



**OUR MISSION IS TO PROVIDE EXCEPTIONAL PUBLIC SERVICES THAT
ENHANCE THE EXPERIENCE OF LIVING, WORKING AND VISITING ADA.**

**TENTATIVE AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
MONDAY, APRIL 22, 2019 at 7:00 P.M.
ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DRIVE**

- I. CALL TO ORDER**
 - A. PLEDGE OF ALLEGIANCE
 - B. MOMENT OF SILENCE
 - C. NOTE BOARD MEMBERS PRESENT & ABSENT
- II. APPROVAL OF AGENDA**
- III. GENERAL TOWNSHIP BUSINESS**
 - MOTION TO APPROVE MINUTES & ACCEPT REPORTS / COMMUNICATIONS UNDER CONSENT AGENDA
 - A. APPROVAL OF BOARD MEETING MINUTES:
 - 1. TOWNSHIP BOARD MINUTES – 04/08/19
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS:
 - 1. SHORT TERM RENTAL REGULATIONS COMMITTEE REPORT – 04/12/19
 - 2. STATUS OF COMMUNITY CENTER / LIBRARY DESIGN, COST ESTIMATES AND FUNDING REPORT – 04/15/19
 - 3. ADA DDA MINUTES – 03/11/19
 - 4. ADA FIRE DEPARTMENT ACTIVITY REPORT – 03/19
 - 5. PARK DIRECTOR'S REPORT – 04/11/19
 - 6. PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD MINUTES – 03/14/19
 - 7. PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD'S ANNUAL REPORT TO THE BOARD – FY 2018-2019
- IV. APPROVAL OF WARRANTS**
 - A. TOWNSHIP GENERAL WARRANTS
- V. PUBLIC COMMENT**
- VI. BOARD COMMENT**
- VII. UNFINISHED BUSINESS**
 - A. RESOLUTION R-042219-1, "ADA CRITERIUM"
- VIII. NEW BUSINESS**
 - A. RIVERFRONT PARK:
 - 1. RESOLUTION R-042219-2, APPROVAL OF NAME FOR RIVERFRONT PARK
 - 2. PROPOSED DONOR RECOGNITION INSTALLATION AT THE PARK
 - B. EXTENTION OF AGREEMENT WITH COMMUNITY CHURCH FOR USE OF PROPERTY FOR FARMERS' MARKET
- IX. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**
- X. ADJOURNMENT**

A Copy of the above information is available upon request M-F 8AM-5PM at the Ada Township Clerk's Office, excluding Holidays

If you would like to be on the Ada Township e-mail information list please inform the Clerk or e-mail the Clerk at jsmith@adatownshipmi.com. Persons with special needs, as defined in the Americans with Disabilities Act, should contact the Ada Township Clerk or call the Michigan Relay Center

TDD # 1-800-649-3777.



**ADA TOWNSHIP BOARD MEETING
MINUTES
April 8, 2019**

DRAFT

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Smith, Treasurer Moran, Trustees Hurwitz, Jacobs, McAleenan and Proos. Also Present: Planning Director Ferro, Parks Director Fitzpatrick, DDA Coordinator Hilbrands, and seven community members.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Board Meeting Minutes

Township Board Minutes - 03/25/19.

Receive and File Various Reports/Communications

1. Historic Committee Report - "Village" Area Historic District; 2. Zoning Board of Appeals (ZBA) Minutes - 01/08/19; 3. Comcast Update - 03/26/19; 4. Ada Village Social Media Recap - 03/31/19.

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

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Moran presented the following Hand Checks: #101, \$11,317.30; #205, \$1,034.28; #214, \$437.09; #248 \$38.27; #401 \$12,500.00; #590, \$331.82; #591, \$331.82; #592, \$165.92. Total of all Hand Checks: \$26,156.50. Warrants: #101, \$94,865.11; #205, \$31,034.12; #208 \$1,651.60; #211 \$7,451.60; #214, \$6,556.06; #248 \$3,111.38; #401 \$175.00; #590 \$254,149.46; #591 \$110,169.98; #592 \$359.24. Total of all Warrants: \$509,523.55. Total of all Checks and Warrants: \$535,680.05. **Moved by Proos, supported by Jacobs, to approve the Warrant Report for April 8, 2019, in the total amount of \$535,680.05. Roll Call: Yes - Hurwitz, McAleenan, Proos, Jacobs, Smith, Moran, Haga. Motion carried.**

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

Clerk Smith stated there were some good workshops and a lot of good information at the MTA Conference. She also stated that Sharon Haga was in the hospital and wished Sharon and George well.

Trustee Proos stated the trails that were not completed in the Fall need attention and we need to contact the contractor. He also stated he felt the board made a mistake regarding the Ryan's issue.

Trustee McAleenan stated that Forest Hills Eastern teams are driving on the trails near the school.

Supervisor Haga thanked everyone for keeping he and Sharon in their thoughts.

UNFINISHED BUSINESS

CONTRACT AMENDMENT - LIBRARY/COMMUNITY CENTER

Jim Horman, Progressive AE, explained the additional work that was required after the change in location. He explained the bulk of this work was done in the last six months. Supervisor Haga stated the change order should have been done shortly after December. There was discussion of a possible discount or “in-kind” donation in the future. **Moved by Jacobs, supported by Hurwitz, to approve the change order for architectural services in the amount of \$187,550.** There was additional discussion regarding a risk document, which Rantala stated was updated monthly. Trustee Proos stated he would like to see those documents for Site 1.0. **Roll Call: Yes - McAleenan, Jacobs, Hurwitz Proos, Moran, Haga, Smith. Motion carried.** Mr. Horman stated there was a tremendous amount of work coming.

NEW BUSINESS

RESOLUTION R-040819-1 - ROAD CLOSURE FOR ADA CLASSIC CRITERIUM

Supervisor Haga stated he had received correspondence from a resident in opposition. Cameron Timmer requested to postpone this item.

Moved by Proos, supported by Moran, to postpone action until the next board meeting on April 29. Motion carried.

OVERVIEW OF SIGN OPTIONS AND RECOMMENDED OPTION

Jim Ferro, Planning Director, presented an overview of the sign options. **Moved by Proos, supported by McAleenan, to approve the concept with Option 1. Motion carried.**

2019 LOCAL ROAD IMPROVEMENT PROJECTS

Planning Director Ferro presented the proposed road projects. **Moved by Proos, supported by Jacobs, to approve the 2019 local road improvement projects in the amount of \$468,000.** There was discussion about the locations identified and the types of work proposed. **Roll Call: Yes - Proos, Jacobs, Hurwitz, McAleenan, Haga, Moran, Smith. Motion carried.**

SETTLER’S PARK DRAINAGE EASEMENT

Planning Director Ferro explained the need for the easement. **Moved by Proos, supported by Moran, to approve the drain easement. Roll Call: Yes - McAleenan, Jacobs, Proos, Hurwitz, Smith, Haga, Moran. Motion carried.**

LIBRARY/COMMUNITY CENTER - CONSTRUCTION PAY APPLICATION PROCESS

Scott Rantala explained the process and answered questions of the board.

STREETSCAPE AND TOWNSHIP HALL HARDWOOD SHREDDED MULCH INSTALLATION

Supervisor Haga presented the bids and stated in the past we had dealt with DJs. **Moved by Proos, supported by Jacobs, to approve the contract with DJs for mulch installation for 105 yards @ \$50 per yard, for a total of \$5,250. Roll Call: Hurwitz, McAleenan, Jacobs, Proos, Smith, Haga, Moran. Motion carried.**

OPPORTUNITY FOR PUBLIC COMMENT

Eric Toonstra, Kent County Sheriff’s Office, explained the new KCSO mobile app.

Mark Fitzpatrick, Parks Director, explained some of the work that is happening in the parks.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.



MEMORANDUM

Date: 4/12/19

TO: Ada Township Board
FROM: Jim Ferro, Planning Director
RE: Short-Term Rental Regulations Committee Update

The joint Township Board/Planning Commission committee of Supervisor Haga, Treasurer Moran, Trustee Jacobs and Planning Commission Chair Leisman met on Wednesday, April 10 to initiate a review of proposed zoning regulations and a licensing ordinance that would establish a system for regulating short-term rental of residential properties within the Township.

The consensus of the Committee members is that there is not likely to be a large demand for short-term lodging in residential areas in the Township. There will also be a limited number of property owners interested in making their homes available for short-term rental use. The development of a small hotel in the Village will satisfy much of the demand for lodging within the Township.

With the above in mind, the focus of the Committee has been on seeking ways to lessen the administrative burden on the Township in carrying out the regulations, while allowing short-term rental use subject to compliance with standards that ensure that the use does not have objectionable impacts on neighboring properties.

Planning and Zoning staff will be preparing revisions to the proposed regulations to respond to the input from the Committee as summarized above. There was also a consensus among Committee members that when any revised ordinance provisions are recommended for consideration by the Township Board, that the Board should hold a public hearing on the revised ordinance(s).



MEMORANDUM

Date: 4/15/19

TO:
FROM: Jim Ferro, Planning Director
RE: Status of Community Center/Library Design, Cost Estimates and Funding Sources

Work is progressing on the design of the Community Center/Library Building and matching project costs to funding sources. There is still a gap between estimated project cost, based on the schematic design, and committed funding sources. To address this, the design team, with major donor input, is engaged in the following tasks:

- “value engineering” to identify areas where project cost can be reduced without sacrificing project objectives and space program components.
- identifying project components that can be identified as “bid alternates” in the bid documents, so that they can be included in the project construction if bid pricing allows them within the budget.
- seeking addition major donor sponsorship of specific building components or features that would otherwise need to be eliminated in the absence of donor support.

We anticipate these efforts will be completed and a recommended direction presented to the Board at the May 13 meeting.

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MARCH 11, 2019 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Walt VanderWulp, Dawn Marie Coe, Ted Wright

BOARD MEMBERS ABSENT: Bryan Harrison, Margaret Idema, Justin Knapp, Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer, Adina Winczewski, Administrative Assistant

PUBLIC PRESENT: 4 members

II. APPROVAL OF AGENDA

It was moved by VanderWulp, seconded by Coe, to approve the agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES OF FEBRUARY 11, 2019 MEETING

It was moved by VanderWulp, seconded by Coe, to approve the minutes of the February 11, 2019 meeting as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

Hilbrands presented invoices from Display Sales in the amount of \$162.00 for replacement of garland lights and from Woods Landscaping in the amount of \$1,046.00 for sidewalk salting and \$3,710.00 for snow removal services.

It was moved by Haga, seconded by Coe, to approve the above invoices as presented. Motion passed unanimously.

Hilbrands also presented an invoice from Woods Landscaping for snow windrow removal. Hilbrands noted that there was a misunderstanding between the Township and Woods regarding the bid specifications and pricing for removal of snow windrows along the curb, when requested by the Township. The bid specifications requested a cost per hour for removal and hauling of snow windrows, and Woods interpreted this as a cost per hour per equipment item used for the removal operation. Hilbrands stated he met with Ken Remijn, owner of Woods Landscaping, and was able to get clarification of the charges. Mr. Remijn also provided a detailed explanation of charges which was provided in the board packets. Hilbrands stated he believes Woods fee for the work is reasonable based on his explanation and the cost of the same work completed for the Township in the past by a different vendor, and recommended approval of the invoice.

Board members expressed appreciation for the good work Woods Landscaping provides and they appreciate the detailed explanation of charges from Mr. Remijn.

It was moved by Coe, seconded by Wright, to approve the Woods Landscaping invoice in the amount of \$2,070.00 for snow windrow removal services as presented. Motion passed unanimously.

