



**ADA TOWNSHIP REGULAR BOARD MEETING  
MONDAY, JULY 14, 2025, at 12:00 P.M.  
MINUTES**

**Supervisor Korth called the regular meeting of the Township Board to order at 12:00 P.M.**

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

**Board Members Absent:** None

**Staff Present:** Township Manager Suchy, Planning Director Said, Accountant Rodriguez, Chief Murray, Deputy Chief Dewey, DDA Director Austin, Parks and Recreation Director Deason, Planning Administrator Bajdek, Buildings, Facilities and Grounds Director Brinks, Admin Assistant Boyles, Admin Assistant Parks and Recreation Marek, Recreation Coordinator Engel, Admin Assistant Planning and Zoning Buckley

**Public Present:** 4 members of the public

**APPROVAL OF AGENDA**

**Moved by Trustee Hurwitz, supported by Trustee Carter to approve the agenda with no additions. Motion Carried.**

**GENERAL TOWNSHIP BUSINESS**

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

**A. APPROVAL OF TOWNSHIP BOARD MINUTES**

1. Regular Board Meeting Minutes – June 9, 2025

**B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS**

1. Planning Commission Meeting Minutes – May 15, 2025
2. Ada Historical Society Meeting Minutes – May 8, 2025
3. Hall Street Lift Station and Sanitary Sewer Force Main Project Progress Meeting Minutes – June 20, 2025
4. Revenue & Expense Report as of June 30, 2025

**APPROVAL OF WARRANTS**

**A. Township General Warrants**

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

Hand Checks: \$630,141.96

Warrants: \$652,269.28

Total all checks and warrants: \$1,282,411.24

Treasurer Moran requested details about item 8 on the warrants, a tree assessment done by Bartlett Tree Experts and the results. DDA Director Austin shared the results stating the work was completed at the end of April and he is working with Building, Facilities, and Grounds Director Brinks to review how to apply their annual allotment for tree care based on the results from the assessment. Treasurer Moran shared concerns about trees on Bronson Street. Township Manager Suchy discussed options and current procedures, working with the BFG staff.

Trustee Proos asked about item 103 on Thornapple asked for clarification about the sprinklers.

**Moved by Trustee Proos, supported by Trustee Hurwitz to Approve the Warrant Report in the total amount of \$1,282,411.24. Roll Call: Yes - (Supervisor Korth, Clerk DeMarco, Treasurer**

**Moran, Trustee Proos, Trustee Carter, Trustee Damstra, Trustee Hurwitz) No-0; Absent None. Motion Carried.**

**Consider Pettis Avenue Trail Phase II Project Pay Application #3 to C&D Hughes Excavators Inc. in the Amount of \$585,241.25**

Steve Groenenboom presented the 3<sup>rd</sup> pay application for the trail project in the amount of \$585,241.25. Steve gave an update on the project and discussed what's going on with the retaining wall. Wall is expected to be completed by 8/20. The board discussed parts of the project that still need to be completed. Township Manager Suchy shared that residents are using a portion of trail that is still not open. Supervisor Korth mentioned the barricades off Honey Creek look to be inactive. Township Manager Suchy clarified there will be a walk through of the project upon completion.

**Moved by Trustee Proos, supported by Trustee Carter to Approve Pettis Avenue Trail Phase II Project Pay Application #3 to C&D Hughes Excavators Inc. in the Amount of \$585,241.25. Roll Call: Yes - (Supervisor Korth, Clerk DeMarco, Treasurer Moran, Trustee Proos, Trustee Carter, Trustee Damstra, Trustee Hurwitz) No-0; Absent None. Motion Carried.**

**Consider Irrigation Repair Invoice from Forest Hills Lawn Sprinkling Related to Pettis Avenue Trail Phase II Project for \$7,150**

Steve Groenenboom gave an update on the irrigation repair costs and why the final balance is higher than expected. Steve shared the extent of the repairs was unexpected due to more damage than expected. Township Manager Suchy confirmed this would be taken out of the project contingency. Steve shared there was no allowance in the bid document for this project. Trustee Proos discussed future projects regarding damage to sprinklers is not Ada Township's responsibility, the repairs should come from whomever destroyed the sprinkler lines.

**Moved by Trustee Proos, supported by Trustee Carter to Approve Pettis Avenue Trail Phase II Project Pay Application #3 to C&D Hughes Excavators Inc. from the contingency fund in the Amount of \$585,241.25. Motion Carried.**

**Consider Hall Street Force Main and Sanitary Sewer Force Main Project Pay Application #1 to Kamminga & Roodvoets Inc. in the Amount of \$592,767.00**

Steve Groenenboom shared an update on the force main project. The road is getting ready to be repaved before schools are back in session. A resident complained about trucks blocking their driveway, and some electrical problems in the residential area due to the project.

**Moved by Trustee Carter, supported by Trustee Damstra to Consider Hall Street Force Main and Sanitary Sewer Force Main Project Pay Application #1 to Kamminga & Roodvoets Inc. in the Amount of \$592,767.00. Roll Call: Yes - (Supervisor Korth, Clerk DeMarco, Treasurer Moran, Trustee Proos, Trustee Carter, Trustee Damstra, Trustee Hurwitz) No-0; Absent None. Motion Carried.**

**PUBLIC COMMENT**

Cheryl Court Fitzsimmons and Linda Court 1585 Egypt Valley. Cheryl discussed concerns about the upkeep of Findlay Cemetery. Cheryl mentioned the northeast corner/the north end has concerns including many trees, sticks, and dirt areas making access to their graves difficult. Clerk DeMarco

stated that she has spoken with the sisters many times, and there are plans in place to take care of the concerning areas within Findlay Cemetery.

#### **UNFINISHED BUSINESS**

None

#### **PUBLIC HEARING**

None

#### **NEW BUSINESS**

##### **Kent District Library Quarterly Report – Scott Ninemier, Amy Van Andel Library Branch Manager**

Scott Ninemier stated the library is having a tremendous season including higher numbers considering the renovations to the Cascade library. The library has hired a youth librarian and will be able to add youth programs and outreach once schools start. Scott shared that he feels supported by the community, the board, and the maintenance staff.

##### **Consider Recommendation from Planning Commission to Authorize Township Manager to enter into a contract with The Progressive Companies for the Zoning Ordinance Update for a cost not to exceed \$45,000.**

Planning and Zoning Director John Said presented on updating their zoning ordinance. John stated there is a lot of repetition and inefficiencies within the zoning ordinance and their goal is to clear that up to make the ordinance more user friendly. John stated that Progressive Companies will complete the zoning ordinance update. He mentioned their work with the master plan completed in 2023, and their strength in knowledge and expertise in the zoning ordinance arena. The board discussed that there is a \$50,000 grant from the Michigan State Housing Development Authority. The proposed amount will be covered by the grant. The board also suggested making a comparison of the current ordinance and the new ordinance.

**Motion moved by Trustee Hurwitz, supported by Trustee Carter to Consider Recommendation from Planning Commission to Authorize Township Manager to enter into a contract with The Progressive Companies for the Zoning Ordinance Update for a cost not to exceed \$45,000. 7-0. Motion Carried.**

##### **Consider Proposal from Allied Mechanical & Lee's Trenching for Alta Dale Pressure Reducing Valve Repair for \$59,203.00**

Stephanie Kozal of F&V Operations shared the issues with a pressure reducing valve found nonoperational resulting in Amway being fed off Spaulding through Carl Drive. Township Manager Suchy clarified the amount is an estimate and the total cost will come when the work is finished.

**Motion moved by Trustee Hurwitz, supported by Trustee Damstra to Consider Proposal from Allied Mechanical & Lee's Trenching for Alta Dale Pressure Reducing Valve Repair for \$59,203.00. 7-0. Motion Carried.**

##### **Spaulding St. Lift Station Engineering & Repair Service Proposal from Moore + Bruggink and DVT Electric for \$73,000.00**

Steve Groenenboom detailed issues with the Spaulding St. Lift Station including multiple pump fails. Last March, 2 new replacement pumps were ordered, and they arrived on July 7<sup>th</sup>. They need to be installed, but after a meeting with the buildings, grounds, and utilities committee it was decided that there need to be improvements to ensure the new pumps do not fail. Township Manager Suchy clarified the communication with the township insurance company. The board proposed splitting the proposal to give clarity on the financials of the repairs.

**Motion moved by Trustee Proos, supported by Treasurer Moran to approve payment of \$53,000 and withhold \$20,000 from the proposal to implement failure analysis of the previous pumps.**

**Recommendation from Public Safety Committee to Purchase Twenty Sets of Morning Pride Turnout Gear from MES for the Fire Department for a Cost Not to Exceed \$68,200.00**

Fire Chief Murray presented information regarding getting updated turnout gear as the gear should be updated every 10 years. The board questioned where the old gear goes, and Chief Murray stated the old gear is used for training and does not go into fires. The gear can also be brought up north and donated to communities.

**Motion moved by Treasurer Moran, supported by Trustee Damstra to Purchase Twenty Sets of Morning Pride Turnout Gear from MES for the Fire Department for a Cost Not to Exceed \$68,200.00. 7-0. Motion Carried.**

**Recommendation from Administrative Committee to Adopt Policy P-071425-1: Ada Township Purchasing Policy**

Township Manager Suchy discussed the feedback given by the board about what is brought to the board and the spending limits. The Administrative Committee created a proposal to increase the spending limits and how this can assist staff in getting tasks completed in a timely manner without waiting for a board meeting. Trustee Proos brought up concerns regarding allowing staff to write large checks. Supervisor Korth clarified the structure of the Policy was not changed, and Township Manager Suchy clarified just the dollar amounts for each department. Trustee Proos requested adding dual signatures to purchases. Township Manager Suchy suggested to keep the policy since it accomplishes Trustee Proos's request. The purchase policy was rewritten in 2021. Treasurer Moran stated that for the last 4 years the policy has worked well and has not seen abuse of the policy by the department heads. Supervisor Korth stated that the change in the policy is a result of inflation, and the growth of the community.

**Motion moved by Treasurer Moran, supported by Trustee Hurwitz for Recommendation from Administrative Committee to Adopt Policy P-071425-1: Ada Township Purchasing Policy. Roll Call: Yes - (Supervisor Korth, Clerk DeMarco, Treasurer Moran, Trustee Proos, Trustee Carter, Trustee Damstra, Trustee Hurwitz) No-0; Absent None. Motion Carried.**

**Recommendation from Buildings, Grounds, & Utility Committee re: Conservation St. Boardwalk Replacement Next Steps**

Steve Groenenboom gave the history of the building of the boardwalk because typically soil borings are used for boardwalk construction. Of the 1.2 miles of boardwalk, there is about 300 feet on Conservation where there are problems with the structure. Steve shared the suggestion by the building and grounds committee to take out the old boardwalk and put in a brand-new boardwalk. The board discussed the finances that would go into the repair with the unexpected repairs to the boardwalk. Township Manager Suchy clarified that there is flexibility if they choose to move forward. Steve clarified the project timeline would be around 2 months.



**Motion moved by Trustee Carter, supported by Trustee Hurwitz for a complete replacement of the Conservation St. Boardwalk. 7-0. Motion Carried.**

**Review of New Township Hall Project Request for Qualification Submissions for Architect of Record**

Township Manager Suchy stated that the Administrative Committee met and discussed potential next steps for selecting an architect of record. The Committee discussed three firms that the Township has had experience with (Integrated Architecture, Dixon Architecture, and Progressive Companies). Board members indicated they wanted all three firms to speak to representatives from Notre Dame and bring this back at a future meeting.

**Motion moved by Treasurer Moran, supported by Trustee Damstra to postpone action no later than at the August Board meeting. 7-0. Motion Carried.**

**Resolution R-071425-1: A Resolution Designating the Position of Accountant Under the Authority of the Township Manager**

Township Manager Suchy stated this came up because of the resignation of the township accountant. Suchy shared this conversation has been brought up in the past, and the administrative committee recommended the position be moved for reporting purposes under the township manager. Clerk DeMarco thanked Accountant Cassie Rodriguez and shared her perspective about prioritized interaction between the accountant and the township manager and treasurer.

**Motion moved by Trustee Proos, supported by Trustee Hurwitz to Resolution R-071425-1: A Resolution Designating the Position of Accountant Under the Authority of the Township Manager Roll Call: Yes - (Supervisor Korth, Clerk DeMarco, Treasurer Moran, Trustee Proos, Trustee Carter, Trustee Damstra, Trustee Hurwitz) No-0; Absent None. Motion Carried.**

**DEPARTMENT REPORTS**

Supervisor Korth invited departments to discuss their reports. Township Manager Suchy thanked resigning accountant, Cassie Rodriguez, for her dedication to the township and all her hard work over her time at the township.

Township Manager Suchy gave an update on the Ada Croft watermain yard issues in Adacraft previously discussed in 2023. Manager Suchy stated that a resident has recently reached out, indicating that 8-11 property owners believe the contractor needs additional restoration work. Engineer Steve Groenenboom provided an update and estimated it would be \$3,000 - \$4,000 to address the concerns raised. Board members noted that a significant amount of work has been completed, and the issue was closed when the Township contracted with Lawn Doctor to address the project. There were questions about the total number of lawns involved in the project, the number of residents who completed additional restoration work on their properties, and how these issues would be addressed after the fact. Following additional discussion, the board indicated that they have done everything reasonable to resolve the problem and that the Township should not take any further action. Manager Suchy thanked the board and indicated he would follow up with the resident.

**BOARD MEMBER COMMENT**

Trustee Proos and Trustee Damstra gave praise to all the staff members that contributed to the 4<sup>th</sup> of July events and the summer events hosted within the community.

Clerk DeMarco introduced the recently hired Clerk's Office administrative assistant, Sydney Boyles.

Trustee Hurwitz shared a story about a couple he saw walking on the bike path and returning a few hours later with groceries. He talked to the couple and the couple shared that they have been residents for about a week. The residents also shared that the reason they moved to Ada was because of the bike path that was built.

The board thanked Cassie Rodriguez for her contribution to the Township.

#### **PUBLIC COMMENT**

Justin Ellixson-Andrews 8683 Conservation. Justin shared that he and his husband moved to Ada for the bike paths and parks. He reiterated the ongoing issue with the gun club on Conservation. He emphasized the safety concerns for the community, but did note he is happy with the progress made recently with taking safety measures.

#### **CLOSED SESSION**

**Motion moved by Trustee Proos, supported by Trustee Hurwitz to go into closed session to discussing pending litigation. 7-0. Motion Carried.**

#### **ADJOURNMENT**

**Motion moved by Trustee Hurwitz, supported by Trustee Damstra to adjourn the meeting. The meeting was adjourned at 2:30 P.M.**



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF MAY 19, 2025, REGULAR MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, May 19, 2025, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

**I. CALL TO ORDER AND ROLL CALL**

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

**BOARD MEMBERS PRESENT:** Cloutier, Coe, Harrison, Idema, Knapp, Korth, Vogl

**BOARD MEMBERS ABSENT:** Frost, Turan

**STAFF AND OFFICIALS PRESENT:** DDA Director Austin, Planning Director Said, Township Manager Suchy, Administrative Assistant Buckley, Farmers Market Coordinator Valverde

**PUBLIC PRESENT:** 5

**II. APPROVAL OF AGENDA**

Moved by Harrison, supported by Coe, to approve agenda as presented. Motion carried.

**III. APPROVAL OF MINUTES OF APRIL 16, 2025, SPECIAL WORK SESSION**

Cloutier referenced a statement she made in the Work Session Minutes on page 2 of 3. Cloutier restated that her comment was based on feedback received and the statement will be adjusted in the minutes.

Moved by Harrison, supported by Coe, to amend the April 16, 2025, minutes to include Cloutier's comment that she received feedback that the downtown area has very few activities for families to do in the winter. Motion carried.

**IV. APPROVAL OF MINUTES OF APRIL 21, 2025, SEMI-ANNUAL INFORMATIONAL MEETING**

Moved by Korth, supported by Harrison, to approve the April 21, 2025, Semi-Informational Meeting minutes. Motion carried.

**V. APPROVAL OF MINUTES OF APRIL 21, 2025, REGULAR MEETING**

Moved by Vogl, supported by Harrison, to approve the April 21, 2025, Regular Meeting minutes. Motion carried.

**VI. UNFINISHED BUSINESS - none**

**VII. NEW BUSINESS**

**a. Contract Review and Approval for Farmer's Market Manager**

DDA Director Austin explained that on April 28<sup>th</sup> CEDAM AmeriCorps informed me that the funding for Raquel Valverde's service position with us had been terminated by the Department of Government Efficiency (DOGE). There was no assurance given that this program would be permitted to commence again and the lack of predictability necessitated evaluating other options.

Austin said to ensure good operational continuity and to minimize negative effects on the current farmer's market season, he had discussions with Township Manager Suchy and the DDA Chairman Knapp about a potential contract for Raquel as Farmer's Market Manager. Following those discussions, Austin extended a contract to Raquel Valverde, effective through August 31, 2025. Austin said that will allow them the opportunity to continue discussion on a future farmers market manager position.

Austin went over details of Valverde's contract and budgetary implications and requested DDA's approval of the contract for a Farmers Market Manager.

Moved by Korth, supported by Idema, to approve the Ada Township Professional Service Agreement as presented and authorize the DDA Director to execute the contract with Raquel Valverde as the Market Manager until August 31, 2025. Motion carried.

**b. Parking Plan Proposal Review: Fishbeck**

**i. Director John Said**

**ii. Director Kevin Austin**

**iii. Jon Forster: Fishbeck**

Planning Director Said referred to the Strategic Parking Plan received from consulting firm, Fishbeck. Said stated that Staff is requesting DDA approval to move forward with this project and noted this is a joint parking plan project between the Township Board and DDA Board.

Said stated that Staff received a very dynamic proposal from Fishbeck in response to the RFP and Staff is very comfortable with moving forward on this. Fishbeck addressed several important points that we were looking for; primarily to develop a strategy around parking in the downtown area and help Ada with our future policy.

Austin pointed out yellow highlighted areas of the proposal that he found to be particularly relevant for the DDA and the Township and noted he was especially encouraged by the case studies from other communities similar in size to Ada.

John Forster, Fishbeck, explained their process for a strategic plan; determine Ada goals, data collection, perceptions, observations, gather the information and understand the process, put together the strategic plan/implementation matrix. He said he looks forward to dig-in and help Ada find the solution that fits for the community.

There was DDA member discussion regarding the importance of the community engagement portion (optional service for additional price), special events parking review, Fishbeck partnering with McKenna (a Planning Firm) for services for zoning review, initial budgeted amounts for the plan, and whether the quoted amount of \$50,000 is negotiable (Mr. Forster confirmed that Fishbeck is flexible and willing to negotiate to be sure that Ada gets what they need).

Moved by Harrison, supported by Coe, to recommend to the Township Board, to approve the contract for Fishbeck as the selected consultant for the Strategic Parking Plan, and to authorize the Township Manager to execute the contract on behalf of the Township for this project with Fishbeck in an amount not to exceed \$50,000 and to include a community involvement component. Motion carried.

**c. Strategic Planning: Key Objectives Update Review and Approval**

Austin presented the final draft of the 2025 Update to the Key Objectives and Goals with all the proposed changes from the DDA input received throughout the strategic planning process. Austin went over details of the changes made. He requested the DDA review and discuss the final draft and recommend any final revisions.

Knapp stated that Austin has done an excellent job organizing the DDA sessions, getting the DDA to collaborate, and his continued follow up process. Coe mentioned adding an additional comment on the Shop Local Campaign. There was additional DDA discussion regarding revisiting the strategic plan annually or every six months (include in agenda items).

Moved by Vogl, supported by Idema, to approve and adopt the Ada Township DDA Key Objectives Update – Spring 2025. Motion carried.

**d. Cascade Community Foundation Funding Request: Enterprise Workshop Series**  
**i. Justin Swan CCF**

Knapp informed that he serves on the Cascade Community Foundation and have a conflict of interest, so he recused himself from any conversation and voting.

Austin explained that there was no representation from the Cascade Community Foundation at the meeting and informed the DDA that they may discuss, decline or table, this item.

Moved by Korth, supported by Harrison, to table item until a Cascade Community Foundation representative is at the DDA meeting to represent. Motion carried.

**e. Love your Local Branding Review**

Austin noted that during the strategic planning session, the DDA endorsed a Support Local campaign. He has worked with Liz Haan and Kim Rantala (DiscoverAda and ABA) and have established a brand development process to ensure effective and timely implementation throughout this year.

Austin said the materials for review have been prepared for DDA consideration and is seeking their input.

- Mission and Vision Statement for the *Love Your Local* campaign
- Defined Campaign Goals
- Core Messaging Framework
- Three (3) Visual Branding Concepts

Austin went over the information on Love Your Local campaign explaining details of why use “Love Your Local” name (raise awareness of benefits of shopping local and support economic growth in Ada), campaign goals, mission and vision statements, and the core message (supporting local business is vital for a thriving community). He went over the campaign timeline and said with the DDA approval of the campaign development schedule it will allow us to maintain the vibrancy in our local economy and improve it as Ada continues to grow.

There was extended DDA discussion on the overall slogan “Love your Local” (clarified the meaning of the red symbol/drop pin in option #2), and the DDA members concurred with the desire to incorporate Ada language into the slogan.

The DDA shared opinions on the branding options #1, #2 or #3 – Austin said he is partial to option #2, Cloutier liked option #1 and said the slogan idea is playful and light-hearted and the color scheme is friendly and family oriented, Vogl and Coe commented that they liked option #2 but maybe adjust the color schemes.

Kim Rantala, ABA, noted that the Ada logo can be added, however, the business owners were asked their opinions about incorporating Ada language into the branding, and they did not want it to feel exclusive to Ada. She requested the DDA consider the business owners opinions.

Moved by Korth, supported by Coe, to approve the brand content as presented, selecting option 2, with the modifications to incorporate Ada language within the branding materials, and authorize the DDA Director and campaign partners to proceed with the campaign development schedule. Motion carried.

**f. Emergency Irrigation Repair**

Austin notified the DDA of an emergency irrigation repair that took place. He explained the failure of the system would prevent proper irrigation to most of the streetscape locations in the DDA district. Township Manager Suchy authorized the repair (\$6,953.92), and Austin said that a formal budget amendment will be presented in a future meeting to account for the additional expenditure.

**g. Tara Heerspink Contract Extension Proposal**

**i. Tara Heerspink**

**ii. Director Austin**

Austin referred to his memo regarding the proposal to extend the professional services contract with Tara Heerspink, Strategic Community Engagement Consultant, to continue support through July 1, 2025. The four-week extension is proposed to help to integrate the community outreach initiatives developed for the farmers market. The outreach work has generated strong commitments from multiple stakeholders, including school administrators and local business owners, with the goal of fostering mutually beneficial partnerships to support the Farmers Market and its associated programming.

Austin went over the summary of work and justification for Tara's extension and the budget impact (the extension to be fully funded within existing budget), and noted the proposal aligns with DDA objectives #2, Align and Optimize Promotional Activities.

Moved by Korth, supported by Vogl, to approve the extension of the contract for professional Strategic Community Engagement services for the Ada Farmers Market with Tara Heerspink for the period of June 7, 2025, to July 1, 2025, for an amount not to exceed \$500, and to authorize the DDA Director to execute the contract extension with Tara Heerspink. Motion carried.

**h. Economic Survey Discussion**

Austin said this economic survey is in the works to be produced by the Township and partners (Baton Collective & ABA) and Staff previously provided a copy to the DDA for their input, given that it does concern the DDA district area.

Austin summarized the survey presentation at the Township Board meeting on April 14, 2025, and said that the Board reviewed a proposal to begin collaboration with Baton Collective on a public-facing economic survey. As part of this process, Manager Suchy presented a formal memo outlining the Township's proposed role in the initiative. The memo included information about the intended partnership, goals of the survey, and anticipated outcomes.

Austin informed that the firm selected by Baton Collective to conduct the survey is the Chesapeake Group, which previously supported the Township in 2016 during the Envision Ada planning process. This project is currently in progress and is intended to gather critical insights into community perceptions, priorities, and economic development opportunities through the survey.

Manager Suchy updated that the survey came back to the Township Board at the April 28th meeting after some questions were clarified by the Chesapeake Group and the Township Board felt comfortable moving forward with it as it was proposed via social media. Suchy expects the survey to go live on social media in the next couple weeks in collaboration with Baton Collective and ABA.

Idema inquired about people who are not on social media. Suchy responded that Chesapeake Group has indicated that for statistically accurate representation of the community they do not need individuals who do not respond on social media. Suchy noted that Baton Collective are the ones initiating the survey and collecting information and the Township will make it public on the website. Suchy said the Chesapeake Group feels very confident about going about it this way.

Supervisor Korth shared the concern about the Township participation level and requesting hard copy survey distribution, but after a couple rounds of conversation amongst Township Board members, the conclusion was that the information received will be used broadly and the Township will be in participation throughout the process.

*Vogl left the meeting at 9:30 a.m.*

## **VIII. REPORTS AND COMMUNICATIONS**

### **a. Financial Report 4/30/25 – No additional comments**

### **b. DDA Director Report**

Austin summarized his report with updates on: 4<sup>th</sup> of July event and BATB (Beers at the Bridge) event, upcoming events, farmers market, streetscape walk through (thank you Idema and Cloutier for contributing), support local campaign, pedestrian island program, banner installation, Ada Drive irrigation, and introduced DDA Event Intern Rowan Armour.

DDA Event Intern, Rowan Armour, introduced herself and said she is a graduate student at GVSU studying public administration with an emphasis on local government.

### **c. Farmers Market Manager Report – Raquel Valverde**

Valverde summarized her Farmers Market April Report. She reported that April marked a major turning point in preparation for the upcoming season. She finalized both vendor and map layout and the full vendor list for 2025 market and currently has 44 vendors confirmed. She said they received approval of the SNAP application and are awaiting arrival of the EBT machine, on track for implementation opening day.

Valverde updated on: signage (different types of signs in bright and inviting colors), market infrastructure (vendor menu board, market tokens and new wooden archway at entrance), entertainment (bought a seasonal music license) and volunteers.

Valverde spoke about the closure of the AmeriCorps Program. She said she is grateful to Ada Staff for coordinating the part-time position for her, allowing her to keep farmers market plans on track. She also thanked the DDA Board for letting her stay and continue with the market.

Valverde informed that she and Austin interviewed and hired a Communications Intern, Lauren Hallas, and shared history of Lauren's background. Valverde said Lauren will work with Tara Heerspink on market strategies.

Cloutier inquired about the Seed to Market campaign at Ada Elementary. Valverde explained that she (and/or Dean) will present to two first grade classrooms about the importance of shopping local and how the process goes from farming all the way to the families table.

**d. Township Department Head Staff Report** – no additional comments

**IX. BOARD MEMBER COMMENT** - none

Idema shared concern about the tall grass and weeds growing at some of the establishments, specifically Garage Bar. Coe shared the same point while driving, the grass and weeds are a distraction and causes safety concerns. Harrison mentioned concern about the number of signs at Garage Bar. Following brief DDA discussion, Austin informed there is no zoning violation for the grass height, but he has agreed to tactfully approach the General Manager to discuss.

Austin mentioned that Chip Clark of the Ada Arts Council reached out for volunteers on their Arts Council Board. If any DDA members are interested in volunteering, please reach out.

**X. PUBLIC COMMENT** - none

**XI. ADJOURN MEETING**

Moved by Knapp, supported by Harrison, to adjourn the meeting at 9:53 a.m. Motion carried.

Respectfully submitted:

---

Dawn Marie Coe, DDA Secretary

rs:eb





## **ADA TOWNSHIP PLANNING COMMISSION MINUTES OF THE MEETING JUNE 12, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, June 12, 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, Carter, Ellixson-Andrews, Kluting, Moyer, VanderVennen

Members Absent: Cooper-Surma

Staff Present: Bajdek, Buckley, Said

Others Present: 7 members of the public

### **III. APPROVAL OF AGENDA**

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

### **IV. APPROVAL OF MINUTES OF MAY 15, 2025, REGULAR MEETING**

Moved by Moyer, supported by Carter, to approve the May 15, 2025, Regular Meeting minutes. Motion carried.

### **V. PUBLIC HEARING - none**

### **VI. UNFINISHED BUSINESS - none**

### **VII. NEW BUSINESS**

#### **1. Request for Site Plan Review to allow for an accessory building in the front yard; RP-2 zoning district, applicant & property owner Andrea Arnold, 2474 Grand River Drive NE, Parcel No. 41-15-07-100-041**

Andrea Arnold, applicant, presented her request for an accessory building to allow for additional storage space for garage overflow. She described the location of the accessory building and said it is the only possible area for the building due to sloping and erosion and referred to the pictures in the packet showing that the building matches the appearance of the home and that it is barely visible from the road. Ms. Arnold further explained that the accessory building was constructed without Township zoning approval, but she was not aware that was required, so she reached out to Planning and Zoning Staff for proper application review.

Zoning Administrator/Planner Bajdek summarized the Staff Report and said the applicant is seeking site plan approval to allow a 200 sq. ft. accessory structure in the front yard on the northwestern

corner of the property. Bajdek noted that the onsite placement of the structure at 29 feet from the front property line and 32 feet from side property line do not satisfy the required 50-foot front and side yard setback requirements; a request for variances has been submitted to the Zoning Board of Appeals (ZBA) from the subject setbacks and is scheduled to be heard at their July 1, 2025 meeting. The building meets all other dimensional requirements of the Zoning Ordinance.

Bajdek said the building was constructed without the Township zoning approval, though a building permit is not required for buildings 200 sq. ft. or less. Bajdek concluded that given the applicable standards for site plan review, Staff has no objections to approval of the proposed accessory building, based on the request meets the applicable site plan review standards, and subject to the required front and side yard setback variances being granted by the Zoning Board of Appeals (ZBA).

VanderVennen opened the public hearing at 5:38 p.m.

Mike Peskin, 2510 Grand River Dr., lives north of the applicant, said that he was at the meeting to object to the proposed accessory building but realizes the objection is not related to the Planning Commission's process and will attend the Zoning Board of Appeals meeting on July 1 to object to the variance request.

VanderVennen closed the public hearing at 5:40 p.m.

There was Commissioner discussion regarding the existing tree coverage of the accessory building, concern was mentioned about exterior storage outside of the building, and Staff went over clarification on the procedure process for the ZBA variances.

Moved by Ellixson-Andrews, supported by Carter, to approve the proposed accessory building, based on the findings of fact that the request meets the applicable plan review standards, and subject to the required front and side yard setback variances being granted by the Zoning Board of Appeals (ZBA). Motion carried.

**2. Request for Final PUD (Planned Unit Development) approval for a commercial warehouse/storage facility; I Industrial zoning district, The Caves LLC, Tom Reed, 4900 and 4920 Fulton Street East, Parcel Nos. 41-15-30-300-019 and 41-15-30-300-020**

Tom Reed, applicant and owner of The Caves, gave a summary on the PUD process he has pursued for the past couple years. Mr. Reed requested review and approval of the Final PUD, which includes the building, building layouts, the setback issues, the parking, and the use. He noted the agreement received from the Township regarding the water and sewer service and that condition of approval #7 should be removed from the final approval.

Planning Director Said went over the items addressed previously during the preliminary PUD process (building layout, setbacks, engineering plans). Said summarized that the applicant requests final approval of a PUD for this site with an expansion to include new buildings, revisions to previously-approved buildings, related site changes, and to unify the adjacent parcel at 4900 Fulton (former Anderson site) with the preexisting property, 4920 Fulton, to a unified development area.

Said noted items for Planning Commission review and reiterated that the outdoor trailer parking/storage area must be paved, per Township Ordinance. Said also noted the Township

Board agreement (documented via a Township Resolution) that Mr. Reed's project would not be required to connect to the municipal sewer. He said that Staff has no objections to the final approval of this request based on the applicable standards.

There was Commissioner discussion regarding condition of approval on stormwater and the clarity on the language on condition #2 (allowed uses vs. prohibited uses), and the Commissioners concurred that the existing landscape as proposed is acceptable.

Moved by Carter, supported by Moyer, to approve the Final PUD, based on findings of fact that the request is consistent with the preliminary PUD and the applicable PUD Standards, and based on the following conditions of approval (as discussed in this meeting):

1. The approved PUD Plan shall be carried out in substantial conformance with the plans prepared by Callen Engineering, Inc., as follows:
  - Existing Conditions Plan, dated 03-13-25, by Bruce A. Callen/Callen Engineering, Inc.;
  - Site Plan and Grading, Drainage, and SESC Plan, both dated 05-06-25, by Bruce A. Callen/Callen Engineering, Inc.;
  - Cross Sections, Notes, and Details Plan; dated 03-13-25, by Bruce A. Callen/Callen Engineering, Inc.
  - Landscape Plan, dated 05-06-25, by Bruce A. Callen/Callen Engineering, Inc.
2. The following use restrictions shall apply to this PUD:

The following uses, and no others, are allowed in this PUD:

- a. Light assembly, Light or small-scale fabrication with on-site staff/worker presence of no more than 3 people per unit. Light fabrication to be assembly/conversion/manufacture of already processed raw materials into products, where the operation aspects of these processes and the materials to be used will not cause impacts on surrounding areas or the community overall. Examples include, but not be limited to artisan/craft products, clothing and fabrics, furniture and fixtures, cabinetry, media production, printing/publishing and the like. This limitation shall not apply to the building at 4900 Fulton.
- b. Contractor offices/workshops, with on-site staff/worker presence of no more than 3 people per unit. This limitation shall not apply to the building at 4900 Fulton.
- c. Indoor storage and self-storage.
- d. Outdoor trailer storage in designated areas only as shown on approved site plan.
- e. Research and testing.
- f. Wholesale/Distribution type business with no retail.

The following uses are specifically prohibited in this PUD:

- a. Production, sales, storage, or distribution of any food or beverage products.

- b. Engine/automotive/vehicular service, repair, of any kind.
- c. Manufacturing or anything beyond light or small-scale Fabrication, of any kind.
- d. Uses that require water usage as part of assembly activities.
- e. On-site retail sales of any kind.
- f. Outdoor storage of any materials, etc.
- g. Vehicle fleet storage, maintenance and fueling facilities.
- h. Churches.
- i. Day care centers.
- j. Public and private use heliports.
- k. Antenna towers and masts for cellular phone and other personal communications services.

The Township, through its Zoning Administrator, reserves the right to review and any proposed uses not specifically identified in the I District or in the categories noted herein, and either approve or deny such uses based on consistency with the PUD. The applicant, and/or the Zoning Administrator, may refer such proposals to the Planning Commission to approve or deny the request based on consistency with the PUD.

- 3. Prior to the issuance of any permit, the applicant shall obtain a stormwater permit from the Township, and shall obtain Township Engineer approval of the proposed stormwater plan.
- 4. Permits for on-site potable well and on-site waste disposal system shall be issued by the Kent County Health Department, prior to issuance of any building permits.
- 5. Building wall-mounted exterior lighting shall be limited to one fixture per unit service entry door, plus one additional fixture per building at a location determined by the applicant, with the exception that no fixtures shall be installed along the east wall of buildings along the east edge of the property. All fixtures, whether wall-mounted on buildings or freestanding, shall be full horizontal cutoff fixtures mounted in a vertical downward position. No light shall spill over onto adjacent properties.
- 6. Prior to the issuance of any permits, the applicant shall complete a lot combination request to merge 4900 and 4920 Fulton.
- 7. No signs are approved with this request.

Motion carried.

**3. PVM District Development Plan Amendment with Departures (request to change a previous condition of approval); C1/PVM zoning district, applicant Outdoor Lighting Perspectives, property owner Salhadar Holdings LLC, 7210 Headley Street SE, Parcel No. 41-15-34-101-042**

Rob Clark, applicant with Outdoor Lighting Perspectives, 5241 Plainfield Ave., also 221 Dogwood Ave., presented the request for a change in the lighting style. Mr. Clark said the type of lighting they work with is architectural up lighting. He explained the reason they prefer that type of lighting is that you see the affect, the building, the architecture, and you don't see the source. He said that on a lot of modern commercial and residential buildings, your eye is drawn to the source of the light and not to the building itself and with such a beautiful building as Dr. Samy's, they want to showcase that.

Mr. Clark listed other buildings in Ada that have this type of lighting and that it is low voltage, landscape style lighting and is in compliance with all dark skies restrictions and limitations. He said they would like to use the lighting on the building to enhance the architecture.

Said stated that this request is a change to a previous condition of approval for this project, along with a departure from the PVM Overlay District requirements for lighting. The condition of approval, regarding lighting, was included with the previously approved PVM Development Plan for the subject site.

Said explained that the applicant requests that condition of approval 2.e., which reads as follows, be omitted from the approval: "The applicant shall provide lighting plans consistent with applicable requirements and shall obtain Township Staff approval prior to the issuance of any building permit. All exterior light fixtures, both building-mounted and pole-mounted, shall be full-cutoff to control light emission, and subject to approval by Township Staff prior to issuance of a building permit."

Said noted that this request also necessitates a request for a departure from the applicable PVM Standards, which states the following: "Floodlighting shall not be used to illuminate building walls (i.e., no up-lighting)."

