



ADA TOWNSHIP REGULAR BOARD MEETING  
AGENDA  
MONDAY NOVEMBER 23, 2020  
7:00 P.M.

PURSUANT TO PUBLIC ACT 228 OF 2020, THE ADA TOWNSHIP BOARD IN ORDER TO PROTECT THE PUBLIC HEALTH WILL CONDUCT ITS MEETINGS VIA ELECTRONIC COMMUNICATIONS. ANY MEMBER OF THE PUBLIC WISHING TO LISTEN AND/OR WATCH THE PROCEEDINGS OR PROVIDE PUBLIC COMMENT MAY DO SO BY USING THE FOLLOWING INTERNET CONNECTION OR PHONE NUMBERS AND MEETING ID NUMBER:

Click to join by computer/tablet/smartphone:

<https://us02web.zoom.us/j/85296500875>

Meeting ID: 852 9650 0875

Passcode: 503415

Dial-in phone audio:

1-301-715-8592 or

1-312-626-6799

Meeting ID: 852 9650 0875

Passcode: 503415

*Members of the public that require additional assistance may utilize the Michigan Relay System (7-1-1) to participate in the meeting.*

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
  - Motion to approve minutes and accept and file reports/communications under consent agenda
  - A. APPROVAL OF TOWNSHIP BOARD MINUTES
    1. Regular Board Meeting Minutes October 26, 2020
  - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
    1. Library/Community Center Status Report, JLL – November 12, 2020

- VII. APPROVAL OF WARRANTS
  - A. Township General Warrants
  - B. Payment Application #17 – Library/Community Center Project
  
- VIII. PUBLIC COMMENT
  
- IX. BOARD MEMBER COMMENT
  
- X. UNFINISHED BUSINESS
  
- XI. NEW BUSINESS
  - A. Appointment of Supervisor Ross Leisman as Representative to the Grand Valley Metro Council
  - B. Resolution R-112320-1: A Resolution Appointing Tom Korth to Planning Commission
  - C. Resolution R-112320-2: A Resolution Approving a Request from GR Triathlon to hold event June 19 & 20, 2020 and Associated Road Closures
  - D. Request from Nonna’s Trattoria for Permanent Outdoor Seating and Alcohol Service Area Permit
  - E. Right of First Refusal to Acquire Property at 1100 Pettis Avenue
  - F. Consider Proposal from Byce & Associates Inc. for Structural Engineering Services for Roselle Park Shelter Project for an Amount Not to Exceed \$3,500.00
  - G. Consider Purchase of Bobcat Angle Broom Attachment from Carleton Equipment for an Amount Not to Exceed \$4,202.80
  - H. Consider Purchase of BS&A Timesheets Module
  
- XII. DEPARTMENT REPORTS
  - A. Engineering Project Update, Moore & Bruggink – November 17, 2020
  - B. Museum Manager Update – November 17, 2020
  - C. Parks & Recreation Director Report – November 12, 2020
  - D. Township Manager Report – November 18, 2020
  - E. Sheriff’s Department Report – 3<sup>rd</sup> Quarter (7/1/20 – 9/30/20)
  
- XIII. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT
- XIV. ADJOURNMENT



**ADA TOWNSHIP BOARD MEETING  
MINUTES  
OCTOBER 26, 2020 – 7:00 p.m.**

**Draft**

Pursuant to Governor Whitmer's Executive Order 2020-48, The Ada Township Board, in order to protect the public health, conducted its meeting via electronic communications via ZOOM Meeting. The roll was called. Members present: Supervisor Haga, Clerk Smith, and Trustees Hurwitz, Jacobs, and McAleenan. Members Absent: Treasurer Moran and Trustee Proos.

**APPROVAL OF AGENDA**

**Moved by McAleenan, supported by Hurwitz, to approve the October 26, 2020 Agenda as amended to remove items B. and F. under New Business. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**Approval of Minutes; Accept Reports/Communications**

**Moved by Hurwitz, supported by McAleenan, to approve the September 28, 2020 board minutes, and accept and receive the reports/communications under Consent Agenda. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**APPROVAL OF WARRANTS**

**Township General Warrants**

Haga presented the following: Hand Checks: \$4,979.42 (with deduction of Alpha-Tran Engineering in the amount of \$627.00), Warrants: \$248,124.66. Total of all Checks and Warrants: \$253,104.08. **Moved by McAleenan, supported by Hurwitz, to approve the Warrant Report for October 26, 2020, in the total amount of \$253,104.08. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #16 – Library/Community Center Project**

Nick Haglund noted this is for work completed in the month of September and she generally summarized the charges along with updates for the project. **Moved by Hurwitz, supported by Jacobs, to approve Pay Application #16 for the Library/Community Center Project to Erhardt Construction in the amount of \$784,157.65. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #3 – AdaTowne/AdaCroft Water Main & Street Project**

Steve Groenenboom, Township Engineer, presented this pay application. **Moved by McAleenan, supported by Hurwitz, to approve Pay Application #3 for the AdaTowne/AdaCroft Water Main & Street Project to C L Trucking & Excavating, LLC, in the amount of \$134,967.23. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #4 – AdaTowne/AdaCroft Water Main & Street Project**

Steve Groenenboom, Township Engineer, presented this pay application, noting this is for work for September 1 through October 2, 2020, noting the project through end of September is approximately 67% complete.

**Moved by McAleenan, supported by Jacobs, to approve Pay Application #4 for the AdaTowne/AdaCroft Water Main & Street Project to C L Trucking & Excavating, LLC, in the amount of \$437,772.28. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #1 – Ada Drive Outlet Sanitary Sewer Repair Project**

Steve Groenenboom, Township Engineer, presented this pay application, for work through August 31, 2020.

**Moved by McAleenan, supported by Jacobs, to approve Pay Application #1 for the Ada Drive Outlet Sanitary Sewer Repair Project to Insituform Technologies, USA, LLC, in the amount of \$261,937.81. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**Payment Application #2 – Ada Drive Outlet Sanitary Sewer Repair Project**

Steve Groenenboom, Township Engineer, presented this pay application, for work done in September 2020, which puts total the earned roughly at 67% complete. **Moved by McAleenan, supported by Hurwitz, to approve Pay Application #2 for the Ada Drive Outlet Sanitary Sewer Repair Project to Insituform Technologies, USA, LLC, in the amount of \$731,821.46. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**PUBLIC COMMENT**

There was no public comment.

**BOARD COMMENT**

McAleenan congratulated the trustees and board members who will be starting next month.

Hurwitz thanked Jackie and poll workers in advance for their work next week.

Jacobs commented on the modification to crosswalk by Leonard Field – feels the narrowing will slow traffic down a bit and feels this is a great step in the right direction.

Smith gave an election update, noting her office and staff have been very busy. She stated that absentee ballots must be returned by 8:00 p.m. on election day.

Haga commented that the George Haga Day was great and he will remember that day for a long time, and he thanked all who were involved in putting this together.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Resolution R-102620-1 Extension and Modification of Expedited Approval Process for Outdoor Seating Area at Food and Beverage Establishments**

Ferro presented the Resolution. He stated the current extension expires at the end of October. There is still a need for food and beverage establishments to spread people out more because they are still operating under reduced occupancy limits. The proposal is to replace the expiring authorization with a slightly modified authorization which specifically allows for administrative approval for temporary enclosure structures to enclose outdoor seating areas during the winter months. The Township has already received a couple requests for this. McAleenan asked what steps are being taken to ensure these outdoor structures can support snow loads and that they also do not pose a fire risk. Ferro stated these will be inspected by the building inspectors. Smith stated she is bothered by the tables in the walkway outside Nonna's which make it difficult to maintain a 6-foot distance – she believes this is unsafe and should not be allowed. Ferro stated this was most likely due to the vegetation growth.

**Moved by Jacobs, supported by Hurwitz, to adopt Resolution R-102620-1, Extension and Modification of Expedited Approval Process for Outdoor Seating Area at Food and Beverage Establishments. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan; No - Smith. Absent – Moran, Proos. Motion carried.**

**B. Purchase of New Server**

Township Manager Suchy presented this request. He said this is for a new server to replace the existing server. These are typically intended for 5 years. We received quotes that would include increased remote activity. Suchy summarized the quotes from Aunalytics and IT Right. He believes this might be eligible for CARES Act funding. McAleenan asked

if Jon Gibson could provide an estimation for increased users based on this improvement. There was further discussion regarding purchase of additional laptops/current server capacity support and believes this is support for a CARES Act refund. Suchy agreed and he will push for this.

**Moved by Hurwitz, supported by Jacobs, to approve the new server purchase with IT Right in the amount of \$21,707.98 as proposed. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**C. Leonard Field Park Design Engineering Design & Grant Application Proposal from RJM Design**

Mark Fitzpatrick, Parks Director, gave a brief summary. He stated they did an updated master plan a few months back. From the cost assessment for the master plan, there are components that each have cost estimates within them. They would like to go back to RJM to assist in a plan to set priorities and perhaps consolidate into project years. Fitzpatrick is recommending they apply for another DNR land and water grant to cover some of this improvement cost. The first component is to help with the lighting design element and to assess if they can do two extensions to the power system. The second part of the proposal is helping with the grant – with one option where RJM does partial support, or a second option where they do all the work and submit it for us. The Advisory Board approved the recommendation of Phase 2 of the lighting upgrades and Phase 3 for application support, for a total of \$12,500 for their services to help move forward on this plan. It is recommended to not exceed a cost of \$13,000. Jim Morgan from RJM added that a lot of the application is done on line and thus they will probably not even need the excess \$500 for reimbursables. Smith asked about the fees for supplementary services on an hourly basis as set out in RJM's memo. Jim Morgan stated in that paragraph of the memo, two options were given, so this is an either/or situation. There was further discussion regarding the grant. Fitzpatrick stated this is spread out over 2 years and he noted this may also be supplemented by some donations. McAleenan asked what we are deprioritizing to move this to the front of the line within a capital improvement plan perspective. Morgan stated we need to find highest priorities and in working with RJM over the next two months, we will have an update on this as far as what we may have to wait on, etc. McAleenan encourages the Township to proceed cautiously and conservatively and make sure we are not spreading ourselves too thin.

**Moved by McAleenan, supported by Jacobs, to approve the recommendation from RJM Design for the Leonard Field Park Project, Phases 2 and 3, in the amount of \$12,500. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**D. Kent District Library Agreement**

Ferro noted the Township Board has been provided the proposed Agreement between the Township and KDL under which KDL would occupy our building to provide library services. Since then, a committee has worked on revisions and has a revised draft for the Board's consideration tonight. Ferro spoke about different options for the library hours. A provision has been added allowing the Township to use the first floor lobby area for Township activities as long as the activities do not materially interfere with library operations. A provision has been added to allow ending the agreement at any time with 180 days' written notice. Suchy said he recently spoke with KDL wherein they set forth a few minor concerns – one regarding the opt-out option, wherein they would like the same ability to have the option to opt out with 180 days' notice, and another concern regarding time of pay out of license fees under Section 5.3. Ferro stated he does not believe the Township's use of the community space is restricted. Hurwitz set forth concerns about the hours and the opt-out option. Smith stated she does not have a problem with KDL's recommended changes.

**Moved by McAleenan, supported by Hurwitz, to postpone action on the Kent District Library Agreement to allow further investigation into definitive library hours, and proposed KDL changes regarding payment schedule and opt-out option, Sections 4 and 5.3. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**DEPARTMENT REPORTS**

- A. Ada Fire Department Activity Report – September 2020
- B. Building Permit Trend Report – October 20, 2020
- C. Engineering Project Update, Moore & Bruggink – October 19, 2020
- D. Museum Manager Weekly Report – October 16, 2020
- E. Township Manager Report – October 21, 2020

McAleenan suggested presenting these reports in graphical forms.

**Moved by McAleenan, supported by Jacobs, to accept and receive the Department Reports as presented. Roll Call: Yes – Haga, Hurwitz, Jacobs, McAleenan, Smith. Absent – Moran, Proos. Motion carried.**

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

There was no additional public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

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

\_\_\_\_\_  
Date



**PROJECT STATUS REPORT**

**Amy Van Andel Library & Community Center**

Ada, Michigan  
November 12, 2020

# Schedule Summary

Ada Library & Community Center

21864P180001

Schedule:  On Track	Budget:  On Track	Start Date: 08-Dec-2017	Due Date: 29-Jan-2021	Project Manager: Scott Rantala
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## Description & Overall Summary

Description	Design and construction of a new 24,000 s.f. township library and community center.
Summary	2 <sup>nd</sup> floor carpet and vinyl tile installed. 1 <sup>st</sup> floor terrazzo flooring installed and being sanded/buffed. Exterior brick pavers, asphalt paving and landscaping complete. Interior and exterior signage design in progress. Lobby structural steel and roofing complete. Completion of lobby is slated for after the library opening.
Phase	Construct
JLL Project Type	New Build
JLL role	Agent

## Completed Milestones

Name	Due Date	Actual End Date
Initiate	24-Jan-2018	27-Feb-2018
Plan	25-Apr-2018	11-Jun-2018
Design	23-Aug-2019	23-Aug-2019

## Upcoming Critical Activities

NAME	Start	Finish
Furniture Install	07-Dec-2020	31-Dec-2020

## Finish Milestones

Name	Due Date	Status
Construction / Cert of Occupancy (Library)	23-Dec-2020	On Track
1 <sup>st</sup> Day of Business (Library)	29-Jan-2021	On Track



# | Budget Summary

Ada Library & Community Center

21864P180001

## By Cost Category Section

Name	Original Budget	Total Projected Budget	Total Approved Budget	Projected Total Commitments	Total Invoices
Hard Costs - CAP	8,920,780	10,147,573 USD	10,147,573 USD	10,147,573 USD	7,945,643 USD
Soft Costs - CAP	1,155,250	1,286,867 USD	1,286,867 USD	1,244,384 USD	1,212,941 USD
FF&E, Moving and Technology - CAP	1,140,614	736,611 USD	736,611 USD	457,372 USD	104,048 USD
Contingency - CAP	783,356	428,868 USD	428,868 USD	0 USD	0 USD
<b>Total</b>	<b>12,000,000</b>	<b>12,599,919 USD</b>	<b>12,599,919 USD</b>	<b>11,849,329 USD</b>	<b>9,262,633 USD</b>

# Anticipated Cost Report

## Ada Library & Community Center

21864P180001

Account Description	Original Budget	Approved Change and Transfers	Yearling Change and Transfers	Total Approved Budget	Approved Commitments	Yearling Commitments	Projected Total Commitments	Additional Forecasted Costs	Cost to Complete	Value of Budget to Cost	Approved Projects	Projecting Invoices	Total Invoices	Monthly Status to Invoice
<b>Sub-Costs - CAP</b>	1,140,614.00	146,253.34	1,206,867.34	41.09	1,206,867.34	1,244,384.34	883,550.00	(8,000.00)	883,550.00	50,430.00	1,202,325.84	10,611.26	1,212,937.10	31,443.21
Architect - Arts Center	6,000.00		6,000.00	36.62	6,000.00	6,000.00	190,017.00		190,017.00	4,000.00	130,561.49	4,000.00	134,561.49	4,375.00
Owner's Representative	165,000.00		165,000.00	6.84	165,000.00	165,000.00	10,264.50		10,264.50	9,395.50	168,091.90	2,519.33	170,581.23	9,798.77
Consultant - Geotechnical - Library	12,264.00	(1,699.50)	10,564.50	0.42	10,564.50	10,264.50	3,750.00		3,750.00	2,000.00	3,750.00		3,750.00	676.00
Consultant - Geotechnical - Arts Center	3,750.00		3,750.00	0.08	3,750.00	3,750.00	2,000.00		2,000.00	2,000.00	2,000.00		2,000.00	2,000.00
Consultant - Environmental	2,000.00		2,000.00	1.86	2,000.00	2,000.00	2,877.84		2,877.84	12,625.00	2,877.84		12,625.00	2,877.84
Consultant - Procurement Agent	45,000.00		45,000.00	1.24	45,000.00	45,000.00	12,625.00		12,625.00	7,022.00	12,625.00		12,625.00	7,022.00
Consultant - Signage/Graphics	30,000.00		30,000.00		30,000.00	30,000.00	1,140.00		1,140.00	1,140.00	1,140.00		1,140.00	1,140.00
Land-Comp Costs	2,877.84		2,877.84		2,877.84	2,877.84	7,022.00		7,022.00	7,022.00	7,022.00		7,022.00	7,022.00
Insurance - Bidder's Risk	12,625.00		12,625.00		12,625.00	12,625.00	1,140.00		1,140.00	1,140.00	1,140.00		1,140.00	1,140.00
SC Contingency				22.88										
<b>Library - CAP</b>	8,579,188.00	1,708,830.55	10,288,018.55	348.02	10,288,018.55	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73
<b>Construction - Library</b>	8,579,188.00	1,708,830.55	10,288,018.55	348.02	10,288,018.55	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73	6,000.85	10,140,971.73
Construction - Arts Center	7,022.00		7,022.00		7,022.00	7,022.00	7,022.00		7,022.00	7,022.00	7,022.00		7,022.00	7,022.00
Electrical/Revised Street Light Service	1,140.00		1,140.00		1,140.00	1,140.00	1,140.00		1,140.00	1,140.00	1,140.00		1,140.00	1,140.00
HC Contingency	550,000.00	(550,000.00)												
<b>IT/E, Moving and Technology - CAP</b>	1,912,794.96	148,839.73	2,061,634.69	41.69	2,061,634.69	433,270.38	24,000.00	457,270.38	24,000.00	17,318.35	83,948.47	20,100.00	104,048.47	25,213.91
FFE - Furniture Allowance	705,000.00	(688,396.36)	16,603.64	28.06	16,603.64	157,823.99	157,823.99	16,603.64	157,823.99	16,603.64	157,823.99		157,823.99	157,823.99
FFE - Interior Furniture / Outer	157,823.99		157,823.99		157,823.99	157,823.99	157,823.99		157,823.99	157,823.99	157,823.99		157,823.99	157,823.99
FFE - Interior Furniture / Trails	160,263.39		160,263.39		160,263.39	160,263.39	160,263.39		160,263.39	160,263.39	160,263.39		160,263.39	160,263.39
FFE - Outdoor Seating / LDA	87,458.00		87,458.00		87,458.00	87,458.00	87,458.00		87,458.00	87,458.00	87,458.00		87,458.00	87,458.00
FFE - Outdoor Furniture / Landscape Forms	20,100.00		20,100.00		20,100.00	20,100.00	20,100.00		20,100.00	20,100.00	20,100.00		20,100.00	20,100.00
FFE - Furniture / Outer	24,000.00		24,000.00	2.91	24,000.00	24,000.00	24,000.00		24,000.00	24,000.00	24,000.00		24,000.00	24,000.00
FFE - Furniture / Outer	70,500.00		70,500.00	1.44	70,500.00	70,500.00	70,500.00		70,500.00	70,500.00	70,500.00		70,500.00	70,500.00
FFE - Artwork / Branding Allowance	35,000.00		35,000.00	1.44	35,000.00	35,000.00	35,000.00		35,000.00	35,000.00	35,000.00		35,000.00	35,000.00
FFE - Signage/Graphics Allowance	64,000.00	(64,000.00)		2.64	4,000.00	4,000.00	4,000.00		4,000.00	4,000.00	4,000.00		4,000.00	4,000.00
FFE - Big Signs / Valley City Sign	30,000.00		30,000.00		30,000.00	30,000.00	30,000.00		30,000.00	30,000.00	30,000.00		30,000.00	30,000.00
FFE - Monument Sign / Universal Sign	30,000.00		30,000.00		30,000.00	30,000.00	30,000.00		30,000.00	30,000.00	30,000.00		30,000.00	30,000.00
TECH - Cases / Data Cabling	82,250.00	(52,116.46)	30,133.54	3.39	30,133.54	30,133.54	30,133.54		30,133.54	8,131.54	30,133.54		38,265.08	8,131.54
TECH - Security Equipment	90,000.00	(90,000.00)		3.71	40,000.00	40,000.00	40,000.00		40,000.00	40,000.00	40,000.00		40,000.00	40,000.00
TECH - AV Equipment	70,500.00	(46,500.61)	23,999.39	2.91	53,979.19	53,979.19	53,979.19		53,979.19	26,879.19	53,979.19		80,858.38	26,879.19
TECH - Soundproofing														
Moving														
FFE - Contingency	38,000.00		38,000.00	1.57	38,000.00	38,000.00	38,000.00		38,000.00	38,000.00	38,000.00		38,000.00	38,000.00
<b>Contingency - CAP</b>	213,346.00	(214,481.42)	(114,135.42)	(32.32)	(114,135.42)	(114,135.42)	(114,135.42)		(114,135.42)	(114,135.42)	(114,135.42)		(114,135.42)	(114,135.42)
Library Contingency - Owner	782,356.00	(467,883.05)	314,472.95	32.32	314,472.95	314,472.95	314,472.95		314,472.95	314,472.95	314,472.95		314,472.95	314,472.95
Arts Center Contingency - Owner	113,385.43		113,385.43		113,385.43	113,385.43	113,385.43		113,385.43	113,385.43	113,385.43		113,385.43	113,385.43
<b>Total with Contingency</b>	12,888,988.96	(1,248,628.30)	11,640,360.66	41.69	11,640,360.66	11,640,360.66	11,640,360.66		11,640,360.66	11,640,360.66	11,640,360.66		11,640,360.66	11,640,360.66
<b>Ada Library &amp; Community Center</b>	12,600,000.00	(59,619.00)	12,540,381.00	46.05	12,540,381.00	12,540,381.00	12,540,381.00		12,540,381.00	12,540,381.00	12,540,381.00		12,540,381.00	12,540,381.00