V. APPROVAL OF SEYFERTH PR CONTRACT FOR EVENT PLANNING AND COORDINATION SERVICES FOR BEERS AT THE BRIDGE 2019

Hilbrands presented the 2019 contract with Seyferth PR and estimated costs. Hilbrands stated that Seyferth PR will take on various vendor costs up-front and will incorporate those costs in their monthly invoices to the DDA. This year, the estimated costs will be shared 50/50 between Amway and the DDA. Vanderwulp asked if the costs will be the same as last year. Hilbrands stated that staff and Seyferth are working together to reduce costs. Coe asked if this was the final year of Amway's involvement. Hilbrands stated yes, it is the final year of their involvement.

It was moved by Haga, seconded by VanderWulp, to approve the Seyferth PR contract for Event Planning and Coordination Services for Beers at the Bridge for 2019. Motion passed unanimously.

VI. DISCUSSION OF 2019 FARMERS' MARKET HOURS

Jennie Mac Anaspie, Market Manager, discussed reasons for the new Farmers' Market hours which are 9:30 a.m. to 2:00 p.m. The times were preferred by the vendors in order to not compete with rush hour traffic. Historically, the amount of customer traffic significantly decreases after 2:00 p.m. Mac Anaspie also provided a survey of farmers' market hours from surrounding areas and noted that they all have similar hours. Mac Anaspie also stated that vendors will be required to stay until closing.

VanderWulp asked if River Street will be the permanent location of the Farmers' Market. Mac Anaspie stated that unless there is a permanent structure, yes, it will stay at River Street for the foreseeable future.

Wright asked Mac Anaspie if there is a marketing strategy and if she attends the Ada Business Association meetings. Mac Anaspie stated she would like to have the vendors get active in promoting the Farmers' Market as well as involving the local retailers. Mac Anaspie also stated that she has not been to an ABA meeting but plans to attend in the future.

Bowersox asked for clarification on where the Farmers' Market will be located. Ferro stated it will be on River Street, just east of Zeytin. VanderWulp stated good signage will be important at that location. Mac Anaspie agreed and stated that she would like to get permanent signage. Normally, there are several 4ft. x 10ft. banners placed throughout the Township. She is looking in adding a banner on the fencing at Ada Dr. and Thornapple River Dr. Mac Anaspie also stated that there are signs that go up on the morning of the event to alert the public that the Market is open.

Haga asked, for insurance and liability reasons, if an agreement is being worked out with the condo association. Ferro stated they are reaching out to the condo association regarding an agreement.

VII. APPROVAL OF FARMERS' MARKET MANAGER CONTRACT FOR FY 2019-2020

It was moved by Haga, seconded by VanderWulp to approve the Farmers' Market Manager Contract for FY 2019-2020 as presented. Motion passed unanimously.

VIII. REPORTS AND COMMUNICATIONS

a. Township Signage Update

Ferro stated the Township is currently working with a consultant whose services are being covered by Amway on a donated basis to come up with an integrated and coordinated design for signage to

replace all of the existing signage identifying all types of Township facilities. The DDA has budgeted for a new Village entry sign at M-21 and Ada Drive. A couple meetings with the consultant have taken place and another will be scheduled soon to review refined options for the signs.

b. Riverfront Park Construction Update

Ferro stated the architect is working on the construction plans and a DEQ permit application for the amphitheater which is planned to be under construction this spring.

c. Community Center/Library Building Update

Ferro stated the architect has provided renderings and a floor plan. There is still a lot of detail that needs to be added such as exterior materials and color selection. The floorplan design will continue to be developed in the current design phase. The cost estimate continues to be refined as the design gets more specific. Soil borings will be conducted soon.

VanderWulp asked if there will be signage indicating where public parking will be. Ferro stated yes, and there are currently two signs which will be installed this spring at the Community Church property at Thornapple River Dr. and Headley Street.

VanderWulp recommended adding public parking signage for Bronson Street and other areas where parking is obscure.

d. Report on Comparison of DDA Event Involvement

Hilbrands provided a report and gave a brief overview of what types of events other DDA's are currently involved in. Hilbrands noted that the Cascade DDA is looking into creating a Special Event Permit Application that would allow businesses to apply for event funding from the Cascade DDA.

The report also provided a summary on the activity of Downtown Grand Rapids Inc. (DGRI). Hilbrands stated he spoke with Megan Catcho, the Event Coordinator for DGRI. DGRI is involved with planning and putting on several annual events such as Movies on Monroe, Relax at Rosa, World of Winter, State of our Downtown, and Light up Downtown. Their main focus is activating the downtown area. They try to partner with local businesses to cross promote.

(VanderWulp left the meeting at 9:04 a.m.)

e. 2019 Leprechaun Hunt

Hilbrands noted that the Leprechaun Hunt will be taking place this Friday, March 15th. There are a number of businesses participating in the event this year. Hilbrands stated this is a great opportunity for businesses to be involved and there is no sponsorship cost to participate. Businesses are just asked to provide some sort of handout for the children.

f. DDA Financial Report, 2/28/19

Hilbrands gave a brief overview of the February financial activity as outlined in the board packets including sponsorship payment to the Ada Business Association for the 2018 Tinsel, Treats & Trolleys event, and payment to Woods Landscaping for January snow removal and salting services. Farmers' Market expenses for 2019 are \$105.00.

IX. BOARD MEMBER COMMENT

No comments were made.

X. PUBLIC COMMENT

No comments were made.

Meeting was adjourned at 9:11 a.m.

Respectfully submitted:

Devin Norman, Secretary

**Ada Township
Fire Department**



**March 2019
Activity Report**

March 2019 Activity Report

Type	March	YTD
Medical	27	90
Vehicle accident	6	23
Structure fire Ada	0	0
Structure fire other	2	9
Vehicle fire	0	0
Grass / Illegal burn	2	2
False alarms	3	13
Service calls Assist	0	6
Good intent call Odor	1	7
Hazardous Cond. CO	2	7
Other calls wires	2	54
Total	45	211

Shift	Incidents	YTD	Arrival	Responders
First	14	85	6	3
Second	19	61	4	3
Third	6	48	6	3
Fourth	6	17	7	3

Year	Month	YTD	
2019	45	211	Current
2018	49	108	One year
2014	56	97	Five year
2009	26	61	Ten year

Auto aid Department	Received March	Received YTD	Given March	Given YTD
Cannon				
Cascade			1	1
G R Twp.		1	1	1
Grattan			1	2
Lowell	1	1	1	10
Plainfield				
Total		2		14

March 2019

#	Date	Location	Detail	Description	Shift	Time	Arrive	#FF	Assist
170	3-2	1055 Buttrick	Med 2	Medical	3	7:45	4	3	
171	3-2	13800 Thompson	Structure fire	Chimney fire	4	15:44	-	4	To Grattan
172	3-3	5456 Ada Drive	Med 1	Medical	4	10:59	8	2	
173	3-5	833 Meadow Meade	CO alarm	False	1	15:48	10	2	
174	3-5	145 Rolling Brook	CO alarm	False	2	16:10	6	2	
175	3-7	2200 Pettis	Med 1	Medical	1	10:54	7	2	
176	3-8	5070 Cascade	Med 1	Medical	1	15:42	3	2	
177	3-8	501 Greentree	Med 2	Medical	2	17:06	7	2	
178	3-8	9580 Fulton	Med 1	Medical	2	18:22	6	3	
179	3-9	7130 Windcrest	Med 3	Medical	2	16:17	-	4	To Cascade
180		Dispatch error							
181	3-10	843 Sarasota	Wires down	Investigate	3	5:53	12	2	
182	3-10	62 Spring Arbor Ct.	Med 1	Medical	4	9:14	4	3	
183	3-10	844 Bridgecrest	Med 2	Medical	4	10:10	5	2	
184	3-10	6780 Rix	Med 1	Medical	2	23:49	6	3	
185	3-11	2954 Pettis	Med 2	Medical	1	15:14	9	2	
186	3-12	21 Pettis	Vehicle accident	Property damage	1	9:57	4	5	
187	3-12	7300 Four mile	Med 1	Medical	1	13:47	10	2	
188	3-12	5901 Hall	Fire alarm	Faulty detector	1	15:40	5	2	
189	3-13	627 Scarborough	Fire alarm	False	2	22:14	-	2	
190	3-13	8125 Two Mile	Med 1	Medical	3	5:22	9	3	
191	3-14	5038 Cascade	Med 1	Medical	1	9:55	7	2	
192	3-14	5456 Ada Drive	Med 1	Medical	1	13:33	2	2	
193	3-14	4933 Meadow Springs	Fire alarm	Painters	2	16:57	9	2	
194	3-17	Knapp & Gd. River	Wires down	Inspect	4	15:08	9	1	
195	3-18	8717 Bailey	Med 1	Medical	1	15:26	5	3	
196	3-19	Cascade & Spaulding	Vehicle accident	Property damage	2	17:20	-	3	
197	3-19	7575 Fulton	Med 2	Medical	2	21:14	4	2	
198	3-20	Fulton & Spaulding	Vehicle accident	Two car	2	17:15	9	2	
199	3-21	7575 Fulton	Med 1	Medical	2	16:22	3	1	
200	3-22	7575 Fulton	Med 1	Medical	3	2:36	3	1	
201	3-22	8815 Fulton	Med 1	Medical	1	15:10	5	2	From Lowell

March 2019

#	Date	Location	Detail	Description	Shift	Time	Arrive	#FF	Assist
202	3-23	6190 Fulton	Brush fire	Small	4	14:43	9	5	
203	3-25	4910 Ada Drive	Lock out/ alarm	Smoke removal	2	17:36	7	3	
204	3-25	6934 Ada Drive	Med 0	Medical	2	18:51	-	2	
205	3-26	940 Clifford	Med 1	Medical	3	6:46	8	3	
206	3-26	Fulton & Ada Drive	Vehicle accident	Two car	1	10:53	3	3	
207	3-26	830 Bridgewalk	Med 0	Cancel	2	21:35	-	2	
208	3-27	Fairridge & Knapp	Vehicle accident	Motorcycle no patient	1	12:37	3	2	
209	3-28	674 Cumberland	Structure fire	Pole barn	2	16:46	7	6	To Lowell
210	3-28	4838 Aylesworth	Illegal burn	Permitted	2	19:43	10	2	
211	3-29	45 Spring Arbor Ct.	Med 2	Medical	1	11:00	4	4	
212	3-30	2040 Grand River	Med 1	Medical	2	21:26	7	2	
213	3-31	Fulton & Pettis	Vehicle accident	Property damage	3	7:43	3	6	
214	3-31	9280 Two Mile	Med 0	Cancel	2	22:56	-	2	
215	3-31	62 Spring Arbor Ct.	Med 0	Medical	2	23:40	4	3	

March 2019

Fire Training

This month Lt. Brian Anderson made a presentation on our Rapid Intervention Team (RIT) strategies. The duties of the RIT is to have two members outfitted and ready to make entry in the event of a trapped or injured firefighter during a structure fire. They have no other duties while on scene, they have a compliment of tools which are for use by their team only and monitor all radio traffic. We always train for the worst scenario and fortunately have never had to implement these services.

Medical Training

Our in house medical credits were earned in the pediatric emergencies category this month. It is not often that our patients are children or infants so to keep fresh on our skills is vital. This is a category that we review annually. Our instructor was Buzz Goodblood, he began in January as our EMS instructor and has been doing an outstanding job.

Fire Training

Lt. John Ferin coordinated a guided tour of the River Point Condo project. The site manager was able to take us through the two types of condos that are under construction, as well as a few of the homes that are nearing completion. We were able to become familiar with the locations of utilities for the various buildings as well as hydrant locations and street configurations. This is also an opportunity to remain current with the latest in building construction techniques.