Said stated these requests are not consistent with the overall spirit and intent of the PVM Overlay District requirements. Per the applicant's request, the uplighting is being requested to highlight the building's appearance and to emphasize the business sign, yet no other building in the PVM Overlay District has a similar arrangement. Staff believes that approval of this application could set a poor precedent for future such requests and in conclusion, Staff does not support the request.

There was Commissioner discussion regarding the current lighting at the Library and other sites in the PVM Overlay District, an explanation was received from Mr. Clark regarding the change in lighting (fixture projection on LED vs. halogen bulbs), and the Commissioners concurred that it may be a good idea to review/reconsider the PVM Standards for future projects.

Bajdek referenced the other lighting option; full cutoff, low intensity lighting. Carter mentioned concern with all the time and efforts that went into develop the PVM Standards. Kluting noted that the PVM language specifically says no uplighting (since 2011). VanderVennen stated though the lighting does look nice, he feels his job as a Planning Commissioner is to uphold the laws of the Township.

VanderVennen opened the public hearing at 6:28 p.m.

Marie Clark, 221 Dogwood, said she understands the rules and the reason why boundaries/standards are put in place; however, the effect of the proposed lighting is so classy and beautiful and will offer the community a safe and well-lit environment.

VanderVennen closed the public hearing at 6:30 p.m.

Moved by Carter, supported by Kluting, to deny the request for change in lighting, based on the findings of fact that the request is not consistent with the applicable criteria. Motion carried.

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

Said updated that there is a Special Meeting scheduled for the Planning Commission on June 24, 2025, at 5:00 p.m. to review the proposals received (presentations from consultants) regarding the Zoning Ordinance Rewrite. The next scheduled Regular Planning Commission meeting is on July 17, 2025, at 5:30 p.m.

#### **IX. PUBLIC COMMENT**

Mike Peskin, 2510 Grand River Dr., suggested the Township offer a hearing loop, which loops into a hearing aid (for hearing impaired) for future meetings. Said noted he will investigate hearing loop accommodations.

Mr. Peskin inquired about the public meeting with the Kent County Drain Commission regarding Ada Township. Said explained the history and purpose for the public meeting and said the meeting on May 29<sup>th</sup> was handled at the Township Board level, not the Planning Commission level. Commissioner Carter (Township Board Trustee) said he was at the meeting on May 29<sup>th</sup> and would be happy to discuss with Mr. Peskin after the Planning Commission meeting adjourned.

#### **X. ADJOURNMENT**

Moved by Kluting, supported by Carter, to adjourn the meeting at 6:42 p.m.

Motion carried.

Respectfully submitted,

---

Jo DeMarco, Ada Township Clerk

rs:eb



**ADA TOWNSHIP PLANNING COMMISSION  
MINUTES OF THE MEETING JUNE 24, 2025, SPECIAL MEETING**

A special meeting of the Ada Township Planning Commission was held on Tuesday, June 24, 2025, at 5:00 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 5:00 p.m.

**II. ROLL CALL**

Members Present: Butterfield, Carter, Cooper-Surma, Ellixson-Andrews, Kluting, Moyer, VanderVennen

Members Absent: 0

Staff Present: Bajdek, Buckley, Said

Others Present: 4

**III. APPROVAL OF AGENDA**

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

**IV. UNFINISHED BUSINESS - none**

**V. NEW BUSINESS**

**1. Zoning Ordinance Update – Proposal Reviews/Interviews**

**a. McKenna**

Hunter Whitehill presented McKenna's proposal. He introduced the project team and their qualifications, and he referenced the other community names that McKenna has worked on zoning ordinances for (in western Michigan).

Hunter went over the project timeline; project initiation in July, full draft for review in November, revisions and input, with proposed Township Board adoption by March, 2026. He said McKenna understands what Ada Township is looking for. McKenna's goal is to make the Zoning Ordinance transparent and efficient, create a product that benefits all future Zoning Ordinance users, and make appropriate adjustments for recommendations from the 2023 Master Plan.

Referring to the graphics/charts included in the presentation, Hunter explained details on the reorganization process with sections of the Zoning Ordinance and each district showing (proposed organization vs. existing), transparency and efficiency (existing uses/proposed uses), permitted land use charts, a schedule of regulations table (showing max. & mins. in lot size, area, height, width, etc.), and a Zoning District Summary chart (everything you need to see is on one page).

Hunter concluded with questions for the Township to consider; will the Zoning Ordinance stay in Municode, are there parts of the Ordinance don't want to change, and parts that definitely need to be changed.

There was a question-and-answer session amongst the Commissioners, Planning Staff and candidate regarding the scope of the project; public engagement strategies and how they are handled, and experience with other communities. In response to concerns on ensuring the drafts reviewed are legible/editable, and the consultants process if a team member leaves during the project (Township at risk of timeline, budget, etc.), it was noted that the proposal is a fixed cost, even though project team members and their specific responsibilities (content editor, graphic artists, team leader) were identified. There was also a concern mentioned that Hunter is not on the list as part of the project team.

VanderVennen inquired whether McKenna was aware of the Ada budget for the project. Hunter responded that he was not aware of Ada's budgeted amount but noted the proposal may be modified/edited for cost.

Ellixson-Andrews asked what the most challenging part of the project is and what makes McKenna the most qualified. Hunter responded that the most difficult part of a Zoning Ordinance is to think about it in its entirety and not in pieces. Hunter said that McKenna's experience is what makes them most qualified.

Carter asked for an example how McKenna handles a problem during a public engagement session. Hunter responded that people that are against something show up more than people that are for something, but they need to be heard, and that we need to listen to what people have to say.

Q&A concluded at 5:35 p.m.

#### **b. Progressive Companies**

Julie Tschirhart and Jaclyn Walker, Planners with Progressive Companies, presented their proposal. Julie shared the reasons why to choose Progressive for the Zoning Ordinance Update; history and familiarity with Ada Township (worked with Ada on Envision Ada in 2013, Connect Ada in 2020 and most recently the Master Plan in 2023), leaders in zoning strategy, prioritized and customized process, and working with their experienced multi-disciplinary team. Julie said that Progressive brings a breadth of knowledge in terms of zoning strategies, pointing out that their team being active in both state and national levels. She noted from the RFP that a big priority of Ada is translating zoning concepts and turning into a more straightforward language, as well as expanding housing choices and supply.

Jaclyn noted the familiarity Progressive has with Ada and their involvement with the previous projects. She said that Progressive's involvement with the Master Plan will directly guide them with the Zoning Ordinance Update. She noted that Progressive has attorneys on staff (including herself) and it's helpful in terms of translating legalese into normal everyday language. She went over details on Progressive's prioritize process; understand local plans and experience, zoning audit, update ordinance deliberately, to the adoption. She went over the project timeline; kickoff in July, review zone districts, maps, uses, definitions, review new chapters & edits, with document review by September, and final draft/adoption in January-March.

Julie concluded their presentation with introducing the Progressive multi-disciplinary team and



their backgrounds. She added that Ada has created a firm foundation for what is started, and they look forward to working with Ada on the Zoning Ordinance Update.

There was a question-and-answer session amongst the Commissioners, Planning Staff and candidates regarding the scope of the project; inquiry was made about the number of community engagements required compared to the Master Plan (at most two-Progressive believes more engagement is building trust), there was a concern on ensuring the drafts reviewed are legible/editable, meeting the Ada budget amount for the project, how often feedback is received during the project timeline, and identified project team members and their specific responsibilities (content editor, graphic artists, team leader).

Cooper-Surma asked what Progressive's biggest risk is. Jaclyn responded that she thinks the biggest risk is not meeting the objective by not systematically working through the document and not having enough feedback going through the process. She said Progressive has a great knowledge of the best practices in the nation, with the tools at their hands and understanding how to use them, so at the end of the day, there is a very limited amount of risk.

VanderVennen inquired whether Progressive is aware of the extended work already done by the Planning Staff and the Ada budgeted amount. Said confirmed that the RFP provided strong bullet points that stressed the amount of involvement the Planning Staff provided (the framework) and that both consultants are coming into the project with eyes wide open and aware of everything, including setting up the program and Ada's budget.

Q&A concluded at 6:14 p.m.

## **2. Commission Discussion/Recommendation**

Said stated the desired goal tonight is to have the Planning Commission carefully consider both proposals and upon conclusion make a recommendation of one consultant to the Township Board for final approval at the July 14<sup>th</sup> board meeting.

There was extended Planning Commission discussion regarding; the consideration of the items that were specifically called out/requested in the RFP, cost/budget (Grant fund received for \$50,000 with no funds budgeted from the Township), staying within the timeframe/timeline, McKenna's thorough and perceptible presentation though justifying higher cost, consideration of Progressive's work done on the Master Plan, the project benefiting from an attorney on the project team, and overall presentation comparisons.

VanderVennen stated we have two great consulting firms, however, one cost is significantly more than the other. Carter inquired to Staffs perspective. Said stated if the Commission selects the higher bid, the challenge is justifying the cost difference to the Township Board, which would require Township funds.

Carter made note that his daughter-in-law works for Progressive Companies. He assured the Commissioners he would be fair and unbiased on the subject matter, and the Commission agreed that no conflict of interest exists.

Discussion concluded as the Commissioners compared the two consultants noting that both

proposals effectively address the items requested for the project and the Planning Commission's desired outcome.

VanderVennen moved to the Commissioners for a recommendation.

Moved by Carter, supported by Kluting, to recommend to the Township Board, approval of Progressive Companies for the consulting firm for the Ada Township Zoning Ordinance Update. Motion carried unanimously.

*Carter left the meeting at 6:42 p.m.*

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

Said confirmed that the next Planning Commission meeting is on July 17, 2025, and there is one item on the agenda, a text amendment to the Zoning Ordinance.

#### **IX. PUBLIC COMMENT - none**

#### **X. ADJOURNMENT**

Moved by Ellixson-Andrews, supported by Cooper-Surma, to adjourn the meeting at 6:43 p.m. Motion carried.

Respectfully submitted,

---

Jo DeMarco, Ada Township Clerk

rs:eb



**ADA TOWNSHIP ZONING BOARD OF APPEALS  
MINUTES OF THE JUNE 3, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Zoning Board of Appeals was held on Tuesday, June 3, 2025, at 4:30 p.m., at the Ada Township Hall Assembly Room, 7330 Thornapple River Dr. SE, Ada, Michigan

**I. CALL TO ORDER**

Chair McNamara called the meeting to order at 4:30 p.m.

**II. ROLL CALL**

Members Present: Courtade, DeMarco, Ellixson-Andrews, McNamara, Nuttall

Members Absent: 0

Staff Present: Bajdek, Buckley, Said

Others Present: 17 members of the public

**III. APPROVAL OF AGENDA**

Moved by Courtade, supported by Nuttall, to approve the agenda as presented. Motion carried.

**IV. APPROVAL OF MINUTES OF THE MAY 6, 2025, REGULAR MEETING**

Moved by Courtade, supported by Nuttall, to approve the May 6, 2025, meeting minutes as presented. Motion carried.

**V. UNFINISHED BUSINESS - none**

**VI. NEW BUSINESS**

- 1. Request for the expansion of a non-conforming use, as well as side and rear yard setback variances, to allow for the construction of an addition to the existing building in the RP-1 zoning district, 6365 Knapp St. NE, Parcel No. 41-15-08-277-014, applicant Timothy S. Klaes, property owner Paragon C & I Property, LLC**

Tim Klaes, Applicant and owner of Paragon Construction, presented the request for expansion of the Paragon building and variances required to do so. He shared some history about himself and the Paragon business. He said that he purchased the building at 6365 Knapp Street in 2016 and went before the ZBA board and received approval of a continuation for a non-conforming use, allowing them to operate a construction business in that location.

Mr. Klaes explained that the company has grown over the past nine years and noted the need for additional space. He said Paragon is proposing to construct an addition to the existing building for interior storage of commercial flooring and similar materials, however to do the addition, Paragon needs a use variance and variances for dimensional setbacks. He noted that the building has always been used for commercial use even though it was zoned RP-1 (residential) some time ago.

Mr. Klaes clarified a few items addressed in the staff report and said they do not need the roofed overhang area and it will be removed from a revised drawing. The construction business will not create increased traffic and noise as he only has two full time staff in and out of the building, and he does not feel their operations have detracted from the enjoyment of the properties surrounding them. In summary, he said what we are proposing fits perfectly within the residential area.

Planning Director Said explained that the building/site was previously used as office/commercial use and in 2016 Mr. Klaes requested a use variance for a change in use to allow for the function as a construction business.

Said noted that though this site received previous approvals allowing for nonconforming uses, these requests were granted based on existing conditions of the property. The current request is not just a request for continuing use, but an expansion of a use that is not conforming to this area/zoning district. The applicant proposes to double the size of the business on this small parcel.

Said stated that Staff always desires moving toward conformance to zoning requirements and does not support this request based on the fact the request is not consistent with the applicable Standards for Variances.

McNamara opened the public hearing at 4:53 p.m.

Jonathan Arnold, 6410 Knapp Street, neighbor adjacent to Paragon building. Mr. Arnold said that he previously applied for a variance request for an accessory building on his property and was granted approval by the ZBA. He said his accessory building was an aesthetic improvement to the Knapp and Egypt Valley corner and that he supports any beautification improvements to the area. Mr. Arnold said that he feels that Paragon is a contribution to the area and the community, and he is in support of the building expansion request.

Lisa Tibble, 2435 Egypt Valley, said she lives behind the Paragon property. Ms. Tibble said she recently observed people placing the stakes for the proposed addition, and she did not want to see a big building in her backyard.

There was no other public comment and the public hearing was closed at 5:28 p.m.

There was ZBA discussion regarding allowed uses and setback requirements in the RP-1 zoning district (residential vs. non-residential), noted consideration that the RP-1 area is a low density, rural area per the Master Plan, and reviewed the Standard for Variances for this application. Courtade said he does not believe that this request complies with at least two of the three standards that the ZBA must apply. DeMarco inquired about the building location distance to neighbors.

Moved by Courtade, supported by Ellixson-Andrews, to deny the request for expanded use and setback variances, based on the findings of fact that the three Standards of Variances have not been satisfied. Roll call vote: Yes – 5; No – 0. Motion carried.

**2. Request for a variance, front and side yard setbacks, to allow for a restroom expansion and associated canopy in the VR zoning district, 7490 Thornapple River Dr. SE, Parcel No. 41-15-34-176-002, applicant Progressive Companies, property owner Ada Township**

Mike Oezer with Progressive Companies presented the request for variances. He shared an overview of the park project that Progressive is working on with Ada Township (transforming current Leonard Field into the Covered Bridge Park).

Mr. Oezer referred to the drawings of the proposed expanded restrooms and explained that the existing restrooms are undersized for the expanded park, therefore, he is proposing to increase one stall on each side and increase the capacity (code wise) to meet the uses in the park. He went over details on the 10-foot expansion and the proposed building layout, as well as a proposed canopy structure. He further explained that the addition impacts the front and side yard setbacks and requested variances allowing for the expansion.

Said summarized the Staff Report and noted that in Staff's view, this request meets the applicable Standards in Sec. 78-107. The front yard setback reduction is minimal (1.7 feet) and is across from an office property with minimal setbacks, while the side yard setback will have no impact on the adjacent property to the south, given the vegetation, higher elevation, and railroad tracks. Said stated that Staff has no objections to the approval of this request based on the findings of fact that the request is consistent with the applicable Standards for Variances.

McNamara opened the public hearing at 5:41 p.m. There was no public comment and the public hearing was closed.

Following brief ZBA discussion, it was moved by Courtade, supported by Nuttall, to approve the variances for a front yard setback of 13.3 and side yard setback of 11 feet to allow for restroom expansion, based on the findings of fact that the project meets the Standards for Variances. Roll call vote: Yes – 5; No – 0. Motion carried.

**3. Request for a variance, front yard setback, to allow for attachment of the existing detached garage to the dwelling in the RR zoning district, 7161 Conservation St. NE, Parcel No. 41-15-21-276-012, applicant and property owners Matthew & Kaitlyn Baas**

Matthew and Kaitlyn Baas presented their request for a variance, allowing them to attach their existing house and garage with the construction of a breezeway. Matthew explained that both the garage and part of the house are already located within the 50-foot setback and that there is no way to rebuild the garage in any other location on the property.

Said referred to the drawing/pictures and explained that the applicants have no control over the existing layout of the detached garage and the house and the proposed location of the enclosed connection/breezeway has more of a setback than the existing garage.

Said stated this request is a minor change and that there is significant amount of trees and vegetation along the front lot line of the property which provide screening for the proposed breezeway connection. He said Staff has no objections to the approval of this request based on the findings of fact that the request is consistent with the applicable Standards for Variances.

McNamara opened the public hearing at 5:49 p.m. There was no public comment and the public hearing was closed.

Ellixson-Andrews made a statement that he lives on Conservation Street also, but has no interest or connection to the applicants property. He does not feel there is any conflict of interest.

Moved by Nuttall, supported by Courtade, to approve the variance for a front yard setback of 28.8 feet to allow for the construction of a breezeway to connect with the home, based on the findings of the fact that the project meets the Standards for Variances. Roll call vote: Yes – 5; No – 0. Motion carried.

**4. Request for a variance, rear yard setback, to allow for construction of a new dwelling in the VR zoning district, 7390 Thornapple River Dr. SE, Parcel No. 41-15-34-105-026, applicant and property owners Sean & Rene Growney**

Rene and Sean Growney presented a variance request for a rear yard setback of 35-feet rather than the required 40-feet for a new single-family home. Rene explained that adjacent homes have 35-foot setbacks and the shorter driveway improves the aesthetics. She referred to the site plans, renderings, and narrative for supporting details.

Planner/Zoning Administrator Bajdek summarized the Staff Report and said the applicants propose to construct a new home with an attached garage on their property in the V-R zoning district. He noted that the property is unique as it is on an alley which is the only active alley in the Township.

Bajdek verified that the applicant is proposing a lesser rear yard setback to allow the home to align with neighboring homes that were recently constructed in immediate neighborhood with 35-foot rear yard setbacks (through variance approvals) for consistency purposes.

Bajdek concluded that though the request does not meet the exact letter of all three of the Standards for Variances, the details of this request may merit further consideration, due to planned utilization and proximity to the existing adjacent alley. As such, if the Zoning Board of Appeals determines, based on findings of fact that the above standards have been satisfied, Staff has no objections to approval of this request.

McNamara opened the public hearing at 5:55 p.m.

Jeff Visser, 589 River Street, homeowner across the alley from Growney's. He said he was granted a variance for the same setback about a year ago and is in support of the Growney's request. He said he would prefer to look at less concrete from across the alley.

Chris Czekai, 7365 Bronson, said he is a resident of the alley as well. He has reviewed the Growney's construction plans and he is in favor of the request. He feels the proposal will only enhance the neighborhood and downtown Ada.

Bajdek noted that the Planning & Zoning Department received four letters of support from neighbors:

Michael & Heather Garbaty, 7370 Thornapple River Dr.  
Kirsetin Morello, 7380 Thornapple River Dr.  
Gregory Morello, 7380 Thornapple River Dr.  
Chris Czekai, 7365 Bronson St.

There was no other public comment and the public hearing was closed at 5:57 p.m.

There was brief ZBA discussion regarding the uniqueness of the property on the alley and reviewed history of the previous rear yard setback requirements.

Moved by Courtade, supported by Nuttall, to approve the variance for a rear yard setback of 35 feet for the attached garage as requested, based on the findings of the fact that the project meets the Standards for Variances. Roll call vote: Yes – 5; No – 0. Motion carried.

## **VII. CORRESPONDENCE**

Said reminded of the next ZBA meeting on July 1 and noted that Courtade and Nuttall notified they will be absent. The remaining three members confirmed that they will be at the meeting (to make a quorum).

## **VIII. PUBLIC COMMENT - none**

## **IX. ADJOURNMENT**

Moved by Ellixson-Andrews, supported by Courtade, to adjourn the meeting at 6:08 p.m. Motion carried.

Respectfully submitted,

---

Jo DeMarco, Ada Township Clerk

rs:eb

**Minutes of June 12, 2025**  
Ada Historical Society Board Meeting

1. **Call to Order:** President Veldkamp called the meeting to order at 3:09 pm. Veldkamp welcomed the new board members.

**Present:** Beimers, Crosby, Ferro, Kroon, Mieras, Sefton, Thompson, Turan, Veldkamp, Vierson.

**Absent:** Idema, Kraai

**Others Present:** Benedict, M. Bolhuis, D. Bolhuis, Wildes.

2. **Approval of Agenda.** Item 4.B.7 Display Report was added to the agenda. Crosby supported by Sefton moved to approve the agenda with the addition. The motion carried.

3. **General Business:**

Approve Minutes & accept reports/communications under Consent Agenda.

- A. Board Minutes of May 8, 2025.
- B. Receive & File various reports and communications:
  - 1. Publicity Committee Report
  - 2. Collections Report
  - 3. Garden Team Updates
  - 4. Fundraising
  - 5. Volunteer Coordinator
  - 6. Executive Director Report
  - 7. Display

Sefton supported by Crosby moved to accept the Minutes of May 8, 2025 and receive and file the Reports under the Consent Agenda. The motion carried.

4. **Public Comment:** None.

5. **Board Comment:** Thompson mentioned dumping is occurring on a vacant lot on Bronson Street two properties away from where a new home is under construction. She related tree stumps have appeared there and cement mixers have been dumping excess cement on the property. It is unsightly.

6. **Unfinished Business:** None.



7. **New Business:**

**A. Fundraising Report:** Mieras related the committee is in the thick of the campaign. They have raised just over \$90,000 so far. Veldkamp related the Township will pay for the re-siding of the building and perhaps the campaign goal should be adjusted. Mieras related the Committee will consider that. Crosby related there is a house on Ada Drive that is being re-sided. Veldkamp related he stopped there and spoke with the contractor. They are doing exactly what needs to be done with our building re-siding project. Our siding project will be probably be done next year.

**B. Finance Committee:** Treasurer Kroon presented the financial reports, including restricted funds. Kroon related when he took over as Treasurer the 990 forms were three years delinquent. All reports are current at this time.

8. **Tri-River:** M. Bolhuis related the last meeting was held May 20 in Plainfield Township. They are working on the program for the annual luncheon and program on August 19 in Lake Odessa. A caterer has been hired. The speaker will be a Native American, Gloria King. Tickets are \$20. The next meeting will be June 17 in Freeport. The Cannonsburg Historical Society is considering joining the Tri-River group.

9. **Programs & Events:** Vierson related Music on the Lawn began last night. The Ada Dam Tour will be June 27. Ferro related our presence in the 4<sup>th</sup> of July Parade is being pulled together. Benedict asked for volunteers to walk in the parade and hand out candy.

10. **Volunteer Coordinator:** Benedict reminded everyone of the volunteer event on August 21. Benedict also presented the need for volunteers for Beers at the Bridge on June 20. She updated the need for volunteers for Music on the Lawn and Beers at the Bridge events for the summer.

11. **Executive Director:** Wildes related she has been working on Frank's book for publication. The last softball game has been played on Leonard Field. The newsletter goes out next month. The dam tour time slots are filling up quickly with 12 slots available. We have been asked to sell water at Beers at the Bridge. Turan supported by Crosby moved to sell water for \$1 at Beers at the Bridge. The motion carried.

12. **General Discussion:** Vierson related we need to be tuned in on the status of historic buildings in the village such as the former Ada Congregational Church as the Township constructs a new township hall. Another old home

on Bronson is said to be slated for demolition. Crosby related a need to re-evaluate membership fees. Wildes related the Ford Museum will celebrate the 80th anniversary of WWII. Many celebration activities will take place in September. Wildes related the veterans memorial here in Ada is progressing.

13. **Adjournment:** The meeting was adjourned at 4:31 pm.

Respectfully submitted,

Marilyn Thompson



## MINUTES TO PROGRESS MEETING #2

**Project:** Ada Township – Hall Street Lift Station and Sanitary Force Main  
**Project No.:** 220195.01  
**Date:** 10:00 am, July 18, 2025  
**Place:** Hall Street Lift Station

### Attendance

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email Address</u>
Jacob Bruggink	Moore & Bruggink, Inc.	616-335-4241	<a href="mailto:jbruggink@mbce.com">jbruggink@mbce.com</a>
Jagger Hoffman	Moore & Bruggink, Inc.	616-566-7575	<a href="mailto:jhoffman@mbce.com">jhoffman@mbce.com</a>
Paul Harig	F&V Operations	616-437-0437	<a href="mailto:pharig@fv-operations.com">pharig@fv-operations.com</a>
Jake Klapmust	K&R	616-299-8320	<a href="mailto:klapmustja@kandrinc.com">klapmustja@kandrinc.com</a>
Doug Miller	K&R	269-908-0795	<a href="mailto:milledo@kandrinc.com">milledo@kandrinc.com</a>

### Distribution:

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email Address</u>
All Attendees			
Julius Suchy	Ada Township	616-466-7724	<a href="mailto:jsuchy@adatownshipmi.com">jsuchy@adatownshipmi.com</a>
Scott Knapp	Moore & Bruggink, Inc.	616-466-7453	<a href="mailto:sknapp@mbce.com">sknapp@mbce.com</a>
Steve Groenenboom	Moore & Bruggink, Inc.	616-466-7391	<a href="mailto:sgroenenboom@mbce.com">sgroenenboom@mbce.com</a>
Brenden Kennedy	Moore & Bruggink, Inc.	616-551-9617	<a href="mailto:bkennedy@mbce.com">bkennedy@mbce.com</a>
Stephanie Kozal	F&V Operations	616-437-1141	<a href="mailto:skozal@fv-operations.com">skozal@fv-operations.com</a>
Ladd VanderLaan	DVT Electric	616-530-0039	<a href="mailto:ladd@dvtelectric.com">ladd@dvtelectric.com</a>
Terry Cazier	Kentwood Excavating	231-225-8444	<a href="mailto:kentwoodx@gmail.com">kentwoodx@gmail.com</a>
Justin Wigger	Kentwood Excavating	616-890-6054	<a href="mailto:wigger1226@gmail.com">wigger1226@gmail.com</a>
Troy McDonald	Century A&E	616-855-7105	<a href="mailto:tmcdonald@centuryae.com">tmcdonald@centuryae.com</a>

### **Soil Erosion and Sedimentation Control**

- Soil erosion and sedimentation control measures are in place.
- No issues do date.
- K&R has been making storm reports but there has not been any significant rain events.

### **Traffic Control**

- No issues so far, but traffic does come through the work zone at high speed.

### **Safety**

- No safety issues reported to date. All workers onsite shall wear hard hats and protective gear as required by MIOSHA, and safe operations shall be conducted.

### **Schedule**

- About a week ahead of schedule vs the previous construction schedule.
- 7/29: Paving base course HMA
- 7/30: Milling HMA
- 7/31: Raising castings
- 8/1: Paving top course HMA

### **Submittals**

- No outstanding submittals.

### **Plan Revisions**

- No plan revisions.
- Force main routing at the lift station will be slightly different than shown on plan but will be functionally the same. This is acceptable.

### **Change Orders**

- Bulletin #1 has been issued.

### **Project Coordination Items**

- K&R fabricator will get a 'napkin drawing' made up for a stainless steel hasp on the for drywell lid.
- Electrical service costs from Consumers Energy could be up to \$60,000 (allowance

is \$20,000)

- K&R needs to know Consumers Energy scope and timeframe.
- Bypass connection chamber was installed deeper so that the force main could pass below water main near the sidewalk. A riser section will need to be added to raise the too. A section of threaded stainless pipe and coupling will be added below the cam lock connection to raise up with the top of structure.
- Manhole castings & covers –
  - Some manhole castings are damaged and need to be replaced. Quantity will need to be determined when the castings are lowered.
  - The all castings in the roadway will need to be adjusted or they will not be smooth with the roadway.
- Additional pump & haul time and pipe at discharge manhole due to existing force main location being different than shown-
  - The force main needed to be routed overtop of the sanitary sewer, so both manholes and the gravity sewer needed to be installed while on pump & haul.
- Paradise Lake Dr. resident electrical service
  - The repairs are almost complete.
  - HVAC is functional again.
  - Roofer is coming next week Wednesday (7/23).
  - After roof repair, electrician and Consumers Energy will come back for final work.
- Additional driveway approach removals will be paid for under pavement removal item.
- Two stretches of HMA in the Hall Street of became undermined when installing the new force main. Due to the location of the existing force main, the new force main location needed to be shifted closer to the center of the street
  - Full width road reconstruct for these area.
  - A third stretch of undermined roadway was identified while walking Hall Street at the progress meeting.
- A valve box adjustment item will need to be added for the water main valve in front of Bridge Crest Drive.

### **Next Meeting Date**

10 a.m., Friday, July 25, 2025

*Respectfully Submitted By: Jacob Bruggink, P.E.*

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

VI B

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Revenues							
Dept 020.000 - TAXES							
101-020.000-402.000	TAXES: TWP OPERATING AD VAL	1,229,839.00	1,229,839.00	19,455.98	0.00	1,210,383.02	1.58
101-020.000-445.000	TAXES: PENALTIES/INTEREST	10,000.00	10,000.00	104.87	0.00	9,895.13	1.05
101-020.000-447.000	TAXES: SCHOOL TAX FEE	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
101-020.000-451.000	TAXES: LIGHT DISTRICTS	74,132.00	74,132.00	877.26	0.00	73,254.74	1.18
101-020.000-452.000	SPECIAL ASSESSMENTS- PL	7,056.00	7,056.00	0.00	0.00	7,056.00	0.00
101-020.000-573.000	LOCAL COMMUNITY STABILIZATION	3,867.00	3,867.00	2,823.25	0.00	1,043.75	73.01
Total Dept 020.000 - TAXES		1,347,894.00	1,347,894.00	23,261.36	0.00	1,324,632.64	1.73
Dept 022.000 - CABLE LICENSE & FEES							
101-022.000-477.000	LICENSE: FRANCHISE FEES	200,000.00	200,000.00	87,634.72	0.00	112,365.28	43.82
101-022.000-477.001	CABLE: MAINTENANCE FEE : PA 48	15,000.00	15,000.00	23,549.41	0.00	(8,549.41)	157.00
101-022.000-477.002	CABLE PEG GRANTS	0.00	0.00	1,055.67	0.00	(1,055.67)	100.00
Total Dept 022.000 - CABLE LICENSE & FEES		215,000.00	215,000.00	112,239.80	0.00	102,760.20	52.20
Dept 023.000 - INTEREST & RENTS							
101-023.000-665.001	MI CLASS - INTEREST	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-023.000-665.005	INT: GEN FUND - BANK	14,500.00	14,500.00	0.00	0.00	14,500.00	0.00
101-023.000-665.006	INT: GEN FUND CONTINGENCY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-023.000-667.001	CELL TOWER RENTS	107,132.00	107,132.00	41,323.67	3,751.92	65,808.33	38.57
Total Dept 023.000 - INTEREST & RENTS		138,132.00	138,132.00	41,323.67	3,751.92	96,808.33	29.92
Dept 024.000 - STATE REVENUE SHARING							
101-024.000-574.000	STATE: SALES TAX	1,564,931.00	1,564,931.00	502,392.00	0.00	1,062,539.00	32.10
101-024.000-574.001	EVIP REVENUE SHARING	75,146.00	75,146.00	17,750.00	0.00	57,396.00	23.62
101-024.000-578.000	STATE: LIQUOR LICENSE FEES	0.00	0.00	2,551.45	0.00	(2,551.45)	100.00
Total Dept 024.000 - STATE REVENUE SHARING		1,640,077.00	1,640,077.00	522,693.45	0.00	1,117,383.55	31.87
Dept 024.001 - GRANTS							
101-024.001-565.000	STATE: ELECTION REIMBURSEMENT	0.00	0.00	37,293.01	0.00	(37,293.01)	100.00
101-024.001-566.000	STATE GRANT	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 024.001 - GRANTS		50,000.00	50,000.00	37,293.01	0.00	12,706.99	74.59
Dept 025.000 - CHARGES FOR SERVICES							
101-025.000-607.000	ZONING HRGS/APPEALS/PERMITS	13,000.00	13,000.00	7,300.00	300.00	5,700.00	56.15
101-025.000-634.000	CEMETERY SERVICE	15,000.00	15,000.00	4,775.00	500.00	10,225.00	31.83
101-025.000-643.000	SALES: CEMETERY SITES	15,000.00	15,000.00	15,250.00	1,000.00	(250.00)	101.67
101-025.000-644.000	FEES: ELECTRIC CAR CHARGE STATI	700.00	700.00	295.79	0.00	404.21	42.26
101-025.000-667.003	FEES: COMMUNITY ROOM RENTALS	15,000.00	15,000.00	5,065.00	0.00	9,935.00	33.77
101-025.000-667.004	FEES: KDL LEASE	41,282.00	41,282.00	20,641.00	0.00	20,641.00	50.00
Total Dept 025.000 - CHARGES FOR SERVICES		99,982.00	99,982.00	53,326.79	1,800.00	46,655.21	53.34

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Revenues							
Dept 027.000 - OTHER REVENUE							
101-027.000-675.000	MISC AND OTHER REVENUE	5,000.00	5,000.00	21,230.28	140.00	(16,230.28)	424.61
Total Dept 027.000 - OTHER REVENUE		5,000.00	5,000.00	21,230.28	140.00	(16,230.28)	424.61
TOTAL REVENUES		3,496,085.00	3,496,085.00	811,368.36	5,691.92	2,684,716.64	23.21
Expenditures							
Dept 101.000 - BOARD OF TRUSTEES							
101-101.000-701.000	SALARIES, ELECTED OFFICIALS	35,060.00	35,060.00	12,850.52	0.00	22,209.48	36.65
101-101.000-715.000	FICA - TOWNSHIP SHARE	2,192.00	2,192.00	750.24	0.00	1,441.76	34.23
101-101.000-716.000	FICA - MEDICARE TWP SHARE	439.00	439.00	175.49	0.00	263.51	39.97
101-101.000-719.000	RETIREMENT - EMPLOYER COST	3,506.00	3,506.00	1,210.00	0.00	2,296.00	34.51
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		43,947.00	43,947.00	14,986.25	0.00	28,960.75	34.10
Dept 171.000 - SUPERVISOR'S OFFICE							
101-171.000-701.000	SALARIES, ELECTED OFFICIALS	43,824.00	43,824.00	16,062.83	0.00	27,761.17	36.65
101-171.000-708.000	WAGES - ADMIN ASSISTANT	14,508.00	14,508.00	5,370.74	0.00	9,137.26	37.02
101-171.000-715.000	FICA - TOWNSHIP SHARE	3,650.00	3,650.00	1,205.95	0.00	2,444.05	33.04
101-171.000-716.000	FICA - MEDICARE TWP SHARE	730.00	730.00	282.06	0.00	447.94	38.64
101-171.000-719.000	RETIREMENT - EMPLOYER COST	5,835.00	5,835.00	2,018.67	0.00	3,816.33	34.60
101-171.000-719.001	MEDICAL, DENTAL INSURANCE	6,900.00	6,900.00	2,694.17	0.00	4,205.83	39.05
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		76,222.00	76,222.00	27,634.42	0.00	48,587.58	36.26
Dept 172.000 - MANAGER'S OFFICE							
101-172.000-703.000	SALARIES & WAGES	52,000.00	52,000.00	21,071.87	0.00	30,928.13	40.52
101-172.000-715.000	FICA - TOWNSHIP SHARE	3,300.00	3,300.00	1,143.50	0.00	2,156.50	34.65
101-172.000-716.000	FICA - MEDICARE TWP SHARE	725.00	725.00	267.43	0.00	457.57	36.89
101-172.000-719.000	RETIREMENT - EMPLOYER COST	5,200.00	5,200.00	1,882.23	0.00	3,317.77	36.20
101-172.000-719.001	MEDICAL, DENTAL INSURANCE	5,065.00	5,065.00	2,836.71	0.00	2,228.29	56.01
101-172.000-724.000	PHONE ALLOWANCE	250.00	250.00	60.00	0.00	190.00	24.00
101-172.000-726.000	OFFICE SUPPLIES/SERVICES	500.00	500.00	0.00	0.00	500.00	0.00
101-172.000-800.000	CONTINUING EDUCATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-172.000-820.000	MEMBERSHIP & DUES	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
101-172.000-870.000	MILEAGE & EXPENSES	3,700.00	3,700.00	900.00	0.00	2,800.00	24.32
101-172.000-983.000	NEW EQUIPMENT	1,250.00	1,250.00	1,368.62	0.00	(118.62)	109.49
Total Dept 172.000 - MANAGER'S OFFICE		78,740.00	78,740.00	29,530.36	0.00	49,209.64	37.50
Dept 215.000 - CLERK'S OFFICE							
101-215.000-701.000	SALARIES, ELECTED OFFICIALS	92,236.00	92,236.00	33,733.09	0.00	58,502.91	36.57
101-215.000-706.000	WAGES - DEPUTY/ASSISTANT	61,800.00	61,800.00	22,677.71	0.00	39,122.29	36.70

