



AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
TUESDAY NOVEMBER 25, 2024, at 7:00 P.M.
ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DRIVE

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
 - Motion to approve minutes and accept and file reports/communications under consent agenda
 - A. APPROVAL OF TOWNSHIP BOARD MINUTES
 - 1. Regular Board Meeting Minutes – November 12, 2024
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
 - 1. Ada Historical Society Meeting Minutes – October 10, 2024
 - 2. Downtown Development Authority Meeting Minutes – October 14, 2024
 - 3. Michigan Department of Transportation Crossing of Grand Rapids Eastern Railroad Company with Kamp Twins Dr Transmittal Order – November 18, 2024
- VII. APPROVAL OF WARRANTS
 - A. Township General Warrants
- VIII. PUBLIC COMMENT *(Limit of 3 Minutes Per Speaker)*
- IX. UNFINISHED BUSINESS –
 - A. Tall Grass Ordinance Discussion
 - B. Michigan State Housing Development Authority Housing Readiness Incentive Grant Program to Support Zoning Ordinance Update
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
 - A. Resolution R-112524-1: A Resolution to Determine the Township Budget Schedule for Fiscal Year 2025/2026
- XII. DEPARTMENT REPORTS
 - A. Township Manager Report – November 20, 2024

XIII. BOARD MEMBER COMMENT

XIV. CLOSED SESSION –

A. Discuss Written Legal Opinion Pursuant to MCL 15.268 Section 8(1)(h) of the Michigan Open Meetings Act and Pending Litigation Pursuant to MCL 15.268 Section 8(1)(e) of the Michigan Open Meetings Act

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

XVI. ADJOURNMENT



**ADA TOWNSHIP REGULAR BOARD MEETING
TUESDAY NOVEMBER 12, 2024, at 7:00 P.M.
MINUTES**

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

Board Members Present: Trustee Hurwitz, Clerk Burton, Supervisor Leisman, Trustee Proos, Trustee Carter, Treasurer Moran

Board Members Absent: Trustee Jacobs

Staff Present: Buildings, Facilities and Grounds Director Brinks, Deputy Clerk McIntosh, Township Manager Suchy, Staff Accountant Rodriguez, Assessor Boerman, Planning Director Said

Public Present: 5 members of the public

APPROVAL OF AGENDA

Moved by Trustee Carter, supported by Trustee Hurwitz to approve the agenda with an addition under new business, Grand River Greenway Update, and ending with Board Member Comments. Motion Carried.

GENERAL TOWNSHIP BUSINESS

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

A. APPROVAL OF TOWNSHIP BOARD MINUTES

1. Regular Board Meeting Minutes – October 28, 2024

B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS

1. Election Commission Meeting Minutes – October 24, 2024
2. Utility Advisory Board Meeting Minutes – October 17, 2024
3. Revenue & Expense Report as of October 31, 2024

APPROVAL OF WARRANTS

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

Hand Checks: \$ -

Warrants: \$357,712.40

Total All Hand Checks and Warrants: \$357,712.40

Moved by Trustee Proos, supported by Clerk Burton to approve the Warrant Report in the total amount of \$357,712.40. Roll Call: Yes- 6 (Burton, Proos, Leisman, Moran, Hurwitz, Carter); No- 0; Absent- Jacobs. Motion Carried.

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC HEARING

There was no public hearing.

NEW BUSINESS

Consider Award of 2024-2025 Snow Removal Bid to VanVossen Property Services

Manager Suchy presented the annual bid to the board members, stating that Director Brinks got a second quote due to a 5.6% increase from the previous year. Board members asked questions regarding number of visits, and the potential in future years for a multi-year bid. Brinks and Suchy are both satisfied with VanVossen's services. **Moved by Trustee Proos, supported by Trustee Hurwitz to award VanVossen Property Services the 2024-2025 snow removal bid. Motion Carried.**

Consider Recommendation from Public Safety Committee to Approve New Tender Add-on Items from Spencer Manufacturing for an Amount Not to Exceed \$17,752.00

Manager Suchy presented the memo from the Public Safety Committee. He stated that this work is similar to other vehicles we have added to the fleet. **Moved by Trustee Proos, supported by Trustee Carter, to approve the purchase for an amount not to exceed \$17,752.00. Motion Carried.**

Consider Approval of Great Lakes Fireworks Proposal for 2025 4th of July Fireworks Show for an Amount Not to Exceed \$21,000.00

Manager Suchy presented the memo to the board and stated that Cascade will present the same proposal to the Cascade Township Board on November 20. In collaboration with Cascade and Amway, this annual proposal continues to be successful. **Moved by Trustee Proos, supported by Treasurer Moran to approve the purchase for an amount not to exceed \$21,000.00. Motion Carried.**

Consider Approval of Columbarium Purchase from Columbarium USA for an Amount Not to Exceed \$62,962.00

Clerk Burton presented the memo to the board. She stated that this would be the opportune time to purchase the columbarium with allocated funds. Board members asked questions regarding cost, location, and the potential for a larger conversation regarding the township cemeteries. **Moved by Trustee Carter, supported by Trustee Proos to approve the purchase for an amount not to exceed \$62,962.00 utilizing American Rescue Plan Act Funding. Motion Carried.**

ARPA Allocation Update and Consider Remaining Allocation of Funds

Manager Suchy presented the overview of the current allocation of ARPA funds, along with the proposed allocation breakdown that was provided in the memo. **Moved by Trustee Proos, supported by Trustee Carter to approve the remaining allocation of funds for Purchase of Two Columbaria for \$62,962.00, Spongy Moth Spray Services through Aquatic Consulting Services for \$10,850.00, and a Vermeer Woodchipper with APRA funding covering \$30,227.88 of the \$38,000.00 cost. Motion Carried.**

Michigan State Housing Development Authority Housing Readiness Incentive Grant Program to Support Zoning Ordinance Update

Planning Director Said presented the program, and he stated that this would assist with the current overview and updates that are occurring to the planning and zoning ordinance. Suchy stated that there are no density requirements or other building requirements that would be

required in order to receive this grant. Supervisor Leisman stated concern regarding the grant. **Moved by Trustee Proos, supported by Treasurer Moran to table for Legal Review. Motion Carried. Nay- 1 (Carter).**

Grand River Greenway Update

Manager Suchy presented a schematic to the board regarding Grand River Greenway section 5-7 (Canonsburg to Knapp Street). Suchy summarized continued interest from residents regarding the positioning of the trail, previous work from the Trail Committee and ongoing conversations with the County regarding East vs West. Option 1 is all west side. Or would start on west side and switch over to the east side with a mid block crossing.

DEPARTMENT REPORTS

- A. Township Manager Report – November 6, 2024
- B. Assessing Department Report – November 4, 2024
- C. Building, Facilities & Grounds Department Report – October, 2024
- D. Fire Department Report – October, 2024
- E. Historical Society Executive Director Report – October 2024
- F. Parks & Recreation Department Report – November 5, 2024
- G. Planning Department Report – November 5, 2024
- H. Engineering Monthly Report – November 7, 2024
- I. F&V Operations & Resource Management Utility Report – November 6, 2024

Stephanie Kozal, F&V Operations, unfortunately Ada Drive is still closed and was unable to open by end of day today.

Clerk Burton presented the Election Summary Report for how Ada Township voted in the most recent election and provided the statistics for the board members.

CLOSED SESSION

There was no Closed Session.

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

Tom Korth, 8805 Conservation. Wanted to thank the board members over the past four years, and thanked Leisman and Suchy for steering the community in a period of transition and looks forward to joining the board as Supervisor.

BOARD MEMBER COMMENT

Clerk Burton thanked the board for welcoming her back to the board for one last time. She highly recommended Deputy Clerk Erin McIntosh for the Deputy Clerk appointment going forward.

Trustee Hurwitz thanked the Clerk's Office for the work in the elections and a big thank you to Supervisor Leisman, Clerk Burton, and Trustee Jacobs for their work throughout the years and is grateful for their service.

Trustee Carter invited those in attendance to the Ada Indoor Country Club to celebrate the outgoing board members.

Trustee Proos appreciated the work that Supervisor Leisman, Clerk Burton, and Trustee Jacobs has accomplished. He stated it has been incredible to serve on the board with them and believes their work will remain with the community for a long time.

Treasurer Moran expressed appreciation with Clerk Burton and the clerk staff for pulling off an incredible election, and to Clerk Burton coming back into the township at a time of need.

Treasurer Moran sited that Supervisor Leisman has had a great mind for legal opinions and problem solving and our community is all the better for Supervisor Leisman, Clerk Burton, and Trustee Jacobs work.

Supervisor Leisman stated at the DDA meeting this morning he shared things that have changed in his four years as Supervisor. He stated that we have new department heads, a new library, a number of businesses that now call Ada home and budgets have been balanced are now transparent. Supervisor Leisman thanked Township Manager Suchy for his work and dedication as they worked together during his term. Supervisor Leisman gave a final heartfelt appreciation to all the Ada staff and their continued work for the Ada community.

ADJOURNMENT

Moved by Trustee Carter, supported by Treasurer Moran to adjourn the meeting. Motion Carried. The meeting was adjourned at 8:20 P.M.

Date: November 25, 2024

Jo DeMarco
Ada Township Clerk

Minutes of October 10, 2024

Ada Historical Society
Board Meeting

1. Call to Order: President Veldkamp called the meeting to order at 3:05 pm.

Present: Crosby, Ferro, Hoover, Kraai, Kroon, Mulligan, Thompson, Turan, Veldkamp, Vierson, Wildes

Absent: Idema, Sefton

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

2. Approval of Agenda. The agenda was approved on motion by Hoover and supported by Vierson. The motion carried.

3. General Business

Approve Minutes & accept reports/communications under Consent Agenda.

A. Board Minutes of September 12, 2024. Crosby supported by Turan moved to approve the Minutes of the September 12, 2024 meeting. The motion carried.

B. Receive & File various reports and communications:

1. Publicity Committee Report
2. Display Committee Report
3. Fundraising Committee Report
4. Volunteer Coordinator
5. Museum Executive Director

Hoover supported by Turan moved to approve the Consent Agenda. The motion carried.

