



**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, JANUARY 14, 2019, 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 – DECEMBER 10, 2018
 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS:
 - 1. GVMC TRANSPORTATION NEWSLETTER – FALL, 2018
 - 2. COMCAST UPDATE LETTER – 12/3/18 AND 12/19/18
 - 3. FIRE DEPARTMENT ACTIVITY REPORT – 11/18
 - 4. TOWNSHIP BUILDING REPORT – 11/18
 - 5. PARK DIRECTOR'S REPORT – 12/18
 - 6. PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD MINUTES – 11/8/18
 - 7. ADA HISTORICAL SOCIETY MINUTES – 11/8/18
 - 8. HOPE NETWORK TRANSIT SERVICES – 11/18
 - 9. ZONING BOARD OF APPEALS (ZBA) MINUTES – 12/4/18
 - 10. PLANNING COMMISSION MINUTES – 9/20/18
 - 11. GRAND RAPIDS BUSINESS JOURNAL – 12/18
 - 12. PROGRESSIVE AE – PROGRESS MINUTES – SETTLERS GROVE PROJECT – 12/12/18
- IV. APPROVAL OF WARRANTS**
 - A. TOWNSHIP GENERAL WARRANTS
- V. PUBLIC COMMENT**
- VI. BOARD COMMENT**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
 - A. LIBRARY/COMMUNITY CENTER FUNDING
 - B. FUNDING REQUEST FROM HISTORICAL SOCIETY FOR MUSEUM MANAGER
 - C. ROSELLE PARK IMPROVEMENTS PROJECTS
 - 1. NORTH TRAIL IMPROVEMENT PROJECT
 - 2. PICNIC AREA & PARKING LOT IMPROVEMENT PROJECT
 - D. RESOLUTION R-011419-1, GRAND RAPIDS TRIATHLON ROAD CLOSURE REQUEST
 - E. BOARDS & COMMISSION APPOINTMENTS
 - F. RECOMMENDATION TO FILL TRUSTEE VACANCY
- 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.



DRAFT

**ADA TOWNSHIP BOARD MEETING
MINUTES
December 10, 2018**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Smith, Treasurer Moran, Trustees Hurwitz, Jacobs, LeBlanc, and Proos. Also present: Planning Director Ferro, Parks Director Fitzpatrick, DDA Coordinator Hilbrands, and approximately 11 community members.

APPROVAL OF AGENDA

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

SPECIAL PRESENTATION

Brian Hilbrands, DDA Coordinator, gave an update on Beers at the Bridge and Brats and Bonfires. Jory Little and Eileen McNeil from SeyferthPR also added some information. Trustee Proos asked about financial information. Treasurer Moran stated that in the past few years costs have been reduced by 40% and revenue has been increased by 20%. McNeil clarified that the Facebook information was relayed to Katie Pirog to add to the Village's page. Supervisor Haga added he would attempt to get this video added to the Facebook page.

CONSENT AGENDA

Approval of Board Meeting Minutes

Township Board Minutes - 11/26/18

Receive and File Various Reports/Communications

1. Improved Assessing Proposal Wins MTA Support - 5/3/18; 2. Accident Fund Group Dividend Program - 11/8/18; 3. Comcast Updates - 11/18/18; 4. Treasurer's Investment Report - 10/31/18; 5. Zoning Board of Appeals (ZBA Minutes - 11/13/18; 6. Preemption Legislation Senate Bill 1188 - 12/3/18; 7. Social Media Recap - 11/18. **Moved by Proos, supported by LeBlanc, 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 \$9,482.25; #205 \$1,259.82; #214 \$1,700.17; #590 \$4,356.93; #591 \$918.12; #592 \$378.86. Total all Hand Checks: \$18,456.15. Warrants: #101 \$47,172.55; #205 \$4,072.66; #211 \$461.80; #214 \$9,237.97; #248 \$1,103.00; #590 \$105,385.81; #591 \$103,707.90; #592 \$98.55. Total all Warrants: \$271,240.24. Total All Check and Warrants: \$289,696.39. **Moved by LeBlanc, supported by Jacobs, to approve the Warrant Report for December 10, 2018, in the total amount of \$289,696.39. Roll Call: Yes - LeBlanc, Hurwitz, Jacobs, Proos, Moran, Haga, Smith; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 11 - SETTLER'S GROVE PARK

Mike Oezer, Progressive AE, explained the project. **Moved by Proos, supported by LeBlanc, to approve Pay Application 11 to Katerberg VerHage in the amount of \$53,345.24. Roll Call: Yes - Hurwitz, Jacobs, Proos, LeBlanc, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 12 - SETTLER'S GROVE PARK

Mike Oezer, explained the progress of the project. **Moved by Jacobs, supported by LeBlanc, to approve Pay Application 12 to Katerberg VerHage, in the amount of \$30,947.40.** There were questions by the board about additional work and additional pay applications for the winter. Oezer replied there may be a little work done in December and January and then completion in the spring. **Roll Call: Yes - Jacobs, Proos, LeBlanc, Hurwitz, Smith, Moran, Haga; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 7 AND FINAL - AVERILL HISTORICAL MUSEUM PROJECT

Ken Dixon, Dixon Engineering, explained the completion of the project and recommended pay application. **Moved by LeBlanc, supported by Jacobs, to approve Pay Application 7 to JKB Construction in the amount of \$29,952.05.** There were questions and comments regarding the irrigation and who would do that in the spring. **Moved by Proos, supported by Smith, to amend the motion to pay \$26,950.05 to JKB Construction.** It was noted a corrected pay application would be needed. **Roll Call: Yes - Proos, LeBlanc, Hurwitz, Jacobs, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 4 - FIRE STATION BUNK ROOM AND STORAGE ADDITION PROJECT

Ken Dixon, Dixon Architecture, explained the request. **Moved by LeBlanc, supported by Hurwitz, to approve Pay Application 4 to Thomet Construction, in the amount of \$66,742.00.** **Roll Call: Yes - LeBlanc, Proos, Hurwitz, Jacobs, Moran, Smith, Haga; No - 0; Absent - 0. Motion carried.**

CHANGE ORDER 1 - TRAIL CONSTRUCTION AND REPAIRS

Steve Groenenboom, Moore & Bruggink, explained the change order, which includes \$16,000 in liquidated damages. **Moved by Jacobs, supported by LeBlanc, to approve the change order reducing the contract by \$16,385.40.** There was discussion about the project, specifically focusing on the liquidated damages. Trustee Proos talked about the lessons learned from this project, including the need for strict dates, holding the engineers responsible, always needing timelines with penalties, and the need to be holding contractors to a higher standard, stating this would result in better contracts. **Roll Call: Yes - Hurwitz, Jacobs, LeBlanc, Proos, Smith, Moran, Haga; No - 0; Absent - 0. Motion carried.**

PAY APPLICATION 2 - TRAIL CONSTRUCTION AND REPAIRS

Moved by Jacobs, supported by LeBlanc, to approve Pay Application 2 for the Trail Construction, to Jordan Intercoastal, in the amount of \$121,702.11. **Roll Call: Yes - Proos, LeBlanc, Jacobs, Hurwitz, Smith, Haga, Moran; No - 0; Absent - 0. Motion carried.**

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

All board members commented on the great asset that Paul LeBlanc has been on the board and wished him well in the future. Staff members Mark Fitzpatrick and Jim Ferro also commented on LeBlanc's value to Ada. LeBlanc stated his experience with Ada has been a privilege.

Trustee Smith responded to Trustee Proos' inquiry from the last board meeting regarding the costs for election, with a listing of the costs for the November, 2018, election.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

TRUSTEE LEBLANC RESIGNATION NOTICE - MOTION TO ACCEPT

Moved by Proos, supported by Moran, to accept the resignation of Trustee Paul LeBlanc, effective December 11, 2018. Motion carried.

PROCESS TO FILL TOWNSHIP TRUSTEE VACANCY

Supervisor Haga explained the process, and the board discussed and adjusted the proposed dates. **Moved by Proos, supported by Jacobs, to adopt the schedule. Motion carried.**

RESOLUTION R-121018-1 - RESOLUTION TO DETERMINE THE TOWNSHIP BUDGET PREPARATION SCHEDULE FOR FISCAL YEAR 2019/20

Supervisor Haga presented the proposed budget preparation schedule. The board discussed the dates and suggested some changes. **Moved by Moran, supported by Proos, to adopt R-121018-1, which is the Resolution to Determine the Township Budget Preparation Schedule for Fiscal Year 2019/20, with the date changes. Roll Call: Yes - Hurwitz, Jacobs, LeBlanc, Proos, Smith, Haga, Moran; No - 0; Absent - 0. Resolution adopted.**

OPPORTUNITY FOR PUBLIC COMMENT

Kent Sheriff's Deputy Eric Toonstra explained he has been working on battery issues with the speed boards, obtained new brackets, and is looking at enforcement to go along with the signs.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Jacqueline Smith
Ada Township Clerk

Date

GVMC Transportation Newsletter

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2020-2023 TIP Beginning Development

GVMC has begun developing the FY2020-2023 Transportation Improvement Program (TIP). The TIP is one of the metropolitan planning organization's (MPO's) most critical documents, describing transportation projects within Kent and Eastern Ottawa Counties that will receive federal funding in the coming years.

GVMC's Policies and Practices for Programming Projects requires member agencies to only submit candidate projects for programming consideration that are deficient based on congestion, pavement condition, or safety information. Staff also provided additional information related to federal performance measures, proximity to transit, and the non-motorized plan for

consideration during candidate project selection and draft list programming. Maps of deficient transportation facilities that will be considered for improvement during the TIP development process are available on our [Transportation Improvement Program](#) page.

The draft TIP project list is developed by the Transportation Programming Study Group (TPSG) and Rural TIP Subcommittees. The TPSG Subcommittee met on Monday, December 3 and Wednesday, December 5, and the Rural TIP Subcommittee will meet on Tuesday, December 11. Copies of these agenda packets can be found on the [Committee Meetings and Minutes](#) page of the GVMC website.

Public involvement is an essential component of this process. All committee meetings are open to the public, and there will be additional upcoming public meetings, public comment opportunities, and updates, which will be posted as they occur. Please stay tuned and get involved!

If you have any questions about the TIP development process, please email [Laurel Joseph](#), Transportation Planner, or call (616) 776-7610.

Individuals with disabilities requiring auxiliary aids for services and persons requesting translation or interpretation assistance should email [Andrea Faber](#) or call (616) 776-7603.

Thank You for the Outpouring of Support in the Loss of Darrell Robinson

GVMC staff has been deeply touched by the outpouring of kindness and sympathy we have been given from so many colleagues in the loss of our long-time staff member and friend, Darrell Robinson, who passed away unexpectedly on Wednesday, August 15, 2018, at the age of 52. The support we have received has comforted us, demonstrated how deeply he touched the lives of so many within and well beyond our organization, and reaffirmed how blessed we were to work alongside a man like Darrell for so long. Darrell started working at GVMC 25 years ago, and during that time, he became a friend to many within and beyond our organization. At work, he was a wealth of knowledge, a patient and approachable teacher, someone who was always willing to offer a helping hand—even if it just meant reaching boxes on the high shelves, and the person to beat in GVMC's annual chili contest. His expertise and generous spirit

often extended beyond the office, and he was known for helping coworkers and others with projects at home and freely offered advice on topics ranging from cooking and gardening to purchasing tires for vehicles. He always had entertaining stories to share, including several about growing up on his family's farm, and he loved talking about cars,

trucks, garden tractors, deer hunting, and his loved ones, including his long-time girlfriend, Linda, and his pride and joy, his son, Austin. Life without Darrell has been an adjustment. We will greatly miss his expertise, his sense of humor, his friendship, his stories, and his prize winning chili. To those who have offered us support in any form—

from hugs to cards to special meetings and visits to bring us up to speed on some of Darrell's projects—thank you from the bottom of our hearts. And to everyone who has been working with us as we process this tragedy, thank you for your patience as we diligently pick up the pieces and try to fill Darrell's sizable shoes.



Travel Demand Model Update

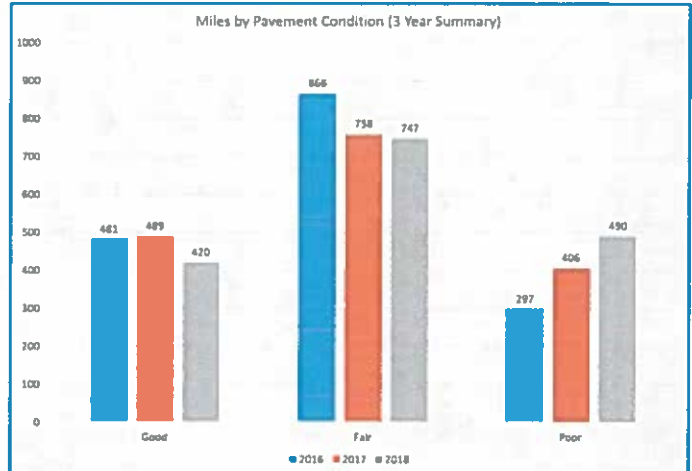
The GVMC travel demand model, which was developed by Caliper Corporation in partnership with MDOT, will be ready for use soon to develop deficiency lists for current and future years, as well as perform subarea traffic analysis and other corridor studies. In addition, the model will provide GVMC with the ability to evaluate changes to land use, network configuration, or transit service and an explanation of how that might impact the various performance measures.

The GVMC model is an entirely new travel demand model estimated and calibrated to the 2015 base

year conditions using data from the 2015 Michigan Travel Counts (MTC) III Household Travel Survey, census, employment, and all available traffic data from that same year. This updated model is a traditional four-step, trip-based approach, and includes modules for trip generation, trip distribution, mode choice, and trip assignment. The model utilizes advanced GIS techniques to support the inputs to various model stages and includes a mode choice component designed and estimated entirely from the MTC III survey. Listed below are the enhanced features of the updated GVMC model.

- Significantly expanded trip purposes by adding trips for school (K-12), university and shopping
- Included transit component in the model
- Developed a time-of-day analysis with four time periods (AM, PM, midday, and night)
- Developed a mode choice process that meets the needs of the GVMC area
- Developed a set of desired performance measures and analytical tools for post-process analyses

For additional information contact George Yang at yangg@gvmc.org or 616.776.7696



Pavement Update

It was a busy year again for GVMC's Transportation Department and the pavement management van as we racked up 2,350 regional survey miles on our road network utilizing the Pavement Surface Evaluation and Rating (PASER) system. Of those miles, 1,657 were on the federal aid network and 693 were on the local network for our jurisdiction members. Collecting PASER data for our Metropolitan Planning Organization (MPO) members gives them the data they need to properly put together an asset management plan to make the best use of limited funds that they have available. Depending on the condition of the road, they can narrow down the appropriate fix to prolong the life

of a given road or decide if it's time for reconstruction.

Above is a three-year summary of condition by miles for the federal aid network in our MPO boundary. As our system ages we can see some downward trends with the amount of roads in good condition decreasing and our poor condition mileage increasing. Data like this illustrates the need to find additional forms of funding and to develop asset management plans with the goal of improving the condition of our network into the future.

For additional information or to have your network rated in 2019, please contact Mike Zonyk at zonykm@gvmc.org or 616.776.7669

2019 Committee Meeting Schedule

Meetings start at 9:30 AM at the Kent County Road Commission Offices Commissioners Board Room
1500 Scribner NW, Grand Rapids

Technical Committee	Policy Committee
January 9	January 16
February 6	February 20
March 6	March 20
April 3	April 17
May 1	May 15
June 5	June 19
July 3	July 17
August 7	August 21
September 4	September 18
October 2	October 16
November 6	November 20
December 4	December 18

GVMC MPO Members

Ada Township	Algoma Township
Allendale Township	Alpine Township
Caledonia Charter Township	Byron Township
Cannon Township	Cascade Charter Township
City of East Grand Rapids	Gaines Charter Township
City of Cedar Springs	City of Hudsonville
City of Kentwood	City of Lowell
City of Rockford	City of Walker
City of Grand Rapids	Gerald R. Ford Int'l Airport
City of Wyoming	Courtland Township
Michigan Department of Transportation	City of Grandville
Jamestown Township	Grand Rapids Charter Township
Georgetown Township	ITP-The Rapid
Plainfield Township	Kent County
Nelson Township	Lowell Township
Ottawa County Road Commission	Ottawa County
Village of Caledonia	Kent County Road Commission
Village of Sparta	Tallmadge Township
	Village of Sand Lake

We'd love to hear from you...

Please contact us with any questions you have!

Staff Member	Contact Information
Abed Itani Transportation Director	616.776.7606 itania@gvmc.org
Mike Brameijer Pavement and Asset Management	616.776.7663 mike.brameijer@gvmc.org
Andrea Faber Clean Air Action MTP Public Involvement Consultation	616.776.7603 andrea.faber@gvmc.org
Laurel Joseph TIP EJ Transit Coordination Land Use	616.776.7610 laurel.joseph@gvmc.org
George Yang Safety Congestion Management Modeling	616.776.7696 yangg@gvmc.org
Mike Zonyk GIS Demographic Data Traffic Monitoring	616.776.7669 zonykm@gvmc.org



December 19, 2018

Mr. George Haga, Supervisor
Ada Township
P.O. Box 370
Ada, MI 49301

Re: MGM TV Channel Updates

Dear Mr. Haga:

We are committed to keeping you and our customers informed of Xfinity TV changes. MGM TV has terminated its contract with Comcast for distribution of MGM HD and Impact effective February 1, 2019.

As a result, we must remove this programming from our line-up and our on-demand library on January 31, 2019.

Please feel free to contact me at 616-575-0479 if you have any questions or issues.

Sincerely,

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512



December 3, 2018

Mr. George Haga, Supervisor
Ada Township
P.O. Box 370
Ada, MI 49301

Re: Xfinity TV Channel Updates

Dear Mr. Haga:

We are committed to keeping you and our customers informed of Xfinity TV changes. Star India, a network of Indian television channels, has notified Comcast that, effective January 5, 2019, it will cease offering the following linear television channels to Comcast and other video programming distributors in the United States:

- Star Bharat
- Star India Gold
- Star India Plus
- Vijay

As a result, these channels will be removed from our line-up effective that date. We are also notifying our impacted customers of this change.

Please feel free to contact me at 616-575-0479 if you have any questions or issues.

Sincerely,

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512

Ada Township
Fire Department



November 2018

Activity Report

November 2018 Activity Report

Type	Nov.	YTD
Medical	17	254
Vehicle accident	7	64
Structure fire	4	51
Vehicle fire	0	4
Grass / Illegal burn	1	17
False alarms	3	73
Service calls	1	19
Good intent call	1	9
Hazardous Cond. CO	2	17
Other calls wires	1	22
Total	37	530

Shift	Incidents	Arrival	Responders
First	9	7	3
Second	14	8	4
Third	5	9	6
Fourth	9	7	3

Year	Month	YTD	
2018	36	530	Current
2017	41	530	One year
2013	49	519	Five year
2008	30	443	Ten year
2003	51	489	Fifteen year

Auto aid	Received	Received	Given	Given
Department	Nov.	YTD	Nov.	YTD
Cannon		6		
Cascade		16		15
G R Twp.	2	4		10
Grattan		1		4
Lowell		3	1	17
Plainfield		1	2	4

November 2018 Incident Report

#	Date	Location	Description	Detail	Shift	Time	Arrival	#FF	Assist
518	11-2	7128 Fulton	Med 2	Medical	1	14:09	2	3	
519	11-5	501 Honeycreek	Med 1	Medical	1	11:12	6	5	
520	11-5	Fulton & Headley	Vehicle accident	3 car	2	16:49	2	5	
521	11-6	5458 Egypt Creek	Fire alarm	False	1	8:43	14	5	
522	11-6	6555 Grand River	Fire alarm	False	1	10:56	-	3	
523	11-6	Gd. River & Mt. Ridge	Vehicle accident	Property damage	2	16:06	4	2	
524	11-6	6820 Adaridge	Med 1	Medical	2	20:16	6	2	
525	11-8	359 Haskins Ct.	Citizens assist	Furnace problem	1	14:34	5	2	
526	11-9	844 Bridgecrest	Med 2	Lift assist	2	19:44	10	2	
527	11-12	Grand River & Knapp	Vehicle accident	Two car /rollover	4	8:08	7	5	From GR Twp.
528	11-12	309 Preservation	Med 1	Medical alarm	4	10:34	6	2	
529	11-12	4897 Palenque Place	Structure fire	Church	4	10:49	-	2	To Plainfield
530	11-12	9280 Two Mile	Med 1	Cancel	2	23:13	7	3	
531	11-14	1811 Parnell	Structure fire	Chimney	3	3:25	18	7	
532	11-14	6654 Knapp	Med 0	Medical	3	4:20	12	-	From Gr Twp.
533	11-15	McCabe & Greencrest	Wires down	Burning	2	18:33	10	2	
534	11-15	Pettis & Dogwood	Vehicle accident	Slide off	2	18:36	5	1	
535		Dispatch error							
536	11-15	5611 Ada Drive	Car vs. hydrant	Hydrant check	2	21:14	5	1	
537	11-15	1001 Boynton	Odor investigation	Natural gas	2	22:11	14	2	
538	11-15	9280 Two mile	Med 1	Medical	2	22:23	10	4	
539	11-16	Vergennes & Auburn Tr.	Vehicle accident	Car vs. tree	3	4:44	9	3	
540	11-16	1001 Boynton	Odor investigation	Natural gas	1	8:09	11	2	
541	11-17	Grand River & Carl	Med 2	Canceled	4	15:01	-	4	
542	11-18	7152 Bradfield	Med 1	Medical	4	10:30	10	2	
543	11-19	5625 Sanctuary	Med 1	Medical	2	22:52	7	7	
544	11-21	3018 McCabe	Med 1	Medical	2	18:30	10	7	
545	11-23	5488 Northland	Structure fire	Heating unit	4	10:36	16	4	To Plainfield
546	11-23	Fulton & Sargent	Med 1	Medical	4	12:14	6	3	
547	11-23	Honeycreek & 4 mile	Vehicle accident	Property damage	4	15:37	3	5	
548	11-24	150 Riders Trail	Med 1	ATV accident	3	00:01	4	5	
549	11-24	330 Stone falls	Trash fire	Garbage	4	10:24	10	2	

November 2018 Incident Report

#	Date	Location	Description	Detail	Shift	Time	Arrive	# FF	Assist
550	11-24	1135 Lasalle Dr.	Med 0	Medical	2	21:05	16	1	
551	11-26	6475 Bridlewood	Fire alarm	False	1	8:11	-	2	
552	11-26	Knapp & Gd. River	Vehicle accident	Slide off	1	11:47	8	4	
553	11-26	6714 Rix	Med 2	Medical	1	13:19	4	4	
554	11-28	972 Cramton	Med 1	Medical	3	1:10	13	2	
555	11-29	13254 Grand River	Structure fire	Fully involved	3	23:05	16	15	To Lowell

Training – Medical

For the month of November our in house training topic was Blood Borne Pathogens. Our own Randy Walters taught this required class. Discussions included what an exposure is and the steps we need to take in reporting the incident.

Turn Out Gear - Inspections

Each year an inspection is made of each firefighters gear. This insures that gear is free of any defects and that is within the required age for usefulness. Lt. Peggy Ferguson is our equipment officer and performs these inspections. In this role she has also inventoried and identified our supply of extra gear and outfits new recruits with the needed equipment.

Kent County Communications Center

All of our members will have the opportunity to tour the dispatch center at the Sheriff's Department over the next few weeks. This month 8 members were able to get the behind the scenes workings of the center. Next month another group will also visit.

Fulltime Staffing Discussions

As we move closer to staffing the department 24 hours, changes will be made to the response of our paid on call member's. This night we reviewed the new response guide lines and addressed concerns of the team. With this being a new staffing model there will be some adjustments required as we progress through the process. It is the goal to have our paid on call staff remain as active as possible while utilizing the 24 hour staff in the most effective manner.

Recognition of one of own

This past month Firefighter Kate Dernocoeur was recognized by the Senior Neighbors as one of the 16 over 60 recipients at their annual Awards Gala. The event held at Fredrick Meijer Gardens was attended by hundreds. Deputy Chief Langeland and I had the privilege of attending and surprising her at the event. Kate's firefighter positions as well as a volunteer with Kent County Search and Rescue were only a couple of the items that got her recognized for this award. Congratulations Firefighter Dernocoeur.

Construction Update

The barracks portion of the fire station addition continues to move forward. The rooms are painted, carpeted and have lighting installed. We were able to keep the once exterior existing brick walls in place which adds a nice dimension to the room. The restroom is nearly complete and awaiting installation of the fixtures.

The storage/ garage portion of construction now has all exterior brick work complete as well as having beached the wall into the existing apparatus bays. The door installation and interior walls will begin soon.

Furnishing the barracks

As we progress with construction I began to research furnishing the barracks. A recent mailer from Talsma Furniture offered recliners at two for one pricing. My visit to Talsma Furniture on East Paris for recliners proved to be an exceptional experience. After securing recliner prices, we were informed the following day that Talsma Furniture would be donating mattresses, box springs and end tables! We are very grateful for the donation and cannot thank the fine folks at Talsma enough. Delivery of the furniture will be in early December.

Training room updates

A recent phone call from Denny Moore a friend at Keller Williams Reality gave us an unexpected gift. Keller Williams were moving to a new location and had office chairs to donate. Being red chairs Denny thought of the fire department right away. Our training room now has very comfortable chairs for our team and guests to use for the various meetings hosted in this room.

