
Sewer	\$ 173,967	\$ 521	\$ 9,200	\$ 183,688
Water	266,131	686	12,800	279,617
Nonmajor	<u>146,206</u>	<u>1,060</u>	<u>-</u>	<u>147,266</u>
Total proprietary	<u>\$ 586,304</u>	<u>\$ 2,267</u>	<u>\$ 22,000</u>	<u>\$ 610,571</u>
Component units:				
Downtown Development Authority	\$ 5,984	\$ 1,458	\$ -	\$ 7,442
Brownfield Redevelopment Authority	<u>60,116</u>	<u>-</u>	<u>-</u>	<u>60,116</u>
Total component units	<u>\$ 66,100</u>	<u>\$ 1,458</u>	<u>\$ -</u>	<u>\$ 67,558</u>

**NOTE 8 - LONG-TERM LIABILITIES**

Long-term liabilities, as of March 31, 2023, are comprised of the following individual items:

## Governmental activities:

Bonds: \$1,045,000 2016 Capital improvement bonds - payable in annual installments ranging from \$70,550 to \$134,560, plus interest at 2.0% to 3.0%; final payment due March 2036	\$ 751,500
\$4,720,000 2017 Capital improvement bonds - payable in annual installments ranging from \$220,000 to \$255,000, plus interest at 2.0 % to 3.0%; final payment due March 2032	3,330,000
\$15,655,000 2021 Capital improvement bonds - payable in annual installments ranging from \$630,000 to \$940,000, plus interest at 2.0000 % to 2.125%; final payment due May 2041	15,025,000
Premium - 2016 Capital improvement bonds	6,261
Premium - 2017 Capital improvement bonds	72,604
Premium - 2021 Capital improvement bonds	<u>348,229</u>
Total bonds	19,533,594
Accrued compensated absences	<u>150,730</u>
Total governmental activities long-term liabilities	<u>\$ 19,684,324</u>

## Business-type activities:

Bonds: \$1,235,000 2016 Capital improvement bonds - payable in annual installments ranging from \$70,550 to \$134,560, plus interest at 2.0% to 3.0%; final payment due March 2036	\$ 888,500
\$9,675,000, 2020 Capital improvement bonds - payable in annual installments ranging from \$360,000 to \$645,000, plus interest at 2.0%; final payment due March 2040	8,580,000
\$1,765,000 2021 General obligation limited tax refunding bonds - payable in annual installments ranging from \$140,000 to \$155,000, plus interest at .50% to 1.20%; final payment due May 2031	1,330,000
Premium - 2020 Capital improvement bonds	181,551
Premium - 2016 Capital improvement bonds	<u>8,308</u>
Total business-type activities long-term liabilities	<u>\$ 10,988,359</u>

## Component unit - Downtown Development Authority:

Accrued compensated absences	<u>\$ 1,493</u>
------------------------------	-----------------

## NOTE 8 - LONG-TERM LIABILITIES (Continued)

Long-term liability activity for the year ended March 31, 2023, is as follows:

	<i>Beginning balance</i>	<i>Additions</i>	<i>Net change</i>	<i>Reductions</i>	<i>Ending balance</i>	<i>Amounts due within one year</i>
Governmental activities:						
Bonds:						
2016 Capital improvement bonds	\$ 797,500	\$ -	\$ -	\$ (46,000)	\$ 751,500	\$ 48,125
2017 CIP Bonds, Series 2	3,580,000	-	-	(250,000)	3,330,000	260,000
2021 Capital improvement bonds	<u>15,655,000</u>	<u>-</u>	<u>-</u>	<u>(630,000)</u>	<u>15,025,000</u>	<u>655,000</u>
Total bonds	20,032,500	-	-	(926,000)	19,106,500	963,125
Premium - 2016 bonds	6,775	-	-	(514)	6,261	-
Premium - 2017 CIP Bonds	83,473	-	-	(10,869)	72,604	-
Premium - 2021 CIP Bonds	<u>384,791</u>	<u>-</u>	<u>-</u>	<u>(36,562)</u>	<u>348,229</u>	<u>-</u>
Totals	20,507,539	-	-	(973,945)	19,533,594	963,125
Compensated absences	<u>139,150</u>	<u>-</u>	<u>11,580</u>	<u>-</u>	<u>150,730</u>	<u>-</u>
Total governmental activities	<u>\$ 20,646,689</u>	<u>\$ -</u>	<u>\$ 11,580</u>	<u>\$ (973,945)</u>	<u>\$ 19,684,324</u>	<u>\$ 963,125</u>
Business-type activities:						
Bonds:						
2016 Capital improvement bonds	\$ 942,500	\$ -	\$ -	\$ (54,000)	\$ 888,500	\$ 56,875
2020 CIP Bonds	8,955,000	-	-	(375,000)	8,580,000	385,000
2021 Refunding Bonds	<u>1,470,000</u>	<u>-</u>	<u>-</u>	<u>(140,000)</u>	<u>1,330,000</u>	<u>145,000</u>
Total bonds	11,367,500	-	-	(569,000)	10,798,500	586,875
Premium - 2016 bonds	8,915	-	-	(607)	8,308	-
Premium - 2020 CIP Bonds	<u>192,231</u>	<u>-</u>	<u>-</u>	<u>(10,680)</u>	<u>181,551</u>	<u>-</u>
Total business-type activities	<u>\$ 11,568,646</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (580,287)</u>	<u>\$ 10,988,359</u>	<u>\$ 586,875</u>
Component Unit:						
Compensated absences	<u>\$ 752</u>	<u>\$ -</u>	<u>\$ 741</u>	<u>\$ -</u>	<u>\$ 1,493</u>	

**NOTE 8 - LONG-TERM LIABILITIES (Continued)**

At March 31, 2023, debt service requirements, excluding compensated absences, were as follows:

<i>Year ended</i> <i>March 31:</i>	<i>Governmental activities</i>		<i>Business-type activities</i>	
	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>
2024	\$ 963,125	\$ 415,626	\$ 586,875	\$ 211,749
2025	983,125	393,614	601,875	202,042
2026	1,015,417	371,151	614,583	191,889
2027	967,708	347,893	632,292	181,302
2028	985,000	326,289	650,000	170,142
2029 - 2033	5,307,917	1,284,915	3,372,083	663,809
2034 - 2038	6,114,208	653,306	3,070,792	337,904
2039 - 2042	2,770,000	155,053	1,270,000	43,422
	<u>\$ 19,106,500</u>	<u>\$ 3,947,847</u>	<u>\$ 10,798,500</u>	<u>\$ 2,002,259</u>

All debt is secured by the full faith and credit of the Township. None of the individual items are considered direct borrowings or direct placement of debt.

**NOTE 9 - LEASE PAYABLE**

The Township began leasing a parking lot from a property owner in 2018. The agreement provides for an initial term of fifteen years that will extend automatically for two additional periods of ten years, unless terminated by either party. Written notice to terminate must be provided 120 days prior to the expiration of any term. Annual payments range from \$25,250 to \$35,064. An average annual payment of \$30,000 was used to calculate the present value of the lease liability.

Annual requirements to amortize the long-term obligation and related interest are as follows:

<i>Year ended</i> <i>March 31:</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2024	\$ 12,360	\$ 17,640	\$ 30,000
2025	12,730	17,270	30,000
2026	13,112	16,888	30,000
2027	13,506	16,494	30,000
2028	13,911	16,089	30,000
2029 - 2033	76,070	73,930	150,000
2034 - 2038	88,186	61,814	150,000
2039 - 2043	102,233	47,767	150,000
2044 - 2049	118,516	31,484	150,000
2050 - 2053	137,389	12,611	150,000
Totals	<u>\$ 588,013</u>	<u>\$ 311,987</u>	<u>\$ 900,000</u>

**NOTE 10 - PROPERTY TAXES**

The 2022 taxable valuation of the Township approximated \$1,195,038,000, on which ad valorem taxes levied consisted of 0.8881 mills for operating purposes, 1.4000 mills for public safety, 1.4910 mills for trails, and 0.6377 mills for parks, recreation, and land preservation, raising approximately \$1,061,000 for operating purposes, \$1,673,000 for public safety, \$1,782,000 for trails, and \$762,000 for parks, recreation, and land preservation. These amounts are recognized in the fund financial statements as property tax revenue.

The 2022 taxable valuation of the Downtown Development Authority, a component unit, approximated \$188,080,000, on which ad valorem taxes levied consisted of 1.9603 mills for operating purposes raising approximately \$369,000 for operating purposes. This amount is recognized in the component unit financial statements as property tax revenue.

**NOTE 11 - TAX ABATEMENTS**

The Township enters into property tax abatement agreements with local businesses for the purpose of attracting or retaining businesses within the Township. Each agreement was negotiated under a state law, which allows local units to abate property taxes for a variety of economic development purposes. The abatements may be granted to local businesses located within the Township or promising to relocate within the Township. Depending on the statute referenced for a particular abatement, the Township may grant abatements of up to 50% of annual property taxes through a direct reduction of the entity's property tax bill, not to exceed twelve years. Depending on the terms of the agreement and state law, abated taxes may be subject to recapture upon default of the entity. The Township has not made any commitments as part of the agreements other than to reduce taxes. The Township is not subject to any tax abatement agreements entered into by other governmental entities.

For the fiscal year ended March 31, 2023, the Township abated property taxes totaling \$50,438 under Public Act 198 of 1974, related to industrial facilities, which represents a 50% abatement of the millage rate on certain real and personal properties.

**NOTE 12 - INTERFUND BALANCES AND TRANSFERS**

At March 31, 2023, the Envision Ada Fund, a capital project fund, owes the General Fund \$600,000 related to a loan used to pay project construction costs. The loan will be repaid from the proceeds of pledged funds once received by the Township. It is anticipated that the pledged funds will be received by July, 2023. Interest on the unpaid balance of the loan shall accrue and be paid at the rate of 0.75% per annum.

During the year ended March 31, 2023, the Parks and Recreation Fund transferred \$50,000 to the Parks and Open Space Fund for future park projects. The General Fund and Sewer Fund transferred \$201,313 and \$1,102,175, respectively, to the Water Fund to fund the AdaCroft project.

**NOTE 13 - DEFINED CONTRIBUTION PENSION PLAN**

The Township and its employees contribute to the Ada Township Group Pension Plan, a defined contribution pension plan, which is administered by a third-party administrator. The plan covers two classes of employees, as allowed under Internal Revenue Code Section 401(a). The first class of employees includes elected officials, the fire chief, and all full-time employees (30 hours per week). The second class of employees includes paid on-call firefighters.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 10% of covered payroll to the first class of qualifying employees. The Township contributes an amount equal to 5% of covered payroll to the second class of qualifying employees, with a required contribution of 6.2% of compensation by all covered employees in the second class. Covered employees may voluntarily contribute up to 10% of their compensation to the Plan. For the year ended March 31, 2023, the Township and eligible employees made contributions of \$169,928 and \$27,025, respectively. At March 31, 2023, the Township reported no accrued liability as part of the contributions to the plan.

The Township's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested on the day the employee is eligible to participate in the plan, which occurs after three months of service for the first class of employees and immediately for the second class of employees.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

**NOTE 14 - DEFERRED COMPENSATION PLAN**

The Township offers its employees a deferred compensation plan created in accordance with Internal Revenue Code, Section 457. The assets of the plans were held in trust (custodial account or annuity contract), as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with the provisions of GASB Statement No. 32, plan balances and activities are not reflected in the Township's financial statements.

**NOTE 15 - RISK MANAGEMENT**

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health and medical claims; injuries to employees; and natural disasters. The risks of loss arising from general liability, building contents, employees' health insurance, workers' compensation, and casualty are managed through purchased commercial insurance. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

**NOTE 16 - ECONOMIC DEPENDENCY**

For the fiscal year ended March 31, 2023, the Township received approximately 12% of its property tax revenue and 26% percent of its sewer and water utility revenue from one industrial property owner.