The Community

Again this year we were the Girl Scout delivery center for our area. Approximately 50,000 cases of cookies arrived at 8am and were distributed by 4pm to parents. This is a great opportunity to support the Girl Scouts, and maybe sample a few types of cookies.

Our team was on hand at the annual Forest Hills Business Expo again this year. This is a great opportunity to meet the public and answer questions about fire safety and the services we provide. We had plenty of coloring books and escape route materials for families to take home and complete.

New equipment – Cancer Preventative Measures

A leading concern of fire departments across the country is cancer in the fire service. Many steps are being taken to prevent cancer among firefighters. Some of these changes involve apparatus design which eliminates contaminated gear and equipment in the cabs of trucks. Another is a set of gear for fires and a second for non-fire responses. Turn out gear upgrades are also another of many changes. Fortunately not prevalent in our department the Metro Dade Fire Department in Florida has reported 1 in 3 firefighters with some form of cancer. Similar results are common among the larger departments across the country.

Our first step in this fight is to provide a new type of hood to each of our firefighters that will reduce the risk of cancer causing particulates that make contact with the skin. This will be the first of many changes that may someday become mandatory. The cost to outfit our members is over \$ 2000.00 for these hoods. We have been more than fortunate to a very gracious and longtime donor in Central States Property Management to offer to pay over half of this cost. The Ada Firefighters Association felt strongly about also supporting this purchase and has taken a portion of the monies from the Beers and Brats events to finance the remainder. These hoods will be used only on the fire ground, our current hoods will be cleaned and used for non-fire tasks.



Ada Township Parks & Recreation Department
Park Director's Report
For April 11, 2019
Submitted by Parks & Recreation Director Mark Fitzpatrick

Updates on Administrative Items

Staffing Updates

- *Rob McCormick returned on March 22nd.
- *We are setting interviews for the Intern and Kids Garden Coordinator positions

Planning Initiatives

- *The Community Center/Library project is getting close to the construction bid stage.
- *The rules sub-committee completed their recommendations on the Roselle Park rental guidelines and pricing changes. The Township Board approved them. We have opened the rental to all folks under two categories: Residents/Non-Profits and Non-Residents.
- *We aim to start the process of setting up a RFP for a consultant to developing a Master Plan for Leonard Field Park.
- *A Space Needs Assessment for the park office and maintenance building is planned for this year in coordination with one for the Township Hall.

Updates on Parks, Preserves, Trails and Related Projects

- *Flooding levels were high in March, but no significant damages. The late winter storms left a lot of woody debris and broken tree branches which we are still working on cleaning up.
- *Spring weather has brought many people out to the parks.

Updates on Parks, Preserves, Trails and Related Projects continued ...

Ada Township Park

- *Spring clean-up and follow-up on the storm debris is underway.
- *The shelter and Gazebo have been serviced and are back open for the season.
- *The soccer field and softball fields are back in use with afternoon and evening games.
- *Field rentals for youth soccer and frisbee start this week.
- *We are getting estimates for an upgrade to the electric system in the park office and Learning Center. The Midstate Security requires a dedicated line and the circuit box needs replacement.
- *The contractor Jordon Intercostal is starting back for the repair work on the paved trail along Buttrick drive, the paved paths within the arboretum and the landscaping in the park.
- *The proposed project for this year to do a trail connector around Ada 2 softball field and adjusting parking spaces is to be reviewed.

Roselle Park

- *The DEQ Permit for the improvement project in the north section non-paved trails was submitted and is being reviewed. A site inspection is planned. The DEQ posted a Public Hearing on line. We are still targeting the construction phase for mid-late summer.
- *The MI DNR Non-Game Trust Grant application was submitted and accepted. Any feedback is expected within 30 days.
- *We the recent change in fees and guidelines for renting out the Roselle Park meeting room we are now accepting private groups.
- *The park had high flood levels in March. They are receded now.

Leonard Field Park

- *The softball fields are being cleaned up and prepped for games to start on them next week.
- *Follow up work on last year's parking lot improvement project is expected in May.
- *The process for a request for proposals for having a park master plan developed is to begin soon.

Riverside/Settler's Park

- *The contractors started back to work on the site last week. Landscaping and bank stabilization work is expected to continue for a while.
- *The amphitheater component of the project should be going out to bid soon. Construction phase anticipated for summer.
- *A naming and donor recognition ceremony for the park is planned for May 23rd.
- *Signs for the park entry and major donor are being planned.

Updates on Parks, Preserves, Trails and Related Projects continued

Grand River Natural Area

- *The DEQ permit was approved this winter. We expect the contractor to complete the trail repair project late spring or early summer, but is somewhat dependent on river levels.

Carl Creek Crossings Preserve

- *A stewardship work day is set for April 27.
- *Site reviews showed minimal damages over the winter.

Carl Creek Wetland Preserve

- *No updates on site development plans.
- *Site inspections and stewardship days are being set for later this spring.

Knapp Corners Preserve

- *The sign is being incorporated into the Township-wide sign initiative.
- *Recent site cleanup shows some of the plants in the new landscaping need replacement. Stewardship work on the back part of the property will resume later this spring.

Bike Paths / Non-Motorized Trails

- *The contractor, Jordan Intercostal, is doing site inspections today for repairs needed, expecting the work to start soon.
- *Moore & Bruggink is working on a proposal for new repairs to be done this year.
- *The Trail Committee has set a meeting for Wednesday, April 27 at 4:00 p.m.

Updates on Recreation and Education Programs

- *Marketing for spring and summer programs is underway.
- *We had a booth up at the Forest Hills Community Expo March 16. There was good attendance there.
- *Forest Hills Foods will be disseminating information fliers in bags at their store.
- *Information for the summer Adaview is due in on April 19.
- *Registrations for the summer youth programs is underway.
- *Registrations for the Kid's Garden is open. Interviews for a new Coordinator will be this week.
- *Spring middle school baseball games have started.
- *Registrations for summer adult softball leagues are close to completion. Games start the first week of May.
- *AYSO youth soccer formally starts this week. Team started practices last week.
- *Zig Zag Ultimate frisbee for youth will again be held as a rental. That will be on Mondays all spring.
- *Several spring middle school field trips have been set up for Roselle Park.
- *Pre-school field trips are being set up for Mondays in the summer at Ada Park.
- *Spring family programs include a presentation about hiking the Application Trail, an evening on nighttime sights and sounds, and a presentation with live animals. All of these will be held at Roselle Park.
- *The Grand Rapids Triathlon is set for June 9th.
- *Summer community events include the 4th of July, three Beers at the Bridge and the August in Ada children's fair.
- *Planning for programs to be held at the Riverside/Settler's Park has not formally started yet since we don't have a firm "construction end date".

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, MARCH 14, 2019 REGULAR MEETING
4:00 P.M., ROSELLE PARK, MEETING ROOM
1010 GRAND RIVER DR NE, ADA, MICHIGAN**

1. Call meeting to order/roll call

Present: Crosby, Haga, Jacobs, Levick, Roe, Steketee, Terwilliger

Absent: Damstra, Nowak, Schmottlach, VandenBerge

Staff Present: Fitzpatrick, Winczewski

Public Present: None

2. Approval of agenda

Terwilliger moved to approve the agenda. Levick supported. Motion carried unanimously.

3. Approval of minutes of the December 13, 2018 meeting

Terwilliger moved to approve the minutes of the December 13th meeting as presented. Steketee supported. Motion carried unanimously.

4. Updates on Capital Improvement Plan and FY 2019-20 budget

Haga stated the CIP and budget for FY 2019-20 was approved by the Township Board on March 11th. The Trails Fund will have \$100,000 transferred in from the General Fund for maintenance and repair operations in the new fiscal year. The bond payment in April will decrease the Trails Fund balance.

Jacobs stated the Trails Fund is on the Township Board's radar.

Haga stated the Trails Committee will be forming soon. Multiple people have expressed interest in being on the committee.

5. Approval of changes to Roselle Park rental fees and guidelines

Fitzpatrick gave a brief summary of the proposed changes to Roselle Park's rental fees and guidelines. The Roselle Park Meeting Room Confirmation Letter & Rental Agreement has been updated and included in the board packet for review. A vote is not needed for that document.

Fitzpatrick stated the Township Board previously made a Resolution to make changes to the Ada Township Parks & Recreation Department, Facility Use Fees. The PRLP Advisory Board needs to review and approve the updated fee schedule.

There was a brief discussion on whether or not damage deposits should be included. Haga stated he thought it was already decided to eliminate all damage deposits.

Crosby suggested obtaining a credit card number from the renter to keep on file. Fitzpatrick stated there is a goal to have a credit card process for all Township transactions, however, the Treasury department does not currently have that in place.

Fitzpatrick reminded the Board that there is a clause in the rental agreement, which the renter signs, which states the renter is responsible for all damages arising from their event.

Terwilliger stated that damage incurred will likely be more than the damage deposit or less than the damage deposit. Either way, staff would have to bill the renter or give a refund. Terwilliger recommended eliminating all mention of damage deposits.

It was moved by Haga, supported by Levick, to recommend the proposed changes to all Ada Township Park Rentals as submitted but to eliminate all damage deposit fees. Motion carried unanimously.

Discussion ensued over the Facility Use Fees document. It was moved by Terwilliger, supported by Crosby, to approve the new fees and categories in the Facility Use Fees document as submitted noting to correct all spelling and capitalization errors. Motion carried unanimously.

6. Committee Reports – Updates

Stewardship Committee – Roe stated they met two days ago and decided they need to move ahead and market to residents who have large areas of property or property with riparian rights. There is a lot more work to do in terms of identifying people with these types of property. Crosby stated the purpose of marketing to them is to make them aware of the sensitive features of their property. Next meeting for the Stewardship Committee is set for April 2, 2019.

Steketee left the meeting.

7. Park Director's Report and Current Project Updates

Fitzpatrick reviewed the Chief Hazy Cloud Park Land Acquisitions document provided in the board packets. Board discussed the need for more communication from Kent County and decided that until that happens additional payments should not be made.

Fitzpatrick gave a brief summary of the upcoming Community Expo, scheduled for March 16th. He requested a volunteer to help with the booth. Roe volunteered to help.

Crosby left the meeting.

Fitzpatrick stated Lauren Harvey has been hired as the Parks and Recreation Program Assistant. She was the best candidate and is a welcomed addition to the staff.

8. Board Member Comment

Roe reminded the Board of her plan to step down as Chairperson effective April, 2019.

Levick stated she will not be able to attend the April meeting.

9. Public Comment

There were no public comments.

10. Adjournment

Meeting was adjourned at 5:14 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk



ADA TOWNSHIP PARKS, RECREATION & LAND PRESERVATION ADVISORY BOARD FY 2018-19 ANNUAL REPORT TO THE TOWNSHIP BOARD

April 3, 2019

Advisory Board Members: Betty Jo Crosby (Vice Chair), Randy Damstra, George Haga (Township Supervisor), Catherine Jacobs (Trustee representative), Paul LeBlanc (Trustee representative), Wayne Nowak, Elise Roe (Chairperson), Rick Steketee, Kraig Schmottlach, Mike Terwilliger, and Jeff VandenBerge.

Member Changes: Paul LeBlanc resigned from his position as Township Board Trustee just before the December, 2018 meeting. Judy Levick was welcomed onto the Advisory Board for a 4-year term beginning on January 7, 2019.

Staff Reporting: Jim Ferro, Planning Director; Mark Fitzpatrick, Parks Director, Rob McCormick, Softball Coordinator.