12/04/2018

NOV, 2018

ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
Basement Finish	\$47,909	\$374.00	2
Commercial, Add/Alter/Repair	\$378,000	\$1,420.00	5
Commercial, New Building	\$629,025	\$1,583.00	1
Deck	\$26,049	\$150.00	1
Demolish	\$2,500	\$50.00	1
Detached Accessory Building	\$71,000	\$285.00	2
Res. Add/Alter/Repair	\$55,000	\$368.00	2
Res. Single Family	\$2,955,000	\$5,295.00	4
Roofing/Siding	\$123,950	\$455.00	7
Sign	\$12,700	\$150.00	3
Swimming Pool	\$85,000	\$150.00	1
Totals	\$4,386,133	\$10,280.00	29

Permit.DateIssued in <Previous month> [11/01/18 -
11/30/18] AND
Permit.PermitNumber Starts With PB182

ADA TWP - Permit Report by Category/ Fee

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Basement Finish						
PB18201590	KEN KUIPER HOMES LLC	1010 PARADISE LAKE DR SE	11/12/2018	42,909	224.00	REMODEL BASEMENT
PB18201624	LEBLANC ANDREW	778 MAPLE HILL CT SE	11/15/2018	5,000	150.00	FINISHED BASEMENT
				47,909	374.00	
Commercial, Add/Alter/Repair						
PB18201524	FIRST COMPANIES INC	550 SETTLERS DR SE	11/01/2018	68,000	299.00	INTERIOR REMODEL - CASCA
PB18201525	FIRST COMPANIES INC	550 SETTLERS DR SE	11/01/2018	250,000	695.00	INTERIOR REMODEL - JAMES
PB18201592	OVERLAND CONTRACTI	6653 GRAND RIVER DR NE	11/09/2018	27,000	176.00	ANTENNA UPGRADE
PB18201656	FIRST COMPANIES INC	452 ADA DR SE	11/27/2018	30,000	200.00	INTERIOR REMODEL - SUITE 2
PB18201696	BAKER TENT RENTAL	7239 THORNAPPLE RIV DR SI	11/29/2018	3,000	50.00	THREE TEMPORARY TENTS
				378,000	1,420.00	
Commercial, New Building						
PB18201631	ROCKFORD CONSTRUCT	472 ADA DR SE	11/28/2018	629,025	1,583.00	NEW COMMERCIAL BUILDING
				629,025	1,583.00	
Deck						
PB18201629	MONTELL CONSTRUCTI	1939 KNOLLPOINT DR NE	11/12/2018	26,049	150.00	ENLARGE DECK
				26,049	150.00	
Demolish						
PB18201621	BANGMA TIFFANY	8619 FULTON ST SE	11/06/2018	2,500	50.00	DEMO POLE BARN
				2,500	50.00	
Detached Accessory Building						
PB18201679	MARSH JEREMY & JENN	6169 3 MILE RD NE	11/21/2018	1,000	100.00	ENCLOSE REMAINDER OF EX
PB18201684	VANKEMPEN BILL	8169 CRANCREEK DR NE	11/26/2018	70,000	185.00	DETACHED ACCESSORY BUIL
				71,000	285.00	
Res. Add/Alter/Repair						

ADA TWP - Permit Report by Category/ Fee

PB18201659	KITSON CUSTOM HOMES	6986 ADARIDGE DR SE	11/14/2018	45,000	218.00	ADDITION TO RESIDENCE
PB18201665	LOWN HOMES LLC	950 BUTTRICK AVE SE	11/29/2018	10,000	150.00	FRONT PORCH
				55,000	368.00	
Res. Single Family						
PB18201642	ENGELSMA HOMES LLC	6460 ROMA TERRACE DR NE	11/09/2018	1,000,000	1,552.00	NEW HOUSE
PB18201660	EPIQUE HOMES INC	200 HONEY CREEK AVE NE	11/15/2018	695,000	1,021.00	RESIDENCE W/FINISHED BASI
PB18201657	ENGELSMA HOMES LLC	5443 KNAPP ST NE	11/16/2018	1,000,000	2,023.00	RESIDENCE W/FINISHED BASI
PB18201667	RIVER VALLEY CONSTR	3535 HONEY CREEK AVE NE	11/20/2018	260,000	699.00	RESIDENCE W/FINISHED BASI
				2,955,000	5,295.00	
Roofing/Siding						
PB18201648	MOORE AND SONS ROOF	6328 DUNBARTON ST SE	11/12/2018	12,000	65.00	Re-roof house
PB18201651	RASMUSSEN LLC	755 ALTA DALE AVE SE	11/14/2018	10,000	65.00	Install new vinyl siding.
PB18201550	AVALON BUILDING CON	1999 GRAND RIVER DR NE	11/26/2018	15,000	65.00	tear off roof shingle from home. in
PB18201649	PALAZZOLO DESIGN STI	6410 KNAPP ST NE	11/26/2018	20,000	65.00	Replace Roof
PB18201616	AVALON BUILDING CON	8691 CONSERVATION ST NE	11/26/2018	22,950	65.00	TEAR OFF ROOF SHINGLE ON
PB18201690	1-800-HANSONS LLC	581 ALTA DALE AVE SE	11/27/2018	34,000	65.00	SIDING REPLACEMENT
				113,950	390.00	
Sign						
PB18201553	FASTSIGNS OF GRAND R	583 ADA DR SE	11/01/2018	300	50.00	SIGN - 21 HANDSHAKE
PB18201661	METRO DETROIT SIGNS	6490 FULTON ST SE	11/21/2018	10,000	50.00	SIGN
PB18201678	UNIVERSAL SIGN INC	550 SETTLERS DR SE	11/30/2018	2,400	50.00	SIGN - CASCADE OPTICAL
				12,700	150.00	
Swimming Pool						
PB18201614	ACME POOL CONSTRUCC	7255 BRADFIELD ST SE	11/02/2018	85,000	150.00	INGROUND SWIMMING POOL
				85,000	150.00	

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
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ADA TWP - Permit Report by Category/ Fee

Roofing/Siding

PB18201668	SUMMIT POINT ROOFING	7475 BRIDLE PATH CT SE	11/15/2018	10,000	65.00	Tear off and reroof
				10,000	65.00	
29	Permits	Value Total		4,386,133	10,280.00	Fee Total



Ada Township Parks & Recreation Department

Park Director's Report

For December 13, 2018

Submitted by Parks & Recreation Director Mark Fitzpatrick

Updates on Administrative Items

Staffing Updates

*Our next transition is to fill the vacant Recreation Program Assistant position. This is a year-round, 30 hour per week position to support community, family and youth programs. Advertising for the position should be posted next week.

*Kent County Parks Director Roger Sabine has retired. The Operations Director Dan Delooff is serving as the interim Director. dan.delooff@kentcountymi.gov

Planning Initiatives

*Copies of the Recreation Needs Assessment report submitted by RJM Design can be found via the following link: <https://we.tl/t-r1bfWyextb>

*The new Kent County Parks Master Plan for parks, trails and open spaces is available via the link: <https://www.kentcountyparks.org/info/2019-2023MasterPlan.php>

*Budget planning for FY 2019-20 will go on during the rest of December and into mid-January.

*A new committee is reviewing design parameters for all entry and location signs in the Township. This includes signs at all the parks and preserves.

*The Community Center/Library project is reviewing the alternative of having the facility back on the north side of Headley Street.

*Identifying projects for the Capital Improvements Plan has been updated. These still have to be reviewed by the CIP Committee. Highlights for the parks, preserves and trails include:

- Fund 211 Non-motorized trail improvements. Details to be submitted by Moore & Bruggink.
- Fund 208 Roselle Park north section non-paved trail improvements – the project has started in FY 18-19 with the remainder to be in FY 19-20.
- Fund 213 Carl Creek Wetland Preserve improvements – remains in the status of “undetermined year” for implementation.
- Fund 213 Leonard Field Park Improvements – revised plans to include a master plan process in 2019, then site improvements done as a full project or phased in after that.
- Fund 213 Kent County Chief Hazy Cloud Park contributions may shift one year. Kent County Parks is working through the purchasing process with MI DNR.
- Fund 214 Roselle Park Improvements – next phase including gazebo, picnic area, parking lot and playground. Targeted for FY 2020-21 with DNR grant proposal due in 2019.
- Fund 214 Ada Park Improvements – proposing a paving project of widening parking spaces near the driveway and creating a paved trail connection from the Ada 2 ballfield to the trail on Buttrick.
- Fund 214 Capital Purchases -future replacement of current trucks – to add into the CIP plan.

Updates on Parks, Preserves, Trails and Related Projects

Ada Township Park

- *The projects for the paved trail along Buttrick drive and the paved paths within the arboretum have finished for the winter. Some details, clean up and restoration work will be needed in the spring.
- *The shelter and gazebo facilities were winterized November 1.
- *Nets for the tennis and pickleball courts have been taken down for the season.
- *We have started taking Shelter and Gazebo reservations for the 2019 season.
- *We are still waiting on Midstate Security to repair the control box so our alarm system is back to normal.
- *We are having an electrician assess the office building for grounding and protection from electrical storms.
- *We are getting estimates to upgrade lights in the parking lots and garage to LED systems to save energy.
- *The gates are to be reviewed for short term repairs, long-term function and replacement needs.

Roselle Park

- *The improvements project for the north section non-paved trails is moving forward. Currently we are working on getting a dirt pile moved, wetland delineations conducted, and a proposal from OCBA to administrate the project. Construction phase to be next summer.
- *We are still planning for the next development phase of the park is to be in FY 2020-21. That project includes a new shelter/gazebo structure, an accessible picnic area, renovating the parking lot by the silos and additions to the playground. A DNR grant proposal is due in March of 2019. We are working with OCBA for a proposal to administrate this project.
- *The elections were held in the meeting room last month. That was busy but went well.
- *The Rules Committee has been working on the rules and procedures for private groups renting out the Roselle Park meeting room. That is getting closer to being set. The Committee will focus next on the updating the rules that pertain to all parks and preserves.
- *There is beaver activity in the north section with a number of trees being cut and some dam making which adds to the flooding. Park staff are opening the dammed-up area and monitoring the situation.
- *A volunteer recognition and "thank you" luncheon was held at the park early December.

Leonard Field Park

- *The parking lot improvement project was completed this November. There is still some follow-up work for the spring including striping parking spaces.
- *We are adjusting our CIP plans to reflect development of a park master plan in 2019 and then to do other major upgrades after that. Major maintenance items will still be done in the meantime.

Riverfront Park

- *We are no longer referring to the new park as Settler's Park. For the short term we are referring to it as Riverside Park. At some point in the late winter or spring there will be a naming ceremony where it will be formally referred to as "Legacy Park".
- *The contractors are to put in plant shoots along the bank this December. Those are expected to grow into bushes to stabilize the bank. Completion of the paved trail is postponed until spring.
- *The final designs for the amphitheater/stage area are still under review. The construction phase for that section is now planned for next spring.
- *For the winter, the trail in the center of the park and the stairs have been closed off.

Grand River Natural Area

- *The contractor was not been able to secure the DEQ permit in time to complete the trail repair project this fall. That project is being moved to the spring and will be reflected in the CIP.
- *Basic maintenance has been kept up on this site.
- *A safety fence remains up at the erosion area.

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

Carl Creek Crossings Preserve

- *Park staff and volunteers continue with regular maintenance and stewardship work.
- *As part of the restoration efforts, park staff and volunteers have been slowly adding native plants and seeds to the area where the old house was located and the section facing Fulton. Most of these have been donated.
- *The site still gets daily use by visitors.
- *We will not be plowing the gravel parking lot on snow days in the winter.

Carl Creek Wetland Preserve

- *The site development project remains on hold. The timing, funding and extent of development for the project is to be re-considered.

Knapp Corners Preserve

- *Issues related to the new entry sign have not been resolved. Follow up with Trevor from the VIRIDIS Design Group and input by the new sign committee will help.
- *Landscape improvements will resume in the spring.

Bike Paths / Non-Motorized Trails

- *The contractor, Jordan Intercostal, did not fully completed all the work required for the bike paths system by the deadlines set for this winter. The trails are now usable and open, but a series of areas will need to be cleaned up or re-done in the spring. Moore & Bruggink in managing this project.
- *Moore & Bruggink is working on a proposal for trail repairs for next year as part of the CIP process.
- *We contracted out a service to power wash several boardwalks along the trail to reduce the slipperiness. We will be setting up contracts to do more of this kind of maintenance work.
- *We are working with the staff at REGIS to better utilize there GIS and mapping services for trail management and maintenance needs.

Updates on Recreation and Education Programs

- *The Recreation Needs Assessment provided us with a lot of information to incorporate into our planning process for future facilities and programs. We aim to have a framework outlined in mid-January summarizing our ideas on implementing the recommendations outlined within it. We have started discussions with community partners on means to implements some of the goals including FHPS, AHS, KDL, ABA and the Community Church.
- *We intentionally reduced our winter program offerings this year so we can focus on maintenance project and planning needs. We will be offing a family-based program each month, but most others will wait until spring to resume.
- *We are reviewing a number of recreation software alternatives to aid us in managing our recreation programs, databases and facility operations. We aim to budget for a new system in the FY 2019-20.
- *We provided support for the November 30 "*Bridge Lighting*" and "*Tinsel, Treats and Trolleys*" event and December 1 *Santa's Parade* in the Village and the *Chili Cook-off* at the Community Church
- *Softball leagues and tournaments are schedule in for 2019. Registration for teams will start in February.
- *AYSO has requested to rent the soccer fields again for the spring and a summer session too.
- *Zig-zag Ultimate is setting up facility rentals at Ada Park for youth ultimate frisbee events.
- *The GR Triathlon is set for next June.
- *The Kid's Garden is still on hold until we see updated plans for the library project and community church.
- *The winter Adaview newsletter has gone out to the community. We have produced out winter program fliers - a copy is included with this report.
- *We will be working on our spring-summer program brochure through the winter to have it available in early March.

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, NOVEMBER 8, 2018 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: Terwilliger, Steketee, Crosby, Roe, Nowak, Haga,
Absent: Damstra, Jacobs, LeBlanc, VandenBerge, Schmottlach
Staff Present: Ferro, Fitzpatrick, McCormick, Winczewski,
Public Present: Judy Levick

2. Approval of agenda

Terwilliger moved to approve agenda. Steketee supported. Motion carried unanimously.

3. Approval of minutes of the September 13th meeting

Terwilliger moved to approve the minutes for the September 13th meeting as written. Crosby supported. Motion carried unanimously.

4. Review/Approve Parks and Recreation Needs Assessment Final Report

Fitzpatrick stated that approval and recommendation to the Township Board of the Parks & Recreation Needs Assessment Final Report is needed.

4:12 p.m. Jacobs and VandenBerge arrived.

Ferro stated he felt the national data such as Revenue Per Capita and Cost Recovery on pages 11 & 12 were useful.

Fitzpatrick noted that East Grand Rapids data was added since the previous preliminary report.

Terwilliger stated the report has improved with each revision but it doesn't seem to include everything the Park Director, Fitzpatrick, would like.

Ferro stated that detailed information regarding Stakeholder Engagement on pages 16 & 17 should be in the Appendix but it is not.

Fitzpatrick stated that the summary reports regarding stakeholder engagement that were reviewed at the September meeting need to be in the Appendix.

Haga reminded everyone that the purpose of the Recreation Needs Assessment is outlined in the first paragraph on page i of the Executive Summary. *"The Ada Township Recreation Needs Assessment incorporates an analysis of Township-owned and regional recreation facilities and recreation/education programs. The goal of the Assessment is to provide Ada Township with recommendations for the development of new parks, the addition of recreation amenities in existing Township parks, and a guide for planning future recreation programs and support services."*

Ferro stated a document like this can lend support in applying for a DNR grant.

Haga moved to recommend to the Township Board that the Recreation Facilities and Programs Needs Assessment Final Report be accepted as a guide for approving recreational needs for Ada Township. VandenBerge supported. Motion passed unanimously.

5. Review of Projects and Timelines for the Capital Improvements Plan Update

Fitzpatrick briefly reviewed funds as outlined in the Director's Report. He stated the CIP is for capital projects over \$10,000.

Fitzpatrick requested a meeting between the Recreation Programs, Services & Facilities Subcommittee and the Trails Subcommittee to determine which Ada Park paving projects should be on the CIP. Also, what trail connectors do we want to do and what are we going to market to the public for 2021?

6. Park Director's Report and Current Project Updates

Fitzpatrick gave a brief update on various projects throughout the township as outlined in the board packets.

Fitzpatrick stated Wes Steer of OCBA is retiring.

Crosby stated that a lighter contrasting material is needed behind the Knapp Corner Entry Sign.

Fitzpatrick stated that a formal ribbon cutting and grand opening of the Riverfront Park will be in the spring.

VandenBerge asked if any thought has been put into the area next to the amphitheater that dries up. Ferro stated several options are being considered such as drilling a ground water well, an aeration fountain, landscape enhancements, and there may be a wall at the back of the stage area of the amphitheater which would block the view of the dry area.

5:30 p.m. Jacobs left meeting.

7. Advisory Board Administrative Matters

Roe stated it is time to have new members on this advisory board. Crosby stated a quorum is needed more often.

8. Board Member Comment

Board members wished McCormick farewell for the season. He will return in the spring.

9. Public Comment

There were no public comments.

Meeting was adjourned at 5:35 p.m.

Respectfully Submitted,

Jacqueline Smith, Township Clerk

Minutes of November 8, 2018

Ada Historical Society
Board of Directors Meeting

Present: Crosby, DeGood, Dixon, Hoover, Moran, Mrcana, Thompson, Veldkamp, Vierson, Wildes.

Absent: Sefton.

Others Present: M. Bolhuis - Historian, D. Bolhuis.

- 1). The meeting was called to order by President Veldkamp at 1:07 pm.
- 2). Approval of the Agenda. Hoover supported by Crosby moved to approve the agenda. The motion carried.
- 3). The Minutes of October 11, 2018, were approved on motion by Hoover, supported by Crosby. The motion carried.

4). **Committee Reports**

a. Capital Campaign Committee Report

Crosby related the goal has been met. We are looking at expenses we know are coming up such as \$11,000 for the first room and some items that are to be ordered for archival storage. Crosby further related she and Barb Mieras are contacting donors who have donated in the past and asking them to donate for the inside furnishings also. They hope to raise \$10,000. They have people who may be interested in becoming members also.

Dixon related he has an invoice for \$591,000 which is \$2,300 under the goal. Crosby related we have at least \$70,000 to go forward at this point. Dixon related the engineer will be coming out to address the dirt washing over the sidewalk. Corrective measures will be taken if necessary. It is too late now to hydroseed.

- b. Finance Committee. Moran related there is \$19,964.66 in the checking account and \$302,856.91 in savings. He will be making a transfer soon. Vierson asked if the 990 for the IRS has been submitted. Moran responded he will do it by week's end. M. Bolhuis gave the donation report. She related no books were sold this month. Crosby related there are two boxes of books under the table on the porch. Crosby supported by Hoover moved to accept the Profit & Loss Report May through

October 2018; the Balance sheet as of October 31, 2018 and the Donation Report dated October 31, 2018. The motion carried.

c. Display Committee. DeGood related they are working on a display for Veteran's Day using some uniforms from our collection.

d. Collections. No report.

e. Facilities Committee. Moran related the gutters have been cleaned. A few new signs are needed around the site. Wildes related we can get phone service through Vonage for \$15 per month. New phone sets are needed.

f. Programs and Education.

– Veterans Day Lecture: Vierson related the Veteran's Day lecture for this evening is set.

– Wreath Sale: M. Bolhuis related she sent out 27 letters regarding the wreath sale, made 40 phone calls and received 27 orders as of today. There are 260 wreaths available. The wreath sale started next Friday. Hoover related prices will not be increased this year.

-Tinsel, Treats & Trolley: Vierson related Mrs. Claus and her elf will be here. We will need cookies and people here at 5:00 pm for set up.

- Santa Parade: M. Bolhuis related she will get the cookies to bake and decorate. The cookies are \$10 per box with six dozen in a box. Wildes related the museum is open on Saturday. The last two weeks we have had two volunteers to be here. We need people to be here at 9:00 am prior to the parade. Hoover related he needs more help on parade day. He asked about the credit card system for wreath payments. Moran related it works with an iPad or phone. Hoover related he will need a refresher course.

g. Membership Committee. Mrcana related he has been going through the list of members and getting together with Betty Jo and Barbara for names of possible donors.

Tri-River Museum Association. M. Bolhuis related the last Tri-River meeting was held in Hastings on October 16. They are still gathering information for the July luncheon venue. The Freeport Historical Society gave a presentation on a book they just published – "Freeport Women, History and Cookbook". The book contains information about women who are now deceased and a recipe from each one. Marian related Joan Beimers started a cookbook for Ada years ago. Maybe we could publish one. Ada will host the Tri River Historical Museum Network on Tuesday,

May 21, 2019. The next meeting will be Tuesday, November 13 in Cedar Springs.

h. Publicity Committee. No report.

5) **Old Business.** None presented.

6) **New Business.** Wildes related she would like the following committees to meet in the near future: gift shop, gardens and programs.

7) **Open Discussion.** Hoover asked if the barn lights have been checked. Moran related the new bulbs are LED and should last longer.

8) **Adjournment.** The meeting was adjourned at 2:15 pm.

Respectfully submitted,

Marilyn Thompson, Secretary

2:34 PM
12/12/18
Accrual Basis

Ada Historical Society
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking Account	68,576.76
11000 · Savings Account - Building	302,881.79
12000 · Petty Cash	50.00
Total Checking/Savings	371,508.55
Accounts Receivable	
11001 · Accounts Receivable	9,085.40
Total Accounts Receivable	9,085.40
Total Current Assets	380,593.95
TOTAL ASSETS	380,593.95
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	60,375.97
32000 · Unrestricted Net Assets	265,319.10
Net Income	54,898.88
Total Equity	380,593.95
TOTAL LIABILITIES & EQUITY	380,593.95

General Funds
\$10,000.00
CDBG'
\$6,000.00



Ada Township Transportation Services
2018-2019
Summary Report

	CDBG Funds (\$16.50 per trip)	General Funds (\$16.50 per trip)	Passenger Fares (\$3.00 per trip)	Total One- way trips	Disabled Ambulatory	Disabled Wheelchair	Non-disabled Seniors
July , 2018	\$1,122.00		\$204.00	68	52	16	0
Aug, 2018	\$1,320.00		\$240.00	80	60	20	0
Sep, 2018	\$1,930.50		\$351.00	117	81	36	0
Oct, 2018	\$1,617.00	\$792.00	\$438.00	146	90	56	0
Nov, 2018		\$1,683.00	\$306.00	102	70	32	0
Dec, 2018							
Jan, 2019							
Feb, 2019							
Mar, 2019							
Apr, 2019							
May, 2019							
June, 2019							
Total	\$5,989.50	\$2,475.00	\$1,539.00	513	353	160	0

4 Pca's

Total YTD Twp Funds \$8,464.50
Total YTD Pass Fares \$1,539.00

Total YTD Revenue \$10,003.50



ADA TOWNSHIP

General Fund

ADA TOWNSHIP
GEORGE HAGA
7330 THORNAPPLE RIVER DR SE
ADA MI 49301

TRIPS TAKEN BETWEEN 11/1/2018 AND 11/30/2018

12/4/2018

NAME/HOME ADDRESS	TRIP DATE	TOTAL PASSENGERS	@	PER TRIP
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HAMILTON JACOB

7236 MEADOWVIEW ST SE

36 \$594.00

11/1/2018	1	\$16.50
11/1/2018	1	\$16.50
11/2/2018	1	\$16.50
11/2/2018	1	\$16.50
11/5/2018	1	\$16.50
11/5/2018	1	\$16.50
11/6/2018	1	\$16.50
11/6/2018	1	\$16.50
11/7/2018	1	\$16.50
11/7/2018	1	\$16.50
11/8/2018	1	\$16.50
11/8/2018	1	\$16.50
11/9/2018	1	\$16.50
11/9/2018	1	\$16.50
11/12/2018	1	\$16.50
11/12/2018	1	\$16.50
11/13/2018	1	\$16.50
11/13/2018	1	\$16.50
11/14/2018	1	\$16.50
11/14/2018	1	\$16.50
11/15/2018	1	\$16.50
11/15/2018	1	\$16.50
11/16/2018	1	\$16.50
11/16/2018	1	\$16.50
11/19/2018	1	\$16.50
11/19/2018	1	\$16.50
11/20/2018	1	\$16.50
11/20/2018	1	\$16.50
11/27/2018	1	\$16.50
11/27/2018	1	\$16.50
11/28/2018	1	\$16.50
11/28/2018	1	\$16.50
11/29/2018	1	\$16.50
11/29/2018	1	\$16.50
11/30/2018	1	\$16.50
11/30/2018	1	\$16.50

HARRISON DAVID

5040 CASCADE RD SE

4 \$66.00

11/9/2018	1	\$16.50
11/9/2018	1	\$16.50
11/27/2018	1	\$16.50
11/27/2018	1	\$16.50

HAYWOOD BRANDON			
8556 VERGENNES ST SE	14		\$231.00
	11/1/2018	1	\$16.50
	11/1/2018	1	\$16.50
	11/2/2018	1	\$16.50
	11/2/2018	1	\$16.50
	11/5/2018	1	\$16.50
	11/5/2018	1	\$16.50
	11/6/2018	1	\$16.50
	11/6/2018	1	\$16.50
	11/8/2018	1	\$16.50
	11/8/2018	1	\$16.50
	11/9/2018	1	\$16.50
	11/9/2018	1	\$16.50
	11/10/2018	1	\$16.50
	11/10/2018	1	\$16.50
JACKSON RICHARD			
7015 BREWER AVE NE	6		\$99.00
	11/26/2018	1	\$16.50
	11/26/2018	1	\$16.50
	11/28/2018	1	\$16.50
	11/29/2018	1	\$16.50
	11/29/2018	1	\$16.50
	11/30/2018	1	\$16.50
SAUR DAN			
5040 CASCADE RD SE	8		\$132.00
	11/4/2018	1	\$16.50
	11/4/2018	1	\$16.50
	11/9/2018	1	\$16.50
	11/9/2018	1	\$16.50
	11/13/2018	1	\$16.50
	11/13/2018	1	\$16.50
	11/27/2018	1	\$16.50
	11/27/2018	1	\$16.50
SCHROUDER BETRICE			
662 PETTIS AVE NE	1		\$16.50
	11/5/2018	1	\$16.50
SKIRVIN DAVID			
5005 E FULTON	12		\$198.00
	11/7/2018	1	\$16.50
	11/7/2018	1	\$16.50
	11/10/2018	1	\$16.50
	11/10/2018	1	\$16.50
	11/14/2018	1	\$16.50
	11/14/2018	1	\$16.50
	11/21/2018	1	\$16.50
	11/21/2018	1	\$16.50
	11/28/2018	1	\$16.50
	11/28/2018	1	\$16.50
	11/30/2018	1	\$16.50
	11/30/2018	1	\$16.50
WASHBURN GAIL			
5885 GRAND RIVER DR NE	1		\$16.50
	11/15/2018	1	\$16.50

ZUIDEMA ANA

9081 CONSERVATION ST NE

	20	\$330.00	
11/1/2018	1	\$16.50	
11/1/2018	1	\$16.50	
11/4/2018	1	\$16.50	
11/5/2018	1	\$16.50	
11/5/2018	1	\$16.50	
11/7/2018	1	\$16.50	
11/7/2018	1	\$16.50	
11/8/2018	1	\$16.50	
11/8/2018	1	\$16.50	
11/12/2018	1	\$16.50	
11/12/2018	1	\$16.50	
11/14/2018	1	\$16.50	
11/14/2018	1	\$16.50	
11/15/2018	1	\$16.50	
11/15/2018	1	\$16.50	
11/15/2018	1	\$16.50	
11/19/2018	1	\$16.50	
11/19/2018	1	\$16.50	
11/28/2018	1	\$16.50	
11/28/2018	1	\$16.50	
	<u>102</u>	<u>\$1,683.00</u>	<u>Total Due</u>

TRIP COUNT			PASSENGER TYPE			TRIP PURPOSE		
# of Ambulatory riders	=	70	Ambulatory uses lift	=	1	Day Program	=	0
# of Wheelchair riders	=	12	Child seat	=	0	Educational	=	16
# of large Wheelchair riders	=	20	Hand to Hand	=	1	Employment	=	50
# of Personal Care Attendants	=	0	Oxygen Tank	=	0	Shopping	=	8
# of child riders	=	0	Uses Walker	=	0	Medical	=	1
# of Companion riders	=	0				Personal	=	8
						Recreational	=	12
						Senior Center	=	6

**ADA TOWNSHIP ZONING BOARD OF APPEALS
MINUTES OF THE TUESDAY, DECEMBER 4, 2018, REGULAR MEETING**

A regular meeting of the Ada Township Zoning Board of Appeals was held on Tuesday, December 4, 2018, 4:30 p.m., at the Ada Township Office, 7330 Thornapple River Drive, Ada, Michigan.