**NOTE 17 - CONSTRUCTION COMMITMENTS**

At March 31, 2023, the Township had the following contractual construction commitments:

	<u>Project authorization</u>	<u>Expended through March 31, 2023</u>	<u>Committed</u>
Adatowne and Adacroft improvements	\$ 5,844,462	\$ 5,675,033	\$ 169,429
Roselle Park parking lot	365,962	360,408	5,554
Pettis Avenue trail	3,126,749	3,048,957	77,792
Cascade Road trail	<u>213,526</u>	<u>201,558</u>	<u>11,968</u>
Total	<u>\$ 9,550,699</u>	<u>\$ 9,285,956</u>	<u>\$ 264,743</u>

The watermain improvements are being funded through the issuance of capital improvement bonds in fiscal year 2021. The trail and nonmotorized path improvements are being funded through a bond issued in fiscal year 2022.

**NOTE 18 - CHANGE IN ACCOUNTING PRINCIPLES**

During the year ended March 31, 2023, the Township implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. GASB Statement No. 87 enhances the relevance and consistency of information related to the Township's leasing activities. It establishes requirements for lease accounting based on the principle that leases are financings of the right to use an underlying asset. The new guidance requires the Township to recognize both a lease receivable and a lease payable. As a lessor, the Township is required to recognize a lease receivable, and a corresponding deferred inflow, related to the leases for space for communications equipment on the Township's water tower. The lease receivable and deferred inflow are recorded in the Township's governmental activities. As a lessee, the Township is required to recognize a lease liability and an intangible right to use lease asset related to the lease of a parking lot from a property owner. The lease asset and liability are recorded in the Township's governmental activities.

The Township also implemented Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*, which replaces GASB Statement No. 16, *Accounting For Compensated Absences*, in fiscal year 2023. The goal of the new standard is to create a more consistent model to account for compensated absences that can be applied to all types of compensated absence arrangements. These changes were incorporated in the Township's fiscal year 2023 financial statements and had no effect on the beginning fund balance or net position of any fund.

**NOTE 19 - PRIOR PERIOD ADJUSTMENTS**

Prior period adjustments have been recorded in fiscal year 2023 to implement GASB No. 87, *Leases*, and to correct an error related to an overstatement of accumulated depreciation in the prior year, which resulted in the restatement of opening net position. Net position, as of March 31, 2023, included in the financial statements, represents restated balances, as presented below.

	<u>Governmental activities</u>	<u>Water Fund</u>	<u>Business-type activities</u>
Net position, beginning of year, as previously reported	\$ 26,697,639	\$ 8,733,301	\$ 18,804,127
Change in accounting principal (GASB No. 87):			
Add lease receivable	1,500,716	-	-
Add deferred inflow related to lease receivable	(1,500,716)	-	-
Add right to use intangible asset	570,946	-	-
Add lease liability	(600,013)	-	-
Correction of an error:			
Overstatement of accumulated depreciation	<u>-</u>	<u>304,634</u>	<u>304,634</u>
Net position, beginning of year, as restated	<u>\$ 26,668,572</u>	<u>\$ 9,037,935</u>	<u>\$ 19,108,761</u>

**NOTE 20 - PENDING ACCOUNTING PRONOUNCEMENT**

In May 2020, the GASB issued Statement No. 96, *Subscription-based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The Township is currently evaluating the impact this standard will have on the financial statements when adopted during the 2024 fiscal year.



## REQUIRED SUPPLEMENTARY INFORMATION

**Township of Ada**

**BUDGETARY COMPARISON SCHEDULE - General Fund**

Year ended March 31, 2023

	<b><i>Original budget</i></b>	<b><i>Final budget</i></b>	<b><i>Actual</i></b>	<b><i>Variance with final budget positive (negative)</i></b>
<b>REVENUES</b>				
Property taxes	\$ 1,077,820	\$ 1,077,820	\$ 1,065,884	\$ (11,936)
Licenses and permits	265,000	265,000	263,144	(1,856)
Federal grants	-	-	2,529	2,529
State grants	1,451,640	1,650,656	1,654,971	4,315
Intergovernmental	261,940	261,940	255,978	(5,962)
Charges for services	36,000	36,000	34,474	(1,526)
Interest and rentals	111,986	111,986	163,636	51,650
Other:				
Special assessments	63,308	63,308	50,656	(12,652)
Miscellaneous	18,000	2,000	2,602	602
<b>Total revenues</b>	<b>3,285,694</b>	<b>3,468,710</b>	<b>3,493,874</b>	<b>25,164</b>
<b>EXPENDITURES</b>				
General government:				
Legislative	37,430	37,430	33,716	3,714
Supervisor	57,624	58,261	57,319	942
Manager	134,450	151,278	149,341	1,937
Elections	48,392	68,692	63,957	4,735
Assessor	239,656	235,118	215,428	19,690
Clerk	195,636	211,741	212,463	(722)
Board of review	2,120	2,120	1,812	308
Treasurer	200,327	200,327	201,965	(1,638)
Building and grounds	203,556	230,556	216,088	14,468
General administration	535,995	668,510	661,967	6,543
<b>Total general government</b>	<b>1,655,186</b>	<b>1,864,033</b>	<b>1,814,056</b>	<b>49,977</b>
Public works:				
Road maintenance and improvements	549,500	495,500	286,400	209,100
Street lighting	66,500	66,500	64,268	2,232
Cemeteries	51,985	53,985	48,185	5,800
<b>Total public works</b>	<b>667,985</b>	<b>615,985</b>	<b>398,853</b>	<b>217,132</b>
Recreation and culture:				
Library	172,950	183,800	165,275	18,525
Museum	50,100	41,000	37,736	3,264
<b>Total recreation and culture</b>	<b>223,050</b>	<b>224,800</b>	<b>203,011</b>	<b>21,789</b>

**BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)**

Year ended March 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
<b>EXPENDITURES (Continued)</b>				
Community and economic development -				
Planning and zoning	\$ 234,827	\$ 249,910	\$ 218,101	\$ 31,809
Debt service:				
Principal	230,835	236,360	231,000	5,360
Interest	120,213	120,213	119,647	566
Capital outlay	109,850	91,820	65,202	26,618
Total expenditures	3,241,946	3,403,121	3,049,870	353,251
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	43,748	65,589	444,004	378,415
<b>OTHER FINANCING USES</b>				
Transfers out	-	-	(201,313)	(201,313)
<b>NET CHANGES IN FUND BALANCES</b>	43,748	65,589	242,691	177,102
<b>FUND BALANCES - BEGINNING</b>	3,589,998	3,589,998	3,589,998	-
<b>FUND BALANCES - ENDING</b>	\$ 3,633,746	\$ 3,655,587	\$ 3,832,689	\$ 177,102

**Township of Ada**

**BUDGETARY COMPARISON SCHEDULE - Public Safety Fund**

Year ended March 31, 2023

	<i><b>Original budget</b></i>	<i><b>Final budget</b></i>	<i><b>Actual</b></i>	<i><b>Variance with final budget positive (negative)</b></i>
<b>REVENUES</b>				
Property taxes	\$ 1,435,998	\$ 1,568,110	\$ 1,629,640	\$ 61,530
State grant	1,577	1,577	3,474	1,897
Interest	5,000	5,000	16,092	11,092
Other	1,000	1,000	17,567	16,567
Total revenues	<u>1,443,575</u>	<u>1,575,687</u>	<u>1,666,773</u>	<u>91,086</u>
<b>EXPENDITURES</b>				
Public safety:				
Police protection	344,020	344,020	347,291	(3,271)
Fire protection	<u>747,000</u>	<u>810,998</u>	<u>705,032</u>	<u>105,966</u>
Total public safety	1,091,020	1,155,018	1,052,323	102,695
Capital outlay	<u>157,000</u>	<u>180,617</u>	<u>166,468</u>	<u>14,149</u>
Total expenditures	<u>1,248,020</u>	<u>1,335,635</u>	<u>1,218,791</u>	<u>116,844</u>
<b>NET CHANGES IN FUND BALANCES</b>	195,555	240,052	447,982	207,930
<b>FUND BALANCES - BEGINNING</b>	<u>1,200,059</u>	<u>1,200,059</u>	<u>1,200,059</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 1,395,614</u>	<u>\$ 1,440,111</u>	<u>\$ 1,648,041</u>	<u>\$ 207,930</u>

**Township of Ada**

**BUDGETARY COMPARISON SCHEDULE - Trails Fund**

Year ended March 31, 2023

	<b><i>Original budget</i></b>	<b><i>Final budget</i></b>	<b><i>Actual</i></b>	<b><i>Variance with final budget positive (negative)</i></b>
<b>REVENUES</b>				
Property taxes	\$ 1,802,862	\$ 1,802,862	\$ 1,798,828	\$ (4,034)
State grant	130,000	57,696	7,654	(50,042)
Investment return	1,000	1,000	257,416	256,416
Other	-	-	313	313
Total revenues	<u>1,933,862</u>	<u>1,861,558</u>	<u>2,064,211</u>	<u>202,653</u>
<b>EXPENDITURES</b>				
Recreation and culture	213,420	220,620	203,560	17,060
Debt service:				
Principal	600,000	600,000	600,000	-
Interest and fees	310,669	310,669	310,521	148
Capital outlay	<u>6,611,400</u>	<u>4,095,000</u>	<u>3,946,228</u>	<u>148,772</u>
Total expenditures	<u>7,735,489</u>	<u>5,226,289</u>	<u>5,060,309</u>	<u>165,980</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(5,801,627)</u>	<u>(3,364,731)</u>	<u>(2,996,098)</u>	<u>368,633</u>
<b>OTHER FINANCING SOURCES</b>				
Bond proceeds	<u>5,900,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>98,373</u>	<u>(3,364,731)</u>	<u>(2,996,098)</u>	<u>368,633</u>
<b>FUND BALANCES - BEGINNING</b>	<u>15,542,750</u>	<u>15,542,750</u>	<u>15,542,750</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 15,641,123</u>	<u>\$ 12,178,019</u>	<u>\$ 12,546,652</u>	<u>\$ 368,633</u>

**Township of Ada****BUDGETARY COMPARISON SCHEDULE - Parks and Open Space Fund**

Year ended March 31, 2023

	<i><u>Original budget</u></i>	<i><u>Final budget</u></i>	<i><u>Actual</u></i>	<i><u>Variance with final budget positive (negative)</u></i>
<b>REVENUES</b>				
Interest	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 636</u>	<u>\$ 636</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>50,000</u>	<u>50,000</u>	<u>50,636</u>	<u>636</u>
<b>FUND BALANCES - BEGINNING</b>	<u>99,140</u>	<u>99,140</u>	<u>99,140</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u><u>\$ 149,140</u></u>	<u><u>\$ 149,140</u></u>	<u><u>\$ 149,776</u></u>	<u><u>\$ 636</u></u>

**Township of Ada**

**BUDGETARY COMPARISON SCHEDULE - Parks and Recreation Fund**

Year ended March 31, 2023

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
<b>REVENUES</b>				
Property taxes	\$ 748,823	\$ 748,823	\$ 742,303	\$ (6,520)
State grants	27,100	27,100	86,623	59,523
Charges for services	32,150	32,150	18,419	(13,731)
Interest and rentals	55,400	55,400	97,457	42,057
Other:				
Contributions	45,300	45,300	44,635	(665)
Miscellaneous	313,700	6,500	6,455	(45)
<b>Total revenues</b>	<u>1,222,473</u>	<u>915,273</u>	<u>995,892</u>	<u>80,619</u>
<b>EXPENDITURES</b>				
Recreation and culture	610,087	612,339	527,994	84,345
Debt service:				
Principal	90,000	95,000	95,000	-
Interest and fees	27,161	27,161	24,216	2,945
Capital outlay	435,100	491,800	497,731	(5,931)
<b>Total expenditures</b>	<u>1,162,348</u>	<u>1,226,300</u>	<u>1,144,941</u>	<u>81,359</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	60,125	(311,027)	(149,049)	161,978
<b>OTHER FINANCING USES</b>				
Transfer out	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	10,125	(361,027)	(199,049)	161,978
<b>FUND BALANCES - BEGINNING</b>	<u>1,638,556</u>	<u>1,638,556</u>	<u>1,638,556</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 1,648,681</u>	<u>\$ 1,277,529</u>	<u>\$ 1,439,507</u>	<u>\$ 161,978</u>