4. Public Comment: Mieras asked for clarification on the grants received and the effective dates. Wildes responded the grant runs from October 2024 to September 2025. M. Bolhuis related the Ada Home magazine did not have the correct information on the name of Rix Street. The original street name was Bell Street until 1940's when the name was changed to Rix Street.

5. Board Comment: None

6. Unfinished Business: Veldkamp related we will tally our votes in November on the change of By-Laws to reflect the change from Museum Manager to the new title of Executive Director.

7. New Business: A. Fundraising Report: Mieras related the committee met in September to go over a number of things for the campaign. An additional gift has been received for our front entrance which is looking great. The campaign forms will be completed soon. The committee is in the process of going over the donor list. The draft of their case for support is being worked on. The monetary goal will be included in the campaign. The committee is anticipating the case for support and goal will be ready for the January 9 board meeting.

B. Finance Committee: i. Treasurer Kroon presented the financial reports. Kroon related we are in pretty good shape financially and are living within our budget. Our form 990 is current and was filed in September. Our tax liabilities are current. Our charitable license was submitted last week.

C. Museum Executive Director: Wildes related our furnace is broken. The service person is here today and has responded very quickly to our repair request. Wildes is looking into a new email system which will be part of the 2025 budget request. The ballots for the change in By-laws went out by email and mail. Twenty-four responses were received the first day. Our portrait art class has ten out of twelve people signed up so far. Wildes further related the railing system for the new entrance steps is being worked on by Bernie and Keith and will be installed soon.

D. Volunteer Coordinator: Benedict related the Artisan Market is coming up soon. The Collins family has donated a Kreigh Collins sketch for the Artisan Market drawing. AHS will have a booth at the Artisan market. Tinsel, Treats and Trolley will be the first Friday of December. Several volunteers and cookie bakers are needed for the event. The wreath sale will begin November 22. Cashiers will be needed in the barn for that event also. Mulligan suggested we give a free membership with a wreath purchase. Hoover suggested we hold a drawing for one free membership. Discussion followed.

E. Tri-River: M. Bolhuis related the group met on September 17 in Ionia at the Blanchard House. They are working on a two year booklet. Plans are being made for hosting the meetings in 2025. Ada will host the group in October 2025. The new theme for the group is "Tracing Our Routes" which will be good for two years. Since the group has divided into the north and south group for the spring tour, Ada is in the south group and will be participating in the spring tour the first weekend in May 2026. The next meeting will be on October 15 in Grattan.

F. Programs and Events: 1) Vierson related the Fur Trade Encampment was fabulous with over 500 people participating. Vierson related this is one of the most important events to bring early history to Ada. This year Sunday was added as an event day. Vierson

thanked all the volunteers and those who brought food for the event. We will continue to add more school groups to attend the event. This year a senior community came and really liked the event.

- 2) Vierson related October 12 will be the Artisan Market at Ada Congregational Church. Benedict related the Ada History Center will be the recipient of donations from the Artisan Market.
- 3) Vierson related we are hosting a Veterans event on November 7 at 7:00 pm. Viet Nam Veteran Jim Vanden Hout will be the speaker.
- 4) Tinsel, Treats and Trolley will be the first Friday of December with the Santa parade the next day. The Committee is open to suggestions for programs in 2025.

7. **Adjournment.** The meeting was adjourned at 3:50 pm.

Respectfully submitted,

Marilyn Thompson



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF OCTOBER 14, 2024, REGULAR MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, October 14, 2024, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Cloutier, Coe, Frost, Idema, Knapp, Leisman, Turan, Vogl

BOARD MEMBERS ABSENT: Harrison

STAFF AND OFFICIALS PRESENT: Buckley, Said, Stichman, Suchy, Treasurer Moran, Fire Chief Murray, R. Valverde

PUBLIC PRESENT: 6

II. APPROVAL OF AGENDA

Leisman requested the agenda be amended to add New Business item VI e., Discussion of DDA Director Resignation and Replacement. It was moved by Leisman, supported by Turan, to approve the agenda as amended. Motion carried.

III. APPROVAL OF MINUTES OF SEPTEMBER 9, 2024, REGULAR MEETING

Moved by Vogl, supported by Idema, to approve the September 9, 2024, Regular Meeting minutes. Motion carried.

IV. APPROVAL OF PAYABLES - none

V. UNFINISHED BUSINESS

a. Recommendation for Formal Charge and Structure of Farmers Market Committee

Stichman stated that after further discussions with Chair Knapp, Vice-Chair Vogl, and Farmers Market Coordinator Raquel, we have refined the goals of the Farmers Market Committee and are now recommending a formal charge for adoption. She referred to the outline with key points for committee structure, meeting schedule, and the process that meetings will be facilitated by a committee chair with committee members appointed by Chair Knapp.

Moved by Coe, supported by Cloutier, to approve the Farmers Market Committee structure, meeting schedule, and formal charge as outlined. Motion carried.

VI. NEW BUSINESS

a. Pedestrian Walkway-project/MI Neighborhood Grant Update

Stichman said staff began discussions on potential improvements to the pedestrian walkway between Nonna's and the Ada Barber Shop. The initial conversations stemmed from pedestrian safety concerns associated with the current brick pavers, which have begun to sink due to erosion of the underlying sand base. Although the BFG staff temporarily addressed a portion of this issue by repairing part of the sand base, the long-term safety and usability of the walkway remain concerns.

Stichman said initial cost estimates from RRR Lawn and Landscape revealed that re-laying the existing pavers after repairing the base would be more expensive than replacing the pavers entirely. This spurred conversations with staff about being more intentional with what can be done to invest in the walkway while also aligning with the DDA's objectives of beautification and placemaking to increase the district's appeal.

Stichman explained that the DDA Board authorized her to submit a grant application for the MI Neighborhood Program. The grant was seen as an opportunity to bridge the funding gap, unfortunately, the grant application was denied.

There was DDA discussion regarding project options: do not want to sacrifice project funding for Wayfinding and streetscape furniture, many other projects/locations to consider throughout Ada (check into other walkways), and possibly waiting to review for next year's budget.

Moved by Leisman, supported by Turan, to table the discussion of the Pedestrian Walkway-project/MI Neighborhood Grant update until the January, 2025 meeting. Motion carried.

b. Sponsorship of the Ada Business Association's Tinsel, Treats, and Trolleys

Stichman informed the DDA has budgeted \$2,500 for support of the Ada Business Association's Tinsel, Treats & Trolleys event at the covered bridge sponsorship level. The DDA has contributed for the past 5 years. The township collaborates with the ABA to facilitate the covered bridge lighting that kicks off this event every year.

Moved by Frost, supported by Vogl, to approve the sponsorship of the ABA's Tinsel, Treats, and Trolleys in the amount of \$2,500. Motion carried.

c. Review and Consider Approval of Recommendation for Winter Wonderland Installation

Stichman noted that in 2023, the DDA Board approved the purchase of replacement garland from West Michigan Holiday Lighting (WMHL)/Surface Renew to resolve persistent maintenance issues caused by the previous garland. The new garland came with a lifetime guarantee, contingent upon WMHL/Surface Renew managing installation, takedown, and storage. Additionally, the contract included unlimited service calls, which reduced some of the need for local staff interventions throughout the holiday season.

Stichman said the Board also decided to discontinue the use of Fraser Fir trees along Ada Dr., instead, WMHL/Surface Renew was contracted to install lights in the landscaping trees, which enhanced the seasonal aesthetic without the complexity of managing live trees. The total cost for the 2024 season, including garland installation and lighting of the landscaping trees, is \$20,534. Workorder #1975869 is in the packet for DDA review.

Stichman added that in response to discussions with staff and community partners about adding additional holiday lighting around the Covered Bridge and Leonard Field, we explored new ideas with WMHL/Surface Renew for this season. As part of these discussions, Workorder #1976194 is also included in the packet in the amount of \$11,170. The proposed enhancements/additions are listed below:

- Installation of LED lights along the roof outline (gutter line and peaks) of the Covered Bridge.

- Lighted garland and 60-inch wreaths around the bridge entrances.
- A 20-foot lit tree (photo provided for reference).

There was DDA discussion about the proposed enhancements and the placement/location of the 20-foot lit tree.

Moved by Leisman, supported by Turan, to approve workorder #1975869 and workorder #1976194 from West Michigan Holiday Lighting/Surface Renew for the Winter Wonderland Holiday Lighting display in an amount not to exceed \$32,000. Motion carried.

d. Beers at the Bridge Update – Verbal Update

Stichman gave a brief update on wrapping up the Beers at the Bridge season. She is meeting with the BATB committee this week to work out the final revenue and expenditure numbers and discuss some new ideas for the next season. Idema asked if there was any loss recorded from the August event cancellation. Stichman informed that based off revenue and expenditure numbers she has right now, she is not anticipating any loss.

Referring to the financial report in the packet, Cloutier asked about unused funds (with the idea of using unused funds for grants for the businesses). Stichman went over the numbers from the revenue and expenditure report and said when the final report is done, the DDA Board can discuss where any surplus funds go.

e. Discussion of DDA Director Resignation and Replacement

Stichman thanked the DDA Board for their support and giving her the ability to serve the Ada community and she appreciates the opportunity for this great experience. She informed that her last day would be November 1, 2024.

Manager Suchy shared the tentative plan for the search for Stichman's replacement with the potential start date for a new DDA Director January 2, 2025. Suchy said that he will work with Haley for a smooth transition and beginning November 2, 2024, he will step-in as Interim DDA Director. Leisman suggested a committee be formed to work with Suchy on the search for a DDA Director (assist with going through resumes, set up interviews) and report back to the DDA on status.

Moved by Leisman, supported by Vogl, to appoint a DDA Replacement Search Committee consisting of Idema, Knapp, Korth and Suchy. Motion carried.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, September 30, 2024

Stichman referred to the financial outline and noted a few main points: Beers at the Bridge revenue totaling \$1,000 and expenditures of \$21,979, Progressive Tasting expenditures \$533, operating supplies/services, landscaping and beautification expenses \$2,100, and maintenance & repair improvements. Financial activity for the Farmers Market included vendor registration and sponsorship revenue equaling \$610 and minimal expenditures for internet services, mileage and expenses.

b. Director/Staff Reports

Stichman updated that the street pole banners are printed and will be installed by Fully Promoted within the next couple weeks.