CALL TO ORDER

The meeting was called to order by Chair Dixon at 4:30 p.m.

ROLL CALL

Members present: Dixon, Burton, McNamara, Nuttall and Smith

Members absent:

Staff Present: Bajdek, Ferro, Winczewski

Public: 5 community members

APPROVAL OF AGENDA

Moved by Smith, supported by McNamara, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Burton, supported by McNamara, to approve the November 13, 2018, minutes as presented. Motion carried unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- 1. Request for the following variances from Article XXV, Landscaping Requirements and Standards: 1.) reduction of required 30-foot wide buffer zone adjacent to residential district to 5.5 feet; and 2.) reduction of required 20-foot wide greenbelt along Fulton St. right-of-way from 20 feet to 14 feet, Angela Polizzi with GAFF Properties, LLC, 6650 E. Fulton St., 41-15-28-335-004**

Chairperson Dixon recused himself due to conflict of interest. Vice Chair McNamara invited applicant to speak.

Angela Polizzi, with GAFF Properties, LLC, (Vitale's of Ada), stated that she would like variances to keep her parking lot as it currently stands. She would like a variance allowing a reduced greenbelt from the required 20 feet from the road right-of-way because there is currently a large buffer zone from the street to where the parking lot begins. Ms. Polizzi stated they maintain this buffer zone and have made the area greener than what it used to be. They would like to add pine trees to the front and back of the parking lot but they need a variance before they can make any additional landscaping changes. Ms. Polizzi stated that although there is 5.5 feet of buffer from the residential area to the parking lot, that does not take into consideration the railroad area.

McNamara asked how wide the railroad area is adjacent to the parking lot.

Ferro stated he believes the railroad right-of-way is 100 feet wide as labeled on the original site plan which he then distributed to the board members.

McNamara asked for Staff comments.

Ferro summarized the variance requests as outlined in the staff memo.

Ferro stated the standards that need to be met to grant a variance are:

1.) Whether unique physical circumstances exist which cause a practical difficulty in complying with the zoning ordinance standards. The subject property has a long, triangular shape that has an increasingly shallow depth from west to east along Fulton St. The shape of the property is unique to the property, compared to other sites in the C-2 Commercial district, and causes a practical difficulty in complying with the zoning standards, while also meeting the parking needs of the business.

2.) Whether granting the variance would alter the essential character of the area. Approval of the requested variances would not alter the essential character of the surrounding area, based on the following considerations:

- Much of the parking area is visually separated from the residential neighborhood to the south by the retaining wall and the elevated railroad grade between the parking area and the property line. At the east end of the property, where the rail line is not raised above the parking area, additional landscape screening with 7-foot tall evergreen trees is proposed.
- Due to the wide right-of-way of Fulton St., the proposed edge of parking is 50-53 feet from the edge of pavement on Fulton St., instead of 55 feet if the 20-foot greenbelt standard was satisfied. Considering the distance between the highway and the parking area, the requested 2-6 foot relaxation of the pavement setback requirement will not be noticeable by passing traffic on the highway.

3.) Whether the circumstances leading to the variances are self-created. While the applicant could have installed the paved parking area in conformance with the previously-approved variance, considering the current variance request on its merits, using the same criteria applied to the original variance request, the circumstances leading to the variances are not self-created, those circumstances being the awkward triangular shape of the property.

4.) Whether amending the zoning ordinance standards is a more appropriate remedy to the situation. The unique conditions of the applicant's property are not a common occurrence, such that a change in the zoning rules would be a more appropriate remedy.

Ferro stated that staff recommends granting the variances.

The public hearing was opened at 4:47 p.m.

Courtney VanValkenburg of 6730 Brookside Woods Ct. stated she has been an Ada resident for almost twenty years. The construction of Vitale's and the parking lot has had a serious impact on her and her neighborhood. The removal of trees along the railroad track a year ago was very upsetting. She and her neighbors can now hear all the traffic on Fulton Ave. as a direct result of the clear-cutting of all the trees. She can see the parking lot and parking lot lighting when looking out her front door. She can see and hear customer's vehicles and sometimes conversations

by customers in the Vitale's parking lot. Ms. VanValkenburg stated that she spoke to the owner last year and was told at that time that trees would be planted to help with the noise problem. She stated that although the current proposal is to add 5 trees, she feels it is not nearly enough to make a difference with noise or privacy. She would like to see more trees planted in the proposed area and additional trees planted on the Brookside Woods side of the railroad tracks. Ms. VanValkenburg stated that she does not agree with Ms. Polizzi's narrative statement comparing her variance request to the variance that was granted to the West Village Development.

Ms. Polizzi stated the reason they have not added trees yet is because they did not want to spend money to make landscaping changes if there was a possibility they would need to make additional changes later. She apologized for the noise and light generated from her business. Ms. Polizzi stated they would like to add big evergreen trees on the east end to protect the Brookside Woods neighborhood from noise and lights.

Brandon Cortese of 6711 Brookside Woods stated that he has not seen the landscaping plan but is concerned about where the trees will be planted. Mr. Cortese stated his home now looks at a large light and vehicles in the Vitale's parking lot. He requests that the new trees cover the light and parked cars. Mr. Cortese stated that a year ago, Vitale's came to the ZBA asking for forgiveness regarding unapproved bathroom changes they already made. He is frustrated that this is another case of asking for forgiveness. Mr. Cortese stated he would like to know why this wasn't done properly in the first place.

Ms. Polizzi stated that some things were lost in translation in the building process which resulted in mistakes being made that impact township rules and ordinances.

After no further comments, public hearing was closed at 5:00 p.m.

Ferro suggested reducing the gaps between the evergreen trees proposed on the southeast side of the parking lot by adding 2 additional trees. If 2 trees were added, the gaps would be reduced from 6-7 feet to 2-3 feet. If a solid screen is desirable, that could be done by packing more trees together or adding smaller shrubs between the gaps.

McNamara asked if anything could be done about the lighting. Ferro stated the lamp post is a high-quality fixture that directs non-glaring light vertically down into the parking lot. He does not feel any changes could be made to the current lighting situation.

Smith expressed concern that this situation was self-created. Had Vitale's followed the original plan, this meeting would not be necessary. Ferro agreed that is a legitimate concern but something the Board should consider is had these variances been presented to them originally, would they have been approved? Ferro stated that if the original plans had been followed, there would still be a noise issue.

Burton stated she is in favor of adding a few more trees to make it denser.

Smith asked Ms. Polizzi how soon she can plant the trees. Ms. Polizzi stated it depends on the weather and ground conditions. She stated she will plant the 7 ft. evergreens on the southeast side of the parking lot as soon as possible and will add 2 additional evergreens. Ms. Polizzi stated she will know by next week, Tuesday, when the trees can be planted and will have the landscape company put it in writing so the details can be shared with the neighbors.

Moved by Burton, supported by Smith, to approve the variances based on the findings that the required standards to grant a variance have been met, subject to the following conditions:

- 1.) The pavement and parking configuration shall be as shown on the site plan submitted, dated 8/13/18, noted as "Update #2, 11/1/18."**

- 2.) A total of 7 evergreen trees will be planted as soon as possible on the southeast side of the parking lot.**

Motion carried unanimously.

Chairman Dixon returned to his seat.

CORRESPONDENCE

There was no correspondence.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Moved by Nuttall, supported by Dixon, to adjourn at 5:21 p.m. Motion carried unanimously.

Respectfully submitted,

Jacqueline Smith
Ada Township Clerk

**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE SEPTEMBER 20, 2018 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, September 20, 2018, 7:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

I. CALL TO ORDER

II. ROLL CALL

Present: Butterfield, Burton, Carter, Jacobs, Leisman, Lunn
Absent: Easter
Staff Present: Ferro, Bajdek, Winczewski
Public Present: 7 Members

III. APPROVAL OF AGENDA

Chairman Leisman suggested to move the Unfinished Business item to after New Business.
Moved by Jacobs, supported by Carter, to approve the agenda as amended. Motion passed unanimously.

IV. APPROVAL OF MINUTES OF AUGUST 16, 2018 MEETING

Moved by Carter, supported by Jacobs, to approve the minutes of the August 16, 2018 meeting as presented. Motion passed unanimously.

V. PUBLIC HEARINGS

1. Special Use Permit for a “Type 2” Home Occupation in the R-3 Medium Density Single-Family Residential Zoning District, to permit a woodworking operation as a home occupation, 7567 Fase St. SE, 41-15-34-200-036, Bruce G. & Janet M. Fase Trust

Mike Fase spoke on behalf of the applicant, his father, Bruce Fase. Mr. Fase summarized his father’s request to the board. He, his son, and his father are the only three employees of this woodworking business. They bought a CNC mill which is a woodworking routing machine. They mainly make furniture and small wooden items.

Commissioners did not have questions or comments.

Planning Director, Ferro stated Mr. Fase’s property is 12.4 acres on the north side of Fase St. The residence and outbuildings on the property are all located at the south end of the property, with the majority of the acreage as vacant land behind the property along the Thronapple River and ending at the Grand River. The building that would be used for the woodworking shop is 24’ x 36’ (864 sq. ft.), of concrete block construction. The building is located about 55 feet from the nearest home on adjoining property, to the east, and about 155 feet from the adjoining home to the west.

Because the home occupation involves use of an accessory building and may generate customer/client traffic to the residence, the proposed home occupation is classified in the zoning rules as a “Type II” Home Occupation that is subject to a special use permit approval by the Planning Commission.

Leisman opened the public hearing at 7:20 p.m. There were no public comments. The public hearing was closed.

Ferro stated there are certain standards which a “Type II” Home Occupation must adhere to in addition to the general standards for special use permit approval. Those standards are outlined on page 2 in the staff

memo and he believes Mr. Fase's business meets these standards.

Butterfield inquired about what kinds of waste the business generates and how do they dispose of it. Mr. Fase stated the vast majority of their waste is sawdust and they use it for composting. There will not be a need for a dumpster.

Ferro stated he visited the site and had a demonstration of the equipment in operation. Ferro stated that while all of the woodworking equipment was in operation, he walked completely around the outside of the accessory building, and the loudest sound he heard was a small window air conditioner installed on the west wall of the building. Very little sound was coming from the inside of the building, so little that he does not believe that it would be discernable from the adjoining properties.

Moved by Carter, supported by Jacobs, to approve the Special Use Permit for a "Type 2" Home Occupation in the R-3 Medium Density Single Family Residential Zoning District, to permit a woodworking operation as a home occupation, subject to the following four conditions:

1. Customer visits to the premises shall be permitted by appointment only, and there shall not be published or advertised retail business hours in any print or electronic media, such as classified newspaper advertising, handout flyers, web site or social media page.
2. Operation of power woodworking equipment shall only be permitted to take place within the concrete block accessory building. Other outbuildings on the property may only be used for lumber storage and curing.
3. Operation of power woodworking equipment shall be limited to no more than 8 hours per day, and shall be permitted only between the hours of 8 a.m. and 8 p.m.
4. Noise generated shall be maintained at the current level and shall not have any significant adverse effects on neighboring properties.

Motion passed unanimously.

2. Special Use Permit for a veterinary care office, excluding boarding services, in the C-1 PVM Overlay District, Unit 7, Ada West Commercial Condominium, 7163 Headley St. SE, 41-15-28-479-007, All 4 Sallie LLC

Ken Dixon, Dixon Architecture, representing applicant, All 4 Sallie LLC, presented a brief overview of the project. They are proposing a 5,120 sq. ft. 2-story building for the use of veterinary care on the first floor and a business office on the second floor.

Frank Marshall, All 4 Sallie LLC, stated he represents the developers and he is also a tenant. Mr. Marshall stated they requested a special use previously for an existing veterinary business in the township and now they are looking to move to this new location. The veterinarian operation is not really changing other than a little additional square footage. It will be a three-exam room veterinarian practice on the first floor. Mr. Marshall stated the upstairs is a business office and will be leased to his own company, Marshall Associates, which is a provider of environmental and site development services for banking, real estate and development markets. Marshall Associates did the site plan for this project. Mr. Marshall stated the veterinarian tenants have been in Ada for 8 or 9 years. They are a small animal veterinary practice which means there will not be any large animals such as sheep, cows, horses, or other large animals.

Chairman opened the public hearing at 7:37 p.m. There were no comments. Public hearing was closed.

Leisman stated the PVM Development Plan for this project is further on the agenda but can be heard now.

Ken Dixon continued with a summary of the project. Dixon stated the outside of the building will be very similar to other new buildings in that area. There are two part-time veterinarians working in this office which for parking purposes, equates to one full-time veterinarian. Adding in the employees of the vet office and the upstairs tenants, there is a requirement of 20 parking stalls. With the PVM reduction, that brings the requirement down to 8 parking stalls. They meet the parking requirement at 8 stalls.

Dixon stated the canopies on the front and rear of the building protrude slightly into the setback requirements so a departure is being requested. They are also asking for a departure in lot coverage as they will be slightly over the 50% maximum requirement by having lot coverage at 53.6%.

Bajdek gave an overview of his staff memo regarding the subject unit. Bajdek stated the building is being developed as a “Village Shop Lot” under the PVM district provisions. Veterinary care offices, excluding boarding services, are permitted in the C-1 Village Business zoning district, with approval of a special use permit by the Planning Commission, which must comply with the general special use permit standards of the Zoning Ordinance, which were listed in the staff memo. Per Sec. 78-477, Permitted uses by lot type of the Planned Village Mixed-Use Overlay District, all uses in the Village Business district either permitted by right or by special use are allowable for Village Shop Lots; the same special use permit procedure is required to be adhered to. Bajdek stated there are no special use permit standards specific to veterinary care offices.

Bajdek stated it does appear that all the general special use permit standards, which were addressed in the applicant’s narrative statement, have been satisfied.

Bajdek stated parking is located in the “common element” of the condominium and shared by all of the condo units in the development. A total of 198 parking spaces are provided in the “common element” parking area of the Ada West Commercial Condo development. 125 were required for the subject development (*based on the PVM reduction provision standards*) at the time of site plan approval for completion of the shared parking area. It should be noted that 7 additional parking spaces are located on the Spectrum Health facility site (*Unit 10 of the development*). At the time of site plan approval for the ten-unit Ada West Commercial Condominium development, the construction of a 4,800 sq. ft. retail/office building was assumed. Based on retail use for the ground level and office use for the upper level, 20 parking spaces were required (*8 parking spaces with the PVM reduction.*)

Bajdek stated approval of the Special Use Permit is recommended subject to the two conditions as outlined in the staff memo.

Bajdek stated, as for the PVM District dimensional standards, there are three departures needed:

- The proposed lot coverage is 53.6%, which is greater than the 50% maximum requirement.
- The proposed front canopy/covered porch varies from 4 feet 2 inches to 5 feet from the street/front property line, which exceeds the minimum 10-foot street/front yard setback requirement.
- The proposed rear canopy/covered porch varies from 4 feet 6 inches to 6 feet 2 inches from the rear property line, which exceeds the minimum 10-foot rear yard setback requirement.

Bajdek stated, per the Zoning Ordinance, front porches may extend up to ten feet into street yards provided they are at least eight feet deep; however, the depth of the proposed front porch does not satisfy this requirement.

Bajdek stated the building elevation drawings depict gooseneck-type lighting. In addition, pendant can lights are planned under the entry canopies/covered porches.

Bajdek stated the landscape plan provides a mix of evergreen and deciduous shrubs, ornamental grasses, and perennials primarily concentrated to the front and rear foundations of the building. However, additional landscaping material is required to screen the mechanical equipment pad, located on the west side of the building, from the view of Headley Street.

Bajdek stated the staff is recommending approval, subject to the three departures & 4 conditions as stated in the staff memo.

Butterfield inquired if there is enough greenspace for the dogs to relieve themselves. Mr. Marshall stated yes, there is actually 10% more greenspace than where their office is currently located.

Carter inquired why this requires a Special Use Permit. Bajdek stated because it is a veterinarian office. Carter wondered if horses may be seen in the future. Leisman stated that language can be added that approval is only for a “small animal” veterinary care office.

Jacobs asked what kinds of pets are typically seen in the vet office. Mr. Marshall stated small companion pets and the occasional “pocket pets” like hamsters, gerbils, etc. Also seen on occasion are birds and snakes.

Moved by Carter, supported by Jacobs, to approve the special use permit for a small-animal veterinary care office, excluding boarding services, subject to the following findings, conditions and departures:

The Planning Commission hereby makes the following findings:

1. a. The proposed development plan, as modified by the conditions of approval listed below, requires the following “departures” from the standards of the PVM district, which are hereby approved:

Departures from:
 - 1) Sec. 78-476(a) – Maximum lot coverage.
 - 2) Sec. 78-476(a) – Minimum street setback.
 - 3) Sec. 78-476(a) – Minimum rear setback.
- b. The above departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be the case without authorization of the departures.
- c. The proposed alternative is consistent with the purpose and intent of the PVM District.
- d. The proposed alternative, in comparison to conformance with the PVM district standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.
- e. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.

2. Approval of a PVM District Development Plan for the subject unit (*Unit 7 of Ada West Commercial Condominium*).
3. Any onsite 'pet grooming' shall be an ancillary use to the veterinary care office use.

Motion passed unanimously.

Moved by Jacobs, supported by Carter, to approve the PVM Development Plan for a 5,120 sq. ft., two-story, two-tenant building, for small-animal veterinary care and professional offices, subject to the following conditions:

1. The building and site improvements shall be completed substantially as shown on the plan set titled "All 4Sallie, LLC," (civil drawings) dated August 20, 2018 and "All 4 Sallie Building" (architectural drawings) dated August 23, 2018, except as modified in accordance with these conditions of approval.
2. Any exterior building mounted light fixtures shall qualify as "full-cutoff" control of light emission or of a low light intensity non-glaring style, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval, prior to building permit issuance.
3. The landscape plan shall be modified showing additional landscape plantings to screen the mechanical equipment pad, located on the west side of the building, from the view of Headley Street, subject to review and approval of the Planning Department, prior to issuance of any building permits.
4. A special use permit for a veterinary care office, excluding boarding services, being granted by the Planning Commission.

Motion passed unanimously.

VII. NEW BUSINESS

1. **Review of PVM District Development Plan, Construction of a 5,120 sq. ft., two-story, two-tenant building, for veterinary care and professional offices, Unit 7, Ada West Commercial Condominium, 7163 Headley St. SE, 41-15-28-479-007, All 4 Sallie, LLC**

This item was reviewed and voted on in conjunction with Item 2 under Public Hearing. See above.

2. **Review PVM District Development Plan, Construction of a 6,412 sq. ft., two-story building to be used for retail, service and office uses, Bldg. A8/Unit 8, River Street Commons Condominium, 472 Ada Dr. SE, 41-15-34-129-008, Dixon Architecture on behalf of 460 Ada Drive, LLC**

Ken Dixon, Dixon Architecture, presented the development plan. Dixon stated he was previously here for a project with the A1 building. Since then, the A1 building and the A8 building have become under the same ownership. Building A1 and A8 are being looked at as one building. Dixon reviewed the plans on the overhead projector. Dixon stated he is requesting two departures. The first departure is somewhat nullified since the two buildings are now under one ownership. That departure was for lot area. Unit A8

is only 3,740 sq. ft, and does not meet the minimum required 5,000 sq. ft. Dixon stated another departure being requested is for building frontage. The frontage percentage along Settlers Street is 89.4%, just slightly less than the 90% minimum requirement.

Leisman asked how building A8 became so small. Dixon stated it was a smaller lot from the start but as other buildings were getting planned, more and more square footage needed to be taken from this lot to satisfy the design of the other lots.

Carter asked if these two buildings would combine under one parcel. Dixon stated it is the owner's intent to keep the parcels as-is, just like Heidi Christine's property.

Bajdek stated that approval is recommended based on the two departures and four conditions as outlined in the staff memo.

Bajdek reiterated that lot area at 3,740 is under the minimum required 5,000 sq. ft. Approval of a departure from this standard is recommended.

Moved by Jacobs, supported by Carter, to approve the development plan as recommended, subject to the following departures and conditions:

1. The Planning Commission hereby makes the following findings:
 - a. The proposed development plan, as modified by the conditions of approval listed below, requires the following "departures" from the standards of the PVM district, which are hereby approved:
 - 1) Sec. 78-476(a) – Minimum lot size.
 - 2) Sec. 78-476(a) – Minimum frontage percentage.
 - b. The above departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be the case without authorization of the departures.
 - c. The proposed alternative is consistent with the purpose and intent of the PVM District.
 - d. The proposed alternative, in comparison to conformance with the PVM district standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.
 - e. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.
2. The proposed development plan for a 6,412 sq. ft. commercial building is hereby approved, subject to the following conditions:
 - a. The building and site improvements shall be completed substantially as shown on the plan set titled "River Street Commons A8 Building," (civil drawings) dated September 13, 2018 and "River Street Commons A8 Building" (architectural drawings) dated September 13, 2018, except as modified in accordance with these conditions of approval.
 - b. Any exterior building mounted light fixtures shall qualify as "full-cutoff" control of light emission or of a low light intensity non-glaring style, subject to approval of the Planning

Department. Fixture specifications shall be submitted for approval, prior to building permit issuance.

- c. Floodplain development permits shall be issued by the Michigan DEQ and Ada Township, prior to issuance of a building permit.
- d. The parking calculations, on the civil drawings, being updated to accurately reflect the planned retail use on the ground level of the subject building.
- e. Buildings A1 & A8 must remain in common ownership, unless waived by the Planning Commission.

Motion passed unanimously.

3. Site Plan Review, Revisions to Marketplace Square Condominium, to add additional land for 43 parking spaces and re-located driveway access to M-21, 7590 East Fulton St., Parcel No. 41-15-34-127-003, Geld, LLC.

Steve Tietsma of Progressive AE presented and gave a brief overview of the revisions. Mr. Tietsma stated they have worked extensively with MDOT and have done traffic studies. This revised plan is approved by MDOT. The driveway changes will allow truck traffic easier access to and from the property, thus keeping them off the village roads. Mr. Tietsma reviewed the utility plan and landscape plan.

Ferro stated a revised landscape plan was submitted today after it was discovered there was a conflict between large canopy trees and overhead power lines. (*Ferro handed out the new landscape plan*).

The driveway and parking plan comply with all applicable zoning regulations, with the exception of the minimum “greenbelt” width of 20 feet between parking and the M-21 right-of-way. The parking area setback proposed ranges from 5 feet to 18 feet, which is greater than the 0-foot setback of the Kingma’s Market building located to the west.

Ferro stated this same issue existed when the plans for the Heidi Christine’s Salon site and the plans for completion of the Ada West Commercial Center parking area were reviewed and approved. In the case of the Heidi Christine’s approval, the Planning Commission approved a 5-foot pavement setback, with the assumption that the greenbelt requirement did not apply to PVM district plans. In the case of the West Commercial Center parking area, a condition of approval stated that:

“The conflict between the parking area setback from the Fulton St. right-of-way and the minimum greenbelt width standard shall be resolved prior to construction through either the approval of a zoning variance or an amendment to the zoning regulations.”

This condition was not addressed or satisfied before the parking area was completed.

To address this procedural issue, Ferro stated he has drafted a potential zoning ordinance text amendment that would resolve this conflict and directed the Commissioners to the last page in their packets. After board discussion, Leisman stated he would be OK with a zoning text amendment for a 5-foot pavement setback in the PVM overlay for this project but, in the future, he would like to see more than 5 feet from the area where this project ends all the way along M-21 going east to the river.

Moved by Burton, supported by Carter, to approve the site plan review, revisions to Marketplace Square Condominium, to add additional land for 43 parking spaces and re-located driveway access to M-21.

Motion passed unanimously.

VI. UNFINISHED BUSINESS

1. Proposed Amendment to Article XX-A – Planned Village Mixed-Use Overlay (PVM) District – Development plan application requirements and review and approval procedure, to add provisions pertaining to duration of development plan approval, expiration of plan approval and extensions of plan approval

Ferro stated the Township Board postponed action on this zoning ordinance text amendment, and referred the amendment back to the Planning Commission due to two concerns: 1.) Concern with potential for granting an unlimited number of approval extensions. 2.) Ambiguity and lack of definition for what is meant by the phrase “diligent progress” as used in the proposed amendment.

Ferro gave an overview of similar provisions from several surrounding communities and a draft of proposed changes to address the concerns.

Moved by Carter, supported by Butterfield, to recommend to the Township Board the following revisions to the proposed ordinance amendment:

1. Reword Par. g(1) to read as follows:

(1) A PVM district development plan approval granted on or after the effective date of the amendment ordinance enacting this Sec. 78-480 (g) shall be valid for a period of eighteen (18) months from the date of approval by the planning commission or zoning administrator, whichever granted the original approval. Plans granted approval prior to the effective date of the amendment ordinance enacting this Sec. 78-480 (g) shall be valid for a period of eighteen (18) months following said effective date.

2. Reword Par. g(2) to read as follows:

(2) If a building permit has been issued within eighteen (18) months from the date of plan approval, the plan approval shall remain valid so long as the building permit remains valid. If no building permit has been issued within eighteen (18) months from the date of plan approval, the development plan approval shall be deemed expired and no longer valid.

3. Reword Par. g(4) to read as follows:

(4) A maximum of two (2) one (1) year extensions of development plan approval may be granted.

Motion passed unanimously.

VIII. COMMISSION MEMBER / STAFF REPORTS

Leisman stated he attended Jim's Michigan Association of Planning Conference presentation regarding village redevelopment held here earlier today. Jim and the others who spoke did a great job.

IX. PUBLIC COMMENT - None

X. ADJOURNMENT

Motion by Jacobs, supported by Butterfield, to adjourn meeting. Motion passed unanimously. Meeting adjourned at 8:47 p.m.

Respectfully submitted,

Jacqueline Smith
Ada Township Clerk

Grand Rapids Business Journal

III. B. 11

A Gemini Publication
549 OTTAWA AVENUE NW, SUITE 201
GRAND RAPIDS, MI 49503-1444
616.459.4545 FAX 616.459.4800
grbjinfo@geminipub.com

George Haga
Supervisor
Ada Township
7330 Thornapple River Drive
P.O. Box 370
Ada, MI 49301

Dear Mr. Haga,

The Grand Rapids Business Journal news staff has determined the top stories of 2018 — and the people behind the headlines. We are pleased to inform you that you are among the Grand Rapids Business Journal 2018 Newsmaker Finalists. The full list of Newsmaker Finalists will be announced during the week of Dec. 17 at grbj.com.