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-215.000-715.000	FICA - TOWNSHIP SHARE	9,628.00	9,628.00	3,289.90	0.00	6,338.10	34.17
101-215.000-716.000	FICA - MEDICARE TWP SHARE	1,930.00	1,930.00	769.41	0.00	1,160.59	39.87
101-215.000-719.000	RETIREMENT - EMPLOYER COST	15,405.00	15,405.00	5,313.22	0.00	10,091.78	34.49
101-215.000-719.001	MEDICAL, DENTAL INSURANCE	11,000.00	11,000.00	2,528.37	0.00	8,471.63	22.99
101-215.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	540.00	0.00	900.00	37.50
101-215.000-800.000	CONTINUING EDUCATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215.000-820.000	MEMBERSHIP & DUES	5,000.00	5,000.00	90.00	90.00	4,910.00	1.80
101-215.000-870.000	MILEAGE & EXPENSES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-215.000-903.000	PRINTING/PUBLISHING	5,000.00	5,000.00	6,871.55	(290.69)	(1,871.55)	137.43
Total Dept 215.000 - CLERK'S OFFICE		209,939.00	209,939.00	75,813.25	(200.69)	134,125.75	36.11
Dept 223.000 - LEGAL & ACCOUNTING							
101-223.000-807.000	AUDIT SERVICES	20,000.00	20,000.00	17,280.00	0.00	2,720.00	86.40
Total Dept 223.000 - LEGAL & ACCOUNTING		20,000.00	20,000.00	17,280.00	0.00	2,720.00	86.40
Dept 247.000 - BOARD OF REVIEW							
101-247.000-710.000	WAGES - OTHER WORKERS	1,600.00	1,600.00	150.00	0.00	1,450.00	9.38
101-247.000-715.000	FICA - TOWNSHIP SHARE	100.00	100.00	9.30	0.00	90.70	9.30
101-247.000-716.000	FICA - MEDICARE TWP SHARE	25.00	25.00	2.19	0.00	22.81	8.76
101-247.000-870.000	MILEAGE & EXPENSES	350.00	350.00	0.00	0.00	350.00	0.00
Total Dept 247.000 - BOARD OF REVIEW		2,075.00	2,075.00	161.49	0.00	1,913.51	7.78
Dept 253.000 - TREASURER'S OFFICE							
101-253.000-701.000	SALARIES, ELECTED OFFICIALS	92,236.00	92,236.00	33,733.09	0.00	58,502.91	36.57
101-253.000-706.000	WAGES - DEPUTY/ASSISTANT	67,200.00	67,200.00	24,603.67	0.00	42,596.33	36.61
101-253.000-715.000	FICA - TOWNSHIP SHARE	9,965.00	9,965.00	3,093.78	0.00	6,871.22	31.05
101-253.000-716.000	FICA - MEDICARE TWP SHARE	1,995.00	1,995.00	723.54	0.00	1,271.46	36.27
101-253.000-719.000	RETIREMENT - EMPLOYER COST	15,945.00	15,945.00	5,496.21	0.00	10,448.79	34.47
101-253.000-719.001	MEDICAL, DENTAL INSURANCE	45,900.00	45,900.00	17,996.79	0.00	27,903.21	39.21
101-253.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	480.00	0.00	960.00	33.33
101-253.000-740.000	OPERATING SUPPLIES/SERVICES	13,360.00	13,360.00	6,717.21	0.00	6,642.79	50.28
101-253.000-800.000	CONTINUING EDUCATION	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
101-253.000-820.000	MEMBERSHIP & DUES	700.00	700.00	0.00	0.00	700.00	0.00
101-253.000-870.000	MILEAGE & EXPENSES	5,000.00	5,000.00	1,781.47	0.00	3,218.53	35.63
101-253.000-983.000	NEW EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 253.000 - TREASURER'S OFFICE		259,241.00	259,241.00	94,625.76	0.00	164,615.24	36.50
Dept 257.000 - ASSESSING DEPT.							
101-257.000-704.000	WAGES	112,595.00	112,595.00	45,308.67	0.00	67,286.33	40.24
101-257.000-704.002	APPRAISER	55,103.00	55,103.00	20,226.49	0.00	34,876.51	36.71
101-257.000-708.000	WAGES - ASSESS. TECHNICIAN	35,348.00	35,348.00	9,533.02	0.00	25,814.98	26.97
101-257.000-715.000	FICA - TOWNSHIP SHARE	12,690.00	12,690.00	4,266.26	0.00	8,423.74	33.62
101-257.000-716.000	FICA - MEDICARE TWP SHARE	2,538.00	2,538.00	997.76	0.00	1,540.24	39.31
101-257.000-719.000	RETIREMENT - EMPLOYER COST	11,260.00	11,260.00	4,143.05	0.00	7,116.95	36.79
101-257.000-719.001	MEDICAL, DENTAL INSURANCE	8,776.00	8,776.00	7,833.67	0.00	942.33	89.26



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
101-257.000-724.000	PHONE ALLOWANCE	1,440.00	1,440.00	539.58	0.00	900.42	37.47
101-257.000-730.000	COMPUTER SUPPLIES/SERVICES	500.00	500.00	0.00	0.00	500.00	0.00
101-257.000-740.000	OPERATING SUPPLIES/SERVICES	5,000.00	5,000.00	223.69	0.00	4,776.31	4.47
101-257.000-800.000	CONTINUING EDUCATION	4,000.00	4,000.00	1,285.00	0.00	2,715.00	32.13
101-257.000-801.000	CONTRACT SERVICE	14,000.00	14,000.00	8,280.76	0.00	5,719.24	59.15
101-257.000-820.000	MEMBERSHIP & DUES	1,000.00	1,000.00	240.00	0.00	760.00	24.00
101-257.000-870.000	MILEAGE & EXPENSES	12,000.00	12,000.00	1,293.91	0.00	10,706.09	10.78
101-257.000-983.000	NEW EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 257.000 - ASSESSING DEPT.		279,250.00	279,250.00	104,171.86	0.00	175,078.14	37.30
Dept 262.000 - ELECTIONS							
101-262.000-710.000	WAGES - OTHER WORKERS	37,000.00	37,000.00	13,515.77	0.00	23,484.23	36.53
101-262.000-715.000	FICA - TOWNSHIP SHARE	1,100.00	1,100.00	153.81	0.00	946.19	13.98
101-262.000-716.000	FICA - MEDICARE TWP SHARE	460.00	460.00	35.91	0.00	424.09	7.81
101-262.000-719.000	RETIREMENT - EMPLOYER COST	581.00	581.00	200.23	0.00	380.77	34.46
101-262.000-719.001	MEDICAL, DENTAL INSURANCE	1,500.00	1,500.00	656.30	0.00	843.70	43.75
101-262.000-724.000	PHONE ALLOWANCE	135.00	135.00	25.11	0.00	109.89	18.60
101-262.000-740.000	OPERATING SUPPLIES/SERVICES	20,000.00	20,000.00	10,270.21	(15.00)	9,729.79	51.35
101-262.000-870.000	MILEAGE & EXPENSES	300.00	300.00	38.50	0.00	261.50	12.83
101-262.000-903.000	PRINTING/PUBLISHING	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-262.000-983.000	NEW EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 262.000 - ELECTIONS		72,076.00	72,076.00	24,895.84	(15.00)	47,180.16	34.54
Dept 265.000 - BUILDINGS & GROUNDS							
101-265.000-704.000	WAGES	86,080.00	86,080.00	31,167.44	0.00	54,912.56	36.21
101-265.000-715.000	FICA - TOWNSHIP SHARE	6,156.00	6,156.00	1,752.48	0.00	4,403.52	28.47
101-265.000-716.000	FICA - MEDICARE TWP SHARE	1,232.00	1,232.00	409.78	0.00	822.22	33.26
101-265.000-719.000	RETIREMENT - EMPLOYER COST	8,608.00	8,608.00	2,639.68	0.00	5,968.32	30.67
101-265.000-719.001	MEDICAL, DENTAL INSURANCE	17,500.00	17,500.00	7,382.49	0.00	10,117.51	42.19
101-265.000-724.000	PHONE ALLOWANCE	1,100.00	1,100.00	342.96	0.00	757.04	31.18
101-265.000-729.000	UNIFORMS	1,800.00	1,800.00	1,082.04	0.00	717.96	60.11
101-265.000-740.000	OPERATING SUPPLIES/SERVICES	12,500.00	12,500.00	3,752.41	0.00	8,747.59	30.02
101-265.000-801.000	CONTRACT SERVICE	45,000.00	45,000.00	7,905.34	60.00	37,094.66	17.57
101-265.000-801.001	COMMUNITY PARKING LEASE	26,804.00	26,804.00	26,803.39	0.00	0.61	100.00
101-265.000-817.000	LAWN CARE CONTRACT	15,500.00	15,500.00	6,444.44	0.00	9,055.56	41.58
101-265.000-818.000	SANITATION CONT SERVICE	3,000.00	3,000.00	1,974.45	0.00	1,025.55	65.82
101-265.000-819.000	JANITORIAL CONT SERVICE	12,000.00	12,000.00	4,293.00	0.00	7,707.00	35.78
101-265.000-930.000	MAINTENANCE & REPAIR	17,000.00	17,000.00	14,620.54	0.00	2,379.46	86.00
101-265.000-930.010	IRRIGATION MAINTENANCE	11,300.00	11,300.00	10,460.26	145.00	839.74	92.57
101-265.000-933.000	TRUCK/EQUIP EXPENSES	12,000.00	12,000.00	1,592.94	0.00	10,407.06	13.27
101-265.000-933.001	TRUCK FUEL	15,000.00	15,000.00	4,166.43	0.00	10,833.57	27.78
101-265.000-974.000	IMPROVEMENTS	0.00	0.00	6.00	0.00	(6.00)	100.00
101-265.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	673.96	0.00	826.04	44.93
Total Dept 265.000 - BUILDINGS & GROUNDS		294,080.00	294,080.00	127,470.03	205.00	166,609.97	43.35
Dept 266.000 - LEGAL & ACCOUNTING							
101-266.000-828.000	LEGAL SERVICES	80,000.00	80,000.00	60,411.30	0.00	19,588.70	75.51

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
Total Dept 266.000 - LEGAL & ACCOUNTING		80,000.00	80,000.00	60,411.30	0.00	19,588.70	75.51
Dept 272.000 - GENERAL ADMINISTRATION							
101-272.000-702.000	WAGES - TOWNSHIP ACCOUNTANT	75,831.00	75,831.00	37,944.13	0.00	37,886.87	50.04
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	53,133.00	53,133.00	7,024.10	0.00	46,108.90	13.22
101-272.000-708.001	WAGES: OVERTIME	0.00	0.00	830.31	0.00	(830.31)	100.00
101-272.000-710.000	WAGES - OTHER WORKERS	21,680.00	21,680.00	7,928.88	0.00	13,751.12	36.57
101-272.000-715.000	FICA - TOWNSHIP SHARE	9,980.00	9,980.00	2,871.16	0.00	7,108.84	28.77
101-272.000-716.000	FICA - MEDICARE TWP SHARE	2,000.00	2,000.00	671.45	0.00	1,328.55	33.57
101-272.000-719.000	RETIREMENT - EMPLOYER COST	15,065.00	15,065.00	4,970.88	0.00	10,094.12	33.00
101-272.000-719.001	MEDICAL, DENTAL INSURANCE	38,000.00	38,000.00	11,300.51	0.00	26,699.49	29.74
101-272.000-724.000	PHONE ALLOWANCE	936.00	936.00	295.20	0.00	640.80	31.54
101-272.000-726.000	OFFICE SUPPLIES/SERVICES	20,000.00	20,000.00	7,538.99	0.00	12,461.01	37.69
101-272.000-727.000	POSTAGE	16,000.00	16,000.00	3,038.44	0.00	12,961.56	18.99
101-272.000-775.001	COMPUTER MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
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	55,120.97	315.00	(15,120.97)	137.80
101-272.000-801.020	CONTRACT-I.T. MAINTENANCE	39,400.00	39,400.00	0.00	0.00	39,400.00	0.00
101-272.000-820.000	MEMBERSHIP & DUES	52,000.00	52,000.00	14,676.63	0.00	37,323.37	28.22
101-272.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	16,500.00	16,500.00	1,629.93	0.00	14,870.07	9.88
101-272.000-870.000	MILEAGE & EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
101-272.000-890.000	COMMUNITY EVENTS/PROMOTIONS	58,500.00	58,500.00	16,523.84	0.00	41,976.16	28.25
101-272.000-890.001	COMMUNITY SERVICE	7,000.00	7,000.00	79.62	3.00	6,920.38	1.14
101-272.000-903.000	PRINTING/PUBLISHING	30,000.00	30,000.00	2,111.80	0.00	27,888.20	7.04
101-272.000-906.000	PRINTINGS - COMMUNITY SERVICE	0.00	0.00	618.67	0.00	(618.67)	100.00
101-272.000-906.001	PRINTINGS - COMMUNITY EVENTS	0.00	0.00	10,500.00	0.00	(10,500.00)	100.00
101-272.000-920.000	UTILITIES/SPEC ASSM'TS	34,000.00	34,000.00	8,767.95	4,038.39	25,232.05	25.79
101-272.000-943.000	OFFICE EQUIP RENTAL	6,000.00	6,000.00	441.99	0.00	5,558.01	7.37
101-272.000-974.000	IMPROVEMENTS	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-272.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	1,368.62	0.00	131.38	91.24
Total Dept 272.000 - GENERAL ADMINISTRATION		568,625.00	568,625.00	196,254.07	4,356.39	372,370.93	34.51
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
101-279.000-719.002	LIFE INSURANCE, OTHERS	7,000.00	7,000.00	1,751.44	0.00	5,248.56	25.02
101-279.000-910.000	TOWNSHIP INSURANCE/BONDS	50,000.00	50,000.00	14,080.00	0.00	35,920.00	28.16
101-279.000-991.000	BOND PRINCIPAL PAYMENTS	67,036.00	67,036.00	0.00	0.00	67,036.00	0.00
101-279.000-993.000	BOND INTEREST PAYMENTS	24,014.00	24,014.00	12,157.74	0.00	11,856.26	50.63
101-279.000-999.000	PAYING AGENT FEES	800.00	800.00	0.00	0.00	800.00	0.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		148,850.00	148,850.00	27,989.18	0.00	120,860.82	18.80
Dept 441.000 - CONTRACTED SERVICES							
101-441.000-801.000	CONTRACT SERVICE	42,544.00	42,544.00	34,723.20	0.00	7,820.80	81.62
101-441.000-801.008	ROAD CONSTRUCTION/MAJOR	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
101-441.000-801.009	ROAD CONSTRUCTION/MINOR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-441.000-801.010	ROAD DUSTLAYER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-441.000-801.100	PARADISE LAKE ASSESSMENT	10,000.00	10,000.00	4,980.00	0.00	5,020.00	49.80
101-441.000-808.000	ENGINEERS SERVICE	200,000.00	200,000.00	17,820.00	0.00	182,180.00	8.91

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
Total Dept 441.000 - CONTRACTED SERVICES		515,544.00	515,544.00	57,523.20	0.00	458,020.80	11.16
Dept 445.000 - PUBLIC WORKS							
101-445.000-935.000	ROAD DRAINS	1,638.00	1,638.00	0.00	0.00	1,638.00	0.00
Total Dept 445.000 - PUBLIC WORKS		1,638.00	1,638.00	0.00	0.00	1,638.00	0.00
Dept 448.000 - PUBLIC WORKS							
101-448.000-922.000	STREET LIGHTING	78,000.00	78,000.00	20,372.78	0.00	57,627.22	26.12
Total Dept 448.000 - PUBLIC WORKS		78,000.00	78,000.00	20,372.78	0.00	57,627.22	26.12
Dept 567.000 - CEMETERIES							
101-567.000-707.000	WAGES - HOURLY WORKER	17,413.00	17,413.00	6,785.69	0.00	10,627.31	38.97
101-567.000-715.000	FICA - TOWNSHIP SHARE	1,286.00	1,286.00	382.41	0.00	903.59	29.74
101-567.000-716.000	FICA - MEDICARE TWP SHARE	257.00	257.00	89.52	0.00	167.48	34.83
101-567.000-719.000	RETIREMENT - EMPLOYER COST	1,742.00	1,742.00	561.22	0.00	1,180.78	32.22
101-567.000-719.001	MEDICAL, DENTAL INSURANCE	3,963.00	3,963.00	1,517.12	0.00	2,445.88	38.28
101-567.000-724.000	PHONE ALLOWANCE	249.00	249.00	78.55	0.00	170.45	31.55
101-567.000-740.000	OPERATING SUPPLIES/SERVICES	4,000.00	4,000.00	510.83	0.00	3,489.17	12.77
101-567.000-801.000	CONTRACT SERVICE	7,000.00	7,000.00	25,111.55	0.00	(18,111.55)	358.74
101-567.000-817.000	LAWN CARE CONTRACT	20,000.00	20,000.00	12,444.44	0.00	7,555.56	62.22
101-567.000-920.000	UTILITIES/SPEC ASSM'TS	375.00	375.00	115.69	0.00	259.31	30.85
101-567.000-930.000	MAINTENANCE & REPAIR	12,000.00	12,000.00	1,980.20	0.00	10,019.80	16.50
101-567.000-974.000	IMPROVEMENTS	10,000.00	10,000.00	3,895.00	0.00	6,105.00	38.95
Total Dept 567.000 - CEMETERIES		78,285.00	78,285.00	53,472.22	0.00	24,812.78	68.30
Dept 701.000 - PLANNING DEPARTMENT							
101-701.000-704.000	WAGES	55,509.00	55,509.00	21,653.93	0.00	33,855.07	39.01
101-701.000-707.000	WAGES - ADMIN ASSISTANT	23,213.00	23,213.00	8,592.64	0.00	14,620.36	37.02
101-701.000-708.000	WAGES - PLANNER/ZONING ADMIN	54,164.00	54,164.00	20,641.03	0.00	33,522.97	38.11
101-701.000-711.000	PER DIEM: PLANNING COMMISSION	4,000.00	4,000.00	2,515.00	0.00	1,485.00	62.88
101-701.000-712.000	PER DIEM: BOARD OF APPEALS	2,000.00	2,000.00	470.00	0.00	1,530.00	23.50
101-701.000-715.000	FICA - TOWNSHIP SHARE	8,600.00	8,600.00	3,045.82	0.00	5,554.18	35.42
101-701.000-716.000	FICA - MEDICARE TWP SHARE	1,725.00	1,725.00	712.30	0.00	1,012.70	41.29
101-701.000-719.000	RETIREMENT - EMPLOYER COST	13,290.00	13,290.00	4,843.32	0.00	8,446.68	36.44
101-701.000-719.001	MEDICAL, DENTAL INSURANCE	26,383.00	26,383.00	10,848.56	0.00	15,534.44	41.12
101-701.000-724.000	PHONE ALLOWANCE	400.00	400.00	306.00	0.00	94.00	76.50
101-701.000-726.000	OFFICE SUPPLIES/SERVICES	3,000.00	3,000.00	171.98	0.00	2,828.02	5.73
101-701.000-800.000	CONTINUING EDUCATION	4,500.00	4,500.00	75.00	0.00	4,425.00	1.67
101-701.000-801.000	CONTRACT SERVICE	80,000.00	80,000.00	2,365.09	0.00	77,634.91	2.96
101-701.000-820.000	MEMBERSHIP & DUES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
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	790.80	0.00	1,709.20	31.63
101-701.000-983.000	NEW EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 701.000 - PLANNING DEPARTMENT		283,784.00	283,784.00	77,031.47	0.00	206,752.53	27.14

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - ADA TOWNSHIP GENERAL FUND							
Expenditures							
Dept 790.000 - LIBRARY & COMMTY CENTER							
101-790.000-704.000	WAGES	21,908.00	21,908.00	7,751.71	0.00	14,156.29	35.38
101-790.000-704.001	WAGES - SUPPORT	12,186.00	12,186.00	4,901.34	0.00	7,284.66	40.22
101-790.000-715.000	FICA - TOWNSHIP SHARE	2,402.00	2,402.00	695.36	0.00	1,706.64	28.95
101-790.000-716.000	FICA - MEDICARE TWP SHARE	330.00	330.00	162.68	0.00	167.32	49.30
101-790.000-719.000	RETIREMENT - EMPLOYER COST	3,410.00	3,410.00	1,100.50	0.00	2,309.50	32.27
101-790.000-719.001	MEDICAL, DENTAL INSURANCE	7,380.00	7,380.00	3,284.85	0.00	4,095.15	44.51
101-790.000-724.000	PHONE ALLOWANCE	430.00	430.00	133.74	0.00	296.26	31.10
101-790.000-740.000	OPERATING SUPPLIES/SERVICES	8,000.00	8,000.00	895.79	0.00	7,104.21	11.20
101-790.000-801.000	CONTRACT SERVICE	28,000.00	28,000.00	7,842.00	1,191.25	20,158.00	28.01
101-790.000-817.000	LAWN CARE CONTRACT	1,500.00	1,500.00	1,000.00	0.00	500.00	66.67
101-790.000-818.000	SANITATION CONT SERVICE	5,400.00	5,400.00	1,044.37	0.00	4,355.63	19.34
101-790.000-819.000	JANITORIAL CONT SERVICE	52,000.00	52,000.00	19,459.29	3,541.25	32,540.71	37.42
101-790.000-920.000	UTILITIES/SPEC ASSM'TS	64,000.00	64,000.00	23,170.62	2,956.98	40,829.38	36.20
101-790.000-930.000	MAINTENANCE & REPAIR	15,000.00	15,000.00	10,069.71	0.00	4,930.29	67.13
101-790.000-974.000	IMPROVEMENTS	1,500.00	1,500.00	69.39	69.39	1,430.61	4.63
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		224,946.00	224,946.00	81,581.35	7,758.87	143,364.65	36.27
Dept 804.000 - HISTORICAL SOCIETY							
101-804.000-802.000	MUSEUM MANAGER	30,000.00	30,000.00	15,000.00	15,000.00	15,000.00	50.00
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	10,500.00	10,500.00	9,534.64	6,393.62	965.36	90.81
101-804.000-930.000	MAINTENANCE & REPAIR	5,000.00	5,000.00	1,207.52	0.00	3,792.48	24.15
Total Dept 804.000 - HISTORICAL SOCIETY		47,000.00	47,000.00	25,742.16	21,393.62	21,257.84	54.77
TOTAL EXPENDITURES		3,362,242.00	3,362,242.00	1,116,946.99	33,498.19	2,245,295.01	33.22
Fund 101 - ADA TOWNSHIP GENERAL FUND:							
TOTAL REVENUES		3,496,085.00	3,496,085.00	811,368.36	5,691.92	2,684,716.64	23.21
TOTAL EXPENDITURES		3,362,242.00	3,362,242.00	1,116,946.99	33,498.19	2,245,295.01	33.22
NET OF REVENUES & EXPENDITURES		133,843.00	133,843.00	(305,578.63)	(27,806.27)	439,421.63	228.31
BEG. FUND BALANCE		4,242,118.10	4,242,118.10	4,242,118.10			
NET OF REVENUES/EXPENDITURES - 2024-25				291,175.13		291,175.13	
END FUND BALANCE		4,375,961.10	4,375,961.10	4,227,714.60			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 205 - PUBLIC SAFETY FUND							
Revenues							
Dept 020.000 - TAXES							
205-020.000-404.000	TAXES: VOTED	1,938,823.00	1,938,823.00	30,672.42	0.00	1,908,150.58	1.58
205-020.000-573.000	LOCAL COMMUNITY STABILIZATION	3,036.00	3,036.00	0.00	0.00	3,036.00	0.00
Total Dept 020.000 - TAXES		1,941,859.00	1,941,859.00	30,672.42	0.00	1,911,186.58	1.58
Dept 023.000 - INTEREST & RENTS							
205-023.000-665.003	INT: PUBLIC SAFETY FUND	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
205-023.000-665.007	INT: FIRE DEPT CAPITAL OUTLAY	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
205-023.000-665.008	INTEREST: FD CONTINGENCY MI CLA	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
205-023.000-665.012	INT: FD EMER EQUIP REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		14,500.00	14,500.00	0.00	0.00	14,500.00	0.00
Dept 027.000 - OTHER REVENUE							
205-027.000-675.000	MISC AND OTHER REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 027.000 - OTHER REVENUE		2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
TOTAL REVENUES		1,958,359.00	1,958,359.00	30,672.42	0.00	1,927,686.58	1.57
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
205-279.000-719.002	LIFE INSURANCE, OTHERS	4,500.00	4,500.00	873.75	0.00	3,626.25	19.42
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		4,500.00	4,500.00	873.75	0.00	3,626.25	19.42
Dept 301.000 - LAW ENFORCEMENT							
205-301.000-969.000	CO ASSESSMENT	440,000.00	440,000.00	138,176.19	0.00	301,823.81	31.40
Total Dept 301.000 - LAW ENFORCEMENT		440,000.00	440,000.00	138,176.19	0.00	301,823.81	31.40
Dept 336.000 - FIRE DEPARTMENT							
205-336.000-704.000	WAGES	119,107.00	119,107.00	47,968.07	0.00	71,138.93	40.27
205-336.000-704.001	WAGES - SUPPORT	23,735.00	23,735.00	10,039.05	0.00	13,695.95	42.30
205-336.000-705.000	WAGES - FIRE/RESCUE PERSON	250,000.00	250,000.00	100,360.59	0.00	149,639.41	40.14
205-336.000-705.001	WAGES: OVERTIME	25,000.00	25,000.00	9,379.80	0.00	15,620.20	37.52
205-336.000-706.000	WAGES - DEPUTY/ASSISTANT	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
205-336.000-710.000	WAGES - OTHER WORKERS	60,000.00	60,000.00	19,066.23	0.00	40,933.77	31.78
205-336.000-714.000	WAGES - TRAINING	40,000.00	40,000.00	10,945.77	0.00	29,054.23	27.36
205-336.000-715.000	FICA - TOWNSHIP SHARE	31,000.00	31,000.00	11,138.02	0.00	19,861.98	35.93
205-336.000-716.000	FICA - MEDICARE TWP SHARE	8,000.00	8,000.00	2,698.00	0.00	5,302.00	33.73
205-336.000-719.000	RETIREMENT - EMPLOYER COST	43,000.00	43,000.00	16,092.39	0.00	26,907.61	37.42
205-336.000-719.001	MEDICAL, DENTAL INSURANCE	64,636.00	64,636.00	22,593.92	0.00	42,042.08	34.96
205-336.000-724.000	PHONE ALLOWANCE	4,000.00	4,000.00	1,321.17	0.00	2,678.83	33.03
205-336.000-729.000	UNIFORMS	5,000.00	5,000.00	1,186.75	0.00	3,813.25	23.74
205-336.000-740.000	OPERATING SUPPLIES/SERVICES	50,000.00	50,000.00	17,386.06	31.94	32,613.94	34.77
205-336.000-800.000	CONTINUING EDUCATION	15,000.00	15,000.00	552.33	0.00	14,447.67	3.68

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 205 - PUBLIC SAFETY FUND							
Expenditures							
205-336.000-801.000	CONTRACT SERVICE	12,000.00	12,000.00	3,916.75	0.00	8,083.25	32.64
205-336.000-817.000	LAWN CARE CONTRACT	6,000.00	6,000.00	1,777.76	0.00	4,222.24	29.63
205-336.000-818.000	SANITATION CONT SERVICE	1,000.00	1,000.00	244.86	0.00	755.14	24.49
205-336.000-820.000	MEMBERSHIP & DUES	500.00	500.00	0.00	0.00	500.00	0.00
205-336.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	6,000.00	6,000.00	1,733.10	178.90	4,266.90	28.89
205-336.000-870.000	MILEAGE & EXPENSES	2,000.00	2,000.00	966.24	0.00	1,033.76	48.31
205-336.000-910.000	TOWNSHIP INSURANCE/BONDS	40,000.00	40,000.00	8,800.00	0.00	31,200.00	22.00
205-336.000-920.000	UTILITIES/SPEC ASSM'TS	22,000.00	22,000.00	6,736.29	1,443.87	15,263.71	30.62
205-336.000-930.000	MAINTENANCE & REPAIR	50,000.00	50,000.00	11,509.03	0.00	38,490.97	23.02
205-336.000-933.000	TRUCK/EQUIP EXPENSES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
205-336.000-934.000	OTHER EQUIPMENT REPAIR	2,000.00	2,000.00	0.00	0.00	2,000.00	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	0.00	0.00	23,000.00	0.00
205-336.000-983.000	NEW EQUIPMENT	35,000.00	35,000.00	9,227.63	0.00	25,772.37	26.36
Total Dept 336.000 - FIRE DEPARTMENT		1,095,978.00	1,095,978.00	315,639.81	1,654.71	780,338.19	28.80
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
205-900.000-970.000	CAPITAL PURCHASE	748,000.00	748,000.00	504,688.00	0.00	243,312.00	67.47
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		748,000.00	748,000.00	504,688.00	0.00	243,312.00	67.47
TOTAL EXPENDITURES		2,288,478.00	2,288,478.00	959,377.75	1,654.71	1,329,100.25	41.92
Fund 205 - PUBLIC SAFETY FUND:							
TOTAL REVENUES		1,958,359.00	1,958,359.00	30,672.42	0.00	1,927,686.58	1.57
TOTAL EXPENDITURES		2,288,478.00	2,288,478.00	959,377.75	1,654.71	1,329,100.25	41.92
NET OF REVENUES & EXPENDITURES		(330,119.00)	(330,119.00)	(928,705.33)	(1,654.71)	598,586.33	281.32
BEG. FUND BALANCE		1,611,486.16	1,611,486.16	1,611,486.16			
NET OF REVENUES/EXPENDITURES - 2024-25				498,583.30		498,583.30	
END FUND BALANCE		1,281,367.16	1,281,367.16	1,181,364.13			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - PARKS AND RECREATION FUND							
Revenues							
Dept 020.000 - TAXES							
208-020.000-406.002	TAXES: PARK/OPEN SPACE AD VAL	883,116.00	883,116.00	13,970.60	0.00	869,145.40	1.58
208-020.000-573.000	LOCAL COMMUNITY SABILIZATION	61,494.00	61,494.00	1,753.99	0.00	59,740.01	2.85
Total Dept 020.000 - TAXES		944,610.00	944,610.00	15,724.59	0.00	928,885.41	1.66
Dept 023.000 - INTEREST & RENTS							
208-023.000-665.004	INT: COUNTY POOL	500.00	500.00	0.00	0.00	500.00	0.00
208-023.000-665.016	INTEREST - BANK	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
208-023.000-667.001	CELL TOWER RENTS	7,906.00	7,906.00	3,294.25	658.85	4,611.75	41.67
208-023.000-667.110	RENTAL: ADA PARK BLDG	8,750.00	8,750.00	6,805.00	0.00	1,945.00	77.77
208-023.000-667.120	RENTAL: ADA PARK FIELD	22,000.00	22,000.00	23,152.50	0.00	(1,152.50)	105.24
208-023.000-667.130	RENTAL: ADA PARK SPECIAL EVENT	1,200.00	1,200.00	1,425.00	0.00	(225.00)	118.75
208-023.000-667.210	RENTAL: LEONARD PARK BLDG	500.00	500.00	(590.00)	0.00	1,090.00	(118.00)
208-023.000-667.220	RENTAL: LEONARD PARK FIELD	0.00	0.00	187.50	0.00	(187.50)	100.00
208-023.000-667.230	RENTAL: LEONARD PARK SPECIAL EVI	700.00	700.00	900.00	0.00	(200.00)	128.57
208-023.000-667.310	RENTAL: ROSELLE PARK BLDG	32,250.00	32,250.00	21,800.00	0.00	10,450.00	67.60
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	2,750.00	2,750.00	3,965.00	0.00	(1,215.00)	144.18
208-023.000-667.420	RENTAL: LEGACY PARK FIELD	300.00	300.00	625.00	0.00	(325.00)	208.33
208-023.000-667.430	RENTAL: LEGACY PARK SPECIAL EVEI	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 023.000 - INTEREST & RENTS		86,056.00	86,056.00	61,564.25	658.85	24,491.75	71.54
Dept 024.001 - GRANTS							
208-024.001-566.000	STATE GRANT	0.00	0.00	24,500.00	0.00	(24,500.00)	100.00
Total Dept 024.001 - GRANTS		0.00	0.00	24,500.00	0.00	(24,500.00)	100.00
Dept 025.000 - CHARGES FOR SERVICES							
208-025.000-647.000	PARK CREDIT CARD RECEIPTS	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
208-025.000-651.100	FEES: SPORTS YOUTH	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
208-025.000-651.200	FEES: SPORTS ADULT/FAMILY	35,000.00	35,000.00	22,015.00	0.00	12,985.00	62.90
208-025.000-652.100	FEES: ENRICHMENT YOUTH	200.00	200.00	270.00	0.00	(70.00)	135.00
208-025.000-652.200	FEES: ENRICHMENT ADULT/FAMILY	1,000.00	1,000.00	1,840.00	0.00	(840.00)	184.00
208-025.000-652.300	FEES: SPECIAL EVENTS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
208-025.000-653.000	FEES: STEWARDSHIP	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 025.000 - CHARGES FOR SERVICES		53,200.00	53,200.00	24,125.00	0.00	29,075.00	45.35
Dept 026.000 - CONTRIBUTIONS							
208-026.000-674.001	CONTRIBUTIONS - ADA PARK	5,000.00	5,000.00	4,810.00	0.00	190.00	96.20
208-026.000-674.003	CONTRIBUTIONS - ROSELLE PARK	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
208-026.000-674.004	CONTRIBUTIONS - MOTL SPONSORSHI	10,000.00	10,000.00	3,750.00	0.00	6,250.00	37.50
208-026.000-674.400	CONTRIBUTIONS - LEGACY PARK	500.00	500.00	0.00	0.00	500.00	0.00
208-026.000-677.000	CONTRIBUTIONS - STEWARDSHIP	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 026.000 - CONTRIBUTIONS		19,000.00	19,000.00	8,560.00	0.00	10,440.00	45.05

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - PARKS AND RECREATION FUND							
Revenues							
Dept 027.000 - OTHER REVENUE							
208-027.000-675.000	MISC AND OTHER REVENUE	1,500.00	1,500.00	14,978.37	0.00	(13,478.37)	998.56
Total Dept 027.000 - OTHER REVENUE		1,500.00	1,500.00	14,978.37	0.00	(13,478.37)	998.56
TOTAL REVENUES		1,104,366.00	1,104,366.00	149,452.21	658.85	954,913.79	13.53
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
208-279.000-719.002	LIFE INSURANCE, OTHERS	0.00	0.00	617.18	0.00	(617.18)	100.00
208-279.000-995.000	TRANSFERS OUT TO OTHER FUNDS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
208-279.000-999.000	PAYING AGENT FEES	75.00	75.00	0.00	0.00	75.00	0.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		50,075.00	50,075.00	617.18	0.00	49,457.82	1.23
Dept 753.000 - RECREATION DEPARTMENT							
208-753.000-704.000	WAGES	31,918.00	31,918.00	13,076.51	0.00	18,841.49	40.97
208-753.000-707.000	WAGES - HOURLY WORKER	8,844.00	8,844.00	4,276.94	0.00	4,567.06	48.36
208-753.000-707.005	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-753.000-710.000	WAGES - UMPIRE/SCOREKEEPER	21,850.00	21,850.00	6,987.50	0.00	14,862.50	31.98
208-753.000-715.000	FICA - TOWNSHIP SHARE	4,000.00	4,000.00	1,441.61	0.00	2,558.39	36.04
208-753.000-716.000	FICA - MEDICARE TWP SHARE	900.00	900.00	337.12	0.00	562.88	37.46
208-753.000-719.000	RETIREMENT - EMPLOYER COST	3,192.00	3,192.00	1,100.27	0.00	2,091.73	34.47
208-753.000-719.001	MEDICAL, DENTAL INSURANCE	7,746.00	7,746.00	3,336.12	0.00	4,409.88	43.07
208-753.000-724.000	PHONE ALLOWANCE	360.00	360.00	119.98	0.00	240.02	33.33
208-753.000-740.000	OPERATING SUPPLIES/SERVICES	20,000.00	20,000.00	7,735.48	0.00	12,264.52	38.68
208-753.000-800.000	CONTINUING EDUCATION	250.00	250.00	50.00	0.00	200.00	20.00
208-753.000-801.000	CONTRACT SERVICE	1,000.00	1,000.00	531.25	0.00	468.75	53.13
208-753.000-983.000	NEW EQUIPMENT	4,500.00	4,500.00	1,573.97	0.00	2,926.03	34.98
Total Dept 753.000 - RECREATION DEPARTMENT		105,560.00	105,560.00	40,566.75	0.00	64,993.25	38.43
Dept 754.000 - PARK PROGRAMS							
208-754.000-704.000	WAGES	31,918.00	31,918.00	13,077.26	0.00	18,840.74	40.97
208-754.000-707.000	WAGES - HOURLY WORKER	9,216.00	9,216.00	5,262.75	0.00	3,953.25	57.10
208-754.000-715.000	FICA - TOWNSHIP SHARE	2,500.00	2,500.00	1,069.55	0.00	1,430.45	42.78
208-754.000-716.000	FICA - MEDICARE TWP SHARE	800.00	800.00	250.19	0.00	549.81	31.27
208-754.000-719.000	RETIREMENT - EMPLOYER COST	3,192.00	3,192.00	1,100.34	0.00	2,091.66	34.47
208-754.000-719.001	MEDICAL, DENTAL INSURANCE	7,746.00	7,746.00	3,336.45	0.00	4,409.55	43.07
208-754.000-724.000	PHONE ALLOWANCE	360.00	360.00	120.02	0.00	239.98	33.34
208-754.000-740.000	OPERATING SUPPLIES/SERVICES	6,000.00	6,000.00	1,904.75	0.00	4,095.25	31.75
208-754.000-801.000	CONTRACT SERVICE	3,200.00	3,200.00	1,335.00	0.00	1,865.00	41.72
208-754.000-983.000	NEW EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 754.000 - PARK PROGRAMS		66,932.00	66,932.00	27,456.31	0.00	39,475.69	41.02
Dept 755.000 - PARKS AND ARBORETUM							
208-755.000-704.000	WAGES	39,589.00	39,589.00	18,673.16	0.00	20,915.84	47.17
208-755.000-704.001	WAGES - SUPPORT	28,159.00	28,159.00	11,649.30	0.00	16,509.70	41.37