Stichman said as a follow up on the MDA training, she is looking to schedule it for October/early November and that Manager Suchy will be available for the DDA TIF presentation. She will send the possible dates to the DDA in a separate email.

Stichman mentioned previous conversations about updating the 2022 Key Objectives. She has reached out to Travis Alden, The Right Place, who helped facilitate this process in 2022, and he will be available in the first quarter of 2025 to help facilitate a review of an update as well. Stichman will advise the DDA when a date is established.

VIII. BOARD MEMBER COMMENT

Leisman said that he wanted to thank Haley for a great job as DDA Director, and that she has helped us professionalize what our DDA does. He complimented her hard work on all the events and said he really appreciates the work she has done and the attitude that she has brought to the Township.

IX. PUBLIC COMMENT - none

X. ADJOURN MEETING

Moved by Idema, supported by Vogl, to adjourn the meeting at 8:55 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

November 18, 2024

Scott Knight, Road Master
Grand Rapids Eastern Railroad
Company
3670 North Euclid Avenue
Bay City, MI 48760

Julius Suchy, Manager
Ada Township
PO Box 370
7330 Thornapple River Drive
Ada, MI 49301

Dear Scott Knight and Julius Suchy:

Crossing of Grand Rapids Eastern Railroad Company with Kamp Twins Dr SE
Township of Ada, Kent County, Michigan
USDOT N.I. 284804X

TRANSMITTAL FOR AN ORDER

The Michigan Department of Transportation (MDOT) has regulatory authority over public railroad crossings in this state, per MCL 462.301. Under that authority, MDOT assesses the physical condition of railroad grade crossings to ensure the safety of the public.

On September 12, 2024, representatives of MDOT's Office of Rail conducted a Diagnostic Study Team Review and consensus was reached to make specific modifications at the above location. The Order prescribing these modifications is enclosed. Please share the Order with appropriate staff at your organization.

If you have any questions, please contact our office at MDOT-RailCompliance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Kristian N. Foondle".

Kristian N. Foondle
Rail Safety Manager
Office of Rail, Rail Safety & Administration



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

Crossing of Grand Rapids Eastern Railroad Company with Kamp Twins Dr SE
Township of Ada, Kent County, Michigan
USDOT N.I. 284804X

ORDER

Upon consideration of the information obtained during the Diagnostic Study Team Review regarding the above location, the Michigan Department of Transportation (MDOT) FINDS that the consensus reached as contained in the enclosed report dated October 31, 2024 is supported by the information presented. Therefore, in accordance with MCL 462.301, MDOT FINDS that fulfillment of the proposed ordered items in the report is reasonably required in the interest of public safety.

IT IS, THEREFORE, ORDERED that, in accordance with the provisions of MCL 462.101 et seq., the Grand Rapids Eastern Railroad Company and Ada Township, (Parties) must complete all ordered items within the time frames specified in the report, commencing from the date of this Order. It is the responsibility of all Parties to ensure that all funding arrangements, utility agreements, permits, and any other additional relevant elements are secured in time to meet the Order due date(s). Upon completion of the ordered work, the applicable Parties must certify completion by submission of the enclosed Notification of Completed Ordered Work, along with photos of the completed ordered work, to MDOT's Office of Rail. Enforcement actions may be pursued if the ordered work is not completed by the required due date(s), as provided in MCL 462.441.

IT IS FURTHER ORDERED that the requirements of this Order, as placed upon the Parties, shall continue in full force and effect upon their trustees, successors, or assigns, as ownership or operating responsibilities may be transferred from the ordered parties.

An action to vacate and set aside this Order may be filed in the Circuit Court for the County of Ingham within 30 days of the date of mailing of this Order, pursuant to MCL 462.171.

BY AUTHORITY OF
MICHIGAN DEPARTMENT OF TRANSPORTATION

E-SIGNED by LAURA MESTER
on 2024-11-18 14:27:54 EST

Laura J. Mester
Chief Administrative Officer

NOTIFICATION OF COMPLETED ORDERED WORK

Submit completed document or any questions to MDOT-RailCompliance@Michigan.gov

N.I. #: 284804X	COUNTY: Kent
CROSSING STREET/ROAD NAME: Kamp Twins Dr SE	
RESPONSIBLE PARTY: Ada Township	

ORDERED WORK	DUE DATE	DATE COMPLETED
A.D.A. truncated domes	11/08/2026	
Action Required: Install		
Additional Detail: Additional Ordered Item		
Explanation: Install A.D.A truncated domes in the correct location for each direction of traffic.		
Sign	11/08/2026	
Action Required: Install Crossbuck		
Additional Detail: Signage-Path App-SW-Kamp Twins Trail		
Explanation: Install Crossbuck sign (R15-1), per MCL 462.311		
Sign	11/08/2026	
Action Required: Install		
Additional Detail: Signage-Path App-NE-Kamp Twins Trail		
Explanation: Install YIELD sign (R1-2), per MCL 462.311		
Sign	11/08/2026	
Action Required: Install Crossbuck		
Additional Detail: Signage-Path App-NE-Kamp Twins Trail		
Explanation: Install Crossbuck sign (R15-1), per MCL 462.311		
Sign	11/08/2026	
Action Required: Install		
Additional Detail: Signage-Path App-SW-Kamp Twins Trail		
Explanation: Install YIELD sign (R1-2), per MCL 462.311		
Sign	11/08/2026	
Action Required: Install		

NOTIFICATION OF COMPLETED ORDERED WORK

Submit completed document or any questions to MDOT-RailCompliance@Michigan.gov

N.I. #: 284804X	COUNTY: Kent
CROSSING STREET/ROAD NAME: Kamp Twins Dr SE	
RESPONSIBLE PARTY: Ada Township	

ORDERED WORK		DUE DATE	DATE COMPLETED
Additional Detail:	Signage-Path App-NE-Kamp Twins Trail		
Explanation:	Install Advance Warning sign (W10-1), per MCL 462.311		
Sign		11/08/2026	
Action Required:	Install		
Additional Detail:	Signage-Path App-SW-Kamp Twins Trail		
Explanation:	Install Advance Warning sign (W10-1), per MCL 462.311		

This verifies that the work items identified above have been completed in accordance with the Order issued for this location.

NAME	TITLE
ORGANIZATION	DATE
EMAIL ADDRESS	TELEPHONE NO.

NOTIFICATION OF COMPLETED ORDERED WORK

Submit completed document or any questions to MDOT-RailCompliance@Michigan.gov

N.I. #: 284804X	COUNTY: Kent
CROSSING STREET/ROAD NAME: Kamp Twins Dr SE	
RESPONSIBLE PARTY: Grand Rapids Eastern Railroad Company	

ORDERED WORK	DUE DATE	DATE COMPLETED
Road Crossing Condition	11/08/2026	
Action Required: Extend		
Additional Detail: Track Info-Main Track-W1-Road Crossing Condition		
Explanation: Extend crossing to accommodate the shared-use pathway, per MCL 462.309		

This verifies that the work items identified above have been completed in accordance with the Order issued for this location.

NAME	TITLE
ORGANIZATION	DATE
EMAIL ADDRESS	TELEPHONE NO.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

October 31, 2024

Scott Knight, Road Master
Grand Rapids Eastern Railroad
Company
3670 North Euclid Avenue
Bay City, MI 48760

Julius Suchy, Manager
Ada Township
PO Box 370
7330 Thornapple River Drive
Ada, MI 49301

Dear Scott Knight and Julius Suchy:

Crossing of Grand Rapids Eastern Railroad Company with Kamp Twins Dr SE
Township of Ada, Kent County, Michigan

USDOT N.I. 284804X

DIAGNOSTIC STUDY TEAM REVIEW

A Diagnostic Study Team Review (DSTR) was conducted by the Michigan Department of Transportation (MDOT) on September 12, 2024. The attached report documents the team's consensus. Please review and share the report with the appropriate staff at your organization.

If you believe modifications are needed, please submit them to MDOT-RailSafety@Michigan.gov, within 15 calendar days of the date of this correspondence. If MDOT determines modifications are warranted, an amended report will be issued.

When the review and comment period has concluded, an Order will be issued in accordance with MCL 462.301(1). All items listed in the "PROPOSED ORDERED ITEMS" section of the attached report must be completed within the time frames noted, from the date of the forthcoming Order.

If you have any questions, please contact our office at MDOT-RailSafety@Michigan.gov.

Sincerely,

Kristian N. Foondle
Rail Safety Manager
Office of Rail, Rail Safety & Administration

CROSSING EVALUATION REPORT

N.I.#: 284804X	Description: 09/12/2024--284804X--Kamp Twins Dr SE	Eval Date: 09/12/2024
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NARRATIVE

Consensus Reached: Yes

This Diagnostic Study Team Review (DSTR) was scheduled by the Michigan Department of Transportation (MDOT) Office of Rail to review current and future safety needs at the Kamp Twins Drive SE at-grade railroad crossing in Kent County.

The DSTR Team (Team) discussed Ada Township's (Township) proposed project to construct a shared-use path (pathway) on the east side of Kamp Twins Drive SE. The Team reviewed the plans and determined that extending the crossing surface to accommodate the pathway as part of the public crossing at this location is necessary, feasible and can be made reasonably safe. The Township will be considered the Road Authority responsible for the construction and future maintenance of the pathway. The Team determined the pathway should be installed to cross the tracks as close to 90-degrees as possible. Grand Rapids Eastern Railroad will be responsible to extend the crossing to accommodate the pathway. The Township will install Crossbuck signs, YIELD signs, Advance Warning signs, and A.D.A. compliant tactile warning devices for each direction of traffic on the pathway. All pathway signs must follow the size and shape requirements as specified in Part 9 of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

All warning devices must be installed and maintained in conformance with the current MMUTCD and MDOT Guidelines for Highway-Railroad Grade Crossings. All installation, maintenance, renewal, and repair of roadbeds, tracks, culverts, and certain streets or sidewalks must be in conformance with MCL 462.309.