Meetings: 8 regularly scheduled meetings and 1 special meeting were held on the second Thursday of the month. *Note that 2 of the regularly scheduled meetings did not have a quorum.* No meetings were held in June, August or January.

Grand River Water Trail Initiative

After a presentation from Natalie Henley of WMEAC regarding the recreational, economic, conservation/environmental, and cultural benefits of water trails, the PRLP Advisory Board recommended that the Township Board support the Grand River Water Trail Initiative. The Township Board unanimously adopted a resolution to support the Initiative on 06/11/18.

Recreation Needs Assessment

A Recreation Needs Assessment process was carried out in June through October, 2018, with a final report delivered by the consultants, Mainstreet Planning Company and RJM Design Group, in November, 2018. Community input was gathered from workshops and online comments. The Assessment provides Ada Township with recommendations for the development of new parks and trails, the addition of recreation amenities in existing Township parks, and a guide for planning future recreation programs and support services. It will also lend support when applying for grant funding.

Standing Committees

Going forward, the PRLP Advisory Board will have 3 standing committees with the following members:

1. **Trails (Non-Motorized Bike Paths)** – Haga, Jacobs, Moran, Nowak and VandenBerge
2. **Land Preservation and Stewardship** – Crosby, Roe and Steketee
3. **Recreation Programs, Services and Facilities** - Levick, Schmottlach and Terwilliger

Temporary Sub-Committee

1. **Rules & Policies** – Haga, Jacobs, Roe, Schmottlach, Terwilliger

The rules committee assisted with updating the facility use guidelines and fee structure for rentals at the Roselle Park building.

Riverfront Park

Major components of the new Township park on the Thornapple River in the Village were completed in 2018, including playground, restrooms, seating plaza, sidewalks, landscaping and river bank stabilization were completed in 2018. Remaining work to be completed in 2019 includes the amphitheater, irrigation, additional sidewalks and lawn establishment. A formal ribbon cutting and naming event is scheduled for May 23, 2019.

Knapp/Grand River Dr. “Gateway” Sign/Landscape Improvements

Katerberg Verhage completed the Ada Township entry sign and landscaping improvements at the corner of Grand River Dr. and Knapp. Consensus from the Advisory Board is that it looks nice but the Ada Township sign and logo are difficult to read. Options for improving visibility of this sign are currently being reviewed.

Roselle Park Improvements

The Advisory Board recommended the Township apply for a MI DNR Trust Fund Grant to cover 50% of a development project at Roselle Park set for 2021. It focuses on the following Roselle Park improvements:

1. Improvements to the south parking lot.
2. A new picnic area with universal accessibility.
3. A group picnic gazebo.
4. Playground and stream access improvements.

The grant application was submitted in March, 2019 to the Michigan DNR. A funding decision on the application by the Natural Resources Trust Fund Board is expected in December, 2019.

A floodplain/wetland permit application was submitted to the Michigan DEQ for drainage and trail system improvements on the non-paved trails in the north section of the park. The work is to be completed in summer or early fall of 2019.

Roselle Park Building Meeting Room Acoustics Improvements

Installation of a spray-on acoustic finish to the room ceiling was completed in April, 2018.

Non-Motorized Trails

Repair of several sections of the Township’s trail network were completed. These included repairs to pavement, boardwalks and bridges. Additional work was done on the paved trails in Ada Park and parking lot at Leonard Field Park. The project was left partially incomplete in 2018 with the remaining work, including re-location of a portion of the paved trail in the Grand River Nature Preserve, to be completed in early 2019.

Capital Improvements Plan

The Advisory Board provided input to the annual update of the Township’s 6-year Capital Improvements Plan.

Ada Park Tennis and Pickle Ball Courts

The new tennis and pickleball courts at Ada Township Park were completed in July, 2018.

Kent County Chief Hazy Cloud Park

The Advisory Board and staff maintained communications with the Kent County Parks Department regarding the expansion of their Chief Hazy Cloud Park and our dedicated funds to help support that initiative. Funds are expected to be paid out later in 2019.

Respectfully submitted,

Elise Roe, Chairperson

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: April 22, 2019

HAND CHECKS

#101	# 48177, 48178, 48179, 48180, 48181, 48182, 48183	\$ 31,351.92
#205	# 48177, 48178, 48179, 48180, 48181, 48183	\$ 891.48
#208	#	
#211	#	
#213	#	
#214	# 48176, 48178, 48179, 48180, 48181	\$ 1,027.25
#243	#	
#248	#	
#249	#	
#401	#	
#590	# 48175, 48180, 48181, 48183	\$ 486.76
#591	# 48175, 48180, 48181, 48183	\$ 303.02
#592	# 48175, 48180, 48181, 48183	\$ 240.81
#701	#	

TOTAL ALL HAND CHECKS **\$ 34,301.24**

WARRANTS

#101	GENERAL FUND	\$ 34,382.97
#205	PUBLIC SAFETY FUND	\$ 10,397.66
#208	PARK FUND	
#211	TOWNSHIP TRAILS	\$ 467,075.00
#213	PARKS & OPEN SPACE	
#214	PARKS & RECREATION	\$ 9,886.57
#248	DDA FUND	\$ 1,590.00
#301	ENVISION ADA	
#401	CAPITAL PROJECT	\$ 204,065.56
#590	SEWER OPERATION FUND	\$ 13,339.44
#591	WATER OPERATION FUND	\$ 21,090.28
#592	GRAND VALLEY ESTATES FUND	\$ 3,401.38
#701	ESCROW ACCT	\$ 1,030.91
	TOTAL WARRANTS	\$ 766,259.77

TOTAL ALL CHECKS & WARRANTS **\$ 800,561.01**

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP
INVOICE ENTRY DATES 04/04/2019 - 04/22/2019
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Vendor Name	Description	Amount	Check #	Check Date
1. .BLACKBURN MANUFACTURING CO	BLUE FLAG	101.44		
2. .CITY GR DEVELOPMENT CENTER STE#300	WATER/SEWER CONNECTION FEE	3,995.00		
3. .DTE ENERGY	GAS SERVICES-5465 HALL ST	36.35	48175	04/17/2019
	GAS SERVICES-7380 E FULTON	274.62	48175	04/17/2019
	GAS SERVICES-4861 ADA DR	194.53	48175	04/17/2019
	GAS SERVICES-5458 GRAND VALLEY CT	102.17	48175	04/17/2019
	TOTAL	607.67		
4. .ETNA SUPPLY COMPANY DBA	1" METER IN THE PIT IRRIGATION FOR 496 ADA DR	496.00		
	BLUE & GREEN MARKING PAINT	239.52		
	TOTAL	735.52		
5. .GODWIN PLUMBING, INC.	SUPPLIES	17.57		
	SUPPLIES	87.89		
	TOTAL	105.46		
6. .KENT COMMUNICATIONS, INC	PROCESS & MAIL WATER BILLS	273.72		
7. .RYANS MODERN SEWER CLEANING	MARCH-2019 CONTRACT SERVICE	16,200.00		
	GV ESTATES DEQ VISIT	142.50		
	1064 PARADISE LK DR WATER JET OUT CURB BOX	190.00		
	TELEVISIONING HEADLEY	1,330.00		
	627 HARTFIELD WATER SERVICE BREAK	712.50		
	LIFT STATION CLEANINGS	1,342.75		
	TOTAL	19,917.75		
8. ACCIDENT FUND OF MICHIGAN	INSTALLMENT-MAY	2,387.10		
9. ADA HISTORICAL SOCIETY	COMCAST	86.90		
10. BOERMAN, STEPHANIE	MILEAGE REIMBURSEMENTS	56.49		
11. COMCAST	INTERNET-ROSELLE PARK	136.90	48176	04/17/2019

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Vendor Name	Description	Amount	Check #	Check Date
12. CONSUMERS ENERGY				
	ELECTRIC SERVICES-STREET LIGHTS	4,861.17	48177	04/17/2019
	ELECTRIC SERVICES-SIRENS	36.49	48177	04/17/2019
	ELECTRIC SERVICES-SIRENS	35.85	48177	04/17/2019
	TOTAL	4,933.51		
13. CONTINENTAL LINEN SERVICE				
	LINEN/RUG SERVICES-FIRE	104.27		
	LINEN/RUG SERVICES-TWP HALL	127.75		
	TOTAL	232.02		
14. CUSTODIAL HOUSEKEEPING STAFFING, IN				
	JANITORIAL SERVICES-MARCH	800.00		
15. DIRT CHEAP EXCAVATING & LANDSCAPING				
	CEMETERY SERVICES-OPEN/CLOSE	850.00		
16. DTE ENERGY				
	GAS SERVICES-LEONARD FLD	153.63	48178	04/17/2019
	GAS SERVICES-FIRE #2	353.14	48178	04/17/2019
	GAS SERVICES-ADA PARK	91.68	48178	04/17/2019
	GAS SERVICES-ROSELLE PARK	140.04	48178	04/17/2019
	GAS SERVICES-TOWNSHIP HALL	506.79	48178	04/17/2019
	TOTAL	1,245.28		
17. ELECTION SOURCE				
	SUPPLIES-ELECTIONS	34.00		
18. ENGINEERED PROTECTION SYSTEMS INC				
	ROSELLE PARK SECURITY - ALARM SYSTEM	231.00		
	ROSELLE PARK SECURITY - ACCESS CONTROL	90.00		
	ROSELLE PARK SECURITY - VIDEO	141.00		
	TOTAL	462.00		
19. FIRST COMMUNICATIONS				
	TELEPHONE SERVICES	343.61	48180	04/17/2019
20. GEORGE HAGA				
	ADA DRIVE TREELIGHTS, REIMBURSEMENT	242.37		
21. GILSON				
	LOGO ENVELOPES	239.56		

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Vendor Name	Description	Amount	Check #	Check Date
22. GODWIN HARDWARE, INC	SUPPLIES-B&G	34.50		
	SUPPLIES-FIRE	13.98		
	SUPPLIES-PARKS	31.95		
	SUPPLIES-PARKS	31.44		
	SUPPLIES-PARKS	49.96		
	SUPPLIES-PARKS	93.55		
	SUPPLIES-PARKS	33.59		
	TOTAL	288.97		
23. GRAND VALLEY METRO COUNCIL	REGIS DUES 04/01/19-09/30/19	14,018.98		
24. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	1,290.55	48181	04/17/2019
25. GROWNEY, RENE	UB REFUND FOR ACCOUNT: BRON-007163-07	340.99		
26. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-MARCH	2,112.00		
27. HUB INTERNATIONAL MIDWEST EAST	2019-2020 INSURANCE RENEWAL	33,078.00		
28. HUNTINGTON NATIONAL BANK	BOND SERIES 2017	467,075.00		
29. INTEGRITY BUSINESS SOLUTION	SUPPLIES-PARKS & GEN	111.98		
30. JACQUELINE SMITH	MILEAGE AND EXPENSE REIMBURSEMENTS	109.11		
31. JONES LAND LASALLE AMERICAS, INC	LIBRARY AND COMMUNITY CENTER	6,033.33		
32. KENT COUNTY EMERGENCY MED SERV	QUARTERLY ASSESSMENT 04/01/19-06/30/19	254.86		
33. KENT COUNTY HEALTH DEPT	ADA TOWNSHIP PARK SHELTER	16.00		
34. KUIPER LANDSCAPE MGMT	STREETSCAPE MAINTENANCE-1 OF 8	2,244.24		
35. LEPARD, MARGARET	MILEAGE REIMBURSEMENTS FOR PARK GATES OP	150.80		
36. LIFE EMS AMBULANCE OF GRAND RAPIDS	NEW EMPLOYEE MFR CLASS	530.00		
37. MARK FITZPATRICK	WORKSHOP REIMBURSEMENT	35.00		
38. MARK'S BODY SHOP	NIGHT LIGHT HOUSING, ENGINE #7	60.00		
39. MEIGAN JOHN III & MELISSA K	UB REFUND FOR ACCOUNT: THOC-007705-03	26.16		
40. MICHIGAN ASSESSOR ASSOCIATI	EMPLOYMENT ADVERTISMENT	125.00		