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - PARKS AND RECREATION FUND							
Expenditures							
208-755.000-704.003	PK MAINTENANCE	95,834.00	95,834.00	27,741.26	0.00	68,092.74	28.95
208-755.000-707.000	WAGES - HOURLY WORKER	8,844.00	8,844.00	4,276.66	0.00	4,567.34	48.36
208-755.000-708.000	WAGES - ADMIN ASSISTANT	42,649.00	42,649.00	17,154.54	0.00	25,494.46	40.22
208-755.000-715.000	FICA - TOWNSHIP SHARE	13,438.00	13,438.00	4,451.51	0.00	8,986.49	33.13
208-755.000-716.000	FICA - MEDICARE TWP SHARE	3,000.00	3,000.00	1,041.05	0.00	1,958.95	34.70
208-755.000-719.000	RETIREMENT - EMPLOYER COST	20,000.00	20,000.00	6,592.70	0.00	13,407.30	32.96
208-755.000-719.001	MEDICAL, DENTAL INSURANCE	37,000.00	37,000.00	15,560.95	0.00	21,439.05	42.06
208-755.000-724.000	PHONE ALLOWANCE	2,000.00	2,000.00	700.22	0.00	1,299.78	35.01
208-755.000-729.000	UNIFORMS	2,500.00	2,500.00	1,747.86	0.00	752.14	69.91
208-755.000-740.000	OPERATING SUPPLIES/SERVICES	30,000.00	30,000.00	13,778.14	107.96	16,221.86	45.93
208-755.000-742.000	ARBORETUM TREE CARE	10,000.00	10,000.00	1,080.00	0.00	8,920.00	10.80
208-755.000-800.000	CONTINUING EDUCATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
208-755.000-801.000	CONTRACT SERVICE	30,000.00	30,000.00	26,725.65	360.00	3,274.35	89.09
208-755.000-817.000	LAWN CARE CONTRACT	50,000.00	50,000.00	28,777.76	0.00	21,222.24	57.56
208-755.000-818.000	SANITATION CONT SERVICE	10,000.00	10,000.00	4,928.20	0.00	5,071.80	49.28
208-755.000-820.000	MEMBERSHIP & DUES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
208-755.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	10,000.00	10,000.00	1,848.12	408.75	8,151.88	18.48
208-755.000-870.000	MILEAGE & EXPENSES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
208-755.000-910.000	TOWNSHIP INSURANCE/BONDS	26,000.00	26,000.00	5,280.00	0.00	20,720.00	20.31
208-755.000-920.000	UTILITIES/SPEC ASSM'TS	25,000.00	25,000.00	10,555.80	3,328.60	14,444.20	42.22
208-755.000-930.000	MAINTENANCE & REPAIR	70,000.00	70,000.00	25,638.26	392.76	44,361.74	36.63
208-755.000-933.000	TRUCK/EQUIP EXPENSES	5,000.00	5,000.00	958.55	0.00	4,041.45	19.17
208-755.000-933.001	TRUCK FUEL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
208-755.000-955.000	CREDIT CARD EXPENSES	4,500.00	4,500.00	2,055.68	0.00	2,444.32	45.68
208-755.000-970.000	CAPITAL PURCHASE	265,000.00	265,000.00	0.00	0.00	265,000.00	0.00
208-755.000-974.000	IMPROVEMENTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
208-755.000-983.000	NEW EQUIPMENT	8,000.00	8,000.00	696.94	0.00	7,303.06	8.71
Total Dept 755.000 - PARKS AND ARBORETUM		849,913.00	849,913.00	231,912.31	4,598.07	618,000.69	27.29
Dept 765.000 - OPEN SPACE							
208-765.000-704.000	WAGES	16,357.00	16,357.00	6,339.78	0.00	10,017.22	38.76
208-765.000-715.000	FICA - TOWNSHIP SHARE	1,023.00	1,023.00	358.59	0.00	664.41	35.05
208-765.000-716.000	FICA - MEDICARE TWP SHARE	205.00	205.00	83.83	0.00	121.17	40.89
208-765.000-719.000	RETIREMENT - EMPLOYER COST	1,636.00	1,636.00	586.72	0.00	1,049.28	35.86
208-765.000-719.001	MEDICAL, DENTAL INSURANCE	250.00	250.00	607.82	0.00	(357.82)	243.13
208-765.000-724.000	PHONE ALLOWANCE	144.00	144.00	51.00	0.00	93.00	35.42
208-765.000-726.000	OFFICE SUPPLIES/SERVICES	2,500.00	2,500.00	39.21	0.00	2,460.79	1.57
208-765.000-740.000	OPERATING SUPPLIES/SERVICES	1,000.00	1,000.00	66.23	0.00	933.77	6.62
208-765.000-801.000	CONTRACT SERVICE	4,500.00	4,500.00	3,263.00	0.00	1,237.00	72.51
208-765.000-828.000	LEGAL SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
208-765.000-974.000	IMPROVEMENTS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 765.000 - OPEN SPACE		31,615.00	31,615.00	11,396.18	0.00	20,218.82	36.05
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
208-905.000-991.000	BOND PRINCIPAL PAYMENTS	105,000.00	105,000.00	35,000.00	0.00	70,000.00	33.33
208-905.000-993.000	BOND INTEREST PAYMENTS	15,063.00	15,063.00	8,339.25	0.00	6,723.75	55.36
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		120,063.00	120,063.00	43,339.25	0.00	76,723.75	36.10

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 208 - PARKS AND RECREATION FUND							
Expenditures							
TOTAL EXPENDITURES		1,224,158.00	1,224,158.00	355,287.98	4,598.07	868,870.02	29.02
Fund 208 - PARKS AND RECREATION FUND:							
TOTAL REVENUES		1,104,366.00	1,104,366.00	149,452.21	658.85	954,913.79	13.53
TOTAL EXPENDITURES		1,224,158.00	1,224,158.00	355,287.98	4,598.07	868,870.02	29.02
NET OF REVENUES & EXPENDITURES		(119,792.00)	(119,792.00)	(205,835.77)	(3,939.22)	86,043.77	171.83
BEG. FUND BALANCE		1,050,674.20	1,050,674.20	1,050,674.20			
NET OF REVENUES/EXPENDITURES - 2024-25				447,568.47		447,568.47	
END FUND BALANCE		930,882.20	930,882.20	1,292,406.90			

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

Dept 771.000 - PUBLIC WORKS

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
PERIOD ENDING 08/31/2025  
% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 211 - TOWNSHIP TRAILS							
Expenditures							
211-771.000-808.000	ENGINEERS SERVICE	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
211-771.000-808.000-TRAILS- 2025	ENGINEERS SERVICE	359,000.00	359,000.00	0.00	0.00	359,000.00	0.00
211-771.000-974.005-TRAILS- 2025	TRAIL CONSTRUCTION	2,982,900.00	2,982,900.00	1,794,582.95	0.00	1,188,317.05	60.16
211-771.000-974.006	THORNAPPLE RIVER BRIDGE	1,075,000.00	1,075,000.00	7,662.57	0.00	1,067,337.43	0.71
Total Dept 771.000 - PUBLIC WORKS		4,451,900.00	4,451,900.00	1,802,245.52	0.00	2,649,654.48	40.48
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
211-905.000-910.000	TOWNSHIP INSURANCE/BONDS	10,000.00	10,000.00	1,760.00	0.00	8,240.00	17.60
211-905.000-991.000	BOND PRINCIPAL PAYMENTS	650,000.00	650,000.00	650,000.00	0.00	0.00	100.00
211-905.000-993.000	BOND INTEREST PAYMENTS	256,519.00	256,519.00	131,509.38	0.00	125,009.62	51.27
211-905.000-999.000	PAYING AGENT FEES	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		917,269.00	917,269.00	783,269.38	0.00	133,999.62	85.39
TOTAL EXPENDITURES		7,418,794.00	7,418,794.00	2,718,213.49	0.00	4,700,580.51	36.64
Fund 211 - TOWNSHIP TRAILS:							
TOTAL REVENUES		2,676,219.00	2,676,219.00	152,187.61	0.00	2,524,031.39	5.69
TOTAL EXPENDITURES		7,418,794.00	7,418,794.00	2,718,213.49	0.00	4,700,580.51	36.64
NET OF REVENUES & EXPENDITURES		(4,742,575.00)	(4,742,575.00)	(2,566,025.88)	0.00	(2,176,549.12)	54.11
BEG. FUND BALANCE		11,661,965.64	11,661,965.64	11,661,965.64			
NET OF REVENUES/EXPENDITURES - 2024-25				1,227,730.25		1,227,730.25	
END FUND BALANCE		6,919,390.64	6,919,390.64	10,323,670.01			

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 213 - PARKS & OPEN SPACE							
Revenues							
Dept 023.000 - INTEREST & RENTS							
213-023.000-665.016	INTEREST - BANK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 030.000 - TRANSFER IN							
213-030.000-699.000	TRANSFERS IN	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 030.000 - TRANSFER IN		50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		51,000.00	51,000.00	0.00	0.00	51,000.00	0.00
Fund 213 - PARKS & OPEN SPACE:							
TOTAL REVENUES		51,000.00	51,000.00	0.00	0.00	51,000.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		51,000.00	51,000.00	0.00	0.00	51,000.00	0.00
BEG. FUND BALANCE		202,368.69	202,368.69	202,368.69			
NET OF REVENUES/EXPENDITURES - 2024-25				(47,027.31)		(47,027.31)	
END FUND BALANCE		253,368.69	253,368.69	155,341.38			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES: DDA AD VAL	296,000.00	296,000.00	0.00	0.00	296,000.00	0.00
248-000.000-401.406	TAXES: DDA IFT	20,375.00	20,375.00	0.00	0.00	20,375.00	0.00
248-000.000-665.000	INTEREST REVENUE	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
Total Dept 000.000		325,375.00	325,375.00	0.00	0.00	325,375.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	505,000.00	505,000.00	4,850.64	0.00	500,149.36	0.96
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
Total Dept 020.000 - TAXES		630,000.00	630,000.00	4,850.64	0.00	625,149.36	0.77
Dept 026.000 - CONTRIBUTIONS							
248-026.000-654.001	BEERS AT THE BRIDGE	70,000.00	70,000.00	38,063.00	0.00	31,937.00	54.38
Total Dept 026.000 - CONTRIBUTIONS		70,000.00	70,000.00	38,063.00	0.00	31,937.00	54.38
Dept 027.000 - OTHER REVENUE							
248-027.000-675.000	MISC AND OTHER REVENUE	0.00	0.00	320.00	0.00	(320.00)	100.00
Total Dept 027.000 - OTHER REVENUE		0.00	0.00	320.00	0.00	(320.00)	100.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	5,000.00	5,000.00	750.00	0.00	4,250.00	15.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	10,000.00	10,000.00	7,250.00	400.00	2,750.00	72.50
Total Dept 028.000 - FARMER'S MARKET		15,000.00	15,000.00	8,000.00	400.00	7,000.00	53.33
TOTAL REVENUES		1,040,375.00	1,040,375.00	51,233.64	400.00	989,141.36	4.92
Expenditures							
Dept 272.000 - GENERAL ADMINISTRATION							
248-272.000-890.001	BEERS AT THE BRIDGE	70,000.00	70,000.00	34,891.08	22.61	35,108.92	49.84
248-272.000-890.002	WINTER WONDERLAND	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
248-272.000-890.004	4TH OF JULY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-272.000-890.005	SANTA PARADE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-272.000-890.006	TINSEL, TREATS & TROLLEYS	10,000.00	10,000.00	10,000.00	0.00	0.00	100.00
248-272.000-890.007	MUSIC ON THE LAWN	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-272.000-959.000	CONTRIBUTIONS TO OTHER GOVN'T	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
Total Dept 272.000 - GENERAL ADMINISTRATION		192,500.00	192,500.00	44,891.08	22.61	147,608.92	23.32
Dept 277.000 - DDA OPERATIONS/CONSTRUCTION							
248-277.000-704.000	WAGES	81,000.00	81,000.00	29,818.55	0.00	51,181.45	36.81
248-277.000-704.001	WAGES - SUPPORT	43,083.00	43,083.00	15,363.07	0.00	27,719.93	35.66
248-277.000-707.001	WAGES - INTERN	9,900.00	9,900.00	4,277.25	0.00	5,622.75	43.20

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA FUND							
Expenditures							
248-277.000-715.000	FICA - TOWNSHIP SHARE	9,100.00	9,100.00	2,685.75	0.00	6,414.25	29.51
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,800.00	1,800.00	628.17	0.00	1,171.83	34.90
248-277.000-719.000	RETIREMENT - EMPLOYER COST	12,409.00	12,409.00	4,075.09	0.00	8,333.91	32.84
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	23,835.00	23,835.00	10,095.09	0.00	13,739.91	42.35
248-277.000-724.000	PHONE ALLOWANCE	930.00	930.00	367.81	0.00	562.19	39.55
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	8,500.00	8,500.00	1,072.21	19.87	7,427.79	12.61
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	6,429.00	6,429.00	3,199.58	0.00	3,229.42	49.77
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES	2,846.00	2,846.00	0.00	0.00	2,846.00	0.00
248-277.000-800.000	CONTINUING EDUCATION	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION	500.00	500.00	0.00	0.00	500.00	0.00
248-277.000-801.000	CONTRACT SERVICE	31,000.00	31,000.00	11,345.60	0.00	19,654.40	36.60
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,000.00	13,000.00	8,653.00	0.00	4,347.00	66.56
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION	53,000.00	53,000.00	37,361.05	0.00	15,638.95	70.49
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	0.00	0.00	20,000.00	0.00
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	0.00	0.00	750.00	0.00
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	150.00	150.00	0.00	0.00	150.00	0.00
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	357.50	(15.00)	1,642.50	17.88
248-277.000-870.000	MILEAGE & EXPENSES	400.00	400.00	0.00	0.00	400.00	0.00
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	325.00	325.00	84.00	0.00	241.00	25.85
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	25,000.00	25,000.00	6,968.75	0.00	18,031.25	27.88
248-277.000-974.000	IMPROVEMENTS	210,000.00	210,000.00	0.00	0.00	210,000.00	0.00
Total Dept 277.000 - DDA OPERATIONS/CONSTRUCTION		574,957.00	574,957.00	136,352.47	4.87	438,604.53	23.72
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	66.25	0.00	933.75	6.63
248-279.000-999.000	PAYING AGENT FEES	725.00	725.00	0.00	0.00	725.00	0.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		1,725.00	1,725.00	66.25	0.00	1,658.75	3.84
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	193,382.00	193,382.00	0.00	0.00	193,382.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	75,557.00	75,557.00	37,026.00	0.00	38,531.00	49.00
Total Dept 905.000 - OTHER TOWNSHIP EXPENSES		268,939.00	268,939.00	37,026.00	0.00	231,913.00	13.77
TOTAL EXPENDITURES		1,038,121.00	1,038,121.00	218,335.80	27.48	819,785.20	21.03
Fund 248 - DDA FUND:							
TOTAL REVENUES		1,040,375.00	1,040,375.00	51,233.64	400.00	989,141.36	4.92
TOTAL EXPENDITURES		1,038,121.00	1,038,121.00	218,335.80	27.48	819,785.20	21.03
NET OF REVENUES & EXPENDITURES		2,254.00	2,254.00	(167,102.16)	372.52	169,356.16	7,413.58
BEG. FUND BALANCE		1,322,555.11	1,322,555.11	1,322,555.11			
NET OF REVENUES/EXPENDITURES - 2024-25				307,054.64		307,054.64	
END FUND BALANCE		1,324,809.11	1,324,809.11	1,462,507.59			

% Fiscal Year Completed: 41.92

		2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2025-26 AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	% BDTG USED



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 249 - BUILDING DEPARTMENT							
Revenues							
Dept 021.000 - PERMITS							
249-021.000-475.000	PERMITS: PLUMBING	25,000.00	25,000.00	14,496.00	0.00	10,504.00	57.98
249-021.000-476.000	PERMITS: ELECTRICAL	40,000.00	40,000.00	20,584.00	0.00	19,416.00	51.46
249-021.000-477.000	PERMITS: BUILDING	211,000.00	211,000.00	61,666.00	0.00	149,334.00	29.23
249-021.000-478.000	PERMITS: MECHANICAL	50,000.00	50,000.00	28,914.75	0.00	21,085.25	57.83
Total Dept 021.000 - PERMITS		326,000.00	326,000.00	125,660.75	0.00	200,339.25	38.55
Dept 023.000 - INTEREST & RENTS							
249-023.000-665.016	INTEREST - BANK	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
TOTAL REVENUES		332,000.00	332,000.00	125,660.75	0.00	206,339.25	37.85
Expenditures							
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
249-279.000-719.002	LIFE INSURANCE, OTHERS	600.00	600.00	178.47	0.00	421.53	29.75
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		600.00	600.00	178.47	0.00	421.53	29.75
Dept 371.000 - INSPECTION DEPT.							
249-371.000-704.001	WAGES - SUPPORT	86,112.00	86,112.00	32,924.37	0.00	53,187.63	38.23
249-371.000-715.000	FICA - TOWNSHIP SHARE	5,382.00	5,382.00	1,841.43	0.00	3,540.57	34.21
249-371.000-716.000	FICA - MEDICARE TWP SHARE	1,077.00	1,077.00	430.64	0.00	646.36	39.99
249-371.000-719.000	RETIREMENT - EMPLOYER COST	8,612.00	8,612.00	3,063.42	0.00	5,548.58	35.57
249-371.000-719.001	MEDICAL, DENTAL INSURANCE	17,135.00	17,135.00	7,368.08	0.00	9,766.92	43.00
249-371.000-724.000	PHONE ALLOWANCE	225.00	225.00	183.00	0.00	42.00	81.33
249-371.000-801.000	CONTRACT SERVICE	220,000.00	220,000.00	100,528.60	0.00	119,471.40	45.69
249-371.000-983.000	NEW EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 371.000 - INSPECTION DEPT.		340,543.00	340,543.00	146,339.54	0.00	194,203.46	42.97
TOTAL EXPENDITURES		341,143.00	341,143.00	146,518.01	0.00	194,624.99	42.95
Fund 249 - BUILDING DEPARTMENT:							
TOTAL REVENUES		332,000.00	332,000.00	125,660.75	0.00	206,339.25	37.85
TOTAL EXPENDITURES		341,143.00	341,143.00	146,518.01	0.00	194,624.99	42.95
NET OF REVENUES & EXPENDITURES		(9,143.00)	(9,143.00)	(20,857.26)	0.00	11,714.26	228.12
BEG. FUND BALANCE		557,773.66	557,773.66	557,773.66			
NET OF REVENUES/EXPENDITURES - 2024-25				30,333.85		30,333.85	
END FUND BALANCE		548,630.66	548,630.66	567,250.25			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
PERIOD ENDING 08/31/2025  
% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
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	0.00	0.00	5,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Expenditures							
Dept 441.000 - CONTRACTED SERVICES							
282-441.000-970.000	CAPITAL PURCHASE	897,862.00	897,862.00	11,985.00	0.00	885,877.00	1.33
Total Dept 441.000 - CONTRACTED SERVICES		897,862.00	897,862.00	11,985.00	0.00	885,877.00	1.33
TOTAL EXPENDITURES		897,862.00	897,862.00	11,985.00	0.00	885,877.00	1.33
Fund 282 - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		897,862.00	897,862.00	11,985.00	0.00	885,877.00	1.33
NET OF REVENUES & EXPENDITURES		(892,862.00)	(892,862.00)	(11,985.00)	0.00	(880,877.00)	1.34
BEG. FUND BALANCE		1,410,962.18	1,410,962.18	1,410,962.18			
NET OF REVENUES/EXPENDITURES - 2024-25				(1,169,059.27)		(1,169,059.27)	
END FUND BALANCE		518,100.18	518,100.18	229,917.91			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
PERIOD ENDING 08/31/2025  
% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)				
Fund 284 - OPIOID SETTLEMENT FUND										
Revenues										
Dept 000.000										
284-000.000-685.000	OPIOIDS SETTLEMENT	304.00	304.00	0.00	0.00			304.00		0.00
Total Dept 000.000		304.00	304.00	0.00	0.00			304.00		0.00
Dept 023.000 - INTEREST & RENTS										
284-023.000-665.016	INTEREST - BANK	20.00	20.00	0.00	0.00			20.00		0.00
Total Dept 023.000 - INTEREST & RENTS		20.00	20.00	0.00	0.00			20.00		0.00
TOTAL REVENUES		324.00	324.00	0.00	0.00			324.00		0.00
Fund 284 - OPIOID SETTLEMENT FUND:										
TOTAL REVENUES		324.00	324.00	0.00	0.00			324.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00			0.00		0.00
NET OF REVENUES & EXPENDITURES		324.00	324.00	0.00	0.00			324.00		0.00
BEG. FUND BALANCE		3,207.70	3,207.70	3,207.70						
NET OF REVENUES/EXPENDITURES - 2024-25				1,341.81				1,341.81		
END FUND BALANCE		3,531.70	3,531.70	4,549.51						

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 408 - CAPITAL PROJECT							
Revenues							
Dept 023.000 - INTEREST & RENTS							
408-023.000-665.016	INTEREST - BANK	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Dept 026.000 - CONTRIBUTIONS							
408-026.000-674.000	CONTRIBUTIONS-CAPITAL CAMPAIGN	2,432,344.00	2,432,344.00	1,948,000.00	0.00	484,344.00	80.09
Total Dept 026.000 - CONTRIBUTIONS		2,432,344.00	2,432,344.00	1,948,000.00	0.00	484,344.00	80.09
TOTAL REVENUES		2,438,344.00	2,438,344.00	1,948,000.00	0.00	490,344.00	79.89
Expenditures							
Dept 441.000 - CONTRACTED SERVICES							
408-441.000-808.002	ENGINEERS SERVICE-GENERAL	871,194.00	871,194.00	138,792.71	0.00	732,401.29	15.93
408-441.000-974.000	IMPROVEMENTS	4,677,429.00	4,677,429.00	340,250.79	0.00	4,337,178.21	7.27
Total Dept 441.000 - CONTRACTED SERVICES		5,548,623.00	5,548,623.00	479,043.50	0.00	5,069,579.50	8.63
TOTAL EXPENDITURES		5,548,623.00	5,548,623.00	479,043.50	0.00	5,069,579.50	8.63
Fund 408 - CAPITAL PROJECT:							
TOTAL REVENUES		2,438,344.00	2,438,344.00	1,948,000.00	0.00	490,344.00	79.89
TOTAL EXPENDITURES		5,548,623.00	5,548,623.00	479,043.50	0.00	5,069,579.50	8.63
NET OF REVENUES & EXPENDITURES		(3,110,279.00)	(3,110,279.00)	1,468,956.50	0.00	(4,579,235.50)	47.23
BEG. FUND BALANCE		32,626.42	32,626.42	32,626.42			
NET OF REVENUES/EXPENDITURES - 2024-25				3,033,035.69		3,033,035.69	
END FUND BALANCE		(3,077,652.58)	(3,077,652.58)	4,534,618.61			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Revenues							
Dept 001.000 - UTILITY SERVICES							
590-001.000-626.001	SERVICE CHARGE	2,100,000.00	2,100,000.00	879,915.84	0.00	1,220,084.16	41.90
590-001.000-626.004	LATE PENALTY CHARGES	14,000.00	14,000.00	5,436.15	0.00	8,563.85	38.83
Total Dept 001.000 - UTILITY SERVICES		2,114,000.00	2,114,000.00	885,351.99	0.00	1,228,648.01	41.88
Dept 001.010 - ACCESS BUSINESS GROUP							
590-001.010-626.000	COMMODITY CHARGES (USAGE)	600,000.00	600,000.00	305,266.75	0.00	294,733.25	50.88
Total Dept 001.010 - ACCESS BUSINESS GROUP		600,000.00	600,000.00	305,266.75	0.00	294,733.25	50.88
Dept 005.000 - PERMITS							
590-005.000-608.000	CONNECTION CHARGES	6,000.00	6,000.00	4,200.00	700.00	1,800.00	70.00
590-005.000-609.001	INSPECTION CHARGES	500.00	500.00	300.00	50.00	200.00	60.00
590-005.000-611.000	TAP FEES	50,000.00	50,000.00	6,250.00	0.00	43,750.00	12.50
590-005.000-612.000	GRAND RAPIDS CONNECTION FEE	10,000.00	10,000.00	4,740.00	790.00	5,260.00	47.40
Total Dept 005.000 - PERMITS		66,500.00	66,500.00	15,490.00	1,540.00	51,010.00	23.29
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
590-009.000-676.000	REIMBURSEMENTS	0.00	0.00	58,432.81	0.00	(58,432.81)	100.00
Total Dept 009.000 - OTHER		500.00	500.00	58,432.81	0.00	(57,932.81)	1,686.56
Dept 023.000 - INTEREST & RENTS							
590-023.000-665.016	INTEREST - BANK	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
TOTAL REVENUES		2,821,000.00	2,821,000.00	1,264,541.55	1,540.00	1,556,458.45	44.83
Expenditures							
Dept 223.000 - LEGAL & ACCOUNTING							
590-223.000-807.000	AUDIT SERVICES	1,500.00	1,500.00	960.00	0.00	540.00	64.00
Total Dept 223.000 - LEGAL & ACCOUNTING		1,500.00	1,500.00	960.00	0.00	540.00	64.00
Dept 266.000 - LEGAL & ACCOUNTING							
590-266.000-828.000	LEGAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 266.000 - LEGAL & ACCOUNTING		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Dept 272.000 - GENERAL ADMINISTRATION							
590-272.000-726.000	OFFICE SUPPLIES/SERVICES	3,200.00	3,200.00	539.49	0.00	2,660.51	16.86
590-272.000-727.000	POSTAGE	3,750.00	3,750.00	1,332.25	0.00	2,417.75	35.53

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Expenditures							
Total Dept 272.000 - GENERAL ADMINISTRATION		6,950.00	6,950.00	1,871.74	0.00	5,078.26	26.93
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
590-279.000-719.002	LIFE INSURANCE, OTHERS	400.00	400.00	108.18	0.00	291.82	27.05
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	252,505.00	252,505.00	145,000.00	0.00	107,505.00	57.42
590-279.000-993.000	BOND INTEREST PAYMENTS	51,777.00	51,777.00	26,067.02	0.00	25,709.98	50.34
590-279.000-999.000	PAYING AGENT FEES	1,250.00	1,250.00	350.00	0.00	900.00	28.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		306,932.00	306,932.00	171,525.20	0.00	135,406.80	55.88
Dept 537.000 - UTILITY DIRECTOR							
590-537.000-703.000	SALARIES & WAGES	28,159.00	28,159.00	12,716.25	0.00	15,442.75	45.16
590-537.000-715.000	FICA - TOWNSHIP SHARE	1,760.00	1,760.00	695.86	0.00	1,064.14	39.54
590-537.000-716.000	FICA - MEDICARE TWP SHARE	352.00	352.00	162.78	0.00	189.22	46.24
590-537.000-719.000	RETIREMENT - EMPLOYER COST	2,816.00	2,816.00	1,156.51	0.00	1,659.49	41.07
590-537.000-719.001	MEDICAL, DENTAL INSURANCE	2,853.00	2,853.00	1,496.55	0.00	1,356.45	52.46
590-537.000-722.000	WORKERS COMPENSATION	2,500.00	2,500.00	1,196.82	0.00	1,303.18	47.87
590-537.000-724.000	PHONE ALLOWANCE	108.00	108.00	60.42	0.00	47.58	55.94
590-537.000-801.000	CONTRACT SERVICE	13,433.00	13,433.00	5,596.95	0.00	7,836.05	41.67
Total Dept 537.000 - UTILITY DIRECTOR		51,981.00	51,981.00	23,082.14	0.00	28,898.86	44.40
Dept 538.000 - UTILITY ASSISTANT							
590-538.000-703.000	SALARIES & WAGES	25,845.00	25,845.00	10,222.13	0.00	15,622.87	39.55
590-538.000-715.000	FICA - TOWNSHIP SHARE	1,616.00	1,616.00	530.12	0.00	1,085.88	32.80
590-538.000-716.000	FICA - MEDICARE TWP SHARE	324.00	324.00	124.00	0.00	200.00	38.27
590-538.000-719.000	RETIREMENT - EMPLOYER COST	2,585.00	2,585.00	939.63	0.00	1,645.37	36.35
590-538.000-719.001	MEDICAL, DENTAL INSURANCE	11,500.00	11,500.00	4,585.01	0.00	6,914.99	39.87
590-538.000-722.000	WORKERS COMPENSATION	2,500.00	2,500.00	1,196.82	0.00	1,303.18	47.87
Total Dept 538.000 - UTILITY ASSISTANT		44,370.00	44,370.00	17,597.71	0.00	26,772.29	39.66
Dept 540.000 - CONTRACTED SERVICES							
590-540.000-780.000	G.R. CONNECTION FEES	10,000.00	10,000.00	3,950.00	0.00	6,050.00	39.50
590-540.000-783.000	G.R. SEWAGE TREATMENT	975,000.00	975,000.00	381,731.33	92,705.64	593,268.67	39.15
590-540.000-784.000	G.R. SERVICE CHARGE	500,000.00	500,000.00	166,532.00	41,633.00	333,468.00	33.31
590-540.000-801.000	CONTRACT SERVICE	108,591.00	108,591.00	46,355.25	0.00	62,235.75	42.69
590-540.000-817.000	LAWN CARE CONTRACT	4,500.00	4,500.00	3,888.88	0.00	611.12	86.42
590-540.000-824.000	MISS DIG SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
590-540.000-829.000	ENGINEERING FEES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
590-540.000-832.000	TAPPING SERVICES	45,000.00	45,000.00	15,000.00	0.00	30,000.00	33.33
Total Dept 540.000 - CONTRACTED SERVICES		1,671,091.00	1,671,091.00	617,457.46	134,338.64	1,053,633.54	36.95
Dept 571.000 - SYSTEM OPERATIONS							
590-571.000-740.000	OPERATING SUPPLIES/SERVICES	12,000.00	12,000.00	3,262.40	387.73	8,737.60	27.19
590-571.000-775.000	EQUIP MAINT & REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - ADA TOWNSHIP SEWER SYSTEM							
Expenditures							
590-571.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	3,500.00	3,500.00	412.93	0.00	3,087.07	11.80
590-571.000-915.000	INSURANCE	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00
590-571.000-920.000	UTILITIES, GAS, ELECTRIC	65,000.00	65,000.00	19,169.47	238.29	45,830.53	29.49
590-571.000-930.001	PLANT MAINT & REPAIR	2,000.00	2,000.00	697.85	0.00	1,302.15	34.89
590-571.000-930.003	SYSTEM LINE MAINT/REPAIR	50,000.00	50,000.00	6,540.80	0.00	43,459.20	13.08
590-571.000-930.005	LIFT STATION MAINT & REPAIR	2,150,000.00	2,150,000.00	757,621.73	2,965.88	1,392,378.27	35.24
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	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 571.000 - SYSTEM OPERATIONS		2,535,500.00	2,535,500.00	787,705.18	3,591.90	1,747,794.82	31.07
TOTAL EXPENDITURES		4,623,324.00	4,623,324.00	1,620,199.43	137,930.54	3,003,124.57	35.04
Fund 590 - ADA TOWNSHIP SEWER SYSTEM:							
TOTAL REVENUES		2,821,000.00	2,821,000.00	1,264,541.55	1,540.00	1,556,458.45	44.83
TOTAL EXPENDITURES		4,623,324.00	4,623,324.00	1,620,199.43	137,930.54	3,003,124.57	35.04
NET OF REVENUES & EXPENDITURES		(1,802,324.00)	(1,802,324.00)	(355,657.88)	(136,390.54)	(1,446,666.12)	19.73
BEG. FUND BALANCE		9,346,964.33	9,346,964.33	9,346,964.33			
NET OF REVENUES/EXPENDITURES - 2024-25				142,937.66		142,937.66	
END FUND BALANCE		7,544,640.33	7,544,640.33	9,134,244.11			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
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	495,243.36	0.00	829,756.64	37.38
591-001.000-626.001	SERVICE CHARGE	745,000.00	745,000.00	320,845.08	0.00	424,154.92	43.07
591-001.000-626.004	LATE PENALTY CHARGES	15,000.00	15,000.00	4,484.64	0.00	10,515.36	29.90
Total Dept 001.000 - UTILITY SERVICES		2,085,000.00	2,085,000.00	820,573.08	0.00	1,264,426.92	39.36
Dept 001.010 - ACCESS BUSINESS GROUP							
591-001.010-626.000	COMMODITY CHARGES (USAGE)	630,000.00	630,000.00	317,844.78	0.00	312,155.22	50.45
591-001.010-626.001	SERVICE CHARGE	6,000.00	6,000.00	3,529.68	0.00	2,470.32	58.83
Total Dept 001.010 - ACCESS BUSINESS GROUP		636,000.00	636,000.00	321,374.46	0.00	314,625.54	50.53
Dept 005.000 - PERMITS							
591-005.000-608.000	CONNECTION CHARGES	6,500.00	6,500.00	2,400.00	400.00	4,100.00	36.92
591-005.000-609.000	INSPECTION CHARGE & SET METER	1,500.00	1,500.00	540.00	90.00	960.00	36.00
591-005.000-610.000	METER SALES	15,000.00	15,000.00	5,580.00	930.00	9,420.00	37.20
591-005.000-611.000	TAP FEES	40,000.00	40,000.00	19,960.00	0.00	20,040.00	49.90
591-005.000-612.000	GRAND RAPIDS CONNECTION FEE	14,000.00	14,000.00	6,050.00	1,210.00	7,950.00	43.21
591-005.000-614.000	FIRE HYDRANT RENTAL	900.00	900.00	675.00	15.00	225.00	75.00
591-005.000-614.001	FIRE HYDRANT USAGE	3,300.00	3,300.00	3,339.08	125.00	(39.08)	101.18
Total Dept 005.000 - PERMITS		81,200.00	81,200.00	38,544.08	2,770.00	42,655.92	47.47
Dept 007.000 - INVESTMENTS							
591-007.000-665.000	INTEREST EARNED	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 007.000 - INVESTMENTS		50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		2,852,200.00	2,852,200.00	1,180,491.62	2,770.00	1,671,708.38	41.39
Expenditures							
Dept 223.000 - LEGAL & ACCOUNTING							
591-223.000-807.000	AUDIT SERVICES	1,500.00	1,500.00	960.00	0.00	540.00	64.00
Total Dept 223.000 - LEGAL & ACCOUNTING		1,500.00	1,500.00	960.00	0.00	540.00	64.00
Dept 266.000 - LEGAL & ACCOUNTING							
591-266.000-828.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 266.000 - LEGAL & ACCOUNTING		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 272.000 - GENERAL ADMINISTRATION							
591-272.000-726.000	OFFICE SUPPLIES/SERVICES	6,000.00	6,000.00	708.36	0.00	5,291.64	11.81
591-272.000-727.000	POSTAGE	3,750.00	3,750.00	1,163.39	0.00	2,586.61	31.02



REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - ADA TOWNSHIP WATER SYSTEM							
Expenditures							
Total Dept 272.000 - GENERAL ADMINISTRATION		9,750.00	9,750.00	1,871.75	0.00	7,878.25	19.20
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
591-279.000-719.002	LIFE INSURANCE, OTHERS	400.00	400.00	108.07	0.00	291.93	27.02
591-279.000-991.000	BOND PRINCIPAL PAYMENTS	362,080.00	362,080.00	0.00	0.00	362,080.00	0.00
591-279.000-993.000	BOND INTEREST PAYMENTS	140,115.00	140,115.00	70,117.49	0.00	69,997.51	50.04
591-279.000-999.000	PAYING AGENT FEES	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		503,845.00	503,845.00	70,225.56	0.00	433,619.44	13.94
Dept 537.000 - UTILITY DIRECTOR							
591-537.000-703.000	SALARIES & WAGES	28,159.00	28,159.00	12,716.05	0.00	15,442.95	45.16
591-537.000-715.000	FICA - TOWNSHIP SHARE	1,760.00	1,760.00	695.87	0.00	1,064.13	39.54
591-537.000-716.000	FICA - MEDICARE TWP SHARE	352.00	352.00	162.76	0.00	189.24	46.24
591-537.000-719.000	RETIREMENT - EMPLOYER COST	2,816.00	2,816.00	1,156.51	0.00	1,659.49	41.07
591-537.000-719.001	MEDICAL, DENTAL INSURANCE	2,853.00	2,853.00	1,496.55	0.00	1,356.45	52.46
591-537.000-722.000	WORKERS COMPENSATION	2,500.00	2,500.00	1,196.82	0.00	1,303.18	47.87
591-537.000-724.000	PHONE ALLOWANCE	108.00	108.00	60.32	0.00	47.68	55.85
591-537.000-801.000	CONTRACT SERVICE	13,433.00	13,433.00	5,596.95	0.00	7,836.05	41.67
591-537.000-820.000	MEMBERSHIP & DUES	400.00	400.00	415.00	0.00	(15.00)	103.75
Total Dept 537.000 - UTILITY DIRECTOR		52,381.00	52,381.00	23,496.83	0.00	28,884.17	44.86
Dept 538.000 - UTILITY ASSISTANT							
591-538.000-703.000	SALARIES & WAGES	25,845.00	25,845.00	10,221.55	0.00	15,623.45	39.55
591-538.000-715.000	FICA - TOWNSHIP SHARE	1,616.00	1,616.00	530.04	0.00	1,085.96	32.80
591-538.000-716.000	FICA - MEDICARE TWP SHARE	324.00	324.00	123.98	0.00	200.02	38.27
591-538.000-719.000	RETIREMENT - EMPLOYER COST	2,585.00	2,585.00	939.58	0.00	1,645.42	36.35
591-538.000-719.001	MEDICAL, DENTAL INSURANCE	11,360.00	11,360.00	4,584.93	0.00	6,775.07	40.36
591-538.000-722.000	WORKERS COMPENSATION	2,500.00	2,500.00	1,196.82	0.00	1,303.18	47.87
Total Dept 538.000 - UTILITY ASSISTANT		44,230.00	44,230.00	17,596.90	0.00	26,633.10	39.78
Dept 540.000 - CONTRACTED SERVICES							
591-540.000-780.000	G.R. CONNECTION FEES	17,000.00	17,000.00	6,050.00	0.00	10,950.00	35.59
591-540.000-782.000	G.R. COMMODITY PURCHASE	875,000.00	875,000.00	377,469.87	142,434.39	497,530.13	43.14
591-540.000-784.000	G.R. SERVICE CHARGE	715,000.00	715,000.00	244,604.00	61,151.00	470,396.00	34.21
591-540.000-801.000	CONTRACT SERVICE	122,000.00	122,000.00	50,880.75	0.00	71,119.25	41.71
591-540.000-817.000	LAWN CARE CONTRACT	4,500.00	4,500.00	1,111.12	0.00	3,388.88	24.69
591-540.000-824.000	MISS DIG SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
591-540.000-826.000	WATERMAIN TAP SERVICES	30,000.00	30,000.00	17,000.00	0.00	13,000.00	56.67
591-540.000-829.000	ENGINEERING FEES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 540.000 - CONTRACTED SERVICES		1,796,500.00	1,796,500.00	697,115.74	203,585.39	1,099,384.26	38.80
Dept 571.000 - SYSTEM OPERATIONS							
591-571.000-740.000	OPERATING SUPPLIES/SERVICES	15,000.00	15,000.00	2,023.96	0.00	12,976.04	13.49
591-571.000-775.000	EQUIP MAINT & REPAIR	0.00	0.00	1,193.82	0.00	(1,193.82)	100.00
591-571.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	7,000.00	7,000.00	1,239.44	0.00	5,760.56	17.71

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

		2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2025-26 AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 591 - ADA TOWNSHIP WATER SYSTEM							
Expenditures							
591-571.000-915.000	INSURANCE	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00
591-571.000-920.000	UTILITIES, GAS, ELECTRIC	17,000.00	17,000.00	5,565.07	23.57	11,434.93	32.74
591-571.000-930.001	PLANT MAINT & REPAIR	25,000.00	25,000.00	14,981.72	0.00	10,018.28	59.93
591-571.000-930.002	SYSTEM MAINT & REPAIR	40,000.00	40,000.00	21,571.94	0.00	18,428.06	53.93
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	700.00	700.00	0.00	0.00	700.00	0.00
591-571.000-983.005	WATER METERS	50,000.00	50,000.00	28,407.71	0.00	21,592.29	56.82
Total Dept 571.000 - SYSTEM OPERATIONS		406,700.00	406,700.00	74,983.66	23.57	331,716.34	18.44
TOTAL EXPENDITURES		2,817,906.00	2,817,906.00	886,250.44	203,608.96	1,931,655.56	31.45
Fund 591 - ADA TOWNSHIP WATER SYSTEM:							
TOTAL REVENUES		2,852,200.00	2,852,200.00	1,180,491.62	2,770.00	1,671,708.38	41.39
TOTAL EXPENDITURES		2,817,906.00	2,817,906.00	886,250.44	203,608.96	1,931,655.56	31.45
NET OF REVENUES & EXPENDITURES		34,294.00	34,294.00	294,241.18	(200,838.96)	(259,947.18)	858.00
BEG. FUND BALANCE		17,427,601.69	17,427,601.69	17,427,601.69			
NET OF REVENUES/EXPENDITURES - 2024-25				114,922.58		114,922.58	
END FUND BALANCE		17,461,895.69	17,461,895.69	17,836,765.45			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 PERIOD ENDING 08/31/2025  
 % Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 597 - GRAND VALLEY ESTATES WATER SYS							
Revenues							
Dept 001.000 - UTILITY SERVICES							
597-001.000-626.000	COMMODITY CHARGES (USAGE)	102,000.00	102,000.00	45,080.91	0.00	56,919.09	44.20
597-001.000-626.001	SERVICE CHARGE	31,000.00	31,000.00	14,496.73	0.00	16,503.27	46.76
597-001.000-626.003	SHUT-OFF/TURN-ON CHARGES	0.00	0.00	25.00	0.00	(25.00)	100.00
597-001.000-626.004	LATE PENALTY CHARGES	1,000.00	1,000.00	215.24	0.00	784.76	21.52
Total Dept 001.000 - UTILITY SERVICES		134,000.00	134,000.00	59,817.88	0.00	74,182.12	44.64
Dept 023.000 - INTEREST & RENTS							
597-023.000-665.016	INTEREST - BANK	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 023.000 - INTEREST & RENTS		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
TOTAL REVENUES		137,000.00	137,000.00	59,817.88	0.00	77,182.12	43.66
Expenditures							
Dept 272.000 - GENERAL ADMINISTRATION							
597-272.000-726.000	OFFICE SUPPLIES/SERVICES	800.00	800.00	82.37	0.00	717.63	10.30
597-272.000-727.000	POSTAGE	600.00	600.00	144.35	0.00	455.65	24.06
Total Dept 272.000 - GENERAL ADMINISTRATION		1,400.00	1,400.00	226.72	0.00	1,173.28	16.19
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
597-279.000-719.002	LIFE INSURANCE, OTHERS	150.00	150.00	36.79	0.00	113.21	24.53
Total Dept 279.000 - OTHER TOWNSHIP EXPENSES		150.00	150.00	36.79	0.00	113.21	24.53
Dept 537.000 - UTILITY DIRECTOR							
597-537.000-703.000	SALARIES & WAGES	1,754.00	1,754.00	644.04	0.00	1,109.96	36.72
597-537.000-715.000	FICA - TOWNSHIP SHARE	110.00	110.00	35.86	0.00	74.14	32.60
597-537.000-716.000	FICA - MEDICARE TWP SHARE	22.00	22.00	8.40	0.00	13.60	38.18
597-537.000-719.000	RETIREMENT - EMPLOYER COST	176.00	176.00	60.73	0.00	115.27	34.51
597-537.000-719.001	MEDICAL, DENTAL INSURANCE	200.00	200.00	87.43	0.00	112.57	43.72
597-537.000-722.000	WORKERS COMPENSATION	500.00	500.00	246.36	0.00	253.64	49.27
597-537.000-724.000	PHONE ALLOWANCE	20.00	20.00	4.80	0.00	15.20	24.00
597-537.000-801.000	CONTRACT SERVICE	4,741.00	4,741.00	1,975.40	0.00	2,765.60	41.67
Total Dept 537.000 - UTILITY DIRECTOR		7,523.00	7,523.00	3,063.02	0.00	4,459.98	40.72
Dept 538.000 - UTILITY ASSISTANT							
597-538.000-703.000	SALARIES & WAGES	12,923.00	12,923.00	5,110.77	0.00	7,812.23	39.55
597-538.000-715.000	FICA - TOWNSHIP SHARE	808.00	808.00	265.08	0.00	542.92	32.81
597-538.000-716.000	FICA - MEDICARE TWP SHARE	162.00	162.00	61.96	0.00	100.04	38.25
597-538.000-719.000	RETIREMENT - EMPLOYER COST	1,293.00	1,293.00	469.84	0.00	823.16	36.34
597-538.000-719.001	MEDICAL, DENTAL INSURANCE	6,000.00	6,000.00	2,292.49	0.00	3,707.51	38.21
597-538.000-722.000	WORKERS COMPENSATION	500.00	500.00	246.36	0.00	253.64	49.27
Total Dept 538.000 - UTILITY ASSISTANT		21,686.00	21,686.00	8,446.50	0.00	13,239.50	38.95

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 597 - GRAND VALLEY ESTATES WATER SYS							
Expenditures							
Dept 540.000 - CONTRACTED SERVICES							
597-540.000-801.000	CONTRACT SERVICE	38,327.00	38,327.00	16,207.05	0.00	22,119.95	42.29
597-540.000-817.000	LAWN CARE CONTRACT	1,000.00	1,000.00	1,666.68	0.00	(666.68)	166.67
Total Dept 540.000 - CONTRACTED SERVICES		39,327.00	39,327.00	17,873.73	0.00	21,453.27	45.45
Dept 571.000 - SYSTEM OPERATIONS							
597-571.000-740.000	OPERATING SUPPLIES/SERVICES	6,000.00	6,000.00	544.29	0.00	5,455.71	9.07
597-571.000-853.000	COMMUNICATIONS/TELEPHONE,ETC	1,500.00	1,500.00	91.81	0.00	1,408.19	6.12
597-571.000-915.000	INSURANCE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
597-571.000-920.000	UTILITIES, GAS, ELECTRIC	10,500.00	10,500.00	3,376.50	28.05	7,123.50	32.16
597-571.000-930.001	PLANT MAINT & REPAIR	5,000.00	5,000.00	2,147.23	0.00	2,852.77	42.94
597-571.000-930.002	SYSTEM MAINT & REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
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	0.00	0.00	2,500.00	0.00
Total Dept 571.000 - SYSTEM OPERATIONS		66,500.00	66,500.00	6,159.83	28.05	60,340.17	9.26
TOTAL EXPENDITURES		136,586.00	136,586.00	35,806.59	28.05	100,779.41	26.22
Fund 597 - GRAND VALLEY ESTATES WATER SYS:							
TOTAL REVENUES		137,000.00	137,000.00	59,817.88	0.00	77,182.12	43.66
TOTAL EXPENDITURES		136,586.00	136,586.00	35,806.59	28.05	100,779.41	26.22
NET OF REVENUES & EXPENDITURES		414.00	414.00	24,011.29	(28.05)	(23,597.29)	5,799.83
BEG. FUND BALANCE		1,057,062.77	1,057,062.77	1,057,062.77			
NET OF REVENUES/EXPENDITURES - 2024-25				13,513.20		13,513.20	
END FUND BALANCE		1,057,476.77	1,057,476.77	1,094,587.26			
TOTAL REVENUES - ALL FUNDS		18,912,272.00	18,912,272.00	5,773,426.04	11,060.77	13,138,845.96	30.53
TOTAL EXPENDITURES - ALL FUNDS		29,697,237.00	29,697,237.00	8,547,964.98	381,346.00	21,149,272.02	28.78
NET OF REVENUES & EXPENDITURES		(10,784,965.00)	(10,784,965.00)	(2,774,538.94)	(370,285.23)	(8,010,426.06)	25.73
BEG. FUND BALANCE - ALL FUNDS		49,927,366.65	49,927,366.65	49,927,366.65			
END FUND BALANCE - ALL FUNDS		39,142,401.65	39,142,401.65	52,044,937.71			

**ADA TOWNSHIP**  
**WARRANTS FOR BOARD APPROVAL**  
**ON BOARD MEETING DATE: August 11, 2025**

**HAND CHECKS**

#101	#	58152, E613, E615, E617, 58156, 58169	\$	17,806.30
#205	#	E613, E615	\$	1,138.10
#208	#	E613, E615	\$	1,380.26
#211	#	58153, 58154	\$	592,391.25
#213	#			
#243	#			
#248	#	58157, 58158, 58159, 58161, 58162, 58163, 58164, 58165, 58166, 58167, 58168, 58170	\$	6,351.13
#282	#			
#408	#			
#590	#	58155, E613, E615	\$	597,490.29
#591	#	E615,	\$	2,642.74
#597	#	E613	\$	1,338.30
#701	#			

**TOTAL ALL HAND CHECKS****\$ 1,220,538.37****WARRANTS**

#101	GENERAL FUND	\$	157,810.32
#205	PUBLIC SAFETY FUND	\$	48,628.78
#208	PARKS & RECREATION	\$	29,951.63
#211	TOWNSHIP TRAILS	\$	5,389.68
#213	PARKS & OPEN SPACE		
#243	BROWNFIELD REDEVELOPMENT		
#248	DDA FUND	\$	43,077.69
#282	AMERICAN RESCUE		
#408	CAPITAL PROJECT		\$334,750.79
#590	SEWER OPERATION FUND	\$	288,542.31
#591	WATER OPERATION FUND	\$	323,981.36
#597	GRAND VALLEY ESTATES FUND	\$	4,292.21
#701	ESCROW ACCT	\$	3,006.95
	<b>TOTAL WARRANTS</b>	<b>\$</b>	<b>1,239,431.72</b>

**TOTAL ALL CHECKS & WARRANTS****\$ 2,459,970.09**

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 1/15

Vendor Name	Description	Amount	Check #	Check Date
1. ACCIDENT FUND OF AMERICA	WORKER COMP - AUGUST 2025	5,077.20		
2. ACTION CHEMICAL	JANITORIAL SUPPLIES	741.36		
3. ACTION INDUSTRIAL SUPPLY CO	DAVE RODGERS - BFG UNIFORM	39.99		
4. ADA FIREFIGHTERS ASSOCIATION INC.	UNIFORMS - NICK DEWEY	101.00		
	UNIFORMS - RORY VELTING	42.00		
	UNIFORMS - DAVID MURRAY	148.00		
	UNIFORMS - SEAN RICHARDS	422.25		
	UNIFORMS - PETER LEWIS	28.50		
	UNIFORMS - MAGNUS CARLGREN	36.75		
	UNIFORMS - BRENT ARMSTRON	24.50		
	UNIFORMS - NEIL KUYVENHOVEN	12.25		
	TOTAL	815.25		
5. ADA FLATS LLC	ESCROW ACCT-7518-7524 FASE	180.90		
6. ADA HISTORICAL SOCIETY	MANAGER SERVICES	15,000.00		
7. ADA MARKET	ADA MARKET - DRINKING WATER	36.90		
8. ADA TOWNSHIP	WATER SERVICES-TWP HALL	714.46		
	WATER SERVICES-STRT IRRIGATION- HEADLEY	5,873.48		
	WATER SERVICES- LEONARD FLD	1,149.84		
	WATER SERVICES- LEGACY PARK	1,799.98		
	WATER SERVICES- LEGACY RESTROOM	208.99		
	WATER SERVICES- MUSEUM	493.26		
	WATER SERVICES-LIBRARY	2,786.40		
	WATER SERVICES- NEW HEADLEY ST IRRIGATION	2,489.99		
	WATER SERVICES- SEWER LIFT STATION	160.70		
	WATER SERVICES-FIRE STATION #1	1,342.21		
	WATER SERVICES- BRONSON HOUSE	133.28		
	WATER SERVICES- ADA PARK	89.60		
	WATER SERVICES-BRONSON STREET	658.18		
	TOTAL	17,900.37		
9. ADA TOWNSHIP PETTY CASH	BATB STARTUP FUNDS	725.00		
10. ALLIED MECHANICAL SERVICE INC.	ADA TWP PRV REPAIRS	7,083.54		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 2/15

Vendor Name	Description	Amount	Check #	Check Date
11. ALLIED UNIVERSAL	ALARM REPAIR	254.00		
	ALARM MONITORING	1,386.00		
	TOTAL	1,640.00		
12. ALONDRA VERGARA DIAZ	REIMBURSEMENT TO VENDORS	44.00	58162	07/25/2025
13. AMAZON CAPITAL SERVICES, INC.	PATIO UMBRELLA AND BASE	69.39		
	DESK FILE FOR C. JEAN	28.49		
	BATB SUPPLIES	22.61		
	PARK BUG SPRAY	37.93		
	SUPPLIES - BFG	37.93		
	FIRE DEPT - MAILBOX	76.97		
	SUPPLIES	113.14		
	SUPPLIES - FIRE #1	1,206.99		
	FOR PLASTIC BAGS	16.98		
	SUPPLIES GENERAL	12.93		
	HOOKS FOR HANGING PLANTS	19.87		
	LIGHT BULBS	16.97		
	SUPPLIES - FIRE	18.95		
	TRAFFIC CONE HOLDER	31.94		
	TOTAL	1,711.09		
14. AQUATIC CONSULTING SERVICES	SPONGY MOTH SPRAY	800.00	58152	07/16/2025
15. AT & T	PUBLIC WIFI & FIRE LAPTOPS	304.92		
16. BARTLETT TREE EXPERTS	LEGACY PARK FERTILIZER	919.00		
17. BATTERIES PLUS BULBS	BATTERY - BFG	357.20		
	ALARM BATTERIES	119.94		
	TOTAL	477.14		
18. BEAVER RESEARCH COMPANY	SUPPLIES	164.44		
19. BLACK MONUMENT	HEADSTONE REPLACEMENT	752.60	58169	07/30/2025
20. BLACK MONUMENT CO	HEADSTONE REPLACEMENT	752.60		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 3/15

Vendor Name	Description	Amount	Check #	Check Date
21. BLOOM SLUGGETT, PC	GENERAL LEGAL-JUNE 2025	14,698.50		
	ORDINANCE ENFORCEMENT- JUNE 2025	3,716.40		
	TOTAL	18,414.90		
22. BS & A SOFTWARE	ONLINE SERVICES/ASSESSING SYSTEM	8,447.00		
23. BSN SPORTS	SOFTBALLS FOR LEAGUE	640.00		
24. BUIST ELECTRIC, INC.	ROSELLE AV REPAIR	392.76		
25. C & D HUGHES INC.	PETTIS TRAIL PHASE 2 - PAY OUT #3	585,241.25	58153	07/16/2025
26. CASEY LEMIEUX	REIMBURSEMENT TO VENDORS	10.00	58163	07/25/2025
27. CIVICPLUS LLC	CODE HOSTING & SUPPLEMENTS	3,637.20		
28. CLARK HILL PLC	LEGAL SERVICES JUNE	7,884.00		
29. CLEAR WATER LAKE MANAGEMENT	PARADISE LAKE - ALGAE TREATMENT	550.00		
	PARADISE LAKE TREATMENT	2,230.00		
	TOTAL	2,780.00		
30. COMCAST	INTERNET-ROSELLE PARK	208.85		
	INTERNET-FIRE STATION	178.90		
	INTERNET-ADA PARK OFFICE INTERNET	199.90		
	TOTAL	587.65		
31. CONSTANT CONTACT	WEB SERVICES	99.00		



08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 4/15

Vendor Name	Description	Amount	Check #	Check Date
32. CONSUMERS ENERGY				
	ELECTRIC SERVICES- ADA PARK	395.27	615	07/21/2025
	ELECTRIC SERVICES- ADA PARK	202.45	615	07/21/2025
	ELECTRIC SERVICES- FIRE #1	982.25	615	07/21/2025
	ELECTRIC SERVICES- 7852 THORNAPPLE CLUB DR SE	86.04	615	07/21/2025
	ELECTRIC SERVICES- LEGACY PARK	90.16	615	07/21/2025
	ELECTRIC SERVICES- 7237 HEADLEY	198.55	615	07/21/2025
	ELECTRIC SERVICES- MUSEUM	261.41	615	07/21/2025
	ELECTRIC SERVICES- 7338 HEADLEY ST SE	117.50	615	07/21/2025
	ELECTRIC SERVICES- METER PIT	33.24	615	07/21/2025
	ELECTRIC SERVICES- 7280 BRONSON ST SE	33.03	615	07/21/2025
	ELECTRIC SERVICES- TOWNSHIP HALL	1,293.30	615	07/21/2025
	ELECTRIC SERVICES- WATER TANK	73.78	615	07/21/2025
	ELECTRIC SERVICES-4861 ADA DR	2,568.96	615	07/21/2025
	ELECTRIC SERVICES- SEWER LIFT STATION	486.11	615	07/21/2025
	ELECTRIC SERVICES- 5544 ADA DR	30.75	615	07/21/2025
	ELECTRIC SERVICES- SEWER LIFT STATION	294.53	615	07/21/2025
	ELECTRIC SERVICES-7047 BRONSON ST SE	53.27	617	07/22/2025
	ELECTRIC SERVICES- STREET LIGHTS	59.28	615	07/21/2025
	ELECTRIC SERVICES- STREET LIGHTS, CREDIT	(2.25)		
	ELECTRIC SERVICES- LEGACY PARK	142.16		
	ELECTRIC SERVICES-7215 HEADLEY	88.21	613	07/18/2025
	ELECTRIC SERVICES-7351 BRONSON ST	50.72	613	07/18/2025
	ELECTRIC SERVICES-STREET LIGHTS	4,106.44	613	07/18/2025
	ELECTRIC SERVICES-LED LIGHT RD	1,506.97	613	07/18/2025
	ELECTRIC SERVICES-TRAFFIC LIGHTS	45.29	613	07/18/2025
	ELECTRIC SERVICES-STREET LIGHTS	28.07	613	07/18/2025
	ELECTRIC SERVICES-7380 FULTON ST	3,403.75	613	07/18/2025
	ELECTRIC SERVICES-7215 HEADLEY ST OUTSIDE	5,919.56	613	07/18/2025
	ELECTRIC SERVICES-5465 HALL ST	209.81	613	07/18/2025
	ELECTRIC SERVICES-1010 GRAND RIVER DR NE	61.71	613	07/18/2025
	ELECTRIC SERVICES-7490 THORNAPPLE DR	81.96	613	07/18/2025
	ELECTRIC SERVICES-1010 GRAND RIVER DR	548.71	613	07/18/2025
	ELECTRIC SERVICES-5458 GRAND VALLEY CT	1,286.02	613	07/18/2025
	ELECTRIC SERVICES-499 PETTIS AVE	19.14	613	07/18/2025
	ELECTRIC SERVICES-2000 CRAMTON AVE	28.87	613	07/18/2025
	ELECTRIC SERVICES-5200 CASCADE	209.81	613	07/18/2025
	ELECTRIC SERVICES-5824 KNAPP ST	52.28	613	07/18/2025
	ELECTRIC SERVICES-7211 KNAPP ST	155.85	613	07/18/2025
	TOTAL	25,202.96		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 5/15

Vendor Name	Description	Amount	Check #	Check Date
33. CONTINENTAL LINEN SERVICE				
	LINEN/RUG SERVICES- FIRE STATION	131.26		
	LINEN/RUG SERVICES- TWP HALL	119.61		
	LINEN/RUG SERVICES- FIRE STATION	129.32		
	TOTAL	380.19		
34. COURTYARD BY MARRIOTT DOWNTOWN				
	CONFERENCE LODGING	352.98		
	CONFERENCE LODGING	352.98		
	TOTAL	705.96		
35. DAN VOS CONSTRUCTION				
	ESCROW ACCT - 6206 ADA DRIVE	590.50		
36. DELTA DENTAL				
	DENTAL PREMIUMS-PREPAID-AUGUST 2025	2,396.12		
37. DETROIT PUMP				
	ADA SPAULDING LIFT STATION SEWER PUMP	2,597.51		
	SPAULDING LS PUMP REPLACEMENT	70,914.49		
	TOTAL	73,512.00		
38. DINGES FIRE CO.				
	JUMBO CLAPPERED INLET	1,821.14		
39. DIXON ARCHITECTURE				
	ESCROW ACCT - RIVER ST COMMONS A6 BLD	872.13		
40. DTE ENERGY				
	GAS SERVICES- GENERAL	26.88		
	GAS SERVICES- GENERAL	31.64		
	GAS SERVICES-ADA TOWNSHIP	23.57		
	GAS SERVICES- ADA TOWNSHIP	21.77		
	GAS SERVICES- ADA SEWER	30.84		
	GAS SERVICES - PARKS	29.85		
	GAS SERVICES- PARKS	48.25		
	GAS SERVICES-FIRE	25.36		
	GAS SERVICES- GRAND VALLEY ESTATES	28.05		
	GAS SERVICES- PARKS	25.36		
	GAS SERVICES- FIRE STATION	28.05		
	GAS SERVICES- PARKS	24.98		
	GAS SERVICES-LIBRARY	170.58		
	GAS SERVICES- TOWNSHIP	10.84		
	GAS SERVICES- ADA TOWNSHIP	24.98		
	TOTAL	551.00		
41. DURSKO ELECTRIC LLC				
	TROUBLESHOOT POWER TO 240V PANEL IN SILO	280.00		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 6/15

Vendor Name	Description	Amount	Check #	Check Date
42. EJ USA, INC	CRACK MANHOLE COVER	208.75		
43. ELECTION SOURCE	BOOTH	678.69		
44. ETNA SUPPLY	METER FOR STOCK 1" METER 1-1/2" METER & 2" METER	2,306.25		
	PART FOR HYDRANT VALVE QUOTE# S106407024	771.00		
	TOTAL	3,077.25		
45. F & V OPERATIONS	OUT OF SCOPE REPAIRS	9,636.87		
	UTILITY SERVICES-O&M WW, AUGUST	25,069.00		
	TOTAL	34,705.87		
46. FASTSIGNS	5 CEMETERY SIGNS	328.85		
47. FIRE PROS	EXTINGUISHER MAINTENANCE FOR #1	366.30		
	FIRE DEPT #1	227.65		
	TOTAL	593.95		
48. FIRST BANK	CREDIT CARD FEES	182.93		
49. FISHBECK	FISHBECK PARKING PLAN	4,391.20		
50. FISHER DOOR & HARDWARE INC	RESTROOM DOOR HANDLES	222.36		
51. FOREST HILLS LAWN SPRINKLING	LAWN INVOICE-PETTIS TRAIL PROJECT	7,150.00	58154	07/16/2025
52. GINA OLSZEWSKI	MILEAGE REIMBURSEMENT	328.44		
53. GODWIN HARDWARE, INC	SUPPLIES - BFG	22.98		
	SUPPLIES - BATB	63.40		
	SUPPLIES - BFG	52.46		
	SUPPLIES - BFG	89.62		
	SUPPLIES - FIRE	27.66		
	SUPPLIES - FIRE	13.92		
	SUPPLIES - 4861 ADA DRIVE	25.30		
	TOTAL	295.34		
54. GRAINGER	PART FOR HYDRANT VALVE	984.14		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 7/15

Vendor Name	Description	Amount	Check #	Check Date
55. GRAND RAPIDS CITY TREASURER	WATER/SEWER USAGE & SERVICE CHARGE	337,924.03		
56. GRANITE TELECOMMUNICATIONS	TELEPHONE SERVICES	232.57		
57. GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL-FIRE #1	117.00		
	BUG SPRAY	95.00		
	BUG SPRAY	45.00		
	TOTAL	257.00		
58. HOPE NETWORK WEST MICHIGAN	TRANSPORTATION- JULY 2025	3.00		
59. HUB INTERNATIONAL MIDWEST EAST	LIABILITY INSURANCE- 4TH OF JULY	5,531.25		
60. HURST MECHANICAL	ROOF LEAK - LIBRARY	2,407.15		
	PREVENTATIVE MAINT- AUGUST 2025	1,041.25		
	TOTAL	3,448.40		
61. INTEGRITY BUSINESS SOLUTION	SUPPLIES - GENERAL	39.64		
	SUPPLIES- GENERAL	145.70		
	SUPPLIES - GENERAL	33.41		
	SUPPLIES- GENERAL	44.45		
	SUPPLIES - GENERAL	6.79		
	SUPPLIES - GENERAL	29.58		
	SUPPLIES - GENERAL	371.49		
	SUPPLIES - GENERAL	16.30		
	SUPPLIES - GENERAL	9.50		
	SUPPLIES - GENERAL	56.48		
	SUPPLIES- GENERAL	52.79		
	SUPPLIES - GENERAL	30.58		
	SUPPLIES - GENERAL	39.99		
	SUPPLIES - GENERAL	6.29		
	SUPPLIES - GENERAL	30.85		
	SUPPLIES	31.09		
	TOTAL	944.93		
62. IONOS, INC	INTERNET SERVICES	19.76		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 8/15

Vendor Name	Description	Amount	Check #	Check Date
63. J. STEVENS CONSTRUCTION, INC.	LIBRARY- ROOF LEAK	425.00		
	LIBRARY - 3 HOLES IN ROOF REPAIR	328.46		
	TOTAL	753.46		
64. JETT PUMP & VALVE, LLC	NEW PRV	37,206.39		
65. JIM DIEMER	REIMBURSEMENT TO VENDORS	8.00	58164	07/25/2025
66. JOSEPH VANHASSEL	LAND EXTRACTION	450.00		
67. KAAT'S WATER CONDITIONING INC	WATER LEAK AT LIBRARY	383.30		
	ADA PARK	85.45		
	WATER COOLER RENTAL	93.75		
	TOTAL	562.50		
68. KAMMINGA AND ROODVOETS, INC	HALL STREET FORCE MAIN PROJECT PAYOUT #1	592,767.00	58155	07/16/2025
69. KATERINA BUCK	REIMBURSEMENT TO VENDORS	9.00	58165	07/25/2025
70. KENDALL ELECTRIC INC	PARTS	124.73		
	PARTS	263.00		
	TOTAL	387.73		
71. KENNEDY INDUSTRIES INC	BOOSTER STATION REPAIR	1,035.50		
	INSTALL PUMPS	2,124.00		
	TOTAL	3,159.50		
72. KENT COUNTY CLERK, ELECTIONS	POLICE CONTRACT FOR JUNE 2025	34,986.72		
73. KENT COUNTY CONSERVATION DISTRICT	INVASIVE SPECIES TREATMENT	2,344.00		
74. KENT COUNTY TREASURER	JULY 4TH 2025 SHERIFF	3,070.50		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 9/15

Vendor Name	Description	Amount	Check #	Check Date
75. KINGSLAND'S ACE HARDWARE	LEGACY PARK FURNITURE REPAIR	18.66		
	RESTROOM SUPPLIES	131.90		
	PARKS - BENCH PAD	75.90		
	PARKS - BENCHES & VOLUNTEER TOOLS	508.98		
	BFG-ROSELLE	56.98		
	SHOVELS	107.96		
	TOTAL	900.38		
76. KONICA MINOLTA BUSINESS SOLUTIONS	COPY MACHINE - JULY 2025	315.00		
77. LEE'S TRENCHING SERVICE INC	TAPPING FEE	17,000.00		
78. MACQUEEN EQUIPMENT	FIRE DEPT - MSA FLOW TEST	1,757.25		
79. MARIA RAQUEL VALVERDE	CONTRACTED SERVICES FOR FARMERS MARKET	1,140.00	58157	07/22/2025
	FOR FARMERS MARKET 7/14/25-8/1/25	1,710.00	58170	08/04/2025
	TOTAL	2,850.00		
80. MARSMAN ELECTRIC, LLC	ELECTRICAL SERVICES FOR FIRE DEPT	2,800.00		
81. MCKESSON	ADA FIRE DEPT	147.14		
82. MI ASSC. OF MUNICIPAL CEMETERIES	ANNUAL DUES FOR JO DEMARO & ERIN MCINTOSH	90.00		
83. MID MICHIGAN ASSOC OF ASSESSING OFF	MMAAO MEMBER	30.00		
84. MINARD, SUZANNE	UB REFUND FOR ACCOUNT: ABCT-000745-00	59.03		
85. MOSQUITO HUNTERS	LEGACY PARK - MAY 2025	139.00		
	LEGACY PARK	210.00		
	TOTAL	349.00		
86. MR. JON DALE MCKAY	REIMBURSEMENT ADA CEMETERY GRAVESITES	150.00		
87. NAPA	FIRE- SUPPLIES	91.88		
88. NYE UNIFORM CO.	DRESS BLUES- NICK DEWEY	383.00		
	SEAN RICHARDS	108.00		
	TOTAL	491.00		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 10/15

Vendor Name	Description	Amount	Check #	Check Date
89. OLIVIA EMPSON	REIMBURSEMENT TO VENDORS	10.00	58166	07/25/2025
90. OUT BACK CASUAL LIVING	FENCE TIES FOR TRAIL BOARDWALKS	23.32		
91. PATRICK AVILA	REIMBURSEMENT TO VENDORS	4.00	58167	07/25/2025
92. PEDRO CORRECH	REIMBURSEMENT TO VENDORS	45.00	58168	07/25/2025
93. PHASE 3 GRAPHICS, INC	PYMT FOR SIGNS/BANNERS FOR FM	367.00	58158	07/22/2025
94. PINNACLE CLEANING SERVICES, INC	TWP HALL CLEANING & WINDOWS- JULY	1,572.00		
	CLEANING SERVICES - PARKS- JULY	124.00		
	CLEANING SERVICES - JULY 2025	3,541.25		
	TOTAL	5,237.25		
95. PLAY ENVIRONMENTS DESIGN, LLC	PLAY EQUIPMENT DEPOSIT - 50%	289,650.33		
96. PLUMMER'S DISPOSAL SERVICE	ADA PARK PORTABLE RESTROOMS	149.00		
	ADA PARK PORTABLE RESTROOMS	319.25		
	PORTABLE BATHROOMS AT THE BRIDGE SUMMER CONCERT	840.00	58161	07/24/2025
	SPECIAL EVENT TOILET	70.00		
	PORTABLE RESTROOMS - GRAND RIVER BALLFIELD	149.00		
	PORTABLE RESTROOMS FOR ADA PARK	319.25		
	TOTAL	1,846.50		
97. PREIN & NEWHOF, P.C.	TESTING	40.00		
98. PRIORITY HEALTH	HEALTH PREMIUMS/CLAIMS TAX	24,667.51		
99. PROGRESSIVE COMPANIES	COVERED BRIDGE PARK ENGINEERING	8,392.19		
	ESCROW ACCT - AMWAY 55/56-2 BLD PROJECT	561.67		
	TOTAL	8,953.86		
100 REFERENCE SERVICES, INC.	BACKGROUND CHECKS	798.00		
101 REPUBLIC SERVICES	TRASH SERVICES	1,508.31		

08/06/2025 02:00 PM

User: CARLY

DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

INVOICE ENTRY DATES 07/16/2025 - 08/11/2025

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

Page: 11/15

Vendor Name	Description	Amount	Check #	Check Date
102 ROBERT HALF	ACCOUNTING TEMP - CARLY JEAN	932.59		
	ACCOUNTANT POSITION	1,581.83		
	TOTAL	2,514.42		
103 RRR LAWN AND LANDSCAPE LLC	STREETSCAPE MAINTENANCE	1,579.00		
	STREETSCAPE MAINTENANCE	1,480.00		
	TOTAL	3,059.00		
104 SELF SERVE LUMBER	TOWNSHIP REPAIRS	20.98		
105 SELF-SERVE LUMBER	TOWNSHIP REPAIRS	7.98		
106 SEYFERTH PR	PR FOR BATB SUMMER CONCERT	2,164.13	58159	07/22/2025
107 SF SUPPLY	SAFETY GEAR	24.97		
	TOOLS FOR BFG	603.93		
	TOTAL	628.90		
108 SHERWIN WILLIAMS	PAINT SUPPLIES FOR ADA PARK RESTROOMS	82.98		
109 SITEONE LANDSCAPE SUPPLY	BALL FIELD MAINTENANCE	450.00		
110 SMART SOURCE LLC	VOLUNTEER TSHIRTS	506.59		
111 SPLASH IRRIGATION INC	IRRIGATION WORK @ ROSELLE	340.80		
	IRRIGATION WORK @ ROSELLE, CREDIT	(10.80)		
	TOTAL	330.00		
112 ST CLAIR INN	CONFERENCE LODGING	534.60		
113 STAPLES	SUPPLIES	161.98		
	SUPPLIES	40.00		
	INK FOR PARKS OFFICE	133.72		
	SUPPLIES	100.05		
	TOTAL	435.75		
114 THE BADGE COMPANY, LLC	4TH OF JULY EXPENSE	729.55		