ROAD PROJECT INFORMATION

Is this a road project?: No

PROPOSED ORDERED ITEMS

Responsible Party	Ada Township
Ordered Item	A.D.A. truncated domes
Action Required	Install
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Additional Ordered Item
Explanation	Install A.D.A truncated domes in the correct location for each direction of traffic.
Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-NE-Kamp Twins Trail
Explanation	Install YIELD sign (R1-2), per MCL 462.311
Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-SW-Kamp Twins Trail
Explanation	Install YIELD sign (R1-2), per MCL 462.311

CROSSING EVALUATION REPORT

N.I.#: 284804X	Description: 09/12/2024--284804X--Kamp Twins Dr SE	Eval Date: 09/12/2024
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Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install Crossbuck
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-NE-Kamp Twins Trail
Explanation	Install Crossbuck sign (R15-1), per MCL 462.311
Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install Crossbuck
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-SW-Kamp Twins Trail
Explanation	Install Crossbuck sign (R15-1), per MCL 462.311
Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-NE-Kamp Twins Trail
Explanation	Install Advance Warning sign (W10-1), per MCL 462.311
Responsible Party	Ada Township
Ordered Item	Sign
Action Required	Install
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Signage-Path App-SW-Kamp Twins Trail
Explanation	Install Advance Warning sign (W10-1), per MCL 462.311

Responsible Party	Grand Rapids Eastern Railroad Company
Ordered Item	Road Crossing Condition
Action Required	Extend
Funding	RA
Timeframe	24 Months
Ordered Item Detail	Track Info-Main Track-W1-Road Crossing Condition
Explanation	Extend crossing to accommodate the shared-use pathway, per MCL 462.309

ATTENDEES

Organization	Name	Title	Phone	Email	Address
Attachments	See Attachments				

CROSSING IDENTIFICATION & INFORMATION

CROSSING IDENTIFICATION:

Road Name: Kamp Twins Dr SE
 Road Authority: Kent County Road Commission
 Alternative Road Name 1: Kamp Twins Rd
 Total Number of Lanes: 2
 MDOT Railroad Number: 08666

CROSSING EVALUATION REPORT

N.I.#: 284804X

Description: 09/12/2024--284804X--Kamp Twins Dr SE

Eval Date: 09/12/2024

Operating RR: Grand Rapids Eastern Railroad Company
RR Owner: Grand Rapids Eastern Railroad Company
Maintaining Party: Grand Rapids Eastern Railroad Company
Shared-Use Path Name: Kamp Twins Trail
Trunkline: No
Railroad Milepost: 147.20
Township: Ada
County: Kent
Annual Average Daily Traffic (AADT): 246
Annual Average Daily Traffic (AADT) Count Year: 2021
Type of Land Use: Residential
Regular Emergency Service Route: Unknown
Regular School Bus Use: Yes
Average Daily School Bus Use: 2
Regularly Used by Hazmat Vehicles: Unknown
Average Daily Percent of Truck Use: 1%
High Speed Rail Corridor: No

CROSSING INFORMATION:

Total Number of Tracks: 1
Maximum Timetable Speed: 25 mph
Crossing Illumination: No
QuietZone: No
Total Number of Train Moves: 2 per day
Active Warning Devices - Road: No
Active Warning Devices - Path: No
Switching Moves: 0
Passenger Train Moves: 0
Freight moves: 2
Freight Train Frequency: Daily
Freight Train Speed: 25 mph

NEW HAMPSHIRE INDEX/CRASH STATISTICS

NEW HAMPSHIRE INDEX

Annual Average Daily Traffic Count (AADT): 246
Total Number of Train Moves 2 per day
Protection Factor: 0.80
Exposure Factor: 394.00

FIVE YEAR CRASH HISTORY

No Crashes Reported

TRACK INFORMATION

TRACK W1 INFORMATION

Track Type: Main Track
Track Order/Location: W1
Track Status: Active
RR Owner: Grand Rapids Eastern Railroad Company
Operating RR: Grand Rapids Eastern Railroad Company
Maintaining RR-Surface: Grand Rapids Eastern Railroad Company
Stop and Flag: No
Adjacent Crossing-Separate N.I.#: No

VEHICLE CROSSING

Crossing Surface: Timber
Crossing Length: 32 ft

CROSSING EVALUATION REPORT

N.I.#: 284804X

Description: 09/12/2024--284804X--Kamp Twins Dr SE

Eval Date: 09/12/2024

Sidewalk Crossing: No
Crossing Condition: Fair
Crossing Angle: 86°-90°
Crossing Condition: None

APPROACHES

ROAD APPROACH: SWB - Kamp Twins Dr SE

Road Authority: Kent County Road Commission
Maintaining RR - Signals: Grand Rapids Eastern Railroad Company
Channelization Devices: None
Approach Type: Two Way
Vehicle Speed Limit: 25 mph
Ordered Guardrail: No
Approach Material: Asphalt
Road Width: 20 ft
Shoulder Width: 2 ft
Curb: No
Road Slope: Ascending
Road Geometry: Tangent
Road Condition: Fair

NEARBY ROAD 1

Nearby Road 1 Name: Fase St SE
Nearby Road 1 Road Authority: Kent County Road Commission
Trunkline: No
Within 1000 feet of Track: Yes
Stop Condition: Stop Sign
Approximate Distance to Crossing: 200-249 ft

ROAD APPROACH: NEB - Kamp Twins Dr SE

Road Authority: Kent County Road Commission
Maintaining RR - Signals: Grand Rapids Eastern Railroad Company
Channelization Devices: None
Approach Type: Two Way
Vehicle Speed Limit: 45 mph
Ordered Guardrail: No
Approach Material: Asphalt
Road Width: 20 ft
Shoulder Width: 4 ft
Curb: No
Road Slope: Ascending
Road Geometry: Tangent
Road Condition: Fair

NEARBY ROAD 1

Nearby Road 1 Name: Thornapple River Dr SE
Nearby Road 1 Road Authority: Kent County Road Commission
Trunkline: No
Within 1000 feet of Track: Yes
Stop Condition: Stop Sign
Approximate Distance to Crossing: 50-99 ft

PATH APPROACH: NEB - Kamp Twins Trail

Road Authority: Ada Township
Maintaining RR - Signals: Grand Rapids Eastern Railroad Company

PATH APPROACH: SWB - Kamp Twins Trail

Road Authority: Ada Township
Maintaining RR - Signals: Grand Rapids Eastern Railroad Company

CROSSING EVALUATION REPORT

N.I.#: 284804X	Description: 09/12/2024--284804X--Kamp Twins Dr SE	Eval Date: 09/12/2024
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SIGNAGE

ROAD APPROACH: SWB - Kamp Twins Dr SE

Sign Name	Count	Type
Emergency Notification System (I-13)	1	Standard
Stop (R1-1)	1	Standard
Crossbuck (R15-1)	1	Standard
Advance Warning (W10-1)	1	Standard

ROAD APPROACH: NEB - Kamp Twins Dr SE

Sign Name	Count	Type
Emergency Notification System (I-13)	1	Standard
Stop (R1-1)	1	Standard
Crossbuck (R15-1)	1	Standard
Advance Warning (W10-1)	1	Standard

PATH APPROACH: NEB - Kamp Twins Trail

Sign Name	Count	Type
Yield (R1-2)	0	Pathway-sized
Crossbuck (R15-1)	0	Pathway-sized
Advance Warning (W10-1)	0	Pathway-sized

PATH APPROACH: SWB - Kamp Twins Trail

Sign Name	Count	Type
Crossbuck (R15-1)	0	Pathway-sized
Advance Warning (W10-1)	0	Pathway-sized
Yield (R1-2)	0	Pathway-sized

ACTIVE WARNING DEVICES

No Records Found

SIGHT DISTANCE

ROAD APPROACH: SWB - Kamp Twins Dr SE

Stop Bar Location: 23 ft
Recommended Sight Distance Down Track 637 ft

Quadrant	Stop Bar Sight Distance Adequate	Obstruction(s)
NE	Y	
NW	Y	

Distance Down Highway: 175 ft
Recommended Sight Distance Down Track 260 ft

Quadrant	Sight Distance from Highway Adequate	Obstruction(s)
NE	N	Private Property
NW	N	Private Property

ROAD APPROACH: NEB - Kamp Twins Dr SE

Stop Bar Location: 23 ft
Recommended Sight Distance Down Track 637 ft

CROSSING EVALUATION REPORT

N.I.#: 284804X	Description: 09/12/2024--284804X--Kamp Twins Dr SE	Eval Date: 09/12/2024
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Quadrant	Stop Bar Sight Distance Adequate	Obstruction(s)
SE	Y	
SW	Y	

Distance Down Highway: 383 ft
 Recommended Sight Distance Down Track 260 ft

Quadrant	Sight Distance from Highway Adequate	Obstruction(s)
SE	N	Private Property
SW	N	Private Property

PATH APPROACH: NEB - Kamp Twins Trail

Stop Bar Location: 20 ft
 Recommended Sight Distance Down Track 446 ft

Quadrant	Stop Bar Sight Distance Adequate	Obstruction(s)
SE	Y	
SW	Y	

PATH APPROACH: SWB - Kamp Twins Trail

Stop Bar Location: 20 ft
 Recommended Sight Distance Down Track 446 ft

Quadrant	Stop Bar Sight Distance Adequate	Obstruction(s)
NE	Y	
NW	Y	

TRAFFIC CONTROL DEVICES

- Highway Traffic Signal Interconnection: No
- Traffic Signal as Sole Active Warning Device: No
- Linked Railroad Circuitry to Adjacent Railroad Circuitry: No
- Linked Railroad Circuitry to Advance Warning Sign: No

DIAGNOSTIC STUDY TEAM REVIEW/ FORMAL INVESTIGATION CHECKLIST

ROAD NAME <u>Buttrick Avenue SE</u>	ROAD AUTHORITY <u>Kent County Road Commission</u>
NI # <u>284 804X</u>	RAILROAD <u>Grand Rapids Eastern Railroad</u>
RR #	REVIEW/INSPECTION DATE <u>9-18-2024</u>

ACTIVE TRAFFIC CONTROL DEVICES

	FUNDING	DUE DATE		FUNDING	DUE DATE
<input type="checkbox"/> Install Flashing Lights, Bells and Signs	_____	_____	<input type="checkbox"/> Install Half-Roadway Gates	_____	_____
<input type="checkbox"/> Install Cantilever(s) with Flashing Lights	_____	_____	<input type="checkbox"/> Install 3/4 Roadway Gates	_____	_____
<input type="checkbox"/> Upgrade to 12" LED Light	_____	_____	<input type="checkbox"/> Install Full-Roadway Gates	_____	_____
<input type="checkbox"/> Install Sidelight(s) in _____ Quad	_____	_____	<input type="checkbox"/> Install Pre-Signal & Interconnect	_____	_____
<input type="checkbox"/> Upgrade Circuitry	_____	_____	<input type="checkbox"/> Relocate Active Warning Devices	_____	_____
<input type="checkbox"/> Install Lighted No-Turn Signs	_____	_____	<input type="checkbox"/> Other: _____	_____	_____