# Action Items

Ada Library & Community Center

21864P180001

## Action Items

Status	Name	Comments	Start Date	Due Date	Owner
<u>Open</u>	Cash Flow	Need to provide gap funding until all committed donations are received	10/24/19	November 2020	Ada Township
<u>Open</u>	Lease	Township & KDL to execute lease/license agreement, which Board rejected at 7/27/20 meeting. 9/14/20-Township Manager to present committee recommendation to the Board at 9/28/20 meeting. 10/16/20-Presentation set for 10/26/20. 11/9-Board approved terms.	7/27/20	11/9/20	Ada Township

# | Risks

Ada Library & Community Center

21864P180001

## Risk Register

Status	Title	Category	Impact	Date Opened	Due Date
<u>Open</u>	COVID-19 Protocols	Schedule	On May 7, 2020, construction was able to resume per Gov. Whitmer. Schedule may be impacted should an additional Executive Order be issued re-suspending construction and/or impacting workers' production.	5/7/20	TBD
<u>Closed</u>	Parking Lot Pavement	Schedule	Erhardt working on site improvements to allow asphalt pavement to be installed before the plants close. 10/16/20 – asphalt scheduled to be placed the week of 10/19/20.	9/14/20	10/30/20

# | Progress Photos

## Ada Library & Community Center

21864P180001



# | Progress Photos

Ada Library & Community Center

21864P180001



# | Progress Photos

Ada Library & Community Center

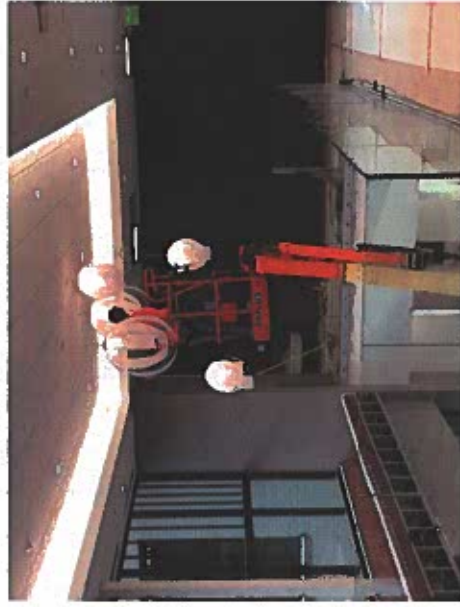
21864P180001



# | Progress Photos

Ada Library & Community Center

21864P180001





# | Progress Photos

Ada Library & Community Center

21864P180001



**ADA TOWNSHIP**  
**WARRANTS FOR BOARD APPROVAL**  
**ON BOARD MEETING DATE: Novemeber 23, 2020**

**HAND CHECKS**

#101	# E42, E43	\$	385.50
#205	# E42, E43	\$	1,490.24
#208	#		
#211	#		
#213	#		
#214	# E42, E43, E44	\$	737.98
#243	#		
#248	#		
#249	#		
#401	#		
#590	#		
#591	#		
#592	#		
#701	#		
<b>TOTAL ALL HAND CHECKS</b>		<b>\$</b>	<b>2,613.72</b>

**WARRANTS**

#101	GENERAL FUND	\$	60,640.96
#205	PUBLIC SAFETY FUND	\$	5,236.74
#208	PARK FUND		
#211	TOWNSHIP TRAILS	\$	3,988.96
#213	PARKS & OPEN SPACE		
#214	PARKS & RECREATION	\$	2,582.20
#243	BROWNFIELD REDEVELOPMENT		
#248	DDA FUND	\$	900.00
#301	ENVISION ADA		
#401	CAPITAL PROJECT	\$	10,611.29
#590	SEWER OPERATION FUND	\$	13,405.78
#591	WATER OPERATION FUND	\$	19,165.81
#592	GRAND VALLEY ESTATES FUND	\$	4,540.51
#701	ESCROW ACCT		
<b>TOTAL WARRANTS</b>		<b>\$</b>	<b>121,072.25</b>
<b>TOTAL ALL CHECKS &amp; WARRANTS</b>		<b>\$</b>	<b>123,685.97</b>

Vendor Name	Description	Amount	Check #	Check Date
1. .ADA TOWNSHIP	UTILITIES	116.49		
2. .CITY GR DEVELOPMENT CENTER STE#300	WATER/SEWER CONNECTION FEE	1,650.00		
3. .EGLE	MICHIGAN PUBLIC WATER SUPPLY ANNUAL FEES	3,087.57		
	MICHIGAN PUBLIC WATER SUPPLY ANNUAL FEES	650.02		
	TOTAL	3,737.59		
4. .ETNA SUPPLY COMPANY DBA	TEST THE METER 3/4"	45.00		
5. .GODWIN PLUMBING, INC.	SUPPLIES	2.29		
6. .KENT COMMUNICATIONS, INC	POSTAGE & PROCESS MAIL WATER BILLS	692.37		
7. .MICHIGAN CAT	PREVENTIVE MAINTENANCE 4861 ADA DR	285.00		
	PREVENTIVE MAINTENANCE 6160 FULTON	300.00		
	TOTAL	585.00		
8. .MISS DIG SYSTEM, INC	MISS DIG ANNUAL MEMBERSHIP FEE-2021	2,162.64		
9. .RAILROAD MANAGEMENT COMP II, LLC	12" WATER PIPELINE CROSSING	529.43		
	16" WATER PIPELINE CROSSING	529.43		
	TOTAL	1,058.86		
10. .RYANS MODERN SEWER CLEANING	CYCLE B METER READINGS	878.05		
	CONTRACT SERVICE OCT-2020	17,500.00		
	UTILITY DIRECTOR	3,000.00		
	ROSELLE PARK	200.00		
	FULTON ST LIFT STATION	142.50		
	ER MISS DIG 7137 BRONSON	213.75		
	INVESTIGATE SEWER ODORS	2,095.00		
	TOTAL	24,029.30		
11. ADA CONGREGATIONAL CHURCH	ELECTIONS MAINTENANCE FEE	250.00		
12. A-E LOCK AND SAFE LLC	LOCK AND HANDLE CHANGE-TWP HALL	228.00		
13. AFLAC	EMPLOYEE PREMIUMS	667.44		

Vendor Name	Description	Amount	Check #	Check Date
14. APOLLO FIRE APPARATUS REPAIR	HOSE AND TRUCK SERVICE	2,066.92		
15. AUNALYTICS	ENDPOINT PROTECTION	1,289.50		
16. BAXTER, HARRY	ELECTION INSPECTOR PAY	223.93		
17. BAXTER, SHARON	ELECTION INSPECTOR PAY	274.53		
18. BAZEN ELECTRIC COMPANY	COVERED BRIDGE LIGHT MAINTENANCE	150.00		
19. BENEDICT, KAREY	ELECTION INSPECTOR PAY	254.23		
20. BESTROM SERVICES, INC	COFFEE SERVICES-TWP HALL	9.60		
	COFFEE SERVICES-TWP HALL	45.50		
	TOTAL	55.10		
21. BETTENBAKER GMC	OIL CHANGE-UNIT 1	66.63		
	MAINTENANCE-UNIT #1	676.62		
	TOTAL	743.25		
22. BOERMAN, STEPHANIE	ELECTION INSPECTOR PAY	432.32		
23. BOGNER, DEBORAH	ELECTION INSPECTOR PAY	253.93		
24. BROOKS, KAREN	ELECTION INSPECTOR PAY	233.93		
25. BS & A SOFTWARE	ANNUAL SUPPORT FEES	9,142.00		
26. BUZZ GOODBLOOD	MEDICAL CON ED	75.00		
	MEDICAL CON ED	75.00		
	MEDICAL CON ED	75.00		
	TOTAL	225.00		
27. CHANDRA, SMITA	ELECTION INSPECTOR PAY	203.93		
28. CHURCH, JESSICA	ELECTION INSPECTOR PAY	223.93		
29. COLIN RODRIGUEZ	ELECTIONS WATER REIMBURSEMENT	5.98		
30. COMCAST	INTERNET-ROSELLE PARK	128.40	44	11/17/2020

Vendor Name	Description	Amount	Check #	Check Date
31. CONLON, ELIZABETH	ELECTION INSPECTOR PAY	253.93		
32. CONSUMERS ENERGY	ELECTRIC SERVICES-49301 LED LIGHT	119.88		
	ELECTRIC SERVICES-SIRENS	35.41		
	ELECTRIC SERVICES-STREET LIGHTS	4,694.56		
	ELECTRIC SERVICES-SIRENS	37.37		
	TOTAL	4,887.22		
33. CONSUMERS LIFE INSURANCE COMPANY	LIFE INSURANCE COVERAGE - DEC 2020	238.67		
34. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	105.89		
35. COOK, MADALEEN MARY	ELECTION INSPECTOR PAY	233.93		
36. CORNELISSE, PATRICIA	ELECTION INSPECTOR PAY	223.93		
37. CRUTCHFIELD, CARRIE	ELECTION INSPECTOR PAY	223.93		
38. CRYSTAL FLASH	PROPANE-PARKS	351.09		
39. CUSTODIAL HOUSEKEEPING STAFFING, IN	JANITORIAL SERVICES-OCTOBER	800.00		
40. DEMARCO, JO	ELECTION INSPECTOR PAY	203.93		
41. DH WIRELESS	CARES ACT PUBLIC WIFI	14,035.00		
42. DIMUZIO, PAMELA	ELECTION INSPECTOR PAY	274.53		
43. DIRT CHEAP EXCAVATING & LANDSCAPING	CEMETERY MAINTENANCE	975.00		
	CEMETERY SERVICES-OPEN/CLOSE	850.00		
	TOTAL	1,825.00		
44. DTE ENERGY	GAS SERVICES-ADA PARK	52.16		
	GAS SERVICES-LEONARD FLD	55.78		
	TOTAL	107.94		
45. DUNN, KAREN	ELECTION INSPECTOR PAY	203.93		
46. DYNAMIC CAPTIONING, LLC	REAL TIME CLOSED CAPTIONING	262.50		
47. EBEN, MYRNA	ELECTION INSPECTOR PAY	253.93		

Vendor Name	Description	Amount	Check #	Check Date
48. EBLING, MARCIA	ELECTION INSPECTOR PAY	233.93		
49. FERENCHICK, MICHELE	ELECTION INSPECTOR PAY	203.93		
50. FIRST COMMUNICATIONS	TELEPHONE SERVICES	704.28		
51. FLIGINGER, SHANA	ELECTION INSPECTOR PAY	223.93		
52. GELDERLOOS, MARY K	ELECTION INSPECTOR PAY	264.23		
53. GILSON	BUSINESS CARDS-JULIUS	54.00		
	BUSINESS CARD SHELLS	657.97		
	EMS RUN FORMS-FIRE	150.45		
	TOTAL	862.42		
54. GINA OLSZEWSKI	ELECTION INSPECTOR PAY	256.08		
55. GODWIN HARDWARE, INC	SUPPLIES-PARKS	46.62		
	SUPPLIES-PARKS	4.49		
	SUPPLIES-PARKS	51.98		
	SUPPLIES-PARKS	50.98		
	SUPPLIES-PARKS	48.78		
	SUPPLIES-PARKS	34.36		
	SUPPLIES-PARKS	31.98		
	SUPPLIES-PARKS	9.98		
	SUPPLIES-PARKS	8.85		
	SUPPLIES-PARKS	38.97		
	SUPPLIES-PARKS	24.98		
	SUPPLIES-PARKS	65.89		
	TOTAL	417.86		
56. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	1,192.05		
57. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE #2	110.00		
58. HARTLEY, SHARON	ELECTION INSPECTOR PAY	274.53		
59. HARVEY, ENA	ELECTION INSPECTOR PAY	157.57		
60. HILBRANDS, JANICE	ELECTION INSPECTOR PAY	233.93		
61. HOOVER, FRANK	ELECTION INSPECTOR PAY	274.53		

Vendor Name	Description	Amount	Check #	Check Date
62. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-OCT 2020	39.00		
63. HULST, CAROLE	ELECTION INSPECTOR PAY	253.93		
64. INTEGRITY BUSINESS SOLUTION	SUPPLIES-FIRE	39.44		
	SUPPLIES-GEN	2.78		
	SUPPLIES-ELECTIONS, GEN & FIRE DEPTS	220.85		
	SUPPLIES-FIRE	28.98		
	SUPPLIES-GEN	36.20		
	SUPPLIES-PARKS	49.98		
	SUPPLIES-GEN & TREAS DEPTS	342.06		
	TOTAL	720.29		
65. JONES LAND LASALLE AMERICAS, INC	LIBRARY AND COMMUNITY CENTER	2,519.33		
66. JULIUS SUCHY	COBRA REIMBURSEMENT-NOV	1,531.66		
	REIMBURSEMENT AUTOMOBILE ALLOWANCE	300.00		
	TOTAL	1,831.66		
67. KBP COMMUNICATIONS, LLC	SOCIAL MEDIA MANAGEMENT-OCT	1,200.00		
68. KENT COUNTY ROAD COMMISSION	ADA DR OUTLET SEWER	1,358.23		
69. KOESTER, KIMBERLY	ELECTION INSPECTOR PAY	203.93		
70. KRAMER, CONSTANCE	ELECTION INSPECTOR PAY	203.93		
71. KUIPER LANDSCAPE MGMT	STREETSCAPE MAINTENANCE-8 OF 8	2,244.24		
72. LADENSACK, LORI	ELECTION INSPECTOR PAY	244.23		
73. LAFALCE, BRIAN	ELECTION INSPECTOR PAY	274.53		
74. LEAZIER, CLIFF	ELECTION INSPECTOR PAY	264.23		
75. LISA MAY	BOARD MEETING MINUTES-OCT 12, 2020	100.00		
	BOARD MEETING MINUTES-OCT 26, 2020	100.00		
	TOTAL	200.00		
76. MCMAHON, KAREN	ELECTION INSPECTOR PAY	203.93		

Vendor Name	Description	Amount	Check #	Check Date
77. MICHIGAN CAT	PREVENTIVE MAINTENANCE-FIRE GENERATOR SERVICE	285.00 285.00		
	TOTAL	570.00		
78. MLIVE MEDIA GROUP	ADS-AFFIDAVIT	1,251.60		
79. MUNDWILER, LORI	ELECTION INSPECTOR PAY	233.93		
80. MYSENSKI, MARGARET	ELECTION INSPECTOR PAY	233.93		
81. NAPA	SUPPLIES-FIRE	38.98		
82. NATIONAL PEN COMPANY	SUPPLIES-GEN	140.44		
83. OAKWOLD INC	ELECTION LUNCHES	645.25		
84. ORKIN PEST CONTROL	PEST CONTROL-TWP HALL	111.08		
85. PICCARD, JASON MICHAEL	ELECTION INSPECTOR PAY	273.93		
86. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-ROSELLE PARK	99.00		
87. PROGRESSIVE AE	LIBRARY AND COMMUNITY CENTER	8,091.96		
88. RATZSCH, BETSY QUINBY	ELECTION INSPECTOR PAY	233.93		
89. REPUBLIC SERVICES	TRASH SERVICES-PARKS, FIRE & TWP HALL	544.27		
90. RITTER, CYNTHIA ANN	ELECTION INSPECTOR PAY	264.23		
91. ROOKS LANDSCAPING	ADA STATION GARDEN MAINTENANCE- FINAL OF 2020 ADA FIRE STATION GARDEN MAINTENANCE- FINAL OF 2020	900.00 300.00		
	TOTAL	1,200.00		
92. ROSKAMP, RONALD	ELECTION INSPECTOR PAY	253.93		
93. ROSKAMP, SUSAN	ELECTION INSPECTOR PAY	2,533.93		
94. SCHARF, SUZANNE	ELECTION INSPECTOR PAY	223.93		
95. SEFTON, SANDRA	ELECTION INSPECTOR PAY	233.93		
96. SHRED-IT GRAND RAPIDS	SHREDDING SERVICES	451.14		



Vendor Name	Description	Amount	Check #	Check Date
97. SIMMONS, ROBERT	ELECTION INSPECTOR PAY	223.93		
98. SNIDERMAN, LAURA	ELECTION INSPECTOR PAY	253.93		
99. SPARTAN STORES, LLC	REFRESHMENTS-ELECTIONS	160.72		
100 SPRINT	MOBILE TELEPHONE SERVICES	25.99		
101 ST. ROBERT CHURCH	ELECTIONS MAINTENANCE FEE	250.00		
102 STANDARD SUPPLY & LUMBER CO, INC	SUPPLIES-PARKS	90.55		
103 SULLIVAN, KATHLEEN	ELECTION INSPECTOR PAY	233.93		
104 SULLIVAN, PATRIC	ELECTION INSPECTOR PAY	203.93		
105 SWANSTROM, CATHERINE	ELECTION INSPECTOR PAY	264.23		
106 THOMAS, DEBORAH	ELECTION INSPECTOR PAY	203.93		
107 THOMET CUSTOM CONSTRUCTION	BOARDWALK REPAIR	3,988.96		
108 THOMPSON, GLEN	ELECTION INSPECTOR PAY	253.93		
109 THOMPSON, MARIAN	ELECTION INSPECTOR PAY	203.93		
110 TINDALL, TIMOTHY	ELECTION INSPECTOR PAY	274.53		
111 TOWN, LISA	ELECTION INSPECTOR PAY	274.53		
112 TRAPP, CYNTHIA	ELECTION INSPECTOR PAY	253.93		
113 VEENSTRA'S LLC	OIL CHANGE-UNIT #16	74.59		
	OIL CHANGE - UNIT #15	43.30		
	TOTAL	117.89		
114 VIRGINIA MAC ANASPIE	MARKET MASTER-OCT	900.00		
115 VONK, KATHERINE	ELECTION INSPECTOR PAY	203.93		
116 WEX BANK	FUEL SERVICES	1,659.19	43	11/17/2020
117 WILFORE, CANDY	ELECTION INSPECTOR PAY	233.93		

Vendor Name	Description	Amount	Check #	Check Date
118 WILKINS, YOLANDA	ELECTION INSPECTOR PAY	264.23		
119 WILLAND, CRAIG	ELECTION INSPECTOR PAY	223.93		
120 WIMBLEY, MELVIN	ELECTION INSPECTOR PAY	203.93		
121 WIMBLEY, PATRICIA	ELECTION INSPECTOR PAY	203.93		
122 WOOD, JOANNE	ELECTION INSPECTOR PAY	233.93		
123 XEROX CORPORATION	COPY MACHINE LEASE	430.68		
124 YELLOW PAGE CO.	LISTING SERVICES	14.20		
125 YOUNG, JONA	ELECTION INSPECTOR PAY	183.93		
126 ZAGERS, JACQUELYN	ELECTION INSPECTOR PAY	183.93		
127 ZUIDEMA, KEVIN	ELECTION INSPECTOR PAY	223.93		
<b>PURCHASE CARD VENDOR: 1003 FIRST BANK</b>				
128 1 & 1 INTERNET, INC	INTERNET SERVICES	8.71	42	11/10/2020
129 CONSTANT CONTACT	WEB SERVICES	95.00	42	11/10/2020
130 HOME DEPOT CREDIT SERVICES	PLASTIC ROLL-KIDS GARDEN	79.98	42	11/10/2020
131 MICHIGAN ASSOC. OF FIRE CHIEFS	ANNUAL MEMBERSHIP	245.00	42	11/10/2020
132 MICHIGAN FIRE INSPECTORS	CON ED-FIRE	200.00	42	11/10/2020
133 PAPA K'S PIZZA	PIZZA FOR POC WHILE WORKING FIRE	97.36	42	11/10/2020
134 WILL-BURT	REPLACEMENT BULB UNIT 12	84.19	42	11/10/2020
135 ZOOM.COM	VIRTUAL MEETING FEE	15.89	42	11/10/2020
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		<u>826.13</u>		
TOTAL - ALL VENDORS		123,685.97		
PAYMENT TYPE TOTALS		121,072.25		
Paper Check		2,613.72		
EFT Transfer				