## **SUPPLEMENTARY INFORMATION**



**BALANCE SHEET - component units**

March 31, 2023

	<b><i>Downtown Development Authority</i></b>	<b><i>Brownfield Redevelopment Authority</i></b>
<b>ASSETS</b>		
Cash	\$ 1,176,350	\$ 60,116
Receivables	<u>4,742</u>	<u>-</u>
Total assets	<u>\$ 1,181,092</u>	<u>\$ 60,116</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities - payables	\$ 7,442	\$ 60,116
Fund balance - unassigned	<u>1,173,650</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 1,181,092</u>	<u>\$ 60,116</u>
Total fund balance	\$ 1,173,650	\$ -
Amounts reported for the component units in the statement of net position (page 13) are different because:		
Capital assets used by the component units are not financial resources and, therefore, are not reported in the funds.	107,864	-
Expense accrual - compensated absences	<u>(1,493)</u>	<u>-</u>
Net position (unrestricted) of the component units	<u>\$ 1,280,021</u>	<u>\$ -</u>

**Township of Ada****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - component units***Year ended March 31, 2023*

	<b><i>Downtown Development Authority</i></b>	<b><i>Brownfield Redevelopment Authority</i></b>
<b>REVENUES</b>		
Property taxes	\$ 515,214	\$ -
Tax increment financing	-	248,249
State grant	150,097	-
Charges for services	90,606	-
Interest	6,200	-
	<u>762,117</u>	<u>248,249</u>
Total revenues		
<b>EXPENDITURES</b>		
Current:		
Public works	255,978	248,249
Community and economic development	307,735	-
Capital outlay	3,000	-
	<u>566,713</u>	<u>248,249</u>
Total expenditures		
<b>NET CHANGES IN FUND BALANCES</b>	195,404	-
<b>FUND BALANCES - BEGINNING</b>	<u>978,246</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 1,173,650</u>	<u>\$ -</u>
Net change in fund balance	\$ 195,404	\$ -
Amounts reported for the component units in the statement of activities (page 14) are different because:		
Capital assets:		
Deduct - depreciation provision	(10,786)	-
Net increase in compensated absences	<u>(741)</u>	<u>-</u>
Change in net position of component units	<u>\$ 183,877</u>	<u>\$ -</u>

**Township of Ada**

**BUDGETARY COMPARISON SCHEDULE - Downtown Development Authority - Operating Fund**

Year ended March 31, 2023

	<i><b>Original budget</b></i>	<i><b>Final budget</b></i>	<i><b>Actual</b></i>	<i><b>Variance with final budget positive (negative)</b></i>
<b>REVENUES</b>				
Property taxes	\$ 431,561	\$ 431,561	\$ 515,214	\$ 83,653
State grant	156,000	156,000	150,097	(5,903)
Charges for services	102,785	74,931	90,606	15,675
Interest	3,000	3,000	6,200	3,200
Other	1,000	1,000	-	(1,000)
Total revenues	<u>694,346</u>	<u>666,492</u>	<u>762,117</u>	<u>95,625</u>
<b>EXPENDITURES</b>				
Public works	286,940	286,940	255,978	30,962
Community and economic development	347,925	346,641	307,735	38,906
Capital outlay	<u>48,500</u>	<u>5,000</u>	<u>3,000</u>	<u>2,000</u>
Total expenditures	<u>683,365</u>	<u>638,581</u>	<u>566,713</u>	<u>71,868</u>
<b>NET CHANGES IN FUND BALANCES</b>	10,981	27,911	195,404	167,493
<b>FUND BALANCES - BEGINNING</b>	<u>978,246</u>	<u>978,246</u>	<u>978,246</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 989,227</u>	<u>\$ 1,006,157</u>	<u>\$ 1,173,650</u>	<u>\$ 167,493</u>

**Township of Ada****BUDGETARY COMPARISON SCHEDULE - Brownfield Redevelopment Authority - Operating Fund***Year ended March 31, 2023*

	<i><u>Original budget</u></i>	<i><u>Final budget</u></i>	<i><u>Actual</u></i>	<i><u>Variance with final budget positive (negative)</u></i>
<b>REVENUES</b>				
Tax increment financing	\$ 200,000	\$ 200,000	\$ 248,249	\$ 48,249
<b>EXPENDITURES</b>				
Public works	<u>200,000</u>	<u>200,000</u>	<u>248,249</u>	<u>(48,249)</u>
<b>NET CHANGES IN FUND BALANCES</b>	-	-	-	-
<b>FUND BALANCES - BEGINNING</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

TO: Ada Township Board

FROM: Jackie Smith, Clerk

RE: Election requests

DATE: October 18, 2023

Proposal 2022-2 and its results change many of the ways we do elections. Many of these new procedures will require our office to purchase equipment, supplies, or other expenses. A very early list of these items are:

Two tabulators

Two laptops

Miscellaneous supplies such as "early voting bags" and "early voting signs."

So far this amounts to about \$14,000.

Plus - Pay for early voting – Additional money will be needed for election inspectors. Beginning the first election of 2024, we are required to have nine days (eight hours per day) of early voting. We will need six people to carry this out.

Our current rate of pay for election inspectors is \$135 per day. The Election Day is from 6 am to approximately 9 pm. That is about 15 hours, which brings the hourly rate to \$9 per hour. After talking with other municipalities and Kent County, it is clearly obvious that we need to increase this pay. The Election Commission is recommending \$15 per hour for regular inspectors and \$18 per hour for chairpersons and other specialists. In addition, they also propose we pay \$45 per training session. Most workers attend one training session, then chair and epollbook people attend an additional training. These sessions usually last a minimum of two hours, plus there is travel time. Workers are required to attend at least one training every other year.

Both of these proposals will have an impact on budget numbers, and these will be reflected in the 2024-2025 budget proposal.

The State has indicated there may be some grant money available to reimburse municipalities. At this point I cannot count on that, but we will be hopeful. Kent County will be pushing for that to happen.



## MEMORANDUM

Date: 10/19/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Approve Purchase of Mobile Computers for Fire Department

---

**Background:**

I have attached a memo from Fire Chief David Murray regarding purchase of two mobile computers for the Chief's vehicle and Engine 4.

The Public Safety Committee reviewed this item and recommends approval. These computers are the same as the one that was purchase last year for Medic 9.

On the warrant report you will see a payment to Tel-Rad in the amount of \$7,936.00 and this is for related mounts that have already been installed. There was a miscommunication due to the supply chain and the previous mount installation and this work was done prior to having the proper approval per the Township purchasing policy. This was discussed with the Public Safety Committee meeting and rather than request approval for work that was already done, the Committee was comfortable with me proving this update to the board. The Chief understands this did not meet the purchase policy requirements and it will not happen again.

**Recommendation:**

Staff would recommend approving purchase of the proposal from Dell Technologies as presented.

*Requested Motion: Motion to Approve Dell Technologies Quote for Purchase of Two On-Board Computers for an Amount Not to Exceed \$5,500.00.*



## *Ada Township Fire Department*



September 20, 2023

To: Julius Suchy Manager  
From: David Murray Fire Chief  
RE: Mobile computers

In last years budget we bought a computer for Medic 9. This provides our responders with additional information on incidents as well as specifics for certain structures. Items such as access codes, Knox Box locations, utility locations and after-hours contacts. We now have the mounts installed in the Chiefs vehicle and Engine 4 for their computers. The requested units will be the same specs as Medic 9 and will be ordered through Kent County for government pricing. These computers are replacing used units we had previously purchased that were not capable of supporting new programs. The cost for each computer \$ 2,750.00 for a total of \$ 5,500.00. Attached is the quote for these items.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000161369148.1</b>	<b>Sales Rep</b>	Derek Smith
<b>Total</b>	<b>\$2,750.00</b>	<b>Phone</b>	(800) 456-3355, 6183773
<b>Customer #</b>	31643614	<b>Email</b>	Derek.S@dell.com
<b>Quoted On</b>	Sep. 20, 2023	<b>Billing To</b>	JULIE SUCHY
<b>Expires by</b>	Oct. 20, 2023		KENT COUNTY FISCAL SERVICES
<b>Contract Name</b>	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		PO BOX 370
<b>Contract Code</b>	C000000979569		ADA, MI 49301-0370
<b>Customer Agreement #</b>	MHEC-04152022		
<b>Deal ID</b>	25404461		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,  
Derek Smith

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
JULIE SUCHY ADA TOWNSHIP 7330 THORNAPPLE RIVER DR SE ADA, MI 49301-9087 (616) 676-9191	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5430 Rugged	\$2,750.00	1	\$2,750.00



---

Subtotal:	\$2,750.00
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$2,750.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

---

Total:	\$2,750.00
--------	------------

---



## MEMORANDUM

Date: 10/19/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** VanVossen Snow Removal Quotes for Township Properties

---

## Background:

For the past two years the Township has contracted with VanVossen Property Services to handle snow removal for properties that the Township is responsible for. This was done to ensure a higher level of service than the small BFG staff can handle. VanVossen is contracted by the Downtown Development Authority to complete the sidewalk snow removal in the DDA district and has done this since the winter of 2020/2021.

I have attached a memo from Dennis Brinks, Buildings, Facilities & Grounds Director which includes the quote from VanVossen. Overall, the price has increased 4% from last years cost.

The BGU committee reviewed this quote and recommends approval of the quote. They felt it was great to have the extra staff capacity to ensure our properties are properly maintained and the Township can review again next winter to see if additional equipment and staff capacity exists.

## Recommendation:

Staff would recommend awarding the snow removal services for the 2023/2024 winter season to VanVossen Property Services. They have an excellent track record having completed the work the last two years and handling the DDA sidewalk snow removal for the last three years.

*Requested Motion: Motion to Approve VanVossen Property Services Snow Removal Quote for Winter 2023/2024.*



## MEMORANDUM

Date: 10-11-2023

**TO:** Julius Suchy, Township Manager  
**FROM:** Dennis Brinks, BFG Director  
**RE:** VanVossen Snow Removal Quote for Township Properties

---

### Background:

In the past winters the Township contracted with VanVossen Property Services to handle snow removal for properties for which the Township is responsible. This was done due to a lack of capacity due to a staff injury and the desire to not overburden the remaining staff. Currently we still have one staff position that needs to be filled.

Staff requested a quote from VanVossen to clear snow again for this upcoming winter 2023-2024. The past goal was to see if it would make more sense to contract out the work, allowing maintenance staff to focus on other priorities. This was due to the Township adding the Pettis Avenue trail for clearing (4.2 miles) last year, and this year we have the addition of the Leonard Field Improvements and the addition of the Fulton Street Trail Connection. This year VanVossen is asking for a 4% increase. In the bullet points below, I have included last year's pricing on the right edge.

Buildings, Facilities & Grounds staff will cover parking areas at Leonard Field, Roselle Park, Ada Park, all lift stations as well as any additional clearing that is needed in the afternoon or evening. Fire Department staff takes care of Fire Station #1 and Fire Station #2. Both the buildings, grounds & facilities staff and the fire department will coordinate for clearing of water towers.