PASSIVE TRAFFIC CONTROL DEVICES

	FUNDING	DUE DATE		FUNDING	DUE DATE
<input checked="" type="checkbox"/> Install Crossbucks (R-15-1)	<u>RA</u>	<u>24 months</u>	<input checked="" type="checkbox"/> Install Advance Warning Signs	<u>RA</u>	<u>24 months</u>
<input type="checkbox"/> Install/Renew Pavement Markings	_____	_____	<input type="checkbox"/> Install Exempt Signs	_____	_____
<input type="checkbox"/> Install/Renew No Passing Lines	_____	_____	<input type="checkbox"/> Install Advance Exempt Signs	_____	_____
<input type="checkbox"/> Install/Renew Stop Bars	_____	_____	<input type="checkbox"/> Passive No-Turn Signs	_____	_____
<input type="checkbox"/> Install Median Delineators	_____	_____	<input type="checkbox"/> Emergency Notification Signs	_____	_____
<input type="checkbox"/> Install Do Not Stop On Track Signs	_____	_____	<input type="checkbox"/> Remove Signs	_____	_____
<input type="checkbox"/> Install Number of Tracks Sign	_____	_____	<input checked="" type="checkbox"/> Other: <u>ADA removed done</u>	<u>RA</u>	<u>24 months</u>
<input type="checkbox"/> Remove Vegetation in _____ Quad	_____	_____			
<input type="checkbox"/> Relocate Signs	_____	_____			

CROSSING/ROADWAY SURFACE

	FUNDING	DUE DATE		FUNDING	DUE DATE
<input checked="" type="checkbox"/> Extend Crossing Surface	<u>RA</u>	<u>24 months</u>	<input type="checkbox"/> Repair Crossing Surface	_____	_____
<input type="checkbox"/> Rebuild Crossing	_____	_____	<input type="checkbox"/> Repair/Resurface Road Approach	_____	_____
<input type="checkbox"/> Install Crossing Surface	_____	_____	<input type="checkbox"/> Repair/Rebuild Pedway Crossing	_____	_____
<input type="checkbox"/> Relocate/Remove Crossing Surface	_____	_____	<input checked="" type="checkbox"/> Other: <u>yield sign</u>	<u>RA</u>	<u>24 months</u>
<input type="checkbox"/> Repair Devil Strip	_____	_____			

WAS CONSENSUS REACHED?
 YES NO (Explain concerns below.)

NEW CROSSING REQUEST
 APPROVED DENIED N/A

COMMENTS

All signs will be installed

TRAFFIC YEAR	<input type="checkbox"/> ESTIMATE	TRAIN COUNT: Freight <u>2</u>	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly / <input type="checkbox"/> Monthly / <input type="checkbox"/> Yearly	Max Speed <u>25 mph</u>
<u>2021</u>	<input checked="" type="checkbox"/> ACTUAL	Passenger _____	<input type="checkbox"/> Daily / <input type="checkbox"/> Weekly / <input type="checkbox"/> Monthly / <input type="checkbox"/> Yearly	
		Switching _____	<input type="checkbox"/> Daily / <input type="checkbox"/> Weekly / <input type="checkbox"/> Monthly / <input type="checkbox"/> Yearly	

CERTIFICATION

This document represents an accurate outcome of this Review/Investigation.

MDOT RAILROAD SAFETY INSPECTOR

DATE

9-18-2024

NOTE: All participants will be allowed a 15-day comment period following issuance of the report.

RAIL SAFETY SECTION ATTENDANCE SHEET

		DATE 9-18-2024
LOCATION Buttrick Avenue SE	TYPE OF MEETING DSTR	FILE/N.I. NO. 284 804X
LOCATION	TYPE OF MEETING	FILE/N.I. NO.
LOCATION	TYPE OF MEETING	FILE/N.I. NO.
LOCATION	TYPE OF MEETING	FILE/N.I. NO.
LOCATION	TYPE OF MEETING	FILE/N.I. NO.

NAME AND TITLE	ORGANIZATION & ADDRESS	PHONE NO. & EMAIL
Jamic Goff Railroad Safety Inspector	MDOT ON-File	(517) 243-6850 goffj@michigan.gov
Tim Haagsma Dir. Traffic & Safety	KCRC	616 242 242-6936 T.haagsma@kentcountyroads.net
T. J. LIKENS TRAFFIC & SAFETY ENGINEER	KCRC	616-242-1149 tlikens@kentcountyroads.net
Luke Zieremer Director Engineering	Genesee & Wyoming	989-524-0022 Luke.Zieremer@gwr.com
Scott Knight Road Master	G&W / GRE	616-293-0564 Scott.Knight@gwr.com
Dave Johnson Roadmaster / Trainmaster	G&W GRE	231 766 2842 david.johnson@gwr.com
Paul Noodel SIC Manager	G&W Bay City	989-529-0955 paul.noodel@gwr.com
STEVE GROENENBOOM	MOORE + BRUGGENK	616-438-3065 SGROENENBOOM@MBCE.COM
Julius Suchy	Ada Township PO Box 370 Ada, MI 49301	JSUCHY@adatownship.mi.com 616-676-7191 Ext 7548

REPORT MAILING LIST

Scott Knight, Road Master
Grand Rapids Eastern Railroad Company
3670 North Euclid Avenue
Bay City, MI 48760
scott.knight@gwrr.com
W: 616-293-0564

Tim Haagsma, Director Traffic and Safety
Kent County Road Commission
1500 Scribner Avenue N.W.
Grand Rapids, MI 49504
safety@kentcountyroads.net
W: 616-242-6923

Julius Suchy, Manager
Ada Township
PO Box 370
7330 Thornapple River Drive
Ada, MI 49301
jsuchy@adatownshipmi.com
W: 616-676-9191, ext. 7348



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

Proof Of Service

I confirm that I served true and complete electronic copies of the annexed and foregoing Report for the Kamp Twins Dr SE Railroad Crossing: USDOT N.I. 284804X.

Certified True Copy
Of Original Document

A handwritten signature in cursive script that reads "Tresa L. Beardslee".

Tresa L. Beardslee
October 31, 2024

ORDER MAILING LIST

Scott Knight, Road Master
Grand Rapids Eastern Railroad Company
3670 North Euclid Avenue
Bay City, MI 48760
scott.knight@gwrr.com
W: 616-293-0564

Tim Haagsma, Director Traffic and Safety
Kent County Road Commission
1500 Scribner Avenue N.W.
Grand Rapids, MI 49504
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W: 616-242-6923

Julius Suchy, Manager
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STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

Proof Of Service

I confirm that I served true and complete electronic copies of the annexed and foregoing Order for the Kamp Twins Dr SE Railroad Crossing: USDOT N.I. 284804X.

Certified True Copy
Of Original Document

A handwritten signature in blue ink that reads "Jeannine Cleveland".

Jeannine Cleveland
November 18, 2024

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: November 25, 2024

HAND CHECKS

#101	# E495, E496	\$ 8,035.24
#205	# E496	\$ 464.08
#208	# E496	\$ 1,447.65
#211	#	
#213	#	
#243	#	
#248	# E496	\$ 648.48
#282	#	
#408	#	
#590	#	
#591	#	
#597	#	
#701	#	
TOTAL ALL HAND CHECKS		\$ 10,595.45

WARRANTS

#101	GENERAL FUND	\$ 63,371.07
#205	PUBLIC SAFETY FUND	\$ 38,509.85
#208	PARKS & RECREATION	\$ 4,071.29
#211	TOWNSHIP TRAILS	\$ 114,165.55
#213	PARKS & OPEN SPACE	
#243	BROWNFIELD REDEVELOPMENT	
#248	DDA FUND	\$ 184.31
#282	AMERICAN RESCUE	\$ 31,481.00
#408	CAPITAL PROJECT	\$ 5,966.08
#590	SEWER OPERATION FUND	\$ 90,142.97
#591	WATER OPERATION FUND	\$ 15,909.18
#597	GRAND VALLEY ESTATES FUND	\$ 1,030.56
#701	ESCROW ACCT	
TOTAL WARRANTS		\$ 364,831.86
TOTAL ALL CHECKS & WARRANTS		\$ 375,427.31

11/20/2024 10:49 PM
 User: cassie
 DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 POST DATES 11/13/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP - OCT	5,590.20		
2. ACTION INDUSTRIAL SUPPLY CO	CREDIT RETURNS - UNIFORMS	(223.78)		
	UNIFORMS - DAVID	109.99		
	UNIFORMS- DAVID	73.99		
	TOTAL	(39.80)		
3. ADA CONGREGATIONAL CHURCH	ELECTION BUILDING USE	250.00		
4. ADA FIREFIGHTERS ASSOCIATION INC.	UNIFORMS - NICK DEWEY	53.00		
5. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-BFG	38.62		
	FIRST RESPONDER BAGS - FIRE	258.07		
	SUPPLIES-BFG	159.96		
	SUPPLIES-PARKS	191.57		
	UTILITY GENERATOR	1,090.00		
	SUPPLIES-GEN	112.97		
	TOTAL	1,851.19		
6. AT &T	PUBLIC WIFI & FIRE LAPTOPS	307.92		
7. BATTERIES PLUS BULBS	RADAR SIGN BATTERIES	559.92		
8. BLOOM SLUGGETT, PC	LEGAL - GENERAL	9,695.00		
	LEGAL - ORD ENF	488.50		
	LEGAL - LITIGATION	1,022.00		
	LEGAL - PETTIS	1,429.50		
	TOTAL	12,635.00		
9. BOERMAN, STEPHANIE	MILEAGE REIMBURSEMENTS	92.46		
10. CITY GR DEVELOPMENT CENTER	STE#300			
	WATER/SEWER CONNECTION FEE	1,980.00		
11. CIVICPLUS LLC	PAGE SUPPLEMENTS	519.12		
	CODE HOSTING & SUPLEMENTS	1,978.00		
	TOTAL	2,497.12		