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Vendor Name	Description	Amount	Check #	Check Date
41. MICHIGAN ASSOC OF PLANNING	SPRING INSTITUTE REGISTRATION	150.00		
42. MIDSTATE SECURITY CO.	UPDATED ALARM SYSTEM-ADA PARK	2,873.78		
	AVERILL MUSEUM ALARM MAINTENANCE	165.00		
	TOTAL	3,038.78		
43. MINER SUPPLY COMPANY	SUPPLIES-GENERAL DEPT	183.92		
44. MLIVE MEDIA GROUP	ADS-SEASONAL PARK POSITIONS	245.00		
	ADS-AFFIDAVITS & LEGALS	1,782.48		
	TOTAL	2,027.48		
45. MOORE & BRUGGINK INC	EASEMENTS-LIONS PARK	264.59		
	SITE PLAN REVIEW-DAN VOS	1,030.91		
	TOTAL	1,295.50		
46. NAPA	B&G TRUCK MATS	23.99		
47. NYE UNIFORM CO.	NEW EMPLOYEE UNIFORM	49.99		
48. PITNEY BOWES GLOBAL FINANCIAL SERV	POSTAGE MACHINE LEASE	402.66		
49. PRIORITY HEALTH	HEALTH PREMIUMS/CLAIMS TAX	23,215.24	48182	04/17/2019
50. PROGRESSIVE AE	LIBRARY & COMMUNITY CENTER	198,032.23		
51. RYAN'S MODERN SEWER CLEANING I	ROSELLE PARK SANITARY SYSTEM	200.00		
52. SHMG OCCUPATIONAL HEALTH	NEW EMPLOYEE PHYSICAL	522.00		
53. STANDARD SUPPLY & LUMBER CO, INC	SUPPLIES-FIRE	110.98		
	SUPPLIES-CEMETERY	33.50		
	TOTAL	144.48		
54. SUPPLY GEEKS	SUPPLIES-PARKS AND GEN	30.93		
	SUPPLIES-GEN DEPT	43.25		
	TOTAL	74.18		

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Vendor Name	Description	Amount	Check #	Check Date
55. VANHOOSE, MEGAN	MILEAGE REIMBURSEMENTS	56.84		
56. VERIZON WIRELESS	TELEPHONE/TABLET SERVICES	459.29	48183	04/17/2019
57. VP & L HEATING & COOLING	MAINTENANCE FOR NEW ROOF-TOWNSHIP	200.00		
58. WAHLFIELD DRILLING COMPANY	ADA PARK SHELTER WELL OPENING	150.00		
59. WHALEY, RAY	UB REFUND FOR ACCOUNT: WINR-006299-02	116.65		
60. WOODS LANDSCAPING	SHOVELING SERVICES	16.00		
	SHOVELING SERVICES	1,510.00		
	SNOW PLOWING	120.00		
	TOTAL	1,646.00		
61. X-CEL CHEMICAL SPECIALTIES CO	CUSTODIAL SUPPLIES-PARKS	20.15		
62. XEROX CORPORATION	COPY MACHINE LEASE	795.17		
PURCHASE CARD VENDOR: 1003 FIRST BANK				
63. 1 & 1 INTERNET, INC	INTERNET SERVICES	21.57	48179	04/17/2019
	INTERNET SERVICES	68.13	48179	04/17/2019
	TOTAL	89.70		
64. AMAZON.COM	SQUEEGE FOR TRUCK WASHES	39.90	48179	04/17/2019
65. CONSTANT CONTACT	WEB SERVICES	70.00	48179	04/17/2019
66. FIRST BANK	CREDIT CARD FEE	92.93	48179	04/17/2019
67. MEIJER	SUPPLIES FOR FIRE STATION	30.14	48179	04/17/2019
68. MMTA	BASIC TRAINING-TREASURER	550.00	48179	04/17/2019
69. MTA	CONFERENCE	349.00	48179	04/17/2019
	CONFERENCE	463.00	48179	04/17/2019
	TOTAL	812.00		
70. SCHNITZ ADA GRILL	BOARD OF REVIEW REFRESHMENTS	55.86	48179	04/17/2019

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INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

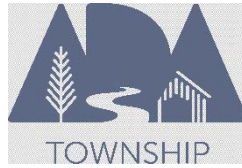
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Vendor Name	Description	Amount	Check #	Check Date
71. SKILLPATH/NATIONAL	ADMIN CONFERENCE	199.00	48179	04/17/2019
72. VERIZON WIRELESS	PHONE CASE-NICOLE	47.69	48179	04/17/2019
73. VITALE'S PIZZA OF ADA, INC	BOARD OF REVIEW REFRESHMENTS	81.97	48179	04/17/2019
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		2,069.19		
TOTAL - ALL VENDORS		800,561.01		



**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-042219-1
"ADA CRITERIUM"**

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

PRESENT:

ABSENT:

BE IT RESOLVED, that:

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

Conduct a "Ada Criterium" upon the roadways in Ada Township on June 15, 2019 from 11:00 a.m. to 7:00 p.m. A map of the route is attached. The following roads will be closed:

- Bronson Street, Ada Drive west to Headley Street
- "New" portion of Headley Street, from Ada Drive to Fulton Street (M-21)
- "Old" portion of Headley Street, from "New" Headley Street to Bronson Street
- Teeple Street, from Bronson Street to Thornapple River Drive
- Thornapple River Drive, from Ada Drive west to Headley Street
- Northwesterly half of Ada Drive (southwest-bound traffic lane), from Headley Street to Thornapple River Drive.

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

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

YEA:

NO:

ABSENT:

Resolution R-042219-1 Declared Adopted

Date:

Signed _____
Jacqueline Smith
Ada Township Clerk

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, April 22, 2019.

Signed _____
Jacqueline Smith
Ada Township Clerk

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



Ada Township Board
Ada Township Hall
7330 Thornapple River Drive SE
Ada, Michigan 49301

Dear Ada Township Board Members:

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

This letter seeks to fully inform the township board of all relevant aspects of this proposed event and requests any relevant feedback the township board deems necessary for ultimate approval of the event.

Event Basics: June 15, 2019 from noon to 8:00 PM. Reference the attached maps for road closure details.

Coordination with local businesses: Upon full approval of said event we the organizers will thoroughly communicating with and coordinating with all affected businesses and other entities in the Ada Village area. This communication includes providing businesses and the community with a thorough overview of the event, the event traffic detour plan, opportunities to get involved with the event, and a mechanism for feedback prior to and after the event occurs.

The organizers have formed working relationships with a number of local businesses in and around Ada who are providing sponsorship funding, in-kind donations, or other event support. These businesses (not inclusive) include: The Center for Oral Surgery & Dental Implants; Velo Law; the Michigan Dental Association Foundation; Ignite Your Event; ITS Partners; Inlantia Mortgage; Amway; and The Community Church of Ada.

COSDI Racing – Ada Criterium Proposal

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

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

In addition to the sanctioned race categories, there will be a kids race of a lap or less (depending on age/ability) for any 10 and under youth who wish to participate. This event does not require a USA Cycling license, and on-site registration will be available. Parents of participants will be required to sign a waiver allowing participation.

Promotion of this race will include the websites of USA Cycling and the Michigan Bicycle Racing Association, through the Michigan Dental Association Foundation to their donors and member practices, through Excite Your Event and other race partners, and via social media outreach. With the township board's consent we would provide a document describing the event details for inclusion in the community events bulletin.

Request for Authorization/Approval of Proposed Event and road closure: Based on the information included within this letter, COSDI Racing hereby requests approval to host this event in Ada Village and road closures on course.