I have attached a quote from VanVossen but have also summarized the specific services to be approved below:

- 7330 Thornapple River Drive (Ada Township Hall), 7351 Bronson St.
  - Plow Parking Lot, Salt, Internal Sidewalks & Salt Last Years Prices
    - \$2,520 for Season for plowing and sidewalk shoveling \$2420.00
    - \$142 per time for sidewalk ice melt and parking lot salt \$137.50
- 7215 Headley St. (Library)
  - Plow Parking Lot, Salt, Internal sidewalks as needed
    - \$2520 per seasonal season \$2420.00
    - \$85 per time for salt \$82.50
- 7144 Thornapple River (Ada History Center)
  - Plow Parking Lot, Salt, Internal sidewalks as needed
    - \$1200 for seasonal plowing \$1150.00
    - \$62.50 per time for salt \$60.00
- Bronson Street Parking (River Street to Teeple).
  - \$2,860 for seasonal plowing \$2750.00
- 6651 E. Fulton St. (Ada Cemetery)
  - Plow Asphalt Road through Cemetery
    - \$2,080 for seasonal plowing \$2000.00

- Downtown on Street Parking (Spaces between bump outs)
  - \$3,425 for seasonal plowing \$3000.00
- Ada Church
  - Plow Parking lot and sidewalk shoveling
    - \$2,860 for seasonal Plowing/Shoveling \$2750.00
    - \$105 per time for sidewalk ice melt and parking lot salt \$100.00
- Hall Street sidewalk
  - \$78 per plow \$75.00

Seasonal Plowing/Shoveling Price Includes 25 Visits

After 25 snow plowing, shoveling Visits - \$698.60 per time

Total - \$17,465 - 4 payments of \$4,366.25 (Dec - March)

The BGU committee reviewed this quote last year and recommended approval of the quote. They felt it was great to have the extra staff capacity to ensure our properties are properly maintained and the Township can review again next winter to see if additional equipment and staff capacity exists.

Recommendation:

Staff would recommend awarding the snow removal services for the 2023/2024 winter season to VanVossen Property Services. They have an excellent track record having completed the work last year and handling the DDA sidewalk snow removal for the last two years.

*Requested Motion: Motion to Recommend to Township Board Approval of VanVossen Property Services Snow Removal Quote for Winter 2023/2024.*



## MEMORANDUM

Date: 10/19/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Hall Street Lift Station Radar Level Sensor Quote from Parkway Electric

---

### Background:

I have attached a memo from Stephanie Kozal, F&V Operations and Resource Management on a request to approve Parkway Electric to install a Radar Level Sensor at the Hall Street lift station. The cost of work would be \$5,245.00 and is detailed in the attached quote from Parkway Electric.

The BGU Committee reviewed this at their October 17<sup>th</sup> meeting and recommend approval. This work will integrate with the future improvements to the Hall Street lift station.

### Recommendation:

Staff would recommend approval of the quote from Parkway Electric for an Amount Not to Exceed \$5,245.00.

*Requested Motion: Motion to Approve Quote from Park Way Electric for Hall Street Lift Station Radar Level Sensor for an Amount Not to Exceed \$5,245.00.*



October 12, 2023

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

**RE: Hall Street Lift Station Repair**

Dear Julius:

During routine checks, we noticed the air compressor running constantly and the second one would kick in to help catch up. The compressors have aged beyond repair.

The compressor is still running continuously. While we know the lift station upgrades are due to start in the spring or summer of 2024, this repair cannot wait.

The air compressor is essential to the Hall Street Lift Station wet well level controls which turns the pumps on and off. Without this, it would require manual operation and more labor added to the project costs.

Parkway has a one- to two-week lead time for parts; with installation, they are currently scheduling one month out. They are proposing removing the existing bubbler system, electrical work, and installation of a radar unit in the wet well. The radar unit will relay to the pumps when to turn on and off based on the level in the wet well. The Spaulding and Cascade lift stations both have this radar unit. Paul can make adjustments in the program if needed.

Thank you for your consideration in this upgrade.

Sincerely,

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

A handwritten signature in blue ink that reads "Sm Kozal".

Stephanie M Kozal  
Project Manager



10/10/2023

Julius Suchy  
Ada Township  
PO Box 370  
Ada, MI 49301  
616-676-9191  
accountspayable@adatownshipmi.com

Quote Number: 23AZ070

Re: Hall St Lift Station Radar Level Sensor

Dear Julius,

Thank you for the opportunity to provide Ada Township with this quote for Hall St Lift Station Radar Level Sensor.

### **Scope of Work**

- Demo of existing bubbler level sensor.
- Rework conduit as needed.
- Provide and install one VegaPuls radar level sensor in the wet well.
- Set scaling of radar.

Any modifications to the scope of work listed above must be approved by Parkway, and a written change order completed before the requested work will be performed.

### **Notes & Assumptions**

This proposal has been prepared under the following assumptions:

1. No training is included in this proposal.
2. This proposal is based on all work being performed at a regular hourly rate, unless noted. If there is a need to accelerate the schedule, Parkway will provide a quote, with overtime, for the requested shortened schedule.
3. All changes by an authority having jurisdiction or authorization to do so will alter this proposal.
4. Any painting of electrical conduit, equipment, etc. will be done by others.
5. All concrete pads and/or housekeeping pads will be done by others.



6. Where the price of material, equipment, or energy increases prior to acceptance of a quote, the quote sum may be adjusted.
7. No allowances are included in this proposal.
8. No electric/cable/telephone/gas/etc... fees or usage charges are included in this proposal.
9. Nothing in this quote should be construed as a substitute for a consultation with a tax professional.

### **Pricing**

Pricing for the services outlined in the above scope of work is shown below.

Quote Amount: .....**\$5,245.00**

If paying via credit card a 3% processing fee will be added.

The quoted price does not include sales, use excise or other similar taxes. Buyer shall pay, in addition to the prices quoted, the amount of any present or future tax applicable to the sale or use of the goods and services provided hereunder

The quoted price includes sales, use excise or other similar taxes.

### **Quotation Terms & Conditions**

This quotation is subject to the Parkway Electric & Communications LLC standard terms and conditions, and is valid for 30 days. For a complete listing of the Parkway standard terms and conditions, please refer to the "terms of sale" link located on our website at [www.parkwayelectric.com](http://www.parkwayelectric.com)

### **Milestone Payment Schedule**

The project will be billed according to the milestone payment schedule outlined below:

- A 25% down payment will be invoiced upon receipt of the signed quote or Purchase Order.
- Monthly billing of labor & materials.
- Last 10% upon delivery of final documentation.

If you have any questions regarding this quotation, do not hesitate to contact me at 616-820-1119.





POWER | COMMUNICATIONS | CONTROLS | AV

**Customer Acceptance**

Please reference 23AZ070 on any purchase orders generated from this quotation.

\_\_\_\_\_  
Accepted by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Thank you for the opportunity to provide Ada Township with this quotation.

Sincerely,

*Greg Fowler*

Estimator- Project Manager

## VEGAPULS C 21

Two-wire 4 ... 20 mA/HART

Radar sensor for continuous level measurement



### Application area

The VEGAPULS C 21 is the ideal radar sensor for non-contact level measurement with high accuracy requirements in all standard applications where a high degree of protection is required.

It is particularly suitable for level measurement in water treatment, in pumping stations and rain overflow basins, for flow measurement in open channels, for level monitoring and for many other industrial areas.

The sensor is suitable both for measuring liquids and for use on small bulk solids silos or bulk solids containers.

### Your benefit

- Maintenance-free operation due to non-contact 80 GHz radar technology
- Exact measurement results independent of medium properties and process conditions
- High accuracy and universal measuring range. Maintenance-free operation due to non-contact measuring principle

### Function

The sensor emits a continuous radar signal through the antenna. The emitted signal is reflected by the medium and received as an echo by the antenna.

The frequency difference between the emitted and received signal is proportional to the distance and depends on the filling height. The determined filling height is converted into a respective output signal and output as measured value.

### Technical data

Measuring range up to	15 m (49.21 ft)
Deviation	≤ 2 mm
Beam angle	8°
Measuring frequency	W-band (80 GHz technology)
Output signal	4 ... 20 mA/HART
Process fitting	Thread G1½, 1½ NPT, R1½
Mounting connection	Thread G1, 1 NPT, R1
Process pressure	-1 ... +3 bar (-100 ... +300 kPa/-14.5 ... +43.51 psig)
Process temperature	-40 ... +80 °C (-40 ... +176 °F)
Ambient temperature	-40 ... +80 °C (-40 ... +176 °F)
Bluetooth standard	Bluetooth 5.0
Bluetooth range	typically 25 m (82 ft)
Operating voltage	12 ... 35 V DC
Protection rating	IP66/IP68 (3 bar, 24 h) acc. to IEC 60529, Type 4X/6P acc. to UL 50

### Materials

The wetted parts of the instrument are made of PVDF. The process seal is made of FKM. The connection cable is PUR insulated.

A complete overview of the available materials and seals can be found on our homepage under "Products" and "Configure & Order".

### Housing versions

The housing is optimized for applications in the water/waste water industry and manufactured of PVDF. Due to the encapsulated cable gland, protection rating IP66/IP68 (3 bar) is achieved.

### Electronics versions

The instruments are available in different electronics versions. Apart from the two-wire electronics with 4 ... 20 mA/HART, two digital versions with SDI-12 and Modbus/Levelmaster protocol are possible.

### Approvals

Worldwide approvals are available for VEGA instruments, e.g. for use in hazardous areas, on ships or in hygienic applications.

For approved devices (e.g. with Ex approval) the technical data in the respective safety instructions are applicable.

You can find detailed information in the available approvals on our homepage under "Downloads".

## Adjustment

### Adjustment via the signal cable

The adjustment of the instrument is carried out via the interface adapter VEGACONNECT and a PC with the adjustment software PACTware and corresponding DTM.

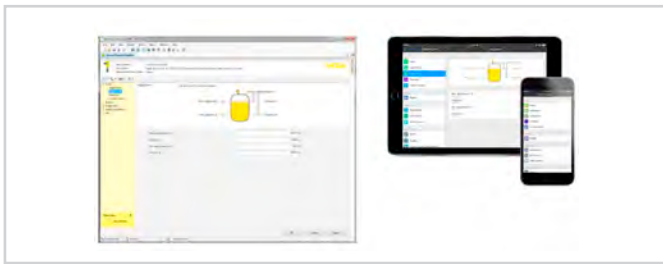
### Wireless adjustment via Bluetooth

The Bluetooth version of the device enables wireless connection to smartphones/tablets (iOS/Android) or Windows PCs.



Wireless connection to standard operating devices

Operation is via a free app from the "Apple App Store", the "Google Play Store" or the "Baidu Store". Alternatively, adjustment can also be carried out via PACTware/DTM and a Windows PC.

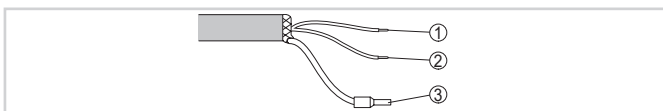


Adjustment via PACTware or app

### Adjustment via remote systems

Further adjustment options are possible via a HART Communicator as well as manufacturer-specific programs such as AMS™ or PDM.

## Electrical connection



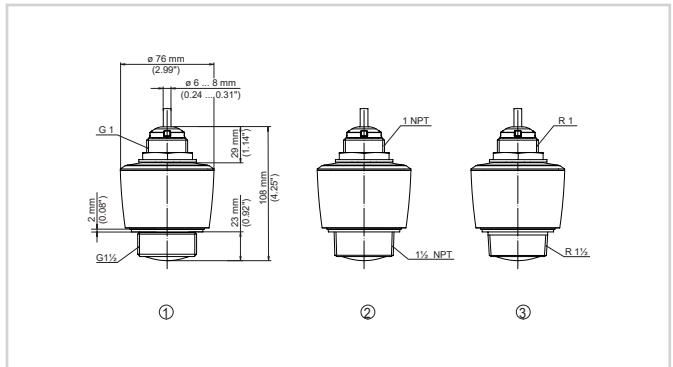
Wire assignment in permanently connected connection cable

- 1 Brown (+) to voltage supply or to the processing system
- 2 Blue (-) to voltage supply or to the processing system
- 3 Shielding

You can find details on electrical connection in the instrument operating instructions at [www.vega.com/downloads](http://www.vega.com/downloads).

## Specification sheet

## Dimensions



Dimensions VEGAPULS C 21

- 1 Thread G 1
- 2 Thread 1 1/2 NPT
- 3 Thread R 1 1/2

## Mounting accessories

For the VEGAPULS C 21 the suitable mounting accessories for ceiling or wall mounting is available.



Example mounting strap - wall mounting with adjustable sensor holder

You can find further information on the mounting accessory on our homepage.

## Information

You can find further information on the VEGA product line on our homepage.