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Ada Township  
7330 Thomapple River Dr SE  
Ada, MI 49301

PROJECT: Ada Township Comm Cntr/Library

APPLICATION NO.: 17

Distribution to:

FROM CONTRACTOR: Erhardt Construction  
6060 Fulton St E  
Ada, MI 49301

PERIOD TO: 10/31/2020

OWNER   
ARCHITECT   
CONTRACTOR

**RECEIVED**

NOV 16 2020

ADA TOWNSHIP  
ACCOUNTS PAYABLE

*Scott Rantala*

CONTRACT DATE:

CONTRACT DATE:

VIA ARCHITECT:

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

CONTRACTOR: Erhardt Construction

By: *Kyle Hoff* Date: 11/11/2020

State of: Michigan  
County of: Kent

Subscribed and sworn to before me this 11th day of November 2020

Notary Public, State of Michigan  
My Commission Expires 07/22/2024  
Adrian in the County of Kent

Notary Public: *EARC*  
My Commission expires: 7/22/2024

1. ORIGINAL CONTRACT SUM .....	\$ 8,940,331.00
2. Net Change by Change Orders .....	\$ 1,192,478.70
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 10,132,809.70
4. TOTAL COMPLETED & STORED TO DATE .....	\$ 8,333,760.50
(Column G on Continuation Sheet)	
5. RETAINAGE:	
a. 7.38% of Completed Work .....	\$ 629,655.42
(Column D + E on Continuation Sheet)	
b. % of Completed Work .....	
(Column F on Continuation Sheet)	
Total Retainage (Line 5a + 5b or	\$ 629,655.42
Total in Column 1 of Continuation Sheet) .....	\$ 7,904,105.08
6. TOTAL EARNED LESS RETAINAGE .....	
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 7,091,504.81
8. CURRENT PAYMENT DUE .....	\$ 812,600.27
9. BALANCE TO FINISH, PLUS RETAINAGE .....	\$ 2,228,704.62
(Line 3 less Line 6)	

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 812,600.27  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: *Christopher J. Phyll*  
By: \_\_\_\_\_ Date: 11/13/2020

This Certificate is not negotiable, the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	1,395,018.73	-202,540.03
Total approved this Month	1,395,018.73	-202,540.03
TOTALS	1,192,478.70	
NET CHANGES by Change Order		

# REQUEST FOR PAYMENT DETAIL

Project: 3993-01 / Ada Township Comm Cntr/Library      Invoice: 399317      Draw: 17      Period Ending Date: 10/31/2020

Item No.	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Retainage Balance	Balance To Finish
01-0000	Pre-Construction Fee	25,000.00	25,000.00			25,000.00	100.00		
04-0000	Concrete	355,912.00	329,000.00	26,912.00		355,912.00	100.00	24,983.10	
04-0001									
04-5000	Masonry	688,612.50	688,612.50			688,612.50	100.00	68,861.25	22,930.00
05-0000	Structural Steel	535,434.00	509,517.00	2,987.00		512,504.00	95.72	5,070.00	50,230.00
05-5000	Misc. Metals	100,930.00	50,700.00			50,700.00	50.23		166,807.85
06-0000	General Trades	487,975.00	214,960.65	106,206.50		321,167.15	65.82	21,496.07	20,965.00
07-0000	Metal Panels	523,895.00	502,930.00			502,930.00	96.00	50,293.00	1,650.00
07-5000	Roofing	153,800.00	152,150.00			152,150.00	98.93	14,175.00	
07-9000	Caulking	24,000.00	17,500.00	6,500.00		24,000.00	100.00	1,750.00	
08-0000	Alum/Glass & Glazing	450,070.00	400,070.00	35,250.00		435,320.00	96.72	40,007.00	14,750.00
09-0000	Mill Stud, Drywall & Acoustical	847,943.00	804,898.00	20,346.00		825,244.00	97.32	80,489.80	22,699.00
09-0300	Flooring	346,770.37	192,100.36	88,583.82		280,684.18	80.94	19,210.04	66,086.19
09-9000	Painting	49,525.00	27,600.00	8,000.00		35,600.00	71.88	2,760.00	13,925.00
12-0000	Window Treatment	19,894.00							19,894.00
14-0000	Elevator	72,845.00	72,845.00			72,845.00	100.00	7,284.50	
21-0000	Fire Suppression	43,911.00	43,911.00			43,911.00	100.00	4,391.10	
22-0000	Plumbing	240,201.00	163,875.00	12,951.00		196,826.00	81.94	18,387.50	43,375.00
23-0000	Mechanical	1,056,290.00	978,950.00	33,500.00		1,012,450.00	95.85	97,895.00	43,840.00
23-8000	Commissioning	10,500.00	2,200.00			2,200.00	20.95	220.00	8,300.00
26-0000	Electrical	844,950.00	674,108.00	61,528.50		735,636.50	87.06	67,410.81	109,313.50
26-0500	Controls Relocation Allowance	30,000.00	29,565.00			29,565.00	98.55		435.00
32-1200	Asphalt	56,485.00		56,485.00		56,485.00	100.00	5,648.50	
32-1400	Brick Pavers	83,125.00	54,149.00	28,976.00		83,125.00	100.00	8,312.50	
32-3200	Decorative Fence	5,188.00							5,188.00
32-8000	Irrigation	14,135.00		7,220.00		7,220.00	51.08	722.00	6,915.00
32-9000	Landscaping	66,741.00		19,027.96		19,027.96	28.51	1,902.80	47,713.04
33-0000	Sitework & Excavation	593,855.00	567,450.00	26,405.00		593,855.00	100.00	56,745.00	
33-2210	Unsuitable Soil Allowance	30,000.00	1,773.00			1,773.00	5.91		28,227.00
33-2500	Dewatering Allowance	20,000.00	2,655.00			2,655.00	13.28		17,345.00

# REQUEST FOR PAYMENT DETAIL

Project: 3993-01 / Ada Township Comm Cntr/Library      Invoice: 399317      Draw: 17      Period Ending Date: 10/31/2020

Item No.	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Retainage Balance	Balance To Finish
34-0000	General Conditions	1,092,810.94	739,371.22	72,104.53		811,475.75	74.26		281,335.19
35-0000	Construction Contingency	238,916.07							238,916.07
36-0000	Construction Fee	341,149.09	284,569.00	10,048.00		294,617.00	86.36		46,532.09
40-1500	Mech/Plg/Fp - Lobby Addition	108,616.00	15,550.00	46,030.00		61,580.00	56.70	6,158.00	47,036.00
40-1600	Electrical - Lobby Addition	42,035.00	12,610.50			12,610.50	30.00	1,261.05	29,424.50
40-2000	Site/Land/Irr - Lobby Addition	54,626.44	42,306.00			42,306.00	77.45	4,230.60	12,320.44
40-3000	Concrete - Lobby Addition	39,130.00	28,360.00			28,360.00	72.48	2,836.00	10,770.00
40-4000	Masonry - Lobby Addition	6,923.56		6,923.56		6,923.56	100.00		
40-5000	Steel Lobby Addition	52,460.00	52,460.00			52,460.00	100.00	5,246.00	
40-6000	Gen Trades - Lobby Addition	19,094.00		15,898.40		15,898.40	83.26		3,195.60
40-7000	Mtl & Membrane- Lobby Addition	105,100.00	30,000.00	52,588.00		82,588.00	78.58	8,258.80	22,512.00
40-8000	Glass - Lobby Addition	94,930.00	8,000.00	28,500.00		36,500.00	38.45	3,650.00	58,430.00
40-9000	Finishes - Lobby Addition	119,200.55							119,200.55
41-0000									
42-0000	Fee - Lobby Addition	39,831.18	8,483.00	12,560.00		21,043.00	52.83		18,788.18
<b>Totals</b>		<b>10,132,809.70</b>	<b>7,748,229.23</b>	<b>785,531.27</b>		<b>8,533,760.50</b>	<b>84.22</b>	<b>629,655.42</b>	<b>1,599,049.20</b>



## MEMORANDUM

Date: 11/18/20

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

---

**Background:**

The Grand Valley Metro Council contacted the Township and informed us that with Supervisor Haga retiring, the Township would need to appoint a new representative to fill the vacant seat.

I spoke to incoming Supervisor Leisman and he indicated that he would like to fill the vacant seat.

The next Grand Valley Metro Council meeting is December 3<sup>rd</sup> at 8:30 a.m. If the Township approves the appointment of Mr. Leisman on November 23 and we provide a copy of the minutes prior to December 3<sup>rd</sup>, he will be eligible to participate in the December 3<sup>rd</sup> meeting.

**Recommendation:**

Appoint Supervisor Ross Leisman to the Grand Valley Metro Council as the Ada Township representative.

*Requested Motion: Motion to Appoint Supervisor Ross Leisman to the Grand Valley Metro Council as the Ada Township representative.*



**RESOLUTION NO. R-112320-1**

**A RESOLUTION CONFIRMING THE TOWNSHIP SUPERVISOR’S APPOINTMENT OF TOM KORTH TO THE ADA TOWNSHIP PLANNING COMMISSION**

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

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

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

**WHEREAS**, the Township of Ada is a General Law Township operating in the State of Michigan, County of Kent; and

**WHEREAS**, per the Michigan Planning Enabling Act 33 of 2008 sec. 125.3815 – the chief elected official shall appoint members of the planning commission, subject to approval by a majority of the members of the legislative body elected and serving; and

**WHEREAS**, Planning Commission has an opening for the term expiring 12/31/2022; and

**WHEREAS**, Tom Korth is a Township resident and is interested in serving on the Planning Commission and Mr. Korth has previously served on the Planning Commission from 1998 – 2015 and has an excellent record of public service to Ada Township; and

**NOW, THEREFORE BE IT RESOLVED** that the Township Board does hereby confirm Supervisor Ross Leisman’s appointment of Tom Korth to the Planning Commission with a term ending December 31, 2022:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

RESOLUTION DECLARED ADOPTED, NOVEMBER 23, 2020

**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, November 23, 2020.

Date: \_\_\_\_\_

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

## Memorandum

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To: Ada Township Board  
From: Ross Leisman  
Date: 11/17/2020  
Subject: Planning Commission Appointment

---

Due to my election to the Township Board there is a vacancy on the Planning Commission. Subject to your approval, my first appointment to the Planning Commission will be Tom Korth. Tom has lived in Ada, raised his family, and owned several businesses here since 1992. He was a long term Planning Commission member from 1998-2015, and was Chairman of the Planning Commission for the last decade of that time period. Importantly, Tom was instrumental in the Township adopting the special form based code zoning overlay which has guided much of the implementation of the Envision Ada plan for the Village area.

Tom was the liaison from the Planning Commission to the inception of the DDA through 2015. He formally served as the liaison from the Planning Commission to the Board of Appeals. He runs and owns three businesses based in Ada. His commercial aviation tooling company is headquartered in Ada with European operations in the UK and in Florida. He owns numerous residential properties and parcels of land in Ada Township, and has run a home restoration business focused on historical preservation and enhancement and has completely renovated and preserved eight homes in Ada Township as well as in other communities. He has a BBA from Notre Dame and a BS from MSU.

Tom knows the people, the land, the regulations and the importance of excellent public service to Ada Township. He would be a fine asset to have back on the Planning Commission and I am asking the Board to approve his appointment at the November 23, 2020 Planning Commission meeting.

Thanks.





## MEMORANDUM

Date: 11/18/20

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Request from Grand Rapids Triathlon to hold Event June 19 & 20, 2020

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**Background:**

Grand Rapids Triathlon organizers are interested in hosting the Grand Rapids Triathlon Saturday June 19 and Sunday June 20<sup>th</sup> 2021. This event has historically been a one-day event held on a Sunday in both Ada and Cascade Township, but even organizers are requesting the event be held over multiple days to improve the event and also allow for more social distancing unsure of what the status of COVID will be in June of 2020.

I have enclosed the request from John Mosey, race organizer as well as a PowerPoint presentation that Mr. Mosey provided to Ada and Cascade Township to detail the request.

The main changes to this year's event are summarized below:

1. Moving Transition Area from Buttrick Ave. to Ada Park - In previous years the transition area from swimming to biking was located on a closed section of Buttrick Ave. This required an overnight road closure and it was narrow, congested and had more than 200 bike racks in a very small space. The proposed change for 2021 is to have the transition area take place in Ada Park. This change would not require an overnight road closure of Buttrick Ave., allows greater distancing of participants and protective feet will be installed on the transition racks in Ada Park to protect the field.
2. Move Event from One Day to Two Days – This change is related to COVID and the uncertainty of COVID restrictions and spacing. The organizers also believe that holding it over two days will allow Ada to be highlighted more and hopefully bring additional shoppers to Township businesses. Race organizers have been in touch with the DDA, ABA and other area businesses to get feedback on minimizing any negative impact and creating a plan for how to positively engage with the business community.
3. The detour route has been changed due to the event being held over two days and the addition of a super sprint event.

Organizers did provide additional clarification about the Saturday event that is not included in the presentation materials:

1. The Saturday race would be over with all roads reopened by 11:30am. Most athletes will be done by 9:30am.
2. Off-site athlete parking would be available at Amway and Ada Elementary with shuttle buses running both days.
3. They would have less than half the typical participation numbers each day, easing any parking and congestion issues of the traditional one-day event.

4. The primary concern from businesses seems to be parking on Saturday for those who do not benefit directly from the race. We have offered to stage volunteers throughout the village as needed to ensure parking remains available to these businesses.

If the Township Board is not comfortable with the event being held over two days, the organizers have provided a one-day Sunday only option in their materials. If the event is moved to one day the event would still have the transition area move and the detour routes would match what is currently proposed for Sunday.

**Recommendation:**

Township staff does not have any objection to the event being held as a two-day event in 2021. If the Township receives complaints following the event it can always move the event back to one day for future years. Township staff has met with the organizers a number of times over the past few months to request changes to the original plan and staff feels comfortable that all efforts are being made to minimize disruption and negative impacts on Ada Township residents and significant effort has been made to reach out to the business community regarding the event. Cascade Township staff have indicated that they are supportive of either a one day or two-day event as the impact is larger on Ada Township than it is on Cascade Township.

I have prepared a resolution for the event to be held as a two-day event. If the Township Board wants to move forward with the two-day event it can approve the attached resolution. If it would prefer to keep the event as a one-day event, the resolution can be approved contingent upon it reflecting the event be held only Sunday June 20<sup>th</sup>.

***Requested Motion: Motion to Approve Request from Grand Rapids Triathlon to hold 2021 Event June 19 & 20 and Approve Resolution R-112320-2 Road Closures related to Grand Rapids Triathlon Event.***



**BOARD OF COUNTY ROAD COMMISSIONERS  
KENT COUNTY**  
1500 Scribner Avenue NW  
Grand Rapids MI 49301  
Telephone 242-6900 FAX 242-6980

**ADA TOWNSHIP RESOLUTION NO. R-112320-2**

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

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

The following resolution was offered by Board Member \_\_\_\_\_ and seconded by Board Member \_\_\_\_\_.

**RESOLVED THAT:** Michigan Endurance Holdings LLC (dba Tris 4 Health, LLC), 6226 Miramonte Dr NE, Rockford, MI 49341

IS HEREBY AUTHORIZED to make application to the Kent County Road Commission on behalf of the TOWNSHIP OF ADA, In the County of Kent, State of Michigan for the necessary permit to:

Conduct the "Grand Rapids Triathlon" in Ada Township on Saturday June 19, 2020 with special road closures and times:

- Road closure in Ada Township on Thornapple River Drive from River St. south to Laraway Lake Drive from 4 a.m. until 11:30 a.m.
- Road Closure in Ada Township on Buttrick Ave. from Thornapple River Drive to Grand River Drive from 4 a.m. until 11:30 a.m.
- Including approval from Kent County Road Commission and Kent County Sheriff's Department for "Grand Rapids Triathlon".

Conduct the "Grand Rapids Triathlon" in Ada Township on Sunday June 20, 2020 with special road closures and times:

- Road closure in Ada Township on Thornapple River Drive from River St. south to Cascade Rd. from 4 a.m. until 5 p.m.
- Road closure in Ada Township on Buttrick Ave. from Thornapple River Drive to Grand River Drive from 4 a.m. until 5 p.m.
- Including approval from Kent County Road Commission and Kent County Sheriff's Department for "Grand Rapids Triathlon".

And that the TOWNSHIP OF ADA, County of Kent, State of Michigan will faithfully fulfill all permit requirements.

Yes: \_\_\_\_\_  
No: \_\_\_\_\_  
Absent: \_\_\_\_\_

***Resolution adopted November 23, 2020***

**CERTIFICATION**

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, November 23, 2020.

Dated: November 23, 2020

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

JOHN MOSEY  
Michigan Endurance Holdings, LLC | 616-551-7385 | jmosey@tris4health.com

Thursday, November 5, 2020

**Julius Suchy**  
*Township Manager*  
Ada Township

Dear Julius Suchy:

We would like to be added to the agenda for the November 23rd meeting. I have attached the proposed detour and course maps to go along with the road closure requests listed below.

We are requesting the following road closures:

Saturday, June 19 2021- Road Closure (4am - 11:30am)

- Thornapple River Drive from River St south to Laraway Lake Drive
- Buttrick Ave from Thornapple River Drive to Grand River Drive

Sunday, June 20 2021 - Road Closures (4am - 5pm)

- Thornapple River Drive from River St south to Cascade Road
- Buttrick Ave from Thornapple to Grand River  
*(NO OVERNIGHT closures of Buttrick as in previous years)*

If you have questions, please call me at 616-551-7385 .

I look forward to hearing from you soon.