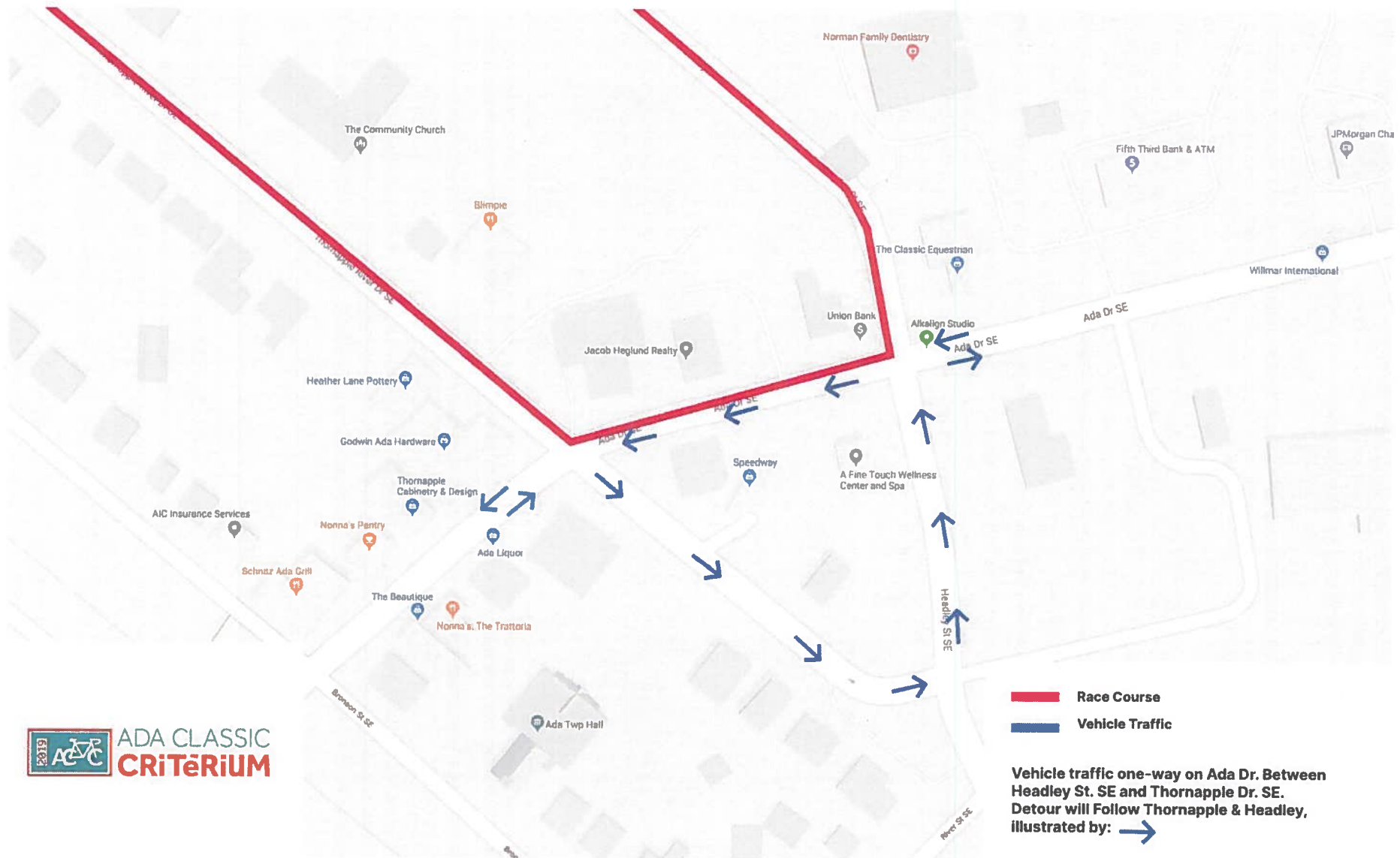
Sincerely,

COSDI Racing management

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

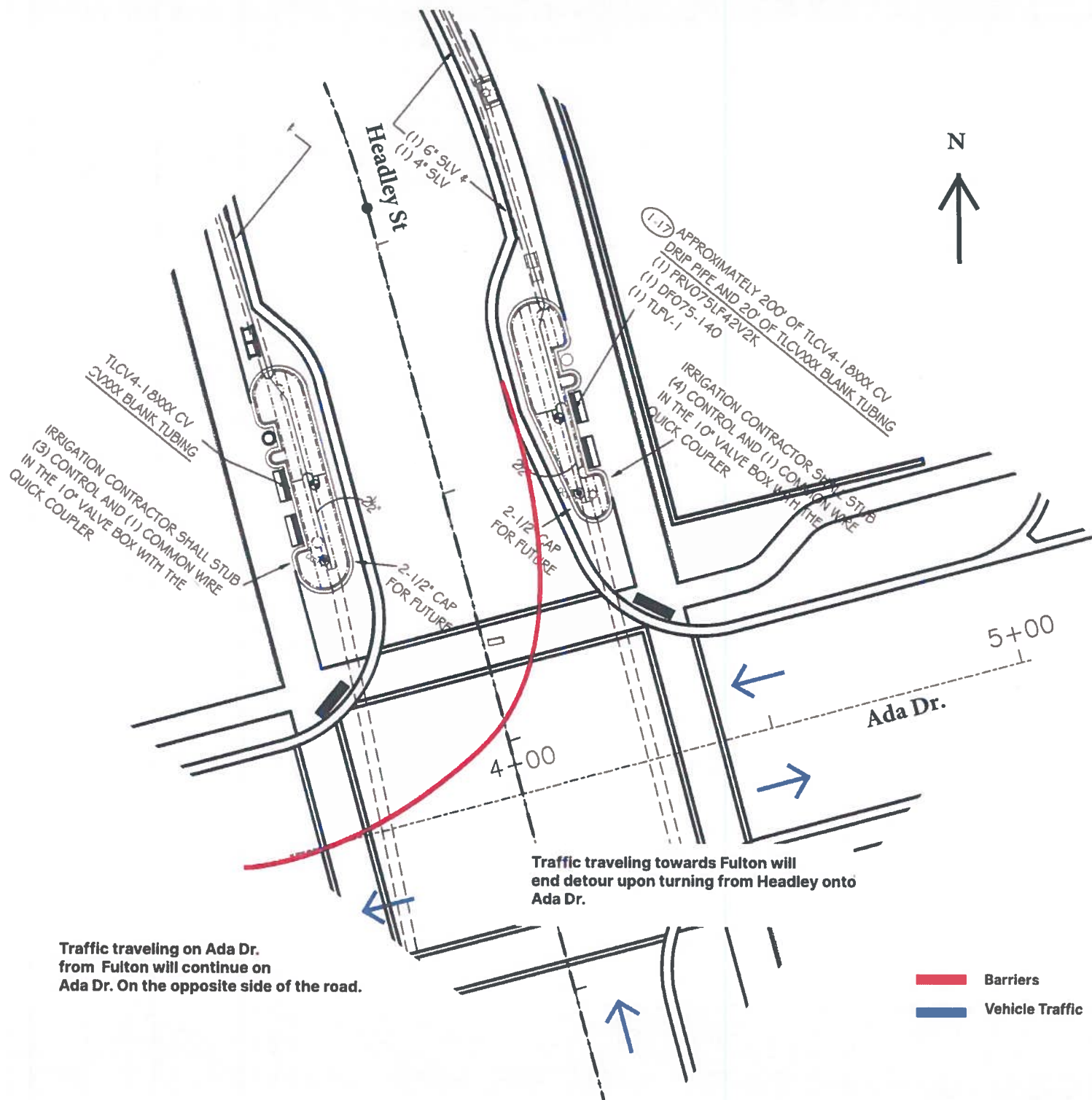


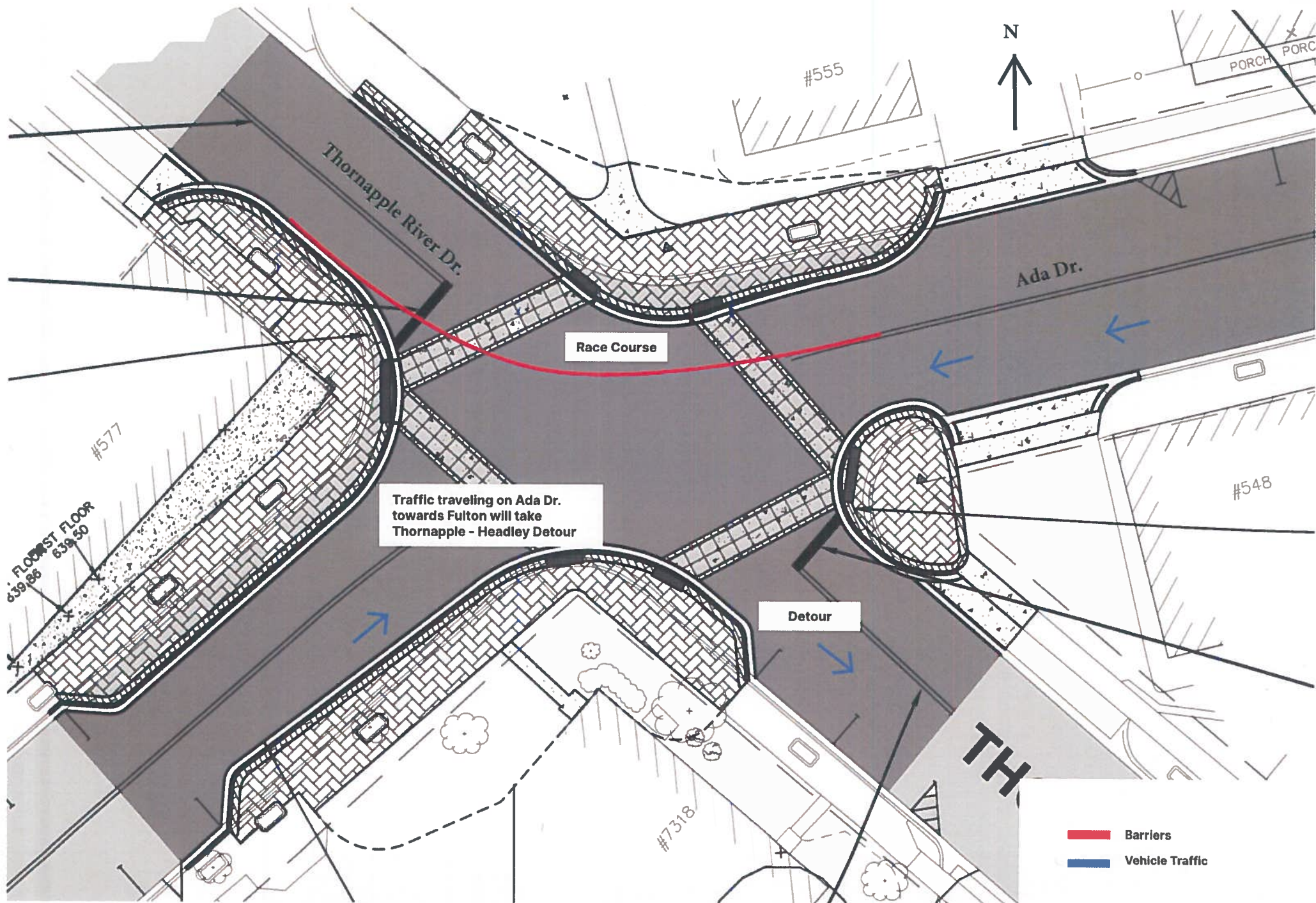
Road Closed to through traffic - Use Ada Dr.



Race Course
Vehicle Traffic

**Vehicle traffic one-way on Ada Dr. Between
Headley St. SE and Thornapple Dr. SE.
Detour will Follow Thornapple & Headley,
illustrated by: →**





Thornapple River Dr.

Ada Dr.

Race Course

Traffic traveling on Ada Dr.
towards Fulton will take
Thornapple - Headley Detour

Detour

- Barriers
- Vehicle Traffic



MEMORANDUM

Date: 4/15/19

TO: Ada Township Board
FROM: Jim Ferro, Planning Director
RE: Approval of Name for Riverfront Park, and Proposed Donor Recognition Installation at the Park

The Township has been working with representatives from the DeVos family foundations to develop an appropriate means of recognizing the significant contribution of the foundations to the Envision Ada capital campaign. In lieu of a recognition sign, a conceptual plan has been developed for a public art installation in the new riverfront park that would recognize the achievements and contributions of Helen and Rich DeVos in Ada and the greater Grand Rapids community.

Prior to the Foundations proceeding further with final design and construction of this proposed public installation, action by the Township Board is sought to 1) approve the proposed name of the park and 2) authorize placing the installation in the park and accepting it as donated public art that will be owned and maintained by the Township.

Naming of Riverfront Park:

The DeVos family foundations, in making a \$2.5 million contribution to the Envision Ada park and civic projects, have requested that the riverfront park be given the name “Legacy Park – in memory of Helen and Rich DeVos.” If approved by the Township Board, the name of the park will be identified on identification signs at the park.

Adoption of the attached resolution officially naming the park is recommended.

Proposed Donor Recognition Installation:

Attached are renderings of the proposed recognition installation, as well as a site plan depicting the approximate location of its placement in the park.

Recognizing Rich DeVos’s passion for sailing, the installation would feature a sailboat theme, consisting of brushed stainless steel “sails” arranged as 3 sailing boats on a concrete base. Yet-to-be-written memorial text pertaining to Helen and Rich DeVos would be etched into the sails. The final installation design could include all of the elements shown on the renderings, or could be reduced to include only one or two of the sail groupings. If constructed in its entirety, the dimensions of the concrete base would be approximately 15 feet by 45 feet, with the “sails” ranging in height from about 7 feet to 12 feet. The installation would be located adjacent to the 10-foot wide concrete path that parallels the river bank, between the path and the schoolhouse plaza. The use of stainless steel and concrete materials for the installation ensures that it would be very durable and require minimal upkeep.

Recommendation:

The proposed installation in the riverfront park would be a signature element of visual interest and attraction to people of all ages, while also providing appropriate recognition to Helen and Rich DeVos.

Authorization to place the installation in the park and accept it as donated public art that will be owned and maintained by the Township is recommended.



ADA TOWNSHIP RESOLUTION NO. R-042219-____
ADA TOWNSHIP
KENT COUNTY, MICHIGAN

At the regular meeting of the Township Board of Ada, Kent County, Michigan held at the Township Hall on the 22nd day of April, 2019.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and supported by _____

WHEREAS, Ada Township is nearing the completion of development of a new public park on the Thornapple River located at 7450 River Street SE, and

WHEREAS, several family foundations established by Helen and Rich DeVos and their family members have collectively made a substantial lead donor gift to the Envision Ada capital campaign that financially supports the development of the new riverfront park, and

WHEREAS, the foundations have requested that the riverfront park be named “Legacy Park – in Memory of Helen and Rich DeVos.”

NOW, THEREFORE, BE IT RESOLVED,

That the new Township park located at 7450 River Street SE be officially named “Legacy Park – in Memory of Helen and Rich DeVos.”