In the download section of our homepage you'll find operating instructions, product information, industry brochures and approval documents as well as device and adjustment software.

## Instrument selection

On our homepage under "Products" you can select the suitable measuring principle and instrument for your application.

There you will also find detailed information on the available device versions.

## Contact

You can find your personal contact person at VEGA on our homepage under "Contact".



## MEMORANDUM

Date: 10/19/23

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Award Hydrant Painting Quote to D&S Painting LLC

---

**Background:**

I have attached a memo from Dennis Brinks, Buildings, Facilities & Grounds Director regarding proposals to complete restoration work on the 100 worst hydrants in the Township.

The BGU Committee reviewed this at their October 17<sup>th</sup> meeting and recommends approval. This work will take place this year (if possible), but some or most of the work could be completed in the spring. The weather must be above 55 degrees for the contractor to be able to complete their work. The price is locked into for next year.

This work would be funded through the Water Fund and Grand Valley Estates Water Fund based on where the hydrants are located. Staff has a listing of the 100 recommended hydrants.

**Recommendation:**

Staff would recommend approval of the quote from D&S Painting LLC

*Requested Motion: Motion to Approve Fire Hydrant Restoration Quote for 100 Hydrants from D&S Painting LLC for an Amount Not to Exceed \$16,500.00*



## MEMORANDUM

Date: 8/31/23

**TO:** Julius Suchy, Township Manager  
**FROM:** Dennis Brinks, BFG Director  
**RE:** Hydrant Painting

---

### Background:

Recently, it was brought to my attention that our Fire Hydrants are in need of some painting maintenance. Flies and VandenBrink have proposed a quote for maintaining the 100 worst hydrants in the township. These hydrants are quite rusty and need more attention than just applying paint to them. Initially I thought what a great project for the BFG staff to tackle, but then learned this may be too much to take on right now and we are not set up with the equipment to do this painting project. So, I reached out to a neighboring township and asked them for their hydrant painting contractor. Both quotes are listed below.

### Quote Summary:

**D and S Painting llc – Price for each hydrant \$165 or \$16,500 for the first 100 rusty hydrants** They propose the following:

1. Power wash / Wire Brush if necessary / Prep and Top coat each hydrant with a water based red or yellow to comply with VOC laws. Price per each is \$68.00. (Their most popular option) for reference this is what they are currently doing in Plainfield Township.

2. Sand blast to bare metal to remove rust / Prime and top coat each hydrant with water based yellow to comply with VOC laws. Price per each is \$165.00.

**Flies and VandenBrink – Price for each hydrant \$450 or \$45,000 for the first 100 rusty hydrant.**

They propose to mechanically remove the rust, do a 3 step stop rust system from POR 15 manufacturer which includes (cleaner degreaser, metal prep, and rust preventative), then apply an acrylic paint (maybe two coats) and a coat of urethane to keep the paint from fading.

Currently, the BFG doesn't have the equipment and capacity to beat these proposals, but we will look adding equipment in the future to allow us to tackle this project.

This is not a budgeted item, but it is needed. Moving forward, we will need to budget this annually. We have over 600 hydrants in the system for reference.

### Recommendation:

Staff would ask the BFG committee to recommend to the Township Board approval of D and S Painting for \$16,500 to prep and paint 100 hydrants.

**From:** [Julius Suchy](#)  
**To:** [Julius Suchy](#)  
**Subject:** FW: Fire Hydrant Restoration Quote  
**Date:** Monday, October 16, 2023 12:52:42 PM

---

**From:** Tom Melin <[dandspaintingllc@aol.com](mailto:dandspaintingllc@aol.com)>  
**Sent:** Friday, August 18, 2023 11:59 AM  
**To:** Dennis Brinks <[dbrinks@adatownshipmi.com](mailto:dbrinks@adatownshipmi.com)>  
**Subject:** Fire Hydrant Restoration Quote

Good morning Dennis,

Thank you for reaching out to us for fire hydrant restoration details.

We have two options available this year.

1. Power wash / Wire Brush if necessary / Prep and Top coat each hydrant with a water based red or yellow to comply with VOC laws. Price per each is \$68.00. (This is our most popular option) for reference this is what we are currently doing in Plainfield Township.
2. Sand blast to bare metal to remove rust / Prime and top coat each hydrant with water based red or yellow to comply with VOC laws. Price per each is \$165.00.

Feel free to call or email with any additional questions or concerns.

Thanks again, Tom



June 8, 2023

Mr. Ross Leisman, Township Supervisor  
Ada Township  
7330 Thornapple River Dr. S.E.  
Ada, MI 49301

**RE: Budget Estimate for Ada Township Fire Hydrant Cleaning and Painting**

Dear Mr. Leisman:

Thank you for the opportunity to provide a budget estimate to clean and paint up to one hundred (100) - Fire Hydrants in the Township of Ada, from approximately mid-June 2023 until October of 2023. This work will include the hydrants in highly visible areas and within Grand Valley Estates. We will provide a level of effort up to 40 hours per week for approximately 10 weeks, or until the weather is no longer conducive for this type of work.

## SCOPE OF SERVICES

The proposed scope of work includes:

- Identify up to one hundred (100) - hydrants in highly visible areas that need cleaning and painting.
- Weed whipping around the hydrant to accommodate prep and painting.
- Masking around hydrant area to minimize damage to surrounding ground area.
- Cleaning of hydrants to a Surface Preparation Standard of (SSPC-SP 3) or better. This standard covers the removal of loose mill scale, loose rust and loose paint. This standard allows us to use rotary, impact, or power brushing tools, such as, a wire brush and grinding wheel, as necessary, to remove all loose paint and debris. Light sanding if necessary.
- Daily clean up.
- Removal of end caps, along with other parts that potentially could be painted on.
- Epoxy coat will be applied to protect and provide longevity to the final application.
- Up to two (2) – coats of Acrylic based [gloss] Safety Yellow will be applied
- Food grade grease will be used to re-affix the end caps.

## BUDGET ESTIMATE

FVOP proposes to complete the Scope of Services on a Time and Material basis which includes labor, mileage, equipment, and materials (+10%). Our estimated budget to clean and paint up to one hundred (100) - fire hydrants in the year 2023 is **\$45,000.00**. Work beyond this scope will be revisited and an updated budget will be provided in 2024.

## SCHEDULE

We are prepared to schedule this work within 30 days, pending material availability and weather conditions, upon receiving your written approval of our proposal.

2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.588.2900  
F: 616.977.1005  
[www.fv-operations.com](http://www.fv-operations.com)

If you concur with our scope of services, authorization can be given to begin work by signing the Work Authorization at bottom of the last page of this letter and returning it to [info@fv-operations.com](mailto:info@fv-operations.com).

If you have any questions or comments, you may contact Stephanie Kozal, 616.437.1141.

Sincerely,

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**



Blair Selover  
Group Manager | Principal



Stephanie Kozal  
Project Manager

#### **WORK AUTHORIZATION**

F&V Operations & Resource Management, Inc. (FVOP) is hereby authorized to perform additional Services detailed in this letter dated June 8, 2023. Under the terms and conditions provided in our existing Professional Services Authorization Dated August 14, 2022

---

**Signature**

---

**Date**

---

*(Please print name and title)*

*Please send completed Additional Work Authorization to Blair Selover, F&V Operations and Resource Management, Inc., via email [info@fv-operations.com](mailto:info@fv-operations.com) or US Mail 2960 Lucerne Drive SE, Grand Rapids, MI 49546.*





ADA TOWNSHIP  
COUNTY OF KENT  
**RESOLUTION NO. R-102323-1**

A RESOLUTION EXPRESSING SUPPORT TO MAINTAIN LOCAL CONTROL OVER LOCAL LAND  
USES INCLUDING, BUT NOT LIMITED TO: SHORT-TERM RENTALS, INDUSTRIAL SOLAR  
INSTALLATIONS, INDUSTRIAL WIND TURBINE INSTALLATIONS AND SAND AND GRAVEL  
MINING

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by member \_\_\_\_\_ and supported by member \_\_\_\_\_.

**WHEREAS**, local townships are best able to determine which uses should and should not be in their local communities and what plans are best and reasonable for each neighborhood rather than having these decisions forced onto townships by the state government; and

**WHEREAS**, the legislature of the State of Michigan may propose and attempt to pass into law bills that strip away local community control over local land uses including, but not limited to: short-term rentals, industrial solar installations, industrial wind turbine installations and sand and gravel mining; and

**WHEREAS**, the Board of Ada Township is committed to protecting our communities' land from special interests trying to strip away local control;

**NOW, THEREFORE BE IT RESOLVED** that the Township Board resolves as follows:

Section 1. Ada Township is opposed to the legislature of the State of Michigan proposing and passing bills that take away or otherwise limit local control over local land uses, including, but not limited to: short-term rentals, industrial solar installations, industrial wind turbine installations and sand and gravel mining.

Section 2. Ada Township is opposed to the construction, operation, maintenance, repair, replacement and decommissioning of industrial wind facilities, industrial solar facilities, sand and gravel mines and similar uses in our community unless these projects comply with township ordinances and regulations.

Section 3. Ada Township supports the longstanding right of local community self-determination as provided by the laws and constitution of the State of Michigan.

Section 4. As the members of the Board of Ada Township, we resolve to maintain the duties and responsibilities bestowed upon us as elected representatives by our constituents to execute their will to the best of our abilities in these matters.

YEAS: \_\_\_\_

NAYS: \_\_\_\_

ABSENT: \_\_\_\_

RESOLUTION DECLARED ADOPTED, OCTOBER 23, 2023

Date: October 23, 2023

---

Jacqueline Smith  
Ada Township Clerk

#### CERTIFICATION

I, Jacqueline Smith, 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, October 23, 2023.

---

Jacqueline Smith  
Ada Township Clerk

## MEMORANDUM

Date: 10/15/23



**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Pettis Avenue Phase II Trail Location Discussion

---

**Background:**

At the January 9, 2023 Township Board Meeting, the Township Board approved 2023 trail projects to include Pettis Avenue Phase II, Fulton St./Legacy Park connector and Rix Street.

The Trail Committee met on March 28, 2023 and the committee discussed the timeline of going out to bid for the Pettis Avenue Phase II section in the next few weeks and the need to hold a meeting with the public prior to going out to bid. A similar meeting was held when Pettis Avenue Phase I was completed to answer resident questions. Following a lengthy conversation, the committee discussed the desire to reconsider placing the Pettis Avenue Phase II trail on the south side of Pettis Avenue as opposed to the north side. I informed the committee that I would present this to the Township Board at the April 10<sup>th</sup> meeting and the Township Board would have to make the decision on whether they wanted to continue with locating on the north side of Pettis Avenue or move the trail to the south side.

The original estimate was \$2.5 million for the north side of Pettis and \$5.9 million for the south side. In the trail committee meeting staff expressed concern related to the maintenance of 2,000 ft of boardwalk if the trail was located on the south side of Pettis Avenue. The committee asked if instead the Township could construct with steel structures or something other than boardwalk.

Following the April 10<sup>th</sup> meeting the Township has been reviewing additional funding sources to determine if there were any community partners that were willing to close the funding gap for the Township to achieve a more expensive project.

I have enclosed an e-mail and updated cost estimates for the various options as well as the original north and south side map options – these have not been updated to include the options below, but will provide context as the route has not been discussed since April.

Below is the list of options proposed by Mr. Groenenboom:

- North side of Pettis (no tunnel, no bridge) - \$3,036,545
- North side of Pettis (tunnel at Chief Hazy Cloud Entrance) - \$4,554,545
- North Side of Pettis (Pedestrian bridge near Honey creek) - \$5,907,545
- North Side of Pettis (Tunnel and Bridge included) - \$7,425,545
- South side of Pettis (1,227 ft. of boardwalk & 1,030 ft. of prefab bridge) - \$8,578,325

The Township had allocated \$2,550,000 to the project originally slated for the north side of Pettis Ave. I have included a summary of trail bond funds spent to date and funds that are currently planned for future projects. If all the projects are completed as planned the Township will have \$967,481 in bond funds remaining, which would allow the Township to complete the

trail on the north side of Pettis, without a tunnel near Chief Hazy Cloud or a pedestrian bridge near Honey Creek. If the Township prefers any of the other options on the north side or the option on the south side, it would need to request for that amount from the foundation or delay the project until a later date until additional funding could be received. The only options for additional funding are foundation funding, grant funding, or a potential bond (although I am not sure if the trail fund has the capacity for an additional bond to cover the higher project cost options).