*Sincerely,*

JOHN MOSEY



# GRAND RAPIDS TRIATHLON



# 2021 Saturday DETOUR MAP



## Detour Directions

1. Go west on Cascade Rd SE toward 28th St  
3.0 mi
2. Turn right onto Spaulding Ave SE  
0.5 mi
3. Take the 2nd right onto Ada Dr SE  
2.7 mi

## Map Key

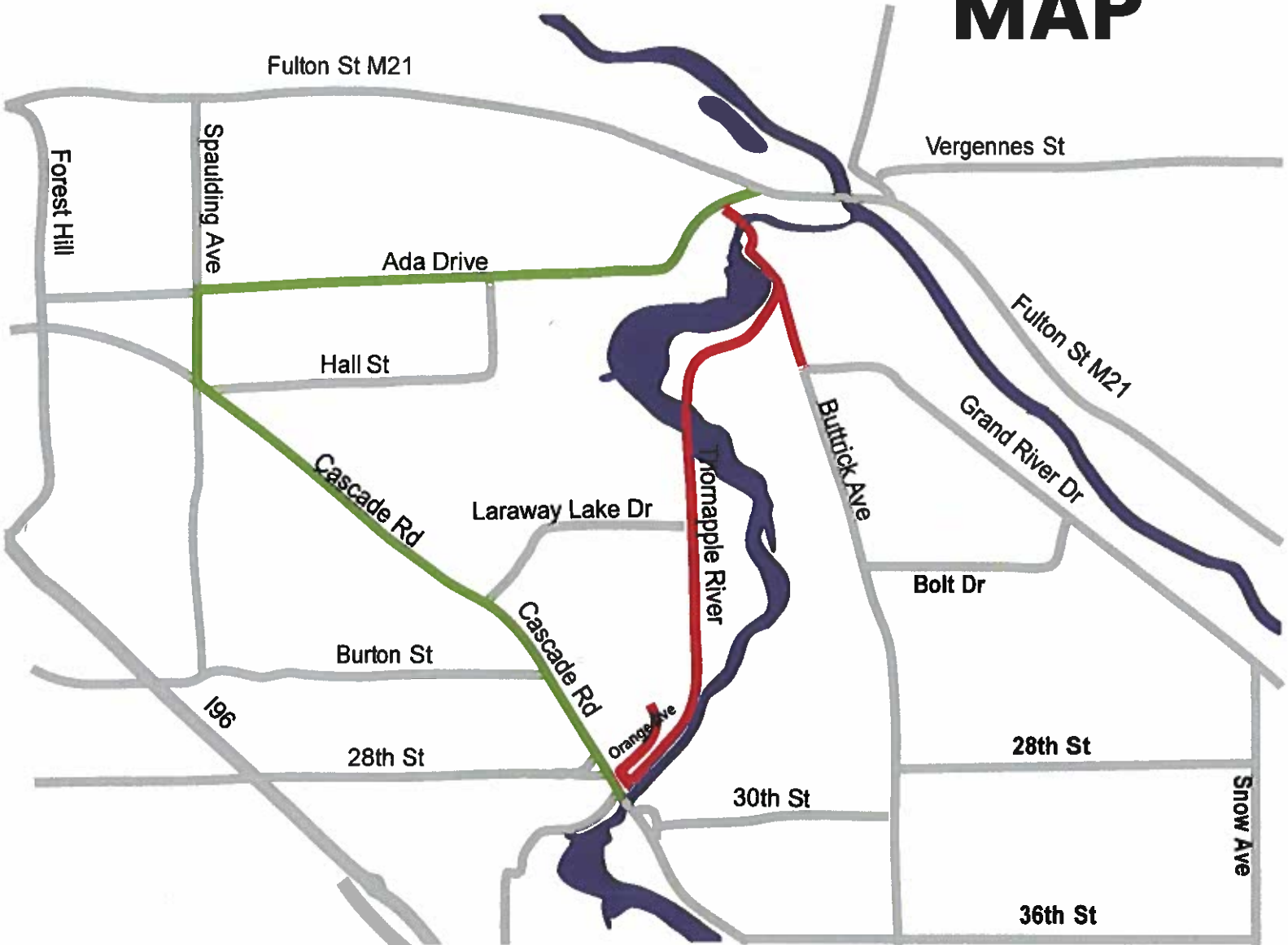
-  Detour Route
-  Road Closure



# GRAND RAPIDS TRIATHLON



# 2021 Sunday DETOUR MAP



## Detour Directions

1. Go west on Cascade Rd SE toward 28th St  
3.0 mi
2. Turn right onto Spaulding Ave SE  
0.5 mi
3. Take the 2nd right onto Ada Dr SE  
2.7 mi

## Map Key

- Detour Route
- Road Closure



**RUN COURSE SATURDAY - SUPER SPRINT**



**RUN COURSE SATURDAY - SPRINT**



**BIKE COURSE SUNDAY - OLYMPIC**



**BIKE COURSE SUNDAY - HALF**





**RUN COURSE SUNDAY - OLYMPIC**



**RUN COURSE SUNDAY - HALF**



# GRAND RAPIDS TRIATHLON



Official Charity Partner:



Local Charity Partner:



## About Us



- ▶ We are the largest independent triathlon in Michigan.
- ▶ We have hosted 5 USA Triathlon National Championships along with various state and regional championships since 2011.
- ▶ Voted one of the top 5 newbie friendly events in the country.
- ▶ Voted one of the top 10 best international triathlons.
- ▶ 2021 will be our 10<sup>th</sup> Anniversary.
- ▶ Registration was up 25% year to year, before Covid hit in 2020.
- ▶ Traditionally held on the 2<sup>nd</sup> Sunday in June.



## Triathlon Demographics

- ▶ 78% of 2019 athletes were from MI
- ▶ 42% lived within 30 miles of Ada
- ▶ 53% lived within 60 miles
- ▶ \$126k - Average Income
- ▶ 80% of triathletes have 4-year degree
- ▶ 33% have a Master's

▶ Proposed Changes

## Covid Response

- ▶ Unknown future requires us to plan for multiple scenarios and our proposed changes give us the best chance for having a successful event in 2021.
- ▶ Best Case - Virus is under control and there is a vaccine available by Summer 2021.
- ▶ Worst Case - We are still “living with” the virus, much like today.
- ▶ Social distancing, masks, revised safety protocols, etc. will be part of the event going forward for the foreseeable future.
- ▶ Goal for 2021 will be to increase social distancing along with other safety protocols:
  - ▶ Increase size of transition to allow for more spacing between athletes.
  - ▶ Decrease number of athletes & spectators on site.
  - ▶ Decrease swim wave size.

## Phased Registration

- ▶ Registration will tentatively open December 28<sup>th</sup> 2020.
- ▶ This will be done in phases to help control the number of people at the event.
- ▶ We will review registrations and the state of the Covid-19 virus in an ongoing basis.
- ▶ Phases will be as follows:
  - ▶ Phase 1 - two-week period to allow people with 2020 deferrals to register.
  - ▶ Phase 2 - 500 total registrations per race day. This will INCLUDE deferrals.
  - ▶ Phase 3 - Open 100 - 200 spots at a time, depending on circumstances as we get into Spring.

## Business Engagement

We want to partner with Ada & Cascade businesses in a proactive way. Our goal is to have a positive and targeted influence by driving our large participant base to area businesses. In previous years, our event was much more passive in this manner and we're striving to address this going forward.

- ▶ We are already working with the Ada Business Association and the Forest Hills Business Association to further these efforts.
- ▶ We have reached out to the Ada Downtown Development Authority and Cascade Community Foundation as well.
- ▶ We are working with Discover Ada to include an area map of businesses for each race bag as well as a business listing in our race program.
- ▶ We are planning a bus system to bring spectators to downtown Ada during race day for shopping opportunities while they wait for their athlete.

## Proposed Change # 1: Transition/Finish

Move transition area from Buttrick Ave to the Ada Park soccer fields at the corner of Buttrick and Grand River Dr SE. Move the Finish Line from intersection of Thornapple & Buttrick to Buttrick entrance of Ada Park.

### Previous Years

- ▶ Transition Area was located on a closed section of Buttrick Ave SE
- ▶ Required overnight road closure
- ▶ Approximately 1/3 mile long
- ▶ Narrow, congested
- ▶ More than 200 bike racks
- ▶ #1 athlete concern

### 2021

- ▶ Does NOT require overnight road closure of Buttrick
- ▶ Puts the post-finish area into Ada Park and off Thornapple River Dr.
- ▶ Allows earlier setup and greater spacing of athletes (3 per rack instead of 8)
- ▶ Increased spacing will require even more racks so ample space will be critical
- ▶ Protective feet installed on transition racks to protect field

## Proposed Change # 1: Transition



## Proposed Change # 2: Two-Day Event

\*We request this change for 2021 only in order to best position our event to be safe and successful in what is likely to be the continued pandemic. Our goal is to minimally impact residents and positively impact Ada businesses.

- ▶ **Benefits for the race and athletes:**
  - ▶ Spreads out participants and spectators over two days.
  - ▶ Allows us to space athletes out more in transition.
  - ▶ Allows for smaller swim waves.
  - ▶ This will allow the addition of a "super sprint event, which makes for an even more inclusive event.
- ▶ **Benefits for Ada:**
  - ▶ Highlight Ada to potential customers for retail spending at the start of the summer.
  - ▶ No overnight road closures of Buttrick will be needed, easing the impact on residents.
  - ▶ Park Pavillion can still be rented out Saturday afternoon.
  - ▶ Race weekend would be June 19-20, which does not interfere with baseball tournaments.

## Proposed Change # 2: Two-Day Event

- ▶ **Participation Caps - Saturday:**
  - ▶ Super Sprint - 300 people
  - ▶ Sprint - 600 people
  - ▶ 87% of athletes finished their sprint distance race in 2 hours or less.
  - ▶ Race starts at 7am with most athletes finishing by 9am.
- ▶ **Participation Caps - Sunday:**
  - ▶ Olympic - 500 people
  - ▶ Half - 500 people
  - ▶ Will be a "normal" Grand Rapids Tri day but with half the people.
- ▶ **Notes:**
  - ▶ Registration will be opened in phases. As we get closer to race day, we will open spots if we can safely do so until we hit the above caps.

## Proposed Change # 2: Two-Day Event

- ▶ **Race Parking:**
  - ▶ We are working with Amway to once again use their parking spots along with the spots at Ada Hills (6759 Fulton Street) and Ada Elementary.
  - ▶ Shuttle busses will take athletes from these parking areas to the race site like in previous years.
  - ▶ Athletes will be discouraged from early-morning parking near downtown Ada businesses using race volunteers monitoring the area.
  - ▶ Since the two-day event splits our participation in half, any usual parking stresses on Sunday will be cut in half.
- ▶ **Saturday Parking:**
  - ▶ Most athletes will be done by 9am and away from the race site.
  - ▶ Road closures start at 4am and **will be open by 11:30 am.**
- ▶ **Sunday Parking:**
  - ▶ This will be just like past years but with half the participants.
  - ▶ Road closures start at 4am and **will be open by 5pm.**

## Proposed Change # 2: Saturday Closure/Detour Map

- ▶ **Saturday, June 19 - Road Closure (4am - 11:30am)**
  - ▶ Thornapple River Drive from River St south to Laraway Lake Drive
  - ▶ Buttrick Ave from Thornapple River Drive to Grand River Driver
  - ▶ Grand River from Buttrick to Old Oak Hill Drive
  - ▶ *\*The roads marked in RED will be closed to thru traffic with Police stationed at the various access points.*
- ▶ **Saturday Detour route coming from the SOUTH**
  - ▶ Heading on Cascade Rd SE
  - ▶ Turn left onto Wycliff Dr SE
  - ▶ Take a slight right turn onto 30th St SE
  - ▶ Turn left onto Buttrick Ave SE
  - ▶ *\*Thornapple River Dr will be OPEN from Cascade Road to Laraway Lake Drive, which is also OPEN.*

### GRAND RAPIDS TRIATHLON 2021 SATURDAY ROAD CLOSURES AND DETOUR MAP (COMING FROM THE SOUTH)



## Proposed Change # 2: Sunday Closure/Detour Map

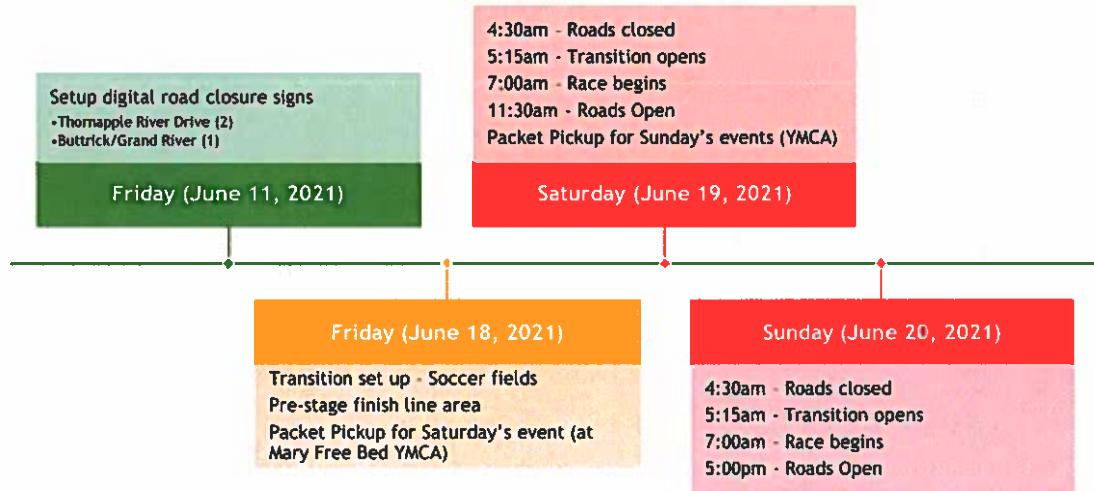
- ▶ **Sunday, June 20 - Road Closure (4am - 5pm)**
  - ▶ Thornapple River Drive from River St south to Laraway Lake Drive
  - ▶ Buttrick Ave from Thornapple River Drive to Grand River Driver
  - ▶ Grand River from Buttrick to Old Oak Hill Drive
  - ▶ *\*The roads marked in RED will be closed to thru traffic with Police stationed at the various access points.*
- ▶ **Sunday Detour route coming from the SOUTH**
  - ▶ Heading on Cascade Rd SE
  - ▶ Turn left onto Wycliff Dr SE
  - ▶ Take a slight right turn onto 30th St SE
  - ▶ Turn left onto Buttrick Ave SE

### GRAND RAPIDS TRIATHLON 2021 SUNDAY ROAD CLOSURES AND DETOUR MAP (COMING FROM THE SOUTH)





## Proposed Change # 2: Two-Day Event



## Official Charity Partner

- ▶ We have helped to raise more than \$100k since 2017
- ▶ Team founder is from Ada and has recruited over 40 local people.
- ▶ Program expanded across the state and to other races but Grand Rapids Tri serves as the example of what can be done when a charity, small business, and municipalities work together.
- ▶ “The partnership with the Grand Rapids Tri has helped Make-A-Wish Michigan grow our mission through awareness and funds that has ultimately helped grant wishes for local children, gain new supporters through individual, community support and corporate giving. Because of the relationship we have cultivated with the race directors for the GR TRI, the Dream Team’s success has now grown throughout the state by encouraging other races to partner with Make-A-Wish Michigan. ”



## Local Charity Partner

- ▶ We have selected Brody's Be Cafe to support in 2021.
- ▶ This local business has been a part of Ada since Summer 2019.
- ▶ "Brody's Be Cafe is a non-profit coffee shop that employs individuals with intellectual and developmental disabilities. We BELieve everyone BELongs and we can work BESide one another."



▶ Sunday-Only Event

## Sunday One-Day Event

- ▶ If the two-day event is not possible then we would ask to host the single-day event on Sunday, June 20<sup>th</sup>.
- ▶ We would still like to request the transition area & finish line change outlined earlier in this presentation. Our #1 goal is the safety of our athletes, staff, volunteers and community and this will help greatly with social distancing.
- ▶ All road closures & detours would be exactly as outlined in the previous "Sunday" slides.

## One-Day Only: Closure/Detour Map

- ▶ **Sunday, June 20 - Road Closure (4am - 5pm)**
  - ▶ Thornapple River Drive from River St south to Laraway Lake Drive
  - ▶ Buttrick Ave from Thornapple River Drive to Grand River Drive
  - ▶ Grand River from Buttrick to Old Oak Hill Drive
  - ▶ *\*The roads marked in RED will be closed to thru traffic with Police stationed at the various access points.*
- ▶ **Sunday Detour route coming from the SOUTH**
  - ▶ Heading on Cascade Rd SE
  - ▶ Turn left onto Wycliff Dr SE
  - ▶ Take a slight right turn onto 30th St SE
  - ▶ Turn left onto Buttrick Ave SE

### GRAND RAPIDS TRIATHLON 2021 SUNDAY ROAD CLOSURES AND DETOUR MAP (COMING FROM THE SOUTH)



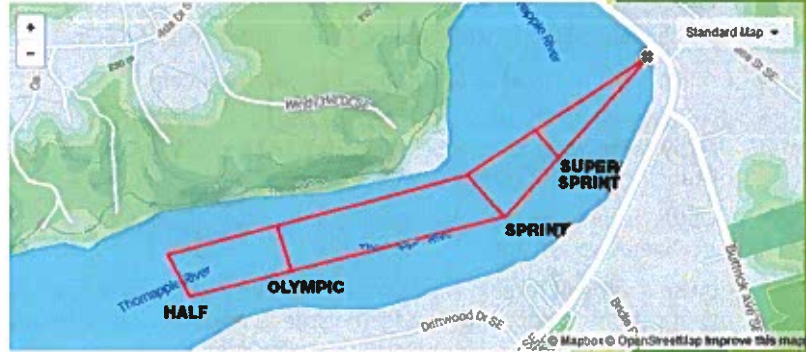
## Summary

- ▶ Covid has changed how races will be put on going forward.
- ▶ Approaching capacity with current setup, regardless of Covid.
- ▶ Moving transition will allow for more social distancing.
- ▶ Two-day event will allow us to reduce the number of athletes on site each day by splitting up our event categories and will allow for more social distancing throughout the event.
- ▶ Two-day event will also ease parking and potential congestion in Ada and the surrounding community.
- ▶ Course itself will remain relatively unchanged except for a few small modifications to account for added distance from moving finish line. Existing course maps are available at [www.GrandRapidsTri.com](http://www.GrandRapidsTri.com)
- ▶ If 2-day event is not possible then we would prefer to host the single-day event on the June 20<sup>th</sup>.

▶ Map Appendix

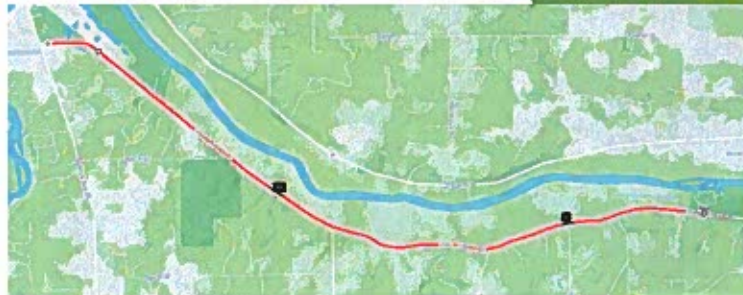
## Swim Course

- ▶ Super Sprint - 400 meters
- ▶ Sprint - 600 meters
- ▶ Olympic - 1500 meters
- ▶ Half - 1.2 miles



## Bike Course (Saturday)

- ▶ Super Sprint - 10k
- ▶ Sprint - 20k



SUPER SPRINT



SPRINT

## Bike Course (Sunday)

- ▶ Olympic - 40k
- ▶ Half - 56 miles



OLYMPIC



HALF

## Run Course (Saturday)

- ▶ Super Sprint - 2.5k
- ▶ Sprint - 5k



SUPER SPRINT



SPRINT

## Run Course (Sunday)

- ▶ Olympic - 10k
- ▶ Half - 13.1 miles (2 loops)



OLYMPIC

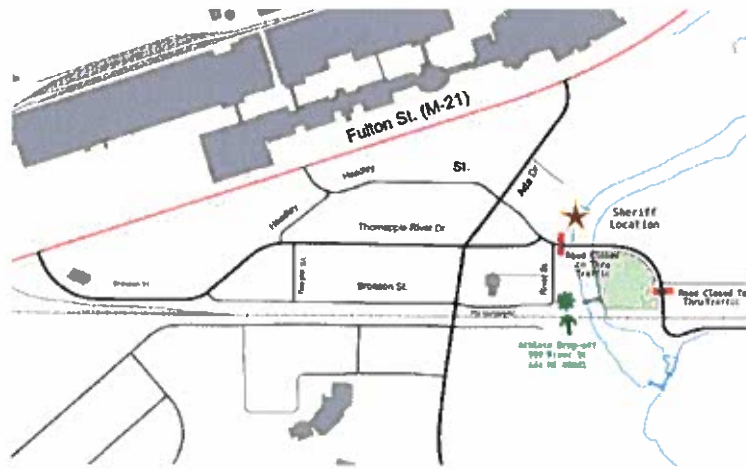


HALF

## Shuttle Route



# Athlete Drop-off







## MEMORANDUM

Date: 11/18/20

**TO:** Ada Township Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Request for Approval of Long-Term Use of Portion of Public Walkway for Outdoor Seating and Alcohol Service for Nonna's: The Trattoria Restaurant

Ron Cook, owner of Nonna's: The Trattoria restaurant has requested that the Township approve use of a portion of the public walkway between the restaurant and the Ada Barber Shop property for outdoor seating and alcohol service on a long term basis.

The Township previously authorized outdoor service on a portion of the walkway for a temporary period pursuant to the expedited approval process adopted by the Township Board as a response to COVID-19, in order to mitigate the impacts of COVID-19 on dining establishments. The Township's temporary approval expires at the end of November.

The Michigan Liquor Control Commission (LCC) recently announced that holders of on premises liquor licenses who were previously given temporary approval by the LCC for expanded outdoor service area during the COVID-19 pandemic may convert their temporary approval to a permanent approval, with no permit application fee, if the required paperwork is submitted by November 30, 2020. After that date, an application to the LCC for permanent approval of expanded outdoor service area could still be submitted, but an application fee would be required. If the outdoor service area is on public space, written documentation of local government approval of use of the space is required, regardless of the application date.

Attached is the drawing that was submitted by the property owner that delineates the 4-foot wide portion of the 8-foot wide walkway that was previously authorized for temporary outdoor seating and alcohol service area.