The 2018 Newsmakers will be profiled in a special magazine supplement to the Jan. 28, 2019 print edition of Grand Rapids Business Journal. In addition, GRBJ will host a breakfast awards event Jan. 30, at Frederik Meijer Gardens and Sculpture Park. As a Newsmaker Finalist, your individual reservation is complimentary. If another person from your organization also is specifically included as a Finalist, their reservation also is complimentary. To confirm your attendance, please register yourself (and additional guests) at <https://18grbjnewsmakers.eventbrite.com/?aff=finalistlet>. If you have questions about the event, please contact Gemini Media Marketing & Events Coordinator Andrea Straw at astraw@geminipub.com or (616) 459-3222.

If you have a question about the Newsmaker selections or process, please contact me at tgortsema@geminipub.com.

Soon, you will receive another email with additional details. **Most importantly, it will include dates for photography appointments.**

Congratulations, we look forward to seeing you in January to celebrate the Newsmakers of 2018!

Sincerely,
Tim Gortsema
Editor, Grand Rapids Business Journal
tgortsema@geminipub.com
(616) 459-3138

Minutes of Meeting

Project:	Ada Township - Settlers Grove Park Project
Date:	December 12, 2018
File No:	72230009.0/007
Attendees:	Ada Township – Jim Ferro, Mark Fitzpatrick Katerberg Verhage – Joel Franken Progressive AE – Mike Oezer
Copy:	Those in Attendance Ada Township – George Haga Katerberg Verhage – Greg Noorman Progressive AE – Pete Lazdins

CONSTRUCTION PROGRESS MEETING

1. Review of Work Status
 - a. 90% of Phase II concrete is in-place. Two connector strips of concrete need to be placed yet.
 - b. Work on the site is shut down for the winter season, except for live stake planting.
 - c. Topsoil is roughed in, but irrigation, fine grading and seeding need to occur yet.
2. Pay Application – PR #11 and #12 have been approved. A check covering both was issued to Joel.
3. Construction Remaining:
 - a. Concrete Sidewalk
 - b. Fine grading \ topsoil
 - c. Irrigation
 - d. Site signage: the Township will take over this work item (allowance) and completed it under a signage committee that is working on Township-wide signage.
 - e. Site amenities (trash cans, benches, etc.)
 - f. Trees: some remaining to be planted yet.
 - g. Live stakes on riverbank slope
 - 1) Discussion on the appropriate blend of material types and quantity. Progressive AE distributed a memo from Greg Scott detailing proposed live stake and shrub plug types. Planning on a 50\50 mix of live stake and shrub plugs. Live stakes are anticipated to have a 50% success rate. Shrub plugs are anticipated to have an 80% success rate. With a higher success rate, less shrub plugs will need to be planted to accomplish the desired plant density. Joel will work on sourcing the listed material and plant types to determine what is feasible to obtain. The plantings will be grouped to create view paths to the river. The Township would like to see less red bud tree stakes because of their taller height. Plantings will likely be completed late winter/early spring when the plugs are less susceptible to frost heaving.
4. Amphitheater:
 - a. Progressive AE continues to reach out to MDEQ for permitting.

- b. Rear backdrop panels:
 - 1) Progressive is researching various material types.
 - 2) Discussed potential mounting options to allow flooding flow through.
- 5. Punch List Items
 - a. Joel thinks the playground punch list items were completed.
 - b. Drinking fountain was winterized.
- 6. Schedule
 - a. KV plans to return to site as early as possible in the spring and assumes that will be the beginning of April 2019.
 - b. Goal for completion of the site and the amphitheater will be June 2019.

The above constitutes my understanding of items discussed and/or decisions reached. If there are any additions and/or corrections, please contact me within 7 days.

Michael J. Oezer, PE
Municipal Engineer

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Settlers Park Bank Stabilization Plantings (Area roughly 325' x 24')

Cardno Live Stakes:

Redbud tree – 25'30' Ht. Plant in groups to maintain view corridors
Silky Dogwood shrub – 6-10' Ht. Plant low on the bank
Red Osier Dogwood shrub – 4-6' Ht. by using dwarf variety from another source
Spicebush – 6-8' Ht. Plant low on the bank
Ninebark Shrub – 5-10' Plant low on the bank
Arrow-wood Viburnum – 6-10' Ht. Plant low on the bank, dwarf variety from another source

Eliminated due to being too high – Gray Dogwood (10-15'), Elderberry (10-15') and Nannyberry (15-20').

Wildtype Plant Plugs:

New Jersey Tea - 3-4' Ht. Plant high on the bank
Redbud tree - 25'30' Ht. Plant in groups to maintain view corridors
Silky Dogwood shrub – 6-10' Ht. Plant low on the bank
Red Osier Dogwood shrub – 4-6' Ht. by using dwarf variety if available from another source
Spicebush – 6-8' Ht. Plant low on the bank
Ninebark Shrub – 5-10' Ht. Plant low on the bank
Arrow-wood Viburnum – 6-10' Ht. Plant low on the bank, use dwarf variety from another source

Eliminated due to being too high – Gray Dogwood (10-15'), Black Chokeberry (8-12'), Red-berried Elder (8-12') and Nannyberry (15-20').

Added: Michigan Holly – dwarf varieties. Using next to amphitheater stage.

Erosion control blanket: Installed with native seed from Cardno (see attached).



SEED MIX WITH SLOPE STABILIZATION: ELEV. 619 AND ABOVE

<u>SPECIES</u>	<u>COMMON NAME</u>	<u>RATE (LBS/AC.)</u>
BOUTELOUA CURTIPENDULA	SIDE OATS GRAMMA	5.000
CAREX BICKNELLII	BICKNELLS SEDGE	0.125
CAREX BREVIOR	SHORTER SEDGE	0.250
ELYMUS VIRGINICUS	VIRGINIA WILD RYE	2.000
SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	4.000
ALLIUM CERNUUM	NODDING ONION	0.125
AMORPHA CANESCENS	LEADPLANT	0.125
ANEMONE CYLINDRICA	THIMBLEWEED	0.063
ASCLEPIAS TUBEROSA	BUTTERFLY WEED	0.063
ASCLEPIAS VERTICILLATA	WHORLED MILKWEED	0.063
ASTRAGALUS CANADENSIS	CANADA MILKVETCH	0.031
CHAMAECRISTA FASCICULATA	PARTRIDGE PEA	0.500
COREOPSIS LANCEOLATA	LANCELEAF COREOPSIS	0.500
COREOPSIS PALMATA	PRAIRIE COREOPSIS	0.015
ECHINACREA PURPUREA	PURPLE CONEFLOWER	0.500
ERAGRIS RUCCIFOLIUM	RATTLESNAKE MASTER	0.125
EUTHAMIA GRAMINIFOLIA	GRASSLEAF GOLDENROD	0.015
EUTHAMIA GYMNOSPERMOIDES	VISCID GRASSLEAF GOLDEN	0.031
HELIOPSIS HELIANTHOIDES	EARLY SUNFLOWER	0.063
LESPEDEZA CAPTATA	ROUNDHEAD BUSHCLOVER	0.031
LIATRIS ASPERA	BUTTON BLAZING STAR	0.015
OLIGONEURON RIGIDUM	STIFF GOLDENROD	0.125
PARTHENIUM INTEGRIFOLIUM	WILD GUMME	0.125
PENSTEMON DIGITALIS	FOXGLOVE BEARDTONGUE	0.125
PHYCHANTHEMUM TENUIFOLIUM	SLENDER MOUNTAIN MINT	0.031
RUDBECKIA HIRTIA	BLACKEYED SUSAN	0.500
RUDBECKIA SUTOMENTOSA	SWEET CONEFLOWER	0.015
SENNA MARILANDICA	MARYLAND SENNA	0.063
SILPHIUM INTEGRIFOLIUM	ROSMARINE	0.125
SOLIDAGO NEMORALIS	OLDFIELD GOLDENROD	0.046
SYMPHYOTRICHUM LARVE	SMOOTH ASTER	0.063
SYMPHYOTRICHUM NOVA-ANGIAE	NEW ENGLAND ASTER	0.063
TRADESCANTIA OHIENSIS	OHIO SPIDERWORT	0.063
VERBENA STRICTA	HOARY VERVAIN	0.125
ZIZIA AUREA	GOLDEN ALEXANDER	0.063

SEED MIX WITH SLOPE STABILIZATION: ELEV. 612-619

<u>SPECIES</u>	<u>COMMON NAME</u>	<u>RATE (LBS/AC.)</u>
ANDROPOGON GERARDII	BIG BLUESTEM	5.000
BOUTELOUA CURTIPENDULA	SIDE OATS GRAMMA	5.000
CAREX VULPINODEA	FOX SEDGE	0.500
ELEOCHARIS POLISTROS MAJOR	GREAT SPKERRUSH	0.125
ELYMUS CANADENSIS	CANADA WILD RYE	8.000
ELYMUS VILLOSIUS	SILKY WILD RYE	4.000
ELYMUS VIRGINICUS	VIRGINIA WILD RYE	8.000
GLYCERIA STRATA	FOWL MANNA GRASS	1.000
JUNCUS DUDLEYI	DUDLEY'S RUSH	0.125
LEETERN OXYDODES	ROSE CUT GRASS	1.000
PANICUM VIRGATUM	PRAIRIE SWITCH GRASS	1.000
SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	5.000
SCHIZONEPTECTUS TABERNAMONTARI	GREAT BLURUSH	0.125
SORGHASTRUM NUTANS	INDIAN GRASS	18.000
SPARTINA PECTINATA	PRAIRIE CORD GRASS	0.500
ALLIUM SUBCORDATUM	COMMON WATER PLANTAIN	0.250
HELENUM AUTUMNALE	SNEEZEWEED	0.125
SYMPHYOTRICHUM NOVAE-ANGIAE	NEW ENGLAND ASTER	0.125
SYMPHYOTRICHUM PILLOSUM	FROST ASTER	0.125
AGROSTIS QUINQUEFIDA	RED TOP GRASS	1.000
AVENA SATIVA	OATS	20.000
LOLIUM MULTIFLORUM	ITALIAN RYE	5.000

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: January 14, 2019

HAND CHECKS

#101	#	47633, 47634, 47635, 47638, 47639, 47642-47651, 47662-47686	\$	70,644.01
#205	#	47633, 47634, 47640, 47643, 47646, 47647, 47648, 47662, 47663, 47667, 47668	\$	69,734.80
#208	#	47636	\$	12,413.62
#211	#	47636	\$	90,181.26
#213	#	47636	\$	13,995.74
#214	#	47632, 47634, 47636, 47641, 47643, 47647, 47648, 47662-47674, 47686	\$	8,749.76
#248	#			
#249	#			
#401	#	47637	\$	84,292.64
#590	#	47631, 47643, 47647, 47648, 47649, 47659-47662, 47667	\$	5,622.82
#591	#	47631, 47643, 47647, 47648, 47649, 47659-47662, 47667	\$	1,721.83
#592	#	47631, 47643, 47647, 47648, 47649, 47659-47662, 47667	\$	794.91
#701	#			

TOTAL ALL HAND CHECKS **\$ 358,151.39**

WARRANTS

#101	GENERAL FUND	\$	35,860.23
#205	PUBLIC SAFETY FUND	\$	62,259.69
#208	PARK FUND		
#211	TOWNSHIP TRAILS	\$	2,230.25
#213	PARKS & OPEN SPACE		
#214	PARKS & RECREATION	\$	2,955.04
#248	DDA FUND	\$	1,210.00
#301	ENVISION ADA		
#401	CAPITAL PROJECT	\$	6,633.33
#590	SEWER OPERATION FUND	\$	109,609.48
#591	WATER OPERATION FUND	\$	144,196.00
#592	GRAND VALLEY ESTATES FUND	\$	1,893.88
#701	ESCROW ACCT		
	TOTAL WARRANTS	\$	366,847.90

TOTAL ALL CHECKS & WARRANTS **\$ 724,999.29**

Vendor Name	Description	Amount	Check #	Check Date
1. .ADA TOWNSHIP	UTILITIES	99.68		
2. .CITY GR DEVELOPMENT CENTER STE#300	WATER/SEWER CONNECTION FEE	6,050.00		
3. .CONSUMERS ENERGY	ELECTRIC SERVICES-5824 KNAPP ST	44.00	47659	12/28/2018
	ELECTRIC SERVICES-5554 ADA	70.76	47659	12/28/2018
	ELECTRIC SERVICES-4861 ADA DR	404.22	47659	12/28/2018
	ELECTRIC SERVICES-801 PATTERSON	30.93	47659	12/28/2018
	ELECTRIC SERVICES-7852 THORNAPPLE CLUB DR	127.02	47659	12/28/2018
	ELECTRIC SERVICES-6245 FULTON EAST	158.69	47659	12/28/2018
	ELECTRIC SERVICES-290 SPAULDING	401.52	47659	12/28/2018
	ELECTRIC SERVICES-5200 CASCADE	179.39	47659	12/28/2018
	ELECTRIC SERVICES-5465 HALL ST	205.00	47659	12/28/2018
	ELECTRIC SERVICES-7380 EAST FULTON	3,013.75	47659	12/28/2018
	ELECTRIC SERVICES-5458 GRAND VALLEY CT	246.36	47659	12/28/2018
	TOTAL	4,881.64		
4. .DTE ENERGY	GAS SERVICES-5465 HALL ST	35.87	47631	12/12/2018
	GAS SERVICES-7380 E FULTON	318.64	47631	12/12/2018
	GAS SERVICES-4861 ADA DR	150.15	47631	12/12/2018
	GAS SERVICES-5458 GRAND VALLEY CT	83.53	47631	12/12/2018
	GAS SERVICES-5465 HALL ST	35.87		
	GAS SERVICES-5458 GRAND VALLEY	98.90		
	GAS SERVICES-4861 ADA DR	175.78		
	TOTAL	898.74		
5. .EJ USA, INC	SUPPLIES	125.70		
6. .ETNA SUPPLY COMPANY DBA	SENSUS 5000 SERIES HHD BATTERY	227.64		
	METER & MXU FOR STOCK QUOTE#S102896410	25,259.00		
	TOTAL	25,486.64		
7. .FIRE PROS INC	FIRE EXTINGUISHER PORTABLE INSPECTION AT 7380 E FU	132.50		
8. .GODWIN PLUMBING, INC.	SUPPLIES	49.25		
9. .GRAND RAPIDS CITY TREASURER	W/S USAGE & SERVICE CHARGE	183,035.89		
10. .INSIGNIA HOMES	REFUND W/S PERMIT FOR 7088 & 7090 ADA DEPOT DUE TO	3,694.00		

Vendor Name	Description	Amount	Check #	Check Date
11. .KENT COMMUNICATIONS, INC	PROCESS & MAIL WATER BILLS	226.86		
	UTILITY POSTAGE & PROCESS MAIL WATER BILLS	835.03	47660	12/28/2018
	ESTIMATED UTILTY POSTAGE	440.00	47660	12/28/2018
	TOTAL	1,501.89		
12. .LEE'S TRENCHING SERVICE	REPAIR WATER MAIN ADaway DR & SCARBOROUGH	8,897.93		
13. .MICHIGAN CAT	SERVICE AT 5458 GRAND VALLEY CT	293.68		
14. .MISS DIG SYSTEM, INC	MISS DIG 811 ANNUAL MEMBERSHIP FEE-2019	1,271.73		
15. .PREIN & NEWHOF, P.C.	TEST WATER SAMPLE	165.00		
	TEST WATER SAMPLE	250.00		
	TOTAL	415.00		
16. .RYANS MODERN SEWER CLEANING	CONTRACT SERVICE NOV-2018	16,200.00		
	5611 ADA DR HYDRANT	285.00		
	POWER OUTAGE CASCADE LIFT STATION	665.00		
	WATER MAIN BREAK ADA WAY & SCARBOROUGH	7,196.25		
	TOTAL	24,346.25		
17. .UTILITY SUPPLY OF AMERICA INC DB	SUPPLIES	81.43		
18. .VERIZON WIRELESS	SCADA LINE SERVICES	42.30	47661	12/28/2018
	SCADA LINE SERVICES	269.79	47661	12/28/2018
	TOTAL	312.09		
19. .WIN-911 SOFTWARE	SCADA SOFTWARE SUPPORT ANNUAL RENEWAL	495.00		
	MILEAGE EXPENSE NOV-2018	125.35		
	TOTAL	620.35		
20. .WOOD RENEE	MILEAGE EXPENSE DEC-2018	94.83		
21. ACCIDENT FUND OF MICHIGAN	INSTALLMENT- JAN 2018	2,410.40	47662	12/28/2018
22. ADA HISTORICAL SOCIETY	COMCAST	84.90		
23. AFLAC	EMPLOYEE PREMIUMS	383.08		

Vendor Name	Description	Amount	Check #	Check Date
24. ASSOC OF PUBLIC TREASURERS OF US &	MEMBERSHIP DUES	100.00	47650	12/21/2018
25. BATTERIES PLUS BULBS	BATTERY-MEDIC 8	122.95		
	ADA PARK GARAGE LIGHTS	37.90		
	TOTAL	160.85		
26. BAZEN ELECTRIC	STREETLIGHT RECEPTACLE REPAIRS	1,073.48		
27. BESTROM SERVICES, INC	COFFEE SERVICES-FIRE	43.95		
	COFFEE SERVICES-TWP HALL	2.00		
	COFFEE SERVICES-TWP HALL	46.35		
	TOTAL	92.30		
28. C & J LIGHTING	STREETLIGHTS BULBS	192.00		
29. CNA SURETY	MI BLANKET NOTARY ERRORS & OMISSIONS POLICY	60.00		
30. COMCAST	INTERNET-ROSELLE PARK	134.90	47632	12/12/2018

Vendor Name	Description	Amount	Check #	Check Date
31. CONSUMERS ENERGY				
	ELECTRIC SERVICES-SIRENS	38.82	47633	12/12/2018
	ELECTRIC SERVICES-SIRENS	34.05	47633	12/12/2018
	ELECTRIC SERVICES-STREET LIGHTS	4,573.91	47633	12/12/2018
	ELECTRIC SERVICES-LEONARD FLD	24.22	47663	12/28/2018
	ELECTRIC SERVICES-FIRE #2	133.34	47663	12/28/2018
	ELECTRIC SERVICES-FINDLAY CEMETERY	24.22	47663	12/28/2018
	ELECTRIC SERVICES-COVERED BRIDGE	145.37	47663	12/28/2018
	ELECTRIC SERVICES-ROSELLE PARK	218.63	47663	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, M-21 BRIDGE	41.66	47663	12/28/2018
	ELECTRIC SERVICES-ROSELLE PARK	92.62	47663	12/28/2018
	ELECTRIC SERVICES-LEONARD FLD	60.43	47663	12/28/2018
	ELECTRIC SERVICES-TOWNSHIP HALL	540.06	47663	12/28/2018
	ELECTRIC SERVICES-MUSEUM	204.53	47663	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, BRONSON	107.08	47663	12/28/2018
	ELECTRIC SERVICES-FIRE #1	473.51	47663	12/28/2018
	ELECTRIC SERVICES-ADA PARK	50.35	47663	12/28/2018
	ELECTRIC SERVICES-ADA PARK	252.71	47663	12/28/2018
	ELECTRIC SERVICES-STORAGE BLDG	25.76	47663	12/28/2018
	ELECTRIC SERVICES-SETTLERS GROVE PARK	114.70	47664	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, HEADLEY	262.87	47664	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, HEADLEY 2	230.79	47664	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, BRONSON 2	111.83	47664	12/28/2018
	ELECTRIC SERVICES-STREET LIGHTS, THORNAPPLE RIVER	203.32	47664	12/28/2018
	ELECTRIC SERVICES-SIRENS	34.68		
	ELECTRIC SERVICES-SIRENS	43.17		
	ELECTRIC SERVICES-TRAFFIC LIGHTS	4,584.70		
	TOTAL	12,627.33		
32. CONSUMERS LIFE INSURANCE COMPANY				
	LIFE INSURANCE COVERAGE - JAN 2019	385.99	47665	12/28/2018
33. CONTINENTAL LINEN SERVICE				
	LINEN/RUG SERVICES-FIRE	104.27		
	LINEN/RUG SERVICES-TWP HALL	127.75		
	LINEN/RUG SERVICES-FIRE	104.27		
	TOTAL	336.29		
34. CRYSTAL CARPET CARE, INC				
	CARPET CLEANING STATION ONE	324.40		
35. CRYSTAL FLASH				
	PROPANE - ADA PARK	450.72	47641	12/14/2018
36. CUSTODIAL HOUSEKEEPING STAFFING, IN				
	JANITORIAL SERVICES-DEC	800.00		

Vendor Name	Description	Amount	Check #	Check Date
37. DELTA DENTAL	DENTAL PREMIUMS-PREPAID	1,917.20	47666	12/28/2018
38. DERTZ, STEPHEN & JANET	UB REFUND FOR ACCOUNT: STON-005780-03	49.11		
39. DIMENSION GRAPHICS, INC	NAME PLATE	17.75		
40. DIRT CHEAP EXCAVATING & LANDSCAPING	CEMETERY SERVICES - OPEN CLOSE	605.00	47642	12/14/2018
	CEMETERY SERVICES-OPEN/CLOSE	525.00		
	TOTAL	1,130.00		
41. DTE ENERGY	GAS SERVICES-ROSELLE PARK	139.96	47634	12/12/2018
	GAS SERVICES-LEONARD FLD	134.79	47634	12/12/2018
	GAS SERVICES-TOWNSHIP HALL	450.62	47634	12/12/2018
	GAS SERVICES-MUSEUM	224.36	47634	12/12/2018
	GAS SERVICES-ADA PARK	82.25	47634	12/12/2018
	GAS SERVICES-FIRE #2	323.13	47634	12/12/2018
	GAS SERVICES-FIRE #1	398.09	47634	12/12/2018
	GAS SERVICES-FIRE #2	395.52		
	GAS SERVICES-ROSELLE PARK	177.36		
	GAS SERVICES-FIRE #1	425.63		
	GAS SERVICES-LEONARD FLD	150.80		
	GAS SERVICES-TOWNSHIP HALL	514.69		
	GAS SERVICES-MUSEUM	225.73		
	GAS SERVICES-ADA PARK	89.94		
	TOTAL	3,732.87		
42. EAST BELTLINE TOWING & SERVIC	MOVE SOLAR BATH-ROSELLE PARK	250.00		
43. ELECTION SOURCE	ELECTION SERVICE FEES	900.00		
44. FIRE PROS INC	FIRE EXTINGUISHER INSPECTION & SERVICE	187.45		
	FIRE EXTINGUISHER INSPECTION AND SERVICE	305.60		
	FIRE EXTINGUISHER INSPECTION AND SERVICE	110.00		
	TOTAL	603.05		
45. FIRST COMMUNICATIONS	TELEPHONE SERVICES	343.31	47667	12/28/2018
	TELEPHONE SERVICES	343.38		
	TOTAL	686.69		

Vendor Name	Description	Amount	Check #	Check Date
46. GALL'S LLC	UNIFORMS-DEWEY	69.99	47668	12/28/2018
47. GILSON	2018 WINTER ADAVIEW	2,490.06		
	2018 SPRING ADAVIEW	762.90		
	TOWNSHIP ENVELOPES	239.56		
	TOTAL	3,492.52		
48. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	1,189.93	47643	12/14/2018
49. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE #1	117.00		
	PEST CONTROL-MUSEUM	110.00		
	TOTAL	227.00		
50. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION-NOV 2018	1,683.00	47644	12/14/2018
51. HUB INTERNATIONAL MIDWEST EAST	PREMIUM INCREASE-MUSEUM ADDITION	68.00	47669	12/28/2018
52. INTEGRITY BUSINESS SOLUTION	SUPPLIES-GEB DEPT	141.48		
	SUPPLIES-ASSESSING, TREAS, GEN DEPT	120.12		
	OFFICE PAPER	111.72		
	SUPPLIES-GEN AND FIRE DEPT	43.38		
	TOTAL	416.70		
53. INTREPID WEB LLC	ANNUAL MANAGED HOSTING	600.00		
54. JKB & ASSOCIATES, INC	AVERILL HISTORICAL MUSEUM	29,952.05	47635	12/12/2018
55. JONES LAND LASALLE AMERICAS, INC	LIBRARY & COMMUNITY CENTER	6,033.33		
56. JORDAN INTERCOASTAL	TRAIL CONSTRUCTION & REPAIRS	121,702.11	47636	12/12/2018
57. JOSEPH, MOLLY	UB REFUND FOR ACCOUNT: VILL-000519-04	83.34		
58. KATERBERG-VERHAGE, INC	SETTLERS GROVE PARK-APPLICATION 11	53,345.24	47637	12/12/2018
	SETTLERS GROVE PARK-APPLICATION 12	30,947.40	47637	12/12/2018
	TOTAL	84,292.64		

Vendor Name	Description	Amount	Check #	Check Date
59. KBP COMMUNICATIONS, LLC				
	SOCIAL MEDIA MANAGEMENT AND COPY DEVELOPMENT	800.00		
	SOCIAL MEDIA MANAGEMENT AND COPY DEVELOPMENT	720.00		
	TOTAL	1,520.00		
60. KENT COMMUNICATIONS, INC				
	ADAVIEW - WINTER 2018	1,861.13	47645	12/14/2018
	POSTAGE - PERSONAL PROPERTY	2,247.06	47638	12/12/2018
	TOTAL	4,108.19		
61. KENT COUNTY TREASURER				
	TOWNSHIP LAW-OCTOBER	32,514.84		
	TOWNSHIP LAW-NOV	26,850.06		
	TOTAL	59,364.90		
62. KUBOTA				
	REAR PLOW BLADE FOR KUBOTA TRACTOR RB2684 84", 17	1,200.00		
63. LEPARD, MARGARET				
	MILEAGE REIMBURSEMENTS FOR PARK GATES OP	136.25	47670	12/28/2018
	MILEAGE REIMBURSEMENTS FOR PARK GATES OP	152.60		
	TOTAL	288.85		
64. MID MICHIGAN ASSOC OF ASSESSING OFF				
	CONTINUING EDUCATION-STEPHANIE	40.00		
	CONTINUSING EDUCATION-MEGAN	40.00		
	2019 MEMBERSHIP- MEGAN	20.00		
	2019 MEMEBERSHIP-STEPHANIE	20.00		
	TOTAL	120.00		
65. MILLER, JOHNSON, SNELL, & CUMM				
	GENERAL MATTERS	1,283.85		
	EMPLOYMENT	1,417.50		
	ZONING AND PLANNING MATTERS	202.50		
	MTT-OPGERICHT 1952-LLC	877.50		
	TOTAL	3,781.35		
66. MLIVE MEDIA GROUP				
	ADS-AFFIDAVITS, SYNOPSIS, EMPLOYMENT	2,030.26		
67. MTA				
	CONTINUING EDUCATION-TOWNSHIP FINANCES	145.00		