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 POST DATES 11/13/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
12. CLARK HILL PLC	KC CONSERVATION LEAGUE	4,655.71		
	KC CONSERVATION LEAGUE	5,815.76		
	TOTAL	10,471.47		
13. COMCAST	INTERNET-MUSEUM	122.95	495	11/14/2024
14. COMPRENEW	CLEAN UP DAY	6,953.69		
15. CONSUMERS ENERGY	ELECTRIC SERVICES-7380 FULTON	2,619.73		
	ELECTRIC SERVICES-LIBRARY	3,180.03		
	ELECTRIC SERVICES-5824 KNAPP	48.15		
	ELECTRIC SERVICES-FINDLAY CEMETERY	28.76		
	ELECTRIC SERVICES-ROSELLE PARK	45.63		
	ELECTRIC SERVICES-LEONARD FLD	111.91		
	ELECTRIC SERVICES-5458 GRAND VALLEY CT	339.00		
	ELECTRIC SERVICES-5465 HALL ST	218.29		
	ELECTRIC SERVICES-FIRE #2	180.83		
	ELECTRIC SERVICES-ROSELLE PARK	365.54		
	ELECTRIC SERVICES-STREETLIGHTS, M-21 BRIDGE LIGHTS	23.82		
	ELECTRIC SERVICES-5200 CASCADE RD	182.76		
	ELECTRIC SERVICES-STREET LIGHTS, THORNAPPLE RV DR	75.57		
	ELECTRIC SERVICES-STREETLIGHTS, BRONSON	75.98		
	ELECTRIC SERVICES-FIRE #1	485.65		
	ELECTRIC SERVICES-LEGACY PARK	87.41		
	ELECTRIC SERVICES-TWP HALL	656.51		
	ELECTRIC SERVICES-STREETLIGHTS, HEADLEY	172.69		
	ELECTRIC SERVICES-ADA DR STORAGE BLDG	30.74		
	ELECTRIC SERVICES-801 PATTERSON	33.20		
	ELECTRIC SERVICES-7852 THORNAPPLE CLUB	106.05		
	ELECTRIC SERVICES-5554 ADA DR	78.67		
	ELECTRIC SERVICES-SIRENS	57.04		
	ELECTRIC SERVICES-290 SPAULDING	421.92		
	ELECTRIC SERVICES-4861 ADA DR	441.94		
	ELECTRIC SERVICES-STREETIGHTS, HEADLEY	110.79		
	ELECTRIC SERVICES-STREETLIGHTS, HEADLEY	211.26		
	ELECTRIC SERVICES-6245 FULTON	274.51		
	ELECTRIC SERVICES-ADA PARK	171.96		
	ELECTRIC SERVICES-ADA PARK	160.86		
	TOTAL	10,997.20		

Vendor Name	Description	Amount	Check #	Check Date
16. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	119.16		
	LINEN/RUG SERVICES-TWP HALL	110.77		
	TOTAL	229.93		
17. CORBIN DESIGN	TRAIL WAYFINDING SERVICES	896.25		
18. DELTA DENTAL	DENTAL PREMIUMS-PREPAID	2,808.13		
19. ELECTION SOURCE	ELECTION SUPPLIES	171.60		
	ELECTION SUPPLIES	442.50		
	TOTAL	614.10		
20. ETNA SUPPLY	2" PIT METER FOR FOREST HILLS EASTERN ATHLETIC ARE	1,310.00		
21. F & V OPERATIONS	UTILITY SERVICES-O&M WW	2,201.78		
22. GODWIN HARDWARE, INC	SUPPLIES-BFG	28.58		
	SUPPLIES-PARKS	71.96		
	SUPPLIES-FIRE	40.12		
	SUPPLIES-FIRE	26.64		
	SUPPLIES-PARKS & BFG	73.96		
	SUPPLIES-PARKS	35.49		
	SUPPLIES-DDA	93.19		
	SUPPLIES-UTILITIES	25.98		
	SUPPLIES-LIBRARY	19.99		
	SUPPLIES-FIRE	104.56		
	ELECTION SUPPLIES	48.98		
	TOTAL	569.45		
23. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	30,378.86		
24. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	112.31		
25. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE #2	141.00		
26. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-OCT	3.00		
	TRANSPORTATION-2024 OLIVIAS GIFT	65.62		
	TOTAL	68.62		

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
 POST DATES 11/13/2024 - 11/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
27. HURST MECHANICAL	SERVICE CALL - LIBRARY	2,466.35		
	HVAC REPAIRS - LIBRARY	6,998.29		
	PREVENTATIVE MAINTENANCE	1,041.25		
	TOTAL	10,505.89		
28. INTEGRITY BUSINESS SOLUTION	SUPPLIES-GEN	21.70		
29. KAAT'S WATER CONDITIONING INC	COOLER RENTAL	99.20		
30. KAREN BROWER	REIMBURSEMENT - ELECTION TONER	275.79		
31. KENT COUNTY TREASURER	TOWNSHIP LAW - SEPT	34,067.37		
32. KEYSTONE COMMUNITY CHURCH	ELECTION BUILDING USE	250.00		
33. KINGSLAND'S ACE HARDWARE	CREDIT RETURN - UTILITIES	(195.86)		
	SUPPLIES-SPONSORED TREE	11.18		
	SUPPLIES-PARKS	46.78		
	SUPPLIES-PARKS	6.99		
	TOTAL	(130.91)		
34. KLEYN MOBILE REPAIR, INC	PUMP TEST - ENGINE 12	325.00		
	PUMP TEST - ENGINE 7	325.00		
	PUMP TEST - TENDER 6	325.00		
	TOTAL	975.00		
35. LEE'S TRENCHING SERVICE INC	5479 & 5511 ADA DR	64,000.00		
36. METRO SIGNS & LIGHTING	TRAIL SIGNS - DEPOSIT	112,989.79		
37. MILLER, JOHNSON, SNELL, & CUMM	OLD NATIONAL BANK	81.25		
38. MLIVE MEDIA GROUP	ADS	181.60		
39. OAKWOLD INC	ELECTIONS	611.78		
40. PENS.COM	TWP POCKET CALENDARS	382.40		
41. PROGRESSIVE COMPANIES	ADA COVERED BRIDGE PARK	5,966.08		
42. RAQUEL VALVERDE	MILEAGE REIMBURSEMENT	91.12		

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Vendor Name	Description	Amount	Check #	Check Date
43. RAULAND SOUND COM	TWP SOUND MAINTENANCE - ASSEMBLY HALL	1,818.20		
44. REPUBLIC SERVICES	TRASH SERVICES	1,271.68		
45. SCHINDLER ELEVATOR CORPORATION	AHEAD PACKAGE - LIBRARY	3,372.60		
46. STAPLES	SUPPLIES-PARKS	136.00		
	SUPPLIES-PARKS	82.61		
	SUPPLIES-PARKS	105.12		
	TOTAL	323.73		
47. SUNSET MEMORIAL & STONE LTD	50% DEPOSIT - CEMETERY COLUMBARIUM	31,481.00		
48. THORNAPPLE, INC	SPRINKLER LABOR	132.71		
	SPRINKLER LABOR	334.00		
	WINTERIZATION	70.00		
	WINTERIZATION	70.00		
	TOTAL	606.71		
49. TRACE ANALYTICAL LABORATORIES, INC	TESTINGS	42.00		
	TESTINGS	42.00		
	TOTAL	84.00		
50. VERIZON WIRELESS	SCADA LINE SERVICES	44.48		
51. WAHFIELD DRILLING	ADA PARK PUMP TEST	945.88		
52. WATER SOLUTIONS UNLIMITED	SUPPLIES	560.72		
53. WEST SHORE SERVICES, INC	ANNUAL INSPECTIONS - FIRE	425.00		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
54. ADA BUSINESS ASSOCIATION	PUMPKIN PROWL SPONSOR	100.00	496	11/14/2024

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Vendor Name	Description	Amount	Check #	Check Date
55. ADOBE SYSTEMS	ADOBE SERVICES	42.38	496	11/14/2024
	ADOBE SERVICES	63.59	496	11/14/2024
	ADOBE SERVICES	31.79	496	11/14/2024
	ADOBE SERVICES	222.57	496	11/14/2024
	ADOBE SERVICES	24.37	496	11/14/2024
	ADOBE SERVICES	21.19	496	11/14/2024
	ADOBE SERVICES - (17 STAFF MEMEBERS)	3,355.91	496	11/14/2024
	TOTAL	3,761.80		
56. AMERICAN MEADOWS	SEEDS- ROSELLE PARK	95.34	496	11/14/2024
57. AMERICAN PLANNING ASSOCIATI	CONFERENCE-PLANNING	674.00	496	11/14/2024
58. AMWAY GRAND PLAZA HOTEL	PARKING - PLANNIGN CONFERENCE	68.00	496	11/14/2024
	CONFERENCE PARKING	16.00	496	11/14/2024
	TOTAL	84.00		
59. BOYNE MOUNATAIN GRAND LODGE	CONFERENCE LODGING - TREASURER	549.60	496	11/14/2024
60. BRODY BE'S CAFE	BUSINESS ROUND TABLE EVENT	45.52	496	11/14/2024
61. CITY OF GRAND RAPIDS	CONFERENCE PARKING	14.00	496	11/14/2024
62. CONSTANT CONTACT	WEB SERVICES	88.00	496	11/14/2024
63. CUSTOM ENGRAVING	PICKLEBALL MEDALS/FALL TROPHIES	375.00	496	11/14/2024
64. D&W	SUPPLES-GEN	44.77	496	11/14/2024
65. EARTHBOUND, INC.	REC PROGRAM T-SHIRTS	711.11	496	11/14/2024
66. FACEBOOK	PROGRESSIVE TASTINGS ADS	55.00	496	11/14/2024
	FARMERS MARKET ADS	33.00	496	11/14/2024
	TOTAL	88.00		
67. FULLY PROMOTED AND SIGN GOATS	UNIFORMS - ASSESSING	117.50	496	11/14/2024
68. GARAGE BAR	PROGRESSIVE TASTINGS	182.00	496	11/14/2024
69. GODWIN HARDWARE, INC	ELECTION BATTERIES	21.18	496	11/14/2024