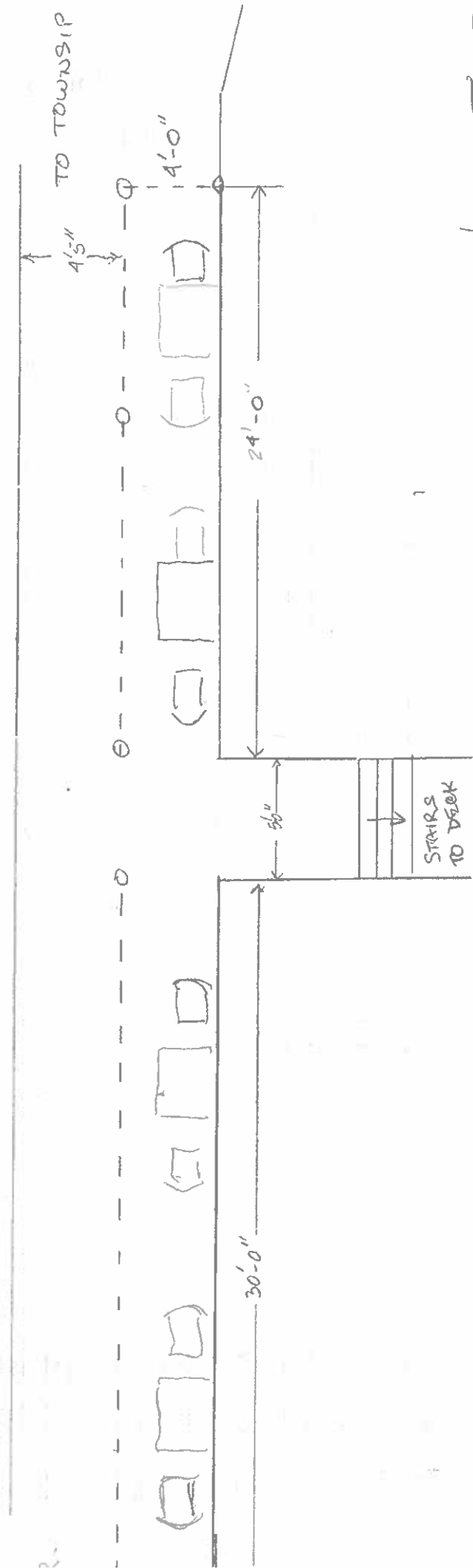
It should be noted that the LCC process allowing conversion of the temporary outdoor seating approval to a permanent approval with no permit fee allows for no changes to be made to the layout of the area that was previously approved for the temporary period.

If the Township Board wishes to allow use of the walkway for outdoor seating and alcohol service on a long term basis, it is recommended that a revocable license agreement between the Township and the business owner be used to formalize the approval.

If the Board wishes to approve the request at the November 23 Board meeting, an appropriate motion to do so could be as follows:

To approve use of a portion of the public walkway adjacent to the Nonna's: The Trattoria restaurant property, as shown on the drawing previously submitted, for outdoor dining and alcohol service, subject to the following conditions:

1. Execution of a revocable license agreement between the Township and the business owner that has been reviewed and approved by Township legal counsel.
2. The license agreement shall restrict use of the licensed area to placement of 2-chair tables seating no more than 2 diners at a time.



NONNAS THE TR

- REQUESTED AREA FOR OUTSIDE SEATING.
- TOWNSHIP APPROVAL & APPLICATION TO HIGH (PERMISSION) (MAY 11 2012)

# Fwd: Reminder: Convert to a Regular Permanent Outdoor Service Area (ODS) with No Additional Fee by November 30 Deadline

Ron Cook <nonnainada@gmail.com>

Wed 11/11/2020 1:04 PM

To: Jim Ferro <jferro@adatownshipmi.com>;

Cc: Randy Damstra <randyd@oapc.com>; sue@eatwithnonna.com <sue@eatwithnonna.com>;

2 attachments

2020 Limited Permanent Outdoor Service Conversion Application (LCC-204b).pdf, ATT00001.htm;

Hi Jim,

Many thanks to you and George and the township for the extension of the pathway use for table service through November 30th. Having this additional seating, especially during the pandemic, has been a great help to our business. Even in the best of times we are so popular with the Ada community that we regularly turn down requests for outdoor seating in the warmer weather.

As I mentioned to you the other day, the Liquor Control Commission has taken the extraordinary step of allowing licensees to convert the temporary usage license on the public property to a permanent license. This conversion is contingent upon continuing approval of the local government and, critically, the application must be submitted by November 30th.

Please consider this a formal request from us to have the permission extended for permanent use of this space. Below is the e-mail that I have received on this topic and there is a link to the application that I will need to fill out.

Thank you in advance for taking the time to consider this once-in-a-lifetime opportunity to help us serve the community.

Sincerely,  
Ron Cook  
Nonna's The Trattoria

Begin forwarded message:

**From:** LARA-MLCC-Licensing-Information <[LARA-MLCC-Licensing-Information@michigan.gov](mailto:LARA-MLCC-Licensing-Information@michigan.gov)>

**Subject:** Reminder: Convert to a Regular Permanent Outdoor Service Area (ODS) with No Additional Fee by November 30 Deadline

**Date:** November 5, 2020 at 3:34:46 PM EST

**To:** LARA-MLCC-Licensing-Information <[LARA-MLCC-Licensing-Information@michigan.gov](mailto:LARA-MLCC-Licensing-Information@michigan.gov)>

 Licensing and Regulatory Affairs; Liquor Control Commission

**Reminder: Convert to a Regular Permanent  
Outdoor Service Area (ODS) with No  
Additional Fee by November 30 Deadline**

To: MLCC Licensees

**November 5, 2020.** Licensees who are currently approved for Limited Permanent ODS and want to convert to a Regular Permanent ODS, must complete the new Conversion Application form and submit it to the MLCC by the November 30, 2020 deadline. **There is no additional fee.**

The MLCC extended currently approved Limited Permanent ODS from October 31, to November 30, 2020, giving licensees another 30 days to stay open outdoors and apply for a regular permanent outdoor service area, at no charge.

**Licensees who do not apply for the conversion will need to close their 2020 Limited Permanent ODS by November 30. Limited Permanent ODS areas that have not been converted to regular ODS areas will no longer be valid after November 30 and will not be able to be used by licensees for outdoor service of alcohol.** The MLCC first notified licensees of this opportunity and ODS 30-day operational extension on September 1, 2020.

Note: If converting from a 2020 Limited Permanent ODS to Regular Permanent ODS, no changes will be accepted to what has already been approved by the MLCC. Only the currently approved dimensions can be used. (Licensees who wish to increase the size of their outdoor service area must apply for a new Regular Permanent ODS.)

Licensees must contact their local municipality and fire marshal for information/questions regarding local requirements/restrictions on outdoor service areas. Licensees also have a continued responsibility to take all necessary steps to minimize the risk and combat the spread of the coronavirus in their hospitality establishments and communities all across Michigan.

Always be sure to visit the MLCC website for updates and information.

For more information on the coronavirus/COVID-19 state of emergency please visit the State of Michigan's coronavirus website at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus).

*The mission of the Michigan Liquor Control Commission (MLCC) is to make alcoholic beverages available for consumption while protecting the consumer and the general public through regulation of those involved in the sale and distribution of these alcohol beverage products.*

**MEMORANDUM**

Date: 11/16/20

**TO:** Ada Township Board  
**CC:** Julius Suchy, Township Manager  
**FROM:** Jim Ferro, Planning Director  
**RE:** Right of First Refusal to Acquire Property at 1100 Pettis Ave NE

**Background Information:**

In October 2008, the Township negotiated an out-of-court settlement of litigation with Edith Pettis. The subject of the litigation was the legality of the use of the 1100 Pettis Ave. property for a concrete crushing and recycling operation. The negotiated settlement was entered as a Consent Judgement in the Circuit Court. The terms of the Consent Judgement included a provision that required the property owner to grant Ada Township a "right of first refusal" to acquire the property for the same price and on the same terms contained in a bona fide written offer received by the property owner. A copy of the right of first refusal agreement signed in 2009 is attached.

On October 12, 2020, the Township received the attached written notice from the property owner, notifying the Township of her intent to sell the 1100 Pettis Ave. property pursuant to a signed sale agreement which is also attached. The purchase price contained in the sale agreement is \$400,000.

The terms of the right of first refusal give the Township 45 days after receipt of the notice (November 25 deadline) to either submit a binding offer to purchase the property for the same price, terms and conditions as set forth in the Notice to Sell, or submit a written waiver of the Township's right to purchase under the terms of the right of first refusal.

**Analysis:**

Attached is an aerial photo highlighting the 1100 Pettis Ave. property. The property is 12.8 acres in size, net of public right-of-way, with about 1,435 feet of frontage on Pettis Ave., located on the north side of Pettis Ave., west of the Egypt Valley Ave. intersection. The property is across the street from hundreds of acres of land along the Grand River that has been acquired or is planned to be acquired by Kent County Parks. It is adjoined on the east and north by land that was formerly used for sand and gravel mining and processing.

In addition to being formerly used for a concrete crushing/recycling operation, the 1100 Pettis Ave. was used for several years as a yard waste and food waste composting center. The composting operations were abandoned several years ago, and a large portion of the site currently has large windrows of partially-composted organic matter located on it.

Township staff, in consultation with legal counsel, have considered a number of factors that bear on a decision whether the Township Board should exercise the right of first refusal and purchase the property:

1. Potential public uses for the property.

The Consent Judgement grants the property owner the right to use the property for any uses permitted in the Rural Residential (RR) zoning district. This district permits residential use of the property at a maximum density of 1 dwelling unit per 2 acres of land. The RR district also permits the following uses:

athletic grounds  
parks  
cemeteries  
government buildings

Given the acreage of park land acquired and planned to be acquired immediately across the street by Kent County Parks, there does not appear to be a need for Township-owned park land in this vicinity. Furthermore, the Parks, Recreation and Land Preservation Fund does not have sufficient funding available to acquire the property, without postponing or eliminating other park improvement projects that are already identified as priority projects.

The fact that the Township has limited capacity in its current cemeteries has been identified by the Township Clerk, as well as an expressed desire for the acquisition of additional land for cemetery use. However, previous uses of the site may make it undesirable for cemetery use.

The location of the property is not well-suited to other public uses.

2. Limiting terms of the right of first refusal.

The right of first refusal requires that the Township be willing to purchase the property subject to the same terms and conditions contained in the offer the property owner has received from another party.

That offer contains no provisions allowing for due diligence that the Township would want to undertake prior to committing to a purchase of the property, including environmental due diligence. Township legal counsel has advised that the Township should not make an offer subject to the same terms contained in the Seller's purchase agreement.

Recommendation:

It is recommended that the Township not exercise the right to purchase the 1100 Pettis Ave. property.



# Kent County Web Map

November 16, 2020



Kent County, MI makes no warranty, express or implied, regarding the accuracy, completeness or timeliness of information presented. Users of this information assume all liability for its fitness for a particular use.



2/3/11

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Kent Only MI Registr 02/12/2009 SEAL

RECO KENT COUNTY, MI ROD  
2009 FEB 11 AM 8:35

**RIGHT OF FIRST REFUSAL**

Edith E. Pettis, a woman, whose address is 1023 Pettis Avenue NE, Ada, Michigan 49301 ("Grantor"), pursuant to that certain Consent Judgment dated October 15, 2008, Kent County, Michigan Circuit Court Case No. 06-08654-AV, does hereby grant Ada Township, a Michigan general law township, whose address is 7330 Thornapple River Drive, SE, Ada, Michigan 49301 ("Grantee"), a right of first refusal to purchase the following described real estate and improvements situated in Ada Township, County of Kent, State of Michigan:

All that part of the parcel of land described below, that lies Northerly and Easterly of the centerline of Pettis Avenue as now located: Part of Southwest 1/4 of Section 17 and part of Government Lots No. 1 and 2 of Section 20: Commencing 2400 feet West along the North line of Section 20 from the Northeast corner of Government Lot 1; thence South 35°00' West to right bank of Grand River; thence Southeasterly, Southwesterly and Easterly along said river bank to West line of East 730 feet of Government Lots No. 1 and 2; thence North along said West line to North line of Section 20; thence Westerly along said North line to South 1/4 corner of Section 17; thence South 88°25'11" West along South line of said Section 530.69 feet to centerline of Pettis Avenue; thence South 45°50'52" East along centerline of said avenue 107.0 feet; thence South 34°22'18" West 300.0 feet; thence North 45°50'52" West 565.0 feet; thence Southwesterly to beginning, Sections 17 and 20, Town 7 North, Range 10 West, Kent County, Michigan,

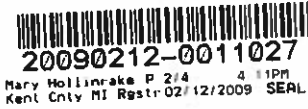
(the "Property"), strictly in accordance with and subject to the following terms and conditions:

**1. Right of First Refusal.**

1.1 If at any time following the date of this agreement Grantor receives a bona fide written offer from any person to purchase the fee interest of all or any portion of the Property which Grantor intends to accept, then Grantor shall give written notice (a "Notice to Sell") to Grantee containing (a) a statement by Grantor that Grantor intends to accept the offer as disclosed; and (b) a copy of the written offer.

1.2 Within forty-five (45) days of Grantee's receipt of the Notice to Sell, Grantee shall deliver to Grantor either (a) a written and signed binding offer to purchase the applicable portion of the Property upon and for the same price, terms and conditions set forth in the Notice to Sell; or (b) a written and notarized statement that Grantee is waiving its right under this agreement with regards to the applicable portion of the Property. If Grantee does not timely





offer to purchase the applicable portion of the Property pursuant to this Section 1.2, and even if Grantee fails to deliver the notice required in this Section 1.2, then Grantee's rights under this agreement shall automatically terminate in the applicable portion of the Property, and Grantor may sell the applicable portion of the Property to the offeror for the price, terms and conditions disclosed in the Notice to Sell. If Grantor does not close on the transaction with the offeror within one hundred thirty-five (135) days of the Notice to Sell for the price, terms and conditions disclosed in the Notice to Sell after Grantee's election not to purchase, then this right of first refusal shall be reinstated for the applicable portion of the Property.

## 2. Exempt Transfers.

2.1 Grantee's rights under Section 1 of this agreement shall not apply to any transfer of all or any portion of the Property to a grantor trust created by Grantor of which Grantor is the sole lifetime trustee and beneficiary; provided, however, except as provided in Section 2.2 of this agreement, any transfer of the fee interest on the Property by the trust shall remain subject to Grantee's rights under this agreement, including but not limited to Grantee's rights under Section 1 of this agreement. Grantor shall promptly give Grantee written notice of any transfer to Grantor's trust permitted by this Section 2.1.

2.2 Following the death of Grantor, Grantee's rights under Section 1 of this agreement shall not apply to any transfer of all or any portion of the Property by the personal representative of Grantor's estate or by the successor trustee of Grantor's trust, as the case may be, to any individual who is both (a) a beneficiary of Grantor's estate or trust, as applicable, and (b) a spouse, sibling, child, grandchild, niece, nephew, great-niece, or great-nephew of Grantor; provided, however, any transfer of the fee interest in the Property by such beneficiary shall remain subject to Grantee's rights under this agreement, including but not limited to Grantee's rights under Section 1 of this agreement. The personal representative or trustee shall promptly give Grantee written notice of any transfer to a beneficiary permitted by this Section 2.2.

3. **Other Interests.** This agreement shall not restrict Grantor's right to mortgage, grant easements over, under, or through, or lease all or any portion of the Property; provided, however, prior to the effective date of any lease of all or any portion of the Property, Grantor shall deliver to Grantee a written statement from the prospective tenant acknowledging that (a) it has been notified of the Consent Judgment between Grantor and Grantee; (b) it is aware that the Consent Judgment restricts the use of the Property; and (c) it is aware of this agreement. This written statement also shall contain the prospective tenant's address and phone number, and shall have been signed by the prospective tenant and notarized.

4. **Default.** If all or a portion of the Property is transferred to a person in violation of this agreement, Grantee may, at its option, have a court of competent jurisdiction declare this agreement breached and order that the transfer be voided. This provision shall not be construed to prevent specific performance of this right of first refusal or of any of its terms by either party. In the event of litigation under this agreement, the prevailing party shall be entitled to have all of its reasonable attorney fees and other costs of litigation reimbursed by the other party.

5. **Notices.** All notices required under this agreement shall be in writing and shall be given by personal delivery or by overnight delivery with a nationally recognized overnight

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Mary Hollinrake P. 3/4 4:11PM  
Kent Cnty MI Regstr 02/12/2009 SEAL

courier with tracking service (example: Federal Express and UPS). Notices shall be deemed received by the recipient when received if delivered personally or the next business day if sent by overnight delivery. Notices shall be sent to the party's address first stated above, or such other address as a party gives written notice of.

6. Additional Terms.


6.1 This agreement shall run with the land and shall inure to the benefit of and be binding upon the parties and their respective heirs, legal representatives, successors and assigns.

6.2 This agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

6.3 This agreement may only be amended or modified by a written document signed by the Grantee and Grantor.

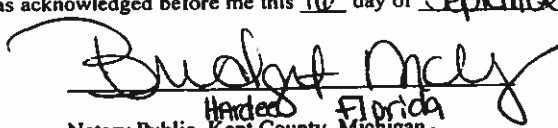
In witness whereof, the parties have executed this agreement effective Sep 11th 2008.

Grantor:

  
\_\_\_\_\_  
Edith E. Pettis

STATE OF Florida )  
~~MICHIGAN~~ )  
Hardee ) ss.  
COUNTY OF KENT )

This Right of First Refusal was acknowledged before me this 11th day of September 2008, by Edith E. Pettis.

  
\_\_\_\_\_  
Notary Public, Hardee Florida  
~~Kent~~ Florida County, ~~Michigan~~  
Acting in ~~Kent~~ Florida County, ~~Michigan~~  
My commission expires: 10/4/10



(Signatures continued on next page)



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Kent Cnty MI Registr 02/12/2009 SEAL

**Grantee:**

Ada Township, a Michigan general law township

By: George Haga  
George Haga, Supervisor

By: Susan Burton  
Susan Burton, Clerk

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF KENT     )

This Right of First Refusal was acknowledged before me this 6<sup>th</sup> day of February 2009, by George Haga, as the Supervisor, and Susan Burton, as the Clerk, of Ada Township, a Michigan general law township, on behalf of the Township.

Judith A. Henrion  
Notary Public, Kent County, Michigan  
Acting in Kent County, Michigan  
My commission expires: 9/10/2013

Drafted by and when recorded return to:  
Daniel J. Parmeter Jr.  
Mika Meyers Beckett & Jones PLC  
900 Monroe Avenue NW  
Grand Rapids, MI 49503

JUDITH A. HENRION  
Notary Public, Kent County, Michigan  
Acting in Kent County  
My Commission Expires September 10, 2013

\* I HAVE ORIGINAL

Edith Pettis  
4146 Alderman Rd  
Bowling Green, FL 33834

October 9, 2020

NOTICE TO SELL

To whom it may concern:

Please be advised that I intend to sell my property at 1100 Pettis Ave NE which is parcel ID #: 41-15-20-200-016 and accept the offer as disclosed.

See the enclosed copy of the Sale Agreement for Property.

Sincerely,



Edith Pettis

Florida Notary Association  
SINCE 1914  
Maricruz Rodriguez  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG263690  
Expires 10/1/2022

MJR 10/7/20  
FDL P 320-205-47-674-0

RECEIVED  
OCT 12 2020  
GEORGE HAGA  
ADA TOWNSHIP SUPERVISOR

I HAVE ORIGINAL



20081016-0091819

Mary Hollinrake P.24/27 3:27PM  
Kent Only RI Restr 10/10/2008 SEAL

### RIGHT OF FIRST REFUSAL

4146 ALDERMAN RD BOWLING GREEN, FL 33834

Edith E. Pettis, a woman, whose address is ~~1023 Pettis Avenue NE, Ada, Michigan 49301~~ ("Grantor"), pursuant to that certain Consent Judgment dated OCT 15, 2008, Kent County, Michigan Circuit Court Case No. 06-08654-AV, does hereby grant Ada Township, a Michigan general law township, whose address is 7330 Thornapple River Drive, SE, Ada, Michigan 49301 ("Grantee"), a right of first refusal to purchase the following described real estate and improvements situated in Ada Township, County of Kent, State of Michigan:

All that part of the parcel of land described below, that lies Northerly and Easterly of the centerline of Pettis Avenue as now located: Part of Southwest 1/4 of Section 17 and part of Government Lots No. 1 and 2 of Section 20: Commencing 2400 feet West along the North line of Section 20 from the Northeast corner of Government Lot 1; thence South 35°00' West to right bank of Grand River; thence Southeasterly, Southwesterly and Easterly along said river bank to West line of East 730 feet of Government Lots No. 1 and 2; thence North along said West line to North line of Section 20; thence Westerly along said North line to South 1/4 corner of Section 17; thence South 88°25'11" West along South line of said Section 17 530.69 feet to centerline of Pettis Avenue; thence South 45°50'52" East along centerline of said avenue 107.0 feet; thence South 34°22'18" West 300.0 feet; thence North 45°50'52" West 565.0 feet; thence Southwesterly to beginning, Sections 17 and 20, Town 7 North, Range 10 West, Kent County, Michigan,

(the "Property"), strictly in accordance with and subject to the following terms and conditions:

1. **Right of First Refusal.**

1.1 If at any time following the date of this agreement Grantor receives a bona fide written offer from any person to purchase the fee interest of all or any portion of the Property which Grantor intends to accept, then Grantor shall give written notice (a "Notice to Sell") to Grantee containing (a) a statement by Grantor that Grantor intends to accept the offer as disclosed; and (b) a copy of the written offer.