Vendor Name	Description	Amount	Check #	Check Date
68. NAPA	HEADLIGHTS, ENGINE #12	21.98	47646	12/14/2018
	HEADLIGHTS, ENGINE #7	29.99	47646	12/14/2018
	TOTAL	51.97		
69. OAKWOLD INC	MEETING LUNCH	79.75	47671	12/28/2018
	MEETING LUNCH	50.75	47671	12/28/2018
	TOTAL	130.50		
70. ORKIN PEST CONTROL	PEST CONTROL-PARKS	154.31		
71. PLUMMER'S DISPOSAL SERVICE	HANDICAP RESTROOM-ROSELLE PARK	88.00		
	HANDICAP RESTROOM-ROSELLE PARK	88.00		
	TOTAL	176.00		
72. PRINTING SYSTEMS, INC	2018 TAX FORMS	157.81	47672	12/28/2018
73. PRIORITY HEALTH	HEALTH PREMIUMS/CLAIMS TAX	20,253.67	47673	12/28/2018
74. PROMOTIONAL ADV. GROUP, INC	UNIFORM-DEWEY	20.00		
75. REPUBLIC SERVICES	TRASH SERVICES ADA/CASCADE CLEAN UP DAY	10,661.90		
	TRASH SERVICES	509.23	47674	12/28/2018
	TOTAL	11,171.13		
76. RHD TIRE CO.	TIRES MEDIC 9	760.00		
77. ROCKFORD ADVERTISING	ADVERTISEMENT - TOWNSHIP TRAILS	375.25		
78. ROMENCE, JACK L	UB REFUND FOR ACCOUNT: HALL-005752-02	5.08		
79. RYAN'S MODERN SEWER CLEANING I	ROSELLE PARK MONTHLY INSPECTION-ROSELLE PARK	200.00		
80. SECANT TECHNOLOGIES	ENDPOINT PROTECTION	1,260.22	47647	12/14/2018
81. SHRED-IT GRAND RAPIDS	SHREDDING SERVICES - COMMUNITY CLEAN UP	2,419.41		

Vendor Name	Description	Amount	Check #	Check Date
82. SPARTAN STORES, LLC	ELECTION REFRESHMENTS (APPLES)	35.92	47675	12/28/2018
	FIRE INTERVIEW REFRESHMENTS	16.48		
	TOTAL	52.40		
83. STATE OF MICHIGAN	2019 MIDEAL SERVICES	180.00	47676	12/28/2018
84. SUPPLY GEEKS	SUPPLIES-ASSESSING	12.39		
	SUPPLIES-ASSESSING STAMP	65.45		
	SUPPLIES-ASSESSING AND GEN DEPT	53.26		
	SUPPLIES-TREASURER STAMP	202.50		
	SUPPLIES-GEN DEPT	73.53		
	TOTAL	407.13		
85. TEMPLETON, MICHAEL D	UB REFUND FOR ACCOUNT: JACA-001022-05	166.46		
86. THOMET CUSTOM CONSTRUCTION	FIRE STATION #1 BARRACKS	66,742.00	47640	12/12/2018
87. UNDER-PRESSURE STEAM & CLEAN LLC	PRESSURE WASH-TRAIL BRIDGES	1,855.00		
88. UNUM	LONG TERM DISABILITY PREMIUM-JAN 2019	563.95	47677	12/28/2018
89. VANHOOSE, MEGAN	STANDING DESK WORKSTATION-ASSESSING DEPT	148.39		
90. VEENSTRA'S LLC	ESCAPE SERVICING	33.20		
91. VERIZON WIRELESS	TELEPHONE/TABLET SERVICES	466.23	47648	12/14/2018
92. VIRGINIA MAC ANASPIE	MARKET MASTER-DEC	150.00		
93. VISION SERVICE PLAN	EMPLOYEE VISION PREMIUM-JAN	404.69	47678	12/28/2018
94. WOODS LANDSCAPING	COMMUNITY CHURCH-SNOW REMOVAL	286.00		
	SHOVELING SERVICES	1,290.00		
	TOTAL	1,576.00		
95. XEROX CORPORATION	COPY MACHINE LEASE	555.70	47649	12/14/2018
	COPY MACHINE LEASE	472.17		
	TOTAL	1,027.87		

01/09/2019 01:57 PM

User: cassie

DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

POST DATES 12/05/2018 - 01/14/2019

JOURNALIZED OPEN AND PAID

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 10/10

Vendor Name	Description	Amount	Check #	Check Date
96. YELLOW PAGE CO.	LISTING SERVICES	14.04		
<hr/>				
PURCHASE CARD VENDOR: 1003 FIRST BANK				
<hr/>				
97. 1 & 1 INTERNET, INC	INTERNET SERVICES	21.57	47686	01/08/2019
	INTERNET SERVICES	68.13	47686	01/08/2019
	TOTAL	<hr/> 89.70		
98. CONSTANT CONTACT	WEB SERVICES	70.00	47686	01/08/2019
99. HOME DEPOT CREDIT SERVICES	FIRE HOUSE SUPPLIES	59.96	47686	01/08/2019
	FIRE HOUSE SUPPLIES	69.43	47686	01/08/2019
	FIRE HOUSE SUPPLIES	59.96	47686	01/08/2019
	TOTAL	<hr/> 189.35		
100 SCHULER BOOKS	PROGRAM SUPPLIES-PARKS	85.60	47686	01/08/2019
101 WILL-BURT	SUPPLIES-FIRE	80.24	47686	01/08/2019
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		<hr/> 514.89		
TOTAL - ALL VENDORS		724,999.29		



MEMORANDUM

Date: 1/9/19

TO: Ada Township Board; Ada Township DDA Board
FROM: Jim Ferro, Planning Director
RE: Additional Funding Proposal for Envision Ada Projects

Subsequent to the December 10 Township Board meeting, at which a conceptual plan for the Library/Community Center building on the north side of Headley St. and associated cost estimates were reviewed by the Board, efforts have been made to identify additional Township resources that can be allocated to the project, as well as additional funding commitments from the philanthropic community. The information presented herein includes a summary of the original plan for funding of all of the Envision Ada public amenity projects developed in 2017, as well as the current status of project costs and a proposed plan for additional funding. DDA Board and Township Board concurrence with the proposed plan for additional funding is requested.

2017 Funding Plan:

Attached is the proposed funding plan that was presented to the DDA Board and Township Board in August, 2017, when the agreement between the DDA and the Township Board for allocation of debt service on the \$7 million in capital improvements bonds was approved by both bodies. At that time, the plan indicated a shortfall in funding of \$971,000, based on rough estimates of the cost of the Library/Community Center, and a planned capital campaign of only \$4.4 million. It was anticipated the funding shortfall would be met by reducing the cost of the Library/Community Center. Subsequently, the capital campaign goal was increased to \$7 million.

2018 Funding Plan:

Also attached is an update of the funding plan dated 1/9/19, with changes from the 2017 plan noted. The capital campaign has raised a total of \$7,096,980. Of this total, \$6.996 million can be applied to the project capital cost, with \$101,000 reserved for maintenance and upkeep of the amphitheater in the riverfront park. Approximately \$3.125 million in donations have been received to date, with payments pledged in future years totaling almost \$4 million.

While the Ada Drive project costs were slightly less than the \$3.0 million 2017 estimate, the current estimate for the riverfront park is higher by \$119,000, due largely to the planned enhancement of the amphitheater. In addition, capital campaign administrative costs of approximately \$90,000 have been incurred, which were not taken into consideration in the original funding analysis. Taking into consideration these adjustments to funding sources and project costs, there is currently a total of \$8,522,978 available for the Library/Community Building project.

Current Cost Estimates for Library/Community Center:

At the December Board meeting, cost estimates prepared by Scott Rantala for 3 different building options for the site on the north side of Headley Street were presented and reviewed by the Board (Options A,B and C), for building sizes ranging from 24,000 square feet to 28,800 square feet. The estimated cost for these options ranged from \$11.17 million to \$12.74 million.

Based on the current funding available for the project, there is a need for an additional \$2.65 to \$4.21 million in order to complete the project under the 3 building size scenarios reviewed in December.

Addressing the Funding Need:

The gap between funds available and project costs can be addressed reductions in project cost and/or identifying additional funding sources.

The following are elements of project cost that could be candidates for achieving cost reductions, aside from reducing building size:

- reducing the volume of fill needed and the need for underground storm water detention by re-locating the proposed 60 on-site parking spaces to a location other than the surface detention area.
- reducing building envelope costs and HVAC system costs by eliminating the building's center courtyard, and substituting an outdoor plaza/program space enclosed by a short wall.

On the project funding side, discussions with major donors have resulted in the following proposal for additional Township funds from "cash on hand," to be matched by additional charitable donations:

Township General Fund cash on hand:	\$ 300,000
Use of "placeholder" parking funds for estimated cost of 60-space parking area:	\$ 240,000
Use of an additional \$300,000 of funds allocated for public parking for the building project	\$ 300,000
Total additional Township funds:	\$ 840,000
Additional private donations pledged:	\$1,200,000
Total additional funding:	\$2,040,000

If approved by the DDA Board and Township Board, this additional funding package will reduce the gap between project costs and funding sources to \$607,300 to \$2.2 million, depending on the size of the building. Reductions in project cost can be achieved from the ideas suggested above. Additional charitable contributions to the project from "in kind" donations of furnishings that have not yet been included in the capital campaign total are also likely to be received that will also help achieve our budget.

With respect to use for the Library/Community Center project of a portion of the \$1 million in funding that has been designated for future public parking improvements, I believe this re-allocation of funds is justified, for the following reasons:

1. When the designation of \$1 million for public parking was suggested by the DDA Board in 2017, there was no long-term agreement in place with The Community church for use of their 80-space parking area by the public. Since the Township entered into the long-term agreement in April, 2018, the Township General Fund has been incurring the annual lease costs of \$25,000 per year, subject to a 3% increase per year. If the entire 35 years of the lease is exercised by the Township, the Township will have made payments of totaling \$1.04 million.

2. The project scope for the civic building on the north side of Headley St., includes a 60-space parking area, with an estimated cost of \$240,000, not including the cost of needed fill. This added parking was not included in the project scope for the Headley St. south site. Use of the future public parking allocation for the costs of this addition to the Village public parking supply is an appropriate use of those funds.

Regarding the allocation of an additional \$300,000 from the Township General Fund to the project, attached are future revenue, expenditure and fund balance projections prepared for the annual Capital Improvements Plan update. These projections indicate the continued maintenance of a healthy fund balance in the General Fund over the 6-year timeframe of the projections.

Recommended Action:

The DDA Board and Township Board are requested to approve a revised project funding budget for the Library/Community Center building of \$10,563,000, based on the proposed additional General Fund contribution of \$300,000 in "cash on hand," reduction in the amount of funding set aside for future parking from \$1 million to \$460,000 and confirmed additional capital campaign contribution pledges of \$1.2 million.

8/10/17

OVERVIEW OF ENVISION ADA PUBLIC PROJECT COSTS AND FUNDING SOURCES**ACTUAL AND ESTIMATED PROJECT COSTS**

Completed and Proposed Projects	Cost
Headley St. Water/Sewer (Actual)	\$ 619,057
River St./Settlers Street Water/Sewer (Bid Prices)	\$ 469,800
Ada Drive Reconstruction (Estimate)	\$ 3,000,000
Bronson St Parking Expansion (Bid price)	\$ 212,000
Future Public Parking Expansion (lump sum allocation)	\$ 1,000,000
Headley St. Commons w Community Bldg/Library/3-Season Pavilion (based on concept plan)	\$ 7,100,000
Settlers Grove Riverfront Park (Bid price)	\$ 1,646,641
Total Project Cost:	\$ 14,047,498

PROJECTED FUNDING SOURCES

Funding Sources	Amount
Capital Improvements Bonds:	\$ 7,000,000
DDA Fund, Cash on Hand:	\$ 375,000
General Fund, Cash on Hand:	\$ 500,000
Geld, LLC Share of Ada Drive Project	\$ 800,829
Capital Campaign	\$ 4,400,000
Total Funding Sources:	\$ 13,075,829

**SOURCES OF REPAYMENT
FOR \$7 MILLION CAPITAL IMPROVEMENTS BONDS**

	Amount	% of Total
General Fund	\$ 1,375,000	19.64%
Water Fund	\$ 439,186	6.27%
Sewer Fund	\$ 795,814	11.37%
DDA Millage	\$ 2,840,000	40.57%
DDA Tax Increment Revenues	\$ 1,000,000	14.29%
Parks, Recreation and Land Preservation Fund	\$ 550,000	7.86%
Total:	\$ 7,000,000	100.00%

Funding Shortfall: \$ 971,669

ENVISION ADA PROJECT COSTS AND FUNDING SOURCES

Funding Sources to Date	Amount	Change from 2017 Plan
Capital Improvements Bonds	\$7,000,000	-
DDA Fund, Cash on Hand	\$375,000	-
General Fund, Cash on Hand	\$500,000	-
Geld, LLC Share of Ada Drive Project	\$800,829	-
Capital Campaign	\$6,996,000	\$2,596,000
Total Funding Sources to Date	\$15,671,829	\$2,596,000
Project Costs, Excl. Library/Community Center		
Headley St. Public Water and Sewer (Actual)	\$619,057	-
Ada Drive Re-Construction (Actual)	\$2,992,318	-\$7,682
Bronson Street Parking Expansion	\$212,000	-
River St./Settlers Street Public Water and Sewer (Actual)	\$469,800	-
Funding Allocation for Future Public Parking (Placeholder)	\$1,000,000	-
Riverfront Park (Estimated)	\$1,765,677	\$119,036
Capital Campaign Expenses (projected, through 3/31/19)	\$90,000	\$90,000
Total Project Costs, excl. Library/Community Center	\$7,148,852	\$201,354
Funding Available for Library/Community Center	\$8,522,978	\$2,394,647

01/09/19

ADDITIONAL FUNDING NEEDED

Building Size Option	Estimated Cost	Additional Funding Need
Option A - 28,800 SF Bldg, incl. 2,800 SF Multipurpose Room	\$12,735,959	\$4,212,982
Option B - 26,000 SF Bldg, excl. 2,800 SF Multipurpose Room	\$11,822,648	\$3,299,671
Option C - 24,000 SF Bldg, no Multipurpose Room	\$11,170,283	\$2,647,306

01/09/19

**PROPOSED ADDITIONAL FUNDING SOURCES
FOR LIBRARY/COMMUNITY CENTER**

Township General Fund Cash on Hand	\$300,000
Use of parking allocation for 60-space parking lot	\$240,000
Reduction in public parking allocation by additional \$300K	\$300,000
Additional Private donations	\$1,200,000
Total Additional Funding Sources	\$2,040,000
Current Funding Available	\$8,522,978
Revised Funding Available for Library/Community Center	\$10,562,978

COST REDUCTION NEEDED TO MATCH AVAILABLE FUNDS

Building Size Option	Estimated Cost	Cost Reduction Needed
Option A - 28,800 SF Bldg, incl. 2,800 SF Multipurpose Room	\$12,735,959	\$2,172,982
Option B - 26,000 SF Bldg, excl. 2,800 SF Multipurpose Room	\$11,822,648	\$1,259,671
Option C - 24,000 SF Bldg, no Multipurpose Room	\$11,170,283	\$607,306

TABLE 11
GENERAL FUND - 101
PROJECTED REVENUES/EXPENDITURES - 2018-19 THROUGH 2024-25

REVENUES	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Property taxes	\$838,781	\$854,852	\$871,949	\$889,388	\$907,176	\$925,319	\$943,826
Local Govt. Stabilization Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Licenses and permits	\$287,000	\$291,305	\$295,675	\$300,110	\$304,611	\$309,181	\$313,818
Grants/revenue sharing	\$1,166,117	\$1,132,859	\$1,149,852	\$1,167,099	\$1,184,606	\$1,202,375	\$1,220,411
Intergovernmental (DDA Millage share of 2017 bond debt servi	\$132,291	\$193,079	\$194,169	\$193,999	\$193,726	\$196,757	\$196,178
Intergovernmental (DDA TIF share of 2017 bond debt service)	\$46,581	\$67,986	\$68,369	\$68,309	\$68,213	\$69,281	\$69,077
Charges for services	\$88,484	\$89,811	\$91,158	\$92,526	\$93,914	\$95,322	\$96,752
Interest and rentals	\$62,900	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Other, Inc. Donations	\$358,580	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Total Revenues:	\$3,015,734	\$2,789,892	\$2,831,172	\$2,871,431	\$2,912,246	\$2,958,235	\$3,000,062

EXPENDITURES	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Operating Expenditures	\$1,776,507	\$1,812,037	\$1,848,278	\$1,985,243	\$2,024,948	\$2,065,447	\$2,106,756
Capital expenditures	\$1,037,176	\$488,285	\$442,500	\$400,000	\$400,000	\$400,000	\$400,000
Debt Service:							
2017 Bond Series Principal	\$220,000	\$225,000	\$235,000	\$240,000	\$250,000	\$260,000	\$265,000
2016 Bond Series Principal (minus utilities portion)	\$41,250	\$41,250	\$43,542	\$43,542	\$45,833	\$48,125	\$48,125
2011 Bonds Principal	\$15,600	\$18,200	\$18,200	\$18,200	\$20,800	\$20,800	\$20,800
2017 Bonds Interest/Fees	\$131,300	\$126,150	\$121,650	\$114,600	\$107,400	\$99,900	\$92,100
2016 Bonds Interest/Fees (minus utilities portion)	\$24,503	\$22,928	\$22,103	\$21,232	\$20,361	\$19,444	\$18,482
2011 Bonds Interest/Fees	\$9,005	\$8,484	\$7,892	\$7,246	\$6,495	\$5,663	\$4,800
Tax Tribunal Refunds Ordered							
Total expenditures	\$3,255,341	\$2,742,334	\$2,739,165	\$2,830,064	\$2,875,837	\$2,919,379	\$2,956,063

FUND TRANSFERS (IN, -OUT)	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Transfer to Trail Fund	-\$100,000	-\$100,000	-\$100,000				
Transfer to Capital Projects Fund (Library/Community Ctr.)		-\$500,000					
Transfer from PRLP Fund (2017 Bond debt service)	\$56,894	\$67,650	\$71,550	\$69,750	\$72,950	\$71,000	\$69,050
Total net transfers	-\$43,106	-\$532,350	-\$28,450	\$69,750	\$72,950	\$71,000	\$69,050

FUND BALANCE:	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Net change in fund balances:	-\$282,713	-\$484,792	\$63,556	\$111,117	\$109,359	\$109,856	\$113,049
Beginning fund balance:	\$3,575,384	\$3,292,671	\$2,807,879	\$2,871,436	\$2,982,553	\$3,091,912	\$3,201,768
Ending fund balance:	\$3,292,671	\$2,807,879	\$2,871,436	\$2,982,553	\$3,091,912	\$3,201,768	\$3,314,817
Fund balance as % of total expenditures plus transfers out	102.5%	127.1%	105.9%	102.9%	104.9%	107.1%	109.6%

FY 21-22 and beyond operating expenses include additional \$100,000 per year for operation/maintenance costs of Community Center/Library Bldg.

TABLE 17
DDA FUND - 248
PROJECTED REVENUES/EXPENDITURES - 2018-19 THROUGH 2024-25

REVENUES	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Tax increment revenue	\$0	\$21,477	\$23,195	\$25,051	\$27,055	\$29,219	\$31,557
Millage revenue (2 mills)	\$312,373	\$331,681	\$334,998	\$338,348	\$341,731	\$345,149	\$348,600
Local Government Stabilization Fund	\$138,642	\$138,500	\$138,500	\$138,500	\$138,500	\$138,500	\$138,500
Contributions	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Grants/revenue sharing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farmers' Market Vendor Fees	\$7,970	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Farmers' Market Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$3,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total revenues:	\$462,985	\$504,658	\$510,693	\$515,899	\$521,286	\$526,868	\$532,657
EXPENDITURES	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Operating expenditures	\$94,420	\$96,308	\$98,235	\$100,199	\$102,203	\$104,247	\$106,332
Farmers' Market Expenditures			\$0	\$0	\$0	\$0	\$0
Capital expenditures	\$44,921	\$0	\$25,000	\$0	\$0	\$0	\$0
Total expenditures	\$139,341	\$96,308	\$123,235	\$100,199	\$102,203	\$104,247	\$106,332
FUND TRANSFERS (IN, -OUT)	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
To Capital Projects Fund							
to Debt Service Fd.; 2017 Bonds - Millage share	\$132,291	\$193,079	\$194,169	\$193,999	\$193,726	\$196,757	\$196,178
to Debt Service Fd.; 2017 Bonds - TIF share	\$46,581	\$67,986	\$68,369	\$68,309	\$68,213	\$69,281	\$69,077
Total net transfers:	\$178,872	\$261,065	\$262,538	\$262,308	\$261,939	\$266,038	\$265,255
FUND BALANCE	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Net change in fund balances:	\$144,772	\$147,285	\$124,920	\$153,391	\$157,144	\$156,582	\$161,070
Beginning fund balance:	\$379,967	\$524,739	\$672,023	\$796,944	\$950,335	\$1,107,479	\$1,264,061
Ending fund balance:	\$524,739	\$672,023	\$796,944	\$950,335	\$1,107,479	\$1,264,061	\$1,425,131
Fund balance as % of total expenditures and transfers out	164.9%	188.0%	206.6%	262.2%	304.1%	341.4%	383.5%

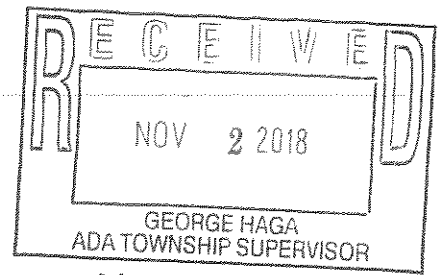


TO: ADA TOWNSHIP BOARD
FROM: TOWNSHIP HISTORICAL COMMITTEE
DATE: JANUARY 7, 2019
SUBJECT: FUNDING REQUEST – ADA HISTORICAL SOCIETY

The Ada Township Historical Committee met to develop a recommendation regarding the attached request for funding Averill Historical Museum of Ada Museum Manager. Funding amount requested for this service to the museum is \$25,000.

Following discussion with representatives of the Ada Historical Society, the Committee makes the following recommendation to the Township Board.

- Authorize expenditure of \$25,000 to the Ada Historical Society to fund Museum Manager as an independent contractor for the Society.
- Request for funding the Museum Manager to be reviewed the Township Board annually.
- To provide the Township an activity report of the Museum Manager quarterly.
- Ada Historical Society to search for a permanent funding source for the Museum Manager and report to the Township annually of progress.



November 2, 2018

Background and Recommendation for the Averill Museum Manager
From the Ada Historical Society to the Ada Township Supervisor

Background

The Averill Historical Museum of Ada was recently expanded to reflect the Ada Historical Society's Strategic Plan, originally prepared in 2010, updated in the summer and fall of 2018, and approved by the Ada Historical Society Board on October 11, 2018. Collections, programming, and community use are expected to increase substantially. The Ada Historical Society Board is a volunteer board. There are currently no paid employees of the Museum.

The present Museum Manager is an independent contractor who for the past two years has received a stipend of \$20,000 per year while working approx. 20hrs per week. This has been funded by an individual donor. The donor-provided stipend ends March 31, 2019. The Museum Manager has been a large factor in helping the Ada Historical Society meets its goals as addressed in the Strategic Plan:

Goal #2 - Engage the community in meaningful and memorable experiences.

Goal #4 - Enhance the Museum's reach, image, and professionalism to make it a compelling organization for the whole community.

The Ada Historical Society appreciates the opportunity to discuss a recommendation to fund the independent contractor through Ada Township, owner of the Museum's buildings and grounds.

Museum Manager

Kristen Wildes, is currently serving in the role of Museum Manager as an independent contractor. Kristen became a volunteer with the Ada Historical Society and Averill Museum in 2007. During 2010-2017, she was paid \$15 an hour by AHS for 10-15 hours a month, while in reality working an average of 10 -15 hours per week. Kristen has shown a degree of dedication to Ada's museum, the preservation of this community's history, as well as an ability to both work with

people and accomplish goals that is impressive and speaks highly of her ability and professionalism.

Kristen has an excellent educational and experiential background for her work. She has a BA from the University of Michigan in American Culture and a Masters in Museum Studies from the University of Delaware. Prior to her volunteer commitment and work with AHS and the Museum, Kristen worked in 1998 for the Hagley Museum in Delaware and for the Delaware Historical Society from 1999-2002. She has a passion for all things historical and for Ada.

Area Comparables

Cascade Historical Society has no independent contractor, no staff.

Lowell Historical Society (being researched) \$20,000

Amway Archivist (being researched)

Davenport University Archivist is compensated \$25,000 annually as an independent contractor.

Aquinas College Archivist is compensated \$25,000 annually as an independent contractor.

Recommendation

It is the recommendation of the Ada Historical Society that to sustain the valued work Kristen Wildes performs as Museum Manager, that she be compensated as an independent contractor with funds from Ada Township at the rate of \$25,000 annually, beginning April 1, 2019. She would continue to report to the Ada Historical Society Board.

MUSEUM MANAGEMENT AGREEMENT

between

Ada Township ("township")
P.O. Box 370
7330 Thornapple River Drive
Ada, Michigan 49301

and

Ada Historical Society ("society"),
a Michigan 501(c)(3) nonprofit corporation
P.O. Box 741
7144 Headley Street
Ada, Michigan 49301
Attention: President

Revised 4/4/12

1. Acknowledged Facts. The township is an historic Michigan township dating back to the early 1800s. The society is dedicated to preserving and educating about the history in order to enhance a shared sense of community and pride in Ada. The township recognizes the historical society's effort to preserve local history.

The township owns buildings, land and real estate improvements located at 7144 Headley Street, Ada, Michigan (the "museum property"). This museum property's use is restricted under the following language in the deed of the museum to Ada Township:

"a. the property described above shall be used solely for museum and related historical purposes;

b. that any museum constructed on the property described above shall be identified as the "Averill Historical Museum of Ada"; and

c. all exterior museum signs shall have letters no greater than one-half the size of the letters in the sign stating "Averill Historical Museum of Ada", subject to applicable ordinances, laws and reasonable safety considerations."

The society is a 501(c)(3) tax-exempt nonprofit corporation formed for educational purposes relating to the history of Ada Township. The township and the society have been cooperating in the museum's operation under a May 1, 1997 agreement. The township and society want to replace that agreement with this agreement. References in this agreement to "museum" (instead of "museum property") mean the business conducted by the society on the museum property.

2. Museum Property Maintenance. The township will maintain the museum property and building additions and other alterations made after the date of this agreement. The township will designate a contact person for the society to use when requesting maintenance. That initial contact person is the township building and grounds coordinator. All society requests for maintenance will go to that contact person and the township supervisor.