08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 12/15

Vendor Name	Description	Amount	Check #	Check Date
115 THE BANK OF NEW YORK MELLON				
	INTEREST	19,112.50		
	INTEREST	42,075.00		
	INTEREST	80,288.75		
	TOTAL	141,476.25		
116 THORNAPPLE RIVER NURSERY, INC				
	ADA PARK MULCH	540.00		
	W & F APPLICATION #2	80.00		
	W & F APPLICATION #2	1,445.00		
	W & F APPLICATION #2	60.00		
	W & F APPLICATION 2	235.00		
	W & F APPLICATION #2	60.00		
	W & F APPLICATION #2	72.00		
	W & F APPLICATION #2	150.00		
	W & F APPLICATION #2	225.00		
	CARL CREEK CROSSING STONE	360.00		
	TOTAL	3,227.00		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 13/15

Vendor Name	Description	Amount	Check #	Check Date
117 THORNAPPLE, INC	IRRG M AINT - MISS DIG	165.00		
	BILL BACK TO DTE	245.00		
	IRRG MAINT.	242.00		
	IRRG MAINTENANCE	379.00		
	SPRINKLER LABOR HOURLY	384.00		
	IRRG MAINTENANCE	81.00		
	IRRG MAINTENANCE	171.00		
	SPRINKLER LABOR HOURLY	236.00		
	SPRINKLER LABOR HOURLY	92.37		
	SPRINKLER LABOR HOURLY	83.00		
	SPRINKLER LABOR HOURLY	135.00		
	SPRINKLER LABOR HOURLY	95.00		
	SPRINKLER LABOR HOURLY	251.00		
	SPRINKLER LABOR HOURLY	99.00		
	SPRINKLER LABOR HOURLY	107.38		
	SPRINKLER LABOR HOURLY	322.62		
	SPRINKLER LABOR HOURLY	80.00		
	MISS DIG IRRIG.	55.00		
	SPRINKLER LABOR HOURLY	323.68		
	SPRINKLER LABOR HOURLY	149.48		
	SPRINKLER LABOR HOURLY	40.00		
	SPRINKLER LABOR HOURLY	714.00		
	SPRINKLER LABOR HOURLY	333.72		
	SPRINKLER LABOR HOURLY	48.00		
	SPRINKLER LABOR HOURLY	936.94		
	SPRINKLER LABOR HOURLY	141.51		
	SPRINKLER LABOR HOURLY	763.16		
	SPRINKLER LABOR	384.00		
	SPRINKLER LABOR HOURLY	75.00		
	SPRINKLER LABOR HOURLY	690.40		
	SPRINKLER LABOR HOURLY	268.23		
	SPRINKLER LABOR HOURLY	145.00		
	MOWING SVCS 4 OF 6	14,555.55		
	SPRINKLER LABOR HOURLY	156.00		
	TOTAL	22,948.04		
118 TIP TOP GRAVEL COMPANY	REPAVED PARKING LOT-CARL CREEK	560.00		

08/06/2025 02:00 PM

User: CARLY

DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP

INVOICE ENTRY DATES 07/16/2025 - 08/11/2025

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

Page: 14/15

Vendor Name	Description	Amount	Check #	Check Date
119 TRACE ANALYTICAL LABORATORIES, INC				
	WATER TESTING	282.00		
	WATER TESTING	162.00		
	WATER TESTING	72.00		
	WATER TESTING	42.00		
	WATER TESTING	72.00		
	TOTAL	630.00		
120 UNITED RENTALS				
	GENERATOR RENTAL	1,537.29		
121 UNUM				
	LONG TERM DISABILITY/LIFE INSURANCE-AUGUST 2025	1,184.01	58156	07/22/2025
	LONG TERM DISABILITY/LIFE INSURANCE-JULY 2025	1,229.33	58156	07/22/2025
	TOTAL	2,413.34		
122 VC3, INC				
	CLOUD DATA RECOVERY	262.00		
123 VERIZON WIRELESS				
	SCADA	44.44		
	SCADA	2.18		
	TOTAL	46.62		
124 VISION SERVICE PLAN				
	EMPLOYEE VISION PREMIUM-AUGUST 2025	429.39		
125 VORTEX USA INC.				
	SPLASH PAD DEPOSIT	36,708.27		
126 WAR WATER BREWERY				
	ASSESSING - EXPENSES	23.21		
127 WARNER NORCROSS & JUDD				
	ESCROW ACCT - 200 ALTA DALE HOLDINGS	801.75		
128 WEST MI DOCUMENT SHREDDING LLC				
	SHREDDING	60.00		
129 WINDEMULLER				
	REPLACE POWER SUPPLY	1,171.34		
	SPAULDING LS AUTOMATION	620.00		
	REPLACE PHASE MONITOR	1,080.88		
	EMERGENCY ELECTRICAL REPAIR	658.00		
	WIRE RELAY AT SPAULDING LS	607.00		
	TOTAL	4,137.22		
130 WITTENBACH SERVICES, INC				
	TREE DAMAGE REMOVAL	3,750.00		
131 ZW USA INC				
	DOGGIE WALK BAGS	2,487.50		

08/06/2025 02:00 PM  
User: CARLY  
DB: Ada

INVOICE APPROVAL BY INVOICE REPORT FOR ADA TOWNSHIP  
INVOICE ENTRY DATES 07/16/2025 - 08/11/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 15/15

Vendor Name	Description	Amount	Check #	Check Date
TOTAL - ALL VENDORS		2,459,970.09		



## MEMORANDUM

Date: 8/6/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Pettis Ave Trail Phase II Pay Application #4

---

Background:

At the February 24<sup>th</sup> board meeting, the Township awarded the Pettis Avenue Trail Phase II project to C&D Hughes Inc. for \$2,556,656.15. Change Order #1, increasing the amount by \$10,506.50, was approved by the board at the April 28<sup>th</sup> meeting – this was for the removal of the abandoned septic system in the right-of-way. This increased the total project cost to \$2,567,071.65. Change order #2 was approved at the May 12<sup>th</sup> meeting – this was for \$26,650.00 for the intersection work at Honey Creek & Pettis. This change order increased the total project cost to \$2,593,721.65.

Pay Application #1 was approved at the May 12, 2025, board meeting for an amount of \$604,235.22. Pay Application #2 was approved at the June 9, 2025, board meeting for an amount of \$497,869.63. Pay Application #3 was approved at the July 14, 2025, board meeting for an amount of \$585,241.25.

C&D Hughes Inc. has provided the attached pay application #4 in the amount of \$384,336.00. The pay application includes a retainage of \$230,186.90 (10%). This pay application covers the period of 7/3/25 – 8/4/25.

Mr. Groenenboom from Moore+Bruggink has provided a letter recommending approval and will be present at the meeting to discuss the pay application and to answer any questions.

Recommendation:

Staff recommends approval of pay application #4 for \$384,336.00. The project has been progressing well, and staff has met with the contractor and engineer weekly to review the project and progress.

*Requested Motion: Motion to Approve Pettis Avenue Trail Phase II Project Pay Application #4 to C&D Hughes Inc. in the Amount of \$384,336.00.*



**Moore+Bruggink**  
Consulting Engineers

August 5, 2025

Re: Pettis Trail from Chief Hazy  
Cloud Park to Vergennes  
Project No. 210187.02

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

Dear Mr. Suchy:

Pay Request No. 4 for the Pettis Avenue Trail is attached. This estimate is for \$384,336.00 and includes work performed from July 3, 2025, through August 4, 2025.

The contractor was hoping to have the large retaining wall complete by August 1, but was unable to do any work on the wall last week because they ran out of the form liner insert. They took delivery of additional form liners today and will make two more wall pours this week; the 800-foot long wall will then be complete.

After the wall is complete, you will see C&D Hughes working on the path in front of the wall and touching up several areas along the path. We can look forward to completion of the trail before the end of the month, ahead of the contract completion date of August 30, 2025.

We have reviewed and agree with the quantities and amount of work performed, and we recommend payment in the amount of \$384,336.00 to C & D Hughes.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer

Attachment



## RECOMMENDATION FOR PAYMENT

CONTRACTOR: C&D Hughes  
3097 Lansing Road  
Charlotte, Michigan 48813

PROJECT NO.: 210187.02  
ESTIMATE NO.: 4  
DATE: August 5, 2025

PROJECT: Pettis Avenue Trail

Period covered by this estimate: July 3, 2025, through August 4, 2025

---

ORIGINAL CONTRACT PRICE: \$2,556,565.15

Approved Contract Change Orders to Date:	Increase	Decrease
1: 5/6/2025	\$10,506.50	
2: 5/6/2025	\$26,650.00	

ADJUSTED CONTRACT AMOUNT: \$2,593,721.65

TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE: \$2,301,869.00

Less Retained: \$230,186.90

Subtotal: \$2,071,682.10

Less Payments to Date: \$1,687,346.10

AMOUNT DUE CONTRACTOR: \$384,336.00

Prepared By: Steven C. Groenenboom, P.E.

Recommended for Payment:

  
Moore & Bruggink, Inc.

Date: 8/6/2025

Authorized for Payment:

\_\_\_\_\_  
Ada Township

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

## APPLICATION AND CERTIFICATE FOR PAYMENT

TO: Moore & Bruggink, INC.  
7330 thornapple River Drive SE  
Ada, MI 49301

FROM: C&D Hughes, Inc.  
3097 Lansing Rd  
Charlotte, MI 48813

CONTRACT FOR: C&D Hughes, Inc.

JOB #: 25018  
PROJECT: Pettis Avenue Trail  
ARCHITECT: Moore & Bruggink, Inc  
APPLICATION #: 4  
PERIOD TO: 07/03/2025-08/04/2025  
CONTRACT DATE:

## CONTRACTORS APPLICATION FOR PAYMENT


1 ORIGINAL CONTRACT SUM:	\$2,556,565.15
2 NET CHANGE BY CHANGE ORDERS:	\$37,156.50
3 CONTRACT SUM TO DATE:	\$2,593,721.65
4 TOTAL COMPLETED & STORED TO DATE: (from Column G on continuation sheet)	\$2,301,869.00
5 RETAINAGE: 10 % OF COMPLETED WORK:	\$230,186.90
6 TOTAL EARNED LESS RETAINAGE: (line 4 less line 5 total)	\$2,071,682.10
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (line 6 from prior certificate)	\$1,687,346.10
8 CURRENT PAYMENT DUE:	\$384,336.00
9 BALANCE TO FINISH, INCLUDING RETAINAGE: (line 3 less line 6)	\$522,039.55

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
TOTAL CHANGES APPROVED IN PREVIOUS MONTHS BY OWNER	\$37,156.50	\$0.00
TOTAL APPROVED THIS MONTH		\$0.00
TOTALS	\$37,156.50	\$0.00
NET CHANGES BY CHANGE ORDER	\$0.00	\$0.00

AIA\_G703

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

Contractor:

By: 

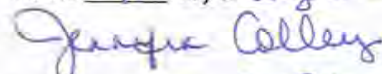
Date: 8/4/25

State of: Michigan

County of: Eaton

Subscribed and sworn to before

me this 4th day of August, 2025



Notary Public: Jennifer Colley  
My Commission expires: 8/22/2031

JENNIFER COLLEY  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF EATON  
My Commission Expires 22-Aug-2031  
Acting in the County of Eaton

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED:

0

ARCHITECT:

By: Steven C Groenenboom date: 8/04/25

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



## APPLICATION AND CERTIFICATE FOR PAYMENT (CONTINUATION SHEET)

TO: Moore & Bruggink, Inc.  
7330 Thornapple River Drive SE  
Ada, MI 49301

FROM: C&D Hughes, Inc.  
3097 Lansing Rd  
Charlotte, MI 48813

JOB #: 25018  
PROJECT: Pettis Avenue Trail  
ARCHITECT: Moore & Bruggink, Inc  
APPLICATION #: 4  
PERIOD TO: 07/03/2025-08/04/2025  
CONTRACT DATE: -

A	B	C	D	E	F	G	H	I	J
ITEM # & DESCRIPTION	UNIT PRICE	UNIT	ORIGINAL EST. QTY.	PRIOR PERIOD QUANTITY	PRIOR PERIOD AMOUNT	CURRENT PERIOD QUANTITY	CURRENT PERIOD AMOUNT	TOTAL QUANTITY	TOTAL AMOUNT
Mobilization, Max \$3000,000	\$300,000.00	Lsum	1.00	1.00	\$300,000.00	0.00	\$0.00	1.00	\$300,000.00
Tree, Remove, 8inch to 18inch	\$450.00	Ea	50.00	50.00	\$22,500.00	2.00	\$900.00	52.00	\$23,400.00
Tree, Remove, 19inch to 36inch	\$1,700.00	Ea	5.00	6.00	\$10,200.00	0.00	\$0.00	6.00	\$10,200.00
Removing HMA Driveway	\$1.25	Sft	8,100.00	5,558.00	\$6,947.50	0.00	\$0.00	5,558.00	\$6,947.50
Removing Concrete Driveway	\$4.25	Sft	700.00	1,054.00	\$4,479.50	0.00	\$0.00	1,054.00	\$4,479.50
Saw cutting HMA	\$1.75	Lft	1,000.00	682.50	\$1,194.38	0.00	\$0.00	682.50	\$1,194.38
12inch Diameter Concrete Storm Sewer C-76-III	\$75.00	Lft	200.00	295.00	\$22,125.00	0.00	\$0.00	295.00	\$22,125.00
12inch Concrete Storm Sewer Sloped End Section	\$2,500.00	Ea	3.00	7.00	\$17,500.00	0.00	\$0.00	7.00	\$17,500.00
2' Diameter yard Basin w/flat grate(188 Pettis)	\$2,500.00	Ea	2.00	1.00	\$2,500.00	0.00	\$0.00	1.00	\$2,500.00
EJWV Type K Casting (Deer run drive)	\$345.00	Ea	2.00	2.00	\$690.00	0.00	\$0.00	2.00	\$690.00
Storm Inlet at soil nail retaining wall	\$1,725.00	Ea	4.00	4.00	\$6,900.00	0.00	\$0.00	4.00	\$6,900.00
Heavy Rip-Rap over Geotextile Blanket	\$95.00	Syd	200.00	273.00	\$25,935.00	0.00	\$0.00	273.00	\$25,935.00
Trail Grading	\$60.00	Lft	4,500.00	4,087.77	\$245,266.20	0.00	\$0.00	4,087.77	\$245,266.20
Sand, MDOT Class 2, 6inch CIP	\$35.00	Cyd	900.00	890.20	\$31,157.00	0.00	\$0.00	890.20	\$31,157.00
Aggregate Base, 6inch, 21AA, Mod.	\$15.00	Syd	6,100.00	4,715.80	\$70,737.00	0.00	\$0.00	4,715.80	\$70,737.00
HMA 13A	\$105.15	Ton	400.00	328.94	\$34,588.04	0.00	\$0.00	328.94	\$34,588.04
HMA, 36A	\$108.40	Ton	400.00	215.70	\$23,381.88	0.00	\$0.00	215.70	\$23,381.88
Bit Approach (Driveway 36A)	\$139.10	Ton	159.00	120.00	\$16,692.00	0.00	\$0.00	120.00	\$16,692.00
6inch Concrete Driveway	\$7.00	Sft	700.00	814.00	\$5,698.00	0.00	\$0.00	814.00	\$5,698.00
Remove Curb and Gutter	\$15.00	Lft	400.00	574.50	\$8,617.50	0.00	\$0.00	574.50	\$8,617.50
24inch Curb and Gutter, Det. F-4, Mod.	\$25.00	Lft	320.00	574.50	\$14,362.50	0.00	\$0.00	574.50	\$14,362.50
Type M driveway Opening	\$25.00	Lft	110.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
6inch Concrete Sidewalk	\$7.00	Sft	600.00	600.00	\$4,200.00	0.00	\$0.00	600.00	\$4,200.00
Detectable warning Surface	\$70.00	Lft	60.00	60.00	\$4,200.00	0.00	\$0.00	60.00	\$4,200.00
Pavt Mrg, Waterborne, 12inch, White	\$2.00	Lft	720.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Inlet Protection, Fabric Drop	\$100.00	Ea	6.00	6.00	\$600.00	0.00	\$0.00	6.00	\$600.00
Slit Fence	\$2.00	Lft	5,000.00	138.00	\$276.00	0.00	\$0.00	138.00	\$276.00
Boardwalk Concrete Abutment/Foundation	\$2,500.00	Ea	2.00	2.00	\$5,000.00	0.00	\$0.00	2.00	\$5,000.00
Timber Boardwalk	\$515.00	Lft	242.00	0.00	\$0.00	100.00	\$51,500.00	100.00	\$51,500.00
Boardwalk Pile, 20' length	\$1,900.00	Ea	30.00	32.00	\$60,800.00	0.00	\$0.00	32.00	\$60,800.00
Segmental Block Retaining wall	\$90.00	Sft	1,760.00	2,600.00	\$234,000.00	0.00	\$0.00	2,600.00	\$234,000.00
Soil Nail Cast-in-place Retaining wall w/Formliner	\$120.00	Sft	9,100.00	4,500.00	\$540,000.00	3,122.00	\$374,640.00	7,622.00	\$914,640.00
Black Vinyl Poly Coated Chain Link Fence	\$47.73	Lft	125.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Sign, type IIIB	\$20.00	Sft	34.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Steel Post, 3#	\$9.00	Lft	60.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
12inch Waterborne Crosswalk Pavement Marking	\$2.00	Lft	500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
12inch waterborne Stop Bar	\$2.00	Lft	16.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Maintaining Traffic	\$125,000.00	Lsum	1.00	0.75	\$93,750.00	0.00	\$0.00	0.75	\$93,750.00
Turf Establishment	\$2.50	Syd	15,000.00	4,000.00	\$10,000.00	0.00	\$0.00	4,000.00	\$10,000.00
Mulch Blanket	\$1.25	Syd	5,000.00	4,000.00	\$5,000.00	0.00	\$0.00	4,000.00	\$5,000.00
Septic System Repair	\$10,506.50	Ea	0.00	1.00	\$10,506.50	0.00	\$0.00	1.00	\$10,506.50
4 Ft Dr Structure Special at sta. 300+25	\$10,000.00	Ea	0.00	1.00	\$10,000.00	0.00	\$0.00	1.00	\$10,000.00
ADA Compliant Castings	\$800.00	Ea	0.00	3.00	\$2,400.00	0.00	\$0.00	3.00	\$2,400.00
Fiber Marker Relocate	\$450.00	Ea	0.00	2.00	\$900.00	0.00	\$0.00	2.00	\$900.00
Dr Structure Cover, Adj. case 1 Modified	\$800.00	Ea	0.00	5.00	\$4,000.00	0.00	\$0.00	5.00	\$4,000.00
Embankment, LM	\$35.00	Cyd	0.00	75.00	\$2,625.00	0.00	\$0.00	75.00	\$2,625.00
Hand Patching	\$300.00	Ton	0.00	28.60	\$8,580.00	0.00	\$0.00	28.60	\$8,580.00
HMA Surface, rem	\$20.00	Syd	0.00	251.00	\$5,020.00	0.00	\$0.00	251.00	\$5,020.00
Minor traf Devices	\$1,500.00	Lsum	0.00	1.00	\$1,500.00	0.00	\$0.00	1.00	\$1,500.00
					\$1,874,829.00		\$427,640.00		\$2,301,869.00

## APPLICATION AND CERTIFICATE FOR PAYMENT (CONTINUATION SHEET)

TO: Moore & Bruggink, INC.  
7330 thornapple River Drive SE  
Ada, MI 49301  
0

FROM: C&D Hughes, Inc.  
3097 Lansing Rd  
Charlotte, MI 48813

JOB #: 25018  
PROJECT: Pettis Avenue Trail  
ARCHITECT: Moore & Bruggink, Inc  
APPLICATION #: 4  
PERIOD TO: 07/03/2025-08/04/2025  
CONTRACT DATE: -

A	B	C	WORK COMPLETED		F	G		H	I
			D	E		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
ITEM #	ITEM # & DESCRIPTION	SCHEDULED VALUE	FROM PRE. APPLICATIONS (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)			BALANCE TO FINISH (C-G)	RETAINAGE IF VARIABLE RATE
1	Mobilization, Max \$3000,000	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	100.00%	\$0.00	\$0.00
2	Tree, Remove, 8inch to 18inch	\$22,500.00	\$22,500.00	\$900.00	\$0.00	\$23,400.00	104.00%	(\$900.00)	\$0.00
3	Tree, Remove, 19inch to 36inch	\$8,500.00	\$10,200.00	\$0.00	\$0.00	\$10,200.00	120.00%	(\$1,700.00)	\$0.00
4	Removing HMA Driveway	\$10,125.00	\$6,947.50	\$0.00	\$0.00	\$6,947.50	68.62%	\$3,177.50	\$0.00
5	Removing Concrete Driveway	\$2,975.00	\$4,479.50	\$0.00	\$0.00	\$4,479.50	150.57%	(\$1,504.50)	\$0.00
6	Saw cutting HMA	\$1,750.00	\$1,194.38	\$0.00	\$0.00	\$1,194.38	68.25%	\$555.62	\$0.00
7	12inch Diameter Concrete Storm Sewer C-76-III	\$15,000.00	\$22,125.00	\$0.00	\$0.00	\$22,125.00	147.50%	(\$7,125.00)	\$0.00
8	12inch Concrete Storm Sewer Sloped End Section	\$7,500.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	233.33%	(\$10,000.00)	\$0.00
9	2' Diameter yard Basin w/flat grate(188 Pettis)	\$5,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	50.00%	\$2,500.00	\$0.00
10	EJ/W Type K Casting (Deer run drive)	\$690.00	\$690.00	\$0.00	\$0.00	\$690.00	100.00%	\$0.00	\$0.00
11	Storm Inlet at soil nail retaining wall	\$6,900.00	\$6,900.00	\$0.00	\$0.00	\$6,900.00	100.00%	\$0.00	\$0.00
12	Heavy Rip-Rap over Geotextile Blanket	\$19,000.00	\$25,935.00	\$0.00	\$0.00	\$25,935.00	136.50%	(\$6,935.00)	\$0.00
13	Trail Grading	\$270,000.00	\$245,266.20	\$0.00	\$0.00	\$245,266.20	90.84%	\$24,733.80	\$0.00
14	Sand, MDOT Class 2, 6inch CIP	\$31,500.00	\$31,157.00	\$0.00	\$0.00	\$31,157.00	98.91%	\$343.01	\$0.00
15	Aggregate Base, 6inch, 21AA, Mod.	\$91,500.00	\$70,737.00	\$0.00	\$0.00	\$70,737.00	77.31%	\$20,763.00	\$0.00
16	HMA 13A	\$42,060.00	\$34,588.04	\$0.00	\$0.00	\$34,588.04	82.23%	\$7,471.96	\$0.00
17	HMA, 36A	\$43,360.00	\$23,381.88	\$0.00	\$0.00	\$23,381.88	53.93%	\$19,978.12	\$0.00
18	Bit Approach (Driveway 36A)	\$22,116.90	\$16,692.00	\$0.00	\$0.00	\$16,692.00	75.47%	\$5,424.90	\$0.00
19	6inch Concrete Driveway	\$4,900.00	\$5,698.00	\$0.00	\$0.00	\$5,698.00	116.29%	(\$798.00)	\$0.00
20	Remove Curb and Gutter	\$6,000.00	\$8,617.50	\$0.00	\$0.00	\$8,617.50	143.63%	(\$2,617.50)	\$0.00
21	24inch Curb and Gutter, Det. F-4, Mod.	\$8,000.00	\$14,362.50	\$0.00	\$0.00	\$14,362.50	179.53%	(\$6,362.50)	\$0.00
22	Type M driveway Opening	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,750.00	\$0.00
23	6inch Concrete Sidewalk	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	100.00%	\$0.00	\$0.00
24	Detectable warning Surface	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	100.00%	\$0.00	\$0.00
25	Pavt Mrkg, Waterborne, 12inch, White	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,440.00	\$0.00
26	Inlet Protection, Fabric Drop	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100.00%	\$0.00	\$0.00
27	Slit Fence	\$10,000.00	\$276.00	\$0.00	\$0.00	\$276.00	2.76%	\$9,724.00	\$0.00
28	Boardwalk Concrete Abutment/Foundation	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$0.00
29	Timber Boardwalk	\$124,630.00	\$0.00	\$51,500.00	\$0.00	\$51,500.00	41.32%	\$73,130.00	\$0.00
30	Boardwalk Pile, 20' length	\$57,000.00	\$60,800.00	\$0.00	\$0.00	\$60,800.00	106.67%	(\$3,800.00)	\$0.00
31	Segmental Block Retaining wall	\$158,400.00	\$234,000.00	\$0.00	\$0.00	\$234,000.00	147.73%	(\$75,600.00)	\$0.00
32	Soil Nail Cast-in-place Retaining wall w/Formliner	\$1,092,000.00	\$540,000.00	\$374,640.00	\$0.00	\$914,640.00	83.76%	\$177,360.00	\$0.00
33	Black Vinyl Poly Coated Chain Link Fence	\$5,966.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,966.25	\$0.00
34	Sign, type IIIB	\$680.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$680.00	\$0.00
35	Steel Post, 3#	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$540.00	\$0.00
36	12inch Waterborne Crosswalk Pavement Marking	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
37	12inch waterborne Stop Bar	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$32.00	\$0.00
38	Maintaining Traffic	\$125,000.00	\$93,750.00	\$0.00	\$0.00	\$93,750.00	75.00%	\$31,250.00	\$0.00
39	Turf Establishment	\$37,500.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	26.67%	\$27,500.00	\$0.00
40	Mulch Blanket	\$6,250.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	80.00%	\$1,250.00	\$0.00
41	Septic System Repair	\$10,506.50	\$10,506.50	\$0.00	\$0.00	\$10,506.50	100.00%	\$0.00	\$0.00
42	4 Ft Dr Structure Special St 300+25	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$0.00
43	ADA Compliant Castings	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	100.00%	\$0.00	\$0.00
44	Fiber Marker Relocate	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	100.00%	\$0.00	\$0.00
45	Dr Structure Cover, Adj, case 1 Modified	\$1,600.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	250.00%	(\$2,400.00)	\$0.00
46	Embankment, LM	\$1,750.00	\$2,625.00	\$0.00	\$0.00	\$2,625.00	150.00%	(\$875.00)	\$0.00
47	Hand Patching	\$4,500.00	\$8,580.00	\$0.00	\$0.00	\$8,580.00	190.67%	(\$4,080.00)	\$0.00
48	HMA Surface, rem	\$4,000.00	\$5,020.00	\$0.00	\$0.00	\$5,020.00	125.50%	(\$1,020.00)	\$0.00
49	Minor traf Devices	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$0.00
		\$2,593,721.65	\$1,874,829.00	\$427,040.00	\$0.00	\$2,301,869.00		\$291,852.66	



## MEMORANDUM

Date: 8/5/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Hall Street Sanitary Sewer Force Main and Lift Station Project Pay Application #2

---

Background:

At the April 14<sup>th</sup> board meeting, the Township awarded the Hall Street Sanitary Sewer Force Main and Lift Station project to Kamminga & Roodvoets Inc. for \$1,904,765.00.

The Board approved Pay Application #1 at the July 14, 2025, board meeting for \$592,767.00.

Kamminga & Roodvoets Inc. has provided the attached pay application #2 in the amount of \$451,804.75. The pay application includes a retainage of \$95,238.25 (10%). This pay application covers the period of 7/1/25 – 8/1/25.

Jacob Bruggink from Moore+Bruggink has provided a letter recommending approval. Mr. Groenenboom or Mr. Bruggink will be present at the meeting to discuss the pay application and to answer any questions.

Recommendation:

Staff recommends approval of pay application #1 for \$451,804.75. The project has been progressing well, and staff have met with the contractor on multiple occasions to review the project and assess the progress.

*Requested Motion: Motion to Approve Hall Street Sanitary Sewer Force Main and Lift Station Project Pay Application #1 to Kamminga & Roodvoets Inc. in the Amount of \$451,804.75.*



**Moore+Bruggink**  
Consulting Engineers

August 4, 2025

Re: Hall Street Lift Station and  
Sanitary Force Main  
Project No. 220195.01

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

Dear Mr. Suchy:

Payment Application No. 2 for the Hall Street Lift Station and Sanitary Force Main is attached. This pay app is for \$451,804.75 and includes work performed through August 1, 2025.

There have been no change orders to date.

The force main installation within the Hall Street and Paradise Lake Drive roadways is complete and the HMA paving restoration is complete. Topsoil placement and reseeding should be completed this week. The roadway markings should be placed on Monday, August 11. The Kent County Road Commission requires that the force main work and roadway restoration in the Hall Street right-of-way be completed during the Forest Hills School's summer break so that Hall Street is open for traffic before school starts again in August, and construction progress is on schedule to meet that deadline.

The work at the Hall Street Lift Station is pending equipment lead times and the work is anticipated to start in early November.

We have reviewed the quantities and amount of work performed with the contractor and we recommend payment in the amount of \$451,804.75 to Kamminga & Roodvoets Inc.

Sincerely,

Jacob A. Bruggink, P.E.  
Project Engineer

Attachments

## RECOMMENDATION FOR PAYMENT

CONTRACTOR: Kamminga & Roodvoets Inc  
3435 Broadmoor SE  
Grand Rapids, Michigan 49512

PROJECT NO.: 220195.01  
ESTIMATE NO.: 2  
DATE: August 4, 2025

PROJECT: Hall Street Lift Station and Sanitary Force Main

Period covered by this estimate: July 1, 2025, through August 1, 2025

---

ORIGINAL CONTRACT PRICE:	\$1,904,765.00
--------------------------	----------------

Approved Contract Change Orders to Date:	Increase	Decrease
--	----------	----------

ADJUSTED CONTRACT AMOUNT:	\$1,904,765.00
---------------------------	----------------

TOTAL AMOUNT EARNED AS SHOWN ON THIS ESTIMATE:	\$1,139,810.00
--	----------------

Less Retained:	<u>\$95,238.25</u>
----------------	--------------------

Subtotal:	\$1,044,571.75
-----------	----------------

Less Payments to Date:	<u>\$592,767.00</u>
------------------------	---------------------

AMOUNT DUE CONTRACTOR:	\$451,804.75
------------------------	--------------

Prepared By: Jacob A. Bruggink, P.E.

Recommended for Payment:



Moore & Bruggink, Inc.

Date: August 4, 2025

Authorized for Payment:

Ada Township

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

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Page 1 of 2

TO: ADA Township  
7330 Thornapple River Dr  
ADA, MI

Project: Hall St LS & FM

APPLICATION NO.: 2  
PERIOD TO: 8/1/2025  
PROJECT NOS.: 220195.01

Distribution to:  
OWNER ADA Township  
ENGINEER Moore & Bruggink  
CONTRACTOR Kamminga & Roodvoets Inc

FROM: Kamminga & Roodvoets Inc  
3435Broadmoor SE Grand Rapids, MI

VIA ARCHITECT: Moore & Bruggink  
2020 Monroe Ave  
Grand Rapids, MI

CONTRACT DATE: LENDER

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

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

### CONTRACTOR:

Daniel  
Ringnalda

Digitally signed by Daniel Ringnalda  
DN: cn=Daniel Ringnalda, o=Kamminga  
& Roodvoets, Inc., ou,  
email=ringnalda@kandrinc.com, c=US  
Date: 2025.08.04 16:15:05 -04'00'

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

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

## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ **451,804.75**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT:

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

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

1. ORIGINAL CONTRACT SUM.....	\$ 1,904,765.00
2. Net Change By Change Orders.....	\$ -
3. CONTRACT SUM TO DATE.....	\$ 1,904,765.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on Form G703)	\$ 1,139,810.00
5. RETAINAGE:	
a. 8.4 % of Completed Work (Columns D + E on G703)	\$ 95,238.25
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Line 5a + 5b or Total In Column I of G703).....	\$ 95,238.25
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$ 1,044,571.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$ 592,767.00
8. CURRENT PAYMENT DUE.....	\$ <b>451,804.75</b>
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$860,193.25

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this Month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	

# CONTINUATION SHEET

AIA DOCUMENT G703

Page 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column "I" on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 2  
APPLICATION DATE: 8/4/2025  
PERIOD TO: 8/1/2025  
ARCHITECT'S PROJECT NO: 220195.01

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H %	I BALANCE TO FINISH (C-G)	J RETAINAGE (may vary)
			ON PREVIOUS APPLICATION	THIS PERIOD					
			(D + E)				(G/C)	(C-G)	
1	Mobilization, Max \$100,000	\$100,000.00	100,000.00	0.00		100,000.00	100%	-	8,355.63
2	_ Allowance for Electrical Service \$20,000	\$20,000.00				0.00	0%	20,000.00	-
3	_ Allowance for SCADA System Programing \$7,000	\$7,000.00				0.00	0%	7,000.00	-
4	_ Allowance for Sprinkler Repair \$10,000	\$10,000.00				0.00	0%	10,000.00	-
5	_ Traffic Control	\$50,000.00	50,000.00	0.00		50,000.00	100%	-	4,177.82
6	_ Hall Street Lift Station Improvements	\$575,000.00		5,750.00		5,750.00	1%	569,250.00	480.45
7	_ Abandon Sanitary Sewer Force Main	\$3,000.00		3,000.00		3,000.00	100%	-	250.67
8	Sewer, Rem, Less than 24 inch	\$500.00		0.00		0.00	0%	500.00	-
9	_ Sanitary Sewer Manhole, Rem	\$800.00		800		800.00	100%	-	66.85
10	Stump, Rem, 6 inch to 18 inch	\$400.00				0.00	0%	400.00	-
11	Sidewalk, Rem	\$600.00		0.00		0.00	0%	600.00	-
12	Curb and Gutter, Rem	\$3,400.00		520.00		520.00	15%	2,880.00	43.45
13	Pavt, Rem	\$3,000.00		740.00		740.00	25%	2,260.00	61.83
14	HMA Surface, Rem	\$58,560.00	57,300.00	0.00		57,300.00	98%	1,260.00	4,787.78
15	Cold Milling HMA Surface	\$27,720.00		22,728.00		22,728.00	82%	4,992.00	1,899.07
16	_ Roadway Grading	\$135,000.00		120,000.00		120,000.00	89%	15,000.00	10,026.76
17	_ Erosion Control, Inlet Protection, Silt Bag	\$2,800.00	2,800.00	0.00		2,800.00	100%	-	233.96
18	HMA, 4EL	\$47,150.00		47,150.00		47,150.00	100%	-	3,939.68
19	HMA, 5EL	\$90,850.00		90,850.00		90,850.00	100%	-	7,591.09
20	Hand Patching	\$7,000.00				0.00	0%	7,000.00	-
21	Subbase, CIP	\$17,930.00		15,422.00		15,422.00	86%	2,508.00	1,288.61
22	Aggregate Base, 8 inch , 21AA, Modified	\$126,880.00		110,604.00		110,604.00	87%	16,276.00	9,241.66
23	Driveway, Nonreinf Conc, 6 inch , 4 inch Sand Base	\$7,950.00		1,961.00		1,961.00	25%	5,989.00	163.85
24	Curb and Gutter, Conc, Det F4 , Modified	\$5,250.00		1,000.00		1,000.00	19%	4,250.00	83.56
25	Sidewalk, Conc, 4 inch	\$1,485.00				0.00	0%	1,485.00	-
26	Pavt Mrkg, Waterborne, 4 inch, Yellow	\$4,000.00				0.00	0%	4,000.00	-
27	Pavt Mrkg, Waterborne, 4 inch, White	\$90.00				0.00	0%	90.00	-
28	_ Pavt, Mrkg, Waterborne, Lt Turn Arrow Sym	\$400.00				0.00	0%	400.00	-
29	Dr Structure Cover, Adj, Case 1	\$12,000.00		12,000.00		12,000.00	100%	-	1,002.68
30	_ Sanitary Force Main, D.I., CL53, 6 inch (w/ Poly-Wrap), incl. Sand Backfill	\$497,250.00	435,630.00	17,355.00		452,985.00	91%	44,265.00	37,849.75
31	_ Sanitary FM Bend, 45 Degree, 6 inch	\$6,000.00	3,000.00	1,500.00		4,500.00	75%	1,500.00	376.00
32	_ Sanitary FM Bend, 22.5 Degree, 6 inch	\$3,000.00		2,250.00		2,250.00	75%	750.00	188.00
33	_ Sanitary Sewer Sleeve, 10 inch	\$550.00		550.00		550.00	100%	-	45.90
34	_ Sanitary Sewer Manhole, 4ft DIA	\$11,000.00		11,000.00		11,000.00	100%	-	919.12
35	_ Sanitary Sewer, D2680 PVC Truss Pipe, 10 inch, incl. Sand Backfill	\$18,000.00		16,000.00		16,000.00	89%	2,000.00	1,336.90
36	_ Sanitary Sewer Repair Coupling, 10 inch	\$550.00				0.00	0%	550.00	-
37	_ Sanitary Sewer Lateral Repair	\$13,800.00				0.00	0%	13,800.00	-
38	_ Water Service Repair	\$19,800.00	9,900.00	0.00		9,900.00	50%	9,900.00	827.21
39	_ Turf Establishment	\$14,300.00				0.00	0%	14,300.00	-
40	_ Turf Watering	\$1,750.00				0.00	0%	1,750.00	-
	TOTAL	1,904,765.00	658,630.00	481,180.00	0.00	1,139,810.00	19.07	764,955.00	95,238.25



## MEMORANDUM

Date: 8/5/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Covered Bridge Park Change Order #1

---

Background:

At the June 9<sup>th</sup> board meeting, the Township awarded the Covered Bridge Park Construction project to Katerberg VerHage Inc. for \$3,241,047.00. Construction of the project is scheduled to start in mid-September.