1.2 Within forty-five (45) days of Grantee's receipt of the Notice to Sell, Grantee shall deliver to Grantor either (a) a written and signed binding offer to purchase the applicable portion of the Property upon and for the same price, terms and conditions set forth in the Notice to Sell; or (b) a written and notarized statement that Grantee is waiving its right under this agreement with regards to the applicable portion of the Property. If Grantee does not timely

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Mary Hollivake P. 05/07 2:37PM  
Karl Guly HI Distr 10/16/2008 882L

offer to purchase the applicable portion of the Property pursuant to this Section 1.2, and even if Grantee fails to deliver the notice required in this Section 1.2, then Grantee's rights under this agreement shall automatically terminate in the applicable portion of the Property, and Grantor may sell the applicable portion of the Property to the offeror for the price, terms and conditions disclosed in the Notice to Sell. If Grantor does not close on the transaction with the offeror within one hundred thirty-five (135) days of the Notice to Sell for the price, terms and conditions disclosed in the Notice to Sell after Grantee's election not to purchase, then this right of first refusal shall be reinstated for the applicable portion of the Property.

**2. Exempt Transfers.**

2.1 Grantee's rights under Section 1 of this agreement shall not apply to any transfer of all or any portion of the Property to a grantor trust created by Grantor of which Grantor is the sole lifetime trustee and beneficiary; provided, however, except as provided in Section 2.2 of this agreement, any transfer of the fee interest on the Property by the trust shall remain subject to Grantee's rights under this agreement, including but not limited to Grantee's rights under Section 1 of this agreement. Grantor shall promptly give Grantee written notice of any transfer to Grantor's trust permitted by this Section 2.1.

2.2 Following the death of Grantor, Grantee's rights under Section 1 of this agreement shall not apply to any transfer of all or any portion of the Property by the personal representative of Grantor's estate or by the successor trustee of Grantor's trust, as the case may be, to any individual who is both (a) a beneficiary of Grantor's estate or trust, as applicable, and (b) a spouse, sibling, child, grandchild, niece, nephew, great-niece, or great-nephew of Grantor; provided, however, any transfer of the fee interest in the Property by such beneficiary shall remain subject to Grantee's rights under this agreement, including but not limited to Grantee's rights under Section 1 of this agreement. The personal representative or trustee shall promptly give Grantee written notice of any transfer to a beneficiary permitted by this Section 2.2.

3. **Other Interests.** This agreement shall not restrict Grantor's right to mortgage, grant easements over, under, or through, or lease all or any portion of the Property; provided, however, prior to the effective date of any lease of all or any portion of the Property, Grantor shall deliver to Grantee a written statement from the prospective tenant acknowledging that (a) it has been notified of the Consent Judgment between Grantor and Grantee; (b) it is aware that the Consent Judgment restricts the use of the Property; and (c) it is aware of this agreement. This written statement also shall contain the prospective tenant's address and phone number, and shall have been signed by the prospective tenant and notarized.

4. **Default.** If all or a portion of the Property is transferred to a person in violation of this agreement, Grantee may, at its option, have a court of competent jurisdiction declare this agreement breached and order that the transfer be voided. This provision shall not be construed to prevent specific performance of this right of first refusal or of any of its terms by either party. In the event of litigation under this agreement, the prevailing party shall be entitled to have all of its reasonable attorney fees and other costs of litigation reimbursed by the other party.

5. **Notices.** All notices required under this agreement shall be in writing and shall be given by personal delivery or by overnight delivery with a nationally recognized overnight

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Mary Mallinrake P:26127 2:27PM  
Kent Only MI Regtr 10/16/2008 SERIAL

courier with tracking service (example: Federal Express and UPS). Notices shall be deemed received by the recipient when received if delivered personally or the next business day if sent by overnight delivery. Notices shall be sent to the party's address first stated above, or such other address as a party gives written notice of.

6. Additional Terms.

6.1 This agreement shall run with the land and shall inure to the benefit of and be binding upon the parties and their respective heirs, legal representatives, successors and assigns.

6.2 This agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

6.3 This agreement may only be amended or modified by a written document signed by the Grantee and Grantor.

In witness whereof, the parties have executed this agreement effective 10/7/2008.

Grantor:

*[Signature]*  
Edith E. Pettis

Florida  
STATE OF MICHIGAN )  
                                  ) NR ) ss.  
COUNTY OF KENT )  
                                  ) NR )

*Handed*  
This Right of First Refusal was acknowledged before me this 7 day of October, 2008, by Edith E. Pettis.  
*2020*

Mericruz Rodriguez  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG263690  
Expires 10/1/2022

*[Signature]*  
Notary Public, Kent County, Michigan  
Acting in Kent County, Michigan  
My commission expires: 10/1/22

(Signatures continued on next page)

Grantee:  
Ada Township, a Michigan general law township

By: \_\_\_\_\_  
George Haga, Supervisor

By: \_\_\_\_\_  
Deborah Ensing Milhuff, Clerk

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF KENT        )

This Right of First Refusal was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by George Haga, as the Supervisor, and Deborah Ensing Milhuff, as the Clerk, of Ada Township, a Michigan general law township, on behalf of the Township.

\_\_\_\_\_  
Notary Public, Kent County, Michigan  
Acting in Kent County, Michigan  
My commission expires: \_\_\_\_\_

Drafted by and when recorded return to:  
Daniel J. Parmeter Jr.  
Mika Meyers Bockett & Jones P.C.  
900 Monroe Avenue NW  
Grand Rapids, MI 49503

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Mary Hollinsdale P. 27127 2:27PM  
Kent Cnty MI Regstr 10/16/2008 SEAL



SALE AGREEMENT FOR PROPERTY

July 14, 2020

I HAVE ORIGINAL

1. SELLER:

Edith E Pettis Charitable Annty Trust
4146 Alderman Rd
Bowling Green, FL 33834

BUYER:

Gerleff Properties, LLC. and/or Assignees
9858 Clint Moore Road - Suite C111-154
Boca Raton, FL 33496

The Seller and Buyer, above agree to sell and buy on the terms and conditions specified below, the property situated in the County of Kent, State of MI described as:

Assessor's Parcel Number: 41-15-20-200-016

Legal Description: (See Exhibit "A")

2. PURCHASE PRICE: \$400,000.00 (Net to Seller), payable by Buyer in U.S. funds. All funds paid at closing must be paid by cashier's check.

3. CASH: Buyer will pay cash for the Property with no financing contingency.

4. CLOSING DATE; OCCUPANCY: This contract will be closed and the deed and possession delivered on or before 03/10/2021, unless extended by other provisions of this contract. Failure to close by said date will render the contract null and void and unenforceable. Buyer retains the right to cancel sale agreement any time for any reason.

5. CLOSING PROCEDURE; COSTS:

- (a) Buyer will pay all costs of escrow, taxes, recording fees, and title insurance policy to said property.
(b) This sale will be closed by: a reputable Title Company, or a Notary Public.
(c) Buyer has the right to market property in any way.

6. TITLE: Seller will convey marketable title to the property by statutory Warranty/Grant Deed or Trustee, Personal Representative, or Guardian Deed as appropriate to the Seller's status, being free of all liens and encumbrances of record, except for unpaid taxes.

7. OFFER AND ACCEPTANCE: This offer shall automatically expire on 07/24/2020 at 5:00 pm (Eastern Standard Time), if not accepted within that time. This offer may only be accepted by Seller in writing if postmarked by the above date.

This agreement is binding on the heirs, administrators, executors, personal representatives, successors and assigns of Buyer and Seller. By signing below, each party accepts this offer.

Edith E Pettis (E. E. Pettis)
Seller

July 23, 2020
Date

Setu Gerstman
Liaison/Tantleff manager of Gerleff Properties, LLC.

7/24/2020
Date

Setu Gerstman - GERLEFF PROPERTIES LLC

7/24/2020

EXHIBIT "A"

Assessor's Parcel Number: 41-15-20-200-016

**Legal Description:** 411520200016 PART OF GOVT LOT 1 COM AT N 1/4 COR TH N 88D 39M 14S E ALONG N SEC LINE 617.95 FT TO W LINE OF E 730 FT OF GOVT LOT 1 TH S 0D 14M 47S W ALONG SD W LINE 1013.71 FT TO CL OF PETTIS AVE TH NWLY ALONG SD CL TO N SEC LINE TH N 88D 25M 11S E ALONG N SEC LINE 530.69 FT TO BEG \* SEC 20 T7N R10W 13.90 A. SPLIT/COMBINED ON 12/03/2015 FROM 41-15-20-200-014; SPLIT/COMBINED ON 01/11/2016 FROM 41-15-20-200-014;

*Approximately 14 acres on north side of  
Pettis Avenue, address 1100 Pettis Ave NE.  
Ada Twp, Michigan*



**To: Ada Township Board of Trustees  
Julius Suchy, Ada Township Manager**  
**From: Mark Fitzpatrick, Parks Director**  
**Re Structural Engineering Services for Roselle Park Shelter Project**  
**Date: November 17, 2020**

### **Background**

At the August 31 Township Board meeting, the Board of Trustees approved a proposal from OCBA to facilitate the Roselle Park Shelter and Picnic Area improvements project. Since then, they have been working on the details of the site plan, cost estimates and engineering needs. In addition, our Programs and Facilities Committee has met with OCBA to review their revisions and recommendations, including a November 10 meeting on site.

As part of their work, OCBA utilized the services of Driesenga & Associates, Inc. to conduct a geotechnical study of the area the proposed shelter would be located. That was done through soil borings and analysis from those borings. Attached is the cover memo from the Driesenga & Associates' report and a copy of page 10 of that report. Driesenga & Associates, referenced the poor quality of soils at that site and a recommendation for using helical piers as supports in the construction of the shelter.

On November 12, OCBA provided us a letter regarding Driesenga & Associates' report, and a new proposal from Byce & Associates to provide services to design the foundation for the shelter. Copies of that letter and proposal are attached. Included in the OCBA letter, is their recommendation to accept Option #2 noted in the Byce & Associates proposal. That option includes design cost for the shelter helical pile foundations and support for the floor slab at a rate of \$3,500.00.

### **Request**

We are in agreement with OCBA's recommendation, that Option #2 would provide the best support of the shelter foundation and slab for many years.

We are requesting of the Township Board of Trustees to approve Option #2 of the Byce & Associates proposal for \$3,500.00. Note that this service would be paid out of the park's Fund 214 at this time, and that the costs are incorporated into the project Opinion of Probable Construction Costs.

### **Attachments**

- Driesenga & Associates, Inc. cover letter and page 10 of their October 10 geotechnical report
- OCBA Nov. 12 letter to Ada Township with their recommendation for Byce & Associates Option #2
- Byce & Associates proposal, dated Oct. 26.
- OCBA's recently updated project site plan dated November 12
- OCBA's recently updated Opinion of Probable Construction Costs
- OCBA Preliminary Project Schedule
- Image of a shelter similar to the one proposed
- Image of an accessible covered picnic table similar to the ones proposed



**DRIESENKA &  
ASSOCIATES, INC.**

**Engineering • Surveying • Testing**

12330 James Street, Suite H80  
Holland, Michigan 49424  
Ph. (616) 396-0255 • Fax (616) 396-0100  
[www.driesenga.com](http://www.driesenga.com)

October 14, 2020

*via electronic mail*

Ms. Sandy Bliesener  
OCBA  
350 East Michigan Avenue, Suite 415  
Kalamazoo, Michigan 49007

**Re: Geotechnical Report  
Roselle Park Improvements  
1010 Grand River NE, Ada Township, Michigan  
Driesenga & Associates, Inc. Project No 2030774.3A**

Dear Ms. Bliesener:

Driesenga & Associates, Inc. is pleased to submit the attached report of subsurface exploration performed for the above-referenced project. The report presents the exploration procedures, subsurface conditions encountered, and our recommendations for development of the site with respect to proposed earthwork, foundation construction, and pavement design.

Soils encountered at the site generally consists of old fill soils to approximately 1.0 to 3.5 feet below grade in the planned parking area and to approximately 6 feet below grade in the planned picnic shelter area. The fill soils were underlain by organic silt and peat to a depth of 9.2 feet at the picnic shelter area and topsoil to a depth of approximately 3.5 to 4.7 feet below grade in the parking area. The fill and topsoil are underlain by native loose to medium dense sand or silty sand to the explored depths ranging from 5 to 15 feet below the ground surface. Please refer to the report for a more detailed description of our findings, as well as important design and construction recommendations.

Proper execution of our recommendations will affect the design, construction and performance of the structure and related facilities, and the potential associated risks involved. Therefore, the issues and recommendations presented in this report should be discussed with the project team, including Driesenga & Associates, Inc. This will increase the likelihood that the issues are understood and our recommendations are applied in a manner consistent with the project budget, tolerance of risk, and expectations for performance and maintenance.

We appreciate the opportunity to be of service to you. If you have any questions concerning this report, or if we can be of further service as design and construction progresses, please contact our office.

Sincerely,  
**DRIESENKA & ASSOCIATES, INC.**

Michael Stork  
Project Geologist

Randy Pail, P.E.  
Director of Geotechnical Engineering



winter months. Due to the sands encountered at the site, construction of trench footings is probably not feasible. Therefore, we anticipate footing excavations will need to be sloped back and the foundations formed. The placement of footing concrete should be done as soon as footing excavations have been completed and approved to reduce the potential for disturbance or freezing of the footing subgrade.

Prior to concrete placement, the bearing surface should be free of loose soil and standing water. The contractor should avoid stockpiling excavated materials immediately adjacent to the excavation walls. It is recommended that stockpiled materials be kept back from the excavation a minimum distance equal to half the excavation depth to prevent surcharging the excavation walls.

Total and differential settlement of foundations properly designed and constructed based on our recommendations are not expected to exceed 1 inch and ½ inch, respectively.

**Helical Pile Foundations** – Based on the soils encountered in the area of the picnic shelter, we do not recommend supporting the proposed building on traditional, shallow spread footing or shallow post footing unless complete removal of the old fill and underlying organic soils is performed. Considering the depth of unsuitable soils, we do not anticipate that removal of the unsuitable soils and replacement with engineered fill will be practical. Therefore, a helical pile foundation system is anticipated to be the most economical foundation system. The helical pile foundation system will allow the foundation loads to be transferred to suitable soils encountered below the fill and organic soils.

Helical piers involve a round, helically formed plate welded onto a steel shaft. Additional capacity is gained by adding additional helices to each shaft (i.e., double helix and triple helix piers). The lead section is drilled through the unsuitable upper soils until a designed torque resistance is reached in the denser, underlying strata. The upper section of the drilled shaft is then incorporated into the structure's concrete foundation. The pier essentially carries the load of the structure through each installed pier.

12 November 2020



Mr. Mark Fitzpatrick  
Ada Township Parks Director  
7330 Thornapple Rive Dr  
Ada, MI 49301

Re: Roselle Park Picnic Shelter Geotechnical Recommendations

Dear Mark

As we have previously discussed, the soil borings and geotechnical report performed by Driesenga & Associates indicates buried peat and organic silts where the proposed picnic shelter is to be located. These organic soils are at a depth of 6 to 9' and are covered with sand fill. The suitability of the sand fill to support building or pavements is not known, due to the lack of documentation when this fill was placed.

Due to these two soil factors, Driesenga & Associates have determined the existing soils to not be suitable to support building foundations nor paving, and excessive settlement would be expected. Two options were presented in the geotechnical report to provide the required structural support:

Option #1. Mass removal and replacement of existing soils with engineered fill, to a depth of 9' and extending 5' beyond the concrete slab. Approximate construction cost would be in the range of \$55,000.00

Option #2. Support the shelter with helical pile foundations and support the concrete slab with reinforcement and helical pile foundations with no soil replacement. Approximate construction cost would be in the range of \$35,000.00

OCBA has received a proposal from Byce & Associates of Kalamazoo for the structural design, engineering, and opinion of probable cost for Option #2. Their proposal is attached and indicates services for two different options. Option 2 in the proposal includes a cost of \$2,000 for design of the shelter helical pile foundations, and \$1,500 for the design of the concrete slab reinforcement and helical pile foundations, for a total of \$3,500.

It is our recommendation that the proposal from Byce & Associates be accepted and Option #2 be implemented. The amount of \$38,500 for design and construction has been included in our Opinion of Probable Construction Costs for Phase 1.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Paul Warnick".

Paul Warnick, LLA, ASLA

October 26, 2020

487 PORTAGE STREET  
KALAMAZOO, MI 49007

Sandy Bliesener  
Landscape Architect  
O'Boyle, Cowell, Blalock, & Associates, Inc.  
350 E. Michigan Avenue, Suite 415  
Kalamazoo, Michigan 49007

CORPORATE@BYCE.COM  
WWW.BYCE.COM

269.381.6170  
269.381.6176

**Re: Proposal for Structural Engineering Services  
Roselle Park Picnic Shelter Foundations  
Ada Township, Michigan  
B/A Project # 20100249**

Dear Sandy,

Bycc & Associates, Inc. is pleased to provide this proposal for structural engineering services for design of a foundation for a 28'x38' picnic shelter.

We understand that the framing for the picnic shelter will be designed by others. The site is understood to be within the flood plain and has soils unsuitable for conventional footings. The desired approach is to utilize helical piers to support the structure and possibly the concrete slab as well.

Byce & Associates, Inc. scope of services will be to provide a construction drawing for the foundations supported on helical piers.

**Proposed Fee**

Byce & Associates, Inc. proposes to provide the above services for two different options:

- Option 1: Foundation drawings for support of the picnic shelter only on helical piers. The floor slab will bear on native soils and may run the risk of settlement. **\$2,000.00**

\_\_\_\_\_  
**Approved by:**

\_\_\_\_\_  
**Date:**

- Option 2: Foundation drawings for support of both the floor slab and picnic shelter on helical piers. Drawings will include details for the concrete foundations and for the structural slab to span between helical piers. The drawings can also show an alternate bid for the structural slab and for piers to support of the concrete slab. **\$3,500.00**

\_\_\_\_\_  
**Approved by:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Initial**

Ms. Bliesener  
October 26, 2020  
Page 2

**Proposed Terms**

- The following items are standard additional reimbursable expenses to be invoiced in addition to Professional Services, Basic Services Fee.
  - Reprographics, Printing, Presentation Graphics, Plotting at direct expense,
  - Consultants not included in Basic Services
  - Plan review application or filing fees required by Authority Having Jurisdiction.
  - Special Inspections required by AHJ and/or Owner or Owners Representatives or Consultants.
  - Vehicular Mileage expenses beyond a ten-mile radius of Byce & Associates, Inc. offices.
  - Travel expenses; including travel fare, lodging and meals.
- Invoices are made monthly and shall be payable upon receipt of the invoice.
- Sign and initial all pages of this proposal for complete approval and return in its entirety.
- Return all signed agreements and purchase orders to [accounting@byce.com](mailto:accounting@byce.com).
- The terms and conditions of *AIA Document C401, Standard Form of Agreement Between Architect and Consultant (2017 edition)* shall apply to and be a part of this proposal.
- The Terms and Conditions of *ALA® Document E203™ – 2013 Building Information Modeling and Digital Data Exhibit, AIA Document G201™–2013, Project Digital Data Protocol Form and ALA Document G202™–2013, Project Building Information Modeling Protocol Form* shall apply to and be a part of this proposal.
- Bulletin/Scope of Work Change Orders will be billed at 10% of the Construction Change Order Cost or time & material.

Our team is prepared to begin immediately upon your signed approval below. We look forward to working with you on this project.

Respectfully submitted,

BYCE & ASSOCIATES, INC.