The Rix Street project has not progressed due to issues with the railroad, so if this project was removed from the allocated funding, that could increase the available funding to \$4,242,481 (\$2,550,000+\$725,000+\$967,481) creating a smaller gap for any potential funding.

Staff is presenting this issue to the Township Board to consider Pettis Avenue options so that we can determine how to proceed and if needed, what to submit for a request to the Devos Family Foundation. Requests can be made at any time but they are only considered quarterly. If the Township wants to submit a project for consideration in the 4<sup>th</sup> quarter, it needs to be submitted by November 1, 2023. If the Township does not want to submit for 4<sup>th</sup> quarter funding consideration then it does not need to decide immediately, but direction is needed so staff and our engineer can continue to ensure all our bond proceeds are spent in the required timeline.

Mr. Groenenboom will be present at the October 17<sup>h</sup> board meeting and will be available to answer questions.

It should be noted that I do receive calls from several residents asking when the projects for Honey Creek, McCabe and other areas of the Township will be constructed – these projects are listed under the “Potential Future Projects” on the funding sheet. I have responded that their project is always on the list for potential funding but has not had funds allocated yet and it may be several years before funding is available for those projects.

Recommendation:

Staff requests the Township Board discuss the options available for the Pettis Avenue Phase II trail location and provide direction to staff on how to proceed and if necessary, how much funding to request from the Devos Family Foundation.

*Requested Motion: Motion to proceed with Pettis Avenue Phase II Trail project per the Township Boards Selected Option*

**From:** [Steve Groenenboom](#)  
**To:** [Julius Suchy](#)  
**Cc:** [Greg White](#)  
**Subject:** Re: Items Needed for Township Board/Trail Committee Meeting on 10/17  
**Date:** Friday, October 13, 2023 2:22:44 PM  
**Attachments:** [October 2013 Cost Estimates.pdf](#)  
[Tunnel Option.pdf](#)  
[Pettis Bridge.pdf](#)

---

Julius - The attached should take care of item 2 in your email below. There are five estimates in the first PDF:

1. Trail on north side of Pettis - \$3,036,545. We had this one at 2.8 million in April, but I bumped it up 10% for inflation. This is accounted for in estimates 2-5 as well.
2. Trail on north side with tunnel at CHCP - \$4,554,545. We previously had this at \$4 million. The increase assumes 10% per the above and updated costs that were supplied by the Conspan, the supplier of the precast tunnel.
3. Trail on north side with bridge near Honey Creek - \$5,907,545
4. Trail on north side with tunnel at CHCP and bridge near Honey Creek - \$7,425,545
5. Trail on south side (estimate no 4 from 4/24/23). This includes 1,277 feet of boardwalk and 1,030 feet of steel prefab bridge - \$8,578,325.

I have included a plan view of the tunnel at CHCP. We will need an easement from the parcel north of CHCP. Take a look at the parcel on the Kent County parcel viewer site. We show the easement about 40' wide. We wouldn't need al 40', but we would need at least 20'.

I have also included a perspective view of the bridge over Pettis. This shows a single span structure and I think that we will need several spans to get back down to grade on the south side of Pettis. The cost estimates assume several supported spans will be required.

Good luck with all the information and give me a call when/if you have any questions.

Steve

---

**From:** Julius Suchy <jsuchy@adatownshipmi.com>  
**Sent:** Wednesday, October 11, 2023 4:26 PM  
**To:** Steve Groenenboom <SGroenenboom@mbce.com>  
**Subject:** Items Needed for Township Board/Trail Committee Meeting on 10/17  
Steve,  
I need the following items for the meeting by this Friday:

**MOORE & BRUGGINK, INC.**  
**Estimate of Cost - 10/13/23**

Pettis Avenue Trail – Chief Hazy Cloud Park to Honey Creek  
**Trail on North Side of Pettis**

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S PRICE	ESTIMATE AMOUNT
1	Mobilization, Max \$200,000	Lsum	1	\$220,000.00	\$220,000.00
2	Tree Removals & Clearing	Lsum	1	\$66,000.00	\$66,000.00
3	Drainage Improvements	Lsum	1	\$110,000.00	\$110,000.00
4	Trail Grading	Lft	4,365	\$82.50	\$360,112.50
5	Sand, MDOT Class 2, 6-inch CIP	Cyd	2,000	\$44.00	\$88,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	5,300	\$27.50	\$145,750.00
7	HMA, 13A	Ton	425	\$165.00	\$70,125.00
8	HMA, 36A	Ton	425	\$165.00	\$70,125.00
9	24-inch Curb and Gutter, Det. F-4, Mod.	Ft	400	\$33.00	\$13,200.00
10	6-inch Concrete Sidewalk	Sft	1,000	\$22.00	\$22,000.00
11	Detectable Warning Surface	Sft	40	\$44.00	\$1,760.00
12	Signage/Pavement Markings/Cross Walk	Lsum	1	\$11,000.00	\$11,000.00
13	Silt Fence	Lft	4,000	\$5.50	\$22,000.00
14	Boardwalk Concrete Abutment/Foundation	Ea	2	\$8,800.00	\$17,600.00
15	Timber Boardwalk	Ft	400	\$715.00	\$286,000.00
16	Boardwalk Pile, 20' length	Ea	50	\$1,650.00	\$82,500.00
17	Retaining Wall	Sft	6,000	\$110.00	\$660,000.00
18	Maintaining Traffic	Lsum	1	\$55,000.00	\$50,000.00
19	Turf Establishment	Lft	4,365	\$6.50	\$28,372.50
20	Undergrounding of Phone/Communication Lines	Lsum	1	\$220,000.00	\$220,000.00
<b>Sub Total Construction</b>					\$2,544,545.00
Topographic Survey/Preliinary Design					\$80,000.00
Final Design/Construction Drawings/Bid Documents					\$64,000.00
Soil Borings					\$10,000.00
EGLE (Wetlands Permitting)					\$6,000.00
Construction Engineering, Inspection, Testing, Survey Staking					\$150,000.00
<b>Sub Total Design/Construction Engineering</b>					\$310,000.00
Contingency Allowance (10%)					\$182,000.00
<b>Project Estimate</b>					<b>\$3,036,545.00</b>

**MOORE & BRUGGINK, INC.**  
**Estimate of Cost**

Pettis Avenue Trail – Chief Hazy Cloud Park to Honey Creek  
**Trail on North Side of Pettis with Tunnel at CHCP**

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S PRICE	ESTIMATE AMOUNT
1	Mobilization, Max \$200,000	Lsum	1	\$220,000.00	\$220,000.00
2	Tree Removals & Clearing	Lsum	1	\$66,000.00	\$66,000.00
3	Drainage Improvements	Lsum	1	\$110,000.00	\$110,000.00
4	Trail Grading	Lft	4,365	\$82.50	\$360,112.50
5	Sand, MDOT Class 2, 6-inch CIP	Cyd	2,000	\$44.00	\$88,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	5,300	\$27.50	\$145,750.00
7	HMA, 13A	Ton	425	\$165.00	\$70,125.00
8	HMA, 36A	Ton	425	\$165.00	\$70,125.00
9	24-inch Curb and Gutter, Det. F-4, Mod.	Ft	400	\$33.00	\$13,200.00
10	6-inch Concrete Sidewalk	Sft	1,000	\$22.00	\$22,000.00
11	Detectable Warning Surface	Sft	40	\$44.00	\$1,760.00
12	Signage/Pavement Markings/Cross Walk	Lsum	1	\$11,000.00	\$11,000.00
13	Silt Fence	Lft	4,000	\$5.50	\$22,000.00
14	Boardwalk Concrete Abutment/Foundation	Ea	2	\$8,800.00	\$17,600.00
15	Timber Boardwalk	Ft	400	\$715.00	\$286,000.00
16	Boardwalk Pile, 20' length	Ea	50	\$1,650.00	\$82,500.00
17	Retaining Wall	Sft	6,000	\$110.00	\$660,000.00
18	14' Wide x 10' Tall Arched Tunnell	LSUM	1	\$1,300,000.00	\$1,300,000.00
18	Maintaining Traffic	Lsum	1	\$55,000.00	\$50,000.00
19	Turf Establishment	Lft	4,365	\$6.50	\$28,372.50
20	Undergrounding of Phone/Communication Lines	Lsum	1	\$220,000.00	\$220,000.00
<b>Sub Total Construction</b>					<b>\$3,844,545.00</b>
Topographic Survey/Preliminary Design					\$80,000.00
Final Design/Construction Drawings/Bid Documents					\$64,000.00
Soil Borings					\$10,000.00
EGLE (Wetlands Permitting)					\$6,000.00
Construction Engineering, Inspection, Testing, Survey Staking					\$150,000.00
Addition Tunnel Design/Construction Engineering					\$100,000.00
<b>Sub Total Design/Construction Engineering</b>					<b>\$410,000.00</b>
Contingency Allowance (10%)					\$300,000.00
<b>Total Project Estimate</b>					<b>\$4,554,545.00</b>

**MOORE & BRUGGINK, INC.**  
**Estimate of Cost - 10/13/23**

Pettis Avenue Trail – Chief Hazy Cloud Park to Honey Creek  
**Trail on North Side of Pettis with Bridge at Honey Creek**

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S PRICE	ESTIMATE AMOUNT
1	Mobilization, Max \$220,000	Lsum	1	\$220,000.00	\$220,000.00
2	Tree Removals & Clearing	Lsum	1	\$66,000.00	\$66,000.00
3	Drainage Improvements	Lsum	1	\$110,000.00	\$110,000.00
4	Trail Grading	Lft	4,365	\$82.50	\$360,112.50
5	Sand, MDOT Class 2, 6-inch CIP	Cyd	2,000	\$44.00	\$88,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	5,300	\$27.50	\$145,750.00
7	HMA, 13A	Ton	425	\$165.00	\$70,125.00
8	HMA, 36A	Ton	425	\$165.00	\$70,125.00
9	24-inch Curb and Gutter, Det. F-4, Mod.	Ft	400	\$33.00	\$13,200.00
10	6-inch Concrete Sidewalk	Sft	1,000	\$22.00	\$22,000.00
11	Detectable Warning Surface	Sft	40	\$44.00	\$1,760.00
12	Signage/Pavement Markings/Cross Walk	Lsum	1	\$11,000.00	\$11,000.00
13	Silt Fence	Lft	4,000	\$5.50	\$22,000.00
14	Boardwalk Concrete Abutment/Foundation	Ea	2	\$8,800.00	\$17,600.00
15	Timber Boardwalk	Ft	400	\$715.00	\$286,000.00
16	Boardwalk Pile, 20' length	Ea	50	\$1,650.00	\$82,500.00
17	Retaining Wall	Sft	6,000	\$110.00	\$660,000.00
18	Undergrounding of Phone/Communication Lines	Lsum	1	\$200,000.00	\$200,000.00
19	Maintaining Traffic	Lsum	1	\$50,000.00	\$50,000.00
20	Turf Establishment	Lft	4,365	\$6.50	\$28,372.50
21	Prefab bridge Sections (each 110' long)	Lft	440	\$3,000.00	\$1,320,000.00
22	Bridge Foundation/Piers	Each	5	\$100,000.00	\$500,000.00
23	Prefab Bridge Installation	Each	4	\$25,000.00	\$100,000.00
24	Cast in Place Concrete Deck	Sft	5,300	\$10.00	\$53,000.00
25	Utility Coordination with CE Poles	Lsum	1	\$300,000.00	\$300,000.00
<b>Sub Total Construction</b>					<b>\$4,797,545.00</b>
Topographic Survey/Preliinary Design					\$80,000.00
Final Design/Construction Drawings/Bid Documents					\$64,000.00
Soil Borings					\$10,000.00
EGLE (Wetlands Permitting)					\$6,000.00
Construction Engineering, Inspection, Testing, Survey Staking					\$150,000.00
Additional Design/Construction Engineering for Bridge Work					\$400,000.00
<b>Sub Total Design/Construction Engineering</b>					<b>\$710,000.00</b>
Contingency Allowance					\$400,000.00
<b>Project Estimate</b>					<b>\$5,907,545.00</b>