3. Museum Management and Operation. The society will manage and operate a museum at the museum property. This operation and management includes:

- a. Providing all personnel necessary to operate the museum
- b. Collecting and displaying artifacts
- c. Maintaining records of society operations
- d. Determining whether to charge for admission and the amount of these rates
- e. Scheduling and conducting programs and events to be held at the museum property or at other locations
- f. Securing funding for all of the above

4. Utilities and Services. The township will pay for utilities and services used in the museum's operation, including but not limited to gas, electric, water, sewer, snow removal, and landscaping maintenance, fire extinguisher inspections, pest control, and security system monitoring and maintenance. Unless agreed otherwise in writing, the township is not responsible for garbage or trash removal, interior janitorial service, telephone, cable or internet.

5. Museum Property Alterations. Alterations to the museum property may be made only with the township's prior consent. For purposes of this agreement, "alterations" mean any changes to the museum property other than maintenance. If buildings or structures covered by township insurance are destroyed by fire or other casualty, the township will reconstruct those damaged improvements to the extent of available replacement value insurance proceeds. Before reconstruction, the township will meet with the society to review the township's proposed reconstruction plans.

6. Grants, Donations, and Other Funding. The parties expect that the society may apply for grants, receive donations, and otherwise seek funding for the museum. The township will cooperate with the society as the society may request. Funding received by the society may be used for the museum as the society determines, subject to the township's consent for alterations as described in section 5. If the township receives donations or other outside funding, it will promptly advise the society and consult with the society on recommended uses for those funds. The township may also at its discretion provide funding for educational activities/lectures/programs/events conducted by the society that will benefit the township community.

7. Reports. Not less than quarterly, the society will submit a financial and management report to the township historical committee (or to the supervisor if no such committee exists) giving information as the township may request on the museum's operation.

8. Insurance. The township will maintain general liability insurance, workers compensation insurance on township employees (to the extent required by law) and insurance covering damage to the museum at replacement cost. These insurance policies must name the society as an additional insured and provide that no policy may be canceled without 30 days prior written notice to the township and the society. The society must maintain (a) general liability insurance with a minimum of \$1 million per occurrence, naming the Township as additional insured, (b) workers compensation insurance for its employees (to the extent required by law), and (c) property damage insurance on all of its personal property located at the museum.

9. Collections and Revenues. The society owns any revenues generated from the operation of the museum, including such items as rentals, admission charges, and program or event revenues.

10. Term and Termination. This agreement is effective immediately and continues indefinitely unless either party delivers 60 days advance written notice of termination to the other party. Before a party gives notice of termination, it will meet with the other party to discuss in good faith any potential problems or concerns giving rise to the desire to terminate the agreement.

11. Breach and Remedies. If either party materially breaches this agreement and fails to cure that breach within 20 days after written notice, the other party may terminate this agreement immediately upon giving written notice to the other party, without prejudice to any other remedies available under law.

12. Indemnification. The society will indemnify the township for any liability, claims and expenses, including but not limited to reasonable attorney fees, incurred by the township and caused by the society's negligence or willful misconduct in connection with the museum.

13. Representations of the Society. The society represents and warrants to the township that each of the following are true and will remain true during the term of this agreement:

a. The society is a Michigan nonprofit corporation that is qualified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

b. The society has full authority to execute and perform this agreement.

c. The execution and performance of this agreement by the society has been duly authorized by the society's board of directors and/or members, as may be required under Michigan law.

d. The execution and performance of this agreement will not violate any judgment, agreement or other document or understanding to which the society is a party or by which the society may be bound.

14. General Provisions.

a. Management services, not a lease. This agreement is for management services provided by the society to the township. It is not a lease.

b. Requests and consents. The township and society will each promptly respond to any request made by the other. A requested consent may not be unreasonably withheld.

c. Entire agreement and amendment. This agreement contains all of the terms of the agreement between the parties with respect to its subject matter and may be amended only in writing signed by both parties. This agreement supersedes the May 1, 1997 Museum Management Agreement between the parties.

d. Governing law. Michigan law governs this agreement.

e. Severability. The overbreadth or unenforceability of any term in this agreement shall not affect the validity of unenforceability of any other term in this agreement. If any term in this agreement is overbroad or unenforceable, it shall not affect the validity or enforceability of any other term.

f. Notices. Any notice required or permitted under this agreement is deemed given upon personal delivery or within two business days after mailing, postage prepaid, in the U.S. mail service or other recognized national mail service addressed to the recipient at its address shown on the title page or at another address more recently given to the sender by the recipient.

g. Assignment. Neither party may assign its rights under this agreement or delegate any of its duties without the prior written consent of the other party.

ADA TOWNSHIP

Dated MAY 15, 2012

By George Haga
George Haga, Supervisor

ADA HISTORICAL SOCIETY

Dated May 15, 2012

By Lydia Verson

Its President

2018

2010 - revised

Ada Historical Society Strategic Plan





Executive Summary

During summer 2018, Ada Historical Society (AHS) engaged in a review of the 2010 Strategic Plan in order to align their collective vision and actions, improve performance, and reaffirm their dedication to community involvement. AHS wishes to address the changes, both internal and external, that impact their ability to meet their mission. Further, they seek commit to management of the new facilities expansion and intended exhibit re-interpretation.

In 2010, the Society identified six critical issues that remain relevant: Collections Care, Community Awareness and Involvement, Funding, Leadership, Space, and Volunteers. In 2018, AHS revised the four meaningful and measurable goals focused on these critical issues to define their future course of action.

The Ada Historical Society will continue to pursue facility and space needs, engage the community in meaningful and memorable experiences, strengthen the Society's collections, and enhance the museum's reach, image and professionalism to make it a compelling organization for the whole community. A new vision statement was created that illustrates these aspirations.

Mission statement

The Ada Historical Society preserves, shares, and celebrates the unique history of the Ada community.

Vision statement

Seeking a greater understanding of the people and heritage of Ada to inspire an enhanced appreciation and shared sense of community.



Strategic Goals overview

Goal #1 *Continue to pursue facility and space needs.*

Goal #2 *Engage the community in meaningful and memorable experiences.*

Goal #3 *Strengthen the Society's collections.*

Goal #4 *Enhance the museum's reach, image, and professionalism to make it a compelling organization for the whole community.*

[Goals presented in no particular order of significance.]

The strategic planning format is as follows:

Goals ➡ The 'big picture' items we will focus on to accomplish our mission.

Objectives ➡ What achievement of those goals will 'look like.'
(Objectives are listed numerically.)

Strategies ➡ Steps we will take to achieve the goals.
(Strategies are listed alphabetically.)



Goal #1 Continue to pursue facility and space needs.

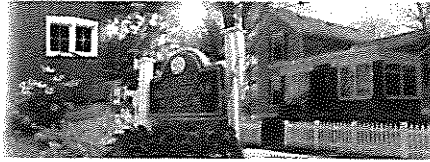
1. Review and update legal structure of relationship between Ada Township and the Ada Historical Society.

2. Continue fundraising for expansion and sustainability.

- a. Determine functionality of current Building Fund and budgeted funds.
- b. Explore possibility of Ada Township support for Museum Manager position and define relationship between Museum Manager and Ada Township.
- c. Pursue philanthropic revenue, i.e. donations, planned giving, endowments, etc.
- d. Conduct membership capital campaign.
- e. Seek corporate donations.
- f. Pursue other not-for-profit sources, i.e. grants, foundations, etc.

3. Incorporate mission, vision, and strategic plan into our focus and practices.

- a. Promote mission and new vision statement.
- b. Incorporate into all literature and campaign materials for Ada Historical Society and the Averill Historical Museum.



Goal #2 Engage the community in meaningful and memorable experiences.

1. Increase visitation.

- a. Refine existing and create new programming/events.
- b. Focus on making connections between Ada's past and its present and future.
- c. Promote heritage advocacy of Ada.
- d. Pursue possibility of museum rental policy.
- e. Encourage use of the museum as a community meeting space.

2. Provide increased adult enrichment opportunities, i.e. lectures, workshops.

- a. Seek community input on topics of interest.
- b. Define potential topics that highlight our collections.
- c. Seek out relevant presenters.

3. Design a school-group program which aligns with state-mandated curriculum standards.

- a. Meet with local educators to determine need, age, standards, etc.
- b. Write program curriculum.
- c. Generate materials for distribution to schools groups unable to visit museum.

4. Refine Historic Ada Village Tour.

- a. Compose guided walking tour version.
- b. Train guide staff.
- c. Promote tour.

-continued-



Goal #2 continued

5. Create a video program of Ada history, including Rix Robinson, for use in the museum and for distribution to school groups, travel groups, etc.

- a. Research.
- b. Write script.
- c. Produce video program.
- d. Reproduce for distribution and sale.

6. Continue to develop exhibits that tell Ada's story from native groups through present day.

7. Offer the opportunity for students seeking involvement.

- a. Promote with area colleges for internships.
- b. Promote with area high schools for community volunteer hours.
- c. Promote with other volunteer organizations, i.e. Scouts, churches, etc.



Goal #3 Strengthen the Society's collections

1. Improve usage of existing storage spaces.

- a. Seek interim solutions, reorganization of office space and upstairs, possible loan of unused corporate spaces, etc.

2. Plan and implement design for collections management in archiving wing.

3. Review and revise Collections Policy.

4. Continue to generate new temporary exhibits.

5. Implement a renewal of permanent exhibits.

- a. Establish re-interpretation plan for five exhibit rooms.
- b. Create: Research, budget, design, fabricate, install.

6. Increase accessibility for research of collections.

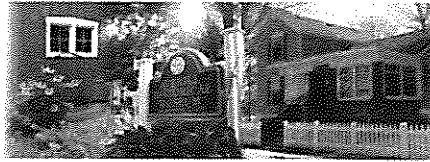
- a. Digitize oral histories.
- b. Establish user-friendly system for ephemera and photographs.
- c. Create and maintain genealogical information library.

7. Improve curatorial workspace for accessioning & preservation.

8. Create and publish an Acquisition Wish List.

- a. Seek donations.
- b. Pursue object loans from individuals and other institutions.

9. Establish system for memorial donations.



Goal #4 Enhance the Ada Historical Society's reach, image, and professionalism to make it a compelling organization for the whole community.

1. Increase awareness of the Ada Historical Society, museum, and activities.

- a. Conduct a brand review and renewal.
- b. Identify core audiences.
- c. Continue to cross-market through Ada Township, Ada Business Association, and other local organizations.
- d. Maximize advertising presence across multiple platforms.
- e. Increase internet presence.
 - i. Engage in 'E-blasts' style emailing.
 - ii. Update our membership email lists.
 - iii. Utilize multiple online community calendars for event promotion.
 - iv. Implement use of online newsletters.
- f. Create a marketing committee to enhance promotional opportunities.

2. Increase volunteer and staffing opportunities.

- a. Target recruitment of volunteers.
- b. Establish volunteer training sessions.
- c. Implement annual volunteer recognition events.
- d. Establish support for part-time museum staff member.



-continued-

Goal #4 continued

3. Foster community involvement.

- a. Present a united, professional, and positive image.
- b. Continue to participate in professional networking groups, i.e. the Tri-River Historical Museum Network and the Ada Business Association, and partner with community groups like the Ada Parks and Recreation Department.
- c. Create and implement system for tracking visitation data.
- d. Utilize and promote community meeting space for social interaction, visitor engagement, and informal learning (i.e. Questers meetings, volunteer recognition events, Holiday open house, living history demonstrations).



To: George Haga, Ada Township Board of Trustees
From: Mark Fitzpatrick, Director, Parks & Recreation Dept.
Re: Roselle Park Improvement Projects
Date: January 4, 2019

In 2017, Wes Steer of OCBA assisted us in updating our Master Plan documents for Roselle Park. The first set of items with the letter includes three related documents from that process:

- *A drawing of the Roselle Park Master Plan 2017, which includes the entire park
- *A drawing of the Master Plan Enlargement 2017, which focuses on the activity area
- *A copy of the Option of Probable Cost 2017

Over the past year we have focused on two “project areas” to move along with the development of Roselle Park following the 2017 Master Plan as a guideline. These include:

- *A trail improvement project for the non-paved trails in the north section of the park.
- *A facility improvement project to include a shelter, picnic area and parking lot upgrade.

These two initiatives are being presented to you in two packets. Each “project area” has a separate proposal from OCBA President Sandra Bliesener, and requires a separate review and approval by the Township Board.

1) For the North Trails Improvements project, we are asking the Township Board to approve the proposal from OCBA to:

- a) Assist with a DEQ permit required for the project this winter for \$3,000.00.
- b) Facilitate the construction phase of the project next summer for \$4,000.00.

2) For the Shelter, Picnic Area, Parking Lots Improvements project, we are asking the Township Board to approve the proposal from OCBA to:

- a) Assist with a MI DNR grant application this winter of 2019, for \$7,000.00 (Phase One).
- b) Facilitate the design development, construction documents, bidding and construction administration in 2020 and 2021, for \$44,800.00 (Phases Two through Five).

These projects are incorporated into the Capital Improvements Plan and have been approved by the Parks, Recreation and Land Preservation Advisory Board.

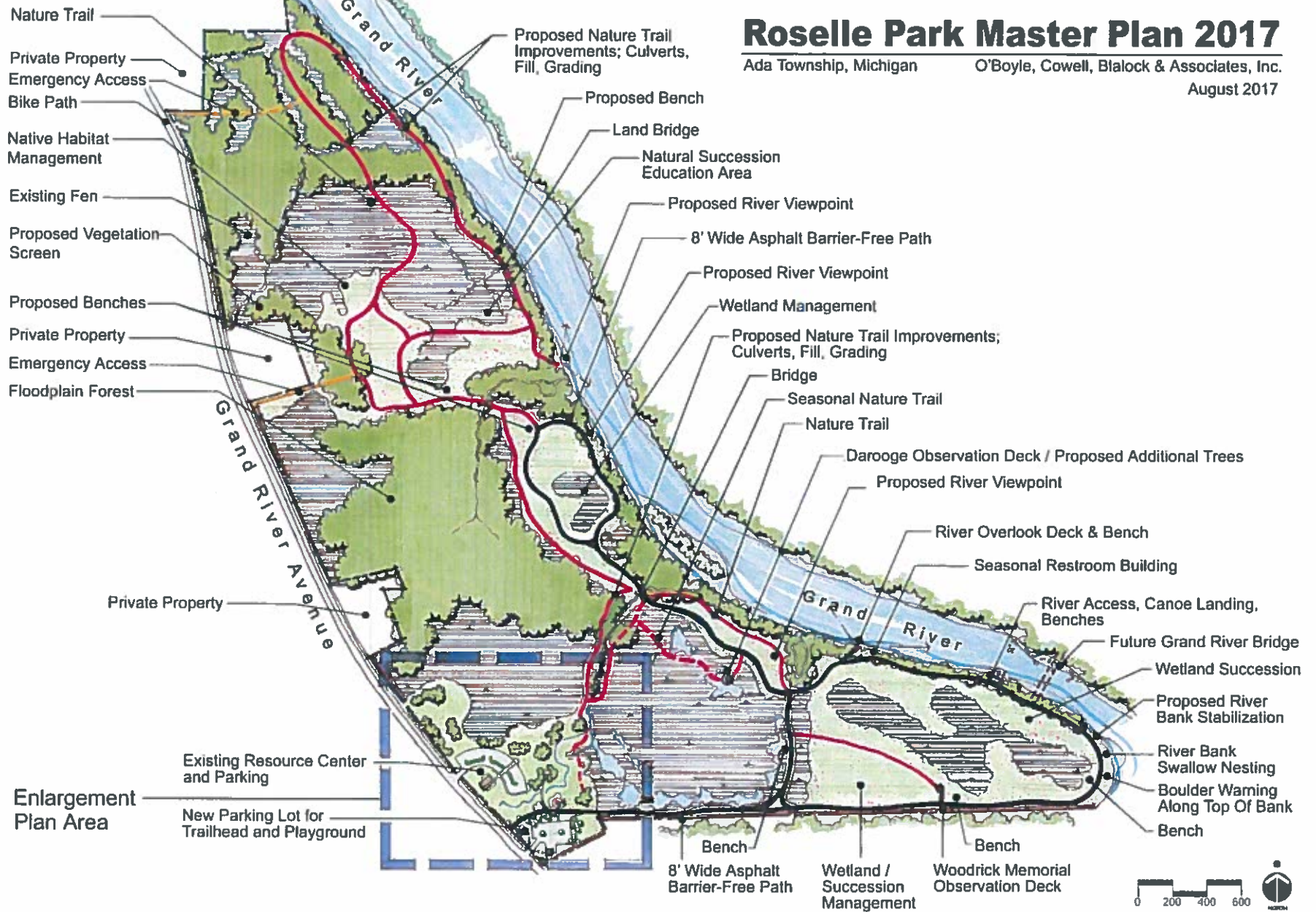
Copies of the OCBA proposals and supporting documents are included with this letter.

Roselle Park Master Plan 2017

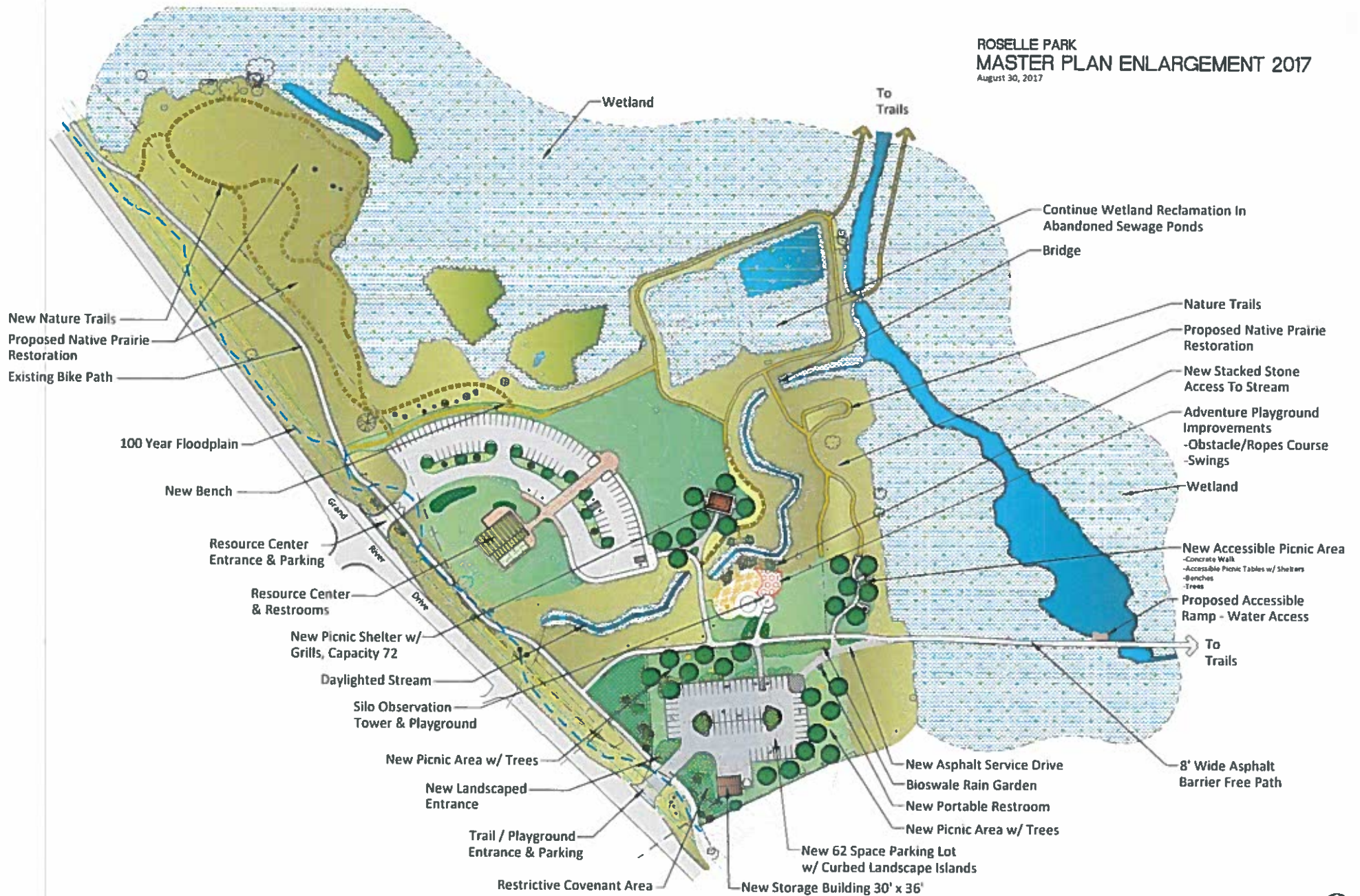
Ada Township, Michigan

O'Boyle, Cowell, Blalock & Associates, Inc.

August 2017



**ROSELLE PARK
MASTER PLAN ENLARGEMENT 2017**
August 30, 2017



ROSELLE PARK
MASTER PLAN ENLARGEMENT 2017
August 30, 2017



30 August 2017

Roselle Park Master Plan 2017
Ada Township, Michigan



Opinion of Probable Costs

Universally Accessible Picnic Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$1,250.00	\$1,250.00
Earthwork	1	LS	\$2,000.00	\$2,000.00
4" Concrete Walk	525	SF	\$5.50	\$2,887.50
Picnic Tables	2	EA	\$1,300.00	\$2,600.00
Table Shelter	2	EA	\$9,600.00	\$19,200.00
Benches	2	EA	\$800.00	\$1,600.00
Trees	6	EA	\$350.00	\$2,100.00
+/- 10% Contingency	1	LS	\$3,162.50	\$3,162.50
			Subtotal	\$34,800.00

Picnic Shelter Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$1,000.00	\$1,000.00
Earthwork / Grading	1	LS	\$5,000.00	\$5,000.00
4" Concrete Pavement	1,450	SF	\$5.50	\$7,975.00
Picnic Tables	9	EA	\$1,300.00	\$11,700.00
Picnic Shelter	1	EA	\$51,000.00	\$51,000.00
Grills	2	EA	\$1,800.00	\$3,600.00
Stacked Stone Creek Access	1	LS	\$4,000.00	\$4,000.00
Trees	8	EA	\$350.00	\$2,800.00
Electrical Service / Receptacles	1	LS	\$10,000.00	\$10,000.00
+/- 10% Contingency	1	LS	\$9,725.00	\$9,725.00
			Subtotal	\$106,800.00

Trail Head / Playground Parking Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$3,000.00	\$3,000.00
Remove Asphalt Paving	6,000	SF	\$3.50	\$21,000.00
Concrete Curb & Gutter	190	FT	\$22.00	\$4,180.00
6" Concrete Pavement	2,500	SF	\$6.50	\$16,250.00
Asphalt Paving	1,696	SY	\$30.00	\$50,880.00
Concrete Sealer (Inside Silo Observation Tower)	1	LS	\$7,500.00	\$7,500.00
Sandblast / Cleanup (Outside Silo Observation Tower)	1	LS	\$3,500.00	\$3,500.00
Playground Improvements	1	LS	\$50,000.00	\$50,000.00
Stacked Stone Creek Access	1	LS	\$6,500.00	\$6,500.00
Picnic Tables	6	EA	\$1,300.00	\$7,800.00
Benches	2	EA	\$800.00	\$1,600.00
Pavement Marking	1,200	LF	\$5.00	\$6,000.00
Entry and Parking Lot Landscaping	4,300	SF	\$5.00	\$21,500.00
Topsoil	560	CY	\$30.00	\$16,800.00
Trees	18	EA	\$400.00	\$7,200.00
Maintenance Building (36' x 30')	1,080	SF	\$175.00	\$189,000.00
Accessible Ramp Water Access	1	LS	\$7,500.00	\$7,500.00
+/- 10% Contingency	1	LS	\$41,990.00	\$41,990.00
			Subtotal	\$462,200.00

521 South Riverview Drive
Kalamazoo, Michigan 49004
Ph 269-381-3357, Fax 269-381-2944

30 August 2017

Roselle Park Master Plan 2017

Ada Township, Michigan

Opinion of Probable Costs



Nature Trail Improvements	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$2,000.00	\$2,000.00
Fill	250	CY	\$25.00	\$6,250.00
Earthwork/Grading	1	LS	\$5,500.00	\$5,500.00
Culvert	5	EA	\$800.00	\$4,000.00
Trees	7	EA	\$400.00	\$2,800.00
Trees at Darooge Boardwalk	5	EA	\$400.00	\$2,000.00
Benches	5	EA	\$800.00	\$4,000.00
+/- 10% Contingency	1	LS	\$2,650.00	\$2,650.00
			Subtotal	\$29,200.00

Final Design, Construction Documents, Permitting and Construction Administration (15%) **\$95,000.00**

Master Plan Total **\$728,000.00**



To: George Haga, Ada Township Board of Trustees
From: Mark Fitzpatrick, Director, Parks & Recreation Dept.
Re: Roselle Park North Trails Improvement Project
Date: January 4, 2019

For the North Trails Improvements project, we are asking the Township Board to approve the proposal from OCBA to:

- a) Assist with a DEQ permit required for the project this winter for \$3,000.00.
- b) Facilitate the construction phase of the project next summer for \$4,000.00.

Supporting documents include:

- OCBA proposal dated January 3, 2019
- Roselle Park Master Plan noting project location areas
- Roselle Park topography map noting project location areas
- Frameworks for project cost estimates

3 January 2019

Mr. Mark Fitzpatrick, Director, Parks & Recreation Department
Ada Township
7330 Thornapple River Drive
Ada, MI 49301

Re: Professional Services Proposal - Roselle Park – North Trails Improvements
MDEQ Permit Application, Construction Documents, Bidding and Construction Administration

Dear Mark:

O'Boyle, Cowell, Blalock & Associates, Inc. (OCBA) is pleased to provide this proposal to assist with the Roselle Park North Trails Improvements project. We appreciate the opportunity to continue our work with Ada Township.

We understand that Ada Township would like OCBA to prepare a Michigan Department of Environmental Quality (MDEQ) permit application, develop bid documents and provide bidding assistance and construction administration services for grading and drainage improvements in four areas along the trails.

We understand that a wetland delineation has already been completed, and the Township will provide that information along with a survey for our use in completing the drawings.

For the MDEQ permit, OCBA will provide the following services:

- Develop construction documents as required to describe the proposed trail improvements.
- Prepare an opinion of probable cost based on the construction documents, itemized for each component of the work.
- Prepare and submit a U.S. Army Corps of Engineers/MDEQ - Joint Permit Application for construction of the trail improvements.
- Respond to MDEQ questions as required to obtain the construction permit.

We propose to provide these services for a lump sum fee of \$3,000.00 including expenses

For the remaining scope of work, OCBA will provide the following services:

- Refine and finalize the construction documents (plans, sections, details, technical specifications combined with other contract requirements to form a project manual). The drawings will include removal, layout, grading, and site details.
- Refine the opinion of probable cost.
- Meet with Township staff to review the construction documents when they are 90% complete and make final adjustments to the plans as required.
- Conduct an on-site pre-bid meeting with Township staff to make bidders aware of the site conditions.
- Answer contractor questions during the bid period and issue clarifying addenda as required to explain the intent of the documents.
- Attend the bid opening, review bids received for completeness, check references supplied by bidders and provide a letter to Ada Township recommending award to the lowest qualified bidder.