Shortly before the bid award, there was discussion with Progressive Companies about the replacement of the sanitary sewer line that runs underneath Leonard Field. The concern was that a significant investment be made into the surface improvements. Still, a sewer line failure in the future could require cutting into the new parking lot or disturbing other areas of the redesigned park.

The proposal from Katerberg VerHage includes the replacement of the sanitary sewer pipe as well as the lining of the pipe near Thornapple River Drive to eliminate significant disruptions to traffic with full road closures.

Katerberg VerHage Inc. has provided the attached change order #1, which increases the project cost \$159,910.00 from \$3,241,047.00 to \$3,400,957.00. The breakdown of the change order is as follows:

- Sanitary Sewer (10 inch) 351 linear feet at \$129.49 per foot = \$45,450.00
- Cured-In-Place Pipe Lining (10 inch) 178 linear feet at \$257.02 = \$45,750.00
- Sanitary Sewer Manholes (w/Covers) 3 at \$9,236.67 = \$27,710.00
- Bypass Pumping = \$41,000.00

I have enclosed a letter from Mike Oezer, Progressive Companies, providing additional details regarding the proposed change order. Mr. Oezer will be present at the meeting to discuss the proposed change order and to answer any questions.

If the change order is approved, the funds to pay for the change order would come from the sewer fund as opposed to the Connecting Community fund. The project was not budgeted, but the Township has reserve funds of approximately \$1,876,695 (following the completion of all projects in the current fiscal year) – including the Hall Street Force Main and Lift Station Project.

Recommendation:

Staff recommends approval of change order #1 to add the replacement and lining of the sanitary sewer to the project cost. This will provide for a better overall project moving forward and ensure the Township is not coming back in a few years and cutting into the new park to address this issue.



*Requested Motion: Motion to Approve Covered Bridge Park Change Order #1 to Replace 351' of Sanitary Sewer Pipe and Line 178' of Cured-In-Place Pipe Lining, Three Sanitary Manholes, and Bypass Pumping Services for an Amount Not to Exceed \$159,910.00.*



August 6, 2025

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

Re: Recommendation for Sanitary Sewer Replacement  
Ada Covered Bridge Park

Dear Julius,

As part of the construction of the Covered Bridge Park, Progressive Companies recommends the replacement of 351 feet of 10-inch gravity sanitary sewer that runs through the park as well as lining 178 feet of 10-inch sanitary sewer that extends into Thornapple River Drive upstream and downstream of the park. The existing sewer is 10-inch concrete pipe that was constructed in 1967. Due to its age and location, the existing sewer is at risk of damage during construction activities in the park. To eliminate future risk and simplify mobilization efforts, it is in the best interest of the Township to replace the existing sewer through the park and line the adjacent portions of sewer under Thornapple River Drive at this time.

Proposal Request No. 1 and associated drawings for this work were submitted to Katerberg VerHage, Inc. on July 9, 2025. Katerberg VerHage, Inc. returned the completed Proposal Request on July 28, 2025 with a total cost increase of \$159,910.00 (one hundred fifty-nine thousand nine hundred ten dollars and zero cents) and an additional 14 days added to the construction schedule. In order to maintain sanitary sewer service during construction, one (1) lane of traffic may need to be shut down on Thornapple River Drive for one (1) or two (2) days during working hours. The Contractor will use flag workers to maintain traffic flow over the bridge.

Based on the above, Progressive Companies recommends that the Township add this work to the Covered Bridge Park contract via the attached Change Order No. 1.

Please contact me if you have any questions. We look forward to continuing our work with you and Ada Township staff to see this project through to completion.

Sincerely,

Michael J. Oezer, PE  
Senior Civil Engineer

CC: Wesley Deason – Ada Township  
Darian Seale – Progressive Companies

MJO/DDS/ecy  
P:\72230018\05 CAIE1 BIDDING NEGOTIATION\Bids\2025 08 06 Ada CBP Sanitary Sewer Rec.docx



# Proposal Request No. 1

---

**Project:** Ada Township  
Ada Covered Bridge Park

**Date:** July 9, 2025

**Project No:** 72230018

**Owner:** Ada Township

**Contractor:** Katerberg Verhage

## PR1-1 NOTICE

- A. This Owner-Initiated Proposal Request is issued after the Award of Contract to inform the Contractor and sub-contractors of certain proposed modifications in the Work. It is not an authorization to make any changes in the Work. The applicable provisions of the Contract Documents shall govern all Work. Approved items will be followed by a Change Order to adjust the Contract Sum or Contract Time, or both, accordingly.
- B. The Contractor and each sub-contractor are to review the entire Proposal Request, including work of other trades, for revisions or clarifications regarding their own work. Any revision that causes a change to their contract but is not specifically mentioned in this Proposal Request should be brought to the attention of the architect through the Contractor.
- C. The Contractor is to complete each line item and return 1 signed copy of this Proposal Request, complete with the Contractor itemized cost breakdowns, to Progressive Companies, 1811 4 Mile Road, NE, Grand Rapids, MI 49525-2442; attention: Mike Oezer within 7 day.
- D. This Proposal Request includes drawing herein numbered C404, new issue dated July 8, 2025; and Specification Section 33 0130.72, new issue.

## PR1-2 SANITARY SEWER RECONSTRUCTION

### A. CIVIL WORK (DDS)

- 1. **Specification Section 33 0130.72 CURED-IN-PLACE PIPE LINER FOR SANITARY SEWER** (New Issue).
- 2. **Drawing C404 UTILITY PLAN** (New Issue):
  - a. Add 351 LF of "Sanitary Sewer, SDR-26, 10 inch."

ADD/DEDUCT/NO COST CHANGE \$ 45,450.00

- b. Add 178 LF of "Cured-In-Place Pipe Lining, 10 inch."

ADD/DEDUCT/NO COST CHANGE \$ 45,750.00

- c. Add Three (3) "Sanitary Manhole, 48 inch (with Cover)."

ADD/DEDUCT/NO COST CHANGE \$ 27,710.00

- d. Bypass pumping of sanitary sewer flows to keep service to sewer customers active.

ADD/DEDUCT/NO COST CHANGE \$ 41,000.00

**TOTAL ADD/DEDUCT THIS PROPOSAL REQUEST:** \$159,910.00

**TOTAL CONTRACT TIME CHANGE FOR THIS PROPOSAL REQUEST:** 14 **WORK DAYS**

**FIRM NAME:** Katerberg VerHage

**SIGNATURE:** Joel Franken

**DATE:** 7/28/2025



# Waste Recovery Systems

## INDUSTRIAL CONTRACTORS

4750 Clyde Park Ave SW, Wyoming, MI 49509

(616) 719-5595 • Info@IndustrialWasteRecovery.com

Quote Number 00009242

Quote Title Ada Bypass Pumping

Created Date 7/25/2025

Expiration Date 8/29/2025

Account Name Katerberg Verhage

Billing Address 3717 Michigan Street Northeast  
Grand Rapids, MI 49525  
United States

Bill To Name Katerberg Verhage

Service Name Katerberg Verhage

Bill To 3717 Michigan Street Northeast  
Grand Rapids, MI 49525  
United States

### Description

1. Mobilize (2) industrial vacuum trucks, service truck with remote hose, 10" pneumatic pipe plug and a 6" pump to the Ada covered bridge park.
2. Stage the bypass equipment on Fase st at the upstream manhole.
3. Install pneumatic plug to stop flow at the existing manhole, pump all flow into the vacuum trucks.
4. Transport all collected waste to the downstream lift station located at 7380 Fulton st, Ada.
5. Continue bypassing until work is completed and flow can be restored.

(1) day - MH#1 Replacement

(1) day - MH#114 Replacement

(1) day - lining MH#12 - MH#1

(1) day - lining MH#114 - MH#82

1. Mobilize a 6" pump with transducer float system and approx. 400' of suction / discharge hose.
2. Set pump at MH#1, string discharge hose along the roadside to downstream MH#114.
3. Install pneumatic pipe plug in MH#1 to stop the flow and bypass to MH#114.

(3) days - bypassing from MH#1 - MH#114

### Terms

- Work to be performed between Monday thru Friday 8AM to 5PM with no overtime rates included.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control.
- In the event a failure occurs, and a recovery unit is required to be called out, an additional amount will be added to the total amount invoiced.



# Waste Recovery Systems

## INDUSTRIAL CONTRACTORS

4750 Clyde Park Ave SW, Wyoming, MI 49509

(616) 719-5595 • Info@IndustrialWasteRecovery.com

Quote Number 00009243

Quote Title	Ada Park Lining	Created Date	7/25/2025
		Expiration Date	8/29/2025

Account Name Katerberg Verhage  
Billing Address 3717 Michigan Street Northeast  
Grand Rapids, MI 49525  
United States

Bill To Name	Katerberg Verhage	Service Name	Katerberg Verhage
Bill To	3717 Michigan Street Northeast Grand Rapids, MI 49525 United States		

### Description

1. Mobilize a combo sewer cleaning truck and CCTV camera unit to Ada Park.
2. Hydro jet / vac and televise (2) 10" sanitary sewer main line sections from MH12 - MH1 & MH82 - MH114 to ensure cleanliness and locate all sewer lateral connections.
3. Mobilize all main lining equipment and material to Ada Park to install 115' of 10" cured in place liner from MH12 - MH1.
4. Allow 4-5 hours of cure time, after curing is complete, cut out all sewer lateral reinstatements.
5. Install 63' of cured in place liner from MH82 - MH114 and allow 4-5 hours of cure time.
6. Cut out all sewer lateral reinstatements and demobilize all equipment from job site.

Project duration - (3) days

Katerberg Verhage is responsible for all traffic control and lane closures.

### Terms

- Work to be performed between Monday thru Friday 8AM to 5PM with no overtime rates included.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control.
- In the event a failure occurs, and a recovery unit is required to be called out, an additional amount will be added to the total amount invoiced.
- Waste Recovery Systems has implemented a fuel surcharge program that will be adjusted on a weekly basis and will be adjusted accordingly on Tuesdays. Fuel surcharge table is available upon request.
- In the event that the above described pipeline fails because of product, labor or equipment failure, the buyer agrees that Waste Recovery Systems in no way inherits the owners pipeline failure and that it's sole and exclusive remedy against Waste Recovery Systems will be limited to Waste Recovery reimbursement or waiver of the contract price. This exclusive remedy will not be deemed to have failed of it's essential purpose so long as Waste Recovery is willing to reimburse or wave the contract price.

## DOCUMENT 00530 CHANGE ORDER

Change Order No.: 01

DATE: August 6, 2025  
PROJECT NAME: Ada Covered Bridge Park  
OWNER: Ada Township  
CONTRACTOR: Katerberg VerHage, Inc.

The following changes are hereby made to the Contract Documents:

### NEW CONTRACT ITEMS

ITEM NUMBER	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	CHANGE IN VALUE
203	Sanitary Sewer, SDR-26, 10 inch	Ft	351	\$129.49	\$45,450.00
204	Cured-In-Place Pipe Lining, 10 inch	Ft	178	\$257.02	\$45,750.00
205	Sanitary Manhole, 48 inch (with Cover)	Ea	3	\$9,236.67	\$27,710.00
206	Bypass Pumping	LSUM	1	\$41,000.00	\$41,000.00

<b>Change in Value = New Items - Increase of:</b>	<b>\$159,910.00</b>
---	---------------------

Original Contract Price: **\$3,241,047.00**

Current Contract price adjusted by previous Change Order:	<b><u>\$3,241,047.00</u></b>
The Contract price due to this Change Order will be <b>increased</b> by:	<b><u>\$159,910.00</u></b>
The new Contract price, including this Change Order, will be:	<b><u>\$3,400,957.00</u></b>

### APPROVALS REQUIRED:

Contractor:	<u>Katerberg VerHage, Inc.</u>	Date:	<u></u>
Engineer:	<u>Progressive Companies</u>	Date:	<u></u>
Owner:	<u>Ada Township</u>	Date:	<u></u>



## MEMORANDUM

Date: 7/8/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Request for Qualifications for Architect of Record for Township Hall Project

---

Background:

At the July 11<sup>th</sup> board meeting, the Township Board tabled the review and selection of an Architect of Record for the Township Hall Project. The board requested that all firms be allowed to speak with Notre Dame staff, who are consulting with the Township for a portion of the Township Hall project design.

Over the past few weeks, each of the companies (Dixon Architecture, Integrated Architecture, and Progressive Companies) has participated in calls with Notre Dame Staff, Township Supervisor Tom Korth, and Planning Director John Said. Following those calls, each firm was allowed to submit a supplemental letter to the Township regarding the project. All three firms submitted, and those letters are included in this packet of information.

The Administrative Committee reviewed this information on August 6<sup>th</sup> and determined that they would like to proceed with the review, focusing on Dixon Architecture and Integrated Architecture. The Administrative Committee will be touring buildings that Dixon and Integrated have completed in Ada on Friday. Once the tours are complete, the Committee feels it will be better positioned to provide a recommendation to the Township Board.

Recommendation:

No recommendation will be made; instead, one will be provided on Monday, following the tours of the buildings on Friday.

The motion below includes a blank space for the name of the firm to be added once the Administrative Committee has a recommendation.

*Requested Motion: Motion to select \_\_\_\_\_ as the Architect of Record for the new Township Hall Project and authorize the Township Manager to work with the company to bring a proposal for services to the September 8, 2025 board meeting.*



July 30, 2025

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



523 Ada Drive SE, Suite 200  
PO Box 404 Ada, MI 49301  
p: (616) 682-4570  
www.dixonarch.com

## **RE: Ada Township Hall, Supplemental Project Information**

Dear Mr. Suchy,

Dixon Architecture is honored to reaffirm our commitment to the design of Ada's new Township Hall. As Ada residents, Ada business owner, and experienced architects, this project represents more than a professional opportunity—it is a chance to be part of the team creating a lasting legacy for our community. This letter articulates key project timelines and actions, design team members, and our unique value for this once-in-a-generation civic project.

## **Project Timeline and Delivery Schedule**

### **Phase I: Design Development (August - November 2025)**

- **August 11, 2025:** Township Board selects Dixon Architecture as Architect of Record.
- **August 18 & August 20, 2025:** University of Notre Dame (UND) leads community mini-charrettes with Dixon Architecture's active participation and facilitation.
- **August - November 2025:** Collaborative design development with UND and Township stakeholders.
- **November 21, 2025:** Notre Dame presents final Town Hall design to Township Board.

### **Phase II: Construction Documentation (December 2025 - June 2026)**

- **December 8, 2025:** Dixon Architecture initiates Construction Documents phase.
- **December 2025 - February 2026:** Weekly township meetings (first 8 weeks) to ensure design intent preservation.
- **Early 2026:** Builder selection process facilitated by Dixon Architecture; We are highly recommending the selection of a builder during the Construction Document phase to help maintain the schedule and manage budget expectations.
- **June 1, 2026:** Completed Construction Document package for permitting and final builder pricing.
- **Target:** June 2026 construction commencement.

## Project Team Excellence

### Leadership Team

- **Ken Dixon, Principal Architect** – Long-time Ada resident with 28 years of experience, recognized leader on 30+ Village projects with specialized expertise in Ada's Planned Village Mixed-use (PVM) ordinance.
- **Chip Clark, Senior Architect** – Ada resident, registered architect, design educator, and community leader with nearly 20 years of combined university teaching and professional practice experience.

### Consultant Team

- **Structural Engineering:** JDH Engineering Inc.
- **Mechanical, Electrical, Plumbing (MEP) Engineering:** Matrix Consulting Engineers
- **Civil Engineering:** Nederveld Inc.
- **Geotechnical Engineering:** Driesenga & Associates, Inc.
- **Interior Design:** Karen Stauffer Interiors, LLC

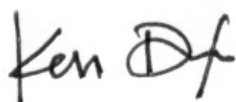
What sets Dixon Architecture apart? - The intersection of **professional capability** and **personal commitment**. Through our work with the township planning department on over 30 projects in the Village, we've built a strong collaborative relationship and demonstrated practical solutions for projects that deliver on the Village's form-based code. Our office location just two blocks from the project site means we can be **readily available** throughout the design and construction process—but more importantly, as Ada residents, this project is deeply personal to us.

We see our role serving as a bridge between the University of Notre Dame's design vision and the practical realities of building in Ada. Our familiarity with the community's development patterns and architectural character, combined with our understanding of local approval processes, positions us to help translate Notre Dame's concepts into something both **inspiring** and **implementable**. This Township Hall will serve our own families and neighbors for generations, and we are committed to delivering a facility that both meets the current moment and serves as a springboard for the township's future as it continues to grow.

Thank you for your trust and the opportunity to serve the Township on this once-in-a-generation civic endeavor.

Sincerely,

### DIXON ARCHITECTURE



Ken Dixon  
Principal Architect



Chip Clark, AIA, NCARB  
Senior Architect



**Statement of Qualifications for Design Services**  
**Ada Township Hall**



# **Statement of Qualifications for Design Services – Ada Township Hall**

**Submitted by: Dixon Architecture | July 7, 2025**

## **Introduction**

On behalf of Dixon Architecture, we are sincerely grateful to Ada Township for the opportunity to submit this Statement of Qualifications for design services related to the new Township Hall building. As architects who both live and work in this community, we are honored to be considered for a project of such significance.

We recognize that the Township Hall will not only serve the functional needs of local government but will also stand as a civic symbol; a place of public trust, accessibility, and enduring community identity. For our firm, the opportunity to contribute to this project is profoundly meaningful. It reflects the culmination of over 20 years of architectural engagement in Ada and offers a chance to create a lasting landmark that reflects the values and aspirations of the people who call this place home.

## **I. Experience with Township Hall and Civic Design**

Over the past 25 years, Dixon Architecture has built a diverse portfolio of civic and municipal projects that prioritize functionality, community identity, and long-term value. Our experience ranges from full township office design to specialized civic buildings, including parks facilities, fire stations, and historical museums. Each project reflects our belief that public architecture should be welcoming, efficient, and reflective of its local context.

### **Caledonia Township Offices (2010)**

Dixon Architecture served as the architect for the Caledonia Township Offices project, which included both new construction and a substantial interior buildout. The project encompassed 6,400 square feet of office space within an existing building and a 1,720-square-foot addition to house public Township meetings.

Key design challenges included the need to balance public access with staff privacy. The solution was a layout that allowed citizens to access departments freely during business hours while preserving zones for private work and confidential Township functions. After hours, the public meeting room could be accessed separately from the secure administrative wing, with shared but controlled access to restrooms. This design successfully enhanced operational flexibility, security, and accessibility; all essential qualities in a township facility.

## **Other Relevant Civic Experience**

### **Hillsboro Civic Center (Oregon)**

While working at LRS Architects in Portland, principal Ken Dixon was a design team member for the Hillsboro Civic Center—a six-story, 165,000-square-foot civic complex that includes city offices, a public library, residential housing, retail, and outdoor plazas. Mr. Dixon was involved



during the competition and schematic design phases, gaining valuable experience in civic visioning and mixed-use government programming.

### **Public Projects in Ada Township**

Dixon Architecture has provided architectural services for Ada Township on three other occasions, each resulting in a building that reflects civic purpose, community identity, and architectural integrity:

- **Roselle Park Resource Building (2016):** A nature-oriented, multipurpose building with a strong rural character, designed to integrate with the park's natural setting while offering a functional meeting space, restrooms, and barrier-free access.
- **Ada Fire Station No. 1 Addition (2018):** A 1,350-square-foot expansion to provide firefighter bunk lodging, designed to blend seamlessly with the existing structure through careful detailing and material continuity.
- **Ada History Center Addition (2019):** An addition to the Averill Historical Museum, this project expanded exhibit and meeting space while providing proper archival storage—enhancing the township's ability to preserve and share its heritage.

These projects reflect our familiarity with civic processes, our ability to listen closely to municipal stakeholders, and our sensitivity to local architectural character.



## **II. Knowledge of the Ada Township Ordinance and the Planned Village Mixed-Use District**

### **Deep Roots in the PVM District**

Dixon Architecture has been actively shaping the built environment of Ada Village since 2005. Over the past two decades, our firm has designed **more than 30 buildings within the Planned Village Mixed-Use (PVM) Overlay District**, making us the most experienced architectural practice working under the guidelines of this ordinance.

Our first major contribution under the ordinance was the **Dixon Architecture office building**, located at the corner of Ada Drive and Headley Street. This building, presented to the Township in November 2015, was the **first new building in the Village Core Transect Zone**—setting a precedent for subsequent development.

Since then, our firm has had the privilege of designing many of the buildings that define the Village's streetscape and character. These include:

### **Village Core Transect Zone Buildings:**

- **Dixon Architecture Office / Ada First**
- **A4/A5:** Ada Hotel
- **A6:** Foxtail / Baton Collective
- **A7:** LMCU / Mudpenny / Custer Worklab

### **Village Center Transect Zone Buildings:**

- **A1:** ACME / Ada Med Spa
- **A2:** Beyond
- **A3:** Myrth
- **A8:** Fruition / Laurel & Jack
- **A9:** O'Brien's Deli
- **B1:** Ada Fresh Market
- **B2:** Croft Haus / Gravel Bottom
- **B3:** James Salon / Cascade Optical
- **B4:** Zeytin's Restaurant
- **B5:** Michigan Labs / Luna
- **B6:** Ada Rx / Buttonwood
- **C4:** EHTC Accounting
- Heidi Christine Salon
- River Valley Credit Union
- State Farm Insurance
- Ada Dental Company
- BPV Office Building
- West Village Unit 8 Building
- Corewell Health Urgent Care
- AGO Gas Station / McDonald's
- Ada Family Dentistry, Dr. Salhadar
- Ada History Center Addition
- Nonna's Trattoria Addition





## Design Interpretation and Application

One of the most influential elements of the PVM District ordinance is the requirement that new buildings reflect an architectural language consistent with structures built between approximately **1860 and 1940**. This time period represents an era of craftsmanship and contextual architecture, marked by **load-bearing masonry walls, vertical proportions, and regional materials**—features that define the visual and structural integrity of historic Midwestern towns.

Dixon Architecture has embraced these principles throughout our work in Ada Village. However, to foster a more authentic and engaging streetscape, we have also introduced **subtle but deliberate departures**—invoking the "superior design" clause of the ordinance where appropriate. These gestures are not intended to contrast the historic spirit of the ordinance, but rather to **enhance it through thoughtful evolution**, much in the way existing historic towns naturally grew over time.

A tangible example of this superior design concept is the **metal-clad skybridge** that connects the A1 and A8 buildings at the second floor. While the bridge was introduced to allow both buildings to share an elevator core, its design was **intentionally modern**, with exposed steel structure and contemporary materials that contrast with the traditional masonry buildings it links. This decision reflects the organic way that older towns evolve, with modest additions and renovations occurring over time. Rather than diminish the historic character, the bridge enhances the narrative of architectural layering, adding visual interest and functional utility while respecting the scale and **spirit of the Village**.

Our design philosophy in Ada has been to approach each project with both **historical awareness and creative discipline**, ensuring every building contributes to a **cohesive yet varied urban fabric**. We study traditional building proportions, rooflines, cornices, storefront rhythms, and material palettes—not to replicate, but to reinterpret in a way that feels **timeless and rooted**.

This nuanced approach has helped Ada Village evolve as a **truly authentic place**, with buildings that are complementary yet never formulaic, modern yet respectful of the past. It is a philosophy born from a deep respect for the Township's vision—and one we will bring wholeheartedly to the design and execution of the new Township Hall.

## Strong Relationship with Township Planning

Throughout all our work, Dixon Architecture has collaborated directly with the Ada Township Planner, Zoning Administrator, and Planning Commission. These relationships are open, respectful, and built on shared values. Our deep understanding of the ordinance—both in technical and philosophical terms—has enabled us to navigate approvals smoothly, creatively, and responsibly.



### III. Team Structure and Project Approach

The Township Hall project will be led by **Ken Dixon**, Principal Architect, and **Chip Clark**, Senior Architect. Together, they will guide the project from schematic development through completion. Mr. Dixon and Mr. Clark will jointly lead the conceptual and design development phases. Mr. Clark will take the lead on construction documentation, contractor coordination, and administration.

A team of in-house architectural staff will also assist during production phases. Furthermore, we intend to assemble a group of trusted consulting engineers (civil, structural, MEP) and an interior design consultant to provide fully coordinated, high-quality documentation for the Township Hall.

We understand that the University of Notre Dame (UND) has been engaged to facilitate early visioning for the Township Hall site and master plan. We are prepared to actively participate in UND's process- providing feedback, insight, and community context. Once UND has delivered their final vision report, Dixon Architecture will take the lead on turning that vision into reality- producing design and construction documents that honor the charrette's outcome and align with Ada Township's long-term goals.

### IV. Personal Commitment to Ada

As both residents and practicing architects in Ada, this project is uniquely personal for us.

For **Ken Dixon**, this Township Hall represents the pinnacle of two decades of engagement in the community. Having helped shape Ada's new village core from the ground up, Ken sees this project as the capstone of his commitment to civic-minded architecture. This is more than a project—it's an opportunity to give back to the place where he raised his family, built his business, and forged lifelong connections.

For **Chip Clark**, the Township Hall is a way to deepen his roots and invest in the town he now calls home. Originally from Virginia, Chip has become an active member of the Ada Arts Council and is committed to community-building through design and service.

This project—unlike any other—will be visited by our families, friends, and neighbors for generations to come. It is our goal to create a Township Hall that is functional, durable, welcoming, and deeply emblematic of Ada's values.

## Conclusion

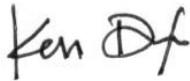
Dixon Architecture offers:

- Unparalleled experience working under the PVM District ordinance
- A portfolio of more than 30 buildings shaping Ada's architectural identity
- Direct, successful experience with township office design
- Strong relationships with Township staff and the local community
- A passionate and capable team ready to serve

We would be honored to help bring Ada Township's vision for its new civic home to life. Thank you for considering our qualifications.

Sincerely,

### DIXON ARCHITECTURE



Ken Dixon  
Principal Architect



Chip Clark  
Senior Architect



523 ada drive se, suite 200 po box 404 ada, mi 49301  
p. (616) 682-4570 [www.dixonarch.com](http://www.dixonarch.com)



523 Ada Drive SE, Ste 200  
Ada, Michigan 49301  
p. (616) 682-4570

[www.dixonarch.com](http://www.dixonarch.com)

#### **Position**

Principal, Architect (since 2004)

#### **Education**

Master of Architecture,  
University of Michigan, 1997  
Bachelor of Science,  
University of Michigan, 1995

#### **Licenses, Accreditations**

Registered Architect,  
Michigan - License 1301050331  
Indiana - License AR11300080  
NCARB Certified

#### **Project Type Experience**

Village mixed-use buildings,  
Dental offices,  
Commercial retail,  
Large manufacturing facilities,  
Multi-family residential,  
Tenant improvements,  
Historic commercial remodels,  
Multi-story hotel

#### **Memberships, Volunteer**

Ada Business Association  
Ada Brownfield  
Redevelopment Member

#### **Family**

Lives in Ada Township  
Married 28 years to Susan  
Three children: Thomas, Sarah  
and Henry

#### **Interesting Fact**

Ken has designed over thirty commercial buildings in the small Village of Ada, his hometown. His architectural thumbprint can be seen in the thoughtfully detailed historical brick facades throughout the village.

## **Ken Dixon**

### **Professional Bio**

Architect Ken Dixon brings 28 years experience with commercial, industrial and community projects for both public and private clients. As principal architect, he personally oversees and manages the design team from the initial feasibility studies through the construction of each project. Mr. Dixon is constantly striving to develop healthy, long-term relationships and an interactive team approach. His hands-on style facilitates innovative and appropriate designs by engaging the client, the program requirements, and the community at large.

Upon earning his Masters of Architecture degree from the University of Michigan in 1997, Mr. Dixon relocated to Portland, Oregon to pursue a position with the award winning LRS Architects, Inc. During his time in the Pacific Northwest, from 1997 to 2003, he helped design and manage various high profile projects including: a seven story boutique hotel and condominium, a LEED certified five-story town hall building, and the adidas America headquarters campus, among others.

After returning home to West Michigan, Mr. Dixon focused much his company's efforts on building strong relationships with respected commercial builders in the area. As a result, a very high percentage of Dixon Architecture's commissions are executed in a design/build delivery process. Mr. Dixon's experience in the West Michigan area has a broad scope including project types such as mixed-use buildings, dental offices, retail shops, an outdoor center, farm-style preschool, and urban loft apartments.

In 2013, the largest business in Ada announced plans for a significant redevelopment of the historical village. Working hand-in-hand with that business, Ada Township government, and numerous community stakeholders, Dixon Architecture helped to shape the monumental development.



Over the last 10 years, Mr. Dixon has dedicated himself to the "Envision Ada" project; participating in over forty Planning Commission presentations. To date, Dixon Architecture has been involved in the design of 30 historically-influenced buildings in Ada Village.

It is Dixon Architecture's intent to design a building that will function like a custom-made tool: shaped to fit the user's hand and perfectly suited for it's exact purpose. When done correctly, a building shall not only fit seamlessly within the built environment and serve the client, but also improve the daily lives of the surrounding community for future generations to come.

Mr. Dixon is an active member in the Ada Township community and previously served as Chairperson of the Ada Zoning Board of Appeals and Board Member of the Ada Historical Center. He has also found great enjoyment in coaching his childrens' soccer and baseball teams, flyfishing, hiking, and traveling to exciting locations with friends and family.



523 Ada Drive SE, Ste 200  
Ada, Michigan 49301  
p. (616) 682-4570

[www.dixonarch.com](http://www.dixonarch.com)

#### Position

Architect (since 2021)

#### Education

Master of Architecture,  
Virginia Tech, 2010  
Bachelor of Architecture,  
Virginia Tech, 2006

#### Licenses, Accreditations

Registered Architect,  
Michigan - License 1301071718  
Indiana - License AR12300045  
AIA, NCARB

#### Project Type Experience

Village mixed-use buildings,  
Dental offices,  
Commercial retail,  
Large manufacturing facilities,  
Multi-family residential,  
Tenant improvements,  
Historic commercial remodels,  
Industrial & warehousing,  
High-performance technology

#### Memberships, Volunteer

Ada Arts Council  
Board Member  
AYSO youth coach

#### Family

Lives in Ada Township with  
wife Kate and daughters Irene  
and Karlyn

#### Notable Project

Created the design solutions  
and fabrication details for  
Santiago Calatrava's sculpture  
"Constellation" in Chicago, IL.

#### Interesting Fact

Chip has developed a cache of  
adventure stories ranging from  
being stalked by a leopard in  
Tanzania, to building a sailboat  
in Italy, to honeymooning in  
the Mongolian steppe by  
horseback. His latest adventure  
is raising children.

## Chip Clark

### Professional Bio

Architect David B. "Chip" Clark is a multi-disciplinary designer, educator, and fabricator with nearly 20 years of experience in the AEC industry. His unique career path combines extensive academic research with hands-on professional practice, creating a comprehensive understanding of both innovative design theory and practical implementation.

Chip's decade-long academic career at Virginia Tech and Kent State University established him as a leader in computational design and advanced fabrication. His work on multiple award-winning Solar Decathlon entries were exceptional demonstrations in sustainable design and high-performance building construction. As a professor, he built an internationally recognized collaborative body of research which centered on innovative approaches to CAD/CAM/CNC workflows integrating design robotics with traditional material fabrication processes.

Driven by a goal of becoming a licensed architect, Chip transitioned from academia to professional practice. A move to west Michigan to start a family and be close to in-laws created an opportunity to build comprehensive experience in professional practice, achieving licensure in just over two years.

Chip has design experience spanning a broad spectrum - furniture, sculpture, boats, and buildings - reflecting a versatility and deep understanding of materials, construction methods, and fabrication processes. His non-traditional design/build educational background fostered diverse skills across multiple disciplines, which he continues to nurture and leverage in professional practice. Exhibitions, speaking engagements, and media appearances ranging from informal conversations to full auditoriums and live television interview experiences have honed his communication skills and broadened his perspectives on the impact of architecture.



Central to Chip's approach is his belief that collaboration drives successful architecture. He excels at communicating across disciplines, understanding that in the complex work of design and construction, no one truly acts alone. His genuine interest in how different professionals contribute to the built environment enables him to facilitate productive teamwork and deliver comprehensive solutions that satisfy all stakeholders.

Mr. Clark's commitment to community extends beyond his professional practice. As an active member of Ada Township, he serves as a board member of the Ada Arts Council, playing a crucial role in re-establishing the organization after its long-term hiatus.

Chip finds great joy in fishing, woodworking, sailing, coaching youth soccer, and being the custodian of a classic car, all of which he enjoys sharing with his daughters.

24 July 2025

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

Dear Julius and Tom,

On behalf of Integrated Architecture (IA), I would like to formally reaffirm our strong interest in the Ada Township Hall project following the recent discussion with Tom, John, and Marianne. I enjoyed the conversation and left even more energized by the opportunity to collaborate with both the Township and the University of Notre Dame School of Architecture.

I believe the strengths of each partner—Ada, Notre Dame, and IA—combine to create a unique and compelling team that is well-positioned to deliver a meaningful and lasting civic building for the community.

As a team, we see the inclusion of Notre Dame as a welcome and exciting addition. Their traditional design approach, when paired with our hands-on experience in municipal and workplace settings, brings together creativity, practicality, and place-based thinking in a way that directly benefits Ada Township.

As highlighted in our recent conversation and summarized in our RFQ response, several distinguishing aspects of our approach and experience will enhance this partnership:

#### **DUAL PERSPECTIVE ON DESIGN AND AOR ROLES**

IA has successfully worked on both sides of the design and Architect of Record (AOR) relationship. This dual perspective enables us to establish clearly defined roles, foster a collaborative process, and ensure that the original design intent is carried through in documentation and construction. We know how to collaborate with design partners to create a seamless and supportive experience for Ada Township. As highlighted in our RFQ response, we are proud to have partnered with design consultants across a range of project types.

These collaborations not only elevate the design process but also directly benefit the client. Our technical leadership and local knowledge help bridge the gap between concept and execution, translating visionary ideas into coordinated, code-compliant documents and guiding projects through construction with clarity and confidence.

By serving as the client's consistent point of contact, we streamline communication, mitigate risk, and maintain momentum, ensuring that each project is delivered with the same thoughtfulness as it was conceived.

#### **DEEP WORKPLACE DESIGN EXPERTISE**

We bring a nuanced understanding of workplace environments—particularly in municipal and civic settings—shaped by decades of experience with public agencies, corporate clients, and community-facing institutions. Our insight into staff functionality, operational flow, and user experience enables us to offer strategic input from early concept planning through detailed design development. This understanding was evident in our earlier study of space needs for Ada Township, and it continues to guide our approach across a diverse workplace portfolio.

From municipal offices and physicians' practices to technology companies and bank branches, our work spans many workplace projects, including new construction and renovations for clients such as Meijer, Gordon Food Service, Acrisure, Miller Johnson, and Consumers Energy. Find a list of recent Workplace projects on page 12 of the RFQ response.

Regardless of size or sector, each project is grounded in the same commitment to thoughtful process, clear communication, and user-centered design.

Our approach elevates the concept of healthy and productive workplaces by integrating key strategies, including access to natural light, enhanced air quality, and user-friendly environments. These elements create adaptable, high-performing spaces that support both individual well-being and organizational goals, positioning IA as a trusted partner in delivering environments that work today and into the future.

#### **RELEVANT EXPERIENCE WITH GVSU SEIDMAN COLLEGE OF BUSINESS**

Our role as AOR on the GVSU Seidman College of Business is especially relevant to the Ada Township Hall project. It was exciting to see Marianne's interest when I mentioned this work, as it exemplifies how IA translates academic and workplace needs into a purposeful, integrated building.

In partnership with Robert A.M. Stern Architects (RAMSA), we led project management, technical documentation, and client coordination, ensuring that we executed RAMSA's design vision with clarity and precision. *We've added a selection of project images to the end of this letter for your reference.*

This project showcases our ability to bridge national design teams and local clients. We provide continuity, code expertise, well-established relationships with trusted consultants and construction managers, and hands-on leadership from concept through construction. These lessons are directly transferable to Ada, and we welcome the opportunity to share how our collaborative approach can support a successful outcome for the new Township Hall.



#### **SUPPORT FOR CM PARTNER SELECTION AND DELIVERY STRATEGY**

IA is prepared to assist Ada Township in selecting the right Construction Manager (CM) from its group of trusted partners and establishing a delivery strategy that supports the project's goals. We understand that successful project delivery begins with early alignment among the owner, designer, architect, and builder. Our team can help facilitate, guide, or lead that process, offering insight on structure, roles, and responsibilities that promote collaboration, transparency, and accountability.