Bryan Webster, PE  
Vice President

c: Accounting



INNOVATIVE PRACTICAL SOLUTIONS  
CIVIL ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL PROJECT MANAGEMENT BUILDING COMMISSIONING



11-12-20



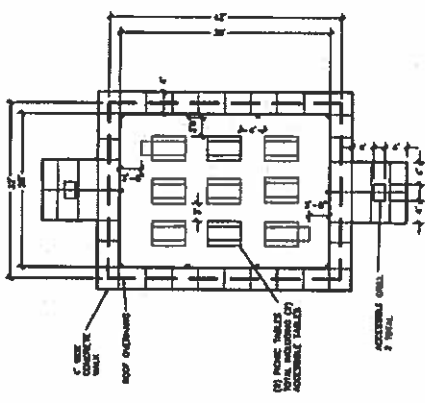
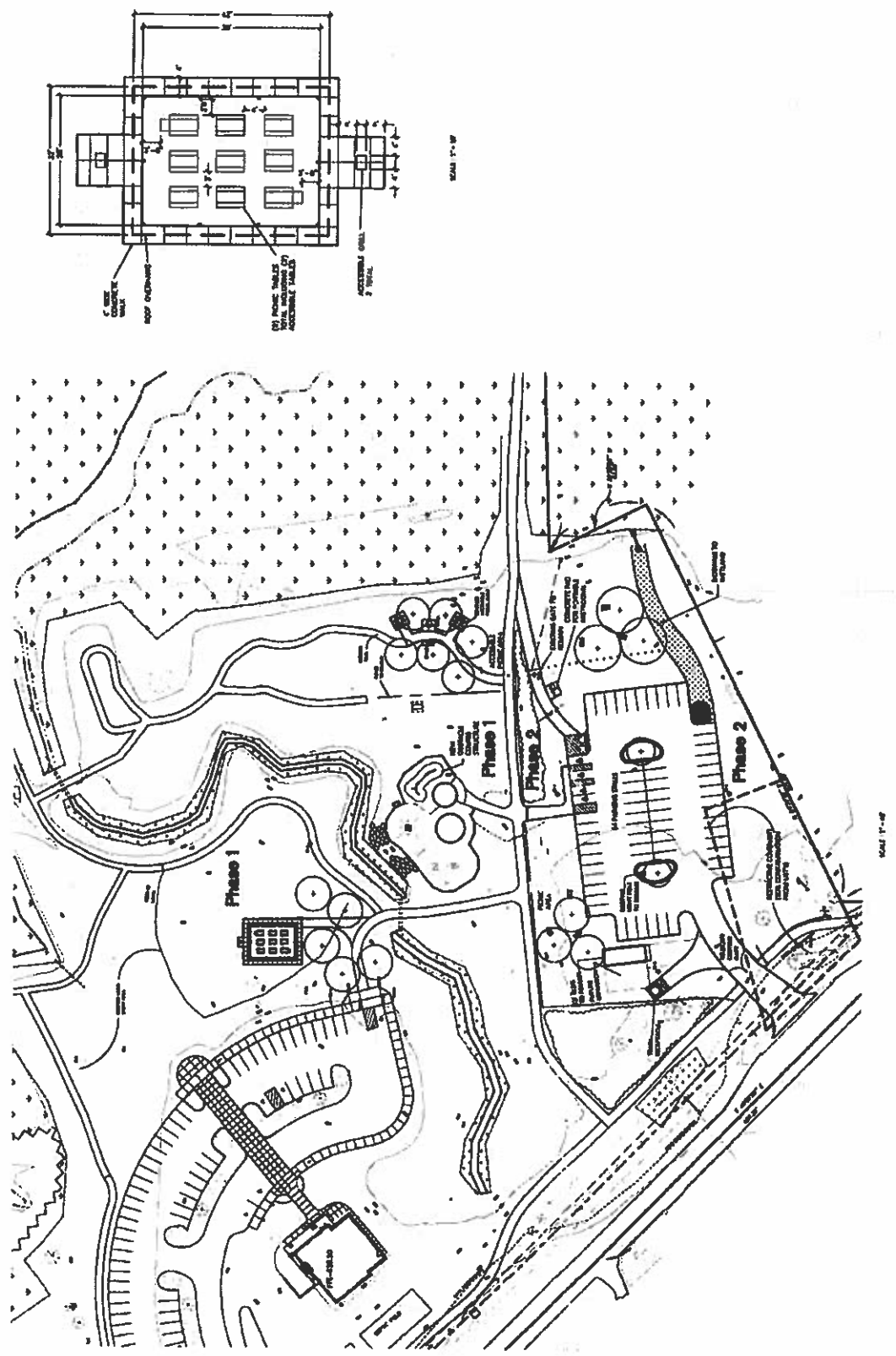
180 East Washington Avenue, Suite 400  
Chicago, Illinois 60601  
Phone: (312) 555-1000  
Fax: (312) 555-1001  
www.ochalandscape.com

Professional Architecture  
Professional Landscape Architecture  
Professional Planning  
Professional Engineering  
Professional Surveying  
Professional Environmental Engineering  
Professional Horticulture  
Professional Construction Management

Not for Construction

Project Name:	11-12-20
Client:	
Scale:	
Date:	
Drawn By:	
Checked By:	
Approved By:	
Project No.:	
Sheet No.:	

**Roselle Park Improvements**  
180 Grand River Drive SE  
Atlanta, Georgia 30316  
Project No.  
**Site Plan**



SCALE 1"=4'

SCALE 1"=4'

12 November 2020

**Roselle Park Parking and Picnic Area Improvements  
Ada Township, Michigan**



**Opinion of Probable Construction Costs**

**Project Summary**

<b>Phase 1 Total</b>	<b>\$214,462.50</b>
<b>Phase 2 Total</b>	<b>\$248,800.00</b>
<b>PROJECT TOTAL</b>	<b>\$463,262.50</b>

**Phase 1 ( 2021 Construction )**

Notes

	Qty.	Unit	Unit Price	Total
<b>Universally Accessible Picnic Area</b>				
Mobilization	1	LS	\$10,000.00	\$10,000.00
Earthwork	1	LS	\$3,500.00	\$3,500.00
4" Concrete Pavement	450	SF	\$5.50	\$2,475.00
Asphalt Walk	105	SY	\$21.00	\$2,205.00
Picnic Table Canopy	2	EA	\$7,500.00	\$15,000.00
Grill	1	EA	\$1,800.00	\$1,800.00
Topsoil and Restoration	500	SY	\$8.00	\$4,000.00
<b>Subtotal</b>				<b>\$38,980.00</b>
<b>Playground Improvements</b>				
Earthwork / Grading	1	LS	\$3,500.00	\$3,500.00
New Play Equipment	1	LS	\$28,945.00	\$28,945.00
Loose Fill Safety Surfacing	1	LS	\$2,500.00	\$2,500.00
Play Edge	90	LF	\$10.00	\$900.00
Topsoil and Restoration	250	SY	\$8.00	\$2,000.00
<b>Subtotal</b>				<b>\$37,845.00</b>
<b>Picnic Shelter</b>				
Miscellaneous Demolition & Removals	1	LS	\$500.00	\$500.00
Earthwork / Grading	1	LS	\$5,000.00	\$5,000.00
Asphalt Walk	65	SY	\$21.00	\$1,365.00
Concrete Pavement	1,745	SF	\$5.50	\$9,597.50
ICON Picnic Shelter 28 x 38' installed	1	EA	\$63,675.00	\$63,675.00
Helical Piers / Concrete reinforcement				
Design and Engineering	1	LS	\$3,500.00	\$3,500.00
Construction	1	LS	\$35,000.00	\$35,000.00
Grill	1	EA	\$1,800.00	\$1,800.00
Electrical and Lighting	1	LS	\$10,000.00	\$10,000.00
Topsoil and Restoration	900	SY	\$8.00	\$7,200.00
<b>Subtotal</b>				<b>\$137,637.50</b>
<b>Phase 1 Total</b>				<b>\$214,462.50</b>

**Phase 2 (2022 Construction)**

Notes

	Qty.	Unit	Unit Price	Total	
<b>Parking, Service Drive and Picnic Area</b>					
Mobilization	1	LS	\$10,000.00	\$10,000.00	
Miscellaneous Demolition & Removals	1	LS	\$1,000.00	\$1,000.00	
Remove Gravel	18000	SF	\$0.50	\$9,000.00	
Remove Asphalt Paving	1	LS	\$10,000.00	\$10,000.00	
Concrete Curb & Gutter	300	LFT	\$22.00	\$6,600.00	
6" Concrete Pavement	200	SF	\$6.50	\$1,300.00	
Paving Subgrade Preparation (buried topsoil)	1	Allowance	\$60,000.00	\$60,000.00	
Asphalt Parking	3,200	SY	\$27.00	\$86,400.00	3.5" asphalt, 6" gravel base
Asphalt Paths	100	SY	\$21.00	\$2,100.00	
Pavement Marking	1	LS	\$2,500.00	\$2,500.00	
Parking Signs	4	EA	\$600.00	\$2,400.00	
Trash Enclosure Screen	1	LS	\$4,000.00	\$4,000.00	
Re-install existing Entry Gate	1	LS	\$1,500.00	\$1,500.00	
Bioswale	1	LS	\$10,000.00	\$10,000.00	
Topsoil and Restoration	1,500	SY	\$8.00	\$12,000.00	
Entry and Parking Landscaping	1	LS	\$30,000.00	\$30,000.00	
<b>Phase 2 Total</b>				<b>\$248,800.00</b>	

**Roselle Park Parking & Picnic Improvements**

Ada Township, Michigan

Preliminary Schedule 2020-2021



Tasks	2020			2021		
	October	November	December	January	February	March
Kick-off Meeting						
Determine Project Phasing/Phasing						
Preliminary Plan and Estimates						
Site Walk						
Parks Director Review and Approval						
Soil Borings						
Design Development Plans / Estimate						
EGLE Permit Drawings / Application						
Construction Drawings						
Site Plan Review						

Tasks	2021			2022		
	January	February	March	April	May	June
Issued For Bid						
Bid Review						
Township Board Approval						
Permits						
Construction						

Tasks	2022			2023		
	July	August	September	October	November	December
Construction						







**To: Ada Township Board of Trustees  
Julius Suchy, Ada Township Manager**  
**From: Mark Fitzpatrick, Parks Director**  
**Re Bobcat Angle Broom Attachment for Bobcat Toolcat**  
**Date: November 17, 2020**

**Background**

Last year we purchased a new Bobcat Toolcat which we use on the trails and in the parks. In this year's budget, we planned for purchasing two attachments for that machine. One was for a broom, the other for a brush mower. We had budgeted \$7,000 towards those two items.

In review of our options and current status, we selected to purchase only one of those two items this year. We prioritized the broom over the brush mower based on a couple reasons: It can be used for year-round services including leaf and debris clearing as well as light snowfalls; purchasing only one item would save on some of our expenditures; and that the park maintenance staff worked on our current John Deere brush mower which extending the life of that tool for another year or more.

**Vendor Proposal**

Rick Scheidel, the manager from Carleton Equipment who coordinated our purchase of the Bobcat Toolcat, provided us the attached quote for a 68" Angle Broom to fit our Toolcat. Rick went through the "MI Deals" program for his quote which covers our need for additional quotes.

The quote for the 68" Angle Broom is for \$4,202.80.

**Request**

We are requesting of the Township Board of Trustees to approve purchasing the 68" Angle Broom from Carleton Equipment at the rate of \$4,202.80.

Link: <https://carltonequipment.com/products/bobcat@-angle-broom>

Photo:





# Bobcat

## Product Quotation

Quotation Number: HMM-23434

Date: 2020-09-28 16:05:43

Customer Name/Location	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
ADA TOWNSHIP Attn: MARK 7330 THORNAPPLE DR PO BOX 370 ADA, MI 49301	Carleton Eq. Bobcat of Grand Rapids, Byron Center, M 343 100TH STREET SW BYRON CENTER MI 49315 Phone: (616) 877-3388 Fax: (616) 877-4737	Clark Equipment Company dba Bobcat Company PO Box 6000, 250 E Beaton Dr West Fargo, ND 58078 Ph# 701-241-8719 Fax# 855.608.0681 Heather Messmer E Mail: heather.messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
68" Angle Broom	7337703	1	\$4,202.80	\$4,202.80
<b>Total of Items Quoted</b>				<b>\$4,202.80</b>
<b>Dealer Assembly Charges</b>				<b>\$0.00</b>
<b>Quote Total - US dollars</b>				<b>\$4,202.80</b>

**Notes:**

*\*Prices per the Michigan Contract*  
*\*Terms Net 30 Days. Credit cards accepted.*  
*\*FOB Destination within the 48 Contiguous States.*  
*\*Delivery: 60 to 90 days from ARO.*  
*\*State Sales Taxes apply.*  
*\*Please include Tax Exempt Certificate with placed order.\**

*\*TID# 38-0425350*  
***\*ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales,***  
***PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.***  
*Prices & Specifications are subject to change. Applies to factory ordered units only.*

**ORDER ACCEPTED BY:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
PURCHASE ORDER #

SHIP TO ADDRESS: \_\_\_\_\_

BILL TO ADDRESS (if different than Ship To): \_\_\_\_\_

Please include Tax Exempt Certificate with placed order.







## MEMORANDUM

Date: 11/18/20

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Purchase of BS&A Timesheets Module

---

**Background:**

The Township currently utilizes paper time sheets for all staff. This process requires each employee to submit their individual time sheet to their department supervisor. Once the department supervisor has reviewed the payroll and signed off, it is then sent to the Township Manager. Once the Township Manager has reviewed the time sheets, they are provided to Cassie Rodriguez so payroll can be processed. This system is time consuming, requires multiple staff to staff handoffs of paper documents and is outdated when compared to best practices for local government.

When reviewing potential eligible expenses under the CARES Act, I identified the BS&A Timesheets module as a potential expense that would allow us to limit employee interaction in the office as well as upgrading a currently outdated process. The software allows employees to electronically enter their time into the Timesheet module where it can be reviewed electronically and in a more efficient manner. Due to COVID, this software would allow the Township to eliminate a number of employee interactions as well as allow employees working remotely to turn in time sheets without requiring everyone to come to the office.

The Township currently utilizes multiple BS&A modules and staff is very comfortable with the software as well as the customer support. I have attached a quote from BS&A which is summarized below:

**Application Cost (one-time expenses)**

- Timesheet.net module – \$3,670.00
- BS&A Online Employee Self Service – \$1,200.00
- Project Management & Implementation Planning - \$1,000.00
- Implementation and Training - \$1,000.00 – \$4,000.00 (depending on actual time used)

BS&A charges all of their modules based on the parcel county of the municipality. The Township is charged in the same manner for all BS&A modules. I asked if 4 days and \$4,000 was a realistic cost for training and the BS&A representative indicated that the majority of communities complete their training in 1-2 days, however they provide the range so they are covered if they run into a situation where they need to provide significantly more training – it would be my anticipation that we complete training in no more than two days. I also asked if the Township was eligible for any type of discount since we utilize a number of BS&A modules – they indicate they do not provide any discount; all modules are stand-alone pricing.

**Annual Service Fees** - There is unlimited support during our first year with the program included in the purchase price. Services fees are billed annually after the first year. The annual service

fee \$735.00 for Timesheets.net and \$1,200.00 for Employee Self Service for a total of \$1,935.00. I anticipate this cost being offset by an increase in productivity for staff by not handling paper timesheets as well as printing and paper savings.

During one on one meetings with employees, a number of individuals brought this up as a potential improvement for the Township. I have spoken with the Admin committee and provided the quote and they are supportive of this request.

Recommendation:

I would recommend approval of the quote from BS&A Software for the Timesheets.Net and Employee Self-Service software package as outlined in the quote. The Township would accelerate payment to BS&A to make sure that funds are spent prior to the December 15, 2020 deadline.

*Requested Motion: Authorize Township Manager to Purchase BS&A Timesheet.net Module and BS&A Online Employee Self-Service Application as outlined in the October 13, 2020 proposal.*

**Proposal for Software and Services, Presented to...**

**Ada Township, Kent County MI**

**October 13, 2020**

**Quoted by: Dan J. Burns, CPA**



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Cost Summary

Applications and Annual Service Fee prices based on an approximate parcel count of 5,833. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Applications

#### Personnel Management

Timesheets .NET	<b>\$3,670</b>
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#### BS&A Online

Employee Self-Service	<b>\$1,200</b>
-----------------------	----------------

Subtotal	<b>\$4,870</b>
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### Data Conversions/Database Setup

No conversion or database setup to be performed

### Project Management and Implementation Planning

#### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$1,000**



## Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

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Personnel Management Applications	Days:	4	<b>\$4,000</b>
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## Cost Totals

*Not including Annual Service Fees*

Applications	\$4,870
Project Management and Implementation Planning	\$1,000
Implementation and Training	\$4,000
<b>Total Proposed</b>	<b>\$9,870</b>
<i>Travel Expenses</i>	<i>\$345</i>

### Payment Schedule

- 1<sup>st</sup> Payment: **\$1,000** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$4,870** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$4,345** to be invoiced upon completion of training.



## Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

<b>Personnel Management</b>	
Timesheets .NET	\$735
<b>BS&amp;A Online</b>	
Employee Self-Service	\$1,200
<b>Total Annual Service Fees</b>	<b>\$1,935</b>



## Additional Information

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

---

### BS&A Online

#### **Connection Requirements**

BS&A Online requires a high-speed internet connection (cable modem or DSL).

#### **Payment Processing Requirements**

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.





## Acceptance

### Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

---

**Signature**

**Date**

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

### Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_





**Moore+Bruggink**  
Consulting Engineers

November 17, 2020

Re: Ada Township Engineering  
Project No. 200102.01

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

Dear Mr. Suchy:

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

#### **Adatowne Water Main**

The project is complete, and we had a final site meeting with the contractor on October 29 in order to prepare the punch list. Most items on the punch list have been completed, with the exception of some areas of lawn restoration next to the roadway. These areas will be repaired early next spring, so any snowplow damage can be repaired as well.

Consumers Energy has completed their work reinstalling the street lights. You will be receiving a separate invoice from Consumers Energy for their work.

We are reviewing the final construction quantities with CL Trucking and will present the final pay estimate and budget summary at the December 14 Township Board meeting.

#### **Ada Drive Sanitary Sewer Lining**

Insituform completed lining the last sections of sanitary sewer. All manholes have also been cleaned and lined. The bypass pumping station and temporary forcemain have been removed. The asphalt driveways have been repaved. The remaining work includes restoration of several concrete driveways (later this week), restoration of lawn areas, and abandonment of the bypass forcemain under Spaulding Avenue. All this work will be done before Thanksgiving.

The Township has received several complaints of sewer odors in the vicinity of Ada Drive and Patterson. Steve Ryan is looking into this matter. We do not know if it is/was construction related.

We will prepare the final pay estimate and budget summary. The final pay estimate and budget summary will be presented to the Township Board in December.



Mr. Julius Suchy  
November 17, 2020  
Page 2

### **Thornapple River Crosswalks**

The project is complete. The contractor has a couple of minor punch list items to complete. The final pay estimate and budget summary will be presented in December.

### **Water Reliability Study**

As reported last month, we responded to EGLE's review of the draft report. We are waiting for their final approval of the report.

### **Ada Drive Booster Pump Station**

EGLE is requiring the Township to increase pumping capacity of the Ada Drive Booster Station. We submitted plans, specifications, and a permit application to upgrade the booster station capacity by replacing the 1,200 gpm pump with an 1,800 gpm pump to EGLE on November 15. After EGLE review, the project will be put out for bids on November 24. Bids will be received on December 17 and a contract awarded at the January 11 Township Board meeting.

The cost estimate for the new pump/upgrades is roughly \$400,000. Funding for this project was included as part of the Township bond sale earlier this year.

### **Water Main Construction 2021/22**

We continue working on next year's water main project, which includes the remainder of the Adatowne neighborhood and all of the Adacroft neighborhood. We met at the Township offices on November 9 to confirm project limits and bidding schedule. Right now we are planning on bidding the remaining water main replacement (20,000 feet) as one bid package, with a late fall 2021 or spring 2022 completion. We will have the plans/specifications/bid package complete on January 7, 2021, and will take bids on February 4, 2021.

Please call if you have any questions.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

## **Museum Manager Update Nov 17, 2020**

Good morning,

Hope you are all staying safe and well.