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Vendor Name	Description	Amount	Check #	Check Date
70. HEIDI'S FARMSTAND	PUMPKIN PROWL	37.00	496	11/14/2024
71. HOBBY LOBBY	CRAFT SUPPLIES-PARKS	3.15	496	11/14/2024
72. HOME DEPOT CREDIT SERVICES	ROSELLE PARK SUPPLIES	147.15	496	11/14/2024
73. ICHAT	SOLISITOR BACKGROUND CHECK	20.00	496	11/14/2024
74. ICMA ONLINE	CLASS - JULIUS	55.00	496	11/14/2024
75. IONOS, INC	INTERNET SERVICES	19.76	496	11/14/2024
76. LANSING CITY PARKING	CONFERENCE PARKING - DDA	8.00	496	11/14/2024
77. LIBERTY CENTER	CONFERENCE PARKING - JULIUS	112.00	496	11/14/2024
78. MCSC	CONFERENCE - DDA	75.00	496	11/14/2024
79. MEIJER	FALL DECOR	56.48	496	11/14/2024
	CRAFT SUPPLIES-PARKS	18.59	496	11/14/2024
	TOTAL	75.07		
80. NONNA CAFE	ELECTIONS	40.32	496	11/14/2024
81. OFFICE MAX	FALL FESTIVAL SUPPLIES	49.37	496	11/14/2024
82. PREMIER GRAPHICS LLC	UTV DECALS - FIRE	339.08	496	11/14/2024
83. SAMS CLUB	MEMBERSHIP RENEWAL	110.00	496	11/14/2024
	WATER - ELECTIONS	41.88	496	11/14/2024
	TOTAL	151.88		
84. STATE OF MICHIGAN	CERTIFICATION RENEWALS - ASSESSING	400.00	496	11/14/2024
85. STATE OF MICHIGAN	EMS LICENSE	125.00	496	11/14/2024
86. THE RIGHT PLACE	PLACE MATTER SUMMIT	60.00	496	11/14/2024
	PLACE MATTERS SUMMIT	159.00	496	11/14/2024
	TOTAL	219.00		
87. TRACTOR SUPPLY COMPANY	PLANTING TOOLS-PARKS	97.31	496	11/14/2024

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User: cassie
DB: Ada

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Vendor Name	Description	Amount	Check #	Check Date
88. TREETOP RESORT	LODGING - ASSESSING	459.00	496	11/14/2024
89. WESTIN	CONFERENCE LODGING - JULIUS	1,071.60	496	11/14/2024
90. ZOOM.COM	VIDEO MEETING HOST	15.99	496	11/14/2024
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		<u>10,472.50</u>		
TOTAL - ALL VENDORS		375,427.31		



MEMORANDUM

Date: 11.18.2024

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
John D. Said AICP, Director of Planning
RE: Follow up - Board Review – Potential Tall Grass Ordinance

This matter was initially brought to the Township Board for review and direction at the September 9, 2024 meeting, after Staff received complaints from residents concerning unkempt properties in the community. The matter is now being provided to the Township Board for direction, after it had been tabled due to the impending transition in Board member composition due to the recent election.

At the September 9 meeting, Staff introduced the concept of a property maintenance ordinance to regulate grass height. Board members expressed various levels of receptivity to the idea of such an ordinance, and ultimately asked Staff to research nearby communities. This was to determine whether other communities had similar requirements.

On the basis of that direction, Staff reached out to surrounding townships to find out more information. The results of that outreach are provided in the attached summary document. On the basis of that research, the following is provided:

- Seven townships contacted (Cannon, Cascade, Grand Rapids, Grattan, Lowell, Plainfield, Vergennes).
- Three communities (Cannon, Cascade, Plainfield) have some form of tall grass regulations as detailed in the attached, whereas the other four do not.

In general, the more “developed” communities have such regulations, except for Grand Rapids Township, while the more ruraly-oriented communities, except for Cannon Township, do not.

Those communities that do have such requirements use various types of specifications related to grass and other landscaping, which may be useful if the Township Board opts to have such requirements enacted. Due to the variety of land use and development patterns in Ada, Staff would maintain its previous recommendation that such requirements only apply to the more “built-out” parts of the Township, including some properties in the Central Business District/Downtown area.

As noted previously, Staff had understood that previous consideration of enacting property maintenance requirements of this type were not supported by the Township Board apparently, due to concerns about the differences between rural areas of the community, where tall grass is more prevalent, versus the more developed areas, as well as concerns regarding individual ‘property rights.’

The Township’s legal counsel has indicated that the Township could adopt grass height limits for certain areas of the Township based on Michigan state law. Such regulations would need to be

rationally related to a legitimate government interest such as aesthetics, property values, and health and safety. State law would also allow the Township to enact requirements to require grass cutting along the frontage and/or perimeter of sites, for the same reasons, as opposed to the entirety of the site.

Should the Township Board wish to pursue this matter further, regulations could be developed to include only those areas of the Township that are more developed, such as the commercial and industrial zoning districts, as well as the residential zoning district areas corresponding to the more developed parts of the community. It is also important to note that, in the absence of property owner action to cut lawns within a given time period, any regulations would need to accommodate Township pursuit of lawn cutting as needed, with the property owner being financially responsible for the costs.

Staff respectfully requests Township Board direction regarding this matter.

TALL GRASS REGULATIONS – OTHER COMMUNITIES

Cannon Township

(Sec. 251-1)

The following conditions are declared to be a public nuisance:

- A. Weeds, grasses and undergrowth higher than **10 inches** are declared to be a public nuisance.
- B. Noxious weeds, as defined by state law (MCL 247.62 et seq.).

(Subsequent sections address prohibitions of these nuisances, exceptions to them (parcels without a structure, rural/ag. properties), adjacent road right-of-way and public utility easement area responsibilities, notice of violation, abatement, administrative fee, and charges to owner.

Cascade Township

(Sec. 216-1)

The following conditions are declared to be a public nuisance:

- A. Shrubs, bushes, vines, weeds or other plant growth obstructing a sidewalk, pedestrian walkway, road right-of-way or other public way.
- B. Noxious weeds, as defined by state law (MCLA § 247.62 et seq.).
- C. Weeds, grasses and undergrowth higher than **eight inches**.
- D. Dead trees deemed hazardous to the public or to an adjacent property.

(Subsequent sections address the prohibition of these nuisances, exceptions to them (rurally-zoned areas and properties west of Buttrick and north of I-96), maintenance responsibilities, notice of violation, abatement, violation/penalties, administrative fee, and charges to owner.

Grand Rapids Township

No such requirement. (per Supervisor Mike DeVries)

Grattan Township

No such requirement. (per Zoning Administrator Ryan Carrigan, who serves both Grattan and Vergennes Townships)

Lowell Township

No such requirement. (per Supervisor Jerry Hale)

Plainfield Township

(Chapter 8 Building and Building Regulations; Sec. 8-122)

Weeds, Grass, and Other Vegetation. The premises and exterior property areas shall be maintained as follows:

1. Free from weeds and grass more than **eight inches** in height shall be maintained in the following areas:

- (a) For all properties developed for residential use where a traditional lawn has been established or where the property has been cleared or graded for intended improvements.
- (b) The front 25 feet, measured from the improved right-of-way, of parcels and units in residential plats and site condominiums, and residential planned unit developments in which over 85 percent of the lots or units have been developed. For corner lots, parcels or units, the front 25 feet shall be measured from both improved rights-of-way.
- (c) The front 150 feet, measured from the improved right-of-way, of any lot, parcel, unit, or tract zoned or used for non-residential purposes, including vacant properties. For corner lots, parcels or units, the front 150 feet shall be measured from both improved rights-of-way.

Vergennes Township

No such requirement. (per Zoning Administrator Ryan Carrigan, who serves both Grattan and Vergennes Townships)



MEMORANDUM

Date: November 18, 2024

TO: Ada Township Board
FROM: Julius Suchy, Township Manager
John D. Said AICP, Director of Planning
RE: Grant Application – Zoning Ordinance Update – Michigan State Housing
Development Authority

This matter was originally brought to the Township Board for support/approval at the November 12, 2024 meeting. At that meeting, the Board did not act on the request, instead directing Staff to have the Township Attorney review the matter further (Attorney's comments noted below), and asking that the matter return to the Board after the transition in Board membership resulting from the recent election.

As background, Staff desires to apply for a grant through the Michigan State Housing Development Authority (MSHDA) for expenses associated with the Township Zoning Ordinance update (now in its initial stages). The MSHDA initiative, called the Housing Readiness Incentive Grant Program, is designed to help local governments update their zoning ordinances to increase housing supply.

While no resolution of approval is required, Staff wishes to obtain Board support for this effort prior to proceeding.

The grant program provides up to \$50,000 to each community for these efforts. This program does not require a local match. The term of the program allows up to 24 months from the date of the grant award for the community to complete its efforts, although it is anticipated that the Ada Township Zoning Ordinance update will be completed within a shorter period.

In response to the Board's direction, the Township Attorney reviewed the MSHDA grant program, including the application and program specifications. In response, the Attorney indicated that there are no other specific mandates nor commitments required by the State for a community's ordinance update.

While the Ada Township Zoning Ordinance update project is primarily intended to reorganize the Ordinance for better administration and transparency, it is also intended to incorporate goals of the 2023 Master Plan. Among those goals are to increase the variety of housing options available within the Township. As described in the Master Plan, within Ada such opportunities can be considered in those locations where appropriate infrastructure (utilities and roads) are available. The Master Plan also offers strategies as to how the Zoning Ordinance can be very strategic in facilitating more housing variety in the community. This can include measures such as performance requirements and special use procedures to best regulate these kinds of opportunities.

In conclusion, in Staff's view this grant program meshes perfectly with the Township's Zoning Ordinance update goals and timing, and hopes for Board concurrence to seek these funds.

Recommendation

Staff respectfully requests Township Board approval to apply for the MSHDA Housing Readiness Incentive Grant.



HOUSING READINESS INCENTIVE

The Housing Readiness Incentive Grant Program (“HRI program” or “program”) provides funding to eligible applicants to implement actions that encourage increasing housing supply and affordability.