We bring extensive experience navigating delivery strategies and team structures on similar civic and workplace projects. That insight enables us to guide key conversations regarding scope, scheduling, and communication flow, ensuring that the Township's interests are protected and that the project is well-positioned for success. Our approach emphasizes trust, clarity, and coordination, helping to build a strong foundation with your CM partner that will carry through every phase of the project.

#### **PROVEN TRACK RECORD OF MEETING DEADLINES**

IA takes project timelines seriously and has a demonstrated ability to deliver quality work within fixed schedules. Our internal systems for team coordination, milestone tracking, and proactive communication enable us to manage deadlines effectively, particularly on civic and public-sector projects, where transparency and accountability are crucial. We understand that timely progress is essential to maintaining community trust, securing approvals, and aligning with funding strategies. We are proactive in ensuring that project timelines include critical milestones of cost estimation/validation, quality control, and intentional moments of focused review.

Our process is proactive and strategic in managing risk, combating uncertainty, and optimizing an early plan for project success. We are structured, responsive, and uniquely positioned to meet the specific needs and rhythms of clients like Ada Township.

IA is fully aligned with the proposed project schedule, including the August design charrette, a targeted concept approval around Thanksgiving, and the future construction kickoff. While we recognize that many factors influencing the schedule rest with Ada Township and broader team, IA will manage the design process with these milestones in mind, proactively communicating potential impacts and keeping the team aligned to maintain momentum and stay on course.

#### **TEAM COMMITMENT AND CONSULTANT COLLABORATION**

As confirmed in our conversation, the direct involvement of Darrel and me is both expected and appreciated, and we are fully committed to leading this project. Our continued engagement from the initial space study through design and implementation ensures a high level of continuity and accountability.

Although we did not finalize discussions regarding specific consultants during the meeting, we would like to emphasize that IA maintains strong working relationships with a wide network of local engineering and consulting professionals in Ada and the surrounding area. Partners include MEP, Civil, Structural, as well as a cast of specialty consultants, as may be required.

We are prepared to work collaboratively with the Township to assemble the right team for the project, whether that means recommending proven partners or supporting the inclusion of trusted firms with whom Ada has existing relationships. Our approach will be both responsive and strategic: listening to the Township's experiences and preferences, while offering our professional insight to ensure the right fit for the project's goals, schedule, and complexity.

We remain committed to this project—from our principal involvement to our understanding of Ada's character, goals, and operations. We look forward to building on the momentum of the space study, supporting a process that reflects the community's values and aspirations, and working closely with the design team at the University of Notre Dame.

Together, we are confident in our ability to deliver a Township Hall that is both functional and enduring—one that embodies Ada's identity and serves its residents for generations to come.

Sincerely,



Scott Vyn  
Design Principal, Partner



Darrel DeHaan  
Architectural Principal, Partner

## GRAND VALLEY STATE UNIVERSITY SEIDMAN CENTER COLLEGE OF BUSINESS

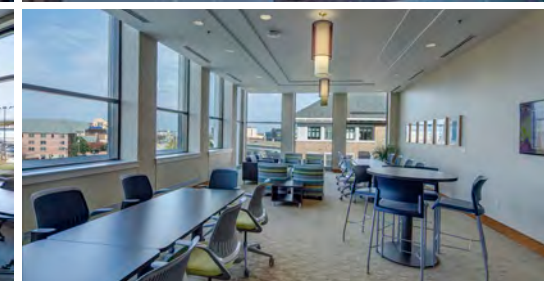


The L. William Seidman Center houses the GVSU College of Business in its entirety, along with all of its outreach programs. Designed to encourage collaboration and enhance the educational experience, this iconic building is situated on a previously developed brownfield site, located less than a mile from the urban core of Grand Rapids. From the earliest stages of design, the project team collaborated to create a truly sustainable building.

Efforts included minimizing construction waste, as exemplified by generating less than a single 12-yard dumpster of trash from the demolition of an existing four-story concrete and brick building and the installation of a deep-foundation system. Site work also included the restoration of a 200-foot section of the Grand River bank. Additional features include an efficient building envelope and HVAC system. The building's narrow floor plate maximizes daylight harvesting by ensuring that every classroom and faculty office has access to outdoor views.

GVSU calls it a true center for learning, with spaces that include a center for meetings, expositions, seminars, and research — a focal point for all the activities that make the region's companies run successfully and compete effectively in a global marketplace.

**Design Architect: Robert A.M. Stern Architects (RAMSA)**  
**Architect of Record: Integrated Architecture**





Original Submission



## ADA TOWNSHIP HALL



## QUALIFICATIONS PROPOSAL

02 July 2025



GRAND RAPIDS, MICHIGAN | INTARCH.COM



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

Dear Julius,

On behalf of Integrated Architecture (IA), we are enthusiastically responding to your request for qualifications for the Ada Township Hall. We firmly believe that IA is uniquely positioned to lead Ada in this endeavor. The IA team is sincerely excited about the opportunity to continue our role in the relocation and re-imagining of the Ada Township Hall.

This opportunity aligns with our experiences, abilities, and, most importantly, our expertise with this specific project type. As a collaborative design partner and process leader, the IA team specifically brings:

#### THE RIGHT COMBINATION OF EXPERTISE

##### *Established Understanding, Continued Commitment*

IA has developed a strong, ongoing relationship with Ada Township, beginning with the Space Needs and Facility Study. This process included in-person departmental interviews resulting in an informed understanding of how the township offices and amenities connect, flow, and support the community. We created a road map for the process and then worked collaboratively with the Township to deliver a study that support critical decision making. The report and our initial test fit investigations are the foundation of the next phase of program confirmation and design.

Our interactions with Ada are not limited to the space study, as seen through our recent leadership in implementing projects within the Village and securing PUD approval for upcoming construction.

These projects have given us a deep understanding of Township operations, planning procedures, and community values.

We have provided design services for Beyond by Bill & Paul's, The Garage Bar, and Michigan Software Labs, which further reinforce our familiarity with the Township's development expectations and character. Our experience allows us to anticipate challenges, streamline approvals, and engage effectively with staff, boards, and the public. This positions us to bring continuity, insight, and efficiency to the Township Hall project—ensuring outcomes that reflect Ada's goals and community identity.

##### *Experience in Municipal and Workplace Design*

We bring a unique blend of municipal and workplace design expertise that is highly relevant to your project. We work closely with municipalities to understand their mission, facility needs, and long-term planning goals—translating that insight into thoughtful, high-performance design for civic buildings, public works, and community spaces. Recent work includes serving as Architect of Record (AOR) on four fire stations for the City of Holland and the City of Grand Rapids, in partnership with national fire station experts BRW Architects.

At the same time, we have a deep portfolio of workplace projects—from new construction to interior fit-outs for corporate offices and training spaces. Our portfolio includes corporate offices for Meijer, Gordon Food Service, Whirlpool, and ADAC, to name a few. Our experience across West Michigan and beyond allows us to apply evolving trends in workplace environments while aligning with the goals and character of each client.

We deliver innovative, practical solutions that provide environmental and financial stewardship. Ultimately, the spaces we create reflect the staff who work there and the community they serve.

#### PROJECT DELIVERY

While our qualifications in workplace and government design are well established, the Ada Township Hall project calls for more than design expertise alone. It requires strong project leadership, clear communication, and trusted oversight to see the project through every stage. Our proven track record in managing complex projects—combined with our ability to create rich, memorable experiences—positions us to deliver thoughtful, lasting solutions that Ada Township will be proud of for years to come.

The Township will benefit from our focus on accessibility, user-centered design, versatility, and Ada Township's unique identity. Achieving these objectives requires a careful balance, and the IA Team brings the expertise needed to deliver exceptional results.

#### COLLABORATION

##### *Emerging Professionals*

We welcome the opportunity to collaborate with the University of Notre Dame's design studio and see great value in engaging with emerging designers who are immersed in design thinking aligned with the Ada Village character. This kind of partnership not only brings fresh perspectives to the project but also fits with our commitment to mentoring and supporting the next generation of architects. IA is passionate about mentoring future architects and fostering meaningful student engagement within the profession.

Over the years, we've built an internship program that emphasizes both learning and contribution. We fully integrated student designers into project teams, where they gained exposure to a wide range of design phases, from concept development to construction administration. We prioritize mentorship through one-on-one guidance,



collaborative studio culture, and regular feedback, helping students grow both technically and professionally. Our past interns often highlight the value of working closely with our architects and contributing to real client work—experiences that have helped many students successfully transition from academics to full-time roles in practice.

#### *Architect of Record Experience*

We bring extensive experience serving as Architect of Record (AOR) and understand the importance of close collaboration in that role. A few projects that demonstrate this experience include Grand Valley State University (GVSU) Seidman College of Business, fire stations with BRW Architects, Whirlpool's Global Consumer Design Studio, Otter Air Services Hangar and Passenger Lounge, and The Lodge project.

Each of these projects is a successful example of collaboration between IA and a design partner. Roles and responsibilities are established in the initial stage of the project with an emphasis on a process where diverse expertise is leveraged to find a shared outcome. IA is very familiar with establishing project-specific teams driven to create unified experiences.

Our team works with design partners to translate creative vision into coordinated, code-compliant documents, streamline the permitting process, and guide projects through construction. With strong local knowledge and a commitment to stewardship, we ensure that each project is executed with precision while honoring the original design intent.

#### **DESIGN IS ROOTED IN PLACE AND OUR CLIENTS**

IA's work is guided by context, purpose, and each client's unique vision—not by any one aesthetic. We listen intently and respond thoughtfully to the site and its users to tailor solutions that are functional and enduring.

This versatility allows us to design with clarity and integrity across a wide range of building types, always honoring the cultural and historical context. You'll see this in West Michigan projects like the GVSU Seidman Center, Belknap Place Apartments, and the work we are currently doing to bring Holland Home to Ada.

#### **COMMITMENT**

We thank you for this opportunity to present our qualifications to you. As principals and partners of IA, Darrel and I are proud to continue supporting Ada Township. We are both committed to extending our direct involvement from the space study to leading the next phase of the design process space. We will provide the leadership continuity from vision through the design to the implementation of the new Ada Township Hall.

Sincerely,

Scott Vyn  
Design Principal, Partner

Darrel DeHaan  
Architectural Principal, Partner







**INTEGRATED**  
ARCHITECTURE







## WHO WE ARE

Integrated Architecture is an architecture firm that leads by design, aligning people and place with ideas and industry. We blend our knowledge of design with our understanding of how environments can shape behaviors and outcomes to create solutions for clients that respect the human impact of their life and work. By integrating architectural design, engineering, interior design, and landscape design services we create whole solutions that encompass human-centered design, solve real problems, and make lives better.

## WHERE WE STARTED

Integrated Architecture started 38 years ago. The firm quickly grew as talented architects and designers who sought to excel in their craft joined this modern firm with ideas and solutions not necessarily immersed in convention. Through the years, strong relationships and proven successes solidified our reputation in the industry extending well beyond the Midwest as architects with vision, imagination, and capable of handling a wide variety of projects.

Today with a staff of 42 architects, designers, and engineers we provide integrated services to clients in various markets and have a resume of landmark projects that include international, award-winning sustainable designs. Some people call us passionate; we call ourselves determined and persistent. From our internal processes to the work we deliver, from the projects we do and the careers we enable, we strive to exceed expectations and reach further.

## WHO WE SERVE

We serve clients in corporate settings, education, healthcare, commercial, sports & recreation, mixed use & retail, industrial, and residential markets. Nationwide or right here at home in Grand Rapids, Michigan, our clients are collaborators with a vision. Our clients range from large multi-national corporations to local non-profit groups. Organizations like Herman Miller, Whirlpool, Gordon Food Service, Meijer, eBay, AAA, and Kaiser Permanente have trusted us to be their partner in creating impactful spaces. We are registered to practice in 31 states with successful projects across the country.

## WHAT MAKES US DIFFERENT

We lead our clients — including the ones who don't build buildings every day — into a place where together we explore options and expand awareness of how the building we are creating will impact people's work and life.

Using a collaborative approach, we consider each client's unique landscape to create an environment that is distinctive in design, purpose, and character while focusing on enhancing a person's experience.

We thoughtfully integrate our approach to each client project. Whether it's proven or something more innovative, we deliver our best by designing smart and carrying that design forward through to build.



## QUICK FACTS

### CORPORATE OFFICE

840 Ottawa Avenue  
Grand Rapids, MI 49503  
616-574-0220  
[www.intarch.com](http://www.intarch.com)

### BUSINESS STATUS

Privately-Owned LLC  
Established 1988  
Fed ID: 38-2840902  
Current Staff 42+

### BASE SERVICES

Architectural Design  
Interior Design  
Landscape Design  
Planning  
Branding/Graphic Design  
Furniture Selection/Procurement

### MARKETS

Aviation  
Community & Culture  
Education  
Financial  
Government  
Health & Wellness  
Hospitality  
Housing  
Industrial  
Mixed Use  
Private Residence  
Retail  
Sports & Recreation  
Workplace  
Worship

### LEADERSHIP

Mike Corby, FAIA, LEED AP  
Managing Principal

Tim Mustert, AIA  
Architectural Principal

Scott Vyn, LEED AP  
Design Principal

Darrel DeHaan, AIA  
Principal, Director of Architecture

Randy Pease, AIA  
Principal, Director of Design



## LEADERSHIP TEAM



**Michael C. Corby, FAIA, LEED AP**  
Managing Principal

Mike infuses design with practicality to create environments that respond to each client's unique needs. One of Michigan's first LEED accredited-architects, Mike is a leader in sustainable design and has redefined luxury to include abundant natural light, fresh air, people-centered space, and environmentally-friendly materials. Under his guidance, IA has garnered two international, 13 national and 41 regional / local design awards, including the 2006 AIA MI Firm of the Year.



**Tim Mustert, AIA**  
Architectural Principal

Tim's talents and ability are evident in hundreds of successful projects ranging from historic renovations to complex higher education facilities. As Architectural Principal, Tim manages the architectural staff, oversees project scheduling, and serves our clients as a senior project manager on many of the firm's most prestigious projects. An outstanding professional and able leader, Tim has been honored by GV-AIA as Young Architect of the year. He brings a methodical, detail-oriented style that has earned the admiration of clients and the respect of contractors and peers.



**Scott Vyn, LEED AP**  
Design Principal

Scott offers a broad background in projects ranging from sophisticated office environments to higher education facilities. One of the first LEED-accredited professionals in Michigan, Scott brings a solid understanding of sustainable design. His efforts include Gordon Food Service Corporate Headquarters, Grand Valley State University's Learning Dining facility, the renovation of University of Michigan's Glenn E. Schembechler Hall, Richard L. Postma Family Golf Clubhouse, and the field hockey team facilities. Other projects also include the creation of Peckham, Inc. Headquarters as well as three other Peckham manufacturing facilities.

Experience **38**  
38 years in West Michigan

Sustainable **51**  
Completed  
LEED-Certified  
Projects

Awards **73**  
3 International Awards  
10 National Awards  
60 State | Local Award



**Darrel DeHaan, AIA**  
Principal, Director of Architecture

Darrel joined IA's project management team in 2010 and offers well-grounded, diverse experience. Darrel innately understands the key elements of project management. His responsiveness, keen sense of client understanding, and knack for facilitating complete collaboration is a trademark of his work. Darrel's project history includes more than \$800 million worth of construction with responsibilities ranging from design to project architecture and management.



**Randy Pease, AIA**  
Principal, Director of Design

Randy is an award-winning architect who has received recognition for several high-profile projects, including the Institute of Contemporary Art in Boston, MA, where he was responsible for the development and detailing of the exterior envelope. Randy's abilities in design extend beyond concept sketches into design documentation, ensuring the continuity of a client's vision from study to built form.

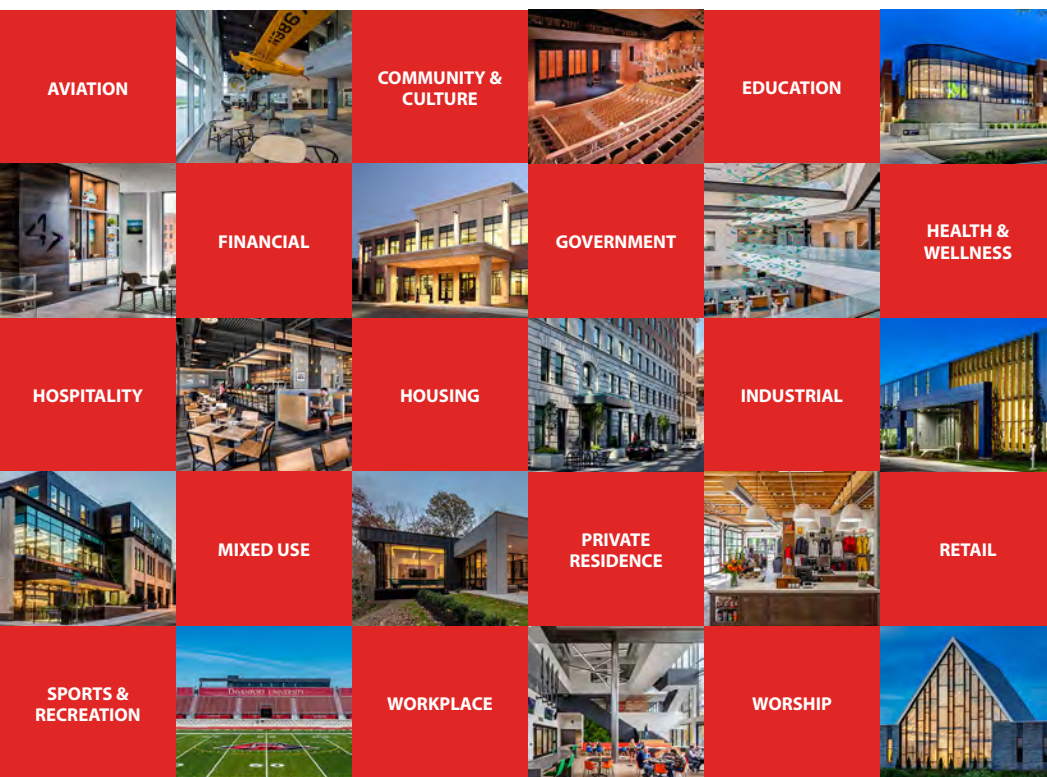
## LEADERSHIP WITH INSIGHT AND CONTINUITY

Principals Scott Vyn and Darrel DeHaan have been hands-on from the start—leading the space utilization work and early site studies with a clear understanding of Ada Township's operational needs and long-term goals. As partners at IA, they bring seasoned leadership and a deep commitment to the project's success. Their continued involvement ensures the design process builds on hard-earned insights and remains grounded in the Township's values, culture, and vision.



IA's expertise covers every aspect of your project.

IA has a solid, diverse experience base to guide and lead organizations through the process of creating and renovating transformative spaces. In every market we serve, IA combines physical space, work processes, and technology to create flexible and inspiring environments that engage users, support business goals, and provide long-lasting value.



We serve clients in diverse markets. Our clients range from large multi-national corporations to local non-profit organizations, universities to hospitals, municipalities to athletic facilities. Organizations like Whirlpool, Consumers Energy, the University of Michigan, and Peckham Industries have trusted us to be their partner in creating impactful spaces.

We work with our clients to understand their project goals and develop integrated strategies that support long-term growth. Our discovery process challenges and tests the status quo, integrates today's technologies and materials, and helps plan for the future. By providing architectural and planning services that cover all disciplines relating to the design, we can ensure every project is unified from planning and site selection to building envelope to interior design.

## PLANNING AND DESIGN

We transform spaces to meet the evolving needs of clients in workplace design.

IA's planning and renovation efforts include municipalities, higher education campuses, healthcare campuses, corporate headquarters, retail centers, mixed-use projects, and sports complexes. This broad-based work provides the Ada Township with an experienced team that can look beyond a traditional building environment and provide innovative solutions. Planning is exciting and critical work because it creates a solution structure that supports and informs both short-term and long-term goals and objectives, creating the opportunity for innovative solutions that address multiple issues. We are grounded in experience, courageous in design, and principled in our commitment.

In addition to our deep knowledge and ongoing work with Ada Township, we bring design expertise in three critical areas that directly support the Township team.

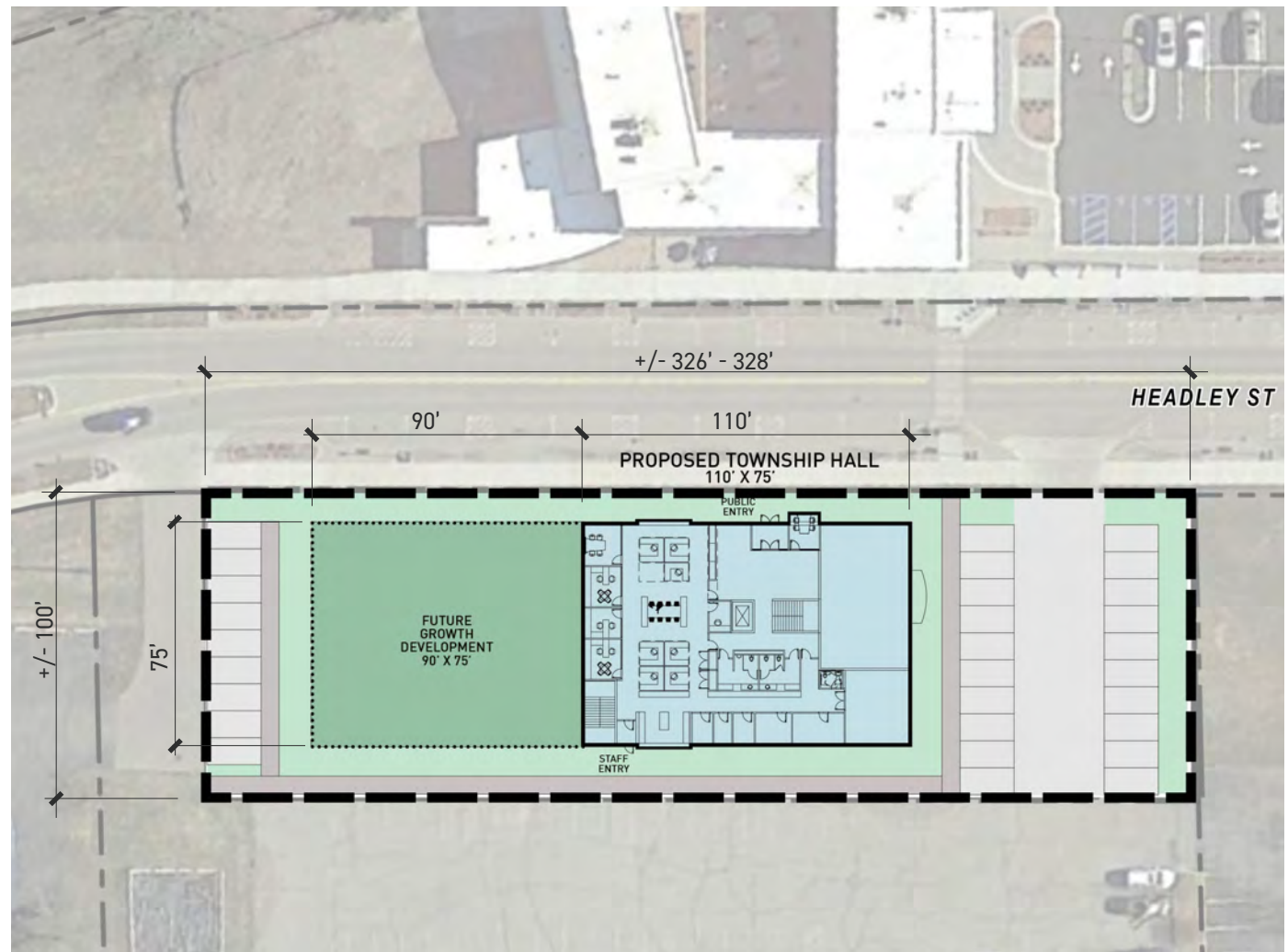


## ESTABLISHED PARTNERSHIP AND UNDERSTANDING OF ADA TOWNSHIP

IA has built a trusted, ongoing relationship with Ada Township, beginning with the comprehensive Space Needs and Facility Study. That project gave us the opportunity to work closely with all Township departments, developing a deep understanding of their operations, long-term priorities, and internal decision-making processes. This foundational knowledge has continued to inform our work, most recently through our leadership in securing preliminary PUD approval for Holland Home's proposed senior living community.

Our familiarity with Ada Township's planning framework, review procedures, and community values allows us to anticipate challenges, streamline approvals, and tailor design solutions that align with Township expectations.

We understand how to engage with staff, boards, and the public in a way that builds consensus and supports positive outcomes. This experience positions us to bring added efficiency, continuity, and insight to future Township projects—ensuring that both process and results reflect Ada's goals, context, and community character.





## GOVERNMENT AND MUNICIPALITY DESIGN

We work closely with municipalities and government entities to understand their mission, initial facility needs, and long-term planning goals. We disseminate this information and translate the knowledge into the planning and design of city offices, public works, public safety, parks, recreational facilities, and more.

We layer our planning and design expertise with local knowledge, offering insight into the benefits of creating strategic planning opportunities.

We help our government clients lead by public example by advising on policies related to planning, sustainability, and high-performance design. We cultivate and maintain a cohesive team approach that supports building consensus by creating solutions that meet multiple stakeholder objectives.

This approach—combined with our ability to step out of the box and offer innovative, appropriate alternatives—offers excellent design at an exceptional value. We lead with environmental and financial stewardship, maximizing public and private funds in creating high-value solutions for public benefit.

## NOTABLE GOVERNMENT PROJECTS

### ADA TOWNSHIP SPACE NEEDS AND FACILITY STUDY

Ada, Michigan

### CITY OF BATTLE CREEK MICHIGAN AVENUE STREETScape - WAVE SQUARE

Battle Creek, Michigan

### CITY OF BATTLE CREEK FESTIVAL MARKET SQUARE (CONCEPTUAL)

Battle Creek, Michigan

### BOWNE TOWNSHIP FIRE STATION

Alto, Michigan

### CALEDONIA FIRE STATION

Caledonia, Michigan

### CITY OF COLDWATER MASTERPLAN, AQUATIC CENTER, RECREATION CENTER, TENNIS COMPLEX

Coldwater, Michigan

### CITY OF GRAND RAPIDS FIRE STATION PROJECTS • 1989 TO PRESENT

- Fire Station # 1 - 38 LaGrave SE
- Fire Station # 3 - 500 Bridge Street
- Fire Station # 4 - 2541 Kalamazoo SE
- Fire Station # 6 - 2941 Burton SE
- Fire Station # 8 - 1154 Covell NW
- Fire Station #12 - 1732 Division St
- Fire Station #14 - 2251 Plainfield NE
- Fire Station # 3 - 500 Bridge NW
- Fire Station # 5 - 1181 Monroe NW
- Fire Station # 7 & 10 - 115 Franklin SW
- Fire Station #11 - 1002 Chester SE
- Fire Station #12 - Division Ave
- Fire Station #13 - 1755 Leonard NE
- Training Center - 1101 Monroe NW

### CITY OF GRAND RAPIDS FIRE DEPT. KENDALL STREET STATION

Grand Rapids, Michigan

### CITY OF GRAND RAPIDS FIRE DEPT. DIVISION STREET STATION

Grand Rapids, Michigan

### CITY OF HOLLAND FIRE DEPT.

### CITY OF HOLLAND FIRE DEPT. KOLLEN PARK STATION

Holland, Michigan

### CITY OF MASON CITY HALL/ POLICE DEPARTMENT

Mason, Michigan

### CITY OF MANISTEE \ MANISTEE BANDSHELL (CONCEPTUAL)

Manistee, Michigan

### GUN LAKE TRIBE GOVERNMENT CAMPUS

Wayland, Michigan

### ISABELLA COUNTY CAMPUS FACILITY FEASIBILITY AND RENOVATION STUDY

Mt. Pleasant, Michigan

### ISABELLA COUNTY JAIL AND SHERIFF'S OFFICE

Mt. Pleasant, Michigan

### J. GILBERT REESE COMMUNITY PARK

Islamorada, Florida

### KENTWOOD FIRE DEPARTMENT STATION #2

Kentwood, Michigan

### NILES LAW ENFORCEMENT

Niles, Michigan

### ROCKFORD CITY HALL & FIRE STATION LEVEL II ENERGY ASSESSMENT

Rockford, Michigan

### STATE OF MICHIGAN GRAND HAVEN STATE PARK TOILET AND SHOWER BUILDING

Grand Haven, Michigan

### STATE OF MICHIGAN OTSEGO LAKE STATE PARK TOILET AND SHOWER BUILDING

Gaylord, Michigan

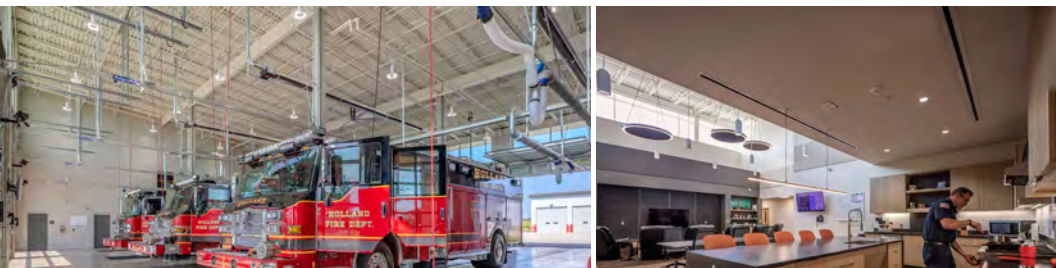
### STATE OF MICHIGAN KJC STATE PARK

Traverse City, Michigan

### TRAVERSE CITY ROTARY SQUARE (CONCEPTUAL)



CITY OF HOLLAND WAVERLY FIRE STATION HOLLAND, MICHIGAN





## ISABELLA COUNTY FEASIBILITY STUDY | JAIL AND SHERIFF'S OFFICE CONSTRUCTION PROJECT

In 2016, IA began its work with Isabella County by conducting a feasibility assessment that explored options for the future of the downtown municipal campus.

This early study provided county leaders with a comprehensive cost-benefit analysis, helping them evaluate whether to renovate existing facilities or relocate key functions—ultimately laying the groundwork for a new public safety campus.

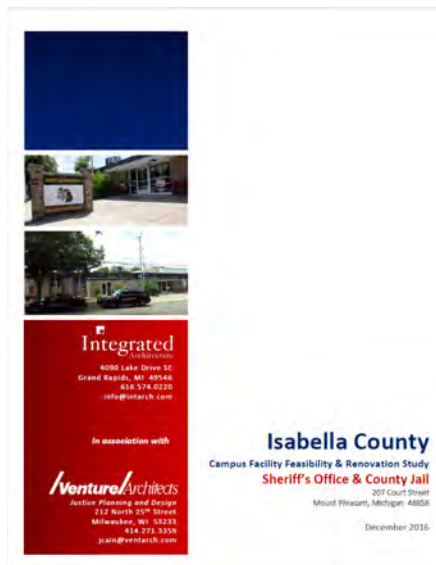
Building on that foundation, IA served as the Architect of Record (AOR) and design lead for the new Isabella County Jail and Sheriff's Office. This was not our first time working with a sheriff's office, but it was our first full jail facility—prompting us to pair our design and project leadership experience with a national expert in justice architecture, Venture Architects.



Venture brought deep knowledge of correctional facility planning and operations, serving as a content expert to inform and strengthen the overall design approach. IA managed the overall project delivery, led the design process, and coordinated documentation and construction administration.

Our role as AOR included navigating technical and jurisdictional requirements, shepherding the project through approvals, and ensuring seamless execution from concept through construction. The resulting facility is a flexible, modular jail with a rated capacity of 232 beds and the ability to expand over time. The site is also designed to accommodate future growth, including an additional housing pod.

This collaborative model—pairing IA's leadership, local experience, and architectural oversight with Venture's jail-specific programming expertise—resulted in a facility that is not only secure and efficient, but well-aligned with the County's long-term goals and operational realities.





## WORKPLACE DESIGN

We combine physical space, work styles, furniture solutions, and technology to create flexible and inspiring workplace environments that engage users, support business goals, and provide long-term value.

We understand that no two departments—or teams—operate the same way. Our workplace architects are skilled at navigating diverse work functions, communication styles, and organizational cultures. Whether designing for large corporations, smaller commercial spaces, or civic departments, we take the time to meet with every group, listen to their needs, and shape environments that reflect how they work.

From municipalities and physicians' offices to technology companies and bank branches, our experience spans a wide range of work settings. Regardless of scale, we approach each project with the same commitment to process, communication, and user experience—creating spaces that support both the individual and the larger organization.

IA's focus on workplace design continues to elevate the idea of healthy and productive places to work. Our efforts to integrate key office strategies like access to natural light, air quality enhancements, and wireless capabilities all contribute to healthier, more agile spaces. User-enabled environments and programmability are essential building capabilities that IA has integrated into many corporate environments for global leaders in their respective industries.





## NOTABLE WORKPLACE PROJECTS

**4FRONT CREDIT UNION  
ADMINISTRATIVE OFFICE**  
Traverse City, Michigan

**4FRONT CREDIT UNION  
BRANCH OFFICE**  
Cadillac, Michigan

**ACRISURE**  
Grand Rapids, Michigan

**ADAC AUTOMOTIVE**  
Grand Rapids, Michigan

**AMERICAN SEATING**  
Grand Rapids, Michigan

**AMERICAN TECHNOLOGY COMPONENTS**  
Elkhart, Indiana

**ATMOS ENERGY**  
Dallas, Texas

**BENJAMIN MOORE**  
Montobello, New Jersey

**BLUE SHIELD**  
Stockton, California

**BRISTOL-MYERS SQUIBB**  
Evansville, Indiana

**BURNS & MCDONALD**  
Wallingford, Connecticut

**CHARTER COMMUNICATIONS**  
Walker, Michigan

**CHOICE ONE BANK  
BRANCH OFFICES**  
Grand Rapids, Metamora,  
Rockford, Michigan

**COMMERCIAL TOOL AND DIE**  
Comstock Park, Michigan

**CONSUMERS ENERGY JOHN G.  
RUSSELL LEADERSHIP CENTER**  
Grand Rapids, Michigan

**COX COMMUNICATIONS**  
Lubbock, Tyler, TX and Wichita, Kansas

**CRCNA OFFICE RENOVATION**  
Grand Rapids, Michigan

**DATICON**  
Norwich, Connecticut

**DA BLODGETT - ST. JOHNS**  
Grand Rapids, Michigan

**DISCOVERY.ORG/ZOOM.INFO**  
Grand Rapids, Michigan

**EATON FEDERAL ADMIN OFFICE**  
Charlotte, Michigan

**EATON FEDERAL BRANCH OFFICE**  
Various Michigan Locations

**EBAY/PAYPAL**  
LaVista, NE and Omaha, NE

**FOUNDERS TRUST**  
Grand Rapids, Michigan

**FUSION EDUCATION GROUP**  
Grand Rapids, Michigan

**GERBER RESEARCH AND  
TECHNOLOGY CENTER**  
Freemont, Michigan

**GORDON FOOD SERVICE**  
Wyoming, Michigan

**HERMAN MILLER**  
Various Locations Nationwide

**INDEPENDENT BANK**  
Grand Rapids, Michigan

**INTEGRATED ARCHITECTURE**  
Grand Rapids, Michigan

**KAISER PERMANENTE**  
Oakland, California

**KELLOGG COMMUNITY  
CREDIT UNION (KCCU)**  
Wyoming, Michigan

**KENT COUNTY  
CREDIT UNION (KCCU)**  
Grand Rapids, Michigan

**MEIJER CORPORATE  
HEADQUARTERS**  
Walker, Michigan

**MICHIGAN NATIONAL BANK**  
Grand Rapids, Michigan

**MICHIGAN SOFTWARE LABS**  
Ada, Michigan

**MILLER JOHNSON ATTORNEYS**  
Grand Rapids, Michigan

**NAI WISINSKI**  
Grand Rapids, Michigan

**NEXVORTEX**  
Grand Rapids, Michigan

**NORTHPOINTE BANK**  
Grand Rapids, Michigan

**PECKHAM INDUSTRIES**  
Michigan and Arizona

**ROCKFORD CONSTRUCTION  
HEADQUARTERS**  
Grand Rapids, Michigan

**ROYAL CARIBBEAN CRUISE LINE  
CAMPUS AND CALL CENTER**  
Springfield, Oregon

**ROYAL TECHNOLOGIES**  
Cullman, Alabama

**SOUTHERN MICHIGAN BANK & TRUST**  
Various Locations in Michigan

**START GARDEN**  
Grand Rapids, Michigan

**STOW HEADQUARTERS**  
Holland, Michigan

**THE CAMPBELL GROUP**  
Byron Center, Michigan

**UNIVERSAL COMPRESSION**  
Houston, Texas

**WHIRLPOOL CORPORATION**  
Benton Harbor, Michigan



## DESIGNING WITH CONTEXT AND PURPOSE

Our work is fundamentally rooted in context, purpose, and the client's vision—not one single aesthetic. We believe great design responds to its surroundings, reflects the values of its users, and supports long-term functionality. Whether the project requires a contemporary expression or a more traditional approach, our process is grounded in listening, understanding, and tailoring solutions to each unique location and client. This versatility allows us to design with clarity and integrity