Most unfortunately, the excitement of the new exhibit installation has been followed by some new state-wide restrictions and the reality of rising COVID cases in West Michigan. (So very 2020). We've had a number of discussions with Bernie, regular volunteers, Friday open-hours volunteers, and the wreath sale folks. We discussed:

- Visitor attendance - the numbers have been very low at our limited Friday-only open hours
- Risk v. reward - Whereas typically we are eager to have any and everyone in to share the exhibits, are we willing to potentially put our volunteers and visitor's health at risk for the few visitors right now?
- The restriction puts us at 30% capacity anyway: "A gathering at a retail store, library, or museum must not exceed 30% of total occupancy limits established by the State Fire Marshal or a local fire marshal. Nevertheless, a retail store, library, or museum may permit one customer at a time to enter if strict adherence to the 30% total occupancy limit would otherwise result in closure."
- The wreath sale would absolutely continue in the barn. They have a solid following that is not really affected by regular museum visitation. They are affected by Tinsel, Treats & Trolleys and the Santa Parade, but those won't be held this year. Frank/Marian/Dale could still access the building as needed but it could be closed to visitors.
- All the other Tri-River museums have been closed since March with the exception of Lowell and us, both under limited hours. We have put an effort in to remain open but might be at a tipping point. If we close for the next 3 weeks in alliance with the order, it wouldn't make much sense to reopen just for the 2 possible Fridays left in December.

Consequently, it seems sensible to close operations at the museum for the next three weeks. This would mean:

1. The wreath sale would continue as planned.
2. Museum open hours would be cancelled through December. But we are also annually closed to visitation Jan and Feb. We can discuss further and reevaluate in January if conditions improve.
3. The regular Tue/collections and Thu/technology volunteers will take a break for 3 weeks and we can reevaluate the week of Dec. 8.
4. I will split time in the museum and working from home according to the tasks I need to complete.
5. The porch and exterior will be decorated for the holidays, but not the inside museum rooms.

Sorry for the lengthy email. I don't take these conversations lightly. As this museum is my job and my passion, the last thing I want to do is close it to visitation. But taking all things into consideration, it seems the right thing to do.

Thanks,  
Kristen

--

Kristen Wildes  
Museum Manager  
**Ada Historical Society**  
[www.AdaHistoricalSociety.org](http://www.AdaHistoricalSociety.org)  
616.676.9346

*History is who we are and why we are the way we are - David McCullough*



**Ada Township Parks & Recreation Department**  
**Park Director's Report**  
**For November 12, 2020**  
**Submitted by Parks & Recreation Director Mark Fitzpatrick**

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

- Note that the November monthly meeting of the PRLP Advisory Board was not held.
- The next PRLP Advisory Board meeting is scheduled for Thursday, December 10 at 8:30 am. The meeting will be on Zoom, a link will be posted prior to the meeting.
- With Supervisor Haga retiring, we will need to re-fill his position on the PRLP Advisory Board.
- Our 2017 Parks, Recreation and Land Preservation Plan, also known as our Community Recreation Plan, expires December 31, 2021. Throughout 2021 we will work to update our goals and objectives for the parks, land preservation initiatives, trails, recreation programs, and administration.  
<http://adamichigan.org/uploads/township/Parks-Recreation/Ada-Township-Parks-Recreation-and-Land-Preservation-Plan.pdf>

**Updates related to COVID-19**

- COVID-19 remains an impact to our operations and level of program services. The strongest impacts limit our staffing levels, indoor rentals at Roselle Park, and offering typical community, youth and family programs. We are still maintaining a fair level of outdoor activity in the parks, preserves and trails for visitors. Restrictions are expected to go beyond the winter.
- Julius was able to secure CARES funding which is helping to cover some of our related costs for items such as masks, gloves, a shield in the office, a laptop computer and recreation software.
- Through a grant from Kent County, free public Wi-Fi services are being set up at Ada, Roselle, Legacy and Leonard Field Parks along with the Township Hall. To be installed November 17 and 18.
- We continue to get facility use and outdoor space requests from folks having a hard time finding other spaces available.

**Administrative Updates**

- George Haga will complete his term as Township Supervisor on Friday, November 13. Ross Leisman will begin his term as the new Supervisor that same day.
- Parks & Recreation Department staffing is reduced for the winter with Softball Program Coordinator Rob McCormick moved to California until mid-March. Currently working is the Director, our Administrative Assistant (*1/2 time*), three maintenance staff and one part-time worker to assist with snow plowing. We are still holding off on filling the Recreation Program Assistant and Intern positions. The option of hiring a winter season Intern is under review.
- After review of several options for recreation management software we selected ReCPro as our preferred option. On November 9, the Township Board approved a proposal for the ReCPro software and a related App. We will be setting up that software over the next two months. CARES funding will cover the start-up and first year fees. For a basic review, see [www.recpro.com](http://www.recpro.com)
- The review and updating process of the park rules and regulations will reconvene once Ross Leisman is on and able to participate.
- Design and cost estimates for new signs at all the parks and preserves is still underway with the Sign Committee. Implementation may begin in 2021 with some installed in 2022.
- A two-part proposal from RJM-Design for services related to the Leonard Field master plan was approved at the October 26 Township Board meeting. These were to 1) facilitate improvements to the lighting on the softball field, and 2) establish a phasing plan and assist with a grant. The grant application is due in March of 2021. RJM-Design is currently working on these initiatives.

## Administrative Updates continued ...

- Review and planning for the FY 2021-22 budget will begin November 16, with budget requests from Department heads due January 8, 2021.
- Planning for the 2020-2026 Capital Improvements Plan is underway. Our details will be reviewed again at the December 10 PRLP Advisory Board meeting. Highlights for funds related to parks, preserves and trails are outlined below:
  - ❖ The old parks fund, Fund 208, will not have any new projects added to it.
  - ❖ The old open space fund, Fund 213, will not have any new projects added to it. Still pending is payment to Kent County for support of the grant to expand Chief Hazy Cloud Park and some operational costs.
  - ❖ The newer PRLP fund, Fund 214, has the following major projects identified:

FUND 214	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Leonard Field Park	Planning for lighting project and grant appl.	Softball field lighting	Grant assisted master plan improvements – year 1	Grant assisted master plan improvements – year 2		
Roselle Park	Planning & bidding for Shelter/Picnic area project	Shelter/Picnic Area phase 1 (shelter, picnic area, playground)	Shelter/ Picnic Area phase 2 (parking lot)		Relocate section of paved trail by the river	
Ada Park	Office improvements for spacing and weather needs					Improvements to paved trails, possibly buildings
Grand River Nature Area		Repairs to a section of the paved trail				
New Signs		Signs for Parks	Signs for Preserves			
Vehicles				Replace small pickup truck		

- ❖ The trails fund, Fund 211, is focusing on general maintenance and operations with no capital projects for FY 2021-22, and then for the following years to have a series of new trail projects supported by the new millage.

## Updates on Township Parks and Preserves

### Leonard Field Park

- Construction on the crosswalks on Thornapple River Drive has been mostly completed. There are a few details remaining.
- After approval of the proposal RJM-Design submitted to assist with the ballfield lighting and a grant application, they have begun this work. Current focus in on the ballfield lighting with and apparent need to conduct soil bearings for best analysis prior to final designs and cost estimates. We adjusted the softball schedule so no games will be set up for that field in March or April of 2021, allowing time for the poles and lights to be installed. Work on the phasing and grant application will begin soon with the grant application due before the end of March 2021 (*March 8<sup>th</sup> Board meeting for review*).
- A Bridge Lighting Ceremony is scheduled for December 4<sup>th</sup>. Details are being adjusted to coordinate with COVID protocols and other community activities.

Continued ...



### **Ada Township Park**

- 2020 Shelter and Gazebo rentals ended October 31, with closer of the restrooms on November 4. We are accepting reservation for 2021, while still giving notice of COVID protocols.
- The irrigation and shelter water lines were winterized November 4. This included water over to the maintenance building. We will retain some picnic tables in the Shelter and Gazebos for use by visitors throughout the winter.
- Nets in the pickleball and tennis courts volley ball will come down next week.
- Softball and soccer fields rentals are done for the year.
- Regarding the 1022 Buttrick property, the homeowners rejected a 30-day "Option Agreement" from the Township to hold the property. No further action has been taken. The review of funding showed limited resources to directly purchase the lot and house. The PRLP Board and Committees found the lot a high priority but the house a low priority. There were challenged to justify the expense of over \$325,000. We are monitoring the situation to see if it gets posted for sale or others purchase it.
- A new memorial park bench and mini-library were donated by the family from the house in memory of their mother. The bench and library have been set up alongside the new trail near the house.
- A new memorial tree was planted in the park, sponsored by the Ada Fire Fighters Association.
- Several dying and dead trees in the Arboretum and parking lot areas are being removed for safety needs. Two large ones will be removed on November 18.
- Improvements to the park office are under review, including new floor insulation, carpet, doors and a thermostat as part of items identified in the space needs study. Further assessment of the office and maintenance buildings will be done as we update the PRLP Plan and integration of a new Township Hall.

### **Roselle Park**

- For the improvement project on the non-paved trails in the north section, we initially retained \$4,552.00 for 60 days for final completion by Bultsma Construction. That work was not completed during that time so the retainage is being held with expectations of the work to be completed in the spring.
- The OCBA proposal to administrate the shelter/picnic area/parking lot improvement project was approved by the Township Board on August 31. Representatives from OCBA met with the Facilities and Programs Committee on October 14, and again on November 10 to review their recommendations. Cost estimates and time-lines. Their most recent plans and costs estimates were submitted November 11. The plan outlines construction of the shelter, accessible picnic area and a new playground structure in 2021, and the parking lot improvements completed in 2022. Currently under review is the need for additional engineering services related to the foundation of the shelter floor. This became apparent after a soil bearing test revealed poor soils at the site. Next steps include preparing and submitting an EGLE permit and preparing the construction documents. Request for bids is expected for January 2021.
- The October 9 COVID update allowed us to increase the room limits to 20 people per 1,000 square feet. With that, we held a few rentals and meetings there this fall. With the recent surge in cases, this has been reduced again.
- The room at Roselle Park was used for the elections on November 3<sup>rd</sup>. The event went well.
- Two new donations have been made to the park, one for a memorial tree and one for a memorial bench.

### **Legacy Park – In Memory of Helen and Rich Devos**

- Still incomplete is the re-finish work on the amphitheater wood frame. Progressive A&E and Thomet Construction are working on that issue.
- The guidelines for facility use and rental fees were reviewed by the Programs and Facilities Committee and will go next to the Rules Committee for review.
- November 8 was the last scheduled event for the Pavilion area this season with a rental by the Community Church.
- We facilitated a number of events at the Amphitheater this year which gave us a fair idea of logistics and needs for the site. These included two concerts, yoga sessions, story-telling, rental by groups from Forest Hills Schools, rentals by the Community Church for outdoor services, a rental by a local business, a dedication ceremony and George Haga Day.
- We are outlining a schedule for use and potential programs for 2021. Once set, we will be able to accept rental groups for 2021.

### **Carl Creek Crossings Preserve**

- Volunteers assisted with a fall clean-up and stewardship work day.
- The gate was damaged recently by a fallen tree. It has been replaced.

### **Carl Creek Wetlands Preserve**

- Park staff and a volunteer serviced the site to further open the pathway in the preserve and assess need for managing invasive plants there.
- The long-range development of the site will be reviewed again as we go through the update of the Parks, Recreation and Land Preservation Plan in 2021.

### **Grand River Natural Area Preserve**

- The trail improvement project planned and budgeted for this year has been postponed until 2021.

### **Knapp Corners Preserve**

- The Sign Committee is working to finalize details to upgrade the entry sign and timing for installation.

### **Shady Drive Preserve**

- This is a small parcel we own next to the MI DNR boat launch near Knapp.
- We continue to review the intrusion to the property and adjoining DNR property. The DNR has been consulted. Plans to have the boundaries surveyed and marked are underway.

### **Updates on the Bike Paths / Non-Motorized Trails**

- Katerberg-VerHage completed repairs to the four locations on the trails needing work.
- Thomet Construction completed replacement of bad boards in two boardwalks by Seidman Park.
- Moore & Bruggink is working to update the Trail Maintenance Plan to be used as a guide for future trail repair needs.
- Due to a lack of funding, no major improvements or extensions are planned for 2021.
- Millage supported maintenance and new trail work will begin in 2022.
- The Trail Committee will meet November 17 to review the list of potential trail projects identified in the Connect-Ada Plan.

### **Updates on Recreation Programs**

- Program offerings are still limited due to COVID-19.
- The Recreation Program Assistant and Intern positions have not been filled yet.
- Adult softball league games completed in October. Rob has scheduled tournaments for 2021.
- Rental use of the fields by AYSO soccer and Zig-Zag Ultimate Frisbee ended October 31.
- No school or pre-school programs were held this fall and none are anticipated for the winter.
- Use of tennis and pickleball courts has been very busy. That will end soon with removal of the nets.
- Large community events continue to be cancelled, including the holiday events of *Tinsels, Treats and Trolleys* and *Santa Parade* previously scheduled for December. Hope for a Bridge Lighting event is targeted for December 4 in coordination with the Ada Business Association and a potential DDA Village holiday lighting initiative.
- An outdoor workshop on managing Oriental Bittersweet is set at Ada Park for December 12. Partnered with Kent Conservation District.
- A program on winter sports is set at Roselle Park for January 23. Partnered with Bill & Paul's Sporthaus.
- A proposal to hold the Grand Rapids Triathlon in June of 2021 is under review. Several modifications have been presented to accommodate COVID issues.
- ReCPro recreation software was approved by the Township Board and will be implemented over the next couple months. This will be used to coordinate three rooms in the new library in addition to park facilities and recreation programs.
- Information for the winter edition of the Adaview newsletter has been submitted. Expected to arrive to Township residents in early December.



TOWNSHIP

## Township Manager Report for November 18, 2020

Submitted by Township Manager Julius Suchy

### **Kent County CARES Act Funding - Public Wi-Fi Update:**

The units were installed on Tuesday November 17<sup>th</sup> and Wednesday November 18<sup>th</sup>. The units will be live once they are installed. A message about public Wi-Fi units was placed in the most recent Adaview newsletter. Staff will be testing all locations to confirm they are in working order.

### **Coronavirus Relief Local Government Grant (CRLGG) Final Summary:**

The Township had until November 15, 2020 to spend the \$12,042.00 that was provided by the State of Michigan as a substitute for our August City, Village and Township Revenue Sharing (CVTRS) payment of \$7,744.00. The Township was required to spend the funds on technology that would allow employees to remote work and allow for employees more flexibility to handle quarantine (if needed). The total amount spent was \$12,050.53, which was \$8.53 over the grant amount. If the Township did not spend the full amount it would have been required to write a check back to the Michigan Department of Treasury for any unspent funds.

Below is a breakdown of how the funds were spent:

Item	Total Cost
Laptops (10)	\$11,271.80
HD Webcam & Microphone (10)	\$461.90
Laptop Bags (10), 10 Laptop Mice	\$316.83
<b>Total Cost</b>	<b>\$12,050.53</b>

### **Remote Work Plan & COVID Plan Updates:**

With the increase in COVID cases in Michigan and Kent County, I have reviewed and am working on an update to our COVID-19 Workplace Plan that will provide additional information and training links. The original plan was put together at the beginning of COVID and there have been quite a few updates that should be incorporated in our plan. Once I have drafted the revisions to the plan the Admin committee will review it for feedback.

The Township was notified by Miller Johnson, Legal Counsel that MIOSHA is changing course on the way it interpreted earlier Michigan Department of Health and Human Service (MDHHS) orders. Under the new interpretation MIOSHA will place greater scrutiny on office workplaces and whether those workplaces are adhering to having as many staff remote connect as possible.

A new schedule has been created which will rotate staff in the office and remotely while still providing coverage to make sure all services are being offered at a high level. With the purchase

of the laptops through the CRLGG the Township is able to offer a better remote connection setup. This will improve even further once the new server is installed.

**New Server Install Update:**

The new server will be installed on November 30<sup>th</sup> and the entire process will be completed by December 2<sup>nd</sup>. Staff will be able to continue to access the server throughout but there will be small disruptions throughout the process.

**Assessing Office Re-Configuration:**

Staff is working with Ben Thomet on purchasing office furniture that will allow the assessing department to re-configure its office to better space employees. Currently two of the assessing department employees are required to sit within 6 feet of each other throughout the entire day. There is no ability to install barriers between these two employees which has required us to look at re-configuring the office space. The office furniture is a mixture of used and new furniture from Custer that matches the existing furniture for a cost of \$1,736.00. There will be additional cost for Mr. Thomet to install the furniture. The cost to reconfigure this office will be covered under funding through the CARES Act grant from Kent County.

**Captioning for Virtual Board Meetings:**

The Township has utilized Dynamic Captioning for all of its captioning needs since the Township began holding virtual meetings. I have been communicating with other municipalities on how they handle access or closed captioning. Both Cascade Township and Kentwood indicated that they include a notice on their posting directing individuals who need additional services to contact the Michigan Relay Service by dialing 711. Hamilton Relay provides telecommunications relay services for the state of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish and CapTel. When a citizen contacted Michigan Relay, a communication assistant will connect on the phone and they will relay the meeting verbally.

Utilizing Michigan Relay will be a significant cost savings. Through the beginning of November, the Township has spent \$4,200 on this service.

**Amy Van Andel Library and Community Center Operations:**

I have been compiling information from other communities that host KDL branches in their community as well as reviewing the information that was previously put together by Jim Ferro, Planning Director so staff can put together a game plan to move forward with operating the building beginning in January. Through my research I have received a number of requests for proposal documents related to cleaning services. Staff will review these RFP documents and determine what language to include in an RFP for our needs.

Once the RFP is complete, I will present it to the Township Board for Final Approval before it is distributed. I anticipate this taking place at the December 14, 2020 meeting.

**Sign Committee Update:**

The sign committee has received additional feedback related to the library sign and is continuing to meet to review the revised signage.

**Garland Installation on Downtown Street Lights:**

The garland was installed throughout the Village over this past week. There are a number of lights that are not working on the poles. Colin from Building & Grounds will be reviewing each of the poles to see why the lights on some poles are not working.

**Phone System E-911 Compliance:**

The current phone system needs to be re-programmed to become E-911 compliant prior to December 31, 2020. While the is Township currently reviewing the phone system for an upgrade, that process will stretch into early 2021 for completion. I am working with BSB to ensure compliance prior to the deadline.

**Township Purchase Policy Update:**

Unfortunately, with a number of other projects currently going on, this has moved to the back burner. I expect being able to take a draft of the policy to the Admin committee in December and potentially have the Township Board review the policy in January.

**DDA Winter Lighting Public/Private Partnership**

The Downtown Development Authority has approved \$20,000 in funding for the current year for a public/private partnership to have 30 Frasier Fir trees with lights and a life size lit deer display installed in downtown Ada. The project will also have the trees lit and they will be located close to existing outlets on light poles throughout the village. The goal behind the display is to bring people to downtown Ada and get them into the shops. The lights and deer may be used again annually and the DDA would need to purchase new trees every year if they continued with the entire setup as currently proposed.

Staff is coordinating with the organizers to ensure that this new lighting display is done in a manner that minimizes additional work for the Township.



# Kent County Sheriff's Office

## Ada Twp

7/1/20 - 9/30/20

### Ada Twp

- Total Calls for Service: 329 (9th) ●●●<sup>1</sup>
- Total Traffic Stops: 185 (6th)
- Total Reported Offenses: 59 (13th)
- Top 3 Calls For Service: ●●●<sup>2</sup>
  1. Alarm (64 Calls)
  2. Suspicious Condition/Noise/Subject (30 Calls)
  3. Assist (28 Calls)
- Top 3 Repeat Call Addresses: ●●●<sup>3</sup>
  1. 400 Blk Adaway Ave SE (8 Calls)
  2. 7100 Blk E Fulton St (6 Calls)
  3. 7100 Blk Driftwood Dr SE (5 Calls)
- Top 3 Responding Units: ●●●<sup>4</sup>
  1. 4321 (82 Calls)
  2. 4425 (64 Calls)
  3. 4223 (62 Calls)
- Avg. # of Units Assigned Per Call: 1.73
- Avg. Hold Time: 9 Min, 44 Seconds ●●●<sup>5</sup>
- Avg Response Time: 22 Min, 33 Seconds ●●●<sup>6</sup>
- Top 3 Crimes ●●●<sup>7</sup>
  1. Intimidation / Stalking - 8
  2. Obstructing Justice - 7
  3. Fraud - 7
- Total Detective Bureau Time: 70 Hours (10<sup>th</sup>)

### Calls for Service "Hotspot" Map