APPROVAL

Yeas:

Nays:

Absent:

Resolution R-042219-____

Adopted: _____

Signed _____

Jacqueline Smith
Ada Township Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the **ADA TOWNSHIP BOARD** of the **TOWNSHIP OF ADA** at a regular meeting held on April 22, 2019.

Signed _____

Jacqueline Smith
Ada Township Clerk

MATERIALS

A darker brushed metal will keep the sunlight from reflecting off of the metal and to give the metal a different tactile feel. Concrete provides a sturdy base that can be walked on and will fit into the setting.



Brushed Metal

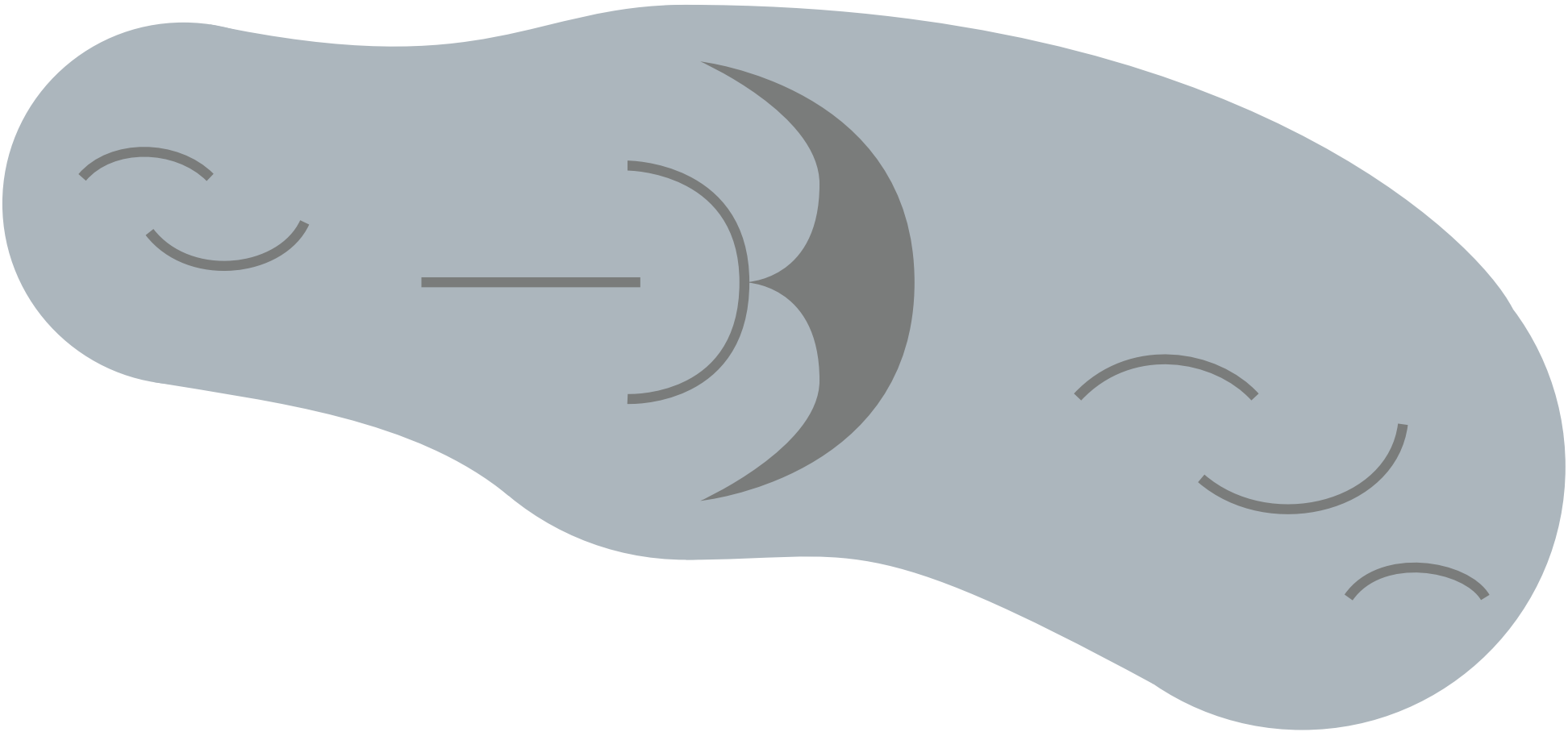


Concrete

CONCEPT

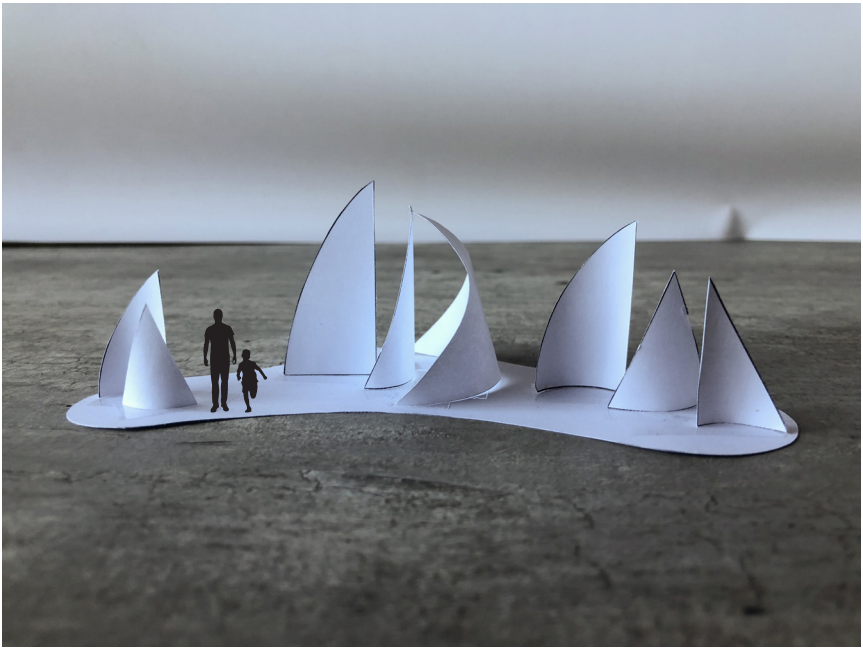
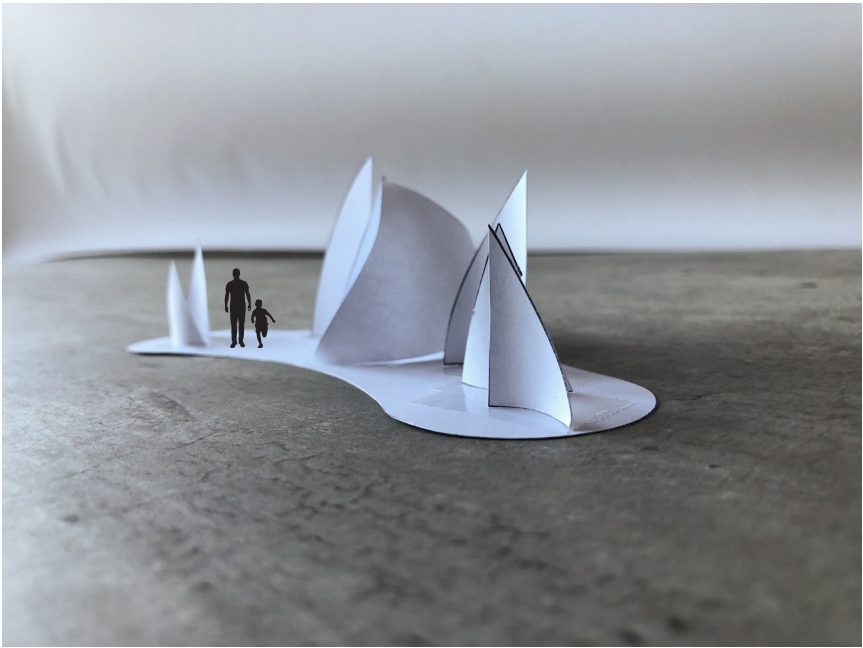
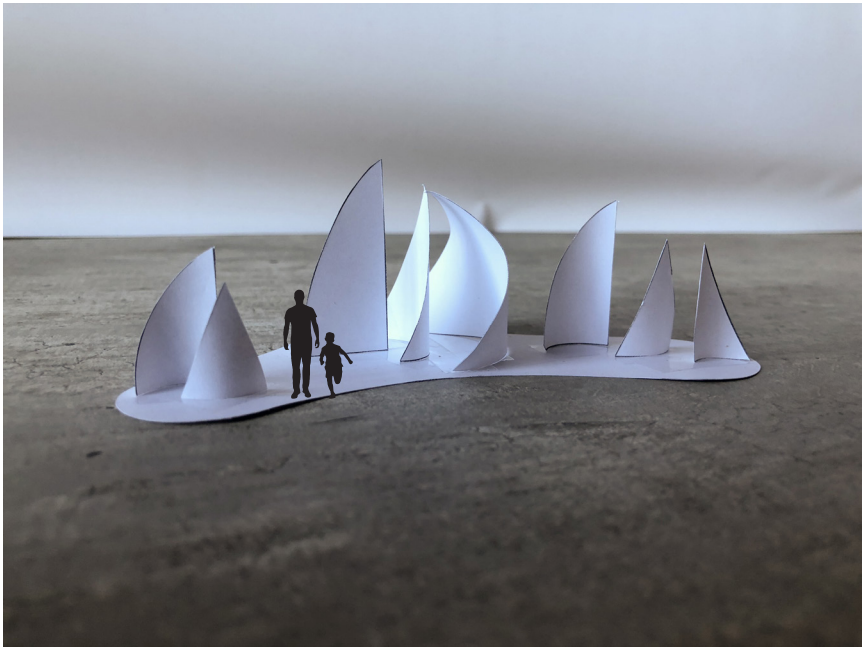
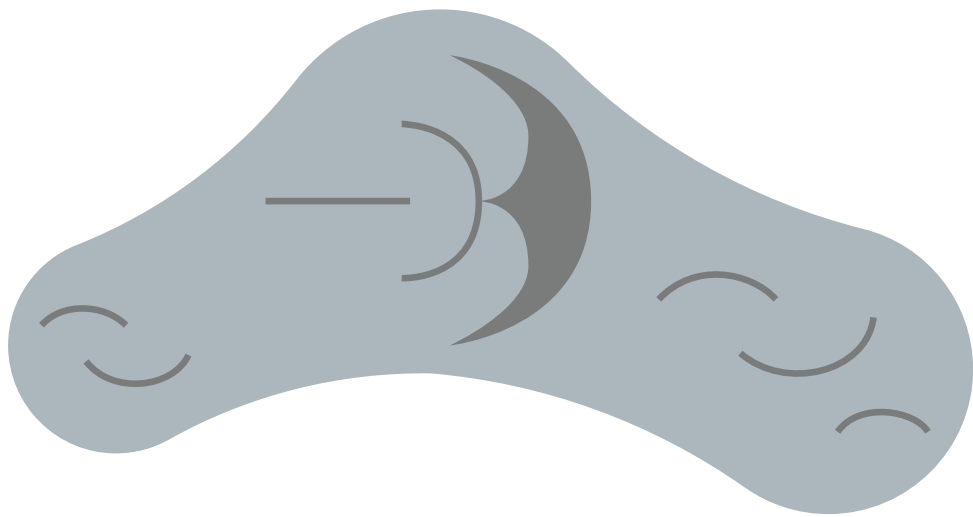
This concept consists of three boats. With metal sails and a concrete base they appear as though they're traveling down the river. Positioned in the grassy area located next to the river, they create fun spaces for kids to play around in. Type is cut out of the metal, incorporated into the design of the sails.