- Review contractor submittals, prepare proposal requests and recommend change orders, and conduct routine communications with Township staff and the contractor.
- Conduct a progress meeting, with Township staff and contractor present, to review the status of the work and discuss project schedule and coordination issues. A memo of the meeting will be prepared for distribution to the Township and Contractor.
- Conduct periodic site observation visits to review the progress of the work and answer contractor questions about the contract documents.
- Upon substantial completion of the work, review the work in the field, with Township staff and contractor present, to identify deficiencies and prepare a punch list of repairs. A final site visit will be made with Township staff to review the completed project.

We propose to provide these services for a lump sum fee of \$4,000.00 including expenses.

We will invoice monthly in proportion to work completed and will expect payment within 30 days of receipt of invoice.

We appreciate the opportunity to present this proposal for your consideration. If this proposal is acceptable, please return a signed copy of this letter as our authorization to proceed.

Sincerely,

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



Sandra J. Bliesener, LLA, ASLA, LEED AP
President

Accepted by: _____ Date: _____

Non-paved Trail Project Wetland fill and culvert locations

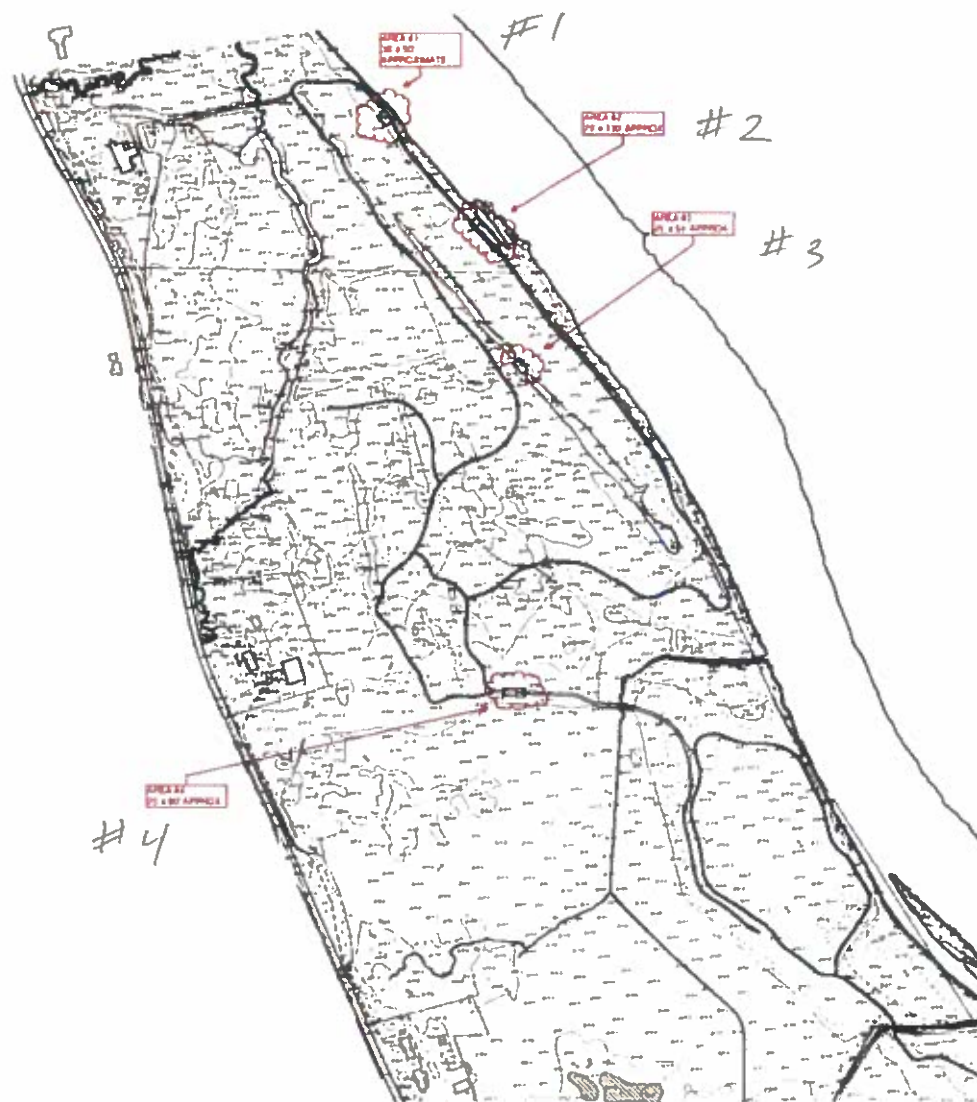
Roselle Park Master Plan 2017

Ada Township, Michigan

O'Boyle, Cowell, Blalock & Associates, Inc.

August 2017





Roselle Park North Trail Improvement Project 2018-19

Updated 1-3-19

A OCBA facilitated component - Cost Estimates 1-3-19**DRAFT***Note 1: Focus is on OCBA project aspects - wetland delineation and dirt pile done separate**Note 2: OCBA added in topsoil and restoration, adjusted fill amount*

Nature Trail Improvements	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$2,000.00	\$2,000.00
Fill	315	CY	\$25.00	\$7,875.00
Earthwork/Grading	1	LS	\$5,500.00	\$5,500.00
Place Topsoil	80	CY	\$30.00	\$2,400.00
Culverts/End Sections/Rip-Rap	3	EA	\$1,000.00	\$3,000.00
Restoration (Seeding / Erosion Blanket)	1	LS	\$3,000.00	\$3,000.00
Sub Total				\$23,775.00
+/- 10% Contingency				\$2,377.50
Sub Total				\$26,152.50
DEQ Permit processing support - OCBA	1		\$3,000.00	\$3,000.00
Design, Construction Documents and Construction Administration - OCBA	1		\$4,000.00	\$4,000.00
Total				\$33,152.50

B Total Project Cost Estimates for 2018-19 project planning - Mark F - draft*Note 1: Trees and benches removed from the project - to be donor based at another time**Note 2: Reduced the number of culverts; added in wetland delineation and dirt pile costs**Note 3: OCBA added in topsoil and restoration, adjusted fill amount*

Nature Trail Improvements	Qty.	Unit	Unit Price	Total
Wetland Delineations - K&McG	1		\$700.00	\$700.00
Dirt pile relocation - Rare Earth	1		\$1,300.00	\$1,300.00
Miscellaneous Demolition & Removals	1	LS	\$2,000.00	\$2,000.00
Fill	315	CY	\$25.00	\$7,875.00
Earthwork/Grading	1	LS	\$5,500.00	\$5,500.00
Place Topsoil	80	CY	\$30.00	\$2,400.00
Culverts/End Sections/Rip-Rap	3	EA	\$1,000.00	\$3,000.00
Restoration (Seeding / Erosion Blanket)	1	LS	\$3,000.00	\$3,000.00
Sub Total				\$25,775.00
+/- 10% Contingency on OCBA component	1	LS	\$2,377.50	\$2,377.50
Sub Total				\$28,152.50
DEQ Permit processing support - OCBA	1		\$3,000.00	\$3,000.00
Design, Construction Documents and Construction Administration - OCBA	1		\$4,000.00	\$4,000.00
Total				\$35,152.50

FY 2018-19 Component

Project Work - Park Dept				\$2,000.00
DEQ Permit processing support - OCBA				\$3,000.00

FY 2019-20 Component

Project Work				\$23,775.00
contingency				\$2,377.50
OCBA support				\$4,000.00



To: George Haga, Ada Township Board of Trustees
From: Mark Fitzpatrick, Director, Parks & Recreation Dept.
Re: Roselle Park Shelter-Picnic Area-Parking lot Improvement Project
Date: January 4, 2019

For the Shelter, Picnic Area, Parking Lots Improvements project, we are asking the Township Board to approve the proposal from OCBA to:

- a) Assist with a MI DNR grant application the winter of 2019, for \$7,000.00 (Phase One).
- b) Facilitate the design development, construction documents, bidding and construction administration in 2020 and 2021, for \$44,800.00 (Phases Two through Five).

Supporting documents include:

- OCBA proposal dated December 21, 2019
- Drawing of Roselle Park Master Plan Enlargement Area 2017
- Framework for project cost estimates
- Copy of email note text from Sandra Bliesener of OCBA regarding fee structure

21 December 2018

Mr. Mark Fitzpatrick, Director, Parks & Recreation Department
Ada Township
7330 Thornapple River Drive
Ada, MI 49301

Re: Professional Services Proposal - Roselle Park – Parking and Picnic Area Improvements

Dear Mark:

O'Boyle, Cowell, Blalock & Associates, Inc. (OCBA) is pleased to provide this proposal to provide professional design services for the Roselle Park – Parking and Picnic Area Improvements project.

OUR UNDERSTANDING OF THE PROJECT

We understand that the Ada Township Parks Advisory Board has approved this project with the goal of applying for a MI DNR Grant in March of 2019, with construction anticipated in 2021. The proposed timeline for the project is as follows:

- January 14 - Board approval of OCBA proposal
- Prepare for DNR Grant application with OCBA assistance: January through March 2019
- Submit the DNR Grant application in March 2019
- Receive notice of recommendation by MI DNR in December of 2019
- State funding appropriated winter - spring 2020
- Grant agreement spring - summer 2020
- Complete construction plans, bid specifications - summer 2020
- Project goes out to bid fall-winter 2020/21
- Bids accepted, approved - winter 2021
- Construction phase - spring-summer 2021

This proposal includes both the DNR Grant phase and the final design through construction phases.

The following scope of work outline describes the specific tasks to be undertaken by OCBA as part of this proposal and serves as the basis for estimating fees required to complete the work.

SCOPE OF WORK

Phase One – MDNR Grant Application Plan

- 1.1. Start-Up Meeting: OCBA will meet with Ada Township staff and stakeholders to review the project scope and schedule. At this meeting the Roselle Park Master Plan Enlargement 2017 and opinion of probable costs will be reviewed.

- 1.2. Preliminary Concept Plan Development: Based on the Master Plan Enlargement 2017, OCBA will prepare a preliminary concept plan showing the proposed improvements.
- 1.3. Opinion of Probable Construction Cost: OCBA will review the Roselle Park Master Plan 2017 cost opinion and update it based on the concept plan.
- 1.4. Review Meeting: OCBA will meet with Township staff to review and discuss the preliminary concept diagrams. Following the meeting, OCBA will incorporate comments into the preliminary concept alternatives.
- 1.5. Concept Plan Refinement: OCBA will refine the preliminary concept plan and include plan details and other graphics that will help to explain the quality and character of proposed improvements. OCBA will also refine the preliminary opinion of probable construction for the proposed improvements.
- 1.6. Review Meeting: OCBA will attend a regularly scheduled meeting with the Ada Township Parks Advisory Board to review and discuss the concept plan.
- 1.7. Final Concept Plan: OCBA will revise the plan as needed to incorporate suggestions or issues identified by the Township and will finalize the opinion of probable construction costs for the proposed improvements. A 24" x 36" concept plan rendering suitable for public presentations, and electronic copies in PDF format will be provided to the Township.

We propose to complete the work in this phase for a lump sum of \$7,000.00 including reimbursable expenses. We will invoice monthly in proportion to services complete and expect payment within 30 days of receipt of invoice.

Phase Two - Design Development

- 2.1. Design Development Drawings: OCBA will prepare design development drawings for the proposed improvements, including plans, sections, elevations, and other details as required to clarify the design intent.
- 2.2. Opinion of Probable Construction Cost: OCBA will review the previously prepared cost opinion and update it based on the design development drawings. Probable costs will be refined to facilitate decisions on final design options.
- 2.3. Review Meeting: OCBA will meet with Township staff to review the design development drawings and cost opinion. The goal of the meeting is to reach consensus on a final design for the construction documents. A memo of the meeting will be prepared and distributed.

Phase Three - Construction Documents

- 3.1. Construction Drawings: OCBA will prepare construction drawings (plans, sections, details) that describe the scope of proposed construction. These drawings will include removal, layout, grading, electrical and planting plans as well as site details.
- 3.2. Technical Specifications and Project Manual: OCBA will prepare technical specifications that describe the products and execution standards to which the work should comply. Technical specifications will be combined with other contract requirements to form a project manual suitable for public bidding.
- 3.3. Final Opinion of Probable Cost: OCBA will prepare a final opinion of probable cost based on the construction documents. The cost opinion will be itemized for each component of the work.
- 3.4. Review Meetings: OCBA will meet with the Township staff to review the construction documents when they are 50% and 90% complete and make final adjustments to the plans as required.
- 3.5. DEQ Pre-Application Meeting: OCBA will prepare preliminary drawings and specifications for DEQ permitting and attend an on-site meeting with them to review and discuss the project requirements.
- 3.6. DEQ Permitting: OCBA will prepare and submit the DEQ joint permit application and the required drawings and specifications for permitting. It is our understanding that DEQ permit fees will be paid by Ada Township.

Phase Four - Bidding

- 4.1. Issue Bid Documents: OCBA will advertise, issue and distribute the construction documents to prospective bidders.
- 4.2. Pre-Bid Meeting: OCBA will conduct a pre-bid meeting with prospective bidders to review the scope of construction and answer contractor questions about the work
- 4.3. Bidding Assistance: OCBA will answer contractor questions during the bid period and issue clarifying addenda as required to explain the intent of the documents.
- 4.4. Bid Review: OCBA will attend the bid opening, review bids received for completeness, check references supplied by bidders and provide a letter to Ada Township recommending award to the lowest qualified bidder.
- 4.5. Construction Contract: OCBA will prepare the agreement (AIA Document A101) between Ada Township and the selected contractor.

Phase Five – Construction Administration

- 5.1 Construction Administration: OCBA will act as the Township's agent in the administration of the construction contract between the Township and the contractor. In this capacity, OCBA will review contractor submittals, prepare proposal requests and recommend change orders, process applications for payment, and conduct routine communications with the Township and the contractor.
- 5.2 Progress Meetings: OCBA will conduct weekly progress meetings, with Township staff and contractor present, to review the status of the work and discuss project schedule and coordination issues. Memos of each meeting will be prepared for distribution to the City and Contractor.
- 5.3 Site Observation Visits: OCBA will conduct periodic site observation visits to review the progress of the work and answer contractor questions about the contract documents.
- 5.4 Punch List: Upon substantial completion of the work, OCBA will review the work in the field, with Township staff and contractor present, to identify deficiencies and prepare a punch list of repairs. A final site visit will be made with Township staff to review the completed project.

PROJECT FEES

We propose to complete the work in phases two through five for a lump sum of \$44,800.00 including reimbursable expenses. We will invoice monthly in proportion to services complete and expect payment within 30 days of receipt of invoice.

We appreciate the opportunity to present this proposal for your consideration and would be happy to answer any questions that you have. If this proposal is acceptable, please return a signed copy of this letter as our authorization to proceed.

Sincerely,

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

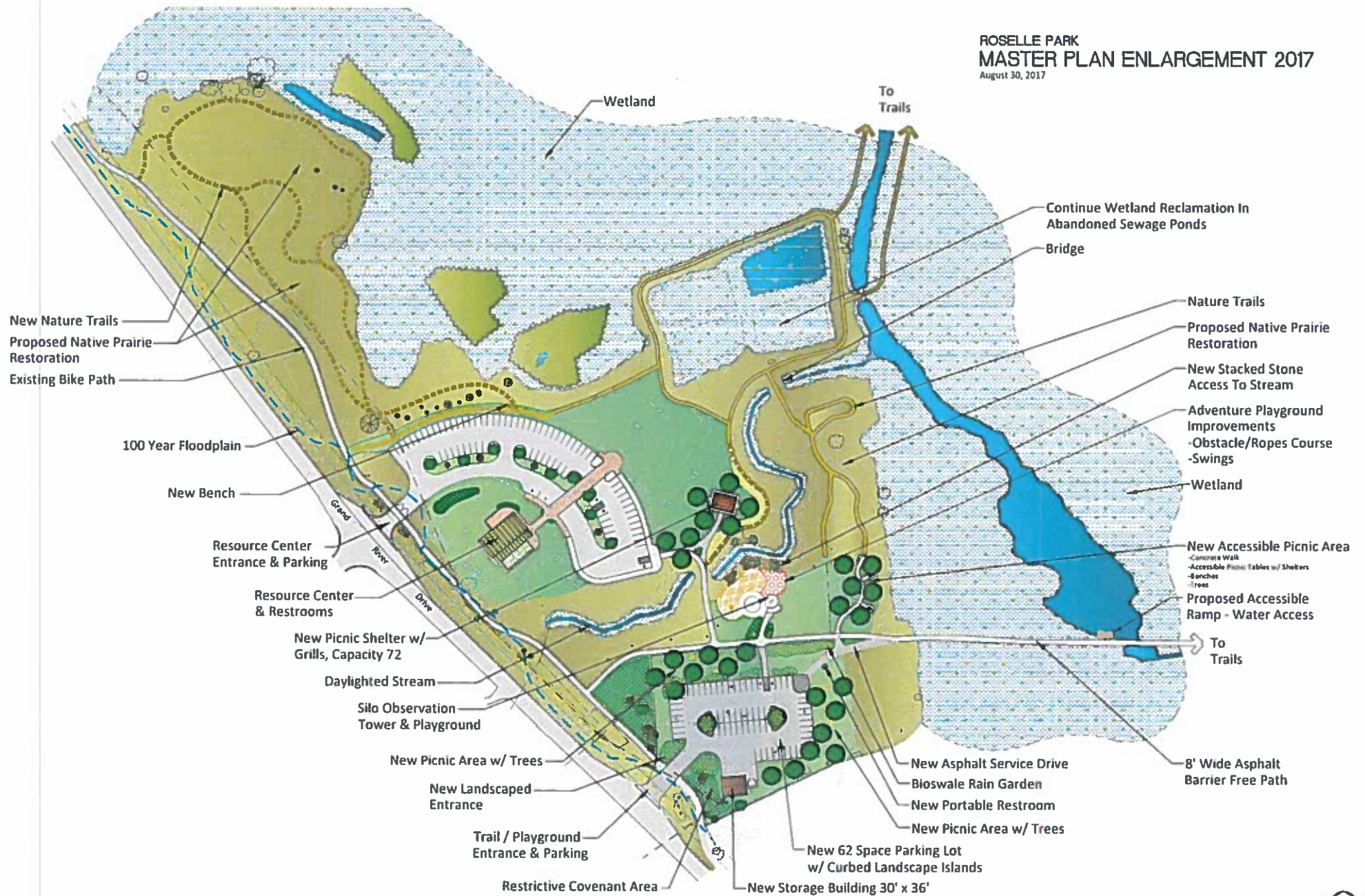


Sandra J. Bliesener, LLA, ASLA, LEED AP
President

SJB/atr

Accepted by: _____ Date: _____

ROSELLE PARK
MASTER PLAN ENLARGEMENT 2017
August 30, 2017



Roselle Park: Shelter-Parking-Picnic Improvement Project 2019-21 - Cost estimates

Revised Cost Estimates by Mark F. and OCBA 1-3-19

DRAFT

Note: Maintenance Building, ramp and water cost removed from original plan

Note: OCBA revised proposal costs added; OCBA reviewed 1-3-19

Universally Accessible Picnic Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$1,250.00	\$1,250.00
Earthwork	1	LS	\$2,000.00	\$2,000.00
4" Concrete Walk	525	SF	\$5.50	\$2,887.50
Picnic Tables	2	EA	\$1,300.00	\$2,600.00
Table Shelter	2	EA	\$9,600.00	\$19,200.00
Benches	2	EA	\$800.00	\$1,600.00
Trees	6	EA	\$350.00	\$2,100.00
+/- 10% Contingency				\$3,163.00
Subtotal				\$34,800.50
Picnic Shelter Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$1,000.00	\$1,000.00
Earthwork / Grading	1	LS	\$5,000.00	\$5,000.00
4" Concrete Pavement	1,450	SF	\$5.50	\$7,975.00
Picnic Tables	9	EA	\$1,300.00	\$11,700.00
Picnic Shelter 30 X 60	1	EA	\$60,000.00	\$60,000.00
Grills	2	EA	\$1,800.00	\$3,600.00
Stacked Stone Creek Access	1	LS	\$4,000.00	\$4,000.00
Trees	8	EA	\$350.00	\$2,800.00
Electrical Service / Receptacles	1	LS	\$10,000.00	\$10,000.00
+/- 10% Contingency				\$9,889.00
Subtotal				\$115,964.00
Trail Head / Playground Parking Area	Qty.	Unit	Unit Price	Total
Miscellaneous Demolition & Removals	1	LS	\$3,000.00	\$3,000.00
Remove Asphalt Paving	6,000	SF	\$3.50	\$21,000.00
Concrete Curb & Gutter	190	FT	\$22.00	\$4,180.00
6" Concrete Pavement	2,500	SF	\$6.50	\$16,250.00
Asphalt Paving	1,696	SY	\$30.00	\$50,880.00
Concrete Sealer (Inside Silo Observation Tower)	1	LS	\$7,500.00	\$7,500.00
Sandblast / Cleanup (Outside Silo Observation Tower)	1	LS	\$3,500.00	\$3,500.00
Playground Improvements	1	LS	\$50,000.00	\$50,000.00
Stacked Stone Creek Access	1	LS	\$6,500.00	\$6,500.00
Picnic Tables	6	EA	\$1,300.00	\$7,800.00
Benches	2	EA	\$800.00	\$1,600.00
Pavement Marking	1,200	LS	\$5.00	\$6,000.00
Entry and Parking Lot Landscaping	4,300	SF	\$5.00	\$21,500.00
Topsoil	560	CY	\$30.00	\$16,800.00
Trees	18	EA	\$400.00	\$7,200.00
+/- 10% Contingency				\$22,371.00
Subtotal				\$246,081.00
Total Project Cost Estimate				\$396,845.50
OCBA DNR Grant application support	1	EA	\$7,000.00	\$7,000.00
OCBA Design, Const. Docs, Permitting, Admin	1	EA	\$44,800.00	\$44,800.00
Subtotal OCBA costs				\$51,800.00
Total Project Estimate with OCBA services				\$448,645.50

**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-011419-1

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

PRESENT:

ABSENT:

RESOLVED THAT: Tris 4 Health, LLC, 808 Valley N.W., Grand Rapids, MI 49504

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

REQUEST

Conduct the "Grand Rapids Triathlon" in Ada Township on June 9th, 2019 with specific road closures and times:

- a. Transition area (bike setup, etc): Buttrick Ave closed from Thornapple River Ave SE to Grand River Ave from 4:30 pm June 8th to 5 pm on June 9th.
- b. Finishline will be placed on Thornapple River Dr between Kamp Twin and Buttrick Ave-This will be a hot point for the race. If you live North of this spot people must go north-If you live South of this location you will only be able to go south.
- c. Swim/Bike/Run start area: Thornapple River Drive closed from Ada Dr. to township boarder south 4am-6pm. Buttrick Ave SE (main road Buttrick) closed from Thornapple to Grand River Drive during this time as well.
- d. Thornapple River Drive will be closed to Thru Traffic from River St. to Fase st.
- e. Thornapple River Drive will be closed to Thru Traffic from Bridle Path Ct south to township line on Thornapple River Dr..
- f. Total Road Closure at Thornapple River Dr./Fase St South to Thornapple River/Buttrick. And Buttrick/Thornapple River To Buttrick/Grand River Ave.

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

The following resolution was offered by Board Member and seconded by Board Member pending approval by Kent County Road Commission and Kent County Sheriff's Department,

Yes:

No:

Absent:

Resolution R-011419-1

Resolution adopted 01/14/19.

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 Monday, January 14, 2019

Dated: 01/14/2019

Jacqueline Smith
Ada Township Clerk

ANDY VIDRO
Tris4Health LLC | 616-805-3059 | andy@tris4health.com

Tuesday, January 01, 2019

George Haga
Supervisor
Ada Township

Dear George Haga:

I just send over an email Tuesday Jan 1, 2019 the next township board meeting. We would like to be added to the agenda. I have attached documents for the meeting

I'm also enclosing copies of:

- Race Maps
- Road Closure descriptions

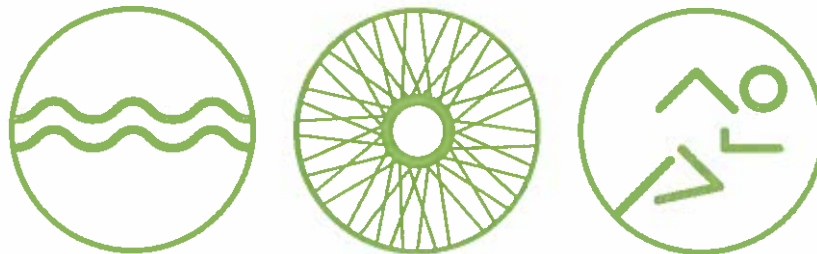
If you have questions, please call me at 616-805-3059. I look forward to hearing from you soon.

Sincerely,

ANDY VIDRO

GRAND RAPIDS TRIATHLON

JUNE 9, 2019
ADA, MI



GRAND RAPIDS TRIATHLON

A portion of all proceeds will benefit:



Wishes are more than just a nice thing

A wish experience can be a game-changer for a child with a life-threatening medical condition.

This one belief guides us in everything we do at Make-A-Wish®. It inspires us to grant wishes that change the lives of the kids we serve. It compels us to be creative in exceeding the expectations of every wish kid. It drives us to make our donated resources go as far as possible.

Most of all, it's the founding principle of our vision to grant the wish of every eligible child.

Wishes are more than just a nice thing. And they are far more than gifts, or singular events in time. Wishes impact everyone involved - wish kids, volunteers, donors, sponsors, medical professionals and communities. The impact varies. For wish kids, just the act of making their wish come true can give them the courage to comply with their medical treatments. Parents might finally feel like they can be optimistic. And still others might realize all they have to offer the world through volunteer work or philanthropy.

Whatever the odds, whatever the obstacles ... wishes find a way to make the world better.

GRAND RAPIDS TRIATHLON

INTRODUCTION

Thank you for considering approval of the Grand Rapids 2019 Triathlon.

Who we are – Tris4Health, LLC

We are a group of triathletes who are passionate about growing our community healthy. The owners of Tris4Health, LLC are: Andrew Vidro (President), and Ann Vidro (Treasurer and Secretary). As we ourselves have progressed in the triathlon sport and as triathlon participation continues to hit all-time highs across the country, we felt it was time to bring a USAT Sanctioned Sprint, Olympic and Half-Iron to Ada and Cascade MI. There are no other events at this caliber in the area. We feel this event will not only bring top athletes from across the country it will also encourage the beginner athlete to participate by providing training classes and mentors.

What the Grand Rapids Triathlon is:

This triathlon event is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice through the seasoned triathlete. This USA Triathlon sanctioned event promises heart pounding excitement from start to the finish. We will offer three events: Sprint, Olympic and Half-Iron. In addition, there will be a kid's triathlon.