**MOORE & BRUGGINK, INC.**  
**Estimate of Cost - 10/13/23**

Pettis Avenue Trail – Chief Hazy Cloud Park to Honey Creek  
**Trail on North Side of Pettis with Tunnel at CHCP and Bridge at Honey Creek**

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S PRICE	ESTIMATE AMOUNT
1	Mobilization, Max \$220,000	Lsum	1	\$220,000.00	\$220,000.00
2	Tree Removals & Clearing	Lsum	1	\$66,000.00	\$66,000.00
3	Drainage Improvements	Lsum	1	\$110,000.00	\$110,000.00
4	Trail Grading	Lft	4,365	\$82.50	\$360,112.50
5	Sand, MDOT Class 2, 6-inch CIP	Cyd	2,000	\$44.00	\$88,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	5,300	\$27.50	\$145,750.00
7	HMA, 13A	Ton	425	\$165.00	\$70,125.00
8	HMA, 36A	Ton	425	\$165.00	\$70,125.00
9	24-inch Curb and Gutter, Det. F-4, Mod.	Ft	400	\$33.00	\$13,200.00
10	6-inch Concrete Sidewalk	Sft	1,000	\$22.00	\$22,000.00
11	Detectable Warning Surface	Sft	40	\$44.00	\$1,760.00
12	Signage/Pavement Markings/Cross Walk	Lsum	1	\$11,000.00	\$11,000.00
13	Silt Fence	Lft	4,000	\$5.50	\$22,000.00
14	Boardwalk Concrete Abutment/Foundation	Ea	2	\$8,800.00	\$17,600.00
15	Timber Boardwalk	Ft	400	\$715.00	\$286,000.00
16	Boardwalk Pile, 20' length	Ea	50	\$1,650.00	\$82,500.00
17	Retaining Wall	Sft	6,000	\$110.00	\$660,000.00
18	Undergrounding of Phone/Communication Lines	Lsum	1	\$200,000.00	\$200,000.00
19	Maintaining Traffic	Lsum	1	\$50,000.00	\$50,000.00
20	Turf Establishment	Lft	4,365	\$6.50	\$28,372.50
21	14' Wide x 10' Tall Arched Tunnel	LSUM	1	\$1,300,000.00	\$1,300,000.00
22	Prefab bridge Sections (each 110' long)	Lft	440	\$3,000.00	\$1,320,000.00
23	Bridge Foundation/Piers	Each	5	\$100,000.00	\$500,000.00
24	Prefab Bridge Installation	Each	4	\$25,000.00	\$100,000.00
25	Cast in Place Concrete Deck	Sft	5,300	\$10.00	\$53,000.00
26	Utility Coordination with CE Poles	Lsum	1	\$300,000.00	\$300,000.00
<b>Sub Total Construction</b>					<b>\$6,097,545.00</b>
Topographic Survey/Preliinary Design					\$80,000.00
Final Design/Construction Drawings/Bid Documents					\$64,000.00
Soil Borings					\$10,000.00
EGLE (Wetlands Permitting)					\$6,000.00
Construction Engineering, Inspection, Testing, Survey Staking					\$150,000.00
Additional Design/Construction Engineering for Bridge Work					\$400,000.00
Additional Design/Construction Engineering for Tunnel					\$100,000.00
<b>Sub Total Design/Construction Engineering</b>					<b>\$810,000.00</b>
Contingency Allowance					\$518,000.00
<b>Project Estimate</b>					<b>\$7,425,545.00</b>

**MOORE & BRUGGINK, INC.****Estimate of Cost 10/13/23**

Pettis Avenue Trail – Chief Hazy Cloud Park to Honey Creek

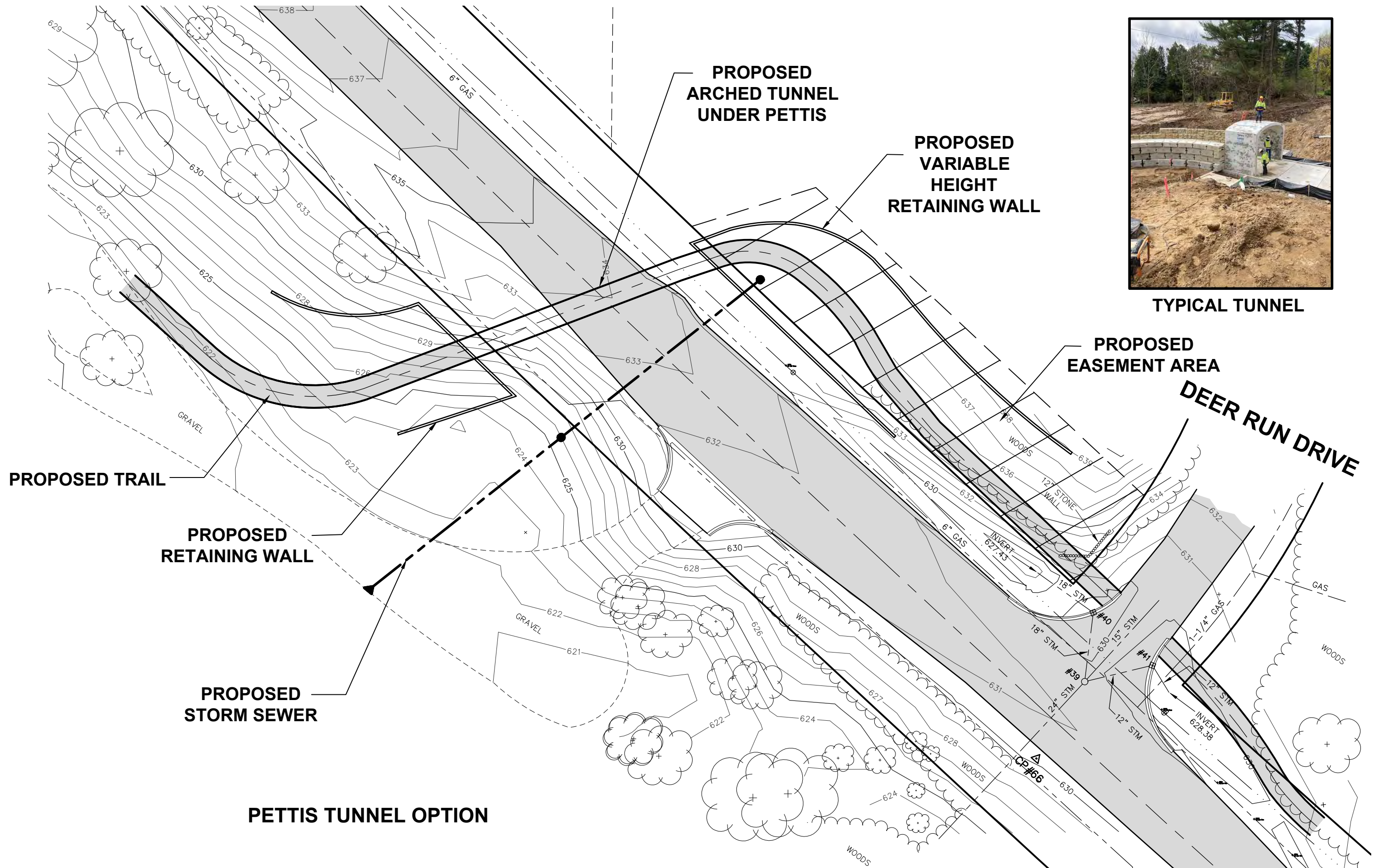
**Trail on South Side of Pettis with 1,277' of Boardwalk and 1,030 feet of Prefab Bridge**

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S PRICE	ESTIMATE AMOUNT
1	Mobilization, Max \$400,000	Lsum	1	\$400,000.00	\$400,000.00
2	Tree Removals & Clearing	Lsum	1	\$100,000.00	\$100,000.00
3	Drainage Improvements	Lsum	1	\$100,000.00	\$100,000.00
4	Trail Grading	Lft	1,704	\$75.00	\$127,800.00
5	Sand, MDOT Class 2, 6-inch CIP	Cyd	500	\$40.00	\$20,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	2,200	\$25.00	\$55,000.00
7	HMA, 13A	Ton	200	\$150.00	\$30,000.00
8	HMA, 36A	Ton	200	\$150.00	\$30,000.00
9	6-inch Concrete Sidewalk	Sft	1,000	\$20.00	\$20,000.00
10	Detectable Warning Surface	Sft	40	\$40.00	\$1,600.00
11	Silt Fence	Lft	4,000	\$5.00	\$20,000.00
12	Boardwalk Concrete Abutment/Foundation	Ea	4	\$8,000.00	\$32,000.00
13	Timber Boardwalk	Ft	1,277	\$900.00	\$1,149,300.00
14	Boardwalk Pile, 20' length	Ea	226	\$2,000.00	\$452,000.00
15	Prefabricated Steel Bridge	Lft	1,030	\$3,000.00	\$3,090,000.00
15	Installation of Prefab Bridge Spans	Sft	11	\$15,000.00	\$165,000.00
15	CIP Concrete Deck	Sft	13,700	\$8.00	\$109,600.00
16	Bridge Foundations/Piers	Each	11	\$100,000.00	\$1,100,000.00
17	Maintaining Traffic	Lsum	1	\$54,200.00	\$54,200.00
18	Turf Establishment	Lft	4,365	\$5.00	\$21,825.00
<b>Sub Total Construction</b>					<b>\$7,078,325.00</b>
Design/Construction Engineering (11%)					\$750,000.00
Contingency Allowance (11%)					\$750,000.00
<b>Total Project Estimate</b>					<b>\$8,578,325.00</b>