As alternates, the collection of three boats could be reduced to two or one boat. They could also be constructed in the grass, without a large cement base.



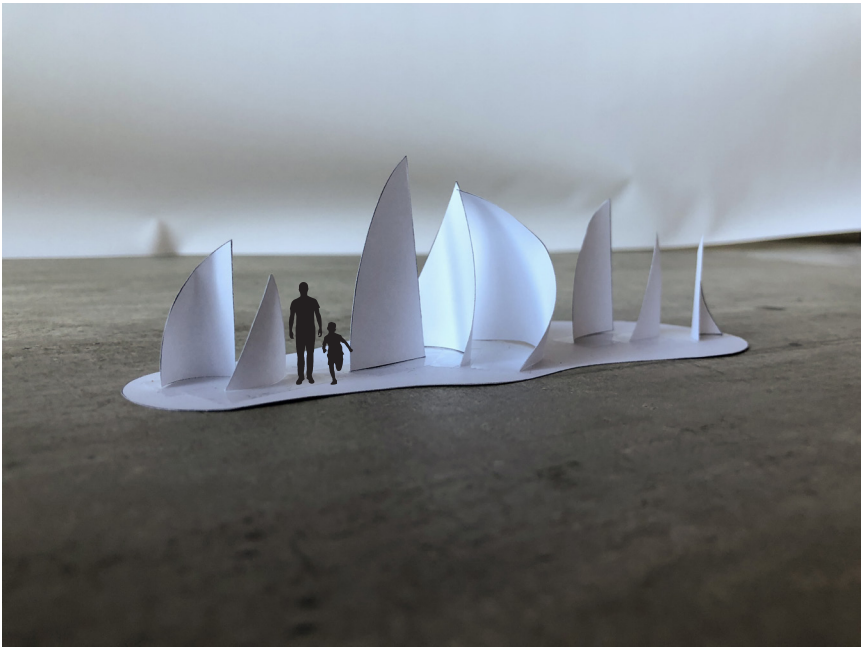
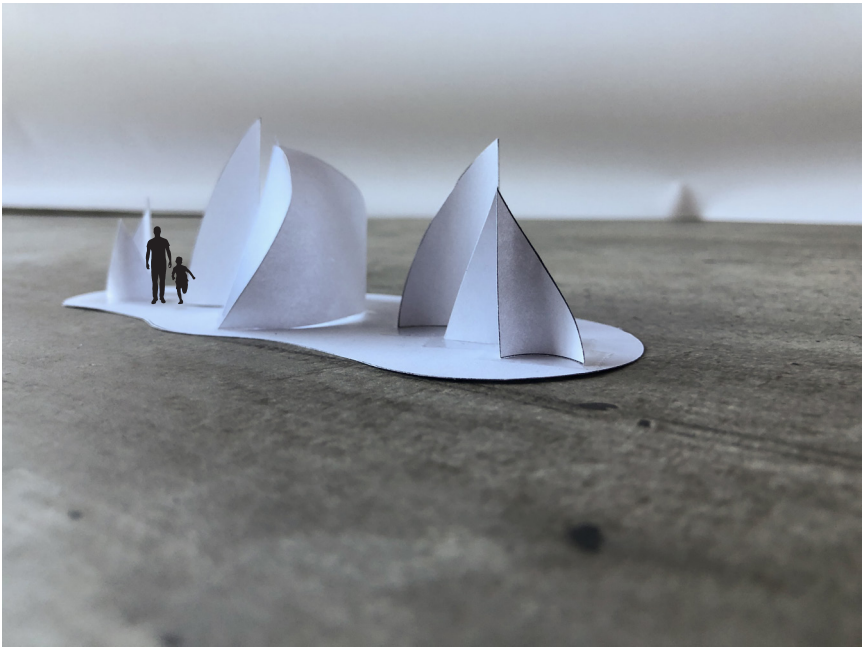
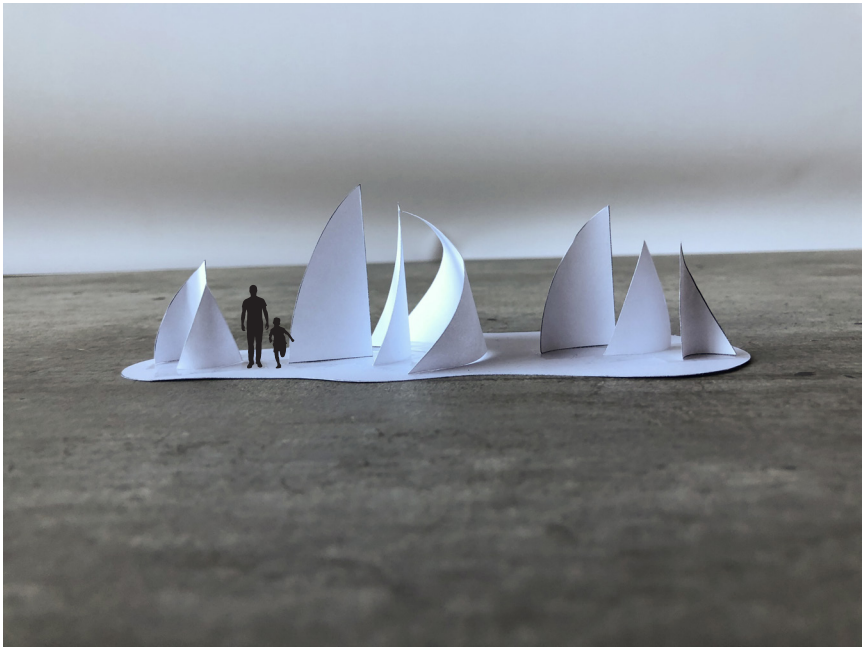
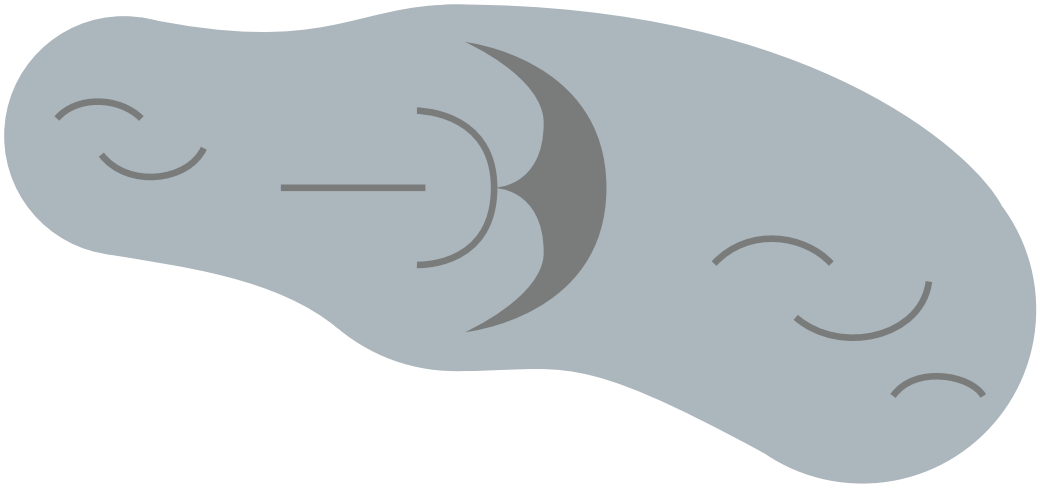
BASE LAYOUT 1

This base shape places each section in a subtle circle, connected between with smooth lines to create an organic, rounded shape.



BASE LAYOUT 2

This base follows the shape of the sidewalk, adjusted to the fit into the space that is there.



LOCATION

Within the park, the structure is placed next to the river. This accentuates the sense that the boats are sailing on the water ,integrating it as part of the experience.





MEMORANDUM

Date: 4/11/19

TO: Ada Township Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Extension of Agreement with The Community church for use of property for Farmers' Market

The letter agreement between the DDA and The Community, an RCA Ministry in Ada, allowing use of the church parking lot for the weekly Farmers' Market expired at the end of the 2018 season.

The DDA Board and The Community wish to extend the agreement through the 2019 season, as provided in the attached "2019 Amendment of Farmers' Market Agreement."

As in the original agreement, the Township is a party to the extension agreement in a "joinder" provision, for the sole purpose of insurance provisions and indemnification.

The Community has already verbally approved the agreement, and it was approved by the DDA Board on the morning of April 8.

Approval of the Joinder provision in the 2019 Amendment by the Township Board is requested.



_____, 2019

The Community,
an RCA Ministry in Ada (“Church”)
7239 Thornapple River Dr.
Ada, MI 49301

Re: 2019 Amendment of Farmer’s Market Agreement (to extend term)

To the Above:

The DDA and the Church are parties to a certain letter agreement between the Church and the DDA dated June 16, 2009, as amended by letter agreements dated May, 2012; June, 2014; May 24, 2017 and May 22, 2018 (collectively the “Farmer’s Market Agreement”) concerning the use of the Parking Lot for a Market (both as defined in the Farmer’s Market Agreement). (Note: the June, 2014 letter of amendment was described as “3rd Amendment of Farmer’s Market Agreement,” even though there had only been one prior amendment entered into between the parties.)

This letter, when signed by the Church and the DDA below, will be our agreement to extend the term of the Farmer’s Market Agreement through October 31, 2019.

The DDA acknowledges that its rights are subject to a lease between the Church and Ada Township concerning the Township’s right to use portions of the Church’s property for public parking.

In all other respects, the terms and conditions of the Farmer’s Market Agreement, as previously amended and as amended by this 2019 Amendment, shall continue in full force and effect.

By signing this 2019 Amendment, each of the DDA and the Church is representing to the other that it has taken all steps necessary to approve this agreement and that the persons signing this 2019 Amendment on its behalf are authorized to do so.

(Signatures follow)

2019 Amendment of Farmer's Market Agreement
Between Ada Township and The Community, an RCA Ministry in Ada

Dated: _____, 2019

ADA TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY

By _____

Its _____

And by _____

Its _____

Agreed:

Dated: _____, 2019

THE COMMUNITY, AN RCA MINISTRY IN ADA

By _____

Its _____

And by _____

Its _____

The Community, an RCA Ministry in Ada
7239 Thornapple River Drive, SE
Ada, Michigan 49301

JOINDER

ADA TOWNSHIP (the "**Township**") hereby joins in this Agreement solely for purposes of *Section 5* of this Agreement, as amended. Specifically, the Township: (1) agrees to furnish the Church with proof of the Township's liability insurance on use of the Parking Lot by Vendors, Patrons and the DDA, the terms of which shall provide at least \$1,000,000 of coverage and shall name the Church as an additional insured; (2) shall indemnify, hold harmless, and defend the Church, its agents, members, and employees, from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from the use of the Parking Lot by Vendors, Patrons and the DDA; and (3) to the extent covered by insurance, whether obtained for the purposes of this Agreement or otherwise, waives all rights of recovery against the Church and its agents, members, employees, and guests arising from damage to the Township's or the DDA's property or the claim of any third party with respect to the Market or the use of the Parking Lot. The Township further agrees that its indemnity, hold harmless, and defense obligations shall survive any termination of this Agreement.

By signing this Agreement, the Township is representing to the Church that the Township has taken all steps necessary to approve its Joinder in this Agreement and that the persons signing this Agreement on its behalf are authorized to do so.

Dated: _____, 2019 ADA TOWNSHIP

By _____

Its _____

And by _____

Its _____