BENEFITS

Give back to the community. A portion of all proceeds will be donated to: Kids Food Basket. Kids' Food Basket is a force for "Attacking Childhood Hunger in greater Grand Rapids." We began over nine years ago by serving 125 kids each school day through our Sack Supper program and now serve over 4,800 kids each day. Sack Suppers are evening meals that provide 1000 calories and five food groups—nutrition that's critical to the development of kids' brains and bodies

Be involved with one of the fastest growing sports in the country. The general excitement for the sport of triathlon received a boost of popularity when triathlon debuted at the 2000 Olympic Games in Sydney, Australia. It is estimated that approximately 150,000 people participate in multi-sport in the United States each year. And the numbers continue to grow!

Positions Ada/Cascade with a healthy lifestyle and lifelong fitness associated with swimming, biking and running. Like no other, the sports of swimming, biking and running embrace the concepts of maintaining a healthy and active lifestyle. You can often see participants at local races that range in age from 10-85 years old! All three sports require aerobic power, excellent endurance and tactical thinking.

REQUEST

We are requesting approval of the following:

- 1.) To hold this annual event in the Ada area on June 9th, 2019 and for years to come.
- 2.) Attached are maps of the course, suggested parking areas and street closings. The transition area will be the only area where the streets will need to be completely closed. The run and bike routes will be on the side of the road and will not require any re-routing of traffic.
- 3.) Specific road closures and times:
 - a) Transition area (bike setup, etc.): Buttrick Ave closed from Thornapple River Ave SE to Grand River Ave - From 4:30pm June 8th to 5pm on June 9th.
 - b) Finishline will be placed on Thornapple River Dr between Kamp Twin and Buttrick Ave – This will be a hot point for the race. If you live north of this spot people must go north – If you live south of this location you will only be able to go south.
 - c) Swim/Bike/Run start area: Thornapple River Drive closed from Fase St. to Buttrick Ave south 4am – 6pm. Buttrick Ave SE (main road Buttrick) closed from Thornapple to Grand River Drive during this time as well.
 - d) Thornapple River Drive will be closed to Thru Traffic from River St. to Fase St.
 - e) Thornapple River Drive will be closed to Thru Traffic from Bridle Path Ct south to township line on Thornapple Rive Dr.
 - f) Total Road Closure at Thornapple River/ Fase St South to Thornapple River/ Buttrick. And Buttruck/Thornapple River to Buttrick/Grand River Ave
- 4.) We request a letter from the Township of Ada stating the above has been approved.
- 5.) Tris4Health will have Ada Township as an additional insured. We will also send out a mailer to all of the residents that live on the run course. One week prior to the race we will place 3 changeable message signs in Cascade and Ada.

Andy Vidro

Andy's role with Tri4Health is President.

Andy is responsible for handling the technical side of the race ensuring all details are followed and sanctioning rules are adhered to. He also oversees all operations of the race.

Andy represents Vidro Property Services LLC owner operator. He has also been involved with several businesses on the East side of the state and locally, successfully promoting and improving their market share.

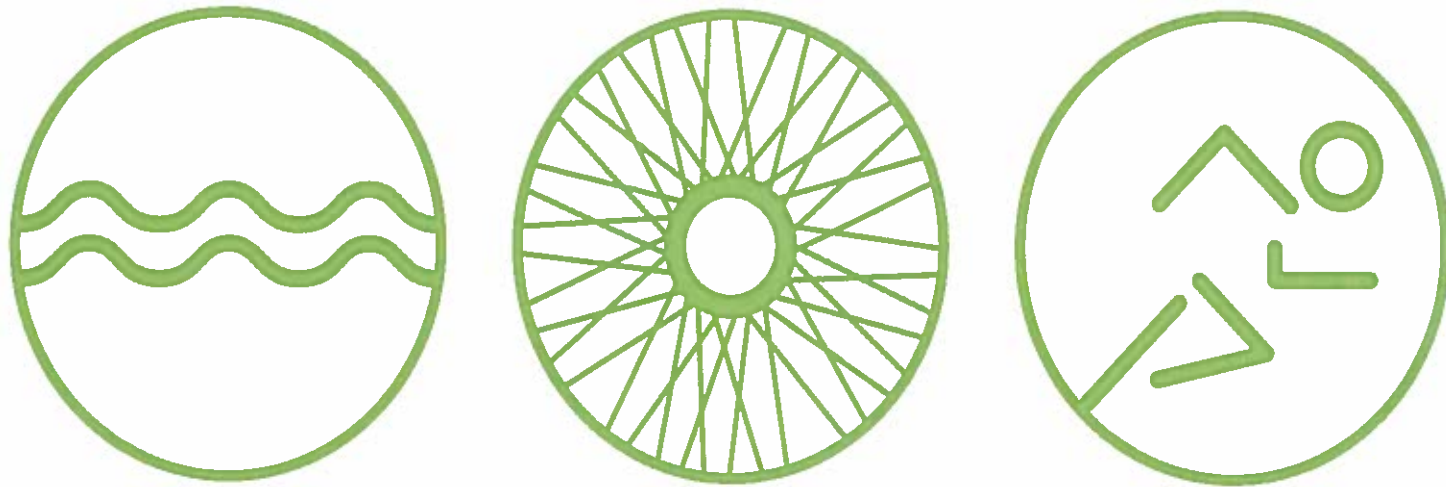
Andy has always enjoyed organized sports, 5k's, 10k's and half-marathons. Since entering the triathlon world, he has taken home several wins in the Clydesdale division.

Ann Vidro, CPA

Ann's role with Tri4Health is Secretary and Treasurer.

Ann has been a resident of West Michigan for over 20 years and is a consultant (and owner) in several small businesses in the Grand Rapids area. She enjoys giving back to the community in many ways including holding the position of Treasurer for Grand Rapids Initiative for Leaders and leading a weekly bible study group for women.

Ann has been participating in organized races since 1996 and joined the triathlon world ten years ago.



GRAND RAPIDS TRIATHLON

Helping to support:





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Whatever the odds, whatever the obstacles ... wishes find a way to make the world better.

Grand Rapids Triathlon

Ada / Cascade MI
June 9, 2019



Triathlon Participation, Growth Trends and Demographics (updated July 2010 from USAT Website)

Triathlon participation in the United States is at an all-time high, following unprecedented growth over the past decade. USA Triathlon can easily track the surge through its membership numbers, which approached 133,000 annual members in March 2010. To put that into perspective, annual membership hovered between 15,000 and 21,000 from 1993-2000.

At the end of 1999, annual membership stood at 19,060. Those numbers had more than doubled to 40,299 by the end of 2002 and doubled again to 84,787 by the end of 2006. Much of the growth in 2006 could be owed to mandatory youth memberships, but adult memberships still soared at a 15 percent rate over the previous year. The growth during 2007 continued at close to a 16 percent rate, bringing membership to 100,674.

After rising to 107,231 at the end of 2008, annual membership jumped nearly 20 percent to 128,653 to close 2009.

Additionally, 312,489 one-day memberships to compete in USAT sanctioned events were purchased in 2009, growing from just over 100,000 in 2000.



Grand Rapids Triathlon

Ada, MI
June 9, 2019



Ada Township Road Closures

- Thornapple River Dr from River St. South

4am to 6pm

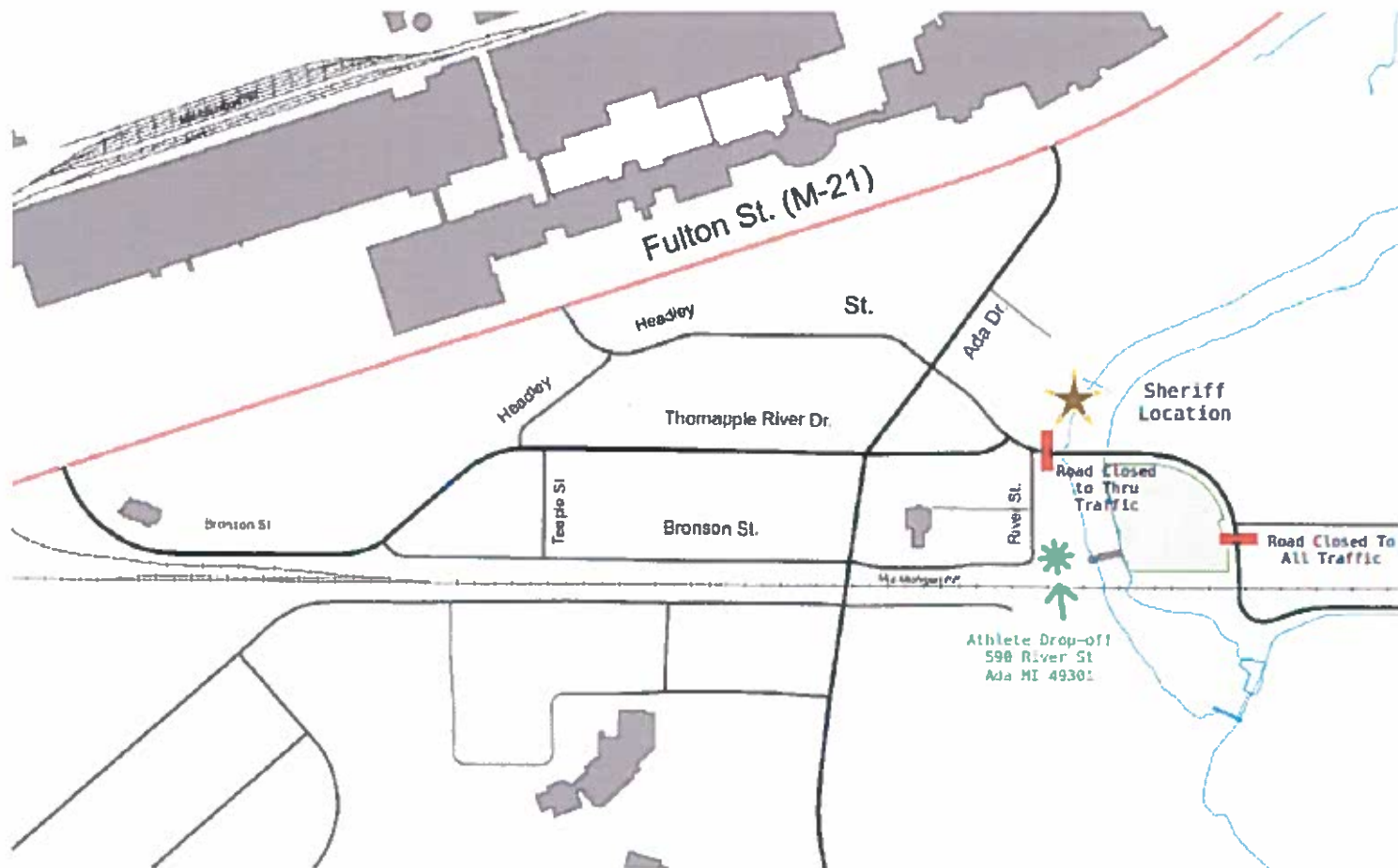
- Buttrick Ave from Thornapple to Grand River Ave

6pm on the 8th to 5pm on the 9th

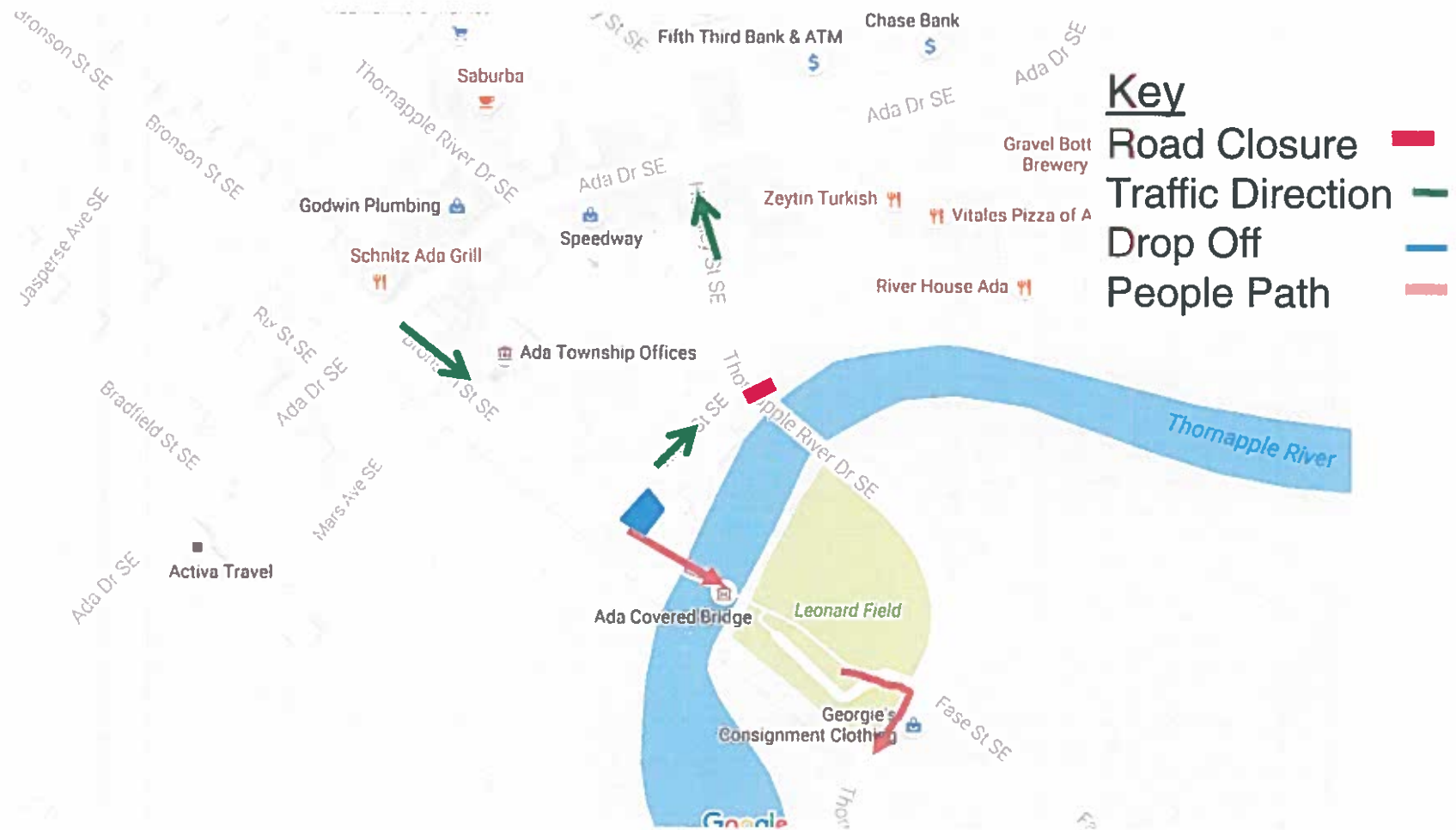
Grand Rapids Triathlon Race Timeline

- **Notify Residents – Have race information in Township Newsletter to residents**
- **Friday May 31, 2019 – Setup 3 Changeable message signed on Thronapple River Dr - 2 and Buttrick Ave – 1**
- **Transition Setup on June 8th at 5pm. Transition is on Buttrick Ave**
- **Setup Road Closures signage on Run Course. Road Closure on Thornapple River Dr, Grachen St, Mountain Ash St Orange, and Hurley at 4am on June 9th**
- **Transition Area Opens – 5:15 – 7:45 am
Course Meeting @ 6:45**
- **Race Start Times:**
 - Half Iron – 7:00 am**
 - Olympic – 7:45 am**
 - Sprint – 8:30 am**
- **Half Iron Cutoff Times:**
 - Swim – 9:15 am**
 - Bike – 12:00 pm**
 - Run – 3:15 pm**
- **Road Opens at 6:00 pm**

Athlete Drop-Off



Shuttle Route



Main Location for Race



Transition Area and Finish line



Key

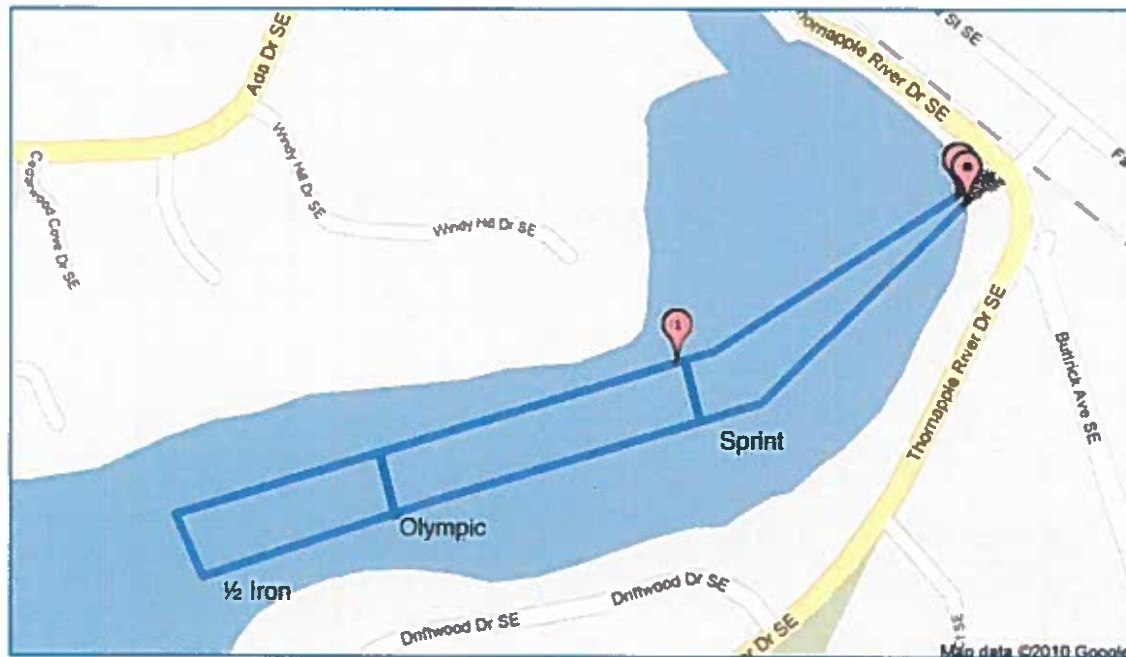
- Transition Fence
- Bike In/Out
- Run In/Out
- ◆ Finish Line

Swim

Sprint – 600 meters

Olympic – 1500 meters

½ Iron – 1.2 miles



Bike – Olympic and Sprint 40K and 20K



Bike Turn Around



Bike - Start and Finish

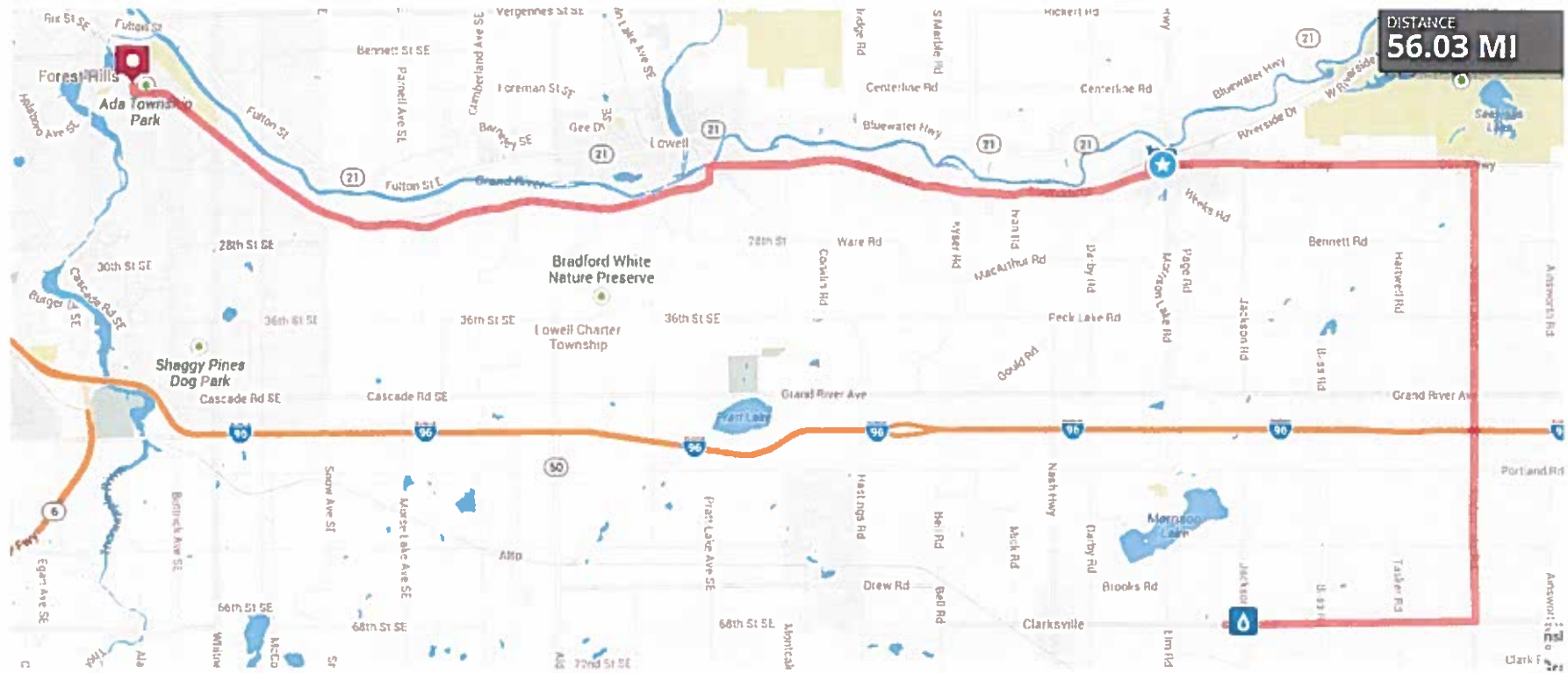


20K Bike



40K Bike

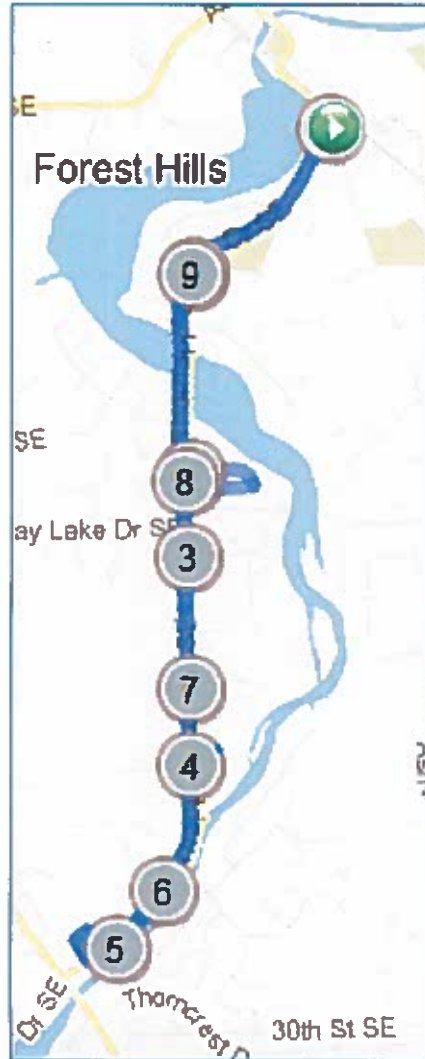
Bike – ½ Iron 56 Miles



Bike - Start and Finish

Run – Olympic and Sprint

10K 5K



Run – Start and Finish



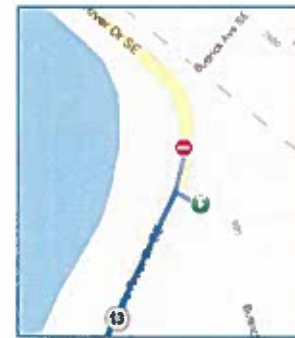
Sprint Turn Around



Olympic Turn Around

Run – ½ Iron 13.1 Miles

Double Loop



Run - Start and Finish



Run -Turn Around Points



TO: ADA TOWNSHIP BOARD

FROM: GEORGE HAGA
ADA TOWNSHIP SUPERVISOR

DATE: JANUARY 7, 2019

SUBJECT: APPOINTMENTS TO TOWNSHIP BOARDS AND COMMISSIONS

I would hereby request the Township Board's confirmation of the following appointments to Boards and Commissions for Ada Township:

COMPENSATION COMMISSION:

Daniel Carter for a 5-year reappointment to expire January 31, 2022
Jacob Heglund for a 5-year reappointment to expire January 21, 2021

PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD;
Judy Levick for a 4-year appointment to expire September 30, 2022

Attached is the application received from Judy Levick. Judy is already participating on the Park Facilities and Recreation Programs sub-committee of the Parks, Recreation and Land Preservation Advisory Board. She is also a regular attendee at the monthly PRLPA Board meeting.

Thank you for consideration these recommended appointments to the Compensation Commission and the Parks, Recreation and Land Preservation Advisory Board.



TOWNSHIP

APPLICATION FOR ADA TOWNSHIP APPOINTED BOARDS, COMMISSIONS AND COMMITTEES

www.adatownshipmi.com

NAME Judy Levick
STREET 6463 Channing Ct. CITY Ada ZIP 49301
PHONE Work — Home 616-676-3392 Cell 616-460-6525

APPLICANT FOR (see attached list of Boards, Commissions, and Committees) —

I am on a Parks Committee with Mark Fitzpatrick
(Park Facilities + Recreation Profs.); Interest in Ada Board ^{Parks} (have been attending as
BUSINESS/FIRM/OCCUPATION Retired medical Social Worker/Piano teacher ^{current -} "public" member)

POSITION Parent-to-Parent Partnership Coordinator; Professional writer/editor; speaker.

WORK EXPERIENCE Coordinated NICU Parent-to-Parent Partnership
(mentor prog.) for 32 yrs.; also sibling + bereavement support.
Piano teacher 15 yrs. Still teaching (retired after 35-yr MSW career).

VOLUNTEER EXPERIENCE AND INVOLVEMENT West MI Environment
Action Council (WMEAC) volunteer + Book Club member;
past vol. for events relating to Children's Hospital + Community Support

EDUCATION BACKGROUND B.A. Psychology 1980 for young families
Masters in Social Work (M.S.W.) 1982 Both Univ. of Michigan

STATE BRIEFLY YOUR QUALIFICATIONS FOR THIS APPOINTMENT(S) —

I have lived in Ada for 30 yrs., raised my children
in FH schools, "own property" in Ada Cemetery; am passionate about Ada ^{+ the environment.}

DO YOU KNOW OF ANY CONFLICT OF INTEREST OR ANY REASON YOU SHOULD NOT
RECEIVE THIS APPOINTMENT? No. (I walk + bike the trails/parks regularly).

DATE 10/13/18 SIGNED Judy Levick