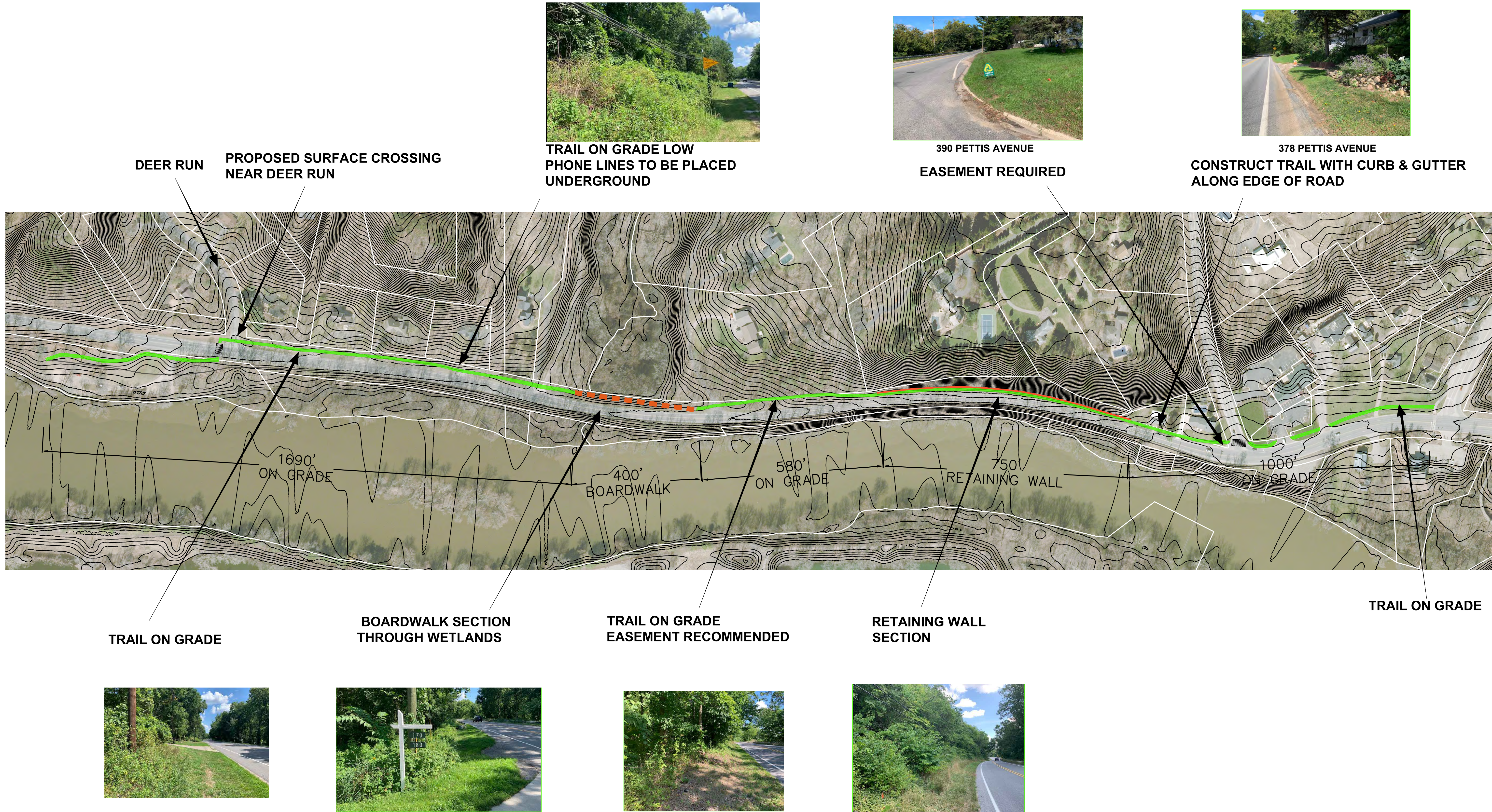




TYPICAL TUNNEL



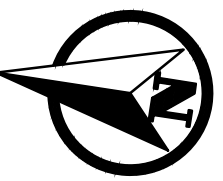
P:\21018702 Pettis Trail from Chief Hazy Cloud Park to Vergennes\CAD\DWG\21018702\_Pettis Trail North Side.dwg\_10/5/2022 11:59:51 AM\_LUIS YANEZ



# NORTH SIDE OPTION

## LEGEND

- PATH ON GRADE
- - - BOARDWALK
- RETAINING WALL



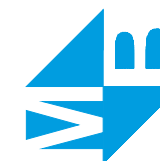
PLAN SCALE: 1" = 150'  
PROFILE SCALES:



PLAN REVISIONS

PLAN REVISIONS

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



**PETTIS TRAIL LAYOUT**  
FOR  
**PETTIS AVENUE**  
FROM CHIEF HAZY CLOUD TO VERGENNES ST  
ADA TWP, KENT CO, MICHIGAN

FIELD SURVEY / DATE

PROJECT NO.: 000000.1

DESIGN DRAWN BY: XXX

DESIGNED BY: XXX

CHECKED BY: XXX

PLAN DATE: XXX

SHEET NUMBER

1 OF 2





TRAIL SHALL BE ON GRADE WITH A SMALL RETAINING WALL



BOARDWALK SECTION



TRAIL ON GRADE



BOARDWALK SECTION



TRAIL ON GRADE

LEGEND



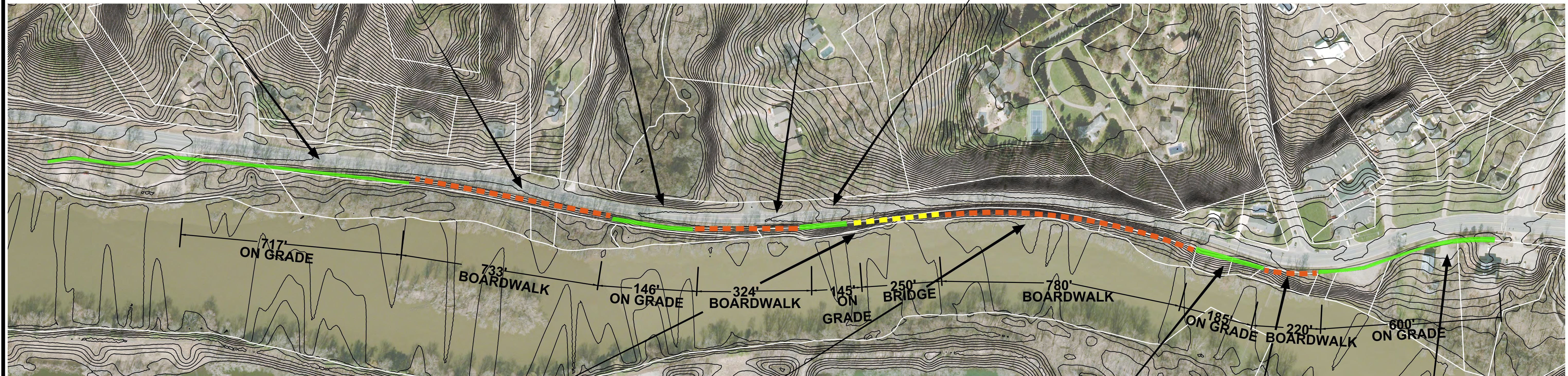
PATH ON GRADE



BOARDWALK



BRIDGE



PREFABRICATED BRIDGE SECTION



BOARDWALK SECTION



TRAIL ON GRADE



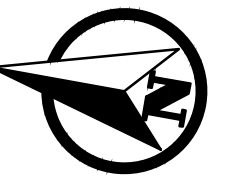
BOARDWALK SECTION



TRAIL ON GRADE

# SOUTH SIDE OPTION

P:\210187\02 Pettis Trail from Chief Hazy Cloud Park to Vergennes\CAD\DWG\210187\02\_Pettis Trail Riverside.dwg, 10/5/2022 12:04:54 PM, LUIS YANEZ



PLAN SCALE: 1" = 150'  
PROFILE SCALES:



Know what's below.  
Call before you dig.

PLAN REVISIONS

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



**PETTIS TRAIL LAYOUT**  
FOR  
**PETTIS AVENUE**  
FROM CHIEF HAZY CLOUD TO VERGENNES ST  
ADA TWP, KENT CO, MICHIGAN

FIELD SURVEY / DATE

PROJECT NO.: 000000.1

DESIGN DRAWN BY: XXX

DESIGNED BY: XXX

CHECKED BY: XXX

PLAN DATE: XXX

SHEET NUMBER

2 OF 2





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

**Submitted by Township Manager Julius Suchy**

### **Community Clean-Up Day:**

Reminder that Community Clean-Up Day will be held Saturday October 21<sup>st</sup> from 8:00 AM – 2:30 PM at Ada Christian School and Ada Congregational Church. If anyone would like to volunteer to direct residents or help with check-ins, please let me know.

### **Resolution R-102323-1: Maintaining Local Control:**

Several Kent County Townships have shared that they are sending legislators resolutions showing the support for local control on several issues. If bills and legislation are approved in Lansing that removes local control from the Township, Ada Township residents may be negatively impacted.

The Township may take the resolution if it wants to, but there is no requirement to approve it.

### **MEDC RAP 2.0 Grant Update:**

The Township applied for a \$500,000 grant for the Thornapple River Pedestrian Bridge through the MEDC RAP 2.0 Grant. Our application was part of a regional application with 19 other projects in the region. The total request for our region was nearly \$10 million dollars and The State of Michigan awarded our region \$6.17 million.

The Right Place has informed me that two projects have had to be cut due to the cut in funding and that our project application would be funded at \$425,000 of the original \$500,000 amount. This is a 15% cut in funding while our regional application was underfunded by 38%. Overall, this is a huge win for the Township as this is an important aspect of the funding for the Thornapple River Pedestrian bridge.

### **Covered Bridge Repair Update:**

The original bid was released with an October 19<sup>th</sup> due date and a completion date in late November. Unfortunately, the feedback we have heard from the firms we sent the bid document to, is that the materials will take a little time to get and that no one will be able to meet the deadline as submitted.

Following review of the deadlines and the work to be done, the bid deadline has been amended to November 1<sup>st</sup> with a completion date of March 31, 2024. This will allow the work to be completed before the river rises with potential spring flooding.

Jen Dougherty from Cogent Engineering was going to go out and perform another bridge inspection in advance of the bridge lighting event to be held in early December to see if the Township needs to take any precautions with potential bridge capacity.

### **Annual Spongy Moth Survey Update:**

Neal from Aquatic Consulting Services performed the annual egg mass survey October 16-20<sup>th</sup>. Once this is complete, he will work to put together a report and recommendation of what he identifies in the field.

### **Quarterly Update Meeting with Representative Rachel Hood:**

I have set up a regular quarterly meeting with Representative Rachel Hood to provide updates on Ada Township activities and receive updates on her work in Lansing.

One of the items that I brought up to Representative Hood was the public notice posting requirements in newspapers and the significant cost burden it places on the Township. The Township is unable to post public notices in the Adaview Newsletter because of very limiting language in the State Law that only allows notices to be placed in a publication of regular circulation that can be purchased. Although our Adaview is sent to all residents and would reach more residents than posting in the Grand Rapids Press, it does not meet the qualifications.

### **Ada History Center Barn Repair Update:**

Thomet Construction has started work on the barn at the History Center. While completing the work it was identified that the windows were rotted so I asked Ben Thomet to provide a cost estimate (\$650.00) and proceed with the repair while the current work is on-going as opposed to dealing with this in the future. The repair work should be completed in the next few weeks.

### **MTA Article Featuring Ada Township:**

The Michigan Township Association reached out that they were going to do a story on communities that made the decision to hire a professional Township Manager. They interviewed both Ross and I regarding the topic and we will be featured as well as several other communities that have opted to move to a Township Manager model. This article should be in the next MTA magazine.

### **Breakfast with Legislators Presentation:**

I have been invited to provide a short presentation regarding what is going on in Ada, and what will be coming during the breakfast with Legislators update breakfast at Amway on October 23<sup>rd</sup> hosted by the Grand Rapids Chamber.

### **5799 4 Mile Road Cleanup:**

Per the court order the Township had the bulldozer towed from the property and staff visited the site on October 17<sup>th</sup> to remove trash and junk from the site to bring the property into compliance. The cost of these activities will be billed back to the property owner per the court order.

### **Committee Updates:**

- Building, Grounds, Utility Committee:
  - A meeting was held on October 18<sup>th</sup> and here is a status update on items discussed:
    - A proposal contract from F&V for utility operations
      - Following up with legal counsel regarding questions from committee
    - Quote for hydrant painting for the water department
      - Recommended to Township Board
    - Hall Street Lift Station Radar Level Sensor Proposal
      - Recommended to Township Board
    - Snow Removal Services Proposal from VanVossen Property Services
      - Recommended to Township Board
    - Review final comments on H2S Study and determine priorities for FY 2024 budget related to H2S.



- Moore+Bruggink will finalize H2S Study report and final report will be presented to Township Board at December 11<sup>th</sup> meeting
  - Quote for EZ Dump Box for 2023 Chevy Silverado (\$4,420)
    - Committee supported the purchase
  - Public Safety Committee: Need to schedule meeting to discuss fire fighter staffing and PTO coverage
- Trail Committee: No items currently pending for the committee
  - Personnel Committee: No items currently pending for the committee

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

- Maintenance Items –
  - Pinnacle Cleaning reported that there are four small leaks in the roof. Staff is working to have this repaired.
  - Still receiving low oil level alarm on RTU-2, have requested DHE come out and review sensors
  - BFG Director Brinks is working with mechanical companies to receive proposals for annual preventative maintenance proposals for the facility
- Library Foyer Signage Update:
  - The Township has reached out to Amy Van Andel and is working with KDL and other parties to secure all the high-resolution photos and text for the history wall for the library foyer. The Township will start requesting submittals from the various parties and anticipates that the rest of the sign could be put in place by the end of the calendar year.