The Housing Readiness Incentive Grant program has received an additional \$2,325,000 effective October 1, 2024, 8:00 AM EST.

Eligible Activities

Eligible activities include costs associated with the adoption of land use policies, master plan updates, zoning text amendments, and similar actions to encourage increasing housing supply and affordability. Housing surveys, studies, or assessments are not eligible activities unless they are part of and result in adoption of land use policies, master plan updates, or zoning text amendments. The work may be performed by existing and/or contracted employees and/or third-party consultants. Up to 10 percent of the total grant requested may be used for administrative expenses.

Eligible Applicants

Category A eligible applicants are cities, villages, and townships that do not have an Engaged, Essentials, and/or Certified designation from the Michigan Economic Development Corporation’s “Redevelopment Ready Communities” program.

Category B eligible applicants are counties; and cities, villages, and townships that have an Engaged, Essentials, and/or Certified designation from the Michigan Economic Development Corporation’s ["Redevelopment Ready Communities program"](#).

Eligible applicants may only submit one application.

Funding Available & Maximum Grant Amount

\$2,325,000 is allocated to the program, and will be available October 1, 2024, at 8:00 AM EST.

- \$1,325,000 is available in Category A.
- \$1,000,000 is available in Category B.

The maximum grant amount per award is \$50,000. Match and/or leverage funds are not required. Up to two disbursements are available per grant. The first may be an advance upon MSHDA's receipt of an executed contract, to support the proposed activities; the second will be a reimbursement upon completion of the proposed activities.

Grant Rounds & Review

Applications will be reviewed and awarded in the order in which they are received.

Please see the [Housing Readiness Incentive Grant Program Communities and list for awarded grantees](#).

Grant Term

Grants will have an initial term of 24 months, beginning on the date the grant was awarded.

Register Now for the HRI Application Portal

The Housing Readiness Incentive (HRI) grant online application portal is hosted on software called IGX. To access the application, the applicant must first have an active IGX profile. It can take up to 48 hours for a profile to be approved in the IGX system. An applicant does not have to wait for the application launch to register in IGX.

The Authorized Official creates the IGX profile through a System Access Request. An Authorized Official is the designated person with the authority to make commitments and enter into contracts on behalf of the organization and will sign the grant agreement.

- IGX: <https://mgs.michigan.gov/>
- [Instructions on how to set up an IGX profile](#)
- To help applicants best prepare, we have provided a [copy of the application questions](#)

Councils of government, universities, and for-profit and not-for-profit entities are among the organizations that are ineligible to apply.

Contact

[HRI Frequently Asked Questions](#)

For questions, email MSHDA-OHS@michigan.gov.



RESOLUTION R-112524-1
ADA TOWNSHIP
KENT COUNTY, MICHIGAN

PRESENT: _____

ABSENT: _____

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

A RESOLUTION TO DETERMINE THE TOWNSHIP
BUDGET PREPARATION SCHEDULE
FOR FISCAL YEAR 2025/2026

WHEREAS, the Ada Township Board must prepare budgets for the operation of the General Fund (101), Public Safety Fund (205), Parks, Recreation, and Land Preservation Fund (208), Trails Fund (211), Park and Open Space Fund (213), Downtown Development Authority Fund (248), Building Department Fund (249), American Rescue Plan Act (282), Opioid Settlement Fund (284), Capital Improvement – Connecting Communities Campaign Fund (408) Sanitary Sewer Fund (590), Water Fund (591), and GV Water Fund (597) for Fiscal Year 2025/2026, and

WHEREAS, in order to accomplish the preparation of the budgets in a public and orderly manner, it is necessary to adopt a schedule of dates for completion of various tasks.

NOW THEREFORE BE IT RESOLVED, that the following schedule of dates be adopted:

<u>DATE</u>	<u>ACTIVITY</u>
Monday, November 25, 2024 - 7 PM	Adopt Budget Preparation Schedule
Monday, December 2, 2024	Budget request forms distributed to Departments
Monday, December 16, 2024	Budget request forms returned to the Township Manager with explanation of budget request
Week of January 20-26, 2025 – TBD	Township Board work session for review of budgets
Monday, February 24, 2025 - 7 PM	Public Hearing on all budgets
Monday, March 10, 2025 - 7 PM	Adopt General Appropriations Budgets by Resolution for FY 2025/2026
Monday, March 31, 2025	Fiscal Year 2024/2025 ends
Tuesday, April 1, 2025	Fiscal Year 2025/2026 begins

YEAS: ____
NAYS: ____
ABSENT: ____

Resolution adopted: November 25, 2024

Jo DeMarco
Ada Township Clerk

CERTIFICATION

I, Jo DeMarco, 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 25, 2023.

Date: _____

Jo DeMarco
Ada Township Clerk



Township Manager Report for November 20, 2024

Submitted by Township Manager Julius Suchy

City of Grand Rapids Preliminary Water/Sewer Rate Study:

Each year the City of Grand Rapids provides a utility rate study to all users of its system. The Township is a wholesale customer meaning that we purchase water from the City of Grand Rapids and send them Ada Township's sewer, but the Township runs its own distribution system and collection system.

This year the preliminary rate study is recommending a 0.37% increase on water rates and a 3.35% increase on sewer rates. Historically the Township has had the Buildings, Grounds, & Utilities Committee review the rate increase and work with our engineer on a potential rate increase for Township customers. For the past few months, the Township has been working with John Kaczor, Municipal Analytics on a full rate study. This will allow the Township to have a better rate foundation moving forward.

I will provide an update once there is a preliminary rate study completed by Mr. Kaczor.

Grand Valley Estates Well House Pump Replacement:

Stephanie Kozal, F&V Operations and Resource Management informed me that the motor on pump #1 at the Grand Valley Estates well house needs replacement. There is currently a rental unit in place to continue operation.

F&V provided quotes to have Raymer repair (\$6,700) or replace the motor (\$9,495). The pump is original (20 years old), but Raymer indicated they repair a lot of old motors and if the castings are good, they feel they are worth rebuilding. I have authorized repair of the pump as that was the recommendation from Raymer.

Grand River Greenway Trail Update:

Kent County provided a copy of the preliminary Pettis Avenue trail from Knapp Street to Cannonsburg Rd. Shortly after the plan was received, Steve Groenenboom and I met with County staff as well as the engineers working on the layout of the trail. We asked why the trail was located on the west side of Pettis Avenue as opposed to the east side. When the Township was discussing extending the Pettis Avenue trail north of Knapp Street a few years ago, the conversation was always about the trail being on the east side of Pettis Avenue. The proposed Greenway trail is located on the west side of Pettis Ave. The engineer indicated that the topography near 4 Mile Rd. and to the north requires the trail be located on the west side of Pettis Ave. They did say if the Township really wanted the trail on the east side of Pettis Ave. that it could be located on the east side of Pettis from Knapp Street to just north of White Barn Drive and then there would be a mid-block crossing to the west side of Pettis Ave.

I am awaiting additional feedback from the trail committee before following up with Kent County.

Pettis Avenue Phase II Open House:

The Township held an open house on Thursday, November 14th, from 5:00 to 6:30 PM, during which residents heard a presentation from Township Engineer Steve Groenenboom and asked questions about the project. This project will extend from Chief Hazy Cloud Park to Vergennes St. on the north side of Pettis Ave.

Staff and the engineer will review the comments and feedback received and determine if there is a need to change the preliminary engineering plans to address them in anyway. This will include a meeting with the Kent County Road Commission to discuss allowable signage at pedestrian/vehicle crossings.

Once bids have been received, the Township Board will review and consider approval, allowing construction to begin in the spring of 2025.

Trail Wayfinding Project Update:

Staff is working with Corbin Design on the artwork for the trail wayfinding signs to be located at trailhead kiosks.

Metro Signs has indicated they will be dropping samples off to me this week with the anticipation they will be installed prior to the end of the month.

Connecting Community Campaign Update:

Reminder notices have been sent to individuals who have made a pledge but not yet fulfilled their pledge for the 2024 year. The campaign is also working on two banner signs that would be placed at Leonard Field Park and the River Street vacant lots to provide residents with an update of what is coming soon and additional information on how to engage with the campaign.

The campaign to date has received \$6,176,576 in pledges, with the original donation for the land purchase that increases to \$8,276,576. The campaign has approximately another \$250,000 - \$300,000 to raise to meet its goal.

Hope Network Change in Service:

I have been in communication with Kent County regarding the issues with Hope Network funding and service continuity for Township residents. They are working to setup a meeting with all Townships in Kent County and Hope Network to discuss the current service issues. A meeting date had been scheduled but had to be cancelled due to conflicts.

I have requested additional information from Hope Network regarding the ride information for Ada Residents, specifically where are they being picked up, where are they being dropped off and how often. This is data that is needed for the Township to have the required conversation about extending future funding outside of the current Hope Network funding. I have not yet received this information.

I previously authorized Hope Network to operate with a cap of \$3,300 – their estimate for one month of rides for Township residents to try and eliminate any disruption in service while the issue is further reviewed. I will get an update from them on how much funding is left and whether that funding will cover the Township until the previously mentioned meeting is held.

Downtown Development Authority Director Recruitment Update:

The DDA Director selection committee reviewed eighteen applications for the position of DDA Director. The committee selected five candidates and will be interviewing them November 21, 22, & 25.

Once the interviews are complete, the committee will discuss the candidates and will make a recommendation to the DDA Board and Township Board for appointment at the December 9th meeting.

Revize Website Update:

The staff is currently completing the sitemap creation for each department page. Once all the site maps are complete, they can be submitted to Revize and begin populating the website. This has been delayed slightly by the departure of Haley and my increased involvement in the DDA during the transition.

Committee Updates:

- Administrative Committee:
 - With the election of a new Supervisor and Clerk, I will have to reshare the draft Social Media policy and draft Rectangular Rapid Reflective Beacon policy for review and consideration.

- Building, Grounds, Utility Committee:
 - A meeting will be scheduled to review the following items:
 - Request from Friends of the Amy Van Andel Library for a mural sign instead of the previously approved directional signage
 - Update on the Utility Rate Study being completed by Municipal Analytics

- Public Safety Committee:
 - A meeting needs be scheduled to review the following item:
 - Further review the cost recovery ordinance

- Trail Committee:
 - There are no pending items for the trail committee