



**AGENDA**  
**ADA TOWNSHIP REGULAR BOARD MEETING**  
**MONDAY, APRIL 14, 2025, at 7:00 P.M.**  
**ADA TOWNSHIP HALL**  
**7330 THORNAPPLE RIVER DRIVE**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA
- VI. GENERAL TOWNSHIP BUSINESS
  - Motion to approve minutes and accept, and file reports/communications under the consent agenda
  - A. APPROVAL OF TOWNSHIP BOARD MINUTES
    - 1. Regular Board Meeting Minutes – March 24, 2025
  - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
    - 1. Parks, Recreation, and Land Preservation Meeting Minutes – February 20, 2025
    - 2. Planning Commission Meeting Minutes – February 20, 2025
    - 3. Revenue & Expense Report as of March 31, 2025
- VII. APPROVAL OF WARRANTS
  - A. Township General Warrants
- VIII. PUBLIC COMMENT (*Limit of 3 Minutes Per Speaker*)
- IX. UNFINISHED BUSINESS – None
- X. PUBLIC HEARING – None
- XI. NEW BUSINESS
  - A. 2024-2025 Planning Commission Annual Report – John Said, Planning Director
  - B. Consider Award of Hall Street Force Main & Lift Station Project to Kamminga & Roodvoets for an Amount Not to Exceed \$1,904,765.00
  - C. Consider Approval of Proposal for Moore + Bruggink Hall Street Force Main & Lift Station Project Budget for Design and Construction Engineering/Inspection, Soil Borings, and Project Contingencies for an Amount Not to Exceed \$295,235
  - D. Consider Proposal from Siegfried Crandall PC for Annual Audit Services for FY 2024-2025 for an Amount Not to Exceed \$22,200.00

- E. Thornapple River Pedestrian Bridge Layout Options for Thornapple River Pedestrian Bridge – Steve Groenenboom, Moore + Bruggink
- F. Review of Strategic Parking Plan Request for Proposal
- G. Consider Economic Data Study Request to be Administered by the Chesapeake Group from Baton Collective
- H. Schedule Work Session to Discuss New Township Hall Project

XII. DEPARTMENT REPORTS

- A. Township Manager Report – April 9, 2025
- B. Assessing Department Report – April 1, 2025
- C. Building, Facilities & Grounds Department Report – April 14, 2025
- D. Clerk’s Office Report – April 14, 2025
- E. Downtown Development Authority Director Report – April 14, 2025
- F. Fire Department Report – March, 2025
- G. Historical Society Executive Director Report – March, 2025
- H. Parks & Recreation Department Report – March 30, 2025
- I. Planning Department Report – March 31, 2025
- J. Engineering Monthly Report – April 1, 2025
- K. F&V Operations & Resource Management Utility Report – March 31, 2025

XIII. BOARD MEMBER COMMENT

XIV. CLOSED SESSION –

- A. Discuss Pending Litigation Pursuant to MCL 15.268 Section 8(1)(e) of the Michigan Open Meetings Act

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

XVI. ADJOURNMENT



**ADA TOWNSHIP REGULAR BOARD MEETING  
MONDAY, MARCH 24, 2025, at 7:00 P.M.  
MINUTES**

**Supervisor Korth called the regular township board meeting to order at 7:00 P.M.**

**Board Members Present:** Supervisor Korth, Clerk DeMarco, Treasurer Moran, Trustees Proos, Carter, Hurwitz, Damstra.

**Board Members Absent:** None

**Staff Present:** Planning Director Said, Downtown Development Director Austin, Township Manager Suchy, Deputy Clerk McIntosh, Accountant Rodriguez, Parks and Recreation Director Deason.

**Public Present:** 2 members of the public.

**APPROVAL OF AGENDA**

**Moved by Trustee Carter, supported by Trustee Damstra, to approve the agenda. Motion Carried. 7-0.**

**GENERAL TOWNSHIP BUSINESS**

**Moved by Clerk DeMarco, supported by Trustee Hurwitz to approve minutes, accept and file reports/communications under consent agenda. Motion Carried. 7-0.**

- A. APPROVAL OF TOWNSHIP BOARD MINUTES
  - 1. Regular Board Meeting Minutes – March 10, 2025
  - 2. Closed Session Meeting Minutes – March 10, 2025
  
- B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS
  - 1. Ada Historical Society Meeting Minutes – February 13, 2025
  - 2. Compensation Commission Meeting Minutes – March 12, 2025
  - 3. Compensation Commission Meeting Minutes – March 13, 2025
  - 4. Compensation Commission Elected Officials Salary Decision for FY 2025-2026 & 2026-2027
  - 5. Downtown Development Authority Meeting Minutes – February 10, 2025
  - 6. Downtown Development Authority Work Session Meeting Minutes – February 19, 2025

**APPROVAL OF WARRANTS**

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

Hand Checks: \$0.00

Warrants: \$170,424.45

Total all hand checks and warrants: \$170,424.45

**Moved by Clerk DeMarco, supported by Trustee Carter to approve the warrant report for March 24, 2025, meeting in the total amount of \$170,424.45. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

**PUBLIC COMMENT**

**There was no public comment.**

## **UNFINISHED BUSINESS**

**There was no unfinished business.**

## **PUBLIC HEARING**

**There was no public hearing.**

## **NEW BUSINESS**

### **Resolution R-032425-1: A Resolution Amending the Fiscal Year 2024-2025 Budget**

Manager Suchy stated that this amendment reflects the ending balance of the funds with end of the year adjustments. Manager Suchy cited positive work with the auditor for continued fiscal management. Supervisor Korth thanked Manager Suchy for his work on the budget and the conclusion of the Fiscal Year 2024-2025. **Moved by Trustee Hurwitz, supported by Treasurer Moran to approve R-032425-1. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

### **Employee Compensation and Benefits Recommendation for FY 2025-2026**

Manager Suchy presented the recommendation, stating that this was brought to the Personnel Committee for their consideration. Suchy reviewed the provided memo with the board, discussing health insurance premiums, Township costs, and different healthcare options. **Moved by Trustee Carter, supported by Trustee Proos, to approve the Compensation and Benefits and Recommendation for FY 2025-2026. Motion Carried. 7-0.**

### **Resolution R-032425-2: A Resolution Approving the FY 2025-2026 Budget Appropriations**

Manager Suchy provided an overview of the resolution. **Moved by Treasurer Moran, supported by Trustee Carter to approve R-032425-2. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

### **Resolution R-032425-3: A Resolution Approving the FY 2025-2031 Capital Improvement Plan**

Manager Suchy presented the plan to the board. He stated that this is not a budget, it is a plan that will get integrated into the budget as the years go on. Treasurer Moran inquired regarding the involvement of the department heads throughout and other options for projection. Board Members discussed the benefits of department head meetings and encouraged a change for the future. **Moved by Trustee Proos, supported by Trustee Hurwitz to approve R-032425-3. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

### **Resolution R-032425-4: A Resolution to Set the Downtown Development Authority Meeting Schedule for FY 2025-26**

DDA Director Austin presented the provided memo. He stated that this would shift the meeting from second Monday to the third Monday of the month. Director Austin stated that this would work better for issues that need to go before both boards to have a staggered meeting.

**Move approval Trustee Hurwitz supported by Trustee Damstra to approve R-032425-4. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

**Consider Resolution R-032425-5: A Resolution to Amend the Ada Township Park Rules**

Parks and Recreation Director Deason presented the changed rules and guidelines, citing confusing language and inaccessible postings. He stated that this work was completed with the assistance from the Program and Facilities sub-committee. Director Deason stated that this was reviewed by legal and the Parks, Recreation and Land Preservation Advisory Board who recommended the proposed rules. Clerk DeMarco stated that the Parks and Recreation Department has amazing communication through the website and social media, and she looks forward to the updated rules. Board members discussed the social district, graffiti, and community policing cooperation. **Moved by Treasurer Moran, supported by Clerk DeMarco to approve R-032425-5. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

**Resolution R-032425-6: A Resolution to Adopt an Updated Ada Township Charges & Fees Schedule**

Clerk DeMarco presented the updated Township Charges & Fees Schedule. She stated that items that were no longer applicable were removed, and department heads were contacted to refresh the fees relevant to their departments. Board members cited concerns about the rationale behind the price increases. Planning Director Said address concerns and answered questions from board members. **Moved by Trustee Carter, supported by Clerk DeMarco to approve R-032425-6. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

**Consider Resolution R-032425-7: A Resolution to Re-Appoint Joshua Hulst and Dan Hurwitz to the Parks, Recreation, and Land Preservation Advisory Board**

Manager Suchy presented the reappointment memo, with terms expiring March 31, 2029. **Moved by Trustee Proos, supported by Clerk DeMarco to approve R-032425-7. Roll Call Vote: Yes- 7 (Korth, DeMarco, Moran, Proos, Carter, Hurwitz, Damstra); No- 0; Absent-0. Motion Carried. 7-0.**

**Consider the Purchase of Eight Park Benches for Ada Park from GameTime for an Amount Not to Exceed \$9,696.98**

Parks and Recreation Director Deason stated that there are eight benches that need to be updated. He stated that GameTime is a local organization that came in at the lowest price. **Moved by Trustee Hurwitz, supported by Treasurer Moran. Motion Carried. 7-0.**

**Consider the Purchase of Two New Pumps from Detroit Pump for \$77,070 and Repair One Pump from Kennedy Industries for the Spaulding Street Lift Station for an Amount Not to Exceed \$96,055.00**

Stephanie Kozal, Project Manager, F&V Operations. She reviewed the costs outlined, stating that this would purchase two new pumps for the station and have one repaired. She stated that this will allow one pump to be on standby for emergencies. Manager Suchy stated that we are actively working with insurance and the situation demands action due to the lift station operating with one pump. Kozal thanked the board for their support and cooperation. **Moved by Trustee Hurwitz, supported by Trustee Carter to approve the purchase for an amount not to exceed \$96,055.00. Motion Carried.**

**DEPARTMENT REPORTS**

A. Township Manager Report – March 19, 2025

Manager Suchy stated that the Hall Street bid came in over budget and will be discussed by the Buildings, Utilities and Grounds Committee. Manager Suchy thanked Accountant Rodriguez for the work regarding switching from John Hancock and Voya to Empower. Manager Suchy stated he is meeting with Corbin and MetroSigns to finalize a timeline for the Wayfinding sign installation.

**BOARD MEMBER COMMENT**

Trustee Hurwitz inquired if the Roselle Park Silos were open. Director Deason confirmed they are open.

Clerk DeMarco stated that she and Deputy Clerk McIntosh attended the Michigan Association of Municipal Clerk's conference last week. She went over the topics discussed and stated that Clerks from all around the state converged to discuss important topics. She stated that we got a full reimbursement from Republic regarding the drop box damage. She also stated that the Cemetery Committee met regarding the public's comments from the March 10, 2025 public hearing.

Supervisor Korth stated that the maintenance of township buildings is on the township and he is in support of the township finding funding for the Ada History Center siding installation. He stated that the compensation commission met regarding elected official's compensation. He stated that there may be changes to the ordinance that established the commission and will be working with Admin Committee on a more effective timeline going forward.

**CLOSED SESSION**

**There was no Closed Session.**

**OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT**

**There was no public comment.**

**ADJOURNMENT**

**Moved by Trustee Hurwitz, supported by Trustee Carter to adjourn the meeting. Motion Carried. 7-0. The meeting adjourned at 8:35 P.M.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jo DeMarco, Clerk



**Parks & Recreation Department  
Director's Report March 30<sup>th</sup>, 2025**

**Submitted By: Director of Parks & Recreation – Wesley Deason**

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

- The next PRLP Advisory Board meeting is scheduled for April 17<sup>th</sup>, 2025 at 8:30am in the Roselle Park Resource Building.
- Board members Josh Hulst & Dan Hurwitz were re-appointed to the PRLP Advisory Board for terms through 3/31/29 by Township Supervisor Tom Korth and the Ada Township Board of Trustees at the March 24<sup>th</sup> meeting.

**Administrative Items:**

- Job postings for two (2) seasonal parks & recreation workers and one (1) recreation intern are currently open for recruitment. We have received some well-qualified applicants and will begin evaluating all candidates after the April 11<sup>th</sup> deadline. Interviews are anticipated to take place in mid-late April.
- The new FY for all Township Departments officially begins Tuesday, April 1<sup>st</sup>.
- Department staff will have the opportunity to attend our next WMPRA regional meeting on April 22<sup>nd</sup> in Wyoming. This quarter's meeting focus area will be related to playground construction, new technology, resources, and funding.
- On March 20<sup>th</sup> Township Manager Suchy, DDA Director Kevin Austin, Planning Director John Said, and I had the pleasure of serving as the keynote presenting guests for the ABA Luncheon to discuss the many projects, plans, and initiatives that are scheduled for the coming years in the Township.
- Publication materials for the Summer AdaView edition are due April 11<sup>th</sup>. I am working with several departments on communication and marketing efforts related to the Township's 4<sup>th</sup> of July Celebration.
- I will be out of the office from April 29<sup>th</sup> – May 1<sup>st</sup> for the Parks & Recreation Summit and on vacation from May 2<sup>nd</sup> – May 5<sup>th</sup>.

**Special Events & Programs:**

- On April 25<sup>th</sup> we will be hosting our second annual ABA Member Pickleball Tournament at Ada Park. This tournament serves as a unique opportunity to bring ABA members and their respective teams together for an afternoon of recreation, camaraderie, and networking.
- A park clean-up day is scheduled for Saturday, April 26<sup>th</sup> at Ada Park. We have coordinated with a large volunteer group who participated with us last year and we look forward to working with them again on a variety of projects as we prepare for a busy park season.



- Summer kickball & soccer league registrations are scheduled to open on April 14<sup>th</sup>.

### **Ongoing Projects:**

- Township staff met with Progressive Companies, Kristen Wildes of the Ada Historical Society, and representatives from a local Veterans organization to discuss design elements for the Veterans Memorial planned for Covered Bridge Park on March 21<sup>st</sup>. A second meeting is scheduled for April 1<sup>st</sup>.
- Significant improvements for the Ada Park seasonal restrooms are currently being made to update and improve our facilities for the community. These improvements include the installation of two new ventilated doors, the installation of ceiling vents and the corresponding duct work, re-finishing of the floors, fresh paint on the interior of the building, and improved lighting. We anticipate this work to be completed by mid-April.
- 8 new park benches were approved for purchase at the March 24<sup>th</sup> Township board meeting. These benches will replace the wooden ones located around the Ada Park playground which are rotting and deteriorating. We will be working with our Buildings, Facilities, and Grounds Department to handle installation.
- The Roselle Park Resource Building is scheduled to have the carpet professionally cleaned on April 8<sup>th</sup>, and the Parks office is scheduled for April 9<sup>th</sup>.
- The Stewardship Committee met on March 25<sup>th</sup> to review a brief update from the Kent Conservation District on our Land Management Plan as well as to discuss best practices for the Township owned conservation easement.







**ADA TOWNSHIP PLANNING COMMISSION  
MINUTES OF THE MEETING FEBRUARY 20, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, February 20, 2025, at 5:30 p.m., at the Ada Township Hall, 7330 Thornapple River Drive, Ada, Michigan.

**I. CALL TO ORDER**

Chair VanderVennen called the meeting to order at 5:30 p.m.

**II. ROLL CALL**

Members Present: Butterfield, Cooper-Surma, Kluting, Moyer, VanderVennen

Members Absent: Carter, Ellixson-Andrews

Staff Present: Bajdek, Buckley, Said

Others Present: 3 members of the public

**III. APPROVAL OF AGENDA**

Moved by Moyer, supported by Kluting, to approve the agenda as presented. Motion carried.

**IV. APPROVAL OF MINUTES OF JANUARY 16, 2025, REGULAR MEETING**

In reviewing the meeting minutes, it was noted by two Commissioners that minor typographical errors (apostrophes inserted) on pages 2 and 3. It was moved by Butterfield, supported by Kluting, to approve the amended January 16, 2025, Regular Meeting minutes (apostrophes removed). Motion carried.

**V. PUBLIC HEARING - none**

**VI. UNFINISHED BUSINESS**

**1. Planning Commission Bylaws – Proposed Revisions**

Planning Director Said stated the Bylaw revisions were presented at the meeting in January, Chair VanderVennen was absent, and the Commissioners in attendance opted to table the matter to give the Chair an opportunity to discuss the preference for retaining existing language requiring Chair approval of Commission agendas.

Said noted some of the minor changes proposed; meeting cancellation process, Commissioner resignation process, Chair approval of the agenda, and referred to the draft copy with the proposed changes noted in red.

There was brief discussion regarding the cancellation process or modifying meeting dates, and the details about the affirmative vote of 2/3 majority required for any part of the Master Plan vs. simple majority vote of the Planning Commission.

Moved by Moyer, supported by Cooper-Surma, to approve the proposed Bylaws with revisions and note that Staff will confirm with Township legal counsel the State law language on (Section 2 Meetings, E-Voting, number 1) whether the 2/3 majority voting have to be present or not.

Motion carried.

## **2. Possible Zoning Ordinance Text Amendment – Renewable Energy Ordinance (CREO)**

Said noted at the January 16 meeting he introduced information regarding a new State law that allows development of large-scale solar and wind farms (and storage facilities) without regulation by local governmental authorities, as long as certain requirements are followed. Said explained the details on the energy storage process and that local governments may enact ordinance requirements (such as the model CREO-Compatible Renewable Energy Ordinance) regulating location and allowing local review process of such projects. There was Commissioner conversation at that time, and they requested a sample CREO be provided and inquired about what is considered a large-scale project.

Said researched their inquiries and referred to the staff memo that includes a sample CREO and explained the general estimates concerning the amount of land needed. Said requested the Planning Commission direction on whether or not to pursue adoption of a CREO as a text amendment to the Zoning Ordinance or await conclusion of legal action from the State prior to further action.

There was Commissioner discussion about the clarification that the new ordinance would allow for Township local review, but no authority to allow such a project, only allows for awareness of the projects to the Ada community. The CREO ordinance would at least give the Planning Commission the opportunity for a public hearing to provide awareness to Ada residents.

The Planning Commission unanimously supported pursuing adoption of a CREO ordinance as a part of the Zoning Ordinance Rewrite process.

## **VII. NEW BUSINESS**

### **1. Site Plan Review for Chief Hazy Cloud Park Trail parking, Kent County Parks, Brian Mulligan, 869 Pettis Avenue NE, Property Owner County of Kent, Parcel No. 41-15-20-200-018**

Ben Swayze, Parks Director, and Brian Mulligan, Parks Landscape Architect, presented their request.

Mr. Swayze said they are excited about this project and that Chief Hazy Cloud is a great example of a partnership between the county and the township. He explained that Kent County Parks is working with Ada and other entities on the Grand River Greenway, which extends an existing trail in Ottawa County that will go completely through Kent County. Chief Hazy Cloud is the center of the section that Kent County Parks is working on; which includes the shared-use path, park to park bridge, trailhead parking areas, nature trails, and equestrian trail throughout the park.

Mr. Mulligan went over the plans for the proposed parking lot and explained that the lot would have 20 paved parking spaces for passenger vehicles and 6-8 spaces for truck and horse trailers.

The driveway entrance will have a left turn lane that lines up with Egypt Valley Road.

Said made note on items mentioned in the Staff report: the vehicle parking area has no exterior lighting and does not have a gate (if there is need for a gate the Parks could install one), the parking lot will be put on a snow clearing rotation, and the site does not appear to be in the floodplain. Said referred to the landscape plan and noted the Parks planted many trees along the edge of the parking area that enhances the area.

Said stated based on the applicable site plan review standards, Staff has no objections to approval of the site plan, subject to two conditions about lighting fixtures and obtaining a stormwater permit.

There was Commissioner discussion regarding no exterior lighting, the addition of equestrian trails, no restroom facilities at this time, trash receptacles, equine parking standards, park maintenance, and signage for the parking lot.

Mr. Mulligan responded to some of the Commissioner questions/concerns: exterior lighting unnecessary as the park only operates from 7AM to Sunset, rest room facilities will be provided when the park-to-park bridge project is completed (temporary port-o-potty can be provided as necessary), and confirmed that Kent County Parks is responsible for the maintenance of all the trails and parking lot at Chief Hazy Cloud (Ada to provide rotation snow clearing).

Moved by Moyer, supported by Kluting, to approve the site plan, subject to the following conditions:

1. Any lighting fixtures installed in the future shall be "full-cutoff" fixtures to control light emission, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval for all lighting fixtures, prior to issuance of a permit.
2. The applicant shall obtain a stormwater permit within sixty (60) days of Planning Commission approval of the site plan.

Motion carried.

### **VIII. COMMISSION MEMBER / STAFF REPORTS**

Said mentioned the Grant approval received from the Michigan State Housing Development Authority and that Staff will be proceeding with the Zoning Ordinance Rewrite process.

### **IX. PUBLIC COMMENT**

One individual (member of the public) spoke to say they were there to observe the process and procedures of a Planning Commission meeting.

### **X. ADJOURNMENT**

Moved by Kluting, supported by Moyer, to adjourn the meeting at 6:19 p.m. Motion carried.

Respectfully submitted,

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Jo DeMarco, Ada Township Clerk

rs:eb

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

VI B3

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Revenues							
Dept 020.000 - TAXES							
101-020.000-402.000	TAXES: TWP OPERATING AD VAL	1,183,849.00	1,183,849.00	1,151,179.29	32,588.84	32,669.71	97.24
101-020.000-437.000	TAXES: TWP OPERATING IFT	0.00	0.00	7,449.01	0.00	(7,449.01)	100.00
101-020.000-445.000	TAXES: PENALTIES/INTEREST	5,000.00	5,000.00	10,873.39	10,866.83	(5,873.39)	217.47
101-020.000-447.000	TAXES: SCHOOL TAX FEE	23,000.00	23,000.00	20,350.80	0.00	2,649.20	88.48
101-020.000-451.000	TAXES: LIGHT DISTRICTS	58,996.00	72,000.00	73,780.58	1,484.63	(1,780.58)	102.47
101-020.000-452.000	SPECIAL ASSESSMENTS- PL	7,056.00	7,056.00	6,664.00	0.00	392.00	94.44
101-020.000-573.000	LOCAL COMMUNITY STABILIZATION	3,000.00	3,000.00	4,989.14	0.00	(1,989.14)	166.30
Total Dept 020.000 - TAXES		1,280,901.00	1,293,905.00	1,275,286.21	44,940.30	18,618.79	98.56
Dept 022.000 - CABLE LICENSE & FEES							
101-022.000-477.000	LICENSE: FRANCHISE FEES	210,000.00	210,000.00	146,753.94	0.00	63,246.06	69.88
101-022.000-477.001	CABLE: MAINTENANCE FEE : PA 48	15,000.00	15,000.00	19,406.43	0.00	(4,406.43)	129.38
101-022.000-477.002	CABLE PEG GRANTS	44,000.00	44,000.00	30,131.11	0.00	13,868.89	68.48
Total Dept 022.000 - CABLE LICENSE & FEES		269,000.00	269,000.00	196,291.48	0.00	72,708.52	72.97
Dept 023.000 - INTEREST & RENTS							
101-023.000-665.001	MI CLASS - INTEREST	0.00	0.00	5,722.59	0.00	(5,722.59)	100.00
101-023.000-665.005	INT: GEN FUND - BANK	14,000.00	45,000.00	18,402.95	0.00	26,597.05	40.90
101-023.000-665.006	INT: GEN FUND CONTINGENCY	1,750.00	1,750.00	2,937.71	0.00	(1,187.71)	167.87
101-023.000-667.001	CELL TOWER RENTS	103,350.00	103,350.00	90,241.04	1,756.92	13,108.96	87.32
Total Dept 023.000 - INTEREST & RENTS		119,100.00	150,100.00	117,304.29	1,756.92	32,795.71	78.15
Dept 024.000 - STATE REVENUE SHARING							
101-024.000-574.000	STATE: SALES TAX	1,576,335.00	1,576,335.00	1,542,176.00	264,133.00	34,159.00	97.83
101-024.000-574.001	EVIP REVENUE SHARING	51,762.00	51,762.00	52,504.00	8,875.00	(742.00)	101.43
101-024.000-578.000	STATE: LIQUOR LICENSE FEES	0.00	0.00	41.25	0.00	(41.25)	100.00
Total Dept 024.000 - STATE REVENUE SHARING		1,628,097.00	1,628,097.00	1,594,721.25	273,008.00	33,375.75	97.95
Dept 024.001 - GRANTS							
101-024.001-565.000	STATE: ELECTION REIMBURSEMENT	0.00	59,734.00	59,733.57	0.00	0.43	100.00
Total Dept 024.001 - GRANTS		0.00	59,734.00	59,733.57	0.00	0.43	100.00
Dept 025.000 - CHARGES FOR SERVICES							
101-025.000-607.000	ZONING HRGS/APPEALS/PERMITS	11,000.00	13,345.00	13,545.00	1,250.00	(200.00)	101.50
101-025.000-634.000	CEMETERY SERVICE	10,000.00	10,000.00	7,375.00	200.00	2,625.00	73.75
101-025.000-643.000	SALES: CEMETERY SITES	6,500.00	14,050.00	14,050.00	300.00	0.00	100.00
101-025.000-644.000	FEES: ELECTRIC CAR CHARGE STATI	1,000.00	1,000.00	514.47	0.00	485.53	51.45
101-025.000-667.003	FEES: COMMUNITY ROOM RENTALS	11,000.00	11,000.00	14,805.00	0.00	(3,805.00)	134.59
101-025.000-667.004	FEES: KDL LEASE	41,282.00	41,282.00	41,282.00	0.00	0.00	100.00
Total Dept 025.000 - CHARGES FOR SERVICES		80,782.00	90,677.00	91,571.47	1,750.00	(894.47)	100.99

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Revenues							
Dept 027.000 - OTHER REVENUE							
101-027.000-643.000	BROWNFIELD ADMIN FEES	3,500.00	3,500.00	3,500.00	0.00	0.00	100.00
101-027.000-675.000	MISC AND OTHER REVENUE	5,000.00	5,000.00	7,733.63	65.00	(2,733.63)	154.67
Total Dept 027.000 - OTHER REVENUE		8,500.00	8,500.00	11,233.63	65.00	(2,733.63)	132.16
TOTAL REVENUES		3,386,380.00	3,500,013.00	3,346,141.90	321,520.22	153,871.10	95.60
Expenditures							
Dept 101.000 - BOARD OF TRUSTEES							
101-101.000-701.000	SALARIES, ELECTED OFFICIALS	33,518.00	33,518.00	32,854.90	2,578.24	663.10	98.02
101-101.000-715.000	FICA - TOWNSHIP SHARE	2,095.00	2,095.00	2,036.98	159.84	58.02	97.23
101-101.000-716.000	FICA - MEDICARE TWP SHARE	419.00	419.00	485.46	37.36	(66.46)	115.86
101-101.000-719.000	RETIREMENT - EMPLOYER COST	3,352.00	3,352.00	3,348.39	257.84	3.61	99.89
101-101.000-800.000	CONTINUING EDUCATION	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-101.000-870.000	MILEAGE & EXPENSES	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 101.000 - BOARD OF TRUSTEES		42,134.00	42,134.00	38,725.73	3,033.28	3,408.27	91.91
Dept 171.000 - SUPERVISOR'S OFFICE							
101-171.000-701.000	SALARIES, ELECTED OFFICIALS	41,897.00	41,897.00	41,852.75	3,222.84	44.25	99.89
101-171.000-708.000	WAGES - ADMIN ASSISTANT	13,737.00	13,737.00	10,818.46	845.43	2,918.54	78.75
101-171.000-715.000	FICA - TOWNSHIP SHARE	3,477.00	3,477.00	3,169.40	244.69	307.60	91.15
101-171.000-716.000	FICA - MEDICARE TWP SHARE	695.00	695.00	766.51	57.23	(71.51)	110.29
101-171.000-719.000	RETIREMENT - EMPLOYER COST	5,564.00	5,564.00	5,439.54	406.82	124.46	97.76
101-171.000-719.001	MEDICAL, DENTAL INSURANCE	6,625.00	6,625.00	4,997.62	326.58	1,627.38	75.44
101-171.000-800.000	CONTINUING EDUCATION	500.00	500.00	0.00	0.00	500.00	0.00
101-171.000-820.000	MEMBERSHIP & DUES	125.00	125.00	0.00	0.00	125.00	0.00
101-171.000-870.000	MILEAGE & EXPENSES	150.00	150.00	0.00	0.00	150.00	0.00
Total Dept 171.000 - SUPERVISOR'S OFFICE		72,770.00	72,770.00	67,044.28	5,103.59	5,725.72	92.13
Dept 172.000 - MANAGER'S OFFICE							
101-172.000-703.000	SALARIES & WAGES	75,194.00	105,000.00	104,346.60	7,826.88	653.40	99.38
101-172.000-715.000	FICA - TOWNSHIP SHARE	4,700.00	5,700.00	5,648.44	478.54	51.56	99.10
101-172.000-716.000	FICA - MEDICARE TWP SHARE	940.00	1,533.00	1,530.05	111.92	2.95	99.81
101-172.000-719.000	RETIREMENT - EMPLOYER COST	7,520.00	10,851.00	10,850.73	782.69	0.27	100.00
101-172.000-719.001	MEDICAL, DENTAL INSURANCE	9,102.00	12,000.00	11,988.07	786.75	11.93	99.90
101-172.000-724.000	PHONE ALLOWANCE	296.00	429.00	395.99	33.00	33.01	92.31
101-172.000-726.000	OFFICE SUPPLIES/SERVICES	500.00	500.00	288.68	0.00	211.32	57.74
101-172.000-800.000	CONTINUING EDUCATION	5,000.00	5,000.00	4,044.95	0.00	955.05	80.90
101-172.000-820.000	MEMBERSHIP & DUES	1,750.00	1,750.00	1,025.00	0.00	725.00	58.57
101-172.000-870.000	MILEAGE & EXPENSES	3,600.00	3,600.00	3,638.00	300.00	(38.00)	101.06
101-172.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 172.000 - MANAGER'S OFFICE		110,102.00	147,863.00	143,756.51	10,319.78	4,106.49	97.22
Dept 215.000 - CLERK'S OFFICE							
101-215.000-701.000	SALARIES, ELECTED OFFICIALS	86,122.00	86,122.00	84,419.54	6,624.70	1,702.46	98.02

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-215.000-706.000	WAGES - DEPUTY/ASSISTANT	53,400.00	53,400.00	52,157.68	4,088.46	1,242.32	97.67
101-215.000-715.000	FICA - TOWNSHIP SHARE	8,721.00	8,721.00	8,490.63	663.75	230.37	97.36
101-215.000-716.000	FICA - MEDICARE TWP SHARE	1,745.00	1,745.00	2,023.92	155.23	(278.92)	115.98
101-215.000-719.000	RETIREMENT - EMPLOYER COST	13,953.00	13,953.00	13,924.05	1,071.32	28.95	99.79
101-215.000-719.001	MEDICAL, DENTAL INSURANCE	10,580.00	10,580.00	9,172.77	310.28	1,407.23	86.70
101-215.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	1,436.46	120.00	3.54	99.75
101-215.000-800.000	CONTINUING EDUCATION	1,200.00	1,200.00	3,074.75	0.00	(1,874.75)	256.23
101-215.000-820.000	MEMBERSHIP & DUES	600.00	600.00	574.55	0.00	25.45	95.76
101-215.000-870.000	MILEAGE & EXPENSES	1,500.00	1,500.00	400.90	132.30	1,099.10	26.73
101-215.000-903.000	PRINTING/PUBLISHING	16,000.00	16,000.00	6,720.49	1,528.99	9,279.51	42.00
101-215.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	1,279.99	1,279.99	220.01	85.33
Total Dept 215.000 - CLERK'S OFFICE		196,761.00	196,761.00	183,675.73	15,975.02	13,085.27	93.35
Dept 223.000 - LEGAL & ACCOUNTING							
101-223.000-807.000	AUDIT SERVICES	17,500.00	19,850.00	19,840.00	0.00	10.00	99.95
Total Dept 223.000 - LEGAL & ACCOUNTING		17,500.00	19,850.00	19,840.00	0.00	10.00	99.95
Dept 247.000 - BOARD OF REVIEW							
101-247.000-710.000	WAGES - OTHER WORKERS	1,600.00	1,600.00	1,350.00	1,100.00	250.00	84.38
101-247.000-715.000	FICA - TOWNSHIP SHARE	100.00	100.00	83.70	68.20	16.30	83.70
101-247.000-716.000	FICA - MEDICARE TWP SHARE	25.00	25.00	19.57	15.95	5.43	78.28
101-247.000-870.000	MILEAGE & EXPENSES	300.00	300.00	349.34	305.54	(49.34)	116.45
Total Dept 247.000 - BOARD OF REVIEW		2,025.00	2,025.00	1,802.61	1,489.69	222.39	89.02
Dept 253.000 - TREASURER'S OFFICE							
101-253.000-701.000	SALARIES, ELECTED OFFICIALS	86,122.00	86,122.00	84,419.53	6,624.70	1,702.47	98.02
101-253.000-706.000	WAGES - DEPUTY/ASSISTANT	64,687.00	64,687.00	62,231.68	4,883.54	2,455.32	96.20
101-253.000-715.000	FICA - TOWNSHIP SHARE	9,426.00	9,426.00	8,275.43	650.16	1,150.57	87.79
101-253.000-716.000	FICA - MEDICARE TWP SHARE	1,885.00	1,885.00	1,972.69	152.05	(87.69)	104.65
101-253.000-719.000	RETIREMENT - EMPLOYER COST	15,081.00	15,081.00	14,945.15	1,150.84	135.85	99.10
101-253.000-719.001	MEDICAL, DENTAL INSURANCE	41,780.00	41,780.00	41,122.50	2,772.50	657.50	98.43
101-253.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	120.00	0.00	100.00
101-253.000-740.000	OPERATING SUPPLIES/SERVICES	12,700.00	14,000.00	13,397.45	21.19	602.55	95.70
101-253.000-800.000	CONTINUING EDUCATION	2,495.00	2,495.00	3,061.00	0.00	(566.00)	122.69
101-253.000-820.000	MEMBERSHIP & DUES	705.00	705.00	577.00	0.00	128.00	81.84
101-253.000-870.000	MILEAGE & EXPENSES	4,775.00	5,700.00	5,777.46	120.68	(77.46)	101.36
101-253.000-983.000	NEW EQUIPMENT	2,000.00	2,500.00	2,455.48	0.00	44.52	98.22
Total Dept 253.000 - TREASURER'S OFFICE		243,096.00	245,821.00	239,675.37	16,495.66	6,145.63	97.50
Dept 257.000 - ASSESSING DEPT.							
101-257.000-704.000	WAGES	108,194.00	108,194.00	104,566.66	8,086.92	3,627.34	96.65
101-257.000-704.002	APPRAISER	52,879.00	52,879.00	52,236.76	4,051.88	642.24	98.79
101-257.000-708.000	WAGES - ASSESS. TECHNICIAN	33,789.00	33,789.00	24,147.68	1,949.67	9,641.32	71.47
101-257.000-715.000	FICA - TOWNSHIP SHARE	12,178.00	12,178.00	11,201.54	866.25	976.46	91.98
101-257.000-716.000	FICA - MEDICARE TWP SHARE	2,435.00	2,435.00	2,692.82	202.60	(257.82)	110.59

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-257.000-719.000	RETIREMENT - EMPLOYER COST	10,820.00	10,820.00	10,804.78	808.70	15.22	99.86
101-257.000-719.001	MEDICAL, DENTAL INSURANCE	9,000.00	9,000.00	8,634.46	946.87	365.54	95.94
101-257.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	120.00	0.00	100.00
101-257.000-730.000	COMPUTER SUPPLIES/SERVICES	500.00	500.00	441.71	271.12	58.29	88.34
101-257.000-740.000	OPERATING SUPPLIES/SERVICES	5,000.00	5,000.00	5,405.59	15.96	(405.59)	108.11
101-257.000-800.000	CONTINUING EDUCATION	4,000.00	4,000.00	2,756.26	80.00	1,243.74	68.91
101-257.000-801.000	CONTRACT SERVICE	14,000.00	14,000.00	13,285.99	0.00	714.01	94.90
101-257.000-820.000	MEMBERSHIP & DUES	1,500.00	1,500.00	1,217.13	0.00	282.87	81.14
101-257.000-870.000	MILEAGE & EXPENSES	5,000.00	5,000.00	5,034.67	72.80	(34.67)	100.69
101-257.000-983.000	NEW EQUIPMENT	3,500.00	3,500.00	2,318.99	0.00	1,181.01	66.26
Total Dept 257.000 - ASSESSING DEPT.		264,235.00	264,235.00	246,185.04	17,472.77	18,049.96	93.17
Dept 262.000 - ELECTIONS							
101-262.000-710.000	WAGES - OTHER WORKERS	60,000.00	65,550.00	65,857.51	533.44	(307.51)	100.47
101-262.000-715.000	FICA - TOWNSHIP SHARE	3,750.00	3,750.00	2,078.65	31.68	1,671.35	55.43
101-262.000-716.000	FICA - MEDICARE TWP SHARE	750.00	750.00	487.48	7.43	262.52	65.00
101-262.000-719.000	RETIREMENT - EMPLOYER COST	600.00	600.00	530.42	40.93	69.58	88.40
101-262.000-719.001	MEDICAL, DENTAL INSURANCE	1,100.00	1,100.00	1,250.41	70.58	(150.41)	113.67
101-262.000-724.000	PHONE ALLOWANCE	75.00	75.00	70.41	5.84	4.59	93.88
101-262.000-740.000	OPERATING SUPPLIES/SERVICES	30,000.00	37,500.00	37,979.43	2,930.88	(479.43)	101.28
101-262.000-870.000	MILEAGE & EXPENSES	100.00	100.00	548.24	0.00	(448.24)	548.24
101-262.000-903.000	PRINTING/PUBLISHING	4,000.00	6,500.00	6,129.04	0.00	370.96	94.29
101-262.000-930.000	MAINTENANCE & REPAIR	0.00	9,700.00	9,669.74	0.00	30.26	99.69
101-262.000-983.000	NEW EQUIPMENT	1,000.00	9,700.00	9,663.81	0.00	36.19	99.63
Total Dept 262.000 - ELECTIONS		101,375.00	135,325.00	134,265.14	3,620.78	1,059.86	99.22
Dept 265.000 - BUILDINGS & GROUNDS							
101-265.000-704.000	WAGES	77,651.00	77,651.00	76,536.16	6,006.98	1,114.84	98.56
101-265.000-704.005	WAGES: OVERTIME	250.00	250.00	0.00	0.00	250.00	0.00
101-265.000-715.000	FICA - TOWNSHIP SHARE	4,883.00	4,883.00	4,566.05	353.19	316.95	93.51
101-265.000-716.000	FICA - MEDICARE TWP SHARE	978.00	978.00	1,088.33	82.60	(110.33)	111.28
101-265.000-719.000	RETIREMENT - EMPLOYER COST	7,812.00	7,812.00	7,769.12	599.11	42.88	99.45
101-265.000-719.001	MEDICAL, DENTAL INSURANCE	16,000.00	16,000.00	15,243.62	873.19	756.38	95.27
101-265.000-724.000	PHONE ALLOWANCE	936.00	936.00	919.75	76.27	16.25	98.26
101-265.000-729.000	UNIFORMS	1,000.00	1,000.00	1,561.25	673.98	(561.25)	156.13
101-265.000-740.000	OPERATING SUPPLIES/SERVICES	20,000.00	20,000.00	11,261.77	1,836.64	8,738.23	56.31
101-265.000-801.000	CONTRACT SERVICE	45,000.00	45,000.00	44,165.51	7,252.50	834.49	98.15
101-265.000-801.001	COMMUNITY PARKING LEASE	26,539.00	26,539.00	26,538.01	0.00	0.99	100.00
101-265.000-817.000	LAWN CARE CONTRACT	11,000.00	11,000.00	15,499.98	0.00	(4,499.98)	140.91
101-265.000-818.000	SANITATION CONT SERVICE	3,000.00	3,000.00	1,314.23	0.00	1,685.77	43.81
101-265.000-819.000	JANITORIAL CONT SERVICE	11,500.00	11,500.00	10,988.00	890.00	512.00	95.55
101-265.000-930.000	MAINTENANCE & REPAIR	20,000.00	20,000.00	14,101.12	348.60	5,898.88	70.51
101-265.000-930.010	IRRIGATION MAINTENANCE	10,000.00	10,000.00	9,652.35	342.50	347.65	96.52
101-265.000-933.000	TRUCK/EQUIP EXPENSES	10,000.00	10,000.00	13,492.60	951.49	(3,492.60)	134.93
101-265.000-933.001	TRUCK FUEL	5,000.00	16,500.00	16,445.50	2,540.87	54.50	99.67
101-265.000-970.000	CAPITAL PURCHASE	42,034.00	42,034.00	28,668.09	3,925.32	13,365.91	68.20
101-265.000-974.000	IMPROVEMENTS	0.00	0.00	5,358.28	816.73	(5,358.28)	100.00
101-265.000-983.000	NEW EQUIPMENT	1,000.00	7,600.00	8,172.34	2,216.11	(572.34)	107.53



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
Total Dept 265.000 - BUILDINGS & GROUNDS		314,583.00	332,683.00	313,342.06	29,786.08	19,340.94	94.19
Dept 266.000 - LEGAL & ACCOUNTING							
101-266.000-828.000	LEGAL SERVICES	70,000.00	148,000.00	150,923.88	13,636.71	(2,923.88)	101.98
Total Dept 266.000 - LEGAL & ACCOUNTING		70,000.00	148,000.00	150,923.88	13,636.71	(2,923.88)	101.98
Dept 272.000 - GENERAL ADMINISTRATION							
101-272.000-702.000	WAGES - TOWNSHIP ACCOUNTANT	70,810.00	70,810.00	69,154.12	5,480.44	1,655.88	97.66
101-272.000-707.001	WAGES - INTERN	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
101-272.000-708.000	WAGES - ADMIN ASSISTANT	50,320.00	50,320.00	47,966.60	3,289.84	2,353.40	95.32
101-272.000-708.001	WAGES: OVERTIME	0.00	0.00	145.15	0.00	(145.15)	100.00
101-272.000-710.000	WAGES - OTHER WORKERS	21,484.00	32,500.00	32,447.09	2,002.97	52.91	99.84
101-272.000-715.000	FICA - TOWNSHIP SHARE	9,476.00	9,476.00	8,457.59	596.73	1,018.41	89.25
101-272.000-716.000	FICA - MEDICARE TWP SHARE	1,896.00	1,896.00	2,014.25	139.56	(118.25)	106.24
101-272.000-719.000	RETIREMENT - EMPLOYER COST	14,270.00	14,270.00	14,543.04	1,077.33	(273.04)	101.91
101-272.000-719.001	MEDICAL, DENTAL INSURANCE	43,750.00	43,750.00	43,649.63	2,706.34	100.37	99.77
101-272.000-724.000	PHONE ALLOWANCE	893.00	893.00	936.00	78.00	(43.00)	104.82
101-272.000-726.000	OFFICE SUPPLIES/SERVICES	20,000.00	20,000.00	16,919.51	2,409.81	3,080.49	84.60
101-272.000-727.000	POSTAGE	22,000.00	22,000.00	16,032.25	1,500.00	5,967.75	72.87
101-272.000-775.001	COMPUTER MAINTENANCE	6,800.00	6,800.00	5,626.00	0.00	1,174.00	82.74
101-272.000-800.000	CONTINUING EDUCATION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-272.000-801.000	CONTRACT SERVICE	40,000.00	40,000.00	35,030.35	2,325.59	4,969.65	87.58
101-272.000-801.020	CONTRACT-I.T. MAINTENANCE	40,000.00	40,000.00	39,360.00	0.00	640.00	98.40
101-272.000-820.000	MEMBERSHIP & DUES	52,000.00	52,000.00	51,513.46	0.00	486.54	99.06
101-272.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	16,500.00	16,500.00	17,520.92	574.85	(1,020.92)	106.19
101-272.000-870.000	MILEAGE & EXPENSES	100.00	100.00	155.47	49.65	(55.47)	155.47
101-272.000-890.000	COMMUNITY EVENTS/PROMOTIONS	0.00	0.00	14,422.68	0.00	(14,422.68)	100.00
101-272.000-903.000	PRINTING/PUBLISHING	30,000.00	30,000.00	30,066.03	8,929.33	(66.03)	100.22
101-272.000-906.000	PRINTINGS - COMMUNITY SERVICE	6,000.00	6,000.00	13,155.49	12,367.48	(7,155.49)	219.26
101-272.000-906.001	PRINTINGS - COMMUNITY EVENTS	48,500.00	48,500.00	43,037.57	0.00	5,462.43	88.74
101-272.000-920.000	UTILITIES/SPEC ASSM'TS	32,000.00	32,000.00	32,663.38	3,009.42	(663.38)	102.07
101-272.000-943.000	OFFICE EQUIP RENTAL	6,000.00	6,000.00	2,893.45	0.00	3,106.55	48.22
101-272.000-974.000	IMPROVEMENTS	20,000.00	20,000.00	11,985.00	0.00	8,015.00	59.93
101-272.000-983.000	NEW EQUIPMENT	3,000.00	3,000.00	7,281.15	0.00	(4,281.15)	242.71
Total Dept 272.000 - GENERAL ADMINISTRATION		565,799.00	576,815.00	556,976.18	46,537.34	19,838.82	96.56
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
101-279.000-719.002	LIFE INSURANCE, OTHERS	7,000.00	7,000.00	5,700.98	507.34	1,299.02	81.44
101-279.000-910.000	TOWNSHIP INSURANCE/BONDS	45,000.00	45,000.00	46,269.20	0.00	(1,269.20)	102.82
101-279.000-991.000	BOND PRINCIPAL PAYMENTS	63,953.00	63,953.00	64,300.00	0.00	(347.00)	100.54
101-279.000-993.000	BOND INTEREST PAYMENTS	25,451.00	25,451.00	25,294.99	0.00	156.01	99.39
101-279.000-999.000	PAYING AGENT FEES	750.00	750.00	782.25	0.00	(32.25)	104.30
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		142,154.00	142,154.00	142,347.42	507.34	(193.42)	100.14
Dept 441.000 - CONTRACTED SERVICES							
101-441.000-801.000	CONTRACT SERVICE	34,000.00	34,000.00	26,228.23	0.00	7,771.77	77.14
101-441.000-801.009	ROAD CONSTRUCTION/MINOR	3,000.00	3,000.00	55.90	0.00	2,944.10	1.86

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-441.000-801.010	ROAD DUSTLAYER	10,000.00	10,000.00	9,077.00	0.00	923.00	90.77
101-441.000-801.100	PARADISE LAKE ASSESSMENT	10,000.00	10,000.00	8,210.00	450.00	1,790.00	82.10
101-441.000-808.000	ENGINEERS SERVICE	10,000.00	10,000.00	7,787.06	2,300.00	2,212.94	77.87
Total Dept 441.000 - CONTRACTED SERVICES		67,000.00	67,000.00	51,358.19	2,750.00	15,641.81	76.65
Dept 445.000 - PUBLIC WORKS							
101-445.000-935.000	ROAD DRAINS	2,000.00	4,500.00	4,430.13	0.00	69.87	98.45
Total Dept 445.000 - PUBLIC WORKS		2,000.00	4,500.00	4,430.13	0.00	69.87	98.45
Dept 448.000 - PUBLIC WORKS							
101-448.000-922.000	STREET LIGHTING	70,000.00	88,000.00	87,637.86	15,125.04	362.14	99.59
Total Dept 448.000 - PUBLIC WORKS		70,000.00	88,000.00	87,637.86	15,125.04	362.14	99.59
Dept 567.000 - CEMETERIES							
101-567.000-707.000	WAGES - HOURLY WORKER	7,950.00	7,950.00	7,853.13	616.36	96.87	98.78
101-567.000-715.000	FICA - TOWNSHIP SHARE	502.00	502.00	464.21	36.12	37.79	92.47
101-567.000-716.000	FICA - MEDICARE TWP SHARE	102.00	102.00	110.72	8.43	(8.72)	108.55
101-567.000-719.000	RETIREMENT - EMPLOYER COST	805.00	805.00	795.51	61.39	9.49	98.82
101-567.000-719.001	MEDICAL, DENTAL INSURANCE	1,950.00	1,950.00	1,875.15	105.84	74.85	96.16
101-567.000-724.000	PHONE ALLOWANCE	310.00	310.00	105.51	8.74	204.49	34.04
101-567.000-740.000	OPERATING SUPPLIES/SERVICES	2,500.00	2,500.00	4,108.78	(598.24)	(1,608.78)	164.35
101-567.000-801.000	CONTRACT SERVICE	20,000.00	20,000.00	8,107.00	0.00	11,893.00	40.54
101-567.000-817.000	LAWN CARE CONTRACT	20,000.00	20,000.00	18,666.66	0.00	1,333.34	93.33
101-567.000-920.000	UTILITIES/SPEC ASSM'TS	350.00	350.00	345.45	28.69	4.55	98.70
101-567.000-930.000	MAINTENANCE & REPAIR	16,000.00	16,000.00	9,614.83	0.00	6,385.17	60.09
101-567.000-974.000	IMPROVEMENTS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-567.000-983.000	NEW EQUIPMENT	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 567.000 - CEMETERIES		73,669.00	73,669.00	52,046.95	267.33	21,622.05	70.65
Dept 701.000 - PLANNING DEPARTMENT							
101-701.000-704.000	WAGES	53,570.00	53,570.00	51,049.38	4,043.48	2,520.62	95.29
101-701.000-707.000	WAGES - ADMIN ASSISTANT	22,000.00	22,000.00	21,637.35	1,690.92	362.65	98.35
101-701.000-708.000	WAGES - PLANNER/ZONING ADMIN	55,990.00	55,990.00	54,470.18	4,248.95	1,519.82	97.29
101-701.000-708.001	WAGES: OVERTIME	200.00	200.00	0.00	0.00	200.00	0.00
101-701.000-711.000	PER DIEM: PLANNING COMMISSION	4,000.00	4,000.00	3,730.00	110.00	270.00	93.25
101-701.000-712.000	PER DIEM: BOARD OF APPEALS	2,000.00	2,000.00	1,090.00	0.00	910.00	54.50
101-701.000-715.000	FICA - TOWNSHIP SHARE	8,225.00	8,225.00	8,016.82	600.21	208.18	97.47
101-701.000-716.000	FICA - MEDICARE TWP SHARE	1,650.00	1,650.00	1,924.05	140.39	(274.05)	116.61
101-701.000-719.000	RETIREMENT - EMPLOYER COST	13,155.00	13,155.00	13,255.46	1,009.34	(100.46)	100.76
101-701.000-719.001	MEDICAL, DENTAL INSURANCE	16,645.00	22,000.00	21,950.99	1,450.39	49.01	99.78
101-701.000-724.000	PHONE ALLOWANCE	360.00	360.00	363.53	29.99	(3.53)	100.98
101-701.000-726.000	OFFICE SUPPLIES/SERVICES	3,000.00	3,000.00	810.91	20.99	2,189.09	27.03
101-701.000-800.000	CONTINUING EDUCATION	4,000.00	4,000.00	2,903.00	380.00	1,097.00	72.58
101-701.000-801.000	CONTRACT SERVICE	35,000.00	10,000.00	169.49	0.00	9,830.51	1.69
101-701.000-820.000	MEMBERSHIP & DUES	1,200.00	1,200.00	780.00	0.00	420.00	65.00

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-701.000-829.000	ENGINEERING FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-701.000-870.000	MILEAGE & EXPENSES	2,500.00	2,500.00	589.85	66.94	1,910.15	23.59
101-701.000-983.000	NEW EQUIPMENT	1,200.00	1,200.00	1,135.00	0.00	65.00	94.58
Total Dept 701.000 - PLANNING DEPARTMENT		226,195.00	206,550.00	183,876.01	13,791.60	22,673.99	89.02
Dept 790.000 - LIBRARY & COMMTY CENTER							
101-790.000-704.000	WAGES	26,780.00	26,780.00	26,384.92	2,070.81	395.08	98.52
101-790.000-704.001	WAGES - SUPPORT	11,379.00	11,379.00	11,356.51	875.19	22.49	99.80
101-790.000-715.000	FICA - TOWNSHIP SHARE	1,882.00	1,882.00	2,227.91	172.17	(345.91)	118.38
101-790.000-716.000	FICA - MEDICARE TWP SHARE	379.00	379.00	531.16	40.25	(152.16)	140.15
101-790.000-719.000	RETIREMENT - EMPLOYER COST	3,010.00	3,010.00	3,827.54	294.08	(817.54)	127.16
101-790.000-719.001	MEDICAL, DENTAL INSURANCE	7,077.00	7,077.00	7,810.84	438.92	(733.84)	110.37
101-790.000-724.000	PHONE ALLOWANCE	375.00	375.00	462.36	38.39	(87.36)	123.30
101-790.000-740.000	OPERATING SUPPLIES/SERVICES	8,000.00	8,000.00	5,408.94	33.98	2,591.06	67.61
101-790.000-801.000	CONTRACT SERVICE	22,000.00	28,000.00	27,915.80	1,704.25	84.20	99.70
101-790.000-817.000	LAWN CARE CONTRACT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-790.000-818.000	SANITATION CONT SERVICE	5,000.00	5,000.00	5,893.00	542.37	(893.00)	117.86
101-790.000-819.000	JANITORIAL CONT SERVICE	52,000.00	52,000.00	41,739.14	3,924.00	10,260.86	80.27
101-790.000-920.000	UTILITIES/SPEC ASSM'TS	63,000.00	67,000.00	70,531.81	9,917.32	(3,531.81)	105.27
101-790.000-930.000	MAINTENANCE & REPAIR	8,000.00	41,000.00	40,967.64	2,962.95	32.36	99.92
101-790.000-974.000	IMPROVEMENTS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-790.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 790.000 - LIBRARY & COMMTY CENTER		213,382.00	256,382.00	245,057.57	23,014.68	11,324.43	95.58
Dept 804.000 - HISTORICAL SOCIETY							
101-804.000-802.000	MUSEUM MANAGER	30,000.00	30,000.00	30,000.00	0.00	0.00	100.00
101-804.000-880.000	COMMUNITY PROMOTION	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-804.000-920.000	UTILITIES/SPEC ASSM'TS	8,500.00	8,500.00	10,998.44	1,806.95	(2,498.44)	129.39
101-804.000-930.000	MAINTENANCE & REPAIR	6,000.00	6,000.00	3,198.97	1.00	2,801.03	53.32
Total Dept 804.000 - HISTORICAL SOCIETY		46,000.00	46,000.00	44,197.41	1,807.95	1,802.59	96.08
TOTAL EXPENDITURES		2,840,780.00	3,068,537.00	2,907,164.07	220,734.64	161,372.93	94.74
Fund 101 - ADA TOWNSHIP GENERAL FUND:							
TOTAL REVENUES		3,386,380.00	3,500,013.00	3,346,141.90	321,520.22	153,871.10	95.60
TOTAL EXPENDITURES		2,840,780.00	3,068,537.00	2,907,164.07	220,734.64	161,372.93	94.74
NET OF REVENUES & EXPENDITURES		545,600.00	431,476.00	438,977.83	100,785.58	(7,501.83)	101.74
BEG. FUND BALANCE		4,242,118.10	4,242,118.10	4,242,118.10			
END FUND BALANCE		4,787,718.10	4,673,594.10	4,681,095.93			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 205 - PUBLIC SAFETY FUND							
Revenues							
Dept 000.000							
205-000.000-548.000	STATE GRANT	0.00	0.00	17,511.90	0.00	(17,511.90)	100.00
Total Dept 000.000		0.00	0.00	17,511.90	0.00	(17,511.90)	100.00
Dept 020.000 - TAXES							
205-020.000-404.000	TAXES: VOTED	1,866,218.00	1,866,218.00	1,814,066.64	51,376.42	52,151.36	97.21
205-020.000-437.000	TAXES: PA 198 & PA 255	0.00	0.00	12,506.32	0.00	(12,506.32)	100.00
205-020.000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	5,982.84	0.00	(5,982.84)	100.00
Total Dept 020.000 - TAXES		1,866,218.00	1,866,218.00	1,832,555.80	51,376.42	33,662.20	98.20
Dept 023.000 - INTEREST & RENTS							
205-023.000-665.003	INT: PUBLIC SAFETY FUND	0.00	0.00	7,085.21	0.00	(7,085.21)	100.00
205-023.000-665.007	INT: FIRE DEPT CAPITAL OUTLAY	12,000.00	12,000.00	10,099.66	0.00	1,900.34	84.16
205-023.000-665.008	INTEREST: FD CONTINGENCY MI CLA:	0.00	0.00	1,392.63	0.00	(1,392.63)	100.00
205-023.000-665.012	INT: FD EMER EQUIP REPAIR	500.00	500.00	2,061.53	0.00	(1,561.53)	412.31
205-023.000-665.013	INTEREST: FD EMERGENCY RPR MI C:	0.00	0.00	46.38	0.00	(46.38)	100.00
Total Dept 023.000 - INTEREST & RENTS		12,500.00	12,500.00	20,685.41	0.00	(8,185.41)	165.48
Dept 024.000 - STATE REVENUE SHARING							
205-024.000-574.000	CVTRS - PS	330.00	330.00	500.00	0.00	(170.00)	151.52
Total Dept 024.000 - STATE REVENUE SHARING		330.00	330.00	500.00	0.00	(170.00)	151.52
Dept 027.000 - OTHER REVENUE							
205-027.000-675.000	MISC AND OTHER REVENUE	2,000.00	25,000.00	25,650.00	0.00	(650.00)	102.60
Total Dept 027.000 - OTHER REVENUE		2,000.00	25,000.00	25,650.00	0.00	(650.00)	102.60
TOTAL REVENUES		1,881,048.00	1,904,048.00	1,896,903.11	51,376.42	7,144.89	99.62
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
205-279.000-719.002	LIFE INSURANCE, OTHERS	4,500.00	4,500.00	2,923.07	226.53	1,576.93	64.96
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		4,500.00	4,500.00	2,923.07	226.53	1,576.93	64.96
Dept 301.000 - LAW ENFORCEMENT							
205-301.000-969.000	CO ASSESSMENT	420,000.00	420,000.00	382,291.36	69,136.18	37,708.64	91.02
Total Dept 301.000 - LAW ENFORCEMENT		420,000.00	420,000.00	382,291.36	69,136.18	37,708.64	91.02
Dept 336.000 - FIRE DEPARTMENT							
205-336.000-704.000	WAGES	111,211.00	111,211.00	108,998.91	8,554.64	2,212.09	98.01

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 205 - PUBLIC SAFETY FUND							
Expenditures							
205-336.000-704.001	WAGES - SUPPORT	16,950.00	16,950.00	13,516.03	1,027.84	3,433.97	79.74
205-336.000-705.000	WAGES - FIRE/RESCUE PERSON	275,000.00	275,000.00	266,572.19	15,796.80	8,427.81	96.94
205-336.000-705.001	WAGES: OVERTIME	22,000.00	22,000.00	28,675.26	1,589.59	(6,675.26)	130.34
205-336.000-706.000	WAGES - DEPUTY/ASSISTANT	6,498.00	6,498.00	114.05	0.00	6,383.95	1.76
205-336.000-710.000	WAGES - OTHER WORKERS	80,000.00	80,000.00	47,407.51	4,472.52	32,592.49	59.26
205-336.000-714.000	WAGES - TRAINING	42,000.00	42,000.00	36,808.34	3,462.42	5,191.66	87.64
205-336.000-715.000	FICA - TOWNSHIP SHARE	31,000.00	31,000.00	28,657.20	2,012.00	2,342.80	92.44
205-336.000-716.000	FICA - MEDICARE TWP SHARE	6,000.00	6,000.00	7,195.69	496.20	(1,195.69)	119.93
205-336.000-719.000	RETIREMENT - EMPLOYER COST	40,000.00	40,000.00	44,160.51	2,982.89	(4,160.51)	110.40
205-336.000-719.001	MEDICAL, DENTAL INSURANCE	61,000.00	61,000.00	72,304.88	2,815.84	(11,304.88)	118.53
205-336.000-724.000	PHONE ALLOWANCE	4,000.00	4,000.00	3,693.30	254.66	306.70	92.33
205-336.000-729.000	UNIFORMS	4,000.00	4,000.00	3,984.82	863.39	15.18	99.62
205-336.000-740.000	OPERATING SUPPLIES/SERVICES	50,000.00	50,000.00	47,221.81	2,950.16	2,778.19	94.44
205-336.000-800.000	CONTINUING EDUCATION	6,000.00	6,000.00	16,605.23	0.00	(10,605.23)	276.75
205-336.000-801.000	CONTRACT SERVICE	12,000.00	12,000.00	5,048.94	1,105.20	6,951.06	42.07
205-336.000-817.000	LAWN CARE CONTRACT	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
205-336.000-818.000	SANITATION CONT SERVICE	1,000.00	1,000.00	811.47	0.00	188.53	81.15
205-336.000-820.000	MEMBERSHIP & DUES	500.00	500.00	320.00	75.00	180.00	64.00
205-336.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	5,000.00	5,000.00	6,987.85	858.13	(1,987.85)	139.76
205-336.000-870.000	MILEAGE & EXPENSES	1,500.00	1,500.00	1,088.00	0.00	412.00	72.53
205-336.000-910.000	TOWNSHIP INSURANCE/BONDS	40,000.00	40,000.00	37,844.00	0.00	2,156.00	94.61
205-336.000-920.000	UTILITIES/SPEC ASSM'TS	22,000.00	22,000.00	21,938.80	4,108.01	61.20	99.72
205-336.000-930.000	MAINTENANCE & REPAIR	35,000.00	68,000.00	66,524.65	586.54	1,475.35	97.83
205-336.000-933.000	TRUCK/EQUIP EXPENSES	20,000.00	20,000.00	13,498.92	173.38	6,501.08	67.49
205-336.000-934.000	OTHER EQUIPMENT REPAIR	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
205-336.000-941.000	NEW TRUCK CONTINGENCY	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
205-336.000-941.001	NEW EQUIPMENT CONTINGENCY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
205-336.000-969.000	CO ASSESSMENT	23,000.00	23,000.00	22,637.85	22,637.85	362.15	98.43
205-336.000-983.000	NEW EQUIPMENT	35,000.00	71,000.00	70,323.26	750.00	676.74	99.05
Total Dept 336.000 - FIRE DEPARTMENT		1,088,159.00	1,157,159.00	972,939.47	77,573.06	184,219.53	84.08
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
205-900.000-970.000	CAPITAL PURCHASE	160,000.00	160,000.00	437.50	0.00	159,562.50	0.27
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		160,000.00	160,000.00	437.50	0.00	159,562.50	0.27
TOTAL EXPENDITURES		1,672,659.00	1,741,659.00	1,358,591.40	146,935.77	383,067.60	78.01
Fund 205 - PUBLIC SAFETY FUND:							
TOTAL REVENUES		1,881,048.00	1,904,048.00	1,896,903.11	51,376.42	7,144.89	99.62
TOTAL EXPENDITURES		1,672,659.00	1,741,659.00	1,358,591.40	146,935.77	383,067.60	78.01
NET OF REVENUES & EXPENDITURES		208,389.00	162,389.00	538,311.71	(95,559.35)	(375,922.71)	331.50
BEG. FUND BALANCE		1,611,486.16	1,611,486.16	1,611,486.16			
END FUND BALANCE		1,819,875.16	1,773,875.16	2,149,797.87			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 208 - PARKS AND RECREATION FUND							
Revenues							
Dept 020.000 - TAXES							
208-020.000-406.002	TAXES: PARK/OPEN SPACE AD VAL	850,062.00	850,062.00	826,625.23	23,400.99	23,436.77	97.24
208-020.000-437.000	TAXES:PARK/OPEN SPACE IFT	0.00	0.00	5,348.94	0.00	(5,348.94)	100.00
208-020.000-573.000	LOCAL COMMUNITY SABILIZATION	40,000.00	40,000.00	62,299.78	0.00	(22,299.78)	155.75
Total Dept 020.000 - TAXES		890,062.00	890,062.00	894,273.95	23,400.99	(4,211.95)	100.47
Dept 023.000 - INTEREST & RENTS							
208-023.000-665.004	INT: COUNTY POOL	500.00	500.00	683.57	0.00	(183.57)	136.71
208-023.000-665.016	INTEREST - BANK	3,400.00	3,400.00	1,317.71	0.00	2,082.29	38.76
208-023.000-665.018	INTEREST - MI CLASS 2021 BONDS	0.00	0.00	6,775.84	0.00	(6,775.84)	100.00
208-023.000-667.001	CELL TOWER RENTS	7,900.00	7,900.00	7,906.20	658.85	(6.20)	100.08
208-023.000-667.100	RENTAL: ADA PARK	0.00	0.00	(50.00)	0.00	50.00	100.00
208-023.000-667.110	RENTAL: ADA PARK BLDG	7,000.00	7,000.00	11,380.00	0.00	(4,380.00)	162.57
208-023.000-667.120	RENTAL: ADA PARK FIELD	20,000.00	20,000.00	25,645.00	0.00	(5,645.00)	128.23
208-023.000-667.130	RENTAL: ADA PARK SPECIAL EVENT	2,500.00	2,500.00	1,050.00	0.00	1,450.00	42.00
208-023.000-667.210	RENTAL: LEONARD PARK BLDG	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-023.000-667.220	RENTAL: LEONARD PARK FIELD	2,000.00	2,000.00	125.00	0.00	1,875.00	6.25
208-023.000-667.230	RENTAL: LEONARD PARK SPECIAL EVI	300.00	300.00	700.00	0.00	(400.00)	233.33
208-023.000-667.310	RENTAL: ROSELLE PARK BLDG	25,000.00	25,000.00	51,582.50	1,745.00	(26,582.50)	206.33
208-023.000-667.320	RENTAL: ROSELLE PARK FIELD	200.00	200.00	0.00	0.00	200.00	0.00
208-023.000-667.330	RENTAL: ROSELLE PARK SPECIAL EVI	250.00	250.00	0.00	0.00	250.00	0.00
208-023.000-667.410	RENTAL: LEGACY PARK BLDG	2,000.00	2,000.00	3,280.00	0.00	(1,280.00)	164.00
208-023.000-667.420	RENTAL: LEGACY PARK FIELD	200.00	200.00	395.00	0.00	(195.00)	197.50
208-023.000-667.430	RENTAL: LEGACY PARK SPECIAL EVEI	250.00	250.00	1,070.00	0.00	(820.00)	428.00
Total Dept 023.000 - INTEREST & RENTS		72,500.00	72,500.00	111,860.82	2,403.85	(39,360.82)	154.29
Dept 024.000 - STATE REVENUE SHARING							
208-024.000-566.100	GRANTS: OTHER	450.00	450.00	0.00	0.00	450.00	0.00
Total Dept 024.000 - STATE REVENUE SHARING		450.00	450.00	0.00	0.00	450.00	0.00
Dept 024.001 - GRANTS							
208-024.001-566.000	STATE GRANT	0.00	292,052.00	292,052.41	0.00	(0.41)	100.00
Total Dept 024.001 - GRANTS		0.00	292,052.00	292,052.41	0.00	(0.41)	100.00
Dept 025.000 - CHARGES FOR SERVICES							
208-025.000-647.000	PARK CREDIT CARD RECEIPTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
208-025.000-651.100	FEES: SPORTS YOUTH	1,000.00	1,000.00	8,350.00	0.00	(7,350.00)	835.00
208-025.000-651.200	FEES: SPORTS ADULT/FAMILY	32,000.00	32,000.00	32,925.00	835.00	(925.00)	102.89
208-025.000-652.100	FEES: ENRICHMENT YOUTH	1,000.00	1,000.00	259.00	0.00	741.00	25.90
208-025.000-652.200	FEES: ENRICHMENT ADULT/FAMILY	1,000.00	1,000.00	2,775.00	0.00	(1,775.00)	277.50
208-025.000-652.300	FEES: SPECIAL EVENTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
208-025.000-653.000	FEES: STEWARDSHIP	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 025.000 - CHARGES FOR SERVICES		42,500.00	42,500.00	44,309.00	835.00	(1,809.00)	104.26

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 208 - PARKS AND RECREATION FUND							
Revenues							
Dept 026.000 - CONTRIBUTIONS							
208-026.000-674.001	CONTRIBUTIONS - ADA PARK	3,000.00	3,000.00	5,770.00	350.00	(2,770.00)	192.33
208-026.000-674.003	CONTRIBUTIONS - ROSELLE PARK	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
208-026.000-674.004	CONTRIBUTIONS - MOTL SPONSORSHI	6,500.00	6,500.00	8,750.00	1,000.00	(2,250.00)	134.62
208-026.000-674.400	CONTRIBUTIONS - LEGACY PARK	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
208-026.000-677.000	CONTRIBUTIONS - STEWARDSHIP	0.00	0.00	12,200.00	0.00	(12,200.00)	100.00
Total Dept 026.000 - CONTRIBUTIONS		16,500.00	16,500.00	26,720.00	1,350.00	(10,220.00)	161.94
Dept 027.000 - OTHER REVENUE							
208-027.000-675.000	MISC AND OTHER REVENUE	500.00	500.00	3,088.00	0.00	(2,588.00)	617.60
Total Dept 027.000 - OTHER REVENUE		500.00	500.00	3,088.00	0.00	(2,588.00)	617.60
TOTAL REVENUES		1,022,512.00	1,314,564.00	1,372,304.18	27,989.84	(57,740.18)	104.39
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
208-279.000-719.002	LIFE INSURANCE, OTHERS	1,400.00	1,400.00	1,407.99	163.74	(7.99)	100.57
208-279.000-995.000	TRANSFERS OUT TO OTHER FUNDS	50,000.00	50,000.00	50,000.00	50,000.00	0.00	100.00
208-279.000-999.000	PAYING AGENT FEES	70.00	70.00	74.25	0.00	(4.25)	106.07
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		51,470.00	51,470.00	51,482.24	50,163.74	(12.24)	100.02
Dept 753.000 - RECREATION DEPARTMENT							
208-753.000-704.000	WAGES	29,640.00	29,640.00	29,619.76	2,303.15	20.24	99.93
208-753.000-707.000	WAGES - HOURLY WORKER	10,240.00	10,240.00	10,100.98	0.00	139.02	98.64
208-753.000-707.005	OVERTIME	1,500.00	1,500.00	779.58	0.00	720.42	51.97
208-753.000-710.000	WAGES - UMPIRE/SCOREKEEPER	10,500.00	10,500.00	10,787.50	0.00	(287.50)	102.74
208-753.000-715.000	FICA - TOWNSHIP SHARE	2,500.00	2,500.00	3,114.61	137.86	(614.61)	124.58
208-753.000-716.000	FICA - MEDICARE TWP SHARE	600.00	600.00	736.44	32.24	(136.44)	122.74
208-753.000-719.000	RETIREMENT - EMPLOYER COST	2,900.00	2,900.00	1,744.34	230.31	1,155.66	60.15
208-753.000-719.001	MEDICAL, DENTAL INSURANCE	5,500.00	7,300.00	7,292.77	437.92	7.23	99.90
208-753.000-724.000	PHONE ALLOWANCE	360.00	360.00	359.96	30.00	0.04	99.99
208-753.000-740.000	OPERATING SUPPLIES/SERVICES	4,500.00	4,500.00	4,858.29	0.00	(358.29)	107.96
208-753.000-800.000	CONTINUING EDUCATION	300.00	300.00	149.00	0.00	151.00	49.67
208-753.000-801.000	CONTRACT SERVICE	2,500.00	2,500.00	520.00	0.00	1,980.00	20.80
208-753.000-983.000	NEW EQUIPMENT	3,000.00	3,000.00	2,030.98	457.14	969.02	67.70
Total Dept 753.000 - RECREATION DEPARTMENT		74,040.00	75,840.00	72,094.21	3,628.62	3,745.79	95.06
Dept 754.000 - PARK PROGRAMS							
208-754.000-704.000	WAGES	29,640.00	29,640.00	30,191.41	2,303.26	(551.41)	101.86
208-754.000-707.000	WAGES - HOURLY WORKER	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
208-754.000-707.005	OVERTIME	200.00	200.00	0.00	0.00	200.00	0.00
208-754.000-715.000	FICA - TOWNSHIP SHARE	2,200.00	2,200.00	1,806.01	137.88	393.99	82.09
208-754.000-716.000	FICA - MEDICARE TWP SHARE	500.00	500.00	422.46	32.25	77.54	84.49
208-754.000-719.000	RETIREMENT - EMPLOYER COST	2,900.00	2,900.00	1,744.46	230.33	1,155.54	60.15
208-754.000-719.001	MEDICAL, DENTAL INSURANCE	5,500.00	5,500.00	7,293.67	437.96	(1,793.67)	132.61

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 208 - PARKS AND RECREATION FUND							
Expenditures							
208-754.000-724.000	PHONE ALLOWANCE	360.00	360.00	360.04	30.00	(0.04)	100.01
208-754.000-740.000	OPERATING SUPPLIES/SERVICES	2,000.00	2,000.00	1,989.90	0.00	10.10	99.50
208-754.000-801.000	CONTRACT SERVICE	5,000.00	13,000.00	12,756.50	0.00	243.50	98.13
208-754.000-983.000	NEW EQUIPMENT	3,000.00	5,000.00	4,661.58	0.00	338.42	93.23
Total Dept 754.000 - PARK PROGRAMS		59,300.00	69,300.00	61,226.03	3,171.68	8,073.97	88.35
Dept 755.000 - PARKS AND ARBORETUM							
208-755.000-704.000	WAGES	38,672.00	38,672.00	38,356.89	3,004.47	315.11	99.19
208-755.000-704.001	WAGES - SUPPORT	22,751.00	22,751.00	13,752.20	1,059.53	8,998.80	60.45
208-755.000-704.003	PK MAINTENANCE	82,395.00	82,395.00	73,296.42	5,752.98	9,098.58	88.96
208-755.000-704.005	WAGES: OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
208-755.000-707.000	WAGES - HOURLY WORKER	10,420.00	35,000.00	34,437.36	0.00	562.64	98.39
208-755.000-707.005	OVERTIME	300.00	300.00	0.00	0.00	300.00	0.00
208-755.000-708.000	WAGES - ADMIN ASSISTANT	39,826.00	45,430.00	45,425.80	3,500.81	4.20	99.99
208-755.000-715.000	FICA - TOWNSHIP SHARE	10,946.00	12,334.00	12,222.55	787.89	111.45	99.10
208-755.000-716.000	FICA - MEDICARE TWP SHARE	2,190.00	2,950.00	2,918.43	184.26	31.57	98.93
208-755.000-719.000	RETIREMENT - EMPLOYER COST	17,513.00	17,513.00	17,345.34	1,329.56	167.66	99.04
208-755.000-719.001	MEDICAL, DENTAL INSURANCE	33,180.00	34,500.00	34,403.27	1,796.20	96.73	99.72
208-755.000-724.000	PHONE ALLOWANCE	1,800.00	1,800.00	1,978.86	164.37	(178.86)	109.94
208-755.000-729.000	UNIFORMS	4,000.00	4,000.00	2,967.69	0.00	1,032.31	74.19
208-755.000-740.000	OPERATING SUPPLIES/SERVICES	30,000.00	30,000.00	30,131.42	4,930.73	(131.42)	100.44
208-755.000-742.000	ARBORETUM TREE CARE	35,000.00	35,000.00	16,200.00	1,500.00	18,800.00	46.29
208-755.000-800.000	CONTINUING EDUCATION	3,000.00	3,000.00	2,292.16	1,175.72	707.84	76.41
208-755.000-801.000	CONTRACT SERVICE	32,000.00	32,000.00	36,875.69	1,351.50	(4,875.69)	115.24
208-755.000-817.000	LAWN CARE CONTRACT	50,000.00	50,000.00	43,868.08	0.00	6,131.92	87.74
208-755.000-818.000	SANITATION CONT SERVICE	11,000.00	11,000.00	10,604.80	1,185.85	395.20	96.41
208-755.000-820.000	MEMBERSHIP & DUES	1,000.00	1,000.00	1,150.00	0.00	(150.00)	115.00
208-755.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	10,000.00	10,000.00	6,097.34	767.60	3,902.66	60.97
208-755.000-870.000	MILEAGE & EXPENSES	1,500.00	1,500.00	585.61	417.20	914.39	39.04
208-755.000-910.000	TOWNSHIP INSURANCE/BONDS	23,000.00	23,000.00	23,945.80	0.00	(945.80)	104.11
208-755.000-920.000	UTILITIES/SPEC ASSM'TS	24,000.00	24,000.00	27,667.29	3,828.57	(3,667.29)	115.28
208-755.000-930.000	MAINTENANCE & REPAIR	70,000.00	70,000.00	53,040.03	7,760.74	16,959.97	75.77
208-755.000-933.000	TRUCK/EQUIP EXPENSES	8,000.00	8,000.00	6,115.49	355.97	1,884.51	76.44
208-755.000-933.001	TRUCK FUEL	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
208-755.000-955.000	CREDIT CARD EXPENSES	2,000.00	2,000.00	3,608.11	0.00	(1,608.11)	180.41
208-755.000-970.000	CAPITAL PURCHASE	77,034.00	77,034.00	60,868.11	3,925.32	16,165.89	79.01
208-755.000-974.000	IMPROVEMENTS	15,000.00	15,000.00	8,288.75	2,675.75	6,711.25	55.26
208-755.000-983.000	NEW EQUIPMENT	10,000.00	10,000.00	24,703.80	8,777.91	(14,703.80)	247.04
Total Dept 755.000 - PARKS AND ARBORETUM		672,527.00	706,179.00	633,147.29	56,232.93	73,031.71	89.66
Dept 765.000 - OPEN SPACE							
208-765.000-704.000	WAGES	15,394.00	15,394.00	5,203.31	404.34	10,190.69	33.80
208-765.000-715.000	FICA - TOWNSHIP SHARE	963.00	963.00	331.47	25.25	631.53	34.42
208-765.000-716.000	FICA - MEDICARE TWP SHARE	193.00	193.00	79.97	5.90	113.03	41.44
208-765.000-719.000	RETIREMENT - EMPLOYER COST	1,540.00	1,540.00	535.22	40.43	1,004.78	34.75
208-765.000-719.001	MEDICAL, DENTAL INSURANCE	1,550.00	1,550.00	125.01	0.00	1,424.99	8.07
208-765.000-724.000	PHONE ALLOWANCE	145.00	145.00	36.01	3.00	108.99	24.83
208-765.000-726.000	OFFICE SUPPLIES/SERVICES	4,000.00	4,000.00	1,723.99	788.67	2,276.01	43.10
208-765.000-740.000	OPERATING SUPPLIES/SERVICES	1,000.00	1,000.00	1,308.74	170.45	(308.74)	130.87



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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 208 - PARKS AND RECREATION FUND							
Expenditures							
208-765.000-801.000	CONTRACT SERVICE	5,000.00	5,000.00	5,000.00	1,218.00	0.00	100.00
208-765.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 765.000 - OPEN SPACE		31,785.00	31,785.00	14,343.72	2,656.04	17,441.28	45.13
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
208-905.000-991.000	BOND PRINCIPAL PAYMENTS	95,000.00	98,500.00	98,500.00	0.00	0.00	100.00
208-905.000-993.000	BOND INTEREST PAYMENTS	17,663.00	18,700.00	18,652.55	0.00	47.45	99.75
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		112,663.00	117,200.00	117,152.55	0.00	47.45	99.96
TOTAL EXPENDITURES		1,001,785.00	1,051,774.00	949,446.04	115,853.01	102,327.96	90.27
Fund 208 - PARKS AND RECREATION FUND:							
TOTAL REVENUES		1,022,512.00	1,314,564.00	1,372,304.18	27,989.84	(57,740.18)	104.39
TOTAL EXPENDITURES		1,001,785.00	1,051,774.00	949,446.04	115,853.01	102,327.96	90.27
NET OF REVENUES & EXPENDITURES		20,727.00	262,790.00	422,858.14	(87,863.17)	(160,068.14)	160.91
BEG. FUND BALANCE		1,050,674.20	1,050,674.20	1,050,674.20			
END FUND BALANCE		1,071,401.20	1,313,464.20	1,473,532.34			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 211 - TOWNSHIP TRAILS							
Revenues							
Dept 020.000 - TAXES							
211-020.000-406.002	TAXES: TRAILS AD VAL	2,110,612.00	2,110,612.00	2,062,140.62	54,714.79	48,471.38	97.70
211-020.000-437.000	TAXES: TRAILS IFT	12,039.00	12,039.00	11,743.27	0.00	295.73	97.54
211-020.000-573.000	LOCAL COMMUNITY STABILIZATION	5,000.00	5,000.00	167,400.71	0.00	(162,400.71)	3,348.01
Total Dept 020.000 - TAXES		2,127,651.00	2,127,651.00	2,241,284.60	54,714.79	(113,633.60)	105.34
Dept 023.000 - INTEREST & RENTS							
211-023.000-665.016	INTEREST - BANK	2,000.00	2,000.00	509.99	0.00	1,490.01	25.50
211-023.000-665.018	INTEREST - MI CLASS 2021 BONDS	0.00	0.00	77,922.17	0.00	(77,922.17)	100.00
211-023.000-669.005	NYCB / FLAGSTAR - CD	0.00	0.00	22,097.88	0.00	(22,097.88)	100.00
Total Dept 023.000 - INTEREST & RENTS		2,000.00	2,000.00	100,530.04	0.00	(98,530.04)	5,026.50
TOTAL REVENUES		2,129,651.00	2,129,651.00	2,341,814.64	54,714.79	(212,163.64)	109.96
Expenditures							
Dept 265.000 - BUILDINGS & GROUNDS							
211-265.000-704.000	WAGES	192,070.00	192,070.00	191,630.43	14,864.33	439.57	99.77
211-265.000-715.000	FICA - TOWNSHIP SHARE	12,056.00	12,056.00	11,215.38	889.20	840.62	93.03
211-265.000-716.000	FICA - MEDICARE TWP SHARE	2,415.00	2,415.00	2,758.19	207.97	(343.19)	114.21
211-265.000-719.000	RETIREMENT - EMPLOYER COST	19,300.00	19,300.00	19,583.74	1,483.66	(283.74)	101.47
211-265.000-719.001	MEDICAL, DENTAL INSURANCE	41,000.00	41,000.00	32,818.27	1,833.32	8,181.73	80.04
211-265.000-719.002	LIFE INSURANCE, OTHERS	150.00	150.00	0.00	0.00	150.00	0.00
211-265.000-724.000	PHONE ALLOWANCE	1,700.00	1,700.00	1,850.66	153.56	(150.66)	108.86
211-265.000-740.000	OPERATING SUPPLIES/SERVICES	15,000.00	15,000.00	6,809.79	244.30	8,190.21	45.40
211-265.000-801.000	CONTRACT SERVICE	235,000.00	235,000.00	131,956.99	434.70	103,043.01	56.15
211-265.000-930.000	MAINTENANCE & REPAIR	450,000.00	40,000.00	36,956.28	1,554.71	3,043.72	92.39
211-265.000-933.000	TRUCK/EQUIP EXPENSES	10,000.00	10,000.00	485.17	125.80	9,514.83	4.85
211-265.000-933.001	TRUCK FUEL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
211-265.000-970.000	CAPITAL PURCHASE	42,034.00	42,034.00	36,440.20	3,925.31	5,593.80	86.69
211-265.000-983.000	NEW EQUIPMENT	0.00	18,000.00	19,167.40	2,527.68	(1,167.40)	106.49
Total Dept 265.000 - BUILDINGS & GROUNDS		1,025,725.00	633,725.00	491,672.50	28,244.54	142,052.50	77.58
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
211-279.000-719.002	LIFE INSURANCE, OTHERS	0.00	1,200.00	1,180.62	107.23	19.38	98.39
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		0.00	1,200.00	1,180.62	107.23	19.38	98.39
Dept 771.000 - PUBLIC WORKS							
211-771.000-808.000-TRAILS- 2024	ENGINEERS SERVICE	150,000.00	150,000.00	82,589.94	0.00	67,410.06	55.06
211-771.000-974.005-TRAILS- 2023	TRAIL CONSTRUCTION	40,000.00	40,000.00	44,950.00	0.00	(4,950.00)	112.38
211-771.000-974.005-TRAILS- 2024	TRAIL CONSTRUCTION	400,000.00	0.00	0.00	0.00	0.00	0.00
211-771.000-974.006	THORNAPPLE RIVER BRIDGE	0.00	90,000.00	52,089.77	0.00	37,910.23	57.88
Total Dept 771.000 - PUBLIC WORKS		590,000.00	280,000.00	179,629.71	0.00	100,370.29	64.15

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 211 - TOWNSHIP TRAILS							
Expenditures							
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
211-905.000-910.000	TOWNSHIP INSURANCE/BONDS	0.00	3,000.00	2,975.40	0.00	24.60	99.18
211-905.000-991.000	BOND PRINCIPAL PAYMENTS	640,000.00	640,000.00	636,500.00	0.00	3,500.00	99.45
211-905.000-993.000	BOND INTEREST PAYMENTS	269,419.00	269,419.00	269,166.71	0.00	252.29	99.91
211-905.000-999.000	PAYING AGENT FEES	450.00	450.00	0.00	0.00	450.00	0.00
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		909,869.00	912,869.00	908,642.11	0.00	4,226.89	99.54
TOTAL EXPENDITURES		2,525,594.00	1,827,794.00	1,581,124.94	28,351.77	246,669.06	86.50
Fund 211 - TOWNSHIP TRAILS:							
TOTAL REVENUES		2,129,651.00	2,129,651.00	2,341,814.64	54,714.79	(212,163.64)	109.96
TOTAL EXPENDITURES		2,525,594.00	1,827,794.00	1,581,124.94	28,351.77	246,669.06	86.50
NET OF REVENUES & EXPENDITURES		(395,943.00)	301,857.00	760,689.70	26,363.02	(458,832.70)	252.00
BEG. FUND BALANCE		11,661,965.64	11,661,965.64	11,661,965.64			
END FUND BALANCE		11,266,022.64	11,963,822.64	12,422,655.34			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE		
Fund 213 - PARKS & OPEN SPACE								
Revenues								
Dept 023.000 - INTEREST & RENTS								
213-023.000-665.016	INTEREST - BANK	500.00	500.00	1,269.32	0.00	(769.32)		253.86
Total Dept 023.000 - INTEREST & RENTS		500.00	500.00	1,269.32	0.00	(769.32)		253.86
Dept 030.000 - TRANSFER IN								
213-030.000-699.000	TRANSFERS IN	50,000.00	50,000.00	50,000.00	50,000.00	0.00		100.00
Total Dept 030.000 - TRANSFER IN		50,000.00	50,000.00	50,000.00	50,000.00	0.00		100.00
TOTAL REVENUES		50,500.00	50,500.00	51,269.32	50,000.00	(769.32)		101.52
Expenditures								
Dept 765.000 - OPEN SPACE								
213-765.000-970.000	CAPITAL PURCHASE	100,000.00	100,000.00	99,740.97	0.00	259.03		99.74
Total Dept 765.000 - OPEN SPACE		100,000.00	100,000.00	99,740.97	0.00	259.03		99.74
TOTAL EXPENDITURES		100,000.00	100,000.00	99,740.97	0.00	259.03		99.74
Fund 213 - PARKS & OPEN SPACE:								
TOTAL REVENUES		50,500.00	50,500.00	51,269.32	50,000.00	(769.32)		101.52
TOTAL EXPENDITURES		100,000.00	100,000.00	99,740.97	0.00	259.03		99.74
NET OF REVENUES & EXPENDITURES		(49,500.00)	(49,500.00)	(48,471.65)	50,000.00	(1,028.35)		97.92
BEG. FUND BALANCE		202,368.69	202,368.69	202,368.69				
END FUND BALANCE		152,868.69	152,868.69	153,897.04				

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES: DDA AD VAL	254,000.00	254,000.00	277,609.81	4,220.80	(23,609.81)	109.30
248-000.000-665.000	INTEREST REVENUE	7,000.00	7,000.00	11,501.71	0.00	(4,501.71)	164.31
Total Dept 000.000		261,000.00	261,000.00	289,111.52	4,220.80	(28,111.52)	110.77
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	375,000.00	375,000.00	434,477.91	0.00	(59,477.91)	115.86
248-020.000-437.000	TAXES: IFT	15,926.00	15,926.00	16,494.50	0.00	(568.50)	103.57
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	125,000.00	125,000.00	127,095.33	0.00	(2,095.33)	101.68
Total Dept 020.000 - TAXES		515,926.00	515,926.00	578,067.74	0.00	(62,141.74)	112.04
Dept 026.000 - CONTRIBUTIONS							
248-026.000-654.001	BEERS AT THE BRIDGE	80,000.00	80,000.00	50,349.00	0.00	29,651.00	62.94
248-026.000-654.008	PROGRESSIVE TASTINGS	10,000.00	10,000.00	3,172.48	0.00	6,827.52	31.72
Total Dept 026.000 - CONTRIBUTIONS		90,000.00	90,000.00	53,521.48	0.00	36,478.52	59.47
Dept 028.000 - FARMER'S MARKET							
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	3,000.00	3,000.00	6,250.00	0.00	(3,250.00)	208.33
248-028.000-675.001	REGISTRATIONS	0.00	0.00	(305.00)	0.00	305.00	100.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	10,000.00	10,000.00	9,725.00	825.00	275.00	97.25
Total Dept 028.000 - FARMER'S MARKET		13,000.00	13,000.00	15,670.00	825.00	(2,670.00)	120.54
TOTAL REVENUES		879,926.00	879,926.00	936,370.74	5,045.80	(56,444.74)	106.41
Expenditures							
Dept 272.000 - GENERAL ADMINISTRATION							
248-272.000-890.001	BEERS AT THE BRIDGE	80,000.00	80,000.00	60,964.04	0.00	19,035.96	76.21
248-272.000-890.002	WINTER WONDERLAND	29,000.00	29,000.00	36,237.15	3,087.00	(7,237.15)	124.96
248-272.000-890.003	FALL FESTIVAL/BRATS & BONFIRES	3,000.00	3,000.00	674.37	0.00	2,325.63	22.48
248-272.000-890.004	4TH OF JULY	1,000.00	1,000.00	2,500.00	0.00	(1,500.00)	250.00
248-272.000-890.005	SANTA PARADE	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
248-272.000-890.006	TINSEL, TREATS & TROLLEYS	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
248-272.000-890.007	MUSIC ON THE LAWN	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
248-272.000-890.008	PROGRESSIVE TASTINGS	16,900.00	16,900.00	8,475.00	0.00	8,425.00	50.15
248-272.000-906.001	COMMUNITY EVENTS	0.00	0.00	(1,104.00)	0.00	1,104.00	100.00
248-272.000-959.000	CONTRIBUTIONS TO OTHER GOVN'T	10,000.00	10,000.00	10,000.00	0.00	0.00	100.00
Total Dept 272.000 - GENERAL ADMINISTRATION		145,900.00	145,900.00	123,746.56	3,087.00	22,153.44	84.82
Dept 277.000 - DDA OPERATIONS/CONSTRUCTION							
248-277.000-704.000	WAGES	76,638.00	76,638.00	62,975.06	6,230.76	13,662.94	82.17
248-277.000-704.001	WAGES - SUPPORT	28,110.00	28,110.00	27,820.82	2,166.08	289.18	98.97
248-277.000-704.005	WAGES: OVERTIME	200.00	200.00	0.00	0.00	200.00	0.00
248-277.000-707.001	WAGES - INTERN	8,800.00	8,800.00	5,979.00	0.00	2,821.00	67.94

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 248 - DDA FUND							
Expenditures							
248-277.000-715.000	FICA - TOWNSHIP SHARE	6,900.00	6,900.00	5,726.49	491.06	1,173.51	82.99
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,400.00	1,400.00	1,373.01	114.85	26.99	98.07
248-277.000-719.000	RETIREMENT - EMPLOYER COST	10,487.00	10,487.00	9,279.24	839.29	1,207.76	88.48
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	24,000.00	24,000.00	22,605.54	1,188.09	1,394.46	94.19
248-277.000-724.000	PHONE ALLOWANCE	930.00	930.00	936.74	82.97	(6.74)	100.72
248-277.000-726.000	OFFICE SUPPLIES/SERVICES	0.00	0.00	20.58	0.00	(20.58)	100.00
248-277.000-726.000-FARMERMARKET	OFFICE SUPPLIES/SERVICES	0.00	0.00	37.00	0.00	(37.00)	100.00
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	3,500.00	3,500.00	4,632.78	14.42	(1,132.78)	132.37
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,500.00	2,500.00	1,672.44	170.46	827.56	66.90
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES	5,500.00	5,500.00	6,000.00	0.00	(500.00)	109.09
248-277.000-800.000	CONTINUING EDUCATION	2,000.00	2,000.00	219.52	0.00	1,780.48	10.98
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION	350.00	350.00	999.19	533.57	(649.19)	285.48
248-277.000-801.000	CONTRACT SERVICE	3,000.00	3,000.00	18,597.00	0.00	(15,597.00)	619.90
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	14,000.00	14,000.00	15,100.00	1,200.00	(1,100.00)	107.86
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION	37,000.00	37,000.00	41,224.77	0.00	(4,224.77)	111.42
248-277.000-801.020	I. T. MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-277.000-801.030	SNOW REMOVAL SERVICES	20,000.00	20,000.00	14,837.50	1,950.00	5,162.50	74.19
248-277.000-801.040	MARKETING/PROMOTION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-277.000-820.000	MEMBERSHIP & DUES	750.00	750.00	650.00	0.00	100.00	86.67
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	150.00	0.00	100.00	60.00
248-277.000-821.000	ENGINEERING	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	1,336.70	194.70	663.30	66.84
248-277.000-870.000	MILEAGE & EXPENSES	750.00	750.00	327.63	0.00	422.37	43.68
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	1,162.50	187.60	(1,112.50)	2,325.00
248-277.000-927.000	MAINTENANCE & REPAIR/IMPROVEMENT	15,000.00	15,000.00	12,988.21	1,921.97	2,011.79	86.59
248-277.000-974.000	IMPROVEMENTS	122,000.00	122,000.00	2,851.07	0.00	119,148.93	2.34
248-277.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	0.00	0.00	775.00	0.00	(775.00)	100.00
Total Dept 277.000 - DDA OPERATIONS/CONSTRUCTION		403,115.00	403,115.00	260,277.79	17,285.82	142,837.21	64.57
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	445.09	16.33	554.91	44.51
248-279.000-999.000	PAYING AGENT FEES	650.00	650.00	693.00	0.00	(43.00)	106.62
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		1,650.00	1,650.00	1,138.09	16.33	511.91	68.98
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	184,173.00	184,173.00	184,000.00	0.00	173.00	99.91
248-905.000-993.000	BOND INTEREST PAYMENTS	81,082.00	81,082.00	80,566.50	0.00	515.50	99.36
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		265,255.00	265,255.00	264,566.50	0.00	688.50	99.74
TOTAL EXPENDITURES		815,920.00	815,920.00	649,728.94	20,389.15	166,191.06	79.63
Fund 248 - DDA FUND:							
TOTAL REVENUES		879,926.00	879,926.00	936,370.74	5,045.80	(56,444.74)	106.41
TOTAL EXPENDITURES		815,920.00	815,920.00	649,728.94	20,389.15	166,191.06	79.63
NET OF REVENUES & EXPENDITURES		64,006.00	64,006.00	286,641.80	(15,343.35)	(222,635.80)	447.84

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			NORM	(ABNORM)	
Fund 248 - DDA FUND								
BEG. FUND BALANCE		1,322,555.11	1,322,555.11	1,322,555.11				
END FUND BALANCE		1,386,561.11	1,386,561.11	1,609,196.91				

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 249 - BUILDING DEPARTMENT							
Revenues							
Dept 021.000 - PERMITS							
249-021.000-475.000	PERMITS: PLUMBING	25,250.00	37,000.00	35,090.00	0.00	1,910.00	94.84
249-021.000-476.000	PERMITS: ELECTRICAL	50,000.00	69,400.00	65,395.45	0.00	4,004.55	94.23
249-021.000-477.000	PERMITS: BUILDING	226,000.00	413,000.00	402,673.00	0.00	10,327.00	97.50
249-021.000-478.000	PERMITS: MECHANICAL	55,000.00	95,000.00	90,079.50	0.00	4,920.50	94.82
Total Dept 021.000 - PERMITS		356,250.00	614,400.00	593,237.95	0.00	21,162.05	96.56
Dept 023.000 - INTEREST & RENTS							
249-023.000-665.016	INTEREST - BANK	5,000.00	5,000.00	4,968.81	0.00	31.19	99.38
Total Dept 023.000 - INTEREST & RENTS		5,000.00	5,000.00	4,968.81	0.00	31.19	99.38
TOTAL REVENUES		361,250.00	619,400.00	598,206.76	0.00	21,193.24	96.58
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
249-279.000-719.002	LIFE INSURANCE, OTHERS	600.00	600.00	529.05	44.97	70.95	88.18
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		600.00	600.00	529.05	44.97	70.95	88.18
Dept 371.000 - INSPECTION DEPT.							
249-371.000-704.001	WAGES - SUPPORT	75,867.00	75,867.00	76,221.02	5,937.93	(354.02)	100.47
249-371.000-715.000	FICA - TOWNSHIP SHARE	4,742.00	4,742.00	4,531.87	348.89	210.13	95.57
249-371.000-716.000	FICA - MEDICARE TWP SHARE	949.00	1,100.00	1,088.04	81.59	11.96	98.91
249-371.000-719.000	RETIREMENT - EMPLOYER COST	7,587.00	7,810.00	7,803.42	593.80	6.58	99.92
249-371.000-719.001	MEDICAL, DENTAL INSURANCE	11,000.00	15,400.00	15,318.81	994.83	81.19	99.47
249-371.000-724.000	PHONE ALLOWANCE	216.00	216.00	216.01	18.01	(0.01)	100.00
249-371.000-801.000	CONTRACT SERVICE	260,000.00	513,000.00	475,568.36	0.00	37,431.64	92.70
Total Dept 371.000 - INSPECTION DEPT.		360,361.00	618,135.00	580,747.53	7,975.05	37,387.47	93.95
TOTAL EXPENDITURES		360,961.00	618,735.00	581,276.58	8,020.02	37,458.42	93.95
Fund 249 - BUILDING DEPARTMENT:							
TOTAL REVENUES		361,250.00	619,400.00	598,206.76	0.00	21,193.24	96.58
TOTAL EXPENDITURES		360,961.00	618,735.00	581,276.58	8,020.02	37,458.42	93.95
NET OF REVENUES & EXPENDITURES		289.00	665.00	16,930.18	(8,020.02)	(16,265.18)	2,545.89
BEG. FUND BALANCE		557,773.66	557,773.66	557,773.66			
END FUND BALANCE		558,062.66	558,438.66	574,703.84			



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 282 - AMERICAN RESCUE PLAN ACT							
Revenues							
Dept 023.000 - INTEREST & RENTS							
282-023.000-665.016	INTEREST - BANK	5,000.00	5,000.00	12,703.88	0.00	(7,703.88)	254.08
Total Dept 023.000 - INTEREST & RENTS		5,000.00	5,000.00	12,703.88	0.00	(7,703.88)	254.08
TOTAL REVENUES		5,000.00	5,000.00	12,703.88	0.00	(7,703.88)	254.08
Expenditures							
Dept 441.000 - CONTRACTED SERVICES							
282-441.000-970.000	CAPITAL PURCHASE	1,552,000.00	1,552,000.00	286,776.16	0.00	1,265,223.84	18.48
282-441.000-970.001	7421 THORNAPPLE RIVER DR	0.00	0.00	100,000.00	0.00	(100,000.00)	100.00
282-441.000-970.002	FOREST GLEN, FOREST BEND	0.00	0.00	641.15	0.00	(641.15)	100.00
282-441.000-970.005	FOX HOLLOW/MICHIGAN ST.	0.00	0.00	4,371.53	0.00	(4,371.53)	100.00
Total Dept 441.000 - CONTRACTED SERVICES		1,552,000.00	1,552,000.00	391,788.84	0.00	1,160,211.16	25.24
TOTAL EXPENDITURES		1,552,000.00	1,552,000.00	391,788.84	0.00	1,160,211.16	25.24
Fund 282 - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		5,000.00	5,000.00	12,703.88	0.00	(7,703.88)	254.08
TOTAL EXPENDITURES		1,552,000.00	1,552,000.00	391,788.84	0.00	1,160,211.16	25.24
NET OF REVENUES & EXPENDITURES		(1,547,000.00)	(1,547,000.00)	(379,084.96)	0.00	(1,167,915.04)	24.50
BEG. FUND BALANCE		1,410,962.18	1,410,962.18	1,410,962.18			
END FUND BALANCE		(136,037.82)	(136,037.82)	1,031,877.22			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 284 - OPIOID SETTLEMENT FUND								
Revenues								
Dept 000.000								
284-000.000-685.000	OPIOIDS SETTLEMENT	0.00	0.00	1,253.88	0.00	(1,253.88)	100.00	
Total Dept 000.000		0.00	0.00	1,253.88	0.00	(1,253.88)	100.00	
Dept 023.000 - INTEREST & RENTS								
284-023.000-665.016	INTEREST - BANK	0.00	0.00	29.91	0.00	(29.91)	100.00	
Total Dept 023.000 - INTEREST & RENTS		0.00	0.00	29.91	0.00	(29.91)	100.00	
TOTAL REVENUES		0.00	0.00	1,283.79	0.00	(1,283.79)	100.00	
Fund 284 - OPIOID SETTLEMENT FUND:								
TOTAL REVENUES		0.00	0.00	1,283.79	0.00	(1,283.79)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,283.79	0.00	(1,283.79)	100.00	
BEG. FUND BALANCE		3,207.70	3,207.70	3,207.70				
END FUND BALANCE		3,207.70	3,207.70	4,491.49				

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 408 - CAPITAL PROJECT							
Revenues							
Dept 023.000 - INTEREST & RENTS							
408-023.000-665.016	INTEREST - BANK	0.00	10,000.00	7,929.13	0.00	2,070.87	79.29
Total Dept 023.000 - INTEREST & RENTS		0.00	10,000.00	7,929.13	0.00	2,070.87	79.29
Dept 026.000 - CONTRIBUTIONS							
408-026.000-674.000	CONTRIBUTIONS-CAPITAL CAMPAIGN	750,000.00	3,266,776.00	3,266,776.22	0.00	(0.22)	100.00
Total Dept 026.000 - CONTRIBUTIONS		750,000.00	3,266,776.00	3,266,776.22	0.00	(0.22)	100.00
TOTAL REVENUES		750,000.00	3,276,776.00	3,274,705.35	0.00	2,070.65	99.94
Expenditures							
Dept 441.000 - CONTRACTED SERVICES							
408-441.000-801.000	CONTRACT SERVICE-FUNDRAISING	0.00	40,000.00	39,554.00	0.00	446.00	98.89
408-441.000-808.000	ENGINEERS SERVICE-CAPITAL CAMPA	0.00	10,000.00	7,885.00	0.00	2,115.00	78.85
408-441.000-808.002	ENGINEERS SERVICE-GENERAL	26,500.00	275,000.00	194,145.19	58,213.84	80,854.81	70.60
Total Dept 441.000 - CONTRACTED SERVICES		26,500.00	325,000.00	241,584.19	58,213.84	83,415.81	74.33
TOTAL EXPENDITURES		26,500.00	325,000.00	241,584.19	58,213.84	83,415.81	74.33
Fund 408 - CAPITAL PROJECT:							
TOTAL REVENUES		750,000.00	3,276,776.00	3,274,705.35	0.00	2,070.65	99.94
TOTAL EXPENDITURES		26,500.00	325,000.00	241,584.19	58,213.84	83,415.81	74.33
NET OF REVENUES & EXPENDITURES		723,500.00	2,951,776.00	3,033,121.16	(58,213.84)	(81,345.16)	102.76
BEG. FUND BALANCE		32,626.42	32,626.42	32,626.42			
END FUND BALANCE		756,126.42	2,984,402.42	3,065,747.58			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Revenues							
Dept 001.000 - UTILITY SERVICES							
590-001.000-626.001	SERVICE CHARGE	1,976,000.00	2,100,000.00	1,935,409.71	401.52	164,590.29	92.16
590-001.000-626.004	LATE PENALTY CHARGES	14,000.00	14,000.00	14,886.57	1,217.06	(886.57)	106.33
Total Dept 001.000 - UTILITY SERVICES		1,990,000.00	2,114,000.00	1,950,296.28	1,618.58	163,703.72	92.26
Dept 001.010 - ACCESS BUSINESS GROUP							
590-001.010-626.000	COMMODITY CHARGES (USAGE)	730,000.00	600,000.00	599,189.60	0.00	810.40	99.86
Total Dept 001.010 - ACCESS BUSINESS GROUP		730,000.00	600,000.00	599,189.60	0.00	810.40	99.86
Dept 005.000 - PERMITS							
590-005.000-608.000	CONNECTION CHARGES	4,500.00	4,500.00	8,750.00	1,050.00	(4,250.00)	194.44
590-005.000-609.001	INSPECTION CHARGES	400.00	400.00	625.00	75.00	(225.00)	156.25
590-005.000-611.000	TAP FEES	35,000.00	54,000.00	69,000.00	15,000.00	(15,000.00)	127.78
590-005.000-612.000	GRAND RAPIDS CONNECTION FEE	7,000.00	7,000.00	11,880.00	1,395.00	(4,880.00)	169.71
Total Dept 005.000 - PERMITS		46,900.00	65,900.00	90,255.00	17,520.00	(24,355.00)	136.96
Dept 009.000 - OTHER							
590-009.000-675.000	MISC AND OTHER REVENUE	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 009.000 - OTHER		500.00	500.00	0.00	0.00	500.00	0.00
Dept 023.000 - INTEREST & RENTS							
590-023.000-665.016	INTEREST - BANK	23,000.00	45,000.00	26,340.16	0.00	18,659.84	58.53
Total Dept 023.000 - INTEREST & RENTS		23,000.00	45,000.00	26,340.16	0.00	18,659.84	58.53
TOTAL REVENUES		2,790,400.00	2,825,400.00	2,666,081.04	19,138.58	159,318.96	94.36
Expenditures							
Dept 223.000 - LEGAL & ACCOUNTING							
590-223.000-807.000	AUDIT SERVICES	3,000.00	3,000.00	880.00	0.00	2,120.00	29.33
Total Dept 223.000 - LEGAL & ACCOUNTING		3,000.00	3,000.00	880.00	0.00	2,120.00	29.33
Dept 266.000 - LEGAL & ACCOUNTING							
590-266.000-828.000	LEGAL SERVICES	5,000.00	5,000.00	686.80	129.80	4,313.20	13.74
Total Dept 266.000 - LEGAL & ACCOUNTING		5,000.00	5,000.00	686.80	129.80	4,313.20	13.74
Dept 272.000 - GENERAL ADMINISTRATION							
590-272.000-726.000	OFFICE SUPPLIES/SERVICES	3,200.00	3,200.00	2,646.52	169.02	553.48	82.70
590-272.000-727.000	POSTAGE	3,750.00	3,750.00	3,450.11	260.40	299.89	92.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Expenditures							
Total Dept 272.000 - GENERAL ADMINISTRATION		6,950.00	6,950.00	6,096.63	429.42	853.37	87.72
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
590-279.000-719.002	LIFE INSURANCE, OTHERS	400.00	400.00	247.81	22.43	152.19	61.95
590-279.000-962.000	VARIOUS MISC EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
590-279.000-991.000	BOND PRINCIPAL PAYMENTS	249,437.00	249,437.00	248,950.00	0.00	487.00	99.80
590-279.000-993.000	BOND INTEREST PAYMENTS	54,880.00	54,880.00	54,684.29	0.00	195.71	99.64
590-279.000-999.000	PAYING AGENT FEES	750.00	750.00	999.25	0.00	(249.25)	133.23
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		306,467.00	306,467.00	304,881.35	22.43	1,585.65	99.48
Dept 537.000 - UTILITY DIRECTOR							
590-537.000-703.000	SALARIES & WAGES	22,452.00	22,452.00	13,516.36	(10,865.23)	8,935.64	60.20
590-537.000-715.000	FICA - TOWNSHIP SHARE	1,404.00	1,404.00	758.76	62.21	645.24	54.04
590-537.000-716.000	FICA - MEDICARE TWP SHARE	281.00	281.00	197.56	14.55	83.44	70.31
590-537.000-719.000	RETIREMENT - EMPLOYER COST	2,246.00	2,246.00	1,397.07	102.78	848.93	62.20
590-537.000-719.001	MEDICAL, DENTAL INSURANCE	2,450.00	2,450.00	1,546.65	99.44	903.35	63.13
590-537.000-722.000	WORKERS COMPENSATION	2,000.00	2,000.00	2,013.57	0.00	(13.57)	100.68
590-537.000-724.000	PHONE ALLOWANCE	110.00	110.00	72.00	6.00	38.00	65.45
590-537.000-801.000	CONTRACT SERVICE	12,930.00	12,930.00	13,012.48	(4,406.58)	(82.48)	100.64
Total Dept 537.000 - UTILITY DIRECTOR		43,873.00	43,873.00	32,514.45	(14,986.83)	11,358.55	74.11
Dept 538.000 - UTILITY ASSISTANT							
590-538.000-703.000	SALARIES & WAGES	24,694.00	24,694.00	23,994.16	1,864.97	699.84	97.17
590-538.000-715.000	FICA - TOWNSHIP SHARE	1,544.00	1,544.00	1,356.06	105.30	187.94	87.83
590-538.000-716.000	FICA - MEDICARE TWP SHARE	309.00	309.00	326.43	24.63	(17.43)	105.64
590-538.000-719.000	RETIREMENT - EMPLOYER COST	2,470.00	2,470.00	2,467.50	186.50	2.50	99.90
590-538.000-719.001	MEDICAL, DENTAL INSURANCE	9,200.00	11,000.00	10,162.35	666.04	837.65	92.39
590-538.000-722.000	WORKERS COMPENSATION	2,000.00	2,000.00	2,013.57	0.00	(13.57)	100.68
Total Dept 538.000 - UTILITY ASSISTANT		40,217.00	42,017.00	40,320.07	2,847.44	1,696.93	95.96
Dept 540.000 - CONTRACTED SERVICES							
590-540.000-780.000	G.R. CONNECTION FEES	10,000.00	10,000.00	11,375.00	1,200.00	(1,375.00)	113.75
590-540.000-783.000	G.R. SEWAGE TREATMENT	1,100,000.00	1,100,000.00	1,095,268.65	180,259.81	4,731.35	99.57
590-540.000-784.000	G.R. SERVICE CHARGE	485,000.00	500,000.00	493,545.03	83,266.00	6,454.97	98.71
590-540.000-801.000	CONTRACT SERVICE	110,000.00	110,000.00	107,690.50	26,468.26	2,309.50	97.90
590-540.000-817.000	LAWN CARE CONTRACT	5,850.00	5,850.00	4,500.00	0.00	1,350.00	76.92
590-540.000-824.000	MISS DIG SERVICES	1,400.00	3,000.00	2,617.59	0.00	382.41	87.25
590-540.000-829.000	ENGINEERING FEES	25,000.00	50,000.00	46,239.83	0.00	3,760.17	92.48
590-540.000-832.000	TAPPING SERVICES	25,000.00	54,000.00	54,000.00	0.00	0.00	100.00
Total Dept 540.000 - CONTRACTED SERVICES		1,762,250.00	1,832,850.00	1,815,236.60	291,194.07	17,613.40	99.04
Dept 571.000 - SYSTEM OPERATIONS							
590-571.000-740.000	OPERATING SUPPLIES/SERVICES	12,000.00	12,000.00	8,217.98	3,507.50	3,782.02	68.48
590-571.000-775.000	EQUIP MAINT & REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
590-571.000-853.000	COMMUNICATIONS/TELEPHONE, ETC	3,500.00	3,500.00	1,686.94	390.88	1,813.06	48.20

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Expenditures							
590-571.000-915.000	INSURANCE	15,000.00	15,000.00	13,479.60	0.00	1,520.40	89.86
590-571.000-920.000	UTILITIES, GAS, ELECTRIC	65,000.00	65,000.00	55,787.76	6,106.96	9,212.24	85.83
590-571.000-930.001	PLANT MAINT & REPAIR	5,000.00	5,000.00	677.52	0.00	4,322.48	13.55
590-571.000-930.003	SYSTEM LINE MAINT/REPAIR	850,000.00	125,000.00	73,522.71	618.00	51,477.29	58.82
590-571.000-930.005	LIFT STATION MAINT & REPAIR	750,000.00	300,000.00	203,709.03	17,401.64	96,290.97	67.90
590-571.000-968.000	SYSTEM DEPRECIATION	230,000.00	230,000.00	0.00	0.00	230,000.00	0.00
590-571.000-983.000	NEW EQUIPMENT	500.00	500.00	515.46	0.00	(15.46)	103.09
Total Dept 571.000 - SYSTEM OPERATIONS		1,936,000.00	761,000.00	357,597.00	28,024.98	403,403.00	46.99
TOTAL EXPENDITURES		4,103,757.00	3,001,157.00	2,558,212.90	307,661.31	442,944.10	85.24
Fund 590 - ADA TOWNSHIP SEWER SYSTEM:							
TOTAL REVENUES		2,790,400.00	2,825,400.00	2,666,081.04	19,138.58	159,318.96	94.36
TOTAL EXPENDITURES		4,103,757.00	3,001,157.00	2,558,212.90	307,661.31	442,944.10	85.24
NET OF REVENUES & EXPENDITURES		(1,313,357.00)	(175,757.00)	107,868.14	(288,522.73)	(283,625.14)	61.37
BEG. FUND BALANCE		9,346,964.33	9,346,964.33	9,346,964.33			
END FUND BALANCE		8,033,607.33	9,171,207.33	9,454,832.47			

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 591 - ADA TOWNSHIP WATER SYSTEM							
Revenues							
Dept 001.000 - UTILITY SERVICES							
591-001.000-626.000	COMMODITY CHARGES (USAGE)	1,325,000.00	1,325,000.00	1,211,720.84	127.31	113,279.16	91.45
591-001.000-626.001	SERVICE CHARGE	730,000.00	730,000.00	681,272.17	214.25	48,727.83	93.32
591-001.000-626.003	SHUT-OFF/TURN-ON CHARGES	0.00	0.00	25.00	0.00	(25.00)	100.00
591-001.000-626.004	LATE PENALTY CHARGES	15,000.00	15,000.00	16,115.06	1,079.63	(1,115.06)	107.43
Total Dept 001.000 - UTILITY SERVICES		2,070,000.00	2,070,000.00	1,909,133.07	1,421.19	160,866.93	92.23
Dept 001.010 - ACCESS BUSINESS GROUP							
591-001.010-626.000	COMMODITY CHARGES (USAGE)	630,000.00	630,000.00	515,293.81	0.00	114,706.19	81.79
591-001.010-626.001	SERVICE CHARGE	6,000.00	6,000.00	5,882.80	0.00	117.20	98.05
Total Dept 001.010 - ACCESS BUSINESS GROUP		636,000.00	636,000.00	521,176.61	0.00	114,823.39	81.95
Dept 005.000 - PERMITS							
591-005.000-608.000	CONNECTION CHARGES	7,000.00	7,000.00	6,850.00	400.00	150.00	97.86
591-005.000-609.000	INSPECTION CHARGE & SET METER	1,750.00	1,750.00	1,385.00	90.00	365.00	79.14
591-005.000-610.000	METER SALES	16,000.00	16,000.00	15,220.00	930.00	780.00	95.13
591-005.000-611.000	TAP FEES	40,000.00	40,000.00	39,105.00	0.00	895.00	97.76
591-005.000-612.000	GRAND RAPIDS CONNECTION FEE	13,000.00	13,000.00	14,850.00	1,210.00	(1,850.00)	114.23
591-005.000-614.000	FIRE HYDRANT RENTAL	600.00	600.00	811.00	0.00	(211.00)	135.17
591-005.000-614.001	FIRE HYDRANT USAGE	3,000.00	3,000.00	3,181.39	0.00	(181.39)	106.05
Total Dept 005.000 - PERMITS		81,350.00	81,350.00	81,402.39	2,630.00	(52.39)	100.06
Dept 007.000 - INVESTMENTS							
591-007.000-665.000	INTEREST EARNED	2,500.00	2,500.00	2,012.41	0.00	487.59	80.50
Total Dept 007.000 - INVESTMENTS		2,500.00	2,500.00	2,012.41	0.00	487.59	80.50
Dept 009.000 - OTHER							
591-009.000-675.000	MISC AND OTHER REVENUE	500.00	500.00	285.70	0.00	214.30	57.14
Total Dept 009.000 - OTHER		500.00	500.00	285.70	0.00	214.30	57.14
Dept 023.000 - INTEREST & RENTS							
591-023.000-665.001	INTEREST: MI CLASS	0.00	35,000.00	22,884.44	0.00	12,115.56	65.38
591-023.000-665.016	INTEREST - BANK	3,000.00	3,000.00	5,518.15	0.00	(2,518.15)	183.94
Total Dept 023.000 - INTEREST & RENTS		3,000.00	38,000.00	28,402.59	0.00	9,597.41	74.74
TOTAL REVENUES		2,793,350.00	2,828,350.00	2,542,412.77	4,051.19	285,937.23	89.89
Expenditures							
Dept 223.000 - LEGAL & ACCOUNTING							
591-223.000-807.000	AUDIT SERVICES	3,000.00	3,000.00	880.00	0.00	2,120.00	29.33

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 591 - ADA TOWNSHIP WATER SYSTEM							
Expenditures							
Total Dept 223.000 - LEGAL & ACCOUNTING		3,000.00	3,000.00	880.00	0.00	2,120.00	29.33
Dept 266.000 - LEGAL & ACCOUNTING							
591-266.000-828.000	LEGAL SERVICES	3,000.00	3,000.00	717.80	717.80	2,282.20	23.93
Total Dept 266.000 - LEGAL & ACCOUNTING		3,000.00	3,000.00	717.80	717.80	2,282.20	23.93
Dept 272.000 - GENERAL ADMINISTRATION							
591-272.000-726.000	OFFICE SUPPLIES/SERVICES	6,000.00	6,000.00	2,878.15	169.02	3,121.85	47.97
591-272.000-727.000	POSTAGE	3,750.00	3,750.00	2,834.96	260.39	915.04	75.60
Total Dept 272.000 - GENERAL ADMINISTRATION		9,750.00	9,750.00	5,713.11	429.41	4,036.89	58.60
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
591-279.000-719.002	LIFE INSURANCE, OTHERS	400.00	400.00	247.71	22.44	152.29	61.93
591-279.000-991.000	BOND PRINCIPAL PAYMENTS	352,440.00	352,750.00	352,750.00	0.00	0.00	100.00
591-279.000-993.000	BOND INTEREST PAYMENTS	147,164.00	147,300.00	147,289.97	0.00	10.03	99.99
591-279.000-999.000	PAYING AGENT FEES	750.00	750.00	551.25	0.00	198.75	73.50
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		500,754.00	501,200.00	500,838.93	22.44	361.07	99.93
Dept 537.000 - UTILITY DIRECTOR							
591-537.000-703.000	SALARIES & WAGES	22,452.00	22,452.00	13,516.48	(10,865.23)	8,935.52	60.20
591-537.000-715.000	FICA - TOWNSHIP SHARE	1,404.00	1,404.00	758.70	62.21	645.30	54.04
591-537.000-716.000	FICA - MEDICARE TWP SHARE	281.00	281.00	197.56	14.55	83.44	70.31
591-537.000-719.000	RETIREMENT - EMPLOYER COST	2,246.00	2,246.00	1,397.20	102.80	848.80	62.21
591-537.000-719.001	MEDICAL, DENTAL INSURANCE	2,450.00	2,450.00	1,546.78	99.45	903.22	63.13
591-537.000-722.000	WORKERS COMPENSATION	2,000.00	2,200.00	2,013.57	0.00	186.43	91.53
591-537.000-724.000	PHONE ALLOWANCE	100.00	100.00	72.01	6.00	27.99	72.01
591-537.000-801.000	CONTRACT SERVICE	12,930.00	12,930.00	13,012.48	(15,813.11)	(82.48)	100.64
591-537.000-820.000	MEMBERSHIP & DUES	400.00	400.00	400.00	0.00	0.00	100.00
Total Dept 537.000 - UTILITY DIRECTOR		44,263.00	44,463.00	32,914.78	(26,393.33)	11,548.22	74.03
Dept 538.000 - UTILITY ASSISTANT							
591-538.000-703.000	SALARIES & WAGES	24,694.00	24,694.00	23,992.72	1,864.93	701.28	97.16
591-538.000-715.000	FICA - TOWNSHIP SHARE	1,544.00	1,544.00	1,355.86	105.30	188.14	87.81
591-538.000-716.000	FICA - MEDICARE TWP SHARE	309.00	309.00	326.30	24.62	(17.30)	105.60
591-538.000-719.000	RETIREMENT - EMPLOYER COST	2,470.00	2,470.00	2,467.50	186.50	2.50	99.90
591-538.000-719.001	MEDICAL, DENTAL INSURANCE	9,200.00	11,000.00	10,162.06	666.00	837.94	92.38
591-538.000-722.000	WORKERS COMPENSATION	2,000.00	2,000.00	2,013.57	0.00	(13.57)	100.68
Total Dept 538.000 - UTILITY ASSISTANT		40,217.00	42,017.00	40,318.01	2,847.35	1,698.99	95.96
Dept 540.000 - CONTRACTED SERVICES							
591-540.000-780.000	G.R. CONNECTION FEES	15,000.00	15,000.00	17,855.00	1,920.00	(2,855.00)	119.03
591-540.000-782.000	G.R. COMMODITY PURCHASE	875,000.00	875,000.00	905,715.80	94,087.10	(30,715.80)	103.51
591-540.000-784.000	G.R. SERVICE CHARGE	700,000.00	728,000.00	724,236.73	122,302.00	3,763.27	99.48



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 591 - ADA TOWNSHIP WATER SYSTEM							
Expenditures							
591-540.000-801.000	CONTRACT SERVICE	120,000.00	120,000.00	118,557.70	38,809.89	1,442.30	98.80
591-540.000-817.000	LAWN CARE CONTRACT	1,680.00	1,680.00	4,500.00	0.00	(2,820.00)	267.86
591-540.000-824.000	MISS DIG SERVICES	1,400.00	1,400.00	2,607.51	0.00	(1,207.51)	186.25
591-540.000-825.000	METER READER SERVICES	12,000.00	0.00	0.00	0.00	0.00	0.00
591-540.000-826.000	WATERMAIN TAP SERVICES	35,000.00	35,000.00	16,600.00	0.00	18,400.00	47.43
591-540.000-829.000	ENGINEERING FEES	30,000.00	20,000.00	654.23	0.00	19,345.77	3.27
Total Dept 540.000 - CONTRACTED SERVICES		1,790,080.00	1,796,080.00	1,790,726.97	257,118.99	5,353.03	99.70
Dept 571.000 - SYSTEM OPERATIONS							
591-571.000-740.000	OPERATING SUPPLIES/SERVICES	15,000.00	15,000.00	18,499.67	4,524.02	(3,499.67)	123.33
591-571.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	7,000.00	7,000.00	4,857.95	907.98	2,142.05	69.40
591-571.000-915.000	INSURANCE	15,000.00	15,000.00	13,479.60	0.00	1,520.40	89.86
591-571.000-920.000	UTILITIES, GAS, ELECTRIC	17,000.00	17,000.00	12,308.65	1,774.51	4,691.35	72.40
591-571.000-930.001	PLANT MAINT & REPAIR	15,000.00	15,000.00	20,205.92	0.00	(5,205.92)	134.71
591-571.000-930.002	SYSTEM MAINT & REPAIR	35,000.00	35,000.00	39,611.23	3,051.85	(4,611.23)	113.17
591-571.000-968.000	SYSTEM DEPRECIATION	235,000.00	235,000.00	0.00	0.00	235,000.00	0.00
591-571.000-983.000	NEW EQUIPMENT	500.00	500.00	515.46	0.00	(15.46)	103.09
591-571.000-983.005	WATER METERS	50,000.00	90,000.00	73,637.00	29,235.00	16,363.00	81.82
Total Dept 571.000 - SYSTEM OPERATIONS		389,500.00	429,500.00	183,115.48	39,493.36	246,384.52	42.63
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
591-900.000-808.001-ADACRFT WM20 CONSTRUCTION		0.00	15,171.00	15,171.00	0.00	0.00	100.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	15,171.00	15,171.00	0.00	0.00	100.00
TOTAL EXPENDITURES		2,780,564.00	2,844,181.00	2,570,396.08	274,236.02	273,784.92	90.37
Fund 591 - ADA TOWNSHIP WATER SYSTEM:							
TOTAL REVENUES		2,793,350.00	2,828,350.00	2,542,412.77	4,051.19	285,937.23	89.89
TOTAL EXPENDITURES		2,780,564.00	2,844,181.00	2,570,396.08	274,236.02	273,784.92	90.37
NET OF REVENUES & EXPENDITURES		12,786.00	(15,831.00)	(27,983.31)	(270,184.83)	12,152.31	176.76
BEG. FUND BALANCE		17,427,601.69	17,427,601.69	17,427,601.69			
END FUND BALANCE		17,440,387.69	17,411,770.69	17,399,618.38			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 597 - GRAND VALLEY ESTATES WATER SYS							
Revenues							
Dept 001.000 - UTILITY SERVICES							
597-001.000-626.000	COMMODITY CHARGES (USAGE)	105,000.00	105,000.00	89,670.14	0.00	15,329.86	85.40
597-001.000-626.001	SERVICE CHARGE	28,000.00	28,000.00	23,696.40	0.00	4,303.60	84.63
597-001.000-626.003	SHUT-OFF/TURN-ON CHARGES	25.00	25.00	25.00	0.00	0.00	100.00
597-001.000-626.004	LATE PENALTY CHARGES	1,100.00	1,100.00	1,079.15	105.34	20.85	98.10
Total Dept 001.000 - UTILITY SERVICES		134,125.00	134,125.00	114,470.69	105.34	19,654.31	85.35
Dept 009.000 - OTHER							
597-009.000-675.000	MISC AND OTHER REVENUE	150.00	150.00	0.00	0.00	150.00	0.00
Total Dept 009.000 - OTHER		150.00	150.00	0.00	0.00	150.00	0.00
Dept 023.000 - INTEREST & RENTS							
597-023.000-665.016	INTEREST - BANK	1,000.00	1,000.00	1,823.33	0.00	(823.33)	182.33
Total Dept 023.000 - INTEREST & RENTS		1,000.00	1,000.00	1,823.33	0.00	(823.33)	182.33
TOTAL REVENUES		135,275.00	135,275.00	116,294.02	105.34	18,980.98	85.97
Expenditures							
Dept 272.000 - GENERAL ADMINISTRATION							
597-272.000-726.000	OFFICE SUPPLIES/SERVICES	800.00	800.00	322.46	0.00	477.54	40.31
597-272.000-727.000	POSTAGE	600.00	600.00	357.96	0.00	242.04	59.66
597-272.000-775.005	NEW OFFICE EQUIPMENT	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 272.000 - GENERAL ADMINISTRATION		1,600.00	1,600.00	680.42	0.00	919.58	42.53
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
597-279.000-719.002	LIFE INSURANCE, OTHERS	150.00	150.00	109.42	9.86	40.58	72.95
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		150.00	150.00	109.42	9.86	40.58	72.95
Dept 537.000 - UTILITY DIRECTOR							
597-537.000-703.000	SALARIES & WAGES	1,645.00	1,645.00	1,642.81	(4,071.05)	2.19	99.87
597-537.000-715.000	FICA - TOWNSHIP SHARE	103.00	103.00	100.00	7.49	3.00	97.09
597-537.000-716.000	FICA - MEDICARE TWP SHARE	21.00	21.00	23.38	1.75	(2.38)	111.33
597-537.000-719.000	RETIREMENT - EMPLOYER COST	165.00	165.00	164.30	12.66	0.70	99.58
597-537.000-719.001	MEDICAL, DENTAL INSURANCE	180.00	180.00	182.76	11.16	(2.76)	101.53
597-537.000-722.000	WORKERS COMPENSATION	500.00	500.00	385.95	0.00	114.05	77.19
597-537.000-724.000	PHONE ALLOWANCE	20.00	20.00	14.40	1.20	5.60	72.00
597-537.000-801.000	CONTRACT SERVICE	4,563.00	4,563.00	4,592.66	(4,632.19)	(29.66)	100.65
Total Dept 537.000 - UTILITY DIRECTOR		7,197.00	7,197.00	7,106.26	(8,668.98)	90.74	98.74
Dept 538.000 - UTILITY ASSISTANT							
597-538.000-703.000	SALARIES & WAGES	12,347.00	12,347.00	11,965.87	932.50	381.13	96.91

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 03/31/2025  
 % Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 597 - GRAND VALLEY ESTATES WATER SYS							
Expenditures							
597-538.000-715.000	FICA - TOWNSHIP SHARE	772.00	772.00	676.08	52.66	95.92	87.58
597-538.000-716.000	FICA - MEDICARE TWP SHARE	155.00	155.00	163.26	12.32	(8.26)	105.33
597-538.000-719.000	RETIREMENT - EMPLOYER COST	1,235.00	1,235.00	1,233.67	93.24	1.33	99.89
597-538.000-719.001	MEDICAL, DENTAL INSURANCE	4,600.00	5,200.00	5,081.11	333.00	118.89	97.71
597-538.000-722.000	WORKERS COMPENSATION	500.00	500.00	385.97	0.00	114.03	77.19
Total Dept 538.000 - UTILITY ASSISTANT		19,609.00	20,209.00	19,505.96	1,423.72	703.04	96.52
Dept 540.000 - CONTRACTED SERVICES							
597-540.000-801.000	CONTRACT SERVICE	37,248.00	37,248.00	38,197.15	12,483.59	(949.15)	102.55
597-540.000-817.000	LAWN CARE CONTRACT	2,500.00	2,500.00	1,000.02	0.00	1,499.98	40.00
597-540.000-825.000	METER READER SERVICES	600.00	600.00	0.00	0.00	600.00	0.00
597-540.000-829.000	ENGINEERING FEES	0.00	0.00	79.30	0.00	(79.30)	100.00
Total Dept 540.000 - CONTRACTED SERVICES		40,348.00	40,348.00	39,276.47	12,483.59	1,071.53	97.34
Dept 571.000 - SYSTEM OPERATIONS							
597-571.000-740.000	OPERATING SUPPLIES/SERVICES	5,000.00	5,000.00	5,427.51	1,610.00	(427.51)	108.55
597-571.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	3,000.00	3,000.00	375.42	86.88	2,624.58	12.51
597-571.000-915.000	INSURANCE	6,000.00	6,000.00	4,493.20	0.00	1,506.80	74.89
597-571.000-920.000	UTILITIES, GAS, ELECTRIC	9,500.00	9,500.00	8,636.66	907.56	863.34	90.91
597-571.000-930.001	PLANT MAINT & REPAIR	5,000.00	5,000.00	2,276.60	95.00	2,723.40	45.53
597-571.000-930.002	SYSTEM MAINT & REPAIR	2,500.00	2,500.00	15,457.00	0.00	(12,957.00)	618.28
597-571.000-968.000	SYSTEM DEPRECIATION	31,000.00	31,000.00	0.00	0.00	31,000.00	0.00
597-571.000-983.000	NEW EQUIPMENT	2,500.00	2,500.00	2,784.28	0.00	(284.28)	111.37
Total Dept 571.000 - SYSTEM OPERATIONS		64,500.00	64,500.00	39,450.67	2,699.44	25,049.33	61.16
TOTAL EXPENDITURES		133,404.00	134,004.00	106,129.20	7,947.63	27,874.80	79.20
Fund 597 - GRAND VALLEY ESTATES WATER SYS:							
TOTAL REVENUES		135,275.00	135,275.00	116,294.02	105.34	18,980.98	85.97
TOTAL EXPENDITURES		133,404.00	134,004.00	106,129.20	7,947.63	27,874.80	79.20
NET OF REVENUES & EXPENDITURES		1,871.00	1,271.00	10,164.82	(7,842.29)	(8,893.82)	799.75
BEG. FUND BALANCE		1,057,062.77	1,057,062.77	1,057,062.77			
END FUND BALANCE		1,058,933.77	1,058,333.77	1,067,227.59			
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		16,185,292.00	19,468,903.00	19,156,491.50	533,942.18	312,411.50	98.40
TOTAL EXPENDITURES - ALL FUNDS		17,913,924.00	17,080,761.00	13,995,184.15	1,188,343.16	3,085,576.85	81.94
NET OF REVENUES & EXPENDITURES		(1,728,632.00)	2,388,142.00	5,161,307.35	(654,400.98)	(2,773,165.35)	216.12
BEG. FUND BALANCE - ALL FUNDS		49,927,366.65	49,927,366.65	49,927,366.65			
END FUND BALANCE - ALL FUNDS		48,198,734.65	52,315,508.65	55,088,674.00			

**ADA TOWNSHIP  
WARRANTS FOR BOARD APPROVAL  
ON BOARD MEETING DATE: April 14, 2025**

**HAND CHECKS**

#101	#		
#205	#		
#208	#		
#211	#		
#213	#		
#243	#		
#248	#		
#282	#		
#408	#		
#590	#		
#591	#		
#597	#		
#701	#		

**TOTAL ALL HAND CHECKS** **\$ -**

**WARRANTS**

#101	GENERAL FUND	\$ 89,501.90
#205	PUBLIC SAFETY FUND	\$ 6,639.29
#208	PARKS & RECREATION	\$ 17,798.94
#211	TOWNSHIP TRAILS	\$ 3,494.73
#213	PARKS & OPEN SPACE	
#243	BROWNFIELD REDEVELOPMENT	\$ 10,098.68
#248	DDA FUND	\$ 17,124.70
#282	AMERICAN RESCUE	
#408	CAPITAL PROJECT	
#590	SEWER OPERATION FUND	\$ 130,144.47
#591	WATER OPERATION FUND	\$ 113,521.70
#597	GRAND VALLEY ESTATES FUND	\$ 1,885.11
#701	ESCROW ACCT	\$ 539.00

**TOTAL WARRANTS** **\$ 390,748.52**

**TOTAL ALL CHECKS & WARRANTS** **\$ 390,748.52**

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
 INVOICE ENTRY DATES 03/21/2025 - 04/14/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
 BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP - APRIL	5,077.20		
2. ACTION CHEMICAL	SUPPLIES-PARKS	94.24		
	SUPPLIES-PARKS	44.36		
	SUPPLIES-PARKS	239.20		
	TOTAL	377.80		
3. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS - DAVE RODGERS	103.19		
	UNIFORMS - MATT DONALD	90.38		
	TOTAL	193.57		
4. ADA BUSINESS ASSOCIATION	2025 TINSEL TREATS AND TROLLEYS	10,000.00		
5. ADA FIREFIGHTERS ASSOCIATION INC.	UNIFORMS - MAGNUS CARLGREN	28.50		
	UNIFORMS - PAUL MCDONAGH	28.50		
	UNIFORMS - NICK DEWEY	61.25		
	UNIFORMS - DAVE MURRAY	51.00		
	UNIFORMS - AARON WALLACE	66.25		
	UNIFORMS - SCOTT KIERNICKI	90.50		
	UNIFORMS - KYLE KALM	248.50		
	UNIFORMS - BRIAN ANDERSON	25.25		
	TOTAL	599.75		
6. ADA TOWNSHIP	WATER SERVICES-TWP HALL	258.00		
	WATER SERVICES-STREET IRRIGATION, HEADLEY	192.82		
	WATER SERVICES-LEONARD FLD	201.60		
	WATER SERVICES-LEGACY PARK IRRIGATION	131.78		
	WATER SERVICES-LEGACY PARK RESTROOM	169.48		
	WATER SERVICES-MUSEUM	142.06		
	WATER SERVICES-LIBRARY	1,579.52		
	WATER SERVICES-STREET IRRIGATION, HEADLEY	71.10		
	WATER SERVICES-LIFT STATION	160.70		
	WATER SERVICES-FIRE #1	420.31		
	WATER SERVICES-BRONSON HOUSE	133.28		
	WATER SERVICES-ADA PARK	89.60		
	WATER SERVICES-STREET IRRIGATION, BRONSON	43.68		
	TOTAL	3,593.93		

Vendor Name	Description	Amount	Check #	Check Date
7. ADA TOWNSHIP TAX ACCOUNT	BROWNFIELD 2024 ADMIN FEES	3,500.00		
8. AFLAC	EMPLOYEE PREMIUMS	546.90		
9. ALLIED UNIVERSAL	ANNUAL MONITORING - LIBRARY	303.60		
10. AMAZON CAPITAL SERVICES, INC.	SUPPLIES-PARKS & TRAILS	655.39		
	ADA PARK SHELTER	291.03		
	TOTAL	946.42		
11. AMERITRUST GROUP	LIQUOR LIABILITY - DDA	1,154.00		
12. AT & T	PUBLIC WIFI & FIRE LAPTOPS	609.84		
13. AUTOMATIC EQUIPMENT SALES & SERVICE	SERVICE CALL - LIBRARY	220.00		
14. BEACON ATHLETICS LLC	SUPPLIES-PARKS	1,429.78		
	REC SUPPLIES	129.00		
	TOTAL	1,558.78		
15. BERNARD'S HARDWARE	SUPPLIES-PARKS	67.98		
16. BLOOM SLUGGETT, PC	LEGAL-GENERAL	10,690.26		
	LEGAL - ORD ENF	851.50		
	LEGAL-PETTIS	22.00		
	LEGAL-EMPLOYMENT	1,298.00		
	TOTAL	12,861.76		
17. BUZZ GOODBLOOD	FIRE CONTINUING EDUCATION	75.00		
18. CITY GR DEVELOPMENT CENTER	STE#300			
	WATER/SEWER CONNECTION FEE	1,000.00		
19. CL TRUCKING & EXCAVATING LLC	WATERMAIN REPAIRS	2,673.00		
20. CLARK HILL PLC	LEGAL - KC CONSERVATION LEAGUE	1,836.00		
	LEGAL - KC CONSERVATION LEAGUE	843.00		
	TOTAL	2,679.00		

Vendor Name	Description	Amount	Check #	Check Date
21. COMCAST	INTERNET-TOWNSHIP	34.25		
	INTERNET-ADA PARK	179.95		
	INTERNET-FIRE #1	188.90		
	INTERNET-LIFT STATION	262.25		
	TOTAL	665.35		
22. CONSUMERS ENERGY	ELECTRIC SERVICES-LIBRARY OUTSIDE	44.76		
	ELECTRIC SERVICES-7351 BRONSON	47.79		
	ELECTRIC SERVICES-LEGACY PARK	148.64		
	ELECTRIC SERVICES-STREETLIGHTS, 49301 LED LIGHTS	1,464.39		
	ELECTRIC SERVICES-STREETLIGHTS	5,121.90		
	ELECTRIC SERVICES-SIRENS	44.62		
	ELECTRIC SERVICES-SIRENS	45.42		
	TOTAL	6,917.52		
23. CONTINENTAL LINEN SERVICE	LINEN/RUG SERVICES-FIRE	129.32		
	LINEN/RUG SERVICES-TWP HALL	119.61		
	TOTAL	248.93		
24. COREWELL HEALTH OCCUPATIONAL	WORKERS COMP- BFG	175.13		
25. DAVID MURRAY	WATER - FIRE	65.46		
26. DELTA DENTAL	DENTAL PREMIUMS-APRIL	2,740.92		
27. DENNIS BRINKS	UNIFORM REIMBURSEMENT	204.40		

Vendor Name	Description	Amount	Check #	Check Date
28. DTE ENERGY	GAS SERVICES-TWP HALL	604.07		
	GAS SERVICES-BRONSON HOUSE	59.11		
	GAS SERVICES-LIBRARY	1,991.77		
	GAS SERVICES-7380 FULTON	239.93		
	GAS SERVICES-FIRE #2	381.58		
	GAS SERVICES-FIRE #1	402.43		
	GAS SERVICES-MUSEUM	263.54		
	GAS SERVICES-LEONARD FLD	204.27		
	GAS SERVICES-ROSELLE PARK	270.30		
	GAS SERVICES-4861 ADA DR	252.94		
	GAS SERVICES-5465 HALL ST	63.53		
	GAS SERVICES-LEGACY PARK	166.79		
	GAS SERVICES-6245 FULTON	59.93		
	GAS SERVICES-5458 GRAND VALLEY CT	139.11		
	GAS SERVICES-ADA PARK	130.41		
	TOTAL	5,229.71		
29. DURSKO ELECTRIC LLC	MAINTENANCE - ADA PARK RESTROOMS	1,096.00		
30. ELEVATOR SERVICE, LLC	SERVICE CALL-LIBRARY	874.08		
31. ERIN MCINTOSH	MILEAGE REIMBURSEMENT	132.30		
32. ETNA SUPPLY	SUPPLIES-UTILITIES	140.00		
33. FISHER DOOR & HARDWARE INC	(2) NEW DOORS - PARKS	6,412.00		
34. GODWIN HARDWARE, INC	SUPPLIES-BFG	6.00		
	SUPPLIES-UTILITIES	58.05		
	SUPPLIES-FIRE	82.90		
	SUPPLIES-BFG	71.62		
	SUPPLIES-BFG	35.47		
	SUPPLIES-FIRE	28.36		
	SUPPLIES-FIRE	6.99		
	SUPPLIES-BFG	141.22		
	CREDIT RETURN - BFG	(14.00)		
	TOTAL	416.61		
35. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	229,107.64		
36. GRAND RAPIDS COMMUNITY COLLEGE	BROWNFIELD OVERPAYMENT	791.84		



User: cassie  
DB: Ada

Vendor Name	Description	Amount	Check #	Check Date
37. GREENMARK EQUIPMENT	GATOR TIRES (SPLIT)	552.98		
	GATOR MAINTENANCE	156.64		
	TOTAL	709.62		
38. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-LIBRARY	7.00		
	PEST CONTROL-FIRE #2	141.00		
	PEST CONTROL-FIRE #1	117.00		
	PEST CONTROL-MUSEUM	45.00		
	TOTAL	310.00		
39. HURST MECHANICAL	PREVENTATIVE MAINTENANCE - LIBRARY	1,041.25		
40. INTEGRITY BUSINESS SOLUTION	SUPPLIES-GEN	4.01		
	SUPPLIES	657.41		
	TOTAL	661.42		
41. JOHN SAID	MILEAGE REIMBURSEMENT	51.94		
42. KENDALL ELECTRIC INC	UTILITIES	52.12		
43. KENT COUNTY TREASURER - TAXES	BROWNFIELD OVERPAYMENT	2,863.83		
44. KENT DISTRICT LIBRARY	BROWNFIELD OVERPAYMENT	461.91		
45. KENT INTERMEDIATE SCHOOLS	BROWNFIELD OVERPAYMENT	2,481.10		
46. KENTWOOD PLBG. & HTG., INC.	SERVICE - LEGACY PARK	240.80		
	SERVICE - LEONARD FLD	471.80		
	TOTAL	712.60		
47. KINGSLAND'S ACE HARDWARE	SUPPLIES-FM	6.99		
	SUPPLIES-PARKS	1.42		
	SUPPLIES-PARKS	51.95		
	TOTAL	60.36		
48. MILLER, JOHNSON, SNELL, & CUMM	LEGAL - EMPLOYMENT	326.25		
49. MLIVE MEDIA GROUP	ADS	275.69		

User: cassie

INVOICE ENTRY DATES 03/21/2025 - 04/14/2025

DB: Ada

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
50. MUNICIPAL ANALYTICS				
	WATER/SEWER STUDY	8,050.00		
51. NAPA				
	SUPPLIES-FIRE	31.41		
	BFG TRAILER SUPPLIES	39.18		
	TOTAL	<u>70.59</u>		
52. ORKIN PEST CONTROL				
	PEST CONTROL-TWP HALL	154.00		
53. PENS.COM				
	TOWNSHIP LOGO PENS	573.44		
54. PHASE 3 GRAPHICS, INC				
	SUPPLIES-PARKS	311.64		
55. PITNEY BOWES INC				
	POSTAGE	1,500.00		
56. PREIN & NEWHOF, P.C.				
	WATER TESTINGS	130.00		
57. PRIORITY HEALTH				
	HEALTH PREMIUMS/CLAIMS TAX	29,827.77		
58. REPUBLIC SERVICES				
	LEAF PICK UPS	12,102.00		
59. RORY VELTING				
	UNIFORM REIMBURSEMENTS	205.64		
60. SAFETY SERVICES, INC				
	REPAIR SERVICES - FIRE	309.00		
61. SF SUPPLY				
	SUPPLIES-BFG	872.03		
	SUPPLIES-BFG	733.97		
	TOTAL	<u>1,606.00</u>		
62. STANDARD SUPPLY & LUMBER CO, INC				
	SUPPLIES-KNAPP BOARDWALK	139.68		
	SUPPLIES	99.98		
	SUPPLIES RETURN - BFG	(193.89)		
	TOTAL	<u>45.77</u>		
63. STERICYCLE, INC.				
	SHREDDING SERVICES	154.43		
64. TARA HEERSPINK				
	MARKETING CONSULTATION - FARMERS MARKET	1,200.00		
65. THORNAPPLE, INC				
	SPRINKLER LABOR	80.00		
66. UNITED STATES POSTAL SERVICE				
	ANNUAL POST OFFICE BOX FEE	360.00		

Vendor Name	Description	Amount	Check #	Check Date
67. UNUM	LONG TERM DISABILITY/LIFE INSURANCE-APRIL	1,132.46		
68. VALLEY CITY SIGNS	SOCIAL DISTRICT SIGNAGE - DDA	320.00		
69. VAN HAREN ELECTRIC INC	LIBRARY LIGHTING REPAIRS	882.50		
70. VANVOSSEN PROPERTY SERVICES	SNOW PLOWING	2,580.00		
	WINTER SALT	415.00		
	TOTAL	2,995.00		
71. VC3, INC	MICROSOFT 365 - MARCH	538.00		
	CLKOUD PROTECTION - MARCH	240.00		
	COMPUTER SET UP - JO	600.00		
	TOTAL	1,378.00		
72. WEINGARTZ	VAC ATTACHMENT (SPLIT)	3,350.90		
73. WEX BANK	FUEL SERVICES	2,014.75		
74. WINDEMULLER	ELECTRICAL SERVICES - LIFT STATION	1,618.00		
75. WIREPROS ELECTRICAL SERVICES	STREETSCAPE ELECTRICAL RAPAIRS	485.00		
76. WITTENBACH SERVICES, INC	STORM DAMAGE-TRAILS	950.00		
<hr/> PURCHASE CARD VENDOR: 1003 FIRST BANK <hr/>				
77. ACORN NATURALIST	SAMPLING NET - PARKS	170.45		
78. ADOBE SYSTEMS	ADOBE SERVICES	21.19		
	ADOBE SERVICES	892.01		
	TOTAL	913.20		
79. BIG SPRINKLER	SPRINKLERS - PARKS	478.00		
80. CONSTANT CONTACT	WEB SERVICES	88.00		
81. DELTA AIRLINES	CONFERENCE TRAVEL FEE-PARKS	85.00		
82. DOLLAR TREE	SUUPPLIES	31.48		

User: cassie

INVOICE ENTRY DATES 03/21/2025 - 04/14/2025

DB: Ada

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Name	Description	Amount	Check #	Check Date
83. ELLIS PARKING	CONFERENCE PARKING	15.00		
84. FACEBOOK	PARK PROGRAM ADS	130.52		
85. FIRST BANK	CREDIT CARD FEES	22.06		
86. GRAND TRAVERSE RESORT AND SPA	CONFERENCE LODGING - PARKS	513.60		
	CONFERENCE LODGING - PARKS	513.60		
	CONFERENCE EXPENSES - PARKS	63.52		
	TOTAL	1,090.72		
87. GVSU PARKING	CONFERENCE PARKING (2)	38.00		
88. HYATT HOTELS	CONFERENCE LODGING - FM	119.60		
89. ICHAT	SOLICITORS BACKGROUND CHECKS	100.00		
90. IONOS, INC	INTERNET SERVICES	19.76		
	INTERNET SERVICES	84.00		
	TOTAL	103.76		
91. JIMMY JOHNS	EXPENSE	11.65		
92. LALOS	BOR EXPENSE	151.74		
93. LEXIS NEXIS	POLICE REPORT - PARKS	15.00		
94. MICHIGAN ASSOC OF PLANNING	PLANNING WORKSHOP - VANDERVENNEN	95.00		
	PLANNING WORKSHOP - DEMARCO	95.00		
	PLANNING WORKSHOP - CARTER	95.00		
	PLANNING WORKSHOP - COOPER-SURMA	95.00		
	TOTAL	380.00		
95. MICHIGAN FARMER'S MARKET ASSOC	CON ED CONFERENCE - FM	413.97		
96. O'BRIENS SCHOOL HOUSE	BOR EXPENSE	133.00		
97. PRICELINE	FDIC CONVENTION HOTELS - FIRE	925.64		

Vendor Name	Description	Amount	Check #	Check Date
98. SPRINKLES DONUTS				
	BOR EXPENSE	20.80		
	EXPENSE	30.10		
	TOTAL	<u>50.90</u>		
99. STAPLES				
	MARKETING MATERIAL - FM	79.47		
100 TRACTOR SUPPLY COMPANY				
	BFG MAINTENANCE BLDG SUPPLIES	113.97		
101 ZOOM.COM				
	VIDEO MEETING HOST	15.99		
TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK		<u>5,677.12</u>		
TOTAL - ALL VENDORS		390,748.52		



## MEMORANDUM

Date: March 25, 2025

**TO:** Ada Township Board  
**FROM:** John D. Said AICP, Director of Planning  
**RE:** Request for Acceptance - Planning Commission Annual Report including Attendance Report – April 14, 2025 Township Board Meeting

Attached to this memorandum please find a copy of the Planning Commission Annual Report and the Attendance Report for the Fiscal Year April 1, 2024 through March 31, 2025. The Planning Commission approved the Annual Report at their March 20, 2025 meeting, and as such this is now submitted for Township Board review and acceptance.

Sec. 125.3819(2) of the Michigan Planning Enabling Act specifies that “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” The attached report fulfills that requirement.

As can be seen from the Report, the Planning Commission has had another active year of review and consideration of many applications. This reflects the robust activity within the Ada Township community, including This includes four Planned Village Mixed-Use (PVM) reviews, five special use requests, four Planned Unit Developments (PUDs), and a number of other matters. In the coming year, it is anticipated that the Zoning Ordinance update project will be a prominent activity for the Planning Commission.

Acceptance of the Annual Report is respectfully requested.



**PLANNING COMMISSION**  
**ANNUAL REPORT TO TOWNSHIP BOARD**  
**Fiscal Year April 1, 2024 – March 31, 2025**  
Approved by Planning Commission

**Commission Members**

~~\*Susan Burton\*~~, Angela Butterfield (Vice Chair), Dan Carter (appointed 1/13/25), Blaine Cooper-Surma (appointed 10/14/24), Justin Ellixson-Andrews (appointed 12/9/24), ~~\*Catherine Jacobs\*~~ (Township Board Representative), Steve Kluting (Secretary 11/21/24), ~~\*Tom Korth\*~~ (Chairperson), James Moyer, Rob VanderVennen (Chairperson 11/21/24)

\*Susan Burton sworn in as Clerk 6/25/24 – 11/20/24

\*Catherine Jacobs departed 11/20/24

\*Tom Korth elected Township Supervisor 11/20/24

**Staff**

John D. Said, Director of Planning, Brent Bajdek, Planner/Zoning Administrator, and Elaine Buckley, Administrative Assistant

**Meetings**

(Recent history: 2024 – 12 regular meetings and 1 special meeting; 2023 – 12 regular meetings and 2 special meetings; 2022 - 11 regular meetings and 4 special meetings)

A total of 11 regular meetings were held as follows:

4/18/24, 5/16/24, 6/20/24, 8/15/24, 9/19/24, 10/17/24, 11/21/24, 12/19/24, 1/16/25, 2/20/25, & 3/20/25, with 1 meeting cancelled; July 18.

**Special meetings**

7/2/24 – Holland Home Planned Unit Development (PUD) Pre-Application Conference.

**Public Hearings**

4/18/24 (2), 6/20/24 (1), 8/15/24 (2), 9/19/24 (1), 11/21/24 (2), 12/19/24 (1)

(Please see the attached Commission attendance summary)

## **Commission Activity Summary**

### Site Plan Reviews (4)

(Recent history: 2024 – 4; 2023 - 6; 2022 – 3)

8/15/24 – Request for Site Plan Approval for Accessory Building in the front yard, 9065 Vergennes.  
- PC Approved the site plan.

10/17/24 – Request for Site Plan Approval for proposed addition, 6210 E. Fulton, Ada Valley Meats.  
- PC Approved the site plan w/condition on exterior lighting.

2/20/25 – Request for Site Plan Approval for Chief Hazy Cloud Parking, 869 Pettis, Kent County Parks.  
- PC Approved the site plan w/conditions.

3/20/25 – Request for Site Plan Approval for proposed burial area, VanAndel Cemetery, 3573 Pettis.  
- PC Approved the site plan.

### Planned Unit Developments (PUDs) (4)

(Recent history: 2024 – 3; 2023 - 4; 2022 – 3)

4/18/24 – Request for PUD Amendment for expansion and amendment of an existing PUD for a commercial warehouse/storage facility, The Caves/Tom Reed, 4900 & 4920 Fulton St E.  
- PC tabled in March.  
- Applicant tabled in April.

5/16/24 – Request for PUD Amendment, The Caves.  
- PC denied; request withdrawn by applicant.

6/20/24 – PUD Pre-Application Conference, proposal for a senior citizen housing, Holland Home, 6447 & 6501 Fulton.

7/2/24 – continued PUD Pre-App Conference for Holland Home.

9/19/24 – continued PUD Pre-App Conference for Holland Home.

11/21/24 – Preliminary PUD Application for proposed senior citizen housing, 6447 & 6501 Fulton St., Holland Home.

- PC Recommended Approval (w/conditions) to Township Board.

- Township Board Approved Preliminary PUD 12/9/24.

### PVM District Development Plan Reviews (4)

(Recent history: 2024 – 7; 2023 - 7; 2022 – 2)

6/20/24 - Amendment to approved PVM (site lighting), Oxbow (multiple parcels)  
- PC Approved w/requested departures and conditions.

8/15/24 – PVM Dist. Development Plan w/departures for proposed 11,740 sf, 2-story building, 7210 Headley St, Ada Family Dentistry (Dr. Sammy Salhadar).

- PC Approved w/requested departures and conditions.



11/21/24 – PVM Dist. Development Plan amendments w/departures, Watermill Dr., Oxbow Ada.  
- PC Approved PVM Plan amendments.

12/19/24 – PVM Plan Extension, Bronson St townhomes & accessory dwelling units, Joel Harner/Let Us  
- PC Approved one-year extension to 12/15/25.

#### Land Division Requests (1)

(Recent history: 2024 – 2; 2023 – 4; 2022 – 0)

10/17/24 – Land Division Request of Platted Lot creating 2 parcels, 7172 Thornapple River Dr.  
-PC Approved w/condition for receipt of a survey drawing.

#### Special Use Requests (5)

(Recent history: 2024 – 6; 2023 - 3; 2022 – 5; 2021 – 4)

4/18/24 - Request for Special Use Permit for a proposed addition (multi-purpose space and related site improvements) to St. Robert of Newminster Church and School, 6477 Ada Drive SE.  
- PC Approved Special Use Permit, subject to 7 conditions.

6/20/24 – Request for Special Use Permit to allow construction of a front yard accessory Building not matching the appearance of the principal structure, 685 Honey Creek.  
- PC Approved Special Use and Site Plan Review, subject to 1 condition.

8/15/24 – Request for Special Use Permit for an Accessory Building with height that exceeds allowed requirements, 8665 Conservation St NE.  
- PC Approved Special Use w/condition on exterior lighting.

9/19/24 – Request for Special Use Permit for an Accessory Building with a sidewall height that exceeds allowed requirements, 9065 Vergennes St.  
-PC Approved Special Use w/condition on exterior lighting.

12/19/24 – Request for Special Use Permit to allow construction of a front yard accessory building not matching appearance of home & Site Plan Approval for accessory building in front yard, 8831 Bailey Dr.  
- PC Approved Special Use Permit & Site Plan Review.

#### Zoning Ordinance Text Amendments (2)

(Recent history: 2024 – 2; 2023 - 6; 2022 – 3; 2021 – 2)

4/18/24 – Proposed Text Amendments: 1) create provisions for public art & murals; 2) provide language for Zoning Compliance permits for agricultural buildings.  
- PC tabled review of public art & murals.  
- PC Approved proposed language for Zoning Compliance permits & Township Board approved on 5/13/24.

4/18/24 & 5/16/24 – Proposed Text Amendment to create provisions for public art & murals.  
- PC tabled for further research.

## Zoning Map Amendments (Rezoning) (0)

(Recent history: 2024 – 0; 2023 - 2; 2022 – 1; 2021 – 0)

## **Other Actions**

- Zoning Ordinance Rewrite (ongoing May 2024 – TBD)
  - Ordinance rewrite initial discussion at 5/16/24 meeting.
  - Draft revisions presented at 1/16/25 PC meeting.
- Planning Commission Bylaws – Revisions approved at 2/20/25 meeting.
- Michigan Association of Planning Conference / Grand Rapids MI – September 25-27, 2024
  - Attended by PC Member Moyer, and Staff members Bajdek and Said.
- Planning Commission Annual Report 2024-2025 approved on March 20, 2025.
- Election of Officers/positions FY 2024-2025 – Planning Commission meeting March 21, 2024.  
Officers: Chair – Tom Korth, Vice Chair – Angela Butterfield, Secretary – Rob VanderVennen
- Updated Election of Officers/positions FY24/25 – Planning Commission meeting November 21, 2024.  
Officers: Chair – Rob VanderVennen, Vice Chair – Angela Butterfield, Secretary – Steve Kluting
- Updated Planning Commission Roster (attached)
- Planning Commission Meeting Schedule FY2025/26 (attached)
- Planning Commission Bylaws Revised ~~January 16,~~ February 20, 2025 (attached)
- Election of Officers FY 25/26 (annually at March meetings) Planning Commission meeting March 20, 2025  
Officers: Chair Rob VanderVennen, Vice Chair Angela Butterfield, Secretary Steve Kluting

## Ada Township Planning Commission

### Terms of Office (3-year)

**Butterfield, Angela, Vice Chairperson**

749 Grand River Dr. NE  
Ada, MI 49301

Cell: (616) 635-0266

Email 1: [bttrfld1@gmail.com](mailto:bttrfld1@gmail.com)

Email 2: [angela@vianet.us](mailto:angela@vianet.us)

Appointed October, 2003

Re-Appointed 12/11/2023

Term expires 12/31/2026

**Carter, Dan** (Twp Board Liaison)

6203 3 Mile Rd. NE

Ada, MI 49301

Bus: (616) 818-1976

Cell: (616) 446-5230

Email: [dlc@dancarteradvisors.com](mailto:dlc@dancarteradvisors.com)

Appointed 1/13/2025

Re-Appointed

Term expires 12/31/2025

**Cooper-Surma, Blaine**

7585 Conservation Street NE

Ada, MI 49301

Cell/Bus: (772) 559-0587

Email: [bcoopersurma@gmail.com](mailto:bcoopersurma@gmail.com)

Appointed 10/14/2024

Re-Appointed

Term expires 12/31/2025

**Ellixson-Andrews, Justin**

8683 Conservation St NE

Ada, MI 49301

Mobile: (4007) 448-0739

Email : [justin.ellixson@gmail.com](mailto:justin.ellixson@gmail.com)

Appointed 12/9/2024

Re-Appointed

Term expires 12/31/2027

**Kluting, Steve, Secretary** (as of 11/21/24)

6487 Redington Drive

Ada, MI 49301

Cell: (616) 822-4613

Email: [steve\\_kluting@ajg.com](mailto:steve_kluting@ajg.com)

Appointed 8/14/2023

Re-Appointed 12/11/2023

Term expires 12/31/2026

**Moyer, James**

5700 Ada Dr. SE

Ada, MI 49301

Home: (616) 682-7813

Cell: (616) 292-9164

Email: [moyerjames278@gmail.com](mailto:moyerjames278@gmail.com)

Appointed 9/22/2022

Re-Appointed 12/9/2024

Term expires 12/31/2027

**VanderVennen, Rob, Chair** (as of 11/21/24)

7530 2 Mile Road

Ada, MI 49301

Cell: (616) 862-1858

Email: [robvandervennen@gmail.com](mailto:robvandervennen@gmail.com)

Appointed 2/12/2024

Re-Appointed 12/9/2024

Term expires 12/31/2027

# PROPOSED

## MEETING DATES FOR FISCAL YEAR 2025-2026

**PLANNING COMMISSION** - 5:30PM, 3<sup>RD</sup> Thursday of the Month  
\*2<sup>nd</sup> Thurs of the month due to Juneteenth

<u>Meeting Dates - 2025</u>	<u>Agenda Deadline (5 weeks)</u>
April 17	March 13
May 15	April 10
June *12	May 8
July 17	June 12
August 21	July 17
September 18	August 14
October 16	September 11
November 20	October 16
December 18	November 13
<u>Meeting Dates – 2026</u>	
January 15	December 11
February 19	January 15
March 19	February 12

**BYLAWS OF THE  
ADA TOWNSHIP PLANNING COMMISSION**

A Resolution to adopt bylaws for the conduct of Planning Commission meetings.

At a Regular Meeting of the Ada Township Planning Commission (the "Commission"), held on February 20, 2025, at 5:30 p.m., there were:

PRESENT: Butterfield, Cooper-Surma, Kluting, Moyer, VanderVennen

ABSENT: Carter, Ellixson-Andrews

Whereas, Section 19 of P.A. 33 of 2008 (MCL 125.3819), known as the Michigan Planning Enabling Act, states that the Commission shall adopt bylaws for the transaction of business; and

Whereas, Section 58-37 of the Township Code of Ordinances similarly provides that the Commission shall adopt bylaws for the transaction of business; and

Whereas, Public Act 267 of 1976, as amended, (MCL 15.261 *et seq.*), known as the Open Meetings Act sets forth certain requirements with respect to the conduct of Commission meetings.

Now, therefore, be it resolved that the following bylaws for the conduct of Commission meetings and business are hereby adopted.

**SECTION 1: MEMBERSHIP AND OFFICERS**

- A. Membership: The Commission shall consist of seven (7) members, hereinafter called "Commissioners", who are appointed and serve in accordance with the Ada Township Planning Commission Ordinance (Chapter 58 – Article II).
- B. Officer Selection and Tenure: At the March meeting each year, the Commission shall elect by a majority vote a chairperson, a vice-chairperson, and a secretary from among the Commissioners. Except as otherwise noted herein, all officers shall serve a term of one year beginning at the following regular meeting, or until their successors are selected and assume office, except as noted in B and C below. All officers shall be eligible for re-election for consecutive terms for the same office, or for other offices. All vacancies in offices shall be filled immediately by the regular officer elections procedure.
- C. Duties of Chairperson: The Chairperson shall preside at all meetings, call special meetings as provided herein, appoint committees, and perform such other duties as may be ordered by the Commission.
- D. Duties of Vice-Chairperson: The Vice-Chairperson shall act in the capacity of the Chairperson in his or her absence. In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to the office of the Chairperson for the unexpired term, and the Commission shall select a successor to the office of Vice-Chairperson for the unexpired term.
- E. Duties of Secretary:

1. The Secretary shall work with Township staff to coordinate the preparation and maintenance of records of Commission actions, including the following:
    - a. Attendance Record: The Secretary shall maintain a record of meeting attendance for each Commissioner and shall report those records annually to the Planning Commission, for inclusion in the annual report to the Township Board. The Secretary shall submit an attendance record to the Chairperson when any Commissioner fails to meet the expected attendance record at regular meetings, as set forth in these bylaws.
    - b. Minutes: The Secretary shall be responsible for reviewing the draft minutes of each meeting and, following their approval by the Commission, shall have them recorded in suitable permanent records maintained by the Township Clerk. The minutes shall contain a synopsis of the meeting, including a record of attendance, complete restatement of all motions and record of votes, and conditions or recommendations made on any action taken by the Commission.
  2. The Secretary shall preside at meetings where both the Chairperson and Vice-Chairperson are absent.
  3. The Secretary shall perform such other duties as the Planning Commission may determine.
  4. If the Secretary is absent from a meeting, the Chairperson shall appoint a temporary secretary from among the members to fulfill the duties of the Secretary during the absence of the Secretary.
- F. Township Board Representative: The Township Board representative on the Commission (ex officio member) shall, with the assistance of Township staff, present the recommendations of the Planning Commission to the Township Board, and shall from time-to-time report to the Planning Commission on actions taken by the Township Board.
- G. Zoning Board of Appeals Representative: The Planning Commission representative on the Zoning Board of Appeals shall from time-to-time report on the actions of the Zoning Board of Appeals to the Planning Commission and shall update the Zoning Board of Appeals on actions by the Planning Commission that relate to the functions and duties of the Zoning Board of Appeals.

## **SECTION 2. MEETINGS**

- A. Regular Meetings: Regular meetings of the Planning Commission shall be held on the third Thursday of every month at 5:30 p.m. in the Township Hall or other announced location unless otherwise cancelled as specified below. All meetings shall be held in accordance with the Open Meetings Act. Similarly, when the regular meeting date falls on or near a legal holiday, the Planning Commission shall select a suitable alternate day in the same month, in accordance with the Open Meetings Act. In either instance, the Planning Commission may also opt to cancel the meeting. Planning Department Staff, after consulting with the Chairperson, may also cancel meetings due to a lack of applicants or other pending matters for review.
- B. Special Meetings: Special meetings may be called by the Chairperson or upon written request

to the Secretary by at least two Commissioners. The business of the Planning Commission shall be conducted at a public meeting held in compliance with the Open Meetings Act. All costs of special meetings held to consider requests of applicants for approvals under the zoning ordinance (or for such other purposes as may be necessary) shall be paid by the applicant for such requests.

Notice of special meetings shall be given to Commissioners at least seventy-two hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

C. Public Records: All meetings, minutes, records, documents, correspondence, and other materials of the Planning Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

D. Quorum: Four (4) members of the Planning Commission shall constitute a quorum for transacting business and taking official action for all matters. However, when a motion involves the adoption or amendment of any part of the Master Plan, Five (5) member of the Planning Commission shall constitute a quorum. Whenever a quorum is not present, those Commissioners present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action taken at a meeting without a quorum shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present.

E. Voting:

1. An affirmative vote of not less than 2/3 of the membership of the Planning Commission is required to adopt any part of the Master Plan or amendments to the Master Plan. Unless otherwise required by law, other actions or motions placed before the Commission shall be adopted by a simple majority vote of the Planning Commission.

2. Voting shall be by voice vote, provided that a roll call vote shall be required if requested by any Commissioners or directed by the Chairperson. All Commissioners, including the Chairperson, shall vote on all matters, except where a member has a conflict of interest (as defined in Section 4). The Chairperson shall vote last on a roll call.

3. A written notice of the decision of the Commission on all applications for land use approvals shall be sent to the applicant, and to the originators of any request for the Commission to study a special topic.

F. Agenda: Township Staff shall be responsible for preparing an agenda for Planning Commission meetings, with approval by the Chairperson. The order of business for meetings shall generally be as follows, provided that the Chairperson may make minor adjustments to the order of business, to best accommodate special circumstances and scheduling needs of those in attendance:

1. Call to Order
2. Roll Call
3. Approval of Minutes of the Previous Meeting

4. Approval of Agenda
5. Scheduled Public Hearings (see G below)
6. Public Comment
7. Unfinished Business
8. New Business
9. Reports from Commissioners, Committees, and/or Staff
10. Written Communications entered into the record
11. Adjournment

G. Public Hearings: All public hearings held by the Commission must be held as part of a regular or special meeting of the Commission. Public hearings shall be held in accordance with the following rules of procedure, which have been adopted by the Township Board for use by all Township boards and commissions. In the event that the Township Board has adopted amendments to these rules of procedure which have not been incorporated into these bylaws, the most recent such rules adopted by the Township Board shall govern the conduct of public hearings by the Planning Commission:

1. Opening of the Public Hearing

- a. The Chairperson or Township staff announces the application.
- b. Introductory comments on the application by the Chairperson or Township staff.

2. Presentation by the Applicant.

The Chairperson may place reasonable limits on the amount of time permitted for presentation by the applicant.

3. Summary comments by Township staff and/or consultants.

4. Public comment and/or questions.

- a. All persons commenting shall be asked to state their names and addresses for the record.
- b. No person may speak more than once until all those wishing to comment have been heard, after which the Chairperson may provide an opportunity for additional comments or questions.
- c. The Chairperson may place reasonable limits on the amount of time permitted for each person to speak.
- d. All comments by the public, Township staff, the applicant and Commissioners shall be directed to the Chairperson.
- e. Questions and/or comments by members of the Planning Commission.

5. Closure of the Public Hearing.

6. Deliberations and Decision by the Commission.

If it is found that a decision cannot be reached on a matter, the decision should be continued. The Chairperson shall announce the date, time, and location of the future meeting at which the decision will be made.



- H. Commission meetings shall be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these bylaws. Where these bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws control.

### **SECTION 3. ATTENDANCE, ABSENCES, REMOVALS, RESIGNATIONS AND VACANCIES**

- A. Commissioners are expected to attend at least ten (10) regular Commission meetings in any preceding 12-month period. If any Commissioner fails to fulfill this expectation, the Chairperson shall meet with the Commissioner to discuss the reasons for the Commissioner's lack of regular meeting attendance. Continued lack of regular meeting attendance may be cause for the Chairperson or the Commission to request the Commissioner to resign or request the Township Supervisor to remove the Commissioner.
- B. To be excused from attendance at a Commission meeting, a Commissioner shall notify the Chairperson or Township staff prior to the meeting. If a Commissioner fails to provide advance notice of a meeting absence on two or more occasions in any preceding 12-month period, the Chairperson or the Commission may request the Commissioner to resign or request the Township Supervisor to remove the Commissioner.
- C. A Commissioner may be removed by the Township Supervisor for just cause, after a hearing before, and with the approval of the Township Board.
- D. A Commissioner may resign by sending a letter of resignation to the Planning Department Staff, Township Supervisor, Township Board, or the Planning Commission Chairperson.
- E. Vacancies shall be filled by the Township Supervisor, with the approval of the Township Board, within one month of resignation or removal of a Commissioner. Successors shall serve out the unexpired term of the member being replaced.

### **SECTION 4. CONFLICT OF INTEREST**

- A. Commissioners shall declare a conflict of interest and abstain from deliberation or voting on a matter when:
  - 1. A family member, spouse, member of his or her household, or other relative is involved in any request for which the Commission is asked to make a decision.
  - 2. The Commissioner has a business or financial interest in the property involved in the request or in the outcome of the matter at issue or has a business or financial interest in the applicant's company, agency, or association.
- B. In the case where 1) a Commissioner owns or has a financial interest in property that is located within 300 feet of property that is the subject of a request placed before the Commission for decision; or 2) for any other reason, a Commissioner believes that there may be a reasonable appearance that he/she has a conflict of interest, the Commissioner should state the nature of the potential conflict to the Commission, and whether he/she believes he/she can impartially consider the request before the Commission. The balance of the Commission shall then determine by majority vote whether a conflict exists.

C. When a Commissioner has declared a conflict of interest, or when the Commission has determined that a potential conflict disclosed by a Commissioner does constitute a conflict, the Commissioner shall remove himself/herself from the table, and shall refrain from any participation in the matter, including offering information, responding to questions, or discussing the request as a Commissioner or private citizen.

D. A Commissioner shall not appear before the Commission as the representative for any application for approval being considered by the Commission, including any property in which the member has an ownership interest.

E. Actions of the Planning Commission are taken by members collectively acting as a single Board, not by individual members. In consequence, private conversations outside of the public meeting forum between individual Commissioners and applicants with respect to pending business are to be avoided.

## **SECTION 5. AMENDMENTS**

These bylaws may be amended at any regular or special meeting or special meeting by a 2/3 vote of the members of the entire Commission.

## **SECTION 6. INTERPRETATIONS AND CONFLICTS**

Should any provision of these bylaws conflict with either the Michigan Planning Act, the Michigan Zoning Enabling Act, the Ada Township Zoning Ordinance, or the Ada Township Planning Commission Ordinance (being Article 1 of Chapter 58), the conflicting provision of these bylaws shall yield to those statutes or ordinances and the relevant provision of those statutes or ordinances shall govern.

Upon a vote for the adoption of said resolution, the vote was:

AYES: 5

NAYS: 0

The resolution was thereupon declared adopted.



Steve Kluting, Secretary  
Ada Township Planning Commission

**ADA TOWNSHIP PLANNING COMMISSION  
MEETING ATTENDANCE RECORD  
APRIL 2024 – MARCH 2025**

MEETING DATE	BURTON	BUTTERFIELD	JACOBS	KLUTING	KØRTH	MOYER	VANDERVENNEN
April 18	X	X	X	X	X	X	X
May 16	X	X	Absent– Excused	X	X	X	X
June 20	X	*Absent – Not Excused	X	X	X	X	X
July 2 Special Meeting	X	*Absent – Not Excused	X	X	X	X	X
July 18 <b>MEETING CANCELLED</b>	--	--	--	--	--	--	--
August 15	Resigned 6/25/24	*Absent – Not Excused	X	X	X	X	X
September 19	---	X	X	Absent- Excused	X	X	X
October 17	<u>COOPER- SURMA</u> X	X	X LAST MEETING	X	X LAST MEETING	X	X
November 21	X	X	---	Absent- Excused	---	X	X
December 19	X	*Absent – Not Excused	<u>ELLIXSON- ANDREWS</u> X	X	---	X	X
January 16	X	X	X	X	<u>CARTER</u> Absent- Excused	X	Absent- Excused
February 20	X	X	Absent- Excused	X	Absent- Excused	X	X
March 20	X	X	X	X	X	X	X
As of 2/20/25							
<b>Total Attended</b>	<b>6</b>	<b>8</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>12</b>	<b>11</b>
<b>Total Absences</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>

X = Present

- \*6/20/24 - Butterfield absent – (no notification)
- \*7/2/24 – Butterfield absent -- (no notification)
- \*8/15/24 - Butterfield absent – (no notification)
- \*12/19/24 - Butterfield absent - (no notification)



## MEMORANDUM

Date: 4/9/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Award Hall Street Forcemain & Lift Station Construction Bid

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## Background:

I have enclosed a letter from Moore+Bruggink regarding the Hall Street Forcemain & Lift Station project bid results and their recommendation on awarding the bid to Kamminga & Roodvoets Inc. This project was initially planned for the last fiscal year, but due to design issues, it was delayed. Moore+Bruggink estimated the project cost for this phase to be \$1,750,000.

In total, the Township received one bid, summarized below:

- Kamminga & Roodvoets Inc. - \$1,904,765

The full details of the bids are available in the attached tabulation.

The funding for this project, which has been anticipated for several years, is included in the draft FY 2025-26 budget. The Township will pay cash for this project from the current sanitary sewer reserve fund.

This item was reviewed by the Building, Grounds, & Utility Committee at their March 28<sup>th</sup> meeting because the project received only one bid, which was higher than the engineer's estimate. The committee discussed the potential of rebidding the project or delaying it until next year. In the end, the committee determined it is in the Township's best interest to move forward with awarding the bid to Kamminga & Roodvoets Inc.

## Recommendation:

Staff supports M+B's and the BGU committees recommendation to award the bid to Kamminga & Roodvoets Inc. for \$1,904,765.

*Requested Motion:* Motion to Award Hall Street Forcemain & Lift Station Construction Bid Award to Kamminga & Roodvoets Inc. for an Amount Not to Exceed \$1,904,765.



**Moore+Bruggink**  
Consulting Engineers

March 31, 2025

Re: Hall Street Lift Station  
Improvements  
Project No. 220195.01

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

Dear Mr. Suchy:

We were very surprised to only receive one bid for the **Hall Street Lift Station and Sanitary Sewer Force Main** project on March 13, 2025. The project was advertised for bids on February 13, which allowed four weeks for contractors to review plans before submitting a bid. We had a lengthy list of contractors that had taken out plans, intending to bid on the project. We review this list at various times during the bidding process, and two days prior to bids being due, it looked like we would have four contractors submitting bids.

Kamminga & Roodvoets submitted the bid of \$1,904,765.00, which is 8.8 percent over our estimate of \$1,750,000.00. A copy of the bid is attached.

This project includes roughly \$600,000 for mechanical and electrical work on the Hall Street lift station and little over \$1,300,000 to construct one-half mile of force main under Hall Street and Paradise Lake and resurface these roads. Kamminga & Roodvoets typically has an advantage on these types of projects because, in addition to doing all of the road/force main work, they also do all of the mechanical work on the lift station, so they do not need to coordinate this work with a sub-contractor, and they do not need to bump up the subcontractor cost for this work.

You could consider rebidding the project, but the new force main is under the Hall Street pavement, and the KCRC is requiring all road work be done before school starts up in mid-August. So, if the project is rebid, it would likely be built in 2026. Construction costs will continue to rise, and it seems unlikely that bids will be lower next year.

Kamminga & Roodvoets is familiar with construction in Ada Township. They constructed Ada Drive in 2016 and the Fulton/Rippling Drive lift station renovations in 2020. We have also worked with them on numerous other projects in West Michigan. They have a good performance record on previous projects, and we recommend that a contract be awarded to Kamminga & Roodvoets, Inc., in the amount of \$1,904,765.00.



Mr. Julius Suchy  
March 31, 2025  
Page 2

Tim Bergstrom, from Kamminga & Roodvoets, will be joining us at the April 14 Township Board meeting to answer any questions from the Township Board.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven C. Groenenboom'.

Steven C. Groenenboom, P.E.  
Township Engineer

SCG/pim

Attachment

cc: Kamminga & Roodvoets, Inc.

**MOORE & BRUGGINK, INC.**  
**TABULATION OF BIDS**

PROJECT: Hall Street Lift Station & Sanitary Force Main – Project No. 220195.01

OWNER: Ada Township, 7330 Thornapple River Drive SE, Ada, Michigan 49301

BIDS RECEIVED: 11 a.m., Thursday, March 13, 2025

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		KAMMINGA & ROODVOETS	
				PRICE	AMOUNT	PRICE	AMOUNT
1	Mobilization, Max \$100,000	Lsum	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
2	Allowance for Electrical Service \$20,000	Dir	20,000	\$1.00	\$20,000.00	\$1.00	\$20,000.00
3	Allowance for SCADA System Programming \$7,000	Dir	7,000	\$1.00	\$7,000.00	\$1.00	\$7,000.00
4	Allowance for Sprinkler Repair \$10,000	Dir	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00
5	Traffic Control	Lsum	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
6	Hall Street Lift Station Improvements	Lsum	1	\$521,220.00	\$521,220.00	\$575,000.00	\$575,000.00
7	Abandon Sanitary Sewer Force Main	Lsum	1	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00
8	Sewer, Rem, Less than 24 inch	Ft	25	\$25.00	\$625.00	\$20.00	\$500.00
9	Sanitary Sewer Manhole, Rem	Ea	1	\$1,200.00	\$1,200.00	\$800.00	\$800.00
10	Stump, Rem, 6 inch to 18 inch	Ea	2	\$1,800.00	\$3,600.00	\$200.00	\$400.00
11	Sidewalk, Rem	Syd	30	\$12.50	\$375.00	\$20.00	\$600.00
12	Curb and Gutter, Rem	Ft	170	\$9.00	\$1,530.00	\$20.00	\$3,400.00
13	Pavt, Rem	Syd	150	\$8.50	\$1,275.00	\$20.00	\$3,000.00
14	HMA Surface, Rem	Syd	4,880	\$3.00	\$14,640.00	\$12.00	\$58,560.00
15	Cold Milling HMA Surface	Syd	4,620	\$6.00	\$27,720.00	\$6.00	\$27,720.00
16	Roadway Grading	Sta	27	\$4,000.00	\$108,000.00	\$5,000.00	\$135,000.00
17	Erosion Control, Inlet Protection, Silt Bag	Ea	14	\$150.00	\$2,100.00	\$200.00	\$2,800.00
18	HMA, 4EL	Ton	410	\$100.00	\$41,000.00	\$115.00	\$47,150.00
19	HMA, 5EL	Ton	790	\$105.00	\$82,950.00	\$115.00	\$90,850.00
20	Hand Patching	Ton	35	\$250.00	\$8,750.00	\$200.00	\$7,000.00
21	Subbase, CIP	Cyd	1,630	\$11.00	\$17,930.00	\$11.00	\$17,930.00
22	Aggregate Base, 8 inch, 21AA, Modified	Syd	4,880	\$22.00	\$107,360.00	\$26.00	\$126,880.00
23	Driveway, Nonreinf Conc, 6 inch, 4 inch Sand Base	Syd	150	\$60.00	\$9,000.00	\$53.00	\$7,950.00
24	Curb and Gutter, Conc, Det F4, Modified	Ft	210	\$30.00	\$6,300.00	\$25.00	\$5,250.00
25	Sidewalk, Conc, 4 inch	Sft	270	\$10.00	\$2,700.00	\$5.50	\$1,485.00
26	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	4,000	\$0.30	\$1,200.00	\$1.00	\$4,000.00
27	Pavt Mrkg, Waterborne, 4 inch, White	Ft	90	\$2.50	\$225.00	\$1.00	\$90.00
28	Pavt Mrkg, Waterborne, Lt Turn Arrow Sym	Ea	2	\$250.00	\$500.00	\$200.00	\$400.00
29	Dr Structure Cover, Adj, Case 1	Ea	10	\$750.00	\$7,500.00	\$1,200.00	\$12,000.00
30	Sanitary Force Main, D.I., CL 53, 6 inch (with Poly-Wrap), incl. Sand Backfill	Ft	2,550	\$200.00	\$510,000.00	\$195.00	\$497,250.00
31	Sanitary FM Bend, 45 Degree, 6 inch	Ea	8	\$1,500.00	\$12,000.00	\$750.00	\$6,000.00
32	Sanitary FM Bend, 22.5 Degree, 6 inch	Ea	4	\$1,500.00	\$6,000.00	\$750.00	\$3,000.00
33	Sanitary Sewer Sleeve, 10 inch	Ea	1	\$1,200.00	\$1,200.00	\$550.00	\$550.00
34	Sanitary Sewer Manhole, 4 ft diameter	Ea	2	\$12,000.00	\$24,000.00	\$5,500.00	\$11,000.00
35	Sanitary Sewer, D2680 PVC Truss Pipe, 10 inch, incl. Sand Backfill	Ft	90	\$160.00	\$14,400.00	\$200.00	\$18,000.00
36	Sanitary Sewer Repair Coupling, 10 inch	Ea	1	\$750.00	\$750.00	\$550.00	\$550.00
37	Sanitary Sewer Lateral Repair	Ea	6	\$800.00	\$4,800.00	\$2,300.00	\$13,800.00
38	Water Service Repair	Ea	6	\$550.00	\$3,300.00	\$3,300.00	\$19,800.00
39	Turf Establishment	Syd	1,100	\$8.50	\$9,350.00	\$13.00	\$14,300.00
40	Turf Watering	Ea	10	\$500.00	\$5,000.00	\$175.00	\$1,750.00
<b>TOTAL ALL ITEMS</b>					<b>\$1,750,000.00</b>		<b>\$1,904,765.00</b>



## MEMORANDUM

Date: 4/7/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Hall Street Forcemain & Lift Station Design & Construction Engineering, Soil Borings, and Project Contingency Proposal

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**Background:**

The board will consider awarding the Hall Street Forcemain & Lift Station Construction bid to Kamminga & Roodvoets, Inc. for the next agenda item. One item that requires approval is the budget for design engineering, construction inspection, soil borings, and project contingencies.

Moore+Bruggink has provided a Hall Street Forcemain & Lift Station budget letter outlining the total project costs, including the low bid award, design and construction engineering activities, permitting, and contingencies. All the work they are proposing to complete or have already completed (design engineering) is required for the job and is typical of any construction project the Township has undertaken.

In total, the costs associated with the work outside of the bid award total \$295,235. A summary of that work is included below:

- Design Engineering/Engineering Reports (\$125,000) – Design engineering/reports for the project
- Soil Borings (\$5,000) – Soil boring work for the project
- Construction Engineering and Inspection (\$100,000): This involves having Moore+Bruggink on-site during construction to ensure that the trail is built as designed and that issues can be addressed promptly, rather than after the fact. It also includes staking the entire trail.
- Project Contingency (\$65,235) – This is for items that come up during construction. If an item is identified, it will be brought to the staff's attention, and then, depending on the level of cost or scale, it will be presented to the Township Board for a potential change order. I hope that this will not be used during the project.

**Recommendation:**

Staff would recommend approving the Hall Street Forcemain & Lift Station bid budget as outlined in the Moore+Bruggink budget letter dated March 31, 2025. The amount provided in the requested motion is the total cost of these services, with the bid amount to Kamminga & Roodvoets Inc. deducted from the \$2,200,000.00 total in the budget letter.

*Requested Motion:* Motion to Approve the Hall Street Forcemain & Lift Station bid budget for Design & Construction Engineering, Soil Borings and Project Contingency as Outlined in the Moore+Bruggink Budget Letter Dated March 31, 2025, for an Amount not to Exceed \$295,235.





March 31, 2025

Re: Hall Street Lift Station  
Improvements  
Project No. 220195.01

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

Dear Mr. Suchy:

Based on our recommendation to award a contract on the **Hall Street Lift Station & Sanitary Force Main** project in the amount of \$1,904,765.00, we hereby estimate the total project budget as follows:

**PROJECT COSTS**

Low Bid (Kamminga & Roodvoets, Inc.)	\$1,904,765.00
Design Engineering/Engineering Reports	\$125,000.00
Soil Borings	\$5,000.00
Construction Inspection and Engineering	\$100,000.00
Project Contingencies	\$65,235.00
	<hr/>

**TOTAL ESTIMATED BUDGET      \$2,200,000.00**

We have reviewed the project schedule with Kamminga & Roodvoets, and they anticipate eight weeks for the force main/road work and six weeks for the lift station for a total of 14 weeks. We anticipate full-time inspection during most of the 14-week period.

This project is funded by available cash from the sewer fund. The Kent County Road Commission will reimburse the Township a portion of the road paving. We are working to confirm the final number, but it appears to be in the \$25,000 range, so the sewer fund will be responsible for \$2,175,000.

If you have any questions, please contact me.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

SCG/pim



## MEMORANDUM

Date: 4/7/24

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** FY 2024-2025 Audit Engagement Proposal from Siegfried Crandall PC

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## Background:

The Township has utilized Siegfried Crandall PC to complete its annual audit for many years. Staff has a good working relationship with Siegfried Crandall PC, and the Township has been satisfied with both the final product and the feedback received throughout the audit process.

I have attached the following items, which were provided as part of Siegfried Crandall's proposal to complete the audit of Township finances for the fiscal year 2024-2025.

- Letter outlining Audit Scope & Objectives with proposal fee of \$22,200.00
- Letter outlining Siegfried Crandall Responsibilities under U.S. Generally Accepted Auditing Standards, Audit Planning Process, Planning & Executing the Audit, Approach to Internal Controls and Timing of the Audit
- Letter outlining all materials required to be provided by staff to the auditor to allow them to complete the audit

The audit fee is split amongst all Township funds, and the proposal for this year is a \$600 increase from previous years. Township staff feels that the service provided for the fee is fair, and Siegfried Crandall PC has been extremely helpful in identifying issues that Township staff need to address during the audit process to improve on previous years.

## Recommendation:

Staff recommends approval of the proposed engagement letter from Siegfried Crandall PC to provide audit services for the FY 2024-2025 financials for \$22,200.00.

*Requested Motion: Motion to Approve Proposal from Siegfried Crandall PC for Annual Audit Services for FY 2024-25 for an Amount Not to Exceed \$22,200.00.*

February 14, 2025

Members of the Township Board  
Township of Ada  
7330 Thornapple River Drive  
P.O. Box 370  
Ada, MI 49301

We are pleased to confirm our understanding of the services we are to provide the Township of Ada for the year ended March 31, 2025.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township of Ada as of and for the year ended March 31, 2025. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township of Ada's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township of Ada's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Township of Ada's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

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

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Management override of controls
2. Depreciation schedules are not maintained for the capital assets of the governmental activities
3. Incorrect classification of debt service payments
4. Use of cash basis to record revenues in governmental funds

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township of Ada's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

### **Other Services**

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with GAAP, based on trial balances provided by you
- Preparation of forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Daniel L. Veldhuizen is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$22,200. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

#### **Reporting**

We will issue a written report upon completion of our audit of the Township of Ada's financial statements. Our report will be addressed to Township Board of the Township of Ada. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Township Board  
Township of Ada  
Page 5  
February 14, 2025

We appreciate the opportunity to be of service to the Township of Ada and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink, appearing to read "Daniel L. Veldhuizen". The signature is fluid and cursive, written over a light gray rectangular background.

Daniel L. Veldhuizen, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Township of Ada.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

February 14, 2025

Board of Trustees  
Township of Ada  
7330 Thornapple River Drive  
P.O. Box 370  
Ada, MI 49301

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township of Ada as of and for the year ended March 31, 2025. Professional standards require that we provide you with the following information related to our audit.

**Our Responsibilities under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated February 14, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Communication**

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Township of Ada and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Township's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Township's management.



We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

### **Independence**

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of forms F-65 and 5047 that we will submit to the State after your review

### **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how your Township functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Township of Ada's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Township and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

#### **The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

#### **Our Approach to Internal Control Relevant to the Audit**

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Timing of the Audit**

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Township's fiscal year. The Township's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

#### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Township of Ada.

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

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

February 14, 2025

Julius Suchy, Manager  
Township of Ada  
7330 Thornapple River Drive  
P.O. Box 370  
Ada, MI 49301

Dear Julius:

Following is a list of items we will need to perform the Township's audit as of and for the year ended March 31, 2025. Please share this list with the appropriate officials and staff.

***Item we need before the beginning of fieldwork:***

- Backup file, from your accounting software program, that includes all transactions through March 31, 2025 (we would appreciate receiving the files one week before our fieldwork)

***Items to have available by the beginning of fieldwork:***

- Board minutes since April 2024
- Bank account statements for the entire fiscal year
- Payroll tax returns (941s, etc.) and payroll journals for the fiscal year
- 2024 W-2, W-3, and 1099 forms issued
- Insurance coverage in effect during the fiscal years ended March 31, 2025 and beyond
- Remittance advices and paid invoices for the fiscal year ended March 31, 2025, and any since March 31, 2025
- Original and final amended budgets for the year ended March 31, 2025, and adopted budgets for the subsequent year
- Bank reconciliations for all accounts at March 31, 2025, and the April 2025 bank statements for all accounts
- Information regarding all investments held as of March 31, 2025, including financial institution, account number, amount, interest rate, purchase date, and maturity date
- Receivables at March 31, 2025, including schedule of amounts due showing amount, source, date earned, date received, and accounting classification (for practical considerations, you may limit the schedule to items of at least \$2,000)
- Delinquent personal property tax listing as of March 31, 2025 (by year and taxing authority)
- Outstanding balances report at March 31, 2025, for water and sewer utility charges
- Utility billings, collections, and adjustments for the year; have billing registers, collection reports, adjustment reports, and utility statistics (usage, rates, customers, etc.) available
- Capital asset additions and dispositions during the year; have support available and provide purchase date, historical cost, and useful life for additions
- Accounts payable at March 31, 2025, including schedule of amounts due showing payee, amount, date services/product received, accounting classification, date paid (for practical considerations, you may limit the schedule to bills of at least \$1,000)
- Summary/breakdown of any material (for practical considerations, you may limit this to at least \$2,000) unpaid invoices as of the date of fieldwork
- Schedule of accrued payroll, by fund, at March 31, 2025 (show dates worked, hours worked, pay rates, accrual amount, accounting classification, and date paid)

Julius Suchy, Manager  
Township of Ada  
Page 2  
February 14, 2025

- Schedule of compensated absences at March 31, 2025 (show name, cumulative hours, and pay rate as of year end)
- Schedule of long-term debt activity for the year ended March 31, 2025
- Information regarding debt issued during the year ended March 31, 2025, if any (show amount of proceeds, interest rate, payment schedule, etc.)
- Schedule of equity restrictions and assignments as of March 31, 2025
- Property tax information, including tax warrants (summer and winter 2024); capture reports; settlement worksheets; and certification of tax rates (Form L-4029)
- Schedule of approved salaries and wage rates for the year
- Schedule of pension plan contributions showing amounts contributed by the employees and the Township

Please contact me if you need clarification or assistance in gathering the above information. Ann Knafel, from our technology department, is willing to assist you in exporting a file from your accounting software program that contains all transactions through March 31, 2025. Please contact her as soon as you have completed posting transactions for the year. She can be reached at (800) 876-0979.

As we discussed, we will plan to begin our audit fieldwork on June 2. We look forward to working with you and everyone else at the Township again this year.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink, appearing to read "Daniel L. Veldhuizen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Daniel L. Veldhuizen, Shareholder



## MEMORANDUM

Date: 4/9/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Updated Thornapple River Pedestrian Bridge Layout & Cost Estimate

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## Background:

Engineer Steve Groenenboom, Moore+Bruggink, provided an update on the Thornapple River Pedestrian Bridge at the board meeting on February 21, 2025. At that meeting, the board asked if the bridge could be moved further from the Thornapple River vehicle bridge. Mr. Groenenboom reviewed a different layout and has provided an increased cost estimate for the new design.

The preliminary estimate for the project was \$1,500,000. The revised estimate provided at the February 21<sup>st</sup> meeting was \$1,800,000, an increase of \$300,000. The revised layout cost estimate is \$2,300,000, an increase of \$500,000.

The current funding breakdown for the project, initially planned at \$1,500,000, is:

- MEDC RAP 2.0 Grant - \$425,000
- Connecting Community Campaign - \$500,000
- Trail Fund - \$575,000

Mr. Groenenboom provided a cost estimate for option #1 (closer to Thornapple River Dr.) of \$1,900,000 (including a contingency of \$148,900). The trail fund must increase its contribution from \$575,000 to \$975,000.

The cost estimate for Option #2 is \$2,300,000 (including a contingency of \$168,900). If the board prefers this layout, it will require the trail fund to increase its contribution from \$575,000 to \$1,375,000.

I want to finalize direction from the Board so that we can have a clear path forward, as a potential timeline is included below:

Per Mr. Groenenboom, we should plan to start construction on the abutments this fall and place the bridge next spring. There is a 30-week lead time to order and fabricate the bridge after receiving bids, so the following timeline is feasible:

May 31 - Decision on bridge alignment/confirm funding  
 June 30 - Issue design documents for bids  
 July 31 - receive bids  
 August 11 - Contract Award  
 September/October - Construct Abutments

April, 2026 - Place the bridge structure

Recommendation:

I recommend utilizing the original layout for the Thornapple River Pedestrian Bridge. Moving to option #2 would significantly increase the trail fund expense, and the Township is balancing several projects and priorities that could be funded instead of increasing the bridge cost significantly. I do not believe the new layout warrants the increased cost and adds that level of value to the project.

*Requested Motion:* Motion to Proceed with Thornapple River Pedestrian Bridge Layout #1.

## Updated Pedestrian Bridge

---

From Steve Groenenboom <SGroenenboom@mbce.com>

Date Wed 3/19/2025 11:53 AM

To Julius Suchy <jsuchy@adatownshipmi.com>

 4 attachments (2 MB)

Cost Estimate for Bridge Further From Thornapple River Drive.xlsx; Cost Estimate for Bridge Near Thornapple River Drive Bridge (Option1).xlsx; Pedestrian Bridge Engineering Plan.pdf; Pedestrian Bridge Rendering.pdf;

Julius:

I have attached updated cost estimates, a revised engineering plan, and updated renderings of the Thornapple River Pedestrian bridge. The updated estimates are:

Option 1 - Bridge near Thornapple River Drive vehicular bridge **\$1,900,000**

Option 2 - Bridge located further downstream and angle away from Thornapple River Drive vehicular bridge **\$2,300,000**

As we move further downstream, the width of the floodway increases, so we need longer span bridges. As a result, the cost increases \$400,000.

I will plan on reviewing the new alignment with the Township Board next Monday.

Please call with any questions.

Steve

Layout Option #1



PROGRESSIVE COMPANIES



**COVERED BRIDGE PARK - PEDESTRIAN BRIDGE**



**BENCHMARKS - NAVD88**  
 ELEVATION 634.84  
 TOP OF 3/4" BOLT (NLY BOLT OF 4), LOCATED AT THE WLY CORNER OF BRIDGE OVER THORNAPPLE RIVER (BOLT FOR TUBE RAILING & 2.5' ABOVE CONCRETE BRIDGE DECK)

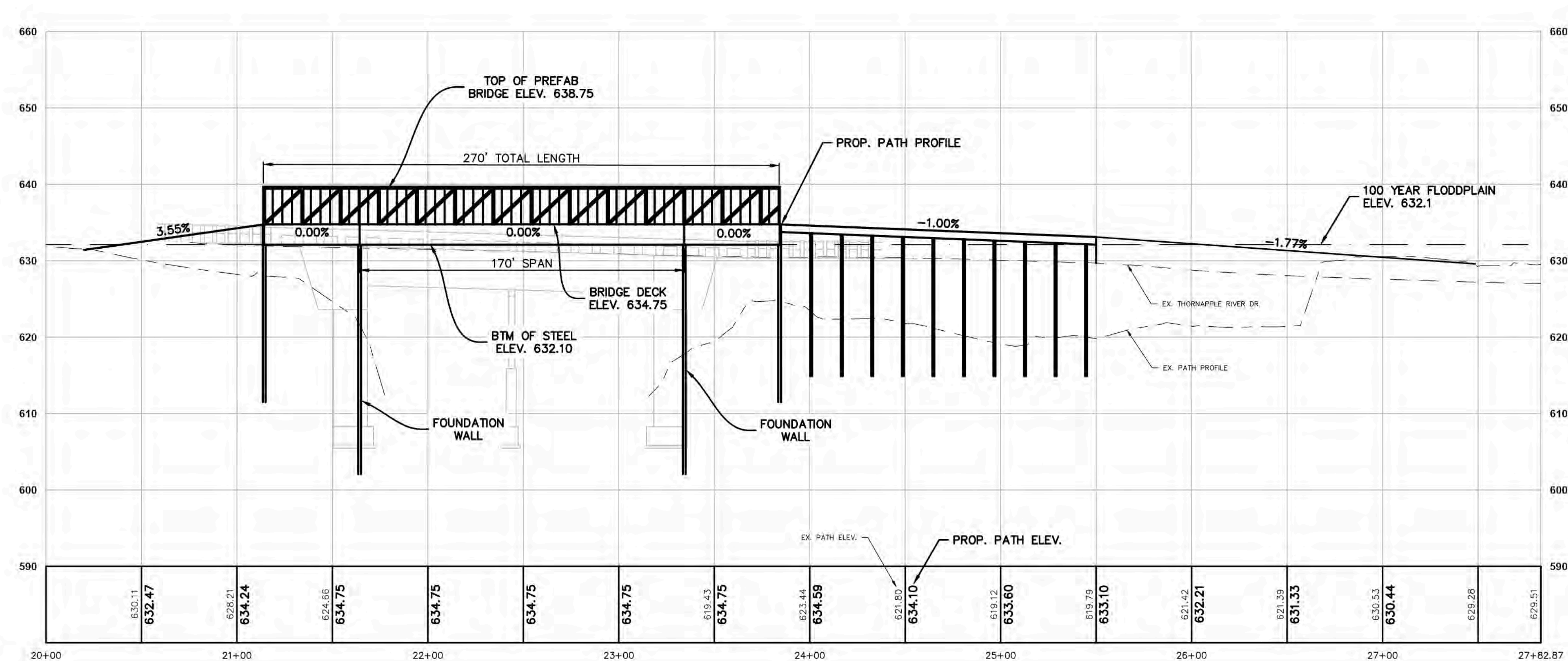
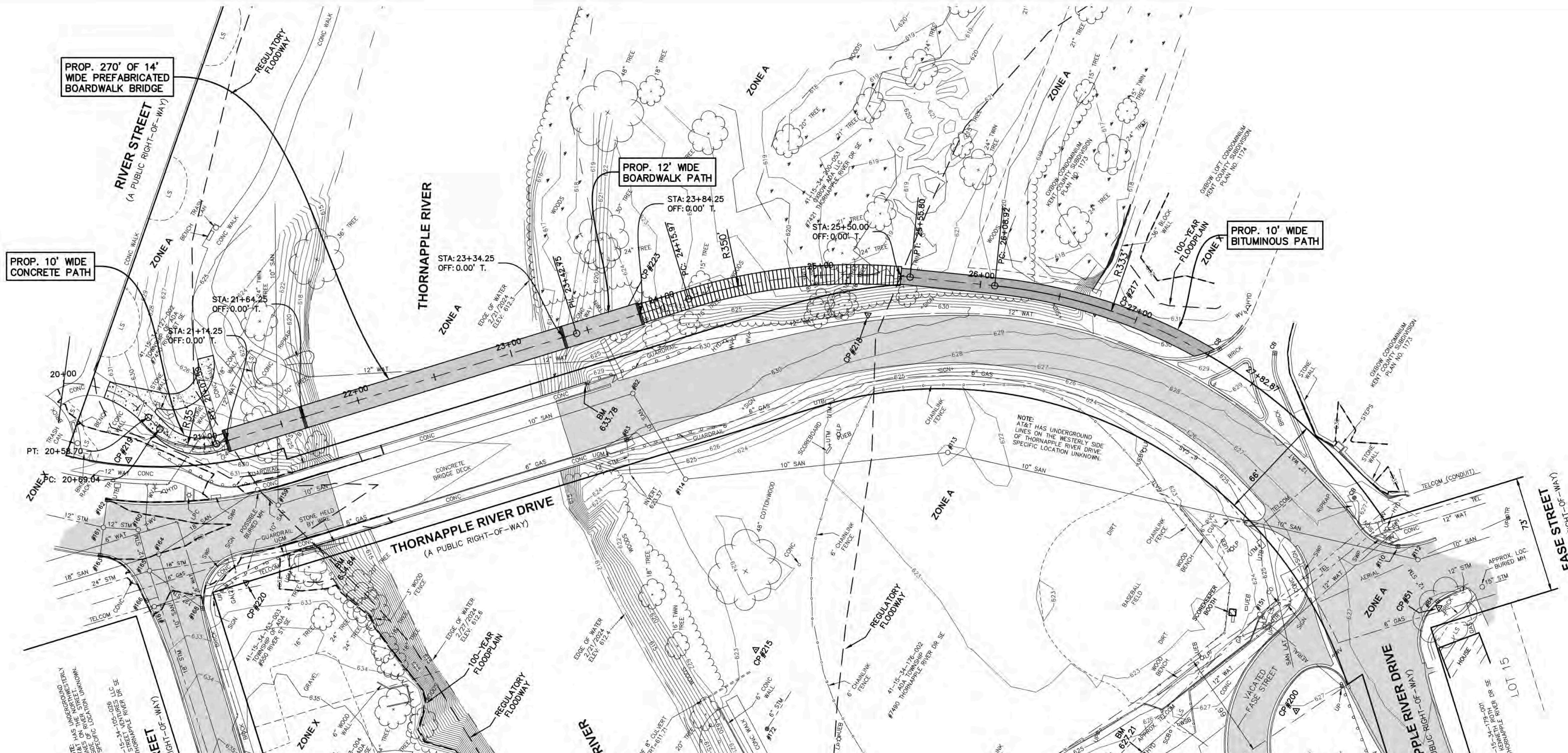
ELEVATION 627.21  
 TOP OF NORTHEAST FLANGE BOLT (UNDER "E" OF "EJW") TO HYDRANT, LOCATED 5'± NORTHEAST OF B/WALK & 35'± SOUTHWESTERLY OF 3RD BASE DUGOUT

ELEVATION 638.16  
 TOP OF SOUTHEAST FLANGE BOLT (UNDER "W" OF "EJW") TO HYDRANT, LOCATED 5'± SOUTH OF CENTERLINE BRONSON STREET & 27'± WEST OF CENTERLINE RIVER STREET

ELEVATION 633.78  
 TOP OF SOUTHERLY BOLT ON THE EASTERLY END OF THORNAPPLE RIVER DRIVE BRIDGE OVER THORNAPPLE RIVER

**CONTROL POINTS**

CP#215 M+B RED CAP N 531075.576 E 12824047.308 ELEV 627.43	CP#216 M+B RED CAP N 531420.3171 E 12823794.8101 ELEV 623.30	CP#220 M+B RED CAP N 531710.6126 E 12823658.1031 ELEV 631.79
CP#200 M+B RED CAP N 531115.7519 E 12823945.0497 ELEV 627.12	CP#217 M+B RED CAP N 531355.7739 E 12824086.0781 ELEV 629.78	CP#221 M+B RED CAP N 531483.7913 E 12823552.3281 ELEV 637.16
CP#201 M+B RED CAP N 531224.1889 E 12823824.7139 ELEV 626.80	CP#218 M+B RED CAP N 531474.3492 E 12824008.4887 ELEV 619.45	CP#222 M+B RED CAP N 531602.6411 E 12823925.1693 ELEV 625.48
CP#202 M+B RED CAP N 531195.4990 E 12823649.1911 ELEV 619.45	CP#219 M+B RED CAP N 531813.9713 E 12823683.0105 ELEV 632.83	CP#223 M+B RED CAP N 531622.4222 E 12823532.2832 ELEV 630.06
CP#203 M+B RED CAP N 531325.6985 E 12823564.8480 ELEV 615.86		CP#224 M+B RED CAP N 531329.4222 E 12823532.2832 ELEV 630.06



C:\Users\clm\OneDrive\Documents\Projects\Thornapple River Dr. Pedestrian Bridge\Project Files\CAD\DWG\240137\_01\_IMPROVEMENTS.dwg\_11/7/2023 9:41:15 AM CHUCK BARTHOLOMEW

0 20 40  
 PLAN SCALE: 1" = 40'  
 PROFILE SCALE: 1" = 40'  
 HORIZ: 1" = 40'  
 VERT: 1" = 10'

**811**  
 Know what's below.  
 Call before you dig.

**PLAN REVISIONS**



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

**IMPROVEMENTS FOR THORNAPPLE TRAIL BRIDGE**  
 ADA TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE	C.B.-JTB 02-21-2024
PROJECT NO.	240137.02
DESIGN DRAWN BY:	CFB
DESIGNED BY:	SG
CHECKED BY:	SG
PLAN DATE:	###
SHEET NUMBER	1 OF 1

**MOORE & BRUGGINK, INC.**

3/19/2025

Option 1

**Estimate of Cost for Pedestrian Bridge Near Vehicular Bridge**

Thornapple River Drive Legacy Park to Fase Trail

<b>ITEM NO.</b>	<b>PROPOSAL ITEM</b>	<b>UNIT</b>	<b>ESTIMATED QUANTITY</b>	<b>ENGINEER'S ESTIMATE PRICE</b>	<b>ENGINEER'S ESTIMATE AMOUNT</b>
1	Mobilization, Max \$100,000	Lsum	1	\$150,000.00	\$150,000.00
2	Tree Removals & Clearing	Lsum	1	\$10,000.00	\$10,000.00
3	Drainage Improvements	Lsum	1	\$10,000.00	\$10,000.00
4	Trail Grading	Lft	300	\$40.00	\$12,000.00
5	Sand Fill, MDOT Class II, CIP	Cyd	1,800	\$30.00	\$54,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	480	\$15.00	\$7,200.00
7	6" Concrete Trail on grade	Sft	3,600	\$10.00	\$36,000.00
8	Silt Fence	Lft	500	\$5.00	\$2,500.00
9	Boardwalk Concrete Abutment/Foundation	Ea	1	\$10,000.00	\$10,000.00
10	Timber Boardwalk	Ft	170	\$800.00	\$136,000.00
11	Boardwalk Pile, 20' length	Ea	28	\$2,000.00	\$56,000.00
12	Prefabricated Steel Bridge 170' Long	Each	1	\$450,000.00	\$450,000.00
13	Prefabricated Steel Bridge 50'	Each	2	\$115,000.00	\$230,000.00
14	Installation of Prefab Bridge Spans	Each	1	\$25,000.00	\$25,000.00
15	CIP 6" Thick Concrete Deck	Sft	3,240	\$10.00	\$32,400.00
16	Concrete Abutments and Steel Piling to Support Bridge Spans	Lsum	1	\$300,000.00	\$300,000.00
17	Maintaining Traffic	Lsum	1	\$20,000.00	\$20,000.00
18	Turf Establishment	LSUM	1	\$10,000.00	\$10,000.00
<b>Sub Total Construction</b>					<b>\$1,551,100.00</b>
EGLE River Crossing Permitting					\$25,000.00
Design/Construction Engineering (15%)					\$175,000.00
Contingency Allowance					\$148,900.00
<b>Total Project Estimate</b>					<b>\$1,900,000.00</b>

Layout Option #2



PROGRESSIVE COMPANIES



**COVERED BRIDGE PARK - PEDESTRIAN BRIDGE**

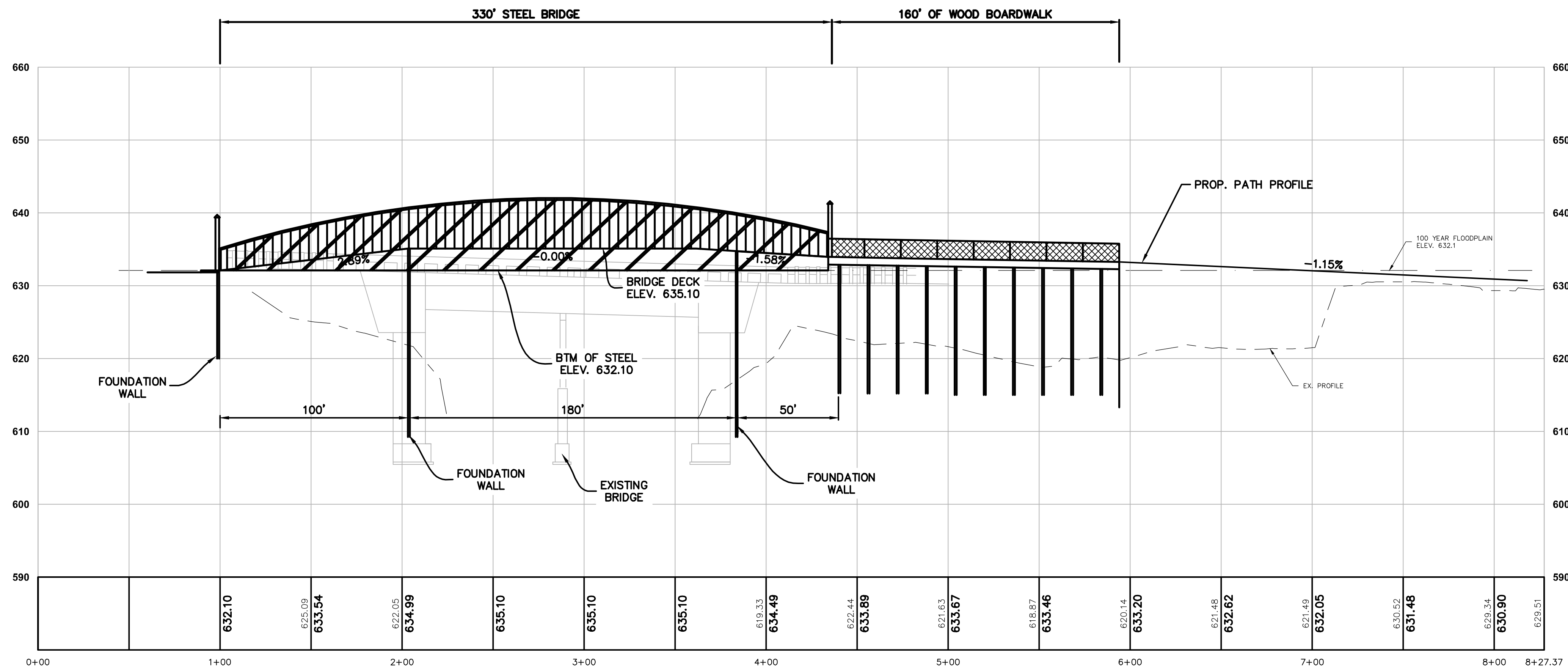
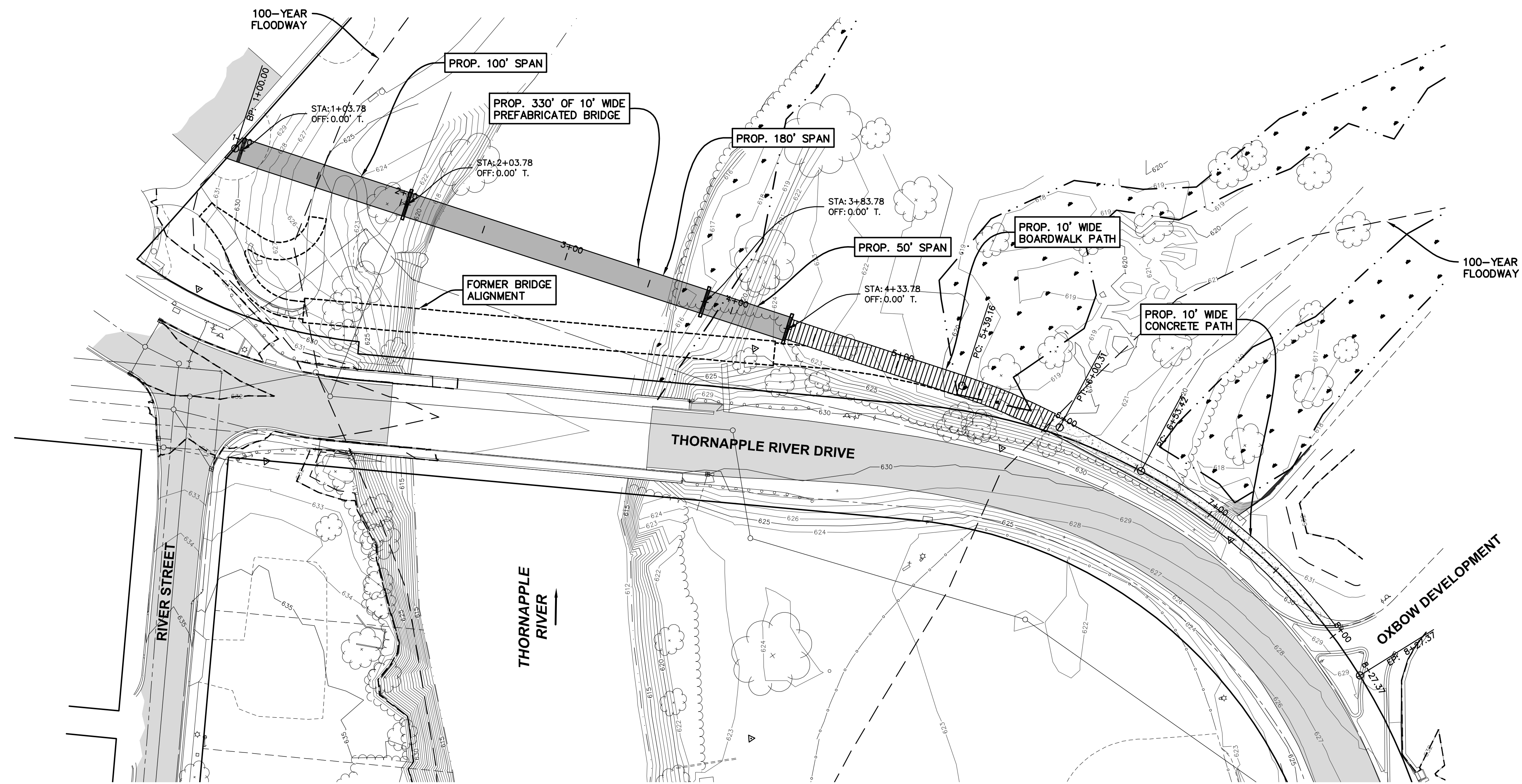


 PROGRESSIVE  
COMPANIES



# COVERED BRIDGE PARK - PEDESTRIAN BRIDGE

C:\Users\stepy\DCI\ACCDocs\M+R\240137.01 Thornapple River Dr Pedestrian Bridge\Project Files\CADD\DWG\VOID\240137.1\_Thornapple River Pedestrian Bridge DESIGN-03-13-25.dwg, 3/19/2025 11:13:58 AM, ALEX DEFOY

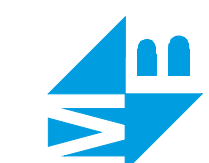


0 20 40  
 PLAN SCALE: 1" = 40'  
 PROFILE SCALES:  
 HORIZ: 1" = 40'  
 VERT: 1" = 10'



PLAN REVISIONS

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



**THORNAPPLE RIVER  
 PEDESTRIAN CROSSING**  
 ADA TOWNSHIP, KENT COUNTY, MICHIGAN

FIELD SURVEY / DATE  
 02-21-2024

PROJECT NO.  
 240137.02

DESIGN DRAWN BY:  
 CFB

DESIGNED BY:  
 SG

CHECKED BY:  
 SG

PLAN DATE:

SHEET NUMBER

**1 OF 1**

**MOORE & BRUGGINK, INC.**

**3/19/2025**

**Option 2**

**Estimate of Cost for Bridge Further from Vehicular Bridge 3/19/25**

Thornapple River Drive Legacy Park to Fase Trail

<b>ITEM NO.</b>	<b>PROPOSAL ITEM</b>	<b>UNIT</b>	<b>ESTIMATED QUANTITY</b>	<b>ENGINEER'S ESTIMATE PRICE</b>	<b>ENGINEER'S ESTIMATE AMOUNT</b>
1	Mobilization, Max \$100,000	Lsum	1	\$150,000.00	\$150,000.00
2	Tree Removals & Clearing	Lsum	1	\$10,000.00	\$10,000.00
3	Drainage Improvements	Lsum	1	\$10,000.00	\$10,000.00
4	Trail Grading	Lft	300	\$40.00	\$12,000.00
5	Sand Fill, MDOT Class II, CIP	Cyd	1,800	\$30.00	\$54,000.00
6	Aggregate Base, 6-inch, 21AA, Mod.	Syd	480	\$15.00	\$7,200.00
7	6" Concrete Trail on grade	Sft	3,600	\$10.00	\$36,000.00
8	Silt Fence	Lft	500	\$5.00	\$2,500.00
9	Timber Boardwalk	Ft	170	\$800.00	\$136,000.00
10	Boardwalk Pile, 20' length	Ea	28	\$2,000.00	\$56,000.00
11	Prefabricated Steel Bridge 180' Long	Each	1	\$500,000.00	\$500,000.00
12	Prefabricated Steel Bridge 100'	Each	1	\$350,000.00	\$350,000.00
13	Prefabricated Steel Bridge 50'	Each	1	\$115,000.00	\$115,000.00
14	Installation of Prefab Bridge Spans	Each	1	\$50,000.00	\$50,000.00
15	CIP 6" Thick Concrete Deck	Sft	3,740	\$10.00	\$37,400.00
16	Concrete Abutments and Steel Piling to Support Bridge Spans	Lsum	1	\$350,000.00	\$350,000.00
17	Maintaining Traffic	Lsum	1	\$20,000.00	\$20,000.00
18	Turf Establishment	LSUM	1	\$10,000.00	\$10,000.00
<b>Sub Total Construction</b>					<b>\$1,906,100.00</b>
EGLE River Crossing Permitting					\$25,000.00
Design/Construction Engineering (10%)					\$200,000.00
Contingency Allowance					<u>\$168,900.00</u>
<b>Total Project Estimate</b>					<b>\$2,300,000.00</b>

## MEMORANDUM

Date: 04.05.25



**TO:** Township Board and Downtown Development Authority (DDA) Board  
**FROM:** Julius Suchy, Township Manager  
John D. Said, AICP, Director of Planning  
Kevin Austin, DDA Director  
**RE:** 2025 Strategic Parking Plan – Request for Proposals – Request for Support

### Background

The attached updated Parking Plan Request for Proposals (RFP) is provided for concurrence by the Township Board and DDA, so that Staff can promptly distribute the RFP for consultants to review and respond with proposals.

While the previous RFP and focus of the parking project in the Central Business District “Village” area centered on an assessment of current parking conditions, the updated RFP emphasizes a more strategic approach to parking in the community. While there will be a component that assesses existing parking, the emphasis encouraged by Staff will be one of developing a forward-looking strategy based on the existing and planned parking resources in the Village area. This approach will allow a more well-planned effort on parking management and planning for the future.

As everyone may recall, the sequence of the previous RFP and corresponding response proposals did not allow for an appropriate assessment, as the timeline would have resulted in counts during the fall months. The combination of timing of the new RFP and its more strategic emphasis will allow review of parking during the more active time of the year, in the late spring and summer.

Further, timing delays also resulted from the need to coordinate budgets between the General Fund and the DDA financing sources. This necessitated planning this project for the new Fiscal Year, which began on April 1. As well, while the initial effort to do an updated parking review project (previously referred to as a “Study”) took place in 2023, Township Board direction was to await the opening of the hotel, as that was expected to have a significant impact on parking demand. As the hotel did not open until late August, there was no opportunity to undertake analysis work any sooner. However, now, with the hotel open and Covered Bridge Park plans (including parking) being finalized, the scenarios are much firmer for the foreseeable future.

Once proposals are received, Staff will return to the Township Board and DDA Board for their approval of a consultant. (The selection criteria are identified in the RFP.)

### Requested Action

Staff requests support regarding distribution of the Request for Proposals document. Prompt action is requested to allow for the best timeline for parking review and analysis.



# ADA TOWNSHIP

## Request for Proposals

2025

## Strategic Parking Plan for Central Business District Area



## **SECTION 1: Introduction**

### Purpose

This Scope of Work Request seeks a qualified firm to prepare a Strategic Parking Plan (the “Strategic Plan” or the “Plan”) for the Central Business District (a/k/a “Ada Village” or the “Village”) Due to the emergence of the Township’s Village area and associated background plans (2007 Charrette and 2013 Envision Ada), subsequent refinements to Village area plans, long-term land use trends, growth pressures, and potential future opportunities in the Township, the services of a professional consultant are being sought to complete the new Plan with full utilization of their perspectives, skills, background, and expertise.

The Township’s previous Parking Study was prepared and completed in 2017, and can be provided upon request.

The new Strategic Plan will provide the foundation for future parking policies to be utilized by the Township, including the Township Board, Planning Commission, and the Downtown Development Authority (DDA).

### Existing Zoning Ordinance

Ada Township’s Zoning Ordinance (the “Ordinance”) contains requirements for parking, including allowed reductions for parking supply in the Planned Village Mixed-Use (PVM) Overlay District area, which encompasses essentially the entirety of the Village area. The PVM District provides creative, hybrid form-based zoning regulations that have been instrumental in the high-quality Central Business District that now exists in Ada. The Township encourages exploration of the parking and PVM requirements of the Zoning Ordinance as part of this Plan, in order to allow development of recommendations for future policies around parking.

The Township’s Zoning Ordinance can be found at:

[https://library.municode.com/mi/ada\\_township\\_\(kent\\_co.\)/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH78ZO](https://library.municode.com/mi/ada_township_(kent_co.)/codes/code_of_ordinances?nodeId=COOR_CH78ZO).

### Community Characteristics

In the last 5 – 10 years, Ada’s Central Business District has emerged as a premier destination in the West Michigan region. The mix of retail, restaurant, employment, and residential uses in the Village area provides an ideal, walkable, and unique environment for the community. Also, local features such as Legacy Park, and the planned Covered Bridge Park, supplement the overall quality of the Village area with open space and passive recreational opportunities. Further, the variety of events throughout the calendar year enhance Ada as a destination for fun and family activities.

At the same time, some sentiments in the community focus on a perceived lack of parking in the Central Business District area. The expansion of the Village area, and transition to a more walkable community with a corresponding mixed land use environment, have resulted in changes that some in the community have had difficulty adjusting to. As a result, Township Staff have used a variety of outreach and communications strategies in an effort to identify a positive narrative to the area’s overall growth, including the evolving parking characteristics and enhancements to the pedestrian orientation of the area. As well, the Township has expanded public parking in some areas where it has been feasible to do so. The new Parking Plan will be seen as an opportunity to develop a policy to extend the Township’s efforts to take the next steps in the evolution of the Village area,

utilize metrics to guide recommendations, and to change the narrative around parking.

## **SECTION 2: Scope of Work**

### Expectations

The consultant will be expected to work closely with Township Staff, and Staff will be available to assist with information gathered to support the consultant's efforts. The consultant will be expected to identify creative but realistic opportunities and recommendations for the community to determine parking management and opportunities for the future. Further, as detailed below, the consultant will be expected to coordinate efforts with Township Staff, and present findings at one or more meetings with Township officials.

### Plan Areas

The Plan will need to include the following:

#### 1. Information Gathering

- Township parking requirements
- Land uses, including use types and building/tenant space areas
- Inventory of existing parking; public and private, off-street and on-street
- Parking policy specifics (designated parking areas, time limits, etc.)
- Projected development in Plan area

#### 2. Evaluation and Research

- Review and map parking inventory, including planned parking areas (such as Covered Bridge Park)
- Review and map land uses
- Conduct parking utilization counts, consisting of mid-week, Friday, and Saturday counts midday through evening, on non-special event days Use counts to analyze and map utilization throughout Plan area
- Compare Township parking requirements with utilization. Utilize review based on Township parking requirements, and outside sources such as Institute of Transportation Engineers (ITE) and Urban Land Institute (ULI)
- Analyze parking status; enforcement (if any), conditions, layout, security, lighting, etc.

#### 3. Summary

- Provide summary of parking needs by block and characteristics by area and land use
- Identify shared parking; current and future opportunities
- Prepare graphs and tables of current supply and demand by block
- Identify surplus and deficits by block

#### 4. Projections

- Review projected developments in Plan area and evaluate future demand
- Analyze different development scenarios (i.e., different land use options) to forecast changes in demand
- Review scenarios for 1-2 years and 5+ years

## 5. Conclusions and Recommendations

- Complete summary of parking analysis and current conditions
- Provide detailed recommendations for near-term and long-term. Recommendations can include, but are not limited to:
  - Recommended increases or reductions, if any, to parking supply, with identification of specific areas (blocks)
  - Recommended changes to existing parking areas, such as signage, layout, lighting, pedestrian connections, access, etc.
  - Parking options for long-term parking (such as employees), to maximize customer parking
  - Public/private parking options
  - Potential Zoning Ordinance amendments to address parking
  - Education and messaging strategies for Township officials and community overall

Identification of similar strategies that proved successful in other communities will be helpful to supplement the Parking Plan recommendations.

## 6. Community Reporting/Engagement

- Prepare and submit draft report for Township Staff review, complete refinements, and submit final report
- Meet with Township officials to present information
- Conduct community presentation, utilizing ABA and Library, to present findings

### Project Responsibilities

Primary responsibilities include, but are not limited to, the following:

- A new Parking Plan, with an emphasis on best strategic utilization of the Township's Central Business District parking assets, with realistic and feasible goals and objectives, and potential timelines to achieve them.
- An assessment of current parking situation, review of the Township's existing Master Plan, Zoning Ordinance, and other Township ordinances and documents applicable to the Parking Plan project.
- Consultation, if necessary, with the Township Attorney concerning pertinent legal matters.
- Comprehensive interpretation of data such as: land use statistics, parking inventory, and other information from Township records. The Township will provide data requested by consultant.

### Project Time Frame

The consultant shall complete all parking counts by September 30, 2025. A draft report shall be

submitted for Staff review by October 31, 2025. Staff shall complete its review and responses by November 15, 2025, and all subsequent meetings shall be scheduled and held by December 15, 2025.

#### Deliverables

A user-friendly Parking Plan, in written and electronic form, with graphics, diagrams, pictures, tables, maps, appropriate narrative content, and realistic implementation strategies that are appropriate and achievable.

#### Budget

Consultants are requested to provide a total cost for this Parking Plan and an estimated breakdown of each of the anticipated responsibilities and deliverables, as detailed below in the "Proposal Format" section, and all cost/fee/budget information, including cost per meeting beyond the anticipated two public presentation meetings.

### **Section 3: Proposal Requirements (ONLY IF NEEDED)**

#### Proposal Submission Requirements

- One (1) unbound hard copy proposal AND
- One (1) electronic proposal, submitted in one of the following ways:

Via email to: [jsaid@adatownshipmi.com](mailto:jsaid@adatownshipmi.com) (PDF files); or

Flash drive delivered with the hard copy proposal.

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All submittals must be provided by: **Friday, May 9, 2025, by 2:00 p.m. Eastern Time**, to:

John D. Said AICP  
Director, Dept. of Planning  
Ada Township  
7330 Thornapple River Drive, P.O. Box 370  
Ada, Michigan 49301

Any questions may be referred via email (address noted above) or phone (616.920.7313).

#### Proposal Format

Proposals should contain the following information:

- Title Page. Provide the name of your firm, address, telephone, email, and primary contact person.
- Letter of Interest. Provide a complete statement regarding the understanding of the project and your interest in working with Ada Township for this Parking Plan.
- Qualifications. Provide information on your and your firm's experiences related to the goals and deliverables of this project.
- Project Team. Identify the project team including sub-consultants and associates and

provide a statement of qualifications for each individual.

- Timeline. Based on previous experience and the specifications in this RFP document, provide information on an envisioned timeline.
- Work Samples. Provide a webpage link of at least three (3) examples of pertinent work including graphics, diagrams, photographs, tables, and team member writing samples.
- Proposed Approach. Provide a description of the method and approach your firm intends to utilize to complete the Plan.
- Itemized Budget. Submit an itemized budget for the Plan process, including total travel and material expenses and the work identified in the Proposed Approach and Timeline Sections. Budget needs to include projected hours by team member, as well as fees for additional services that may arise (such as extra meetings beyond the anticipated two public presentation meetings).
- References. Submit names, emails, and telephone numbers of other municipal officials we may contact to verify performance on recent projects completed by the firm.
- Claims, Licensure and Non-Discrimination Violations Against Your Organization. List any current licensure or non-discrimination claims against you or your organization that have occurred in the past five years, especially any resulting in claims or legal judgments.
- Identification and summary of any legal action taken with previous clients.

#### Consultant Selection Evaluation Criteria

The Township reserves the right to review and select the project consultant based on the following criteria, without specification of weighting for each criterion.

- Project Team Qualifications and Experience.
- Proposed Approach and Methodology.
- Understanding of the Ada Township Central Business District and its characteristics , including strengths, weaknesses, and opportunities as well as its development trends and desired development.
- Ability to complete the project within the required timeframe.
- Proposed fees and costs.
- Skills in presenting, educating, and answering difficult questions.

A panel interview of project consultant finalists may take place prior to selection. The Township may select a list of project consultant finalists for interviews, depending on the number of qualified submittals.

All costs related to the interview process are the responsibility of the project consultant finalists.

#### Withdrawal of Proposal

Any bidder may withdraw its proposal in person, by email, or by written letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of sixty (60) days after the closing date.

## **Section 4: Contract Information**

### Consulting Agreement

A consulting agreement shall be approved by the Township Board and executed by the Township Clerk and a duly authorized agent of the chosen consultant. Project work shall begin after approval and execution of the consulting agreement. Minor changes that do not affect the substance to the agreement provided may be considered prior to finalizing the agreement. Changes proposed after approval and execution of the consulting agreement that affect consultant costs shall be reviewed and approved by the Township Board.

### Insurance

The selected consultant shall provide a certificate of insurance naming Ada Township, including the Township Board of Trustees, employees, appointed officials, and agents, as additional insured with an insurance company, types of coverage, and amounts of coverage that are acceptable to the Township.

### Acceptance of Terms

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this Request for Proposals. Note that all proposal submissions are subject to State and Federal open records laws.

### Addenda, Rejection, Cancellation, Negotiation, Preparation Cost

The Township reserves the right to revise any part of this Scope of Work by issuing an addendum at any time prior to the submittal deadline. The Township reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Township's best interest. All materials submitted in response to this RFP become property of the Township. The Township will not be responsible for costs associated with proposal preparation. By submitting a proposal, each consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

### Award of Contract/Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

### Non-discrimination

During the course of this project, the successful bidder shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, orientation, identity, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement.

### Terms of Payment

The Township shall make payments to the successful bidder for actual services rendered no more than monthly. Such payments shall be made within thirty (30) days following receipt of an acceptable invoice, or as otherwise mutually agreed.



## MEMORANDUM

Date: 4/9/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Request from Baton Collective for Distribution of Economic Survey

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**Background:**

Loren Crandell, CEO of the Baton Collective, has requested the Township's assistance in completing an economic survey of the village area. Baton Collective is interested in engaging the Chesapeake Group to conduct this survey on their behalf. I have attached a copy of Mr. Crandell's request.

The request is for the Township to utilize its social media channels to distribute the survey, and in return, the Township would receive the survey results. Baton Collective is also seeking to partner with the Ada Business Association to assist in distributing the survey. I have attached a draft copy of the survey that will be distributed.

Due to the unique nature of the request, the Township Board should weigh in on the Township's potential partnership for the Economic Survey of the Village area. This information could be helpful to the Township and the Planning Department as they examine the Village area and potential development in the "C block."

I asked if the survey would be distributed via other means, and the response was as follows:

*"The Chesapeake Group has found that social media outlets are really the quickest and most effective way to reach folks and get their feedback these days. The plan is for this survey to be posted on all the social media platforms of Ada Township and the ABA. From their Discover, Ada will pick it up and repost it to their outlets. There is no plan for a mass email or postal mail distribution of this survey. Those methods are not well-received or responded to; neither of which we want from our constituents in Ada. The survey questions are very similar to those asked in 2006 by Randall Gross Development and again in 2016 by The Chesapeake Group. Those two surveys led to the Envision Ada project and much of the development we've seen today in Ada."*

**Recommendation:**

Staff do not see an issue with assisting in distributing the economic survey if the Township receives a copy of the survey results. The Township has utilized its social media channels at different times to share surveys from the Grand Valley Metro Council and other agencies with which it is affiliated, and it has not received the full data set in those instances.

*Requested Motion:* No motion required. Discuss whether the Township should partner with Baton Collective to distribute an economic survey of the Village area.

## Ada Village Economic Study | 2025 Survey

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**From** Loren Crandell <lorenc@batoncollective.com>

**Date** Fri 3/21/2025 2:13 PM

**To** Julius Suchy <jsuchy@adatownshipmi.com>

**Cc** Chris Caswell <chris@batoncollective.com>

 1 attachment (100 KB)

SurveyMonkey\_522312875 (1).pdf;

Thanks for the chat on this topic today, Julius. Appreciate you talking it over with Tom and your team early next week. Again, Baton engaged [The Chesapeake Group, Inc](#) to conduct this survey on our behalf (see *2025 draft survey attached*). They were the organization who did this study for Ada Township back in 2016. The survey has very similar questions from the original with some tweaks to make it relevant to what we know Ada to be today.

Our desire would be for Ada Township to deploy the survey via your various digital platforms. From there, the ABA and DiscoverAda would pick it up and share as well for additional exposure and reach. We'd share the resulting data set with all three parties for full transparency.

Look forward to hearing your thoughts next week. I've copied in [@Caswell, Chris \(Baton Collective\)](#) who's leading this project for Baton. He can answer any questions you may have, especially as I'm traveling a good portion of next week.

Cheers,



**LOREN CRANDELL**

CEO

c 616.890.6090

e [lorenc@batoncollective.com](mailto:lorenc@batoncollective.com)





## Ada Township and Other Resident Survey 2025

The following survey is being conducted in cooperation with Ada Township and the Ada Business Association and provides valuable input into development planning processes. Your input is extremely valuable to us. Ada Township, area employees, and others who have an interest in the future of Ada are encouraged to complete the survey.

The survey is strictly confidential. You are not asked to provide, nor do we have any way of identifying your name, address, email or other specific information for the person or residence responding to the questionnaire.

A consulting firm, The Chesapeake Group, has been retained to conduct the survey and analysis.

Please take a few minutes to fill out the questionnaire. Should there be any question that you are uncomfortable answering, do not answer it; but go to the next one.

Thank you in advance for helping in this effort.

### ***SPENDING AND RELATED INFORMATION***

1. Is the operation in which you purchase most of your groceries in Ada Township or elsewhere?

- Ada Township     Outside of Ada Township     Not certain

2. Which of the following best describes the usual amount spent on groceries each week?

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="radio"/> Less than \$45  | <input type="radio"/> \$100 to \$124.99 | <input type="radio"/> \$250 or \$299    |
| <input type="radio"/> \$45 to \$59.99 | <input type="radio"/> \$125 to \$149.99 | <input type="radio"/> \$300 to \$349.99 |
| <input type="radio"/> \$60 to \$74.99 | <input type="radio"/> \$150 to \$199.99 | <input type="radio"/> \$350 or more     |
| <input type="radio"/> \$75 to \$99.99 | <input type="radio"/> \$200 to \$249.99 |   |

3. Which of the following best describes the frequency that you eat DINNER outside the home at any type of food service establishment?

- |   |   |  |
|---|---|--|
| <input type="radio"/> A few times/week  | <input type="radio"/> Once/ month       | <input type="radio"/> Less often than a few times/year |
| <input type="radio"/> About once/week   | <input type="radio"/> 4 to 9 times/year |  |
| <input type="radio"/> About twice/month | <input type="radio"/> A few times/year  |  |

4. When eating DINNER out, which of the following best describes the type of establishment most often frequented?

- A national or regional chain full-service restaurant
- A local non-chain full-service restaurant
- A national, regional or local fast casual chain operation
- Fast food operation
- All you can eat buffet
- Sub shop
- Other

5. Which of the following best describes the general location of the establishment most often frequented for DINNER?

- In Ada Township
- Outside of Ada Township
- Not certain

6. Which of the following best describes the frequency that you eat LUNCH outside the home or place of employment at any type of food establishment?

- A few times/week
- About once/week
- About twice/month
- Once/ month
- 4 to 9 times/year
- Once or twice/year
- Less often than once/year

7. When eating LUNCH out, which of the following best describes the type of establishment most often frequented?

- A national or regional chain full-service restaurant
- A local non-chain full-service restaurant
- A national, regional or local fast casual chain operation
- Fast food operation
- All you can eat buffet
- Sub shop
- Other

8. When eating LUNCH out, are the operations most often within Ada Township or outside of Ada Township?

- In Ada
- Outside of Ada
- About equally split
- Not certain

9. Which of the following best describes the frequency you have LUNCH OR DINNER delivered to your home from Door Dash, Uber Eats, the establishment's own system, or others?

- Once a week or more often
- A few times a month
- Once a month
- Every few months
- Once or twice a year
- Rarely or never

10. What is the name of the store at which you purchase most of your clothes?

11. Which of the following best describes the amount of money you spend in a year on clothing for you and other members of your household?

- Less than \$500
- \$500 to \$999
- \$1,000 to \$2,499
- \$2,500 to \$7,499
- \$7,500 to \$9,999
- \$10,000 to \$19,999
- \$20,000 or more
- Not certain

12. Are the purchases for clothes generally made online or at a bricks and mortar location?

- Online
- Bricks and mortar
- About equal
- Not certain

**DEMOGRAPHICS & LIFESTYLES**

13. How many people live in your household?

- 1    2    3    4    5    6 or more

14. How many people in your household are YOUNGER than six years of age?

- 0    1    2    3    4 or more

15. How many people in your household are employed full-time?

- 0    1    2    3    4 or more

16. How many people in your household are employed part-time?

- 0    1    2    3    4 or more

17. Is there anyone in your household that is not employed or employed part-time that would like to be employed full-time?

- No    Yes, 1 person    Yes 2 or more people

18. In which of the following age category does your household's PRIMARY INCOME earner fall?

- Under 25    25 to 34    35 to 44    45 to 54    55 to 64    65 to 74  
 75 or over

19. In which of the following age category do YOU the respondent to the survey fall?

- Under 25    25 to 34    35 to 44    45 to 54    55 to 64    65 to 74  
 75 or over

## ***MEANS OF TRANSPORTATION***

20. How many personal vehicles does your household own or lease?

- 0    1    2    3    4 or more

21. How many personal vehicles owned or leased are more than five years old?

- None    One    Two    Three or more    Not applicable

22. How many members of your household either ride bikes or walk for fitness or recreation purposes?

- 0    1    2    3    4 or more

## ***CURRENT & FUTURE HOUSING***

23. Do you own or rent the home in which you live?

- Own/Buying    Rent    Neither

24. Which of the following best describes the amount of time you have lived at your current address?

- 2 years or less    3 to 4 years    5 to 9 years    10 to 19 years    20 or more years

25. Which of the following best describes the amount of your TOTAL monthly rent or mortgage payment? (Include escrowed taxes and insurance if part of your payment)

- |  |  |  |
|--|--|--|
| <input type="radio"/> None                     | <input type="radio"/> \$1,250 to \$1,499/month | <input type="radio"/> \$2,500 to \$2,999/month |
| <input type="radio"/> Less than \$600/month    | <input type="radio"/> \$1,500 to \$1,749/month | <input type="radio"/> \$3,000 to \$3,499/month |
| <input type="radio"/> \$600 to \$999/month     | <input type="radio"/> \$1,750 to \$1,999/month | <input type="radio"/> \$3,500 to \$3,999/month |
| <input type="radio"/> \$1,000 to \$1,249/month | <input type="radio"/> \$2,000 to \$2,499/month | <input type="radio"/> \$4,000 or more/month    |

26. Which of the following best describes the current size of your home?

- |  |  |  |
|--|--|--|
| <input type="radio"/> Less than 750 square feet  | <input type="radio"/> 1,500 to 1,749 square feet | <input type="radio"/> 3,000 to 3,999 square feet |
| <input type="radio"/> 750 to 999 square feet     | <input type="radio"/> 1,750 to 1,999 square feet | <input type="radio"/> 4,000 to 4,999 square feet |
| <input type="radio"/> 1,000 to 1,249 square feet | <input type="radio"/> 2,000 to 2,499 square feet | <input type="radio"/> 5,000 square feet or more  |
| <input type="radio"/> 1,250 to 1,499 square feet | <input type="radio"/> 2,500 to 2,999 square feet | <input type="radio"/> Not certain                |

27. Because of life-style changes, rental conditions, housing market conditions, employment changes, increase or decrease in family size, changes in physical or fiscal conditions, or for medical or other reasons do you see yourself potentially moving from your current home in the next 5 years?

Yes     No     Maybe

28. Hypothetically, if such a move occurred, is there a reason to believe that the move would likely be to an area outside of Ada Township, Kent County, or this area of Michigan?

Yes     No     Uncertain

29. If you were to move in the next 5 years, would you be likely to move to a housing unit that was larger, smaller, or about the same size as your current home?

Larger     Smaller     Same     Uncertain

30. If you were to move, for what characteristics would you be looking in the new housing unit? (please identify all those that apply)

	Most important	Important	Not Important	Uncertain	
rental unit only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ownership unit only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
maybe owner or rental unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
condominium	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
single-family unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
multi-family unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
smaller than current unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
larger than current unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
about same size as current unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a walkable environment for recreation, shopping and other activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a compact area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a large lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
quality schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
safe area or development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
independent adult living	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
assisted living housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
active adult community with recreational amenities such as golf, clubhouse, pool, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
one bedroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
two bedrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
more than two bedrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
master bedroom on first floor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**ADDITIONAL INFORMATION**

31. On a scale of 1 to 5, with 5 being Excellent and 1 being Poor, please rank each of the following in Ada Township?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Housing Options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of professional and personal services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ada Township shopping options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ada Township shopping experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking experiences that are safe, comfortable and interesting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. What types of activities would you like to see developed in Ada Township for our residents, their extended families, area employees, and neighboring residents that you would be likely to patronize? Please provide all that you believe you would patronize.

33. Please provide your zip code.

34. In which of the following categories does YOUR TOTAL annual household income fall? (Include pension or Social Security if applicable)

- Less than \$10,000
- \$10,000 to \$14,999
- \$15,000 to \$19,999
- \$20,000 to \$29,999
- \$30,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 to \$199,999
- \$200,000 to \$249,999
- \$250,000 to \$299,999
- \$300,000 to \$399,999
- \$400,000 or more
- I am a full-time student and am supported by grants, loans, my family or others
- Not certain or refuse





## MEMORANDUM

Date: 4/9/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Schedule Work Session to Discuss New Township Hall

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## Background:

With the Township officially closing on the property at 7171 Headley Street, the next step is to schedule a work session to discuss a potential new municipal building. Since most of the town hall conversation occurred under the previous board, I believe providing all board members with a recap before discussing how to proceed would be good.

During this work session, I will lay out the work that has been done to date regarding the following:

1. Integrated Architecture Space Needs Study (2020)
2. Financial Feasibility of New Township Hall
3. Integrated Architecture Updated Space Needs Study (2023)

Once this information has been provided and reviewed, the Township Board can discuss what additional information they would like to receive to assist in the process.

If the board agrees, the next step is to schedule the work session. I will work with board members to coordinate availability for a meeting date.

## Recommendation:

Staff recommends scheduling a work session to discuss the new Township Hall project. This work session will allow the board to have a more robust dialogue about the project rather than adding it to the regular agenda of a board meeting, which can limit the time available to have a good discussion.

*Requested Motion: Motion to Authorize Township Manager to Schedule a Work Session to Discuss the New Township Hall Project.*



## **Township Manager Report for April 9, 2025**

**Submitted by Township Manager Julius Suchy**

### **Ada History Center Siding:**

I spoke with Bernie from the Ada Historical Society. I informed him that the Township would plan for and cover any capital expenses related to the building upkeep at the Ada History Center. Initially, this project was intended to be part of the Ada Historical Society's Fundraising Campaign. However, at the last board meeting, multiple members raised the point that the Township should cover this cost, as we are the property owners and have historically.

Due to the specialized nature of the work, a very preliminary estimate on the project is approximately \$70,000. We will further coordinate with the Historic Society to have this project ready to be included in next year's budget, which aligns with the Historic Society's needs.

### **Marthene Wamsler Retirement:**

Marthene, the administrative assistant in the Clerk's office, retired with her last day being on Friday, April 4<sup>th</sup>. The Township has hired Bridgette through staffing agency Robert Half to cover this position while the Township posts the vacant administrative assistant position and conducts the interview process.

### **1100 Pettis Avenue Closing Complete:**

The Township closed on this property a few weeks ago. The Township received this property as part of a settlement with the Pettis Trust, which covered outstanding legal fees owed to the Township. The Township does not have any plans for the property at this time.

### **Unexpected Fall Leaf Pickup Cost Increase:**

The Township annually contracts with Republic for fall leaf pickup in a portion of the Township south of E. Fulton St. This year, the Township received a bill from Republic for \$12,102.00, which is nearly four times more than in previous years (2023 - \$3,248.50, 2022 - \$2,780.00). The 2024 bill is on the 4/14 warrant report for review and approval.

The BFG Director followed up with Republic, and following their review, it was determined that Republic had not been billing the Township correctly for work being completed. The bill for 2024 is what the Township can expect to incur moving forward if it continues to provide this service. Staff will review this further to better document the number of households impacted and the cost of services before determining if any changes could be made.

### **Community Policing Staff Update:**

Community Policing Officer Deputy Kate Chase-Ophoff has announced her departure from the Kent County Sheriff's Office. Her last day with the County will be April 13<sup>th</sup>. Deputy Chase-Ophoff served as our second community policing officer and is part of the East Precinct, which includes Ada Township, Grand Rapids Township, and Cascade Township.

The Kent County Sheriff's Office will post this position and then coordinate potential interviews with representatives from the East Precinct Communities.

**MEDC Rap 2.0 Grant Reimbursement Milestone #1:**

The MEDC RAP 2.0 grant for the Thornapple River Pedestrian Bridge had a milestone #1 submission deadline of April 1, 2025. The grant is set up for two reimbursements: one in 2025 and another in 2026.

I have submitted our engineering bills to date for the Thornapple River Pedestrian Bridge, totaling \$84,440.36. The grant would reimburse the Township for 50% of this eligible expense. I anticipate receiving \$42,220.18 for this first submission.

**Ada Business Association Annual Township Update:**

On Thursday, March 20<sup>th</sup>, the Ada Business Association held its monthly meeting, focusing on an update on the future of Ada Township. The presenters were Planning Director John Said, DDA Director Kevin Austin, Parks & Recreation Director Wesley Deason, and me. Our presentation was well received by the audience, and we received lots of positive feedback following it.



**Connecting Community Campaign Update:**

Staff met on-site with Progressive AE and members of the United Veterans Council of Kent County to discuss the design of the veterans' memorial on the north side of the new Covered Bridge Park. Following the on-site meeting, the team moved to the Amy Van Andel Library to review renderings and options to provide feedback. Overall, the meeting was successful, and it was very helpful to work with Veterans on the design elements to ensure the Township creates a wonderful space that properly honors Veterans.

Progressive AE continues to work towards finalizing the design plans, which will be presented to the Township Board for consideration once they are finalized.

**Fire Fighter Interviews Update:**

Chief Murray and I interviewed several highly qualified candidates for the department's vacant 24/7 shift a few weeks ago. Following the interviews, the Township had two candidates it wanted to hire for the position, with only one opening. Chief Murray and I revisited the Deputy Chief position vacated in

early 2024 by Deputy Chief Langeland. During this time, we discussed internal candidates, but the preference was to have the Deputy Chief work an 8-5 schedule to ensure they were working with each of the 24-hour shift firefighters. Without a clear solution, Chief Murray and I decided to pause and wait until later to fill the position.

Following the candidates' interviews, Chief Murray and I re-engaged in the conversation regarding the Deputy Chief position. We met with Lieutenant Dewey to discuss the position, and he has agreed to move to the 8-5 shift and serve as the Deputy Chief. This will allow the Township to offer two of the candidates full-time positions as 24-hour shift firefighters.

The Township is fortunate to have the opportunity to have Lieutenant Dewey serve as the Deputy Chief and hire two excellent candidates to serve the community. The candidates' names will be released once they formally accept their offers.

### **Revize Website Update:**

The sitemap has been approved and submitted to Revize staff. The next step is migrating the current website to the new one with the new sitemap plan. This will take a few weeks and then the Township will work with Revize to train staff on the new website system.

### **Spongy Moth Update:**

The next step is to mail letters to impacted property owners, letting them know their property is in the potential spray area – this will take place in the next week.

The Township website has been updated to share what has happened and what will happen regarding the spray services moving forward.

### **3 Mile Road Paving Update:**

Jerry Byrne, KCRC, updated me that KCRC staff is working on a guidance document for paving sections of non-paved roads that would not be funded with the KCRC cost-sharing program. He indicated he hopes to have something later this week, and I can provide an update to the board once staff has had an opportunity to review it.

### **Wayfinding Signage Update:**

Metro Signs has been busy working on the fabrication and installation of the wayfinding signs. To date, they have installed the following signs:

- 13 post mount 6” trailblazer signs
- 54 bridge marker signs
- 25 post mount 9” trailblazer signs (12 left to install)

They are waiting on ImageLoc to finish signs before they can install the post-mount guide maps, but they have installed four posts in anticipation of the signage being completed. BFG staff will be meeting with their staff in the upcoming week to review locations of the Kiosks to be placed throughout the system.

Overall, they anticipate installing all signage by the end of May. A few of the signs installed are shown below.



**American Rescue Plan Act (ARPA) Funding Update:**

The U.S. Department of the Treasury issued an alert to all recipients of Coronavirus State and Local Fiscal Recovery Funds (SLFRF)—also called American Rescue Plan Act or ARPA—awards that it will be vigorously monitoring recipients’ methods of obligating funds by the Dec. 31, 2024, deadline. For non-entitlement unit (NEU) townships (all but Michigan's eight largest townships) including Ada Township, the next report must be submitted to Treasury between April 1 and April 30, 2025, covering obligations through the Dec. 31, 2024, deadline.

U.S. Treasury plans to conduct enhanced compliance checks on the obligation data to ensure funds are used in accordance with program requirements, and to recoup funds obligated or expended impermissibly and recapture funds that were not obligated by the deadline. For local units that did not fully obligate their funds by the deadline, you will receive “Financial Instructions to Return Unobligated Funds” based on the latest data available to Treasury. The instructions will:

- Inform the recipient how much it owes, based on its most recently submitted report.
- Provide a date by which funds must be repaid.
- Require recipients to use Pay.gov to process the repayments.

If recipients do not repay amounts owed by the specified date, U.S. Treasury will establish a debt and follow standard debt collection policy and procedures in coordination with the federal Bureau of the Fiscal Service. Interest and penalties will accrue once the debt is established.

I do not anticipate this impacting Ada Township, but I want to make the board aware of it.

## **Committee Updates:**

- Building, Grounds, Utility Committee:
  - Full Utility Rate Study – A committee meeting met on March 28, 2025 and reviewed the following:
    - Draft Utility Rate Study Framework from Municipal Analytics
      - The next step is to provide a list of sample accounts and determine how the potential rate structure impacts each account and then review with the committee
    - Request from Chief Murray for Garage Door Replacements at Stations #1 & #2
      - This was reviewed, and the BGU asked for a minor change to the quotes, which the BGU will review before a recommendation is made to the Township Board
    - Request from Friends of the Amy Van Andel Library for a mural sign to be located in the library
      - The BGU Committee declined the mural sign and instead was comfortable with the original signage that was approved which is intended to be informational in nature and match the current signage theme of the Amy Van Andel Library
    - Review Hall Street Forcemain & Lift Station Bid and discuss next steps
      - The committee reviewed and provided a recommendation to be considered at the 4/14 meeting.
  - Public Safety Committee: No meeting is scheduled currently
- Trail Committee:
  - I am working on scheduling a meeting for late April to review the remaining bond projects, discuss trail amenities (trash cans & benches), and discuss future projects to be considered for new construction.
- Personnel Committee: No meeting is scheduled currently

# Memo

To: Julius Suchy, Township Manager  
 From: Stephanie Boerman, Assessor *SKB*  
 Date: April 1, 2025  
 Re: Assessing Department Update

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Comments: The 2025 March Board of Review appeals sessions were conducted on Monday March 10, 2025 from 9:00 am to 4:00 pm and Wednesday March 12, 2025 from 1:00 pm to 9:00 pm

The Board of Review heard 12 Assessment Appeal Petitions.

The 2025 March Board of Review adjourned all 2025 Assessment/Taxable Value and Classification appeals at 9:00 pm on Wednesday March 12, 2025.

Attached is the 2025 L-4037 Certification of Values by Class for the Ad Valorem and Special Act Roll.

We are in the process of beginning our 20% review of the residential class. Below is a list of the neighborhoods that will be reviewed for 2025:

4064 – Royal Oak/Thorn/Buttrick	4070- Ada Moorings
4072 – Ada Meadow	4170 – FHS (Med Density)
4189 – Old Rhodes	4250 – Higher End Homes
4340 – Country Homes	




Below is an update on our active MTT cases:

- Old National Bank – Valuation Appeal. (2022 & 2023) Appeal Tax years have been combined and will be heard together. Appraisals have been completed on this parcel by both parties. Waiting for the hearing date to be set.

Thanks

## State Tax Commission Assessment Roll Certification (Board of Review)

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1993, MCL 211.30. Attach original copy to the assessment roll.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION			
Assessing Officer Name <b>STEPHANIE BOERMAN</b>	Certification Number <b>R-9209</b>	Certification Level (MCAO, MAAO, MMAO) MAAO - Michigan Advanced Assessing Officer	Tax Year <b>2025</b>
Local Unit of Government Name <b>ADA TOWNSHIP</b>	City or Township <b>ADA TOWNSHIP</b>	County Name <b>KENT</b>	
PART 2: POST-BOARD OF REVIEW ASSESSED VALUES, CAPPED VALUES AND TENTATIVE TAXABLE VALUES - AD VALOREM SPEC			
Property Class	Assessed Values	Capped Values	Tentative Taxable Value
Real Agriculture	18,776,300	10,567,554	10,846,704
Real Commercial	180,018,200	133,325,818	134,484,601
Real Industrial	187,783,200	145,284,567	145,284,567
Real Residential	1,713,242,800	1,173,847,543	1,191,941,254
Real Timber Cutover	0	0	0
Real Developmental	0	0	0
<b>TOTAL REAL PROPERTY</b>	<b>2,099,820,500</b>	<b>1,463,025,482</b>	<b>1,482,557,126</b>
<b>TOTAL PERSONAL PROPERTY</b>	<b>43,695,900</b>	<b>43,695,900</b>	<b>43,695,900</b>
<b>TOTAL REAL &amp; PERSONAL PROPERTY</b>	<b>2,143,516,400</b>	<b>1,506,721,382</b>	<b>1,526,253,026</b>
PART 3: BOARD OF REVIEW CERTIFICATION			
<p>We hereby certify that the information contained within this Board of Review Assessment Roll Certification is true and accurate to the best of my knowledge, information and belief that the Ad Valorem and Special Act assessed, capped and tentative taxable valuations contained within this Board of Review Certification compose the aggregate assessed valuations of taxable property for the above mentioned local unit of government following the conclusion of the Board of Review.</p>			
Chairperson of the Board of Review Signature	Date		
	03-12-25		
Board of Review Member Signature	Date		
	3/12/25		
Board of Review Member Signature	Date		
	3-12-25		
Board of Review Member Signature (if necessary)	Date		
Board of Review Member Signature (if necessary)	Date		
Board of Review Member Signature (if necessary)	Date		





## **Buildings, Facilities, and Grounds Report for April 14th, 2025**

**Submitted by Dennis Brinks BFG Director**

### **Buildings / Facilities**

I am currently working with Kristen Wildes and the Historical Center to identify the best solution for managing temperature and humidity levels, particularly in the storage areas on the first and second floors. Proper environmental controls are essential for preserving documents, furniture, clothing, and other historical artifacts, as excessive dryness can lead to cracking while excess moisture may cause mold growth. To address this, I will coordinate with the original installer and Hurst Mechanical to assess the current conditions and recommend solutions to stabilize both temperature and humidity levels.

At the library, ongoing collaboration with Hurst Mechanical continues for preventative maintenance (PM). Recently, water samples were taken from the Variable Air Volume (VAV) units, which regulate heating and cooling in the rooms and hallways, to check for rust, metal, or debris in the plumbing. Once the report is received, it will determine if a magnetic filter is needed in the boiler lines. Additionally, Hurst has replumbed some drain pipes in the boiler room as the first step in addressing a leak affecting the server room. Further updates will follow as the work progresses.

Additionally, we have contracted with Dursko Electric to troubleshoot the Silo lighting. While exterior lights were successfully restored, interior fixtures suffered significant deterioration due to high moisture and condensation levels during the prolonged closure of the facility since 2020. I am working with Director Deason to determine the best solution for installing new vapor-proof lighting inside the Silo.

We have also interviewed 3 candidates for the Permanent Part Time Position for the BFG.

### **Parks**

Coordination with Parks and Recreation Director Deason is ongoing to prepare for the reopening of the Ada Park Shelter. Several improvements have been made, including replacing the doors and installing automatic locking devices similar to those at Roselle and Leonard Parks. Additionally, an exhaust system has been installed to address restroom odors and prevent condensation. Ben Thomet will be diamond grinding the floors and applying a new epoxy coating, while the BFG team will install upgraded lighting in the restrooms and under the shelter. Lastly, a fresh coat of paint will be applied to the cement block walls and partitions. These much-needed upgrades will significantly enhance the facility, and I encourage everyone to visit once the work is complete.

In preparation for the season, I secured a cost-effective solution for replenishing sand at Ada Park's sand pit and volleyball court. While other vendors quoted over \$700, I was able to arrange for 16 yards of sand to be delivered for \$350.

Additionally, I am working with Director Deason on a mulching project for the flower beds and trees throughout the parks. This initiative may involve a joint effort, with contracted services handling Legacy Park while BFG staff manages all other locations.

## **Streetscapes**

Collaboration with DDA Director Austin continues regarding the Tree Risk Assessment for approximately 300 trees within the downtown right-of-way. A preliminary report has identified multiple mature trees requiring professional attention, including trimming dead material, raising canopies, and, in at least one instance, removal. Director Austin or I will share the final report once it is completed.

We are also working on plans for replacing irrigation infrastructure along Ada Drive. Director Austin and I recently met with a consultant to evaluate not only the immediate area requiring replacement but also other sections needing attention.

To support streetscape maintenance and beautification, BFG staff will be focusing on debris removal within the DDA district. Additionally, we have purchased a walk-behind vacuum to assist with this process, with the cost shared equally between the DDA, Parks, and Trails departments.

## **Trails**

Routine trail maintenance continues, with standard upkeep remaining steady as we transition into the spring season. In the coming months, an informal inspection will be conducted to evaluate the condition of boardwalks, including structural integrity (cracked wood, misaligned components, missing fasteners), approach vaulting, fencing, and other relevant aspects. While some municipalities only address these issues when failures occur, we are implementing a proactive maintenance strategy to ensure the long-term sustainability of Ada Township's trails.

Several trees recently fell across the trail system, and the BFG team was able to clear them all by the following day. While no photos are included in this report, I will request a short video be played for the board to highlight BFG's capabilities in handling tree removals along the trails.

## **Cemeteries**

BFG continues to support the Clerk's Office with cemetery-related operations and maintenance as needed. The recent storm caused damage to several trees in Findley Cemetery, and the BFG team will address these issues in the coming days.



TOWNSHIP

**MEMORANDUM**

**04/14/2025**

**TO:** Julius Suchy, Township Manager  
**FROM:** Jo DeMarco, Clerk  
**RE:** Clerk Department Update – April 14, 2025 Board Meeting

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**Department Update:** The Clerk's office has completed the following:

- New Township fees have been posted to our website
- Columbarium blueprint has been designed; final approval is expected within the next few weeks.
- Revisions to Cemetery Ordinance have been completed by Cemetery Committee; resubmitted and approved by legal for final submission to the board at our April 28, 2025 meeting.
- State required Logic & Accuracy Testing for May 6, 2025 election has been performed and approved by Election Commission. Election Commission met for final approval on all Michigan state election requirements.
- Election prep is ongoing.



## **Director Report for April 14, 2025**

### **Submitted by DDA Director Kevin Austin**

#### **Events:**

##### **4<sup>th</sup> of July Committee:**

Parks Director Wesley Deason convened our second 4<sup>th</sup> of July 2025 committee meeting. Director Deason, Rec Program Coordinator Ethan Engel, and I presented preliminary marketing materials to the committee which are being finalized so that they can be incorporated into the Summer Issue of the Ada View. I have confirmed with Ada Vista and Ada CRC that the township is permitted to utilize their parking lot as a parade staging area, similar to the way it was used last year. I am currently surveying the restaurants to establish the operating hours on July 4<sup>th</sup> so that the committee can focus food provision on our restaurants and no other offerings that may deter people from patronizing our restaurants. The committee will convene again this month to further solidify staffing needs and other details.

##### **Beers at the Bridge (BATB) Summer Concerts 2025: 6/20 and 8/15**

On March 10, 2025, the DDA voted in favor of eliminating the July BATB concert date. Following this modification, I have contacted previous vendors that have supplied quotes and asked them to revise if the date elimination has an effect the previous value. I have developed a preliminary operational budget which utilizes current quotes and also some values from last year, which details a roughly \$33,000 per event expenditure. Seyferth Marketing has proposed to provide marketing, media relations, and design services with a specific acknowledgment of the 10-year anniversary of the event. The Kari Lynch Band has signed the contract for June 20<sup>th</sup> and is confirmed to return. I have begun to reallocate the operational budget in a way that enhances the two remaining dates. I am still in the process of evaluating bands for our August 15<sup>th</sup> date. We will continue to work with the committee, including new committee members Discover Ada and the ABA, to evaluate options to better integrate our businesses and vendors into the event. I will be finalizing Sponsor Packets and contacting all previous sponsors with the updated packet in the first few weeks of April. The operational shift to two dates will require adjustments within the budget and standard operations, however, the DDA does have a BATB Fund balance to cover any shortfalls caused by the modification to our standard operating procedure.

## **Upcoming Events:**

Ribbon Cutting: The Lark Wine Bar

- April 15<sup>th</sup> at 4pm
- 9415 River St

Women's Night Out

- April 24<sup>th</sup> 6pm – 9pm
- Discover Ada

ABA Lunch and Learn | April 17 | 11:30-1:00 p.m.

- Amway World Headquarters
- 7575 Fulton St E, Ada, MI 49301

## **Farmers Market**

Farmers Market Manager Raquel Valverde and I continue to meet weekly to discuss updates on pre-season preparations and goals. Raquel continues to compile return vendor applications and reach out to potential new vendors for the upcoming season. As the number of confirmed vendors has begun to rise, she has begun to create a tentative layout for the Market. Raquel has also developed a posting for a Farmers Market Communication Intern to assist her within the active season of the summer. Tentative Start Date for an intern is May 1, 2025. We look forward to hearing a response to our SNAP application from USDA within the next two weeks or so. The Construction Manager for Ada Family Dental, Ryan Poulson, attended our March AFM Committee meeting, and we discussed the tentative layout with market operations and construction.

## **Streetscape Fixture Update**

I have conducted a current assessment of the locations of all bench and trash receptacles within the downtown district and displayed them on a current aerial. This display will help to identify potential areas of need which will be presented to the DDA Board prior to any purchase. I have acquired the vendor of the township's previous benches so that we may match the model to existing benches. The DDA has expressed wanting to add recycling receptacles to our inventory which would require finding a provider which offers attractive options. I am currently compiling options for this. I have spoken with BFG Director Dennis Brinks about the process of installation to properly forecast the labor required for this project. I intend to present potential locations for fixture location and type at the April 21 DDA Meeting.

## **Strategic Planning:**

The DDA Board will meet this month for the third Strategic Planning Session to confirm the objectives and goals amended in the first two sessions of the Strategic Planning Process completed in January and February. Travis Alden, formerly of The Right Place, has supplied me with the revised Draft for our updated Key Objectives. The approved Goals and Objectives will help guide DDA decision-making in the coming years.

### **Support Local Campaign:**

Ada Business Association, Discover Ada, and the DDA, hosted a business roundtable on Wednesday March 26<sup>th</sup> at Skin Co Lab. The purpose of this roundtable was to gather constructive feedback from the business community on how a successful Support Local Campaign would be structured. We had a great discussion with business representatives about how they are best marketed and what they feel truly benefits their exposure and patronage. They informed us that social media will play a major role in improving visibility and word of mouth and that the coordinated interconnections between associations and other businesses have the ability to positively impact them. Also, they said that they would like to have instruction given to them on how to implement the campaign and that they would like to share their story via dedicated interviews. ABA, Discover, and I will now begin to craft the next phase of the campaign with the intent to narrow down branding and get a preliminary item within the ADA View Summer Issue to gauge awareness and readership. We intend on launching within the Mid-Summer, but a more detailed timeline will be constructed this month.

### **Ada Social District**

Additional signage to denote the most recent changes via the latest resolution on the Social District has been acquired and will be installed asap to reduce confusion on operational timeframes for the Social District. I have begun to update all online materials to reflect this change and display the most up to date participants.



## Ada Township Fire Department



March 2025  
Activity Report

Type	March	YTD
Medical	32	95
Vehicle accident	6	21
Structure fire Ada	1	2
Auto aid	12	22
Grass/ illegal burn	2	2
Fire alarm	7	24
Service call/ assist	3	4
Good intent / odor/gas	3	5
Hazardous condition/ CO	1	4
Other calls / wires	5	7
Vehicle fire	0	0
Total	72	186

Year	Month/March	YTD
2025	72	186
2024	42	109
2015	47	92

Auto aid	Received	Received	Given	Given
Department	March	YTD	March	YTD
Alto				
Cannon	1	2		1
Cascade	1	1	3	6
GR Twp			1	2
Grattan			1	1
Lowell			4	10
Plainfield			2	3
Total	2	3	11	23



#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
3-2	116	5530 Michigan	Fire alarm	Canceled	3	2:25	1	
3-2	117	9071 Bailey	Med 1	Medical	3	3:16	2	
3-2	118	835 Maple Hill	Med 2	Medical	4	11:27	2	
3-2	119	5530 Michigan	Fire alarm	Canceled	4	12:00	1	
3-2	120	939 Bridgewalk Ct.	Med 0	Medical	2	20:47	5	
3-3	121	637 Altadale	Med 2	Medical	1	9:15	2	
3-3	122	Thornapple & Fase Street	Roadway clean up	Glass truck debris	1	10:54	1	
3-3	123	7215 Headley	Med 1	Medical	1		3	
3-3	124	823 High Street	Structure fire	Electrical	1	14:22	3	To Lowell
3-3	125	6990 Two mile	Structure fire	Shed fire	2	19:01	14	From Cannon
3-4	126	834 Maple Hill	Med 1	Medical	1	8:36	5	
3-4	127	2401 Pettis	Vehicle accident	iPhone alert false	2	18:29	5	
3-4	128	Fulton & Headley	Vehicle accident	Two cars	2	18:50	3	
3-5	129	7128 Fulton	Med 1	Medical	1	8:34	2	
3-5	130	245 Greentree	Med 3	Lift assist	1	9:33	2	
3-6	131	5967 Knapp	Vehicle accident	iPhone actual crash	3	7:24	5	
3-6	132	1551 Honeycreek	Fire alarm	Canceled	1	14:34	2	
3-7	133	5649 Treebrook Ct.	Med 3	Lift assist	3	5:45	4	
3-7	134	2200 Pettis	Med 1	Medical	1	13:12	3	
3-7	135	1806 Elanor	Structure fire	Canceled	1	15:41	6	To Lowell
3-7	136	9220 28 <sup>th</sup> Street	Structure fire	Canceled	2	19:31	5	To Cascade
3-7	137	Dispatch error						
3-8	138	7128 Fulton	Med 1	Medical				
3-9	139	3819 Standish	Structure fire	Canceled	2	18:56	3	To Plainfield
3-10	140	123 Grand River	Vehicle accident	Car into house	3	6:21	2	
3-10	141	1551 Honeycreek	Fire alarm	False	1	8:23	1	
3-10	142	1855 Winterbrook	Grass fire	Out on arrival	2	16:20	5	
3-10	143	3801 Oak Tree	Structure fire	three season porch	2	18:31	5	To Cascade
3-10	144	6869 Adaridge	Odor investigation	Skunk	2	21:18	3	

3-11	145	400 Altadale	Med 2	Medical	1	10:25	3	
3-11	146	2400 Honeycreek	Med 1	Medical	2	19:17	2	
3-12	147	6343 Redington	Med 2	Medical	3	1:39	2	
3-13	148	10384 Kehoe	Structure fire	Barn	3	3:30	2	To Grattan
3-13	149	835 Maple Hill	Med 1	Medical	1	15:15	2	
3-13	150	203 N. Center	Structure fire	Stove – canceled	2	18:36	4	To Lowell
3-13	151	515 Sanctuary Ct.	Med 2	Medical	2	19:56	3	
3-13	152	11376 Denise	Structure fire	Front of house	2	23:36	4	To Lowell
3-14	153	7333 Knapp	Smoke investigation	Odor fire	3	7:28	5	
3-14	154	6477 Ada Drive	Med 1	Medical	1	9:24	3	
3-14	155	6477 Ada Drive	Med 1	Medical	1	10:54	2	
3-15	156	6652 Rix	Med 1	Medical	2	19:30	3	
3-15	157	520 Abbey Mill	Med 3	Medical	3	5:09	3	
3-15	158	600 Dogwood	Fire alarm	Canceled	4	11:23	1	
3-15	159	901 Cramton	CO alarm	Loss of power	2	19:34	2	
3-16	160	3368 Tamarack Ct.	Structure fire	Dryer	4	11:40	8	To Plainfield
3-17	161	3434 Pettis	Fire alarm	False	2	18:09	3	
3-18	162	6532 Scarborough	Med 1	Medical	3	6:34	4	
3-18	163	6404 Winter Run	Med 1	Medical	2	17:42	3	
3-18	164	8988 Bailey	Odor investigation		2	22:57	1	
3-19	165	4807 Aylesworth	Med 2	Medical	3	2:49	3	
3-19	166	10869 Woodbushe	Structure fire	Canceled	2	17:10	3	
3-24	167	385 Greentree	Med 1	Medical	2	16:41	5	
3-24	168	8999 Vergennes	Med 1	Medical	2	21:07	4	
3-25	169	7575 Fulton	Med 1	Medical	3	1:56	1	
3-25	170	5274 Knoll Pond	Med 1	Medical	3	3:16	2	
3-25	171	Cascade & Spaulding	Vehicle accident	Property damage	1	12:33	7	
3-26	172	1780 Grand River	Grass fire	Small	2	17:45	5	
3-27	173	7423 River Street	Fire alarm	Testing	1	8:10	1	
3-28	174	3355 Eagle Park	Structure fire	Smoke in building	1	10:43	4	To Gr Twp.

<b>Date</b>	<b>#</b>	<b>Location</b>	<b>Description</b>	<b>Detail</b>	<b>Shift</b>	<b>Time</b>	<b># FF</b>	<b>Assist</b>
3-29	175	7400 Four Mile	Med 2	Medical	4	8:30	6	
3-29	176	578 Ada Drive	Med 0	Medical	4	13:36	6	
3-30	177	5765 Stoney Brook Ct.	Med 2	Medical	4	12:45	6	
3-30	178	500 Pineland	Med 1	Tree on car	2	17:58	4	
3-30	179	Two Mile & Pettis	Tree down	Storm related	2	18:37	1	
3-30	180	Forest Glen & Wildwood	Tree down	Storm related	2	18:38	4	
3-30	181	8925 Bennett	Vehicle accident	Car vs. tree	2	19:10	1	
3-30	182	7563 Knapp	Wires down	Storm related	2	19:38	5	
3-30	183	849 Pine Valley	Wires down	Storm related	2	19:11	5	
3-30	184	6895 Conservation	Wires down	Storm related	2	19:52	5	
3-30	185	6653 Adaridge	Med 1	Medical	2	20:07	5	
3-30	186	2790 Gand River	Wires down	Storm related	2	20:28	5	
3-31	187	1188 Dogwood Meadow	Structure fire	Candles	3	6:23	4	To Cascade
3-31	188	9550 Downes	Wires down	Storm related	1	8:50	4	

## **Fire Training**

This month's training turned into a hands-on fire training. Shortly after our evening began the alarm sounded for a structure fire on Two Mile Road. The out building was away from the home and fully involved. The owners were boiling their maple syrup which caught a nearby wood pile on fire. With no chance of the spreading, we took the opportunity to have our newer members on the front lines operating the hose while others helped with overhaul.

## **Medical Training**

Our in-house continuing education credits covered the topic of Patient Assessment. Our instructor Buzz Goodblood has been in the emergency medical field for decades and brings plenty of experience and stories. Patient assessment is performed on every medical or vehicle accident we respond to. The more our team trains the better we become with this skill.

## **On the Cover**

Fire Station Two was built in the 1970's as a block building with a flat roof, two apparatus bays and a small training room. In 1993 the building received a facelift which included vinyl siding, a pitched roof and two additional apparatus bays. Ten years ago, we updated the exterior appearance with a red and white color theme changing the look of the building. A new roof was installed last week, replacing the 32-year-old shingles. The next update we are proposing is the replacement of the original garage doors with more modern glass doors which will enhance the appearance while providing natural light to the apparatus bays.

# Executive Director Report

## Ada History Center – Kristen Wildes

March 2025

### Week of March 3

- Display - put into use the 4 cotton covers Marilyn T. made for our clothing collection. Made a few tweaks on the new exhibit. Created a new exhibit for our case at the library. We renew the case quarterly.
- Collections - delivered surplus phonograph cylinders to Ionia and Sunfield Historical Societies. Worked with Gary S. on tech for collections. Worked with Karey on new accessions. Processed collections backlog. Brought in an Ada witch related donation to the collections.
- Admin - working with Marie on lectures. Met with Plainfield Hist Soc to provide a tutorial on PastPerfect management software. Met with fundraising committee. Processed a couple donations and a new membership. Processed our malware protection annual renewal. Prepared and submitted monthly report to Julius. Attended 4 hour remote conference about America's 250th next year. Worked with Liz F. on Ada cemetery tour. Prepared committee reports for next week's board meeting.
- Publicity - wrote and submitted article for April Our Home Ada. Planned out all social media posts for March. Made posts this week about the area before the dam was built and about Fat Tuesday. Working with Gary B. on research for future posts about the Change exhibit.

### Week of March 10

- Display - gave an orientation to new volunteer Mary.
- Collections - met with new volunteer Marcie about doing a full inventory of the collections storage.
- Admin - helped with board packets and attended monthly board meeting. Met with Erin from township about cemetery and AdaView. Worked Tuesday open hours with Karey. Met with Karey about volunteer coordination. Hosted DAR genealogy research evening meeting. Worked extensively on edits and updates to the content of the 10 village historic panels in preparation to contracting with FastSigns for design and fabrication. Communicated with Julius and Dennis about installation and extra panel options. Buildings, Facilities, and Grounds came to inspect a few small issues with our thermostat. Dennis and I are following up on some humidity questions. Don came to share more Lowell Ledger research. Picked up several new volunteer golf shirts from Fandangled. Working with programs/events committee on upcoming scheduling.
- Publicity - worked extensively on Kreigh Collins article requested by Michigan History magazine, had edited, and submitted for consideration. Made social post about 100 years ago with Hattie Fitch. Worked up draft for next AdaView. Working with Keith so slightly revamp the look of our next newsletter. Began piecing together items for next Uniquely Ada. Working with Gary B. about upcoming social media posts for the CHANGE exhibit.

## Week of March 17

- Display - Two private tours were given in off hours.
- Collections - began working with new volunteer Marcie on collections inventory - hooray! Worked with Gary S. on photo collection. Working with Patric on scanning photos.
- Admin - Met with Liz F. on cemetery tour and articles for upcoming publications. Met with new volunteer for collections, Veronica. Working with nominating committee for upcoming elections. Met with group at the library about potential art project. Met with Vintage Baseball committee to plan for the May 10 event. Attended annual roundtable at GVSU offered by the Kutsche Office of Local History. Spoke briefly with Bernie about a couple matters. Meeting today with the township about planning for a veterans memorial. Scheduled Campau Lyon Questers and Robinson Family for their board and annual planning meetings in our meeting room. Working with planning committee on scheduling, including finalizing details for a tour of the Ada dam. Working with local preschool to plan a visit. Went to purchase some fur trade educational supplies from the Kalamazoo Living History Show last Sunday. Working with Aleisha on content for new garden panels.
- Publicity - finalized draft of AdaView for June/July/August and submitted. Created and compiled content for our upcoming Uniquely Ada newsletter. Prepared draft of Month@theMuseum to be sent out with the newsletter. Social media posts made about St. Patty's Day and about the mills that were where the dam is today.

## Week of March 24

- Display - loaned out and delivered 2 large kiosks about Ada history that were from the Ada Hotel opening. Edited and sent draft of content for renewal of the village's interpretive panels to FastSigns to begin design, as part of the current special campaign.
- Collections - worked with Gary on photos, Marcie on collections inventory.
- Admin - met with programs/events committee. Had conversations with Dennis about several facilities matters. Answered three email inquiries about history of a private home, items for sale in the gift shop, and bands for MOL. Sent info about the MACC not offering grants this June and the significant negative impact that has on our volunteer coordination position. Sent our membership an email with information on Historical Society of Michigan's History Hounds lectures for April. Worked with Jeanne on getting the hold off our credit card. Ordered yard signs for Vintage Baseball Game. Working with Wesley on potential project to incorporate interpretive panels in the new covered bridge park. Supplied information to the committee working on design for the veterans memorial. Worked with Barb & Betty Jo on draft for upcoming membership letter. Communicating with committee on potential artwork for the library/community center.
- Publicity - made social media posts about Social Media from 100 years ago and about lighting strike at the depot. With Keith, Marian and Dale, finalized the newsletter, had printed, mailed, emailed, and posted on website. Sent out Month@theMuseum email for April. Working with Gary B. on developing future social posts.



**Parks & Recreation Department  
Director's Report March 30<sup>th</sup>, 2025**

**Submitted By: Director of Parks & Recreation – Wesley Deason**

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

- The next PRLP Advisory Board meeting is scheduled for April 17<sup>th</sup>, 2025 at 8:30am in the Roselle Park Resource Building.
- Board members Josh Hulst & Dan Hurwitz were re-appointed to the PRLP Advisory Board for terms through 3/31/29 by Township Supervisor Tom Korth and the Ada Township Board of Trustees at the March 24<sup>th</sup> meeting.

**Administrative Items:**

- Job postings for two (2) seasonal parks & recreation workers and one (1) recreation intern are currently open for recruitment. We have received some well-qualified applicants and will begin evaluating all candidates after the April 11<sup>th</sup> deadline. Interviews are anticipated to take place in mid-late April.
- The new FY for all Township Departments officially begins Tuesday, April 1<sup>st</sup>.
- Department staff will have the opportunity to attend our next WMPRA regional meeting on April 22<sup>nd</sup> in Wyoming. This quarter's meeting focus area will be related to playground construction, new technology, resources, and funding.
- On March 20<sup>th</sup> Township Manager Suchy, DDA Director Kevin Austin, Planning Director John Said, and I had the pleasure of serving as the keynote presenting guests for the ABA Luncheon to discuss the many projects, plans, and initiatives that are scheduled for the coming years in the Township.
- Publication materials for the Summer AdaView edition are due April 11<sup>th</sup>. I am working with several departments on communication and marketing efforts related to the Township's 4<sup>th</sup> of July Celebration.
- I will be out of the office from April 29<sup>th</sup> – May 1<sup>st</sup> for the Parks & Recreation Summit and on vacation from May 2<sup>nd</sup> – May 5<sup>th</sup>.

**Special Events & Programs:**

- On April 25<sup>th</sup> we will be hosting our second annual ABA Member Pickleball Tournament at Ada Park. This tournament serves as a unique opportunity to bring ABA members and their respective teams together for an afternoon of recreation, camaraderie, and networking.
- A park clean-up day is scheduled for Saturday, April 26<sup>th</sup> at Ada Park. We have coordinated with a large volunteer group who participated with us last year and we look forward to working with them again on a variety of projects as we prepare for a busy park season.



- Summer kickball & soccer league registrations are scheduled to open on April 14<sup>th</sup>.

### **Ongoing Projects:**

- Township staff met with Progressive Companies, Kristen Wildes of the Ada Historical Society, and representatives from a local Veterans organization to discuss design elements for the Veterans Memorial planned for Covered Bridge Park on March 21<sup>st</sup>. A second meeting is scheduled for April 1<sup>st</sup>.
- Significant improvements for the Ada Park seasonal restrooms are currently being made to update and improve our facilities for the community. These improvements include the installation of two new ventilated doors, the installation of ceiling vents and the corresponding duct work, re-finishing of the floors, fresh paint on the interior of the building, and improved lighting. We anticipate this work to be completed by mid-April.
- 8 new park benches were approved for purchase at the March 24<sup>th</sup> Township board meeting. These benches will replace the wooden ones located around the Ada Park playground which are rotting and deteriorating. We will be working with our Buildings, Facilities, and Grounds Department to handle installation.
- The Roselle Park Resource Building is scheduled to have the carpet professionally cleaned on April 8<sup>th</sup>, and the Parks office is scheduled for April 9<sup>th</sup>.
- The Stewardship Committee met on March 25<sup>th</sup> to review a brief update from the Kent Conservation District on our Land Management Plan as well as to discuss best practices for the Township owned conservation easement.







## MEMORANDUM

Date: 03.31.25

**TO:** Julius Suchy, Township Manager  
**FROM:** John D. Said AICP, Director of Planning  
**RE:** Department Activities Summary Report, March 2025

**Planning Commission****March 20 Meeting**

The following actions took place at the March 20 Planning Commission meeting:

- Review and approval of a site plan for a proposed private cemetery/burial area in the RP-1 Zoning District, at 3573 Pettis Ave. NE; applicant Ben Brinks, and property owner Thornapple Pines Real Estate LLC.
- Review and approval of the Planning Commission Annual Report for FY 2024-2025. This report is being provided to the Township Board under separate cover.
- Election of Planning Commission Officers for FY 2025-2026. All three existing officers were reelected, as follows:
  - Rob VanderVennen, Chair
  - Angela Butterfield, Vice-Chair
  - Steve Kluting, Secretary

Staff appreciates the leadership of the Planning Commission officers, as well as the service of all Planning Commissioners.

**Zoning Board of Appeals****March 4 Meeting**

The March 4 Zoning Board of Appeals meeting was cancelled due to a lack of applicants.

**Other Activities/Information****Code Enforcement**

Here is an update concerning the most prominent current/recent code enforcement matters:

- 8460 Conservation Street NE (Kent County Conservation League; KCCL); the Township Attorney continues to review this matter; a hearing will be held May 5 (1:30 pm) at the 63<sup>rd</sup> District Court, regarding the citation issued for activities exceeding Zoning Ordinance allowances.
- 2085 Shady Drive; Township Staff continues to await a court date regarding this matter, which involves an illegal accessory dwelling (in an accessory building) on the property, as there has been no response from the owner nor efforts towards compliance.

- 8831 Bailey Drive; Staff is awaiting the scheduling of a new hearing on this matter (previous hearing January 27, when it was continued for 60 days). The initial violation is/was construction of an accessory building without a permit. Now, Staff has received word that the other accessory structure on the property may be occupied as an accessory dwelling, which is also illegal. We are continuing to coordinate this matter with the Township attorney.

#### Additional Items

The following additional activities and information from January are provided:

- Director coordinating potential West Michigan Planners' Group networking and workshop initiative with Tim Mroz (Senior Vice President, Community Development at The Right Place) and Pete Elam (Staff Planner, Plainfield Township).
- Director participated in website preparation meeting with Township Manager and other department directors, with website revision consultant Revize (March 11).
- Director participated on AdaView newsletter preparation meeting for the summer edition, along with Township Manager and other department directors on March 11.
- Director attended Spring roundtable session with other Kent County municipal officials at The Right Place on March 12.
- Director participated in West Michigan Trails Summit, along with Parks Department Staff, at Roselle Park on March 13.
- Director, along with Township Manager, Parks & Rec. Director, and Downtown Development Authority (DDA) Director, gave a slide show presentation at the March 20 Ada Business Association Lunch & Learn meeting. A copy of the presentation, "Township Talk – Ada's Vision for the Future," is attached. The presentation was very well received by all attendees.
- Director assisted DDA Director in meeting with residents of the RiverPointe neighborhood regarding pedestrian/sidewalk matters, and followed up with DDA Director and Buildings, Facilities, and Grounds (BFG) Director concerning sidewalk maintenance in the RiverPointe area.
- Director met with Parks & Recreation Staff and Stewardship Committee on March 25 to review plans for future monitoring and management of the conservation/open space easement at the Hidden Lakes/Wilden Ridge residential development (3201 Egypt Valley).
- Director met with Township Manager and DDA Director to begin preparation of a revised Request for Proposals (RFP) for the Parking Plan.
- In addition to the meetings/activities noted above, the Director attended the following Township meetings/events:
  - March 10 Township Board meeting
  - March 17 DDA Board meeting
  - March 24 Township Board meeting

**Permit Activity**

Permit summary activity from Cascade Township for March is attached.

As always, please let me know if there are any questions regarding this report.

**ADA TWP CATEGORY REPORT**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$237,098</i>	<i>\$1,670.00</i>	3
<b>DECK</b>	<i>\$19,000</i>	<i>\$175.00</i>	1
<b>Detached Accessory Building</b>	<i>\$46,000</i>	<i>\$613.00</i>	2
<b>Res. Add/Alter/Repair</b>	<i>\$816,000</i>	<i>\$1,638.00</i>	7
<b>Residential - Other</b>	<i>\$30,432</i>	<i>\$140.00</i>	1
<b>Roofing</b>	<i>\$1,032,470</i>	<i>\$1,105.00</i>	13
<b>Sign</b>	<i>\$4,000</i>	<i>\$85.00</i>	1
<b>Swimming Pool</b>	<i>\$54,000</i>	<i>\$175.00</i>	1
<b>Totals</b>	<b><i>\$2,239,000</i></b>	<b><i>\$5,601.00</i></b>	29

**ADA TWP CATEGORY REPORT YTD**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$2,769,166</i>	<i>\$15,940.00</i>	11
<b>Commercial, New Building</b>	<i>\$3,600,000</i>	<i>\$7,080.00</i>	1
<b>DECK</b>	<i>\$166,000</i>	<i>\$700.00</i>	4
<b>DEMOLITION</b>	<i>\$52,450</i>	<i>\$240.00</i>	3
<b>Detached Accessory Building</b>	<i>\$46,000</i>	<i>\$613.00</i>	2
<b>Res. Add/Alter/Repair</b>	<i>\$1,803,000</i>	<i>\$3,598.00</i>	17
<b>Res. Single Family</b>	<i>\$6,540,000</i>	<i>\$7,531.00</i>	4
<b>Residential - Other</b>	<i>\$67,580</i>	<i>\$420.00</i>	3
<b>Roofing</b>	<i>\$1,117,002</i>	<i>\$1,445.00</i>	17
<b>Sign</b>	<i>\$7,500</i>	<i>\$170.00</i>	2
<b>Swimming Pool</b>	<i>\$54,000</i>	<i>\$175.00</i>	1
<b>Totals</b>	<b><i>\$16,222,698</i></b>	<b><i>\$37,912.00</i></b>	65

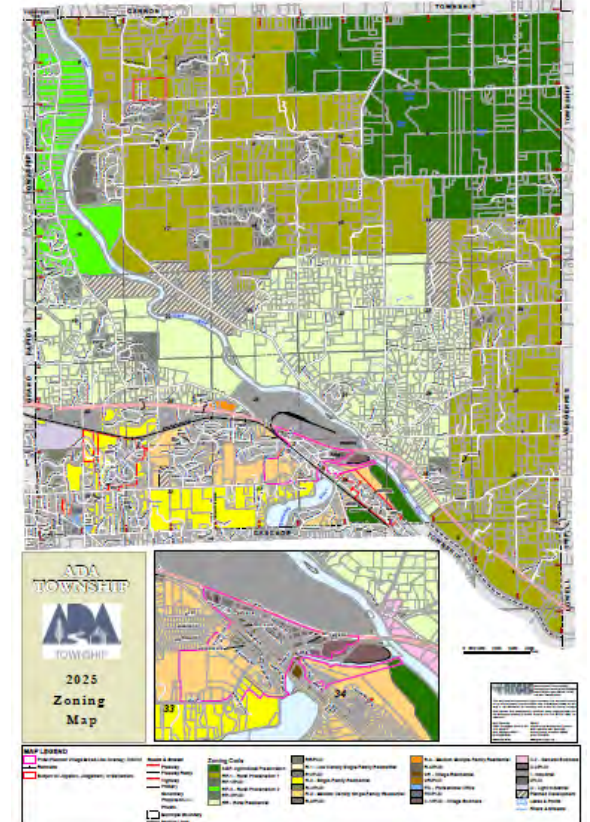
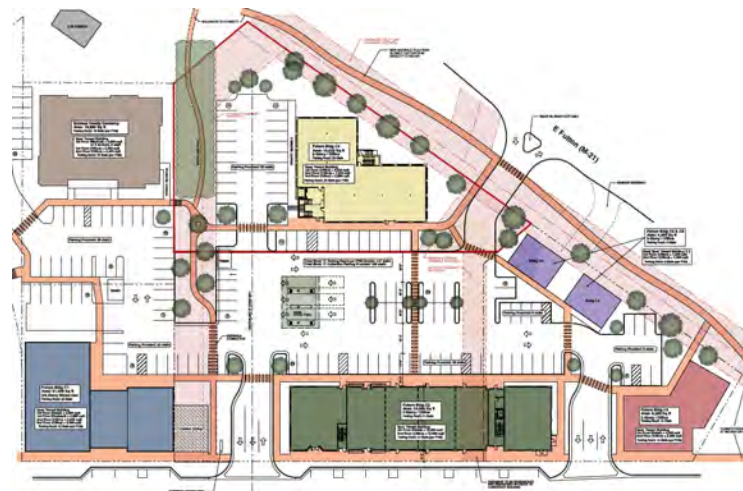
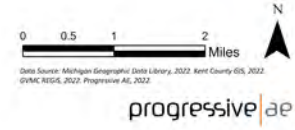
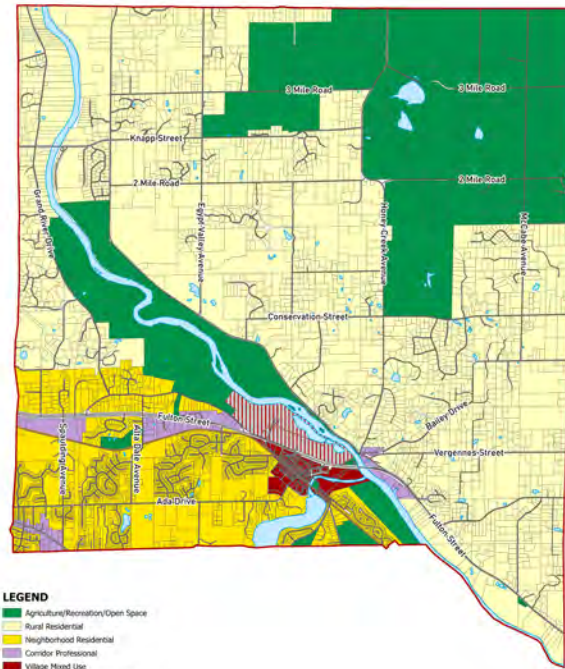


# “Township Talk – Ada’s Vision for the Future”

Kevin Austin, Downtown Development Authority (DDA) Director  
Wesley Deason, Parks & Recreation Director  
John D. Said, Planning Director  
Julius Suchy, Township Manager

# Department of Planning

*The Planning and Zoning Department works to maintain the high-quality living environment that the community values, and ensure that the Township continues to have a mix of successful businesses that provide goods and services for residents, ensures a healthy source of local employment, and enhances a strong and diversified tax base.*



# Where We Were....





# Where We Are.... Expansion!

<u>Year</u>	<u>Number of Permits</u>	<u>Estimated Costs (\$)</u>	<u>Average Project Cost-Per-Permit (\$)</u>
2021	381	60,675,135	159,252
2022	365	76,005,158	208,233
2023	346	90,791,794	262,404
2024	446	130,041,572	291,573

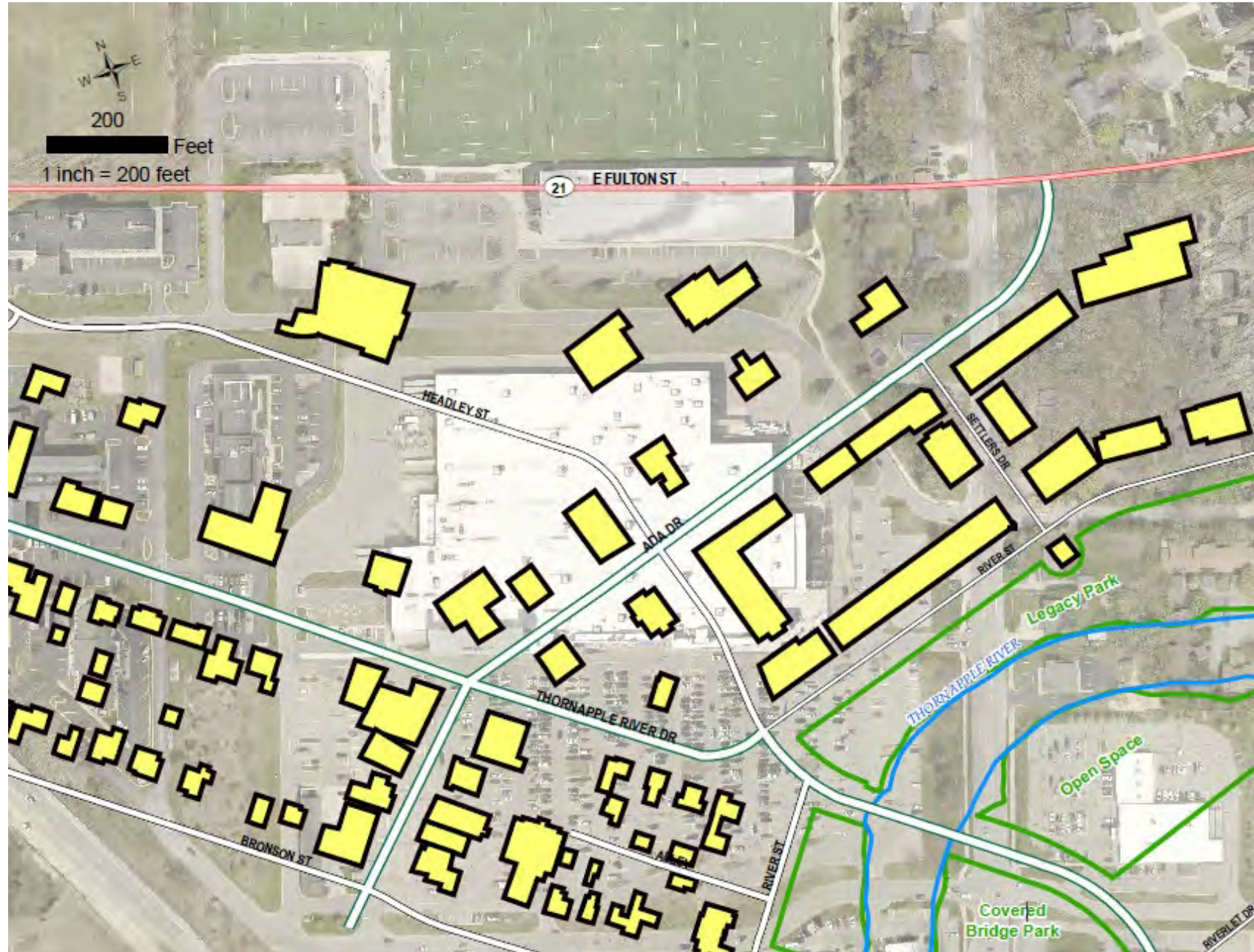
## New Single-Family Residential Home Permits

2021:	30.	Total estimated cost: \$21,803,076.	Average per home: \$726,769.
2022:	28.	Total estimated cost: \$25,776,017.	Average per home: \$920,572.
2023:	24.	Total estimated cost: \$18,397,939.	Average per home: \$766,581.
2024:	39.	Total estimated cost: \$31,011,063.	Average per home: \$795,155.

## From 2023 to 2024...

- A **29% increase** in total number of permits.
- A **43% increase** in overall construction value.
- For new single-family home construction, an **11% increase** in new home value, and a **63% increase** in new home units.

# A Different Perspective on Parking...



A WALKABLE  
Community...



# Where We're Going...Building Community



# Downtown Development Authority

## Mission Statement:

The DDA is an advocate for the vitality of the Ada Downtown Development District through promotion, business collaboration and public improvements.





# DDA Strategic Planning Initiative



IN 2022 THE DDA BOARD ADOPTED STRATEGIC OBJECTIVES TO AID THE GROWING PROSPERITY AND VIBRANCY OF THE DOWNTOWN DISTRICT.



IN RECENT MONTHS, THE DDA HAS ONCE AGAIN CONDUCTED A STRATEGIC PLANNING INITIATIVE TO EVALUATE THE OUTCOMES OF PREVIOUS GOALS AND OBJECTIVES WHILE PLOTTING A PATHWAY FORWARD.

## **#1: Organizational Priorities:**

Enhance communication efforts to key constituencies in the district and clarity on roles and responsibilities.

## **#2: Align and Optimize Promotional Activities:**

Events within the district continue to establish a desirable vibrancy, however, the board should focus on optimizing current activities and aligning efforts with collaborators.

## **#3: District Beautification and Placemaking:**

Continue to invest in public amenities and installations that draw people and businesses to the district and leave lasting impressions on people in our public spaces.

## **#4: Public Investments and Maintenance:**

Continue to forecast infrastructure improvements and allocate funds effectively to ensure every part of the district is maintained to a high standard.

# Maintaining the District

Irrigation along Ada Drive between Bronson and Thornapple is not functional and needs repair. The DDA has included this project within our Capital Improvement Plan for FY25-26.

The DDA has contracted with Bartlett Tree Services to perform a Tree Risk Assessment of trees within the Right-of-Way throughout the village. This provides the DDA with the data to effectively plan maintenance and mitigate risk.



## Promotion of the DDA District

The 2022 Strategic Goals and Objectives instructed the DDA to either lead, support, or collaborate on the different events and promotional opportunities for the district.

The DDA continues to evaluate ways to improve the events/initiatives that we lead, invest in the ones that align with our mission, and collaborate effectively with partners.





**ADA TOWNSHIP**



**PARKS & RECREATION**

# COMING SOON!

## Covered Bridge Park

(South Side Features - 2026)

- **Splash Pad**
- **Playground**
- **Dog Park**
- **Pickleball Courts (2)**
- **Restroom Building**
- **Shaded Structure**
- **Additional Parking**
- **Open Green Space**





# COMING SOON!

## Covered Bridge Park

(North Side Features - 2025)

- **River Overlook**
- **Veteran's Memorial**
- **Additional Parking**
- **Riverbank Restoration**
- **Seating Areas**
- **Open Green Space**
- **Sidewalk Connectivity**

# Community Engagement

## PROGRAMS & SPECIAL EVENTS

- **Softball Leagues**
- **Summer Concert Series**
- **Family Campout**
- **Pickleball Tournaments**
- **Daddy-Daughter Dance**
- **Environmental Education**
- **Fitness Classes**

**Live,  
Work, &  
PLAY!**

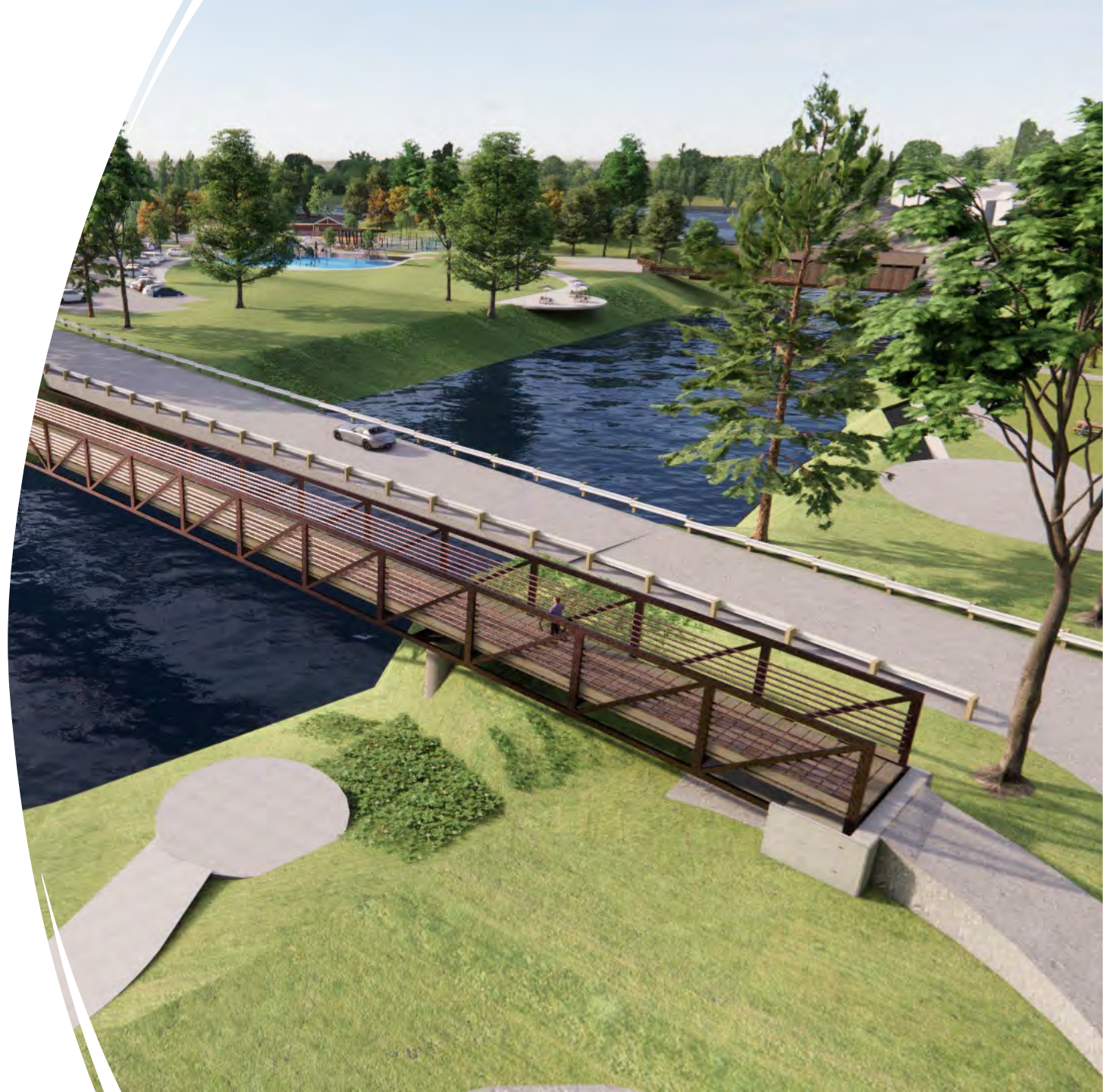
An aerial photograph of a park featuring a wooden pedestrian bridge crossing a stream. The bridge is supported by concrete pillars and has a dark railing. The surrounding area is lush with green grass and various trees, some with yellowing leaves. A paved path is visible on the left side of the stream. The sky is a clear, light blue.

# Pedestrian Bridges, Trails & New Township Hall

# Thornapple River Pedestrian Bridge

---

- Timeline
  - Project Out to Bid – May/June
  - Bids Due – TBD
  - Project Awarded – TBD
  - Project Construction – TBD
- Project Cost
  - \$1,500,000
    - CC Campaign - \$500,000
    - MEDC RAP 2.0 Grant - \$425,000
    - Trails Fund - \$575,000



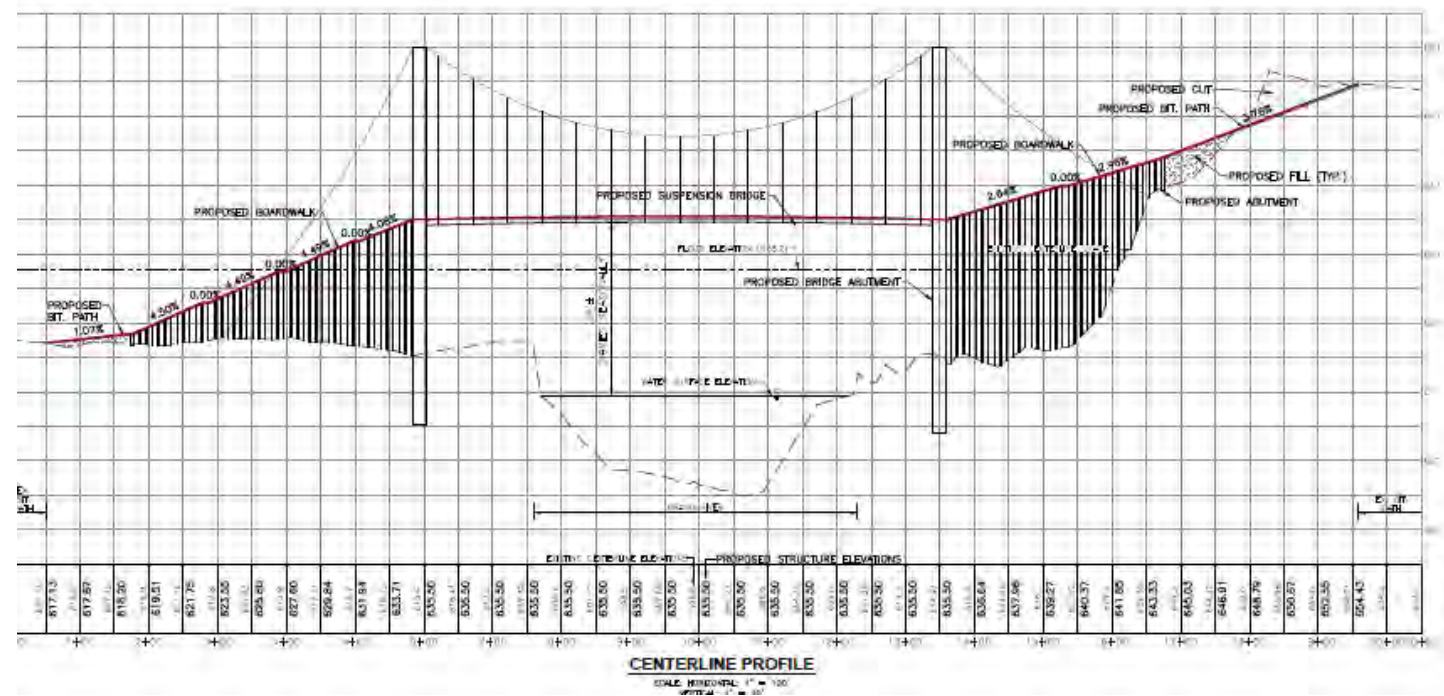
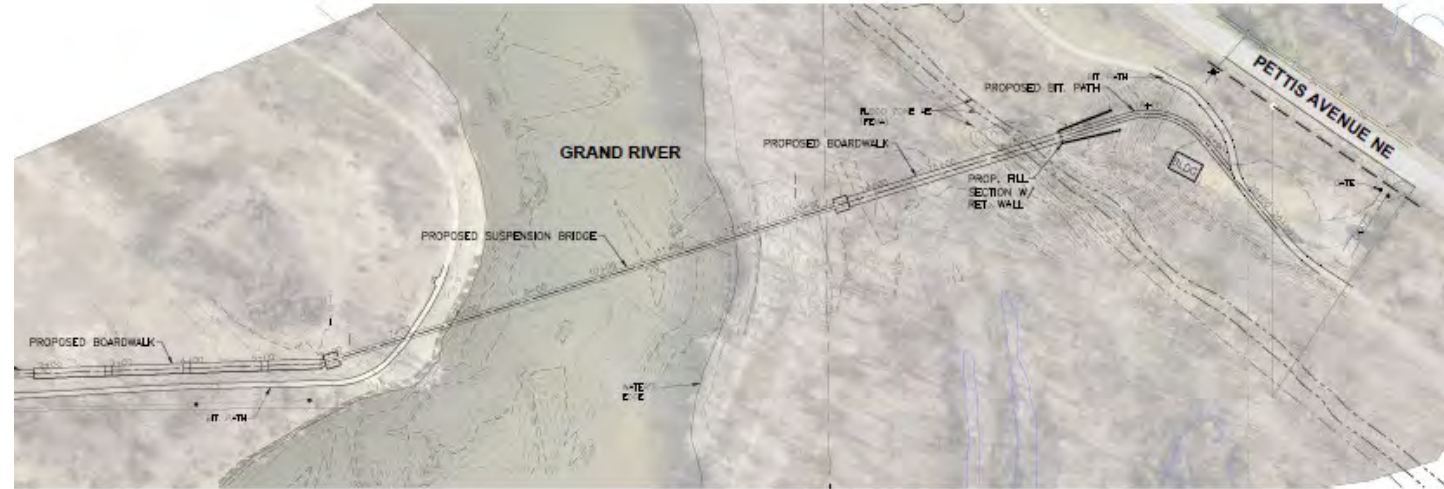


# Knapp Street Pedestrian Bridge

- **Project Cost**
  - **\$7,500,000 (Original Estimate)**
    - Trails Fund - \$4,000,000
    - Grand River Greenways - \$3,500,000
- **Timeline**
  - Out to Bid – May 2025
  - Bids Due – June 2025
  - Construction Complete – Late Summer 2026

# Park to Park Bridge

- Would Connect Roselle Park to Chief Hazy Cloud Park
- Led by Kent County
  - Project will be donor-funded
- Currently in Design Phase
- Project Timeline - TBD







TRAIL ON GRADE LOW  
PHONE LINES TO BE PLACED  
UNDERGROUND



390 PETTIS AVENUE  
EASEMENT REQUIRED



378 PETTIS AVENUE  
CONSTRUCT TRAIL WITH CURB & GUTTER  
ALONG EDGE OF ROAD

DEER RUN  
PROPOSED SURFACE CROSSING  
NEAR DEER RUN

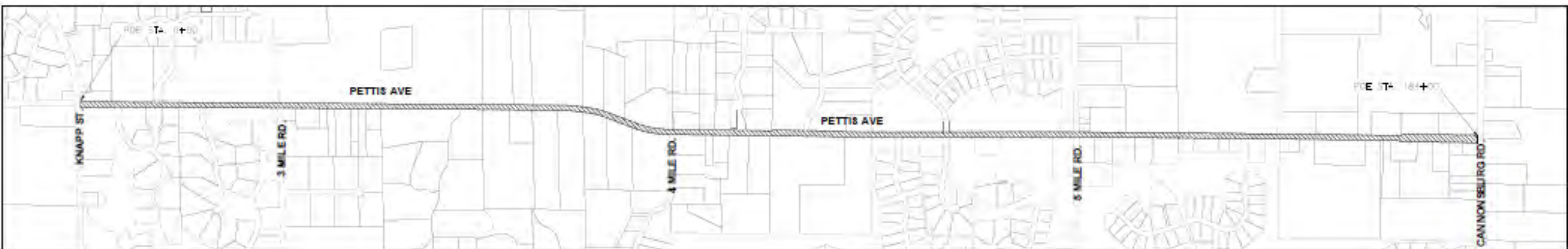


## Pettis Avenue Phase II Trail Segment

- Timeline
  - Project Awarded – February 24, 2025
  - Project Completion – August 30, 2025
- Project Cost
  - \$3,100,000
    - Trails Fund - \$3,100,000

# Pettis Avenue (Knapp St. to Cannonsburg Rd.)

- Project Funded through Grand River Greenways
- Will Connect Trail from Lowell to Grandville
- Currently in Design Engineering
- Project Timeline
  - Design Engineering – Ongoing
  - Bidding – Summer 2025
  - Construction 2025/2026



# New Township Hall

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- Space Needs Study – 2019
- Property Purchase – March 2025
- No Design Work Complete Yet
- Early Timeline -
  - Break Ground – Spring 2026
  - Move In – Summer 2028
- Creating a Township Hall for the next 100 Years





# Thank You!

Kevin Austin, Downtown Development Authority (DDA) Director: [kaustin@adatownshipmi.com](mailto:kaustin@adatownshipmi.com)

Wesley Deason, Parks & Recreation Director: [wdeason@adatownshipmi.com](mailto:wdeason@adatownshipmi.com)

John D. Said, Planning Director: [jsaid@adatownshipmi.com](mailto:jsaid@adatownshipmi.com)

Julius Suchy, Township Manager: [jsuchy@adatownshipmi.com](mailto:jsuchy@adatownshipmi.com)

# ADA FARMERS MARKET

JUNE 3 THRU OCTOBER 28, 2025

AT THE COMMUNITY CHURCH: 7239 THORNAPPLE RIVER DR. SE 49301-8405

ALL TALENTS WELCOME

## BUSKERS WANTED

Are you a musician, dancer or overall entertainer? Share your art with the community!



JOIN US!  
OPEN TUESDAYS  
9AM-1PM



# SUPPORT LOCAL!



DISCOVER A VARIETY OF SEASONAL PRODUCE, HOMEMADE GOODS, AND HANDCRAFTED ITEMS-ALL FROM LOCAL FARMERS AND ARTISANS.

EVERY TUESDAY 09AM-01PM | AT THE COMMUNITY CHURCH 7239 THORNAPPLE RIVER DR. SE 49301-8405 | JUNE 3RD THRU OCTOBER 28TH  
www.adafarmersmarket.com



Earn your bragging rights in the 2nd Annual Ada Business Association Pickleball Tournament!

Friday, April 25  
Ada Park Pickleball Courts  
12 PM-5 PM  
\$50/Team | 4 Game Guarantee  
Registration: Feb. 24 - Apr. 21  
Multiple Divisions Available  
At least one player per team must be from an ABA Member Organization

Ethan Engel  
Recreation Coordinator  
Ada Parks & Recreation  
eengel@adatownshipmi.com  
(616) 920-7852



June 3rd  
Thru  
October 28th



Open  
Tuesdays  
9AM-1PM

AT THE COMMUNITY CHURCH: 7239 THORNAPPLE RIVER DR. SE 49301-8405

## VOLUNTEERS NEEDED

Support local, build community, and gain experience. All while having fun behind the scenes!



www.adafarmersmarket.com

# BEERS AT THE BRIDGE

June 20 | August 15

SPONSORSHIP & MARKETING OPPORTUNITIES



YOU'RE INVITED!

DON'T MISS THE OPPORTUNITY TO SUPPORT THIS GREAT COMMUNITY EVENT BY BECOMING ONE OF OUR SPONSORS!

CONTACT:  
Kevin Austin  
Kaustin@adatownshipmi.com  
616-920-7315



## 2025 ADA TOWNSHIP Summer Concert Series

<b>JUNE 4TH</b> PRIOR NOON  Country	<b>JUNE 11TH</b> KELLY QUINN EXPERIENCE  Blues	<b>JUNE 25TH</b> YACHT ROCKET  Yacht Rock
<b>JULY 9TH</b> BARE NAKED VINYL  Classic Rock	<b>JULY 23RD</b> NATE WALTON & THE REMEDY  Soulful Rock n Roll	<b>JULY 30TH</b> THE FROG KING  Neil Diamond Tribute
<b>AUGUST 6TH</b> SPACE BAR  Jazz		

# BEERS AT THE BRIDGE

SUMMER CONCERT SERIES



JOIN US FOR A FUN COMMUNITY TRADITION!



**JUNE 20**  
**AUGUST 15**  
**LEGACY PARK**  
7430 RIVER ST  
6-9 PM

FOOD & DRINKS AVAILABLE FOR PURCHASE

LIVE MUSIC

ATTENDANCE IS FREE - ALL AGES WELCOME





**Moore+Bruggink**  
Consulting Engineers

April 1, 2025

Re: Ada Township Engineering  
Project No. 250102.01

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

Dear Mr. Suchy:

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

**Hall/Ferridge Lift Station** – We received one bid on March 13 from Kamminga and Roodvoets. We met with the BGU Committee on March 28 to review the bids and discuss the next steps. We are recommending award of the construction contract and additional information will be presented at the April 14 Township Board meeting.

**Knapp's Corner Drainage** – We have discussed the situation with numerous environmental consultants. Some have expressed conflicts of interest concerns and others do not want to work against the Drain Commissioner. We are hopeful that Bobbi Sabine from Amazon Environmental Consulting will be able to assist.

### **Trail Construction 2023**

- **2023 Village East Residential Trail** – As reported for the last couple of months, there are several areas that are eroding and other design issues that need to be addressed before the Township can accept this section. We have expressed our concerns to the developer. They are of the opinion that Ada accepted the trail when you issued the occupancy permits. I have tried repeatedly to set a meeting with the developer regarding these issues, but have not been able to make contact with them. It might be time for the Township to consider legal action on this matter.

### **Trail Construction 2024/2025**

- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. The Township Board decided at their June meeting last year to focus on the 4.5 miles of trail along Grand River Drive from Fulton Street to Knapp Street. We should walk this section of trail again to confirm required repairs/resurfacing limits. We can then prepare construction documents later this spring and anticipate bidding the project in June for construction taking place after the Pettis Trail is complete.
- **2025 Pettis Trail – Cannonsburg Road to Knapp Street** – This section is currently being designed by LRE. It was previously proposed on the west side for the entire



length, but we now understand they may be considering a mid-block crossing north of Three Mile and then constructing on the east side down to Knapp Street. This was the alignment proposed in 2022.

- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – AT&T and Comcast have completed their work. We held the preconstruction meeting with C&D Hughes on March 14, and they started work removing trees on March 21. They will start grading for the trail on April 7. We have requested pricing for the revised and narrower curb lines on Honey Creek at Pettis from the contractor, and will then authorize this work. A sketch of the new curb lines and narrower pedestrian crossing is attached.
- **2025 Kamp Twins** – Same report as last month: We are waiting for the Kent County Road Commission to bid out/coordinate construction of the new and wider railroad crossing. We will then bid out plans for construction of the trail from Fase Street up to Buttrick. This section will be bid and built later in 2025, after the railroad completes the new crossing.
- **2025 Thornapple River Pedestrian Bridge** – We have prepared renderings of two possible alignments for the new bridge. The first option (\$1.9 million) is 30 feet from the vehicular bridge and the second option (\$2.3 million) varies from 60 to 100 feet away from the existing bridge. I have attached both renderings.
- **Knapp Street Bridge** – We are working through various EGLE and environmental permitting issues. We continue to work with the USFW for approval for certified divers to relocate up to 21 endangered snuffbox mussels later this spring. Base on the comments received at the February 24 board meeting, we are proceeding with the design of the 10-foot wide elevated concrete walkway with an estimated \$10.7 million cost. We are scheduled to have the design complete by mid-May, with construction of the bridge cofferdams and pier extension work later this fall. The project will complete by September 2026.
- **Conservation Boardwalk** – MTC has completed the muck probe and soil borings that were authorized last fall. Their draft soils report indicates the piles were driven into a soft clay layer that has now settled. The piles can be releveled using drilled helical piles (cost of \$100,000) or the boardwalk can be removed and rebuilt (\$300,000).

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven C. Groenenboom'.

Steven C. Groenenboom, P.E.  
Township Engineer

Attachments

C:\Users\chuckDC\ACCDocs\M-B\210187.02 Pettis Trail from Client\Honey Cloud Park to Vegeannas\Project Files\CAD DWG\210187.02\_Design.dwg 3/31/2025 2:13:09 PM\_CHUCK.BARTHOLOMEW



# Proposed Honey Creek/Pettis Pedestrian Crossing With Narrower Crossing Width



0 10 20  
PLAN SCALE: 1" = 20'  
PROFILE SCALES:  
HORIZ: 1" = 20'  
VERT: 1" = 10'



PLAN REVISIONS

**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 365-9801  
mailto:mail@mbce.com



**HONEYCREEK & PETTIS  
INTERSECTION**

FIELD SURVEY / DATE

PROJECT NO.:

DESIGN DRAWN BY:

DESIGNED BY:

CHECKED BY:

PLAN DATE:

SHEET NUMBER

**1 OF 1**





 PROGRESSIVE  
COMPANIES



**COVERED BRIDGE PARK - PEDESTRIAN BRIDGE**

**Cost \$1.9 Million**



**COVERED BRIDGE PARK - PEDESTRIAN BRIDGE**

**Cost \$2.3 Million**



 PROGRESSIVE  
COMPANIES



**COVERED BRIDGE PARK - PEDESTRIAN BRIDGE**

Cost \$2.3 Million



March 31, 2025

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

**RE: March 2025 Monthly Utility Report**

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, March 2025.

## UTILITY REPORT

### ADMINISTRATIVE

- The March Monthly Operation Report (MOR) for the Grand Valley Estates water supply for the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will be filed on the EGLE portal by the deadline of April 10, 2025.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Completed the annual Cross Connection reports for both Grand Valley Estates and Ada Township. Also completed the annual pumpage report for the Ada Township water system.
- Started working on the annual Consumer Confidence Report for both water systems. These will be distributed at the end of April and the end of May with the water bills.

### WASTEWATER OPERATIONS

- Conducted weekly routine lift station checks/maintenance.
- Met multiple contractors on site at Spaulding Lift Station due to failures.
- Worked with Lee's Trenching to get a new sewer connection at 7390 Thornapple River Drive. The builder is removing contaminated soil from the property to be able to build. Piping was found consistent with piping for fuel tanks used for heating homes prior to natural gas being installed. Ground penetrating radar surveys did not identify underground storage tanks. Fill material found in the area included arsenic, chromium, and mercury. This fill will be removed prior to construction.
- Routine water jet cleaning has started. Currently we are focusing on Adacraft, Adaway, Rix area.
- Cleaned Cascade Lift Station. Found large amounts of wipes. Will work with Cascade Trails and screen their sewer to verify where wipes are coming from.

### WATER OPERATIONS

- Collected routine water bacteria samples.

- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Conducted fire flow test on East Fulton for new Holland Home site.
- Discovered water leaking from the main at Rix and Adapointe Dr. Water main was installed in 2021 and the warranty period is over. We contacted C&L Trucking to do the repair. Found a small leak at the bell; C&L made the repair while on site. Pipe could have shifted slightly with the frost in the ground. It was not a large leak.

#### **EMERGENCY CALLS/OUT-OF-SCOPE**

- Water service break at 755 Alta Dale. Used water jet to clean curb box which was full of dirt and debris. McDonald's Plumbing replaced water service and restored water to the home.
- Spaulding lift pump failure due to a plugged pump. Found hairnets and rags/wipes in the wet well. Pumped wet well down and cleaned debris from bottom.
- Numerous calls and alarms due to foam in the wet well at Spaulding Lift Station. Made several adjustments for radar to see past the foam to get actual wet well levels. Met with Amway and City of Grand Rapids to try and determine source of foam. Radar unit is new, and foam may have been a problem for quite some time. Continuing to work on sources and next steps.

Sincerely,

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



Stephanie M Kozal  
Grand Rapids Area Manager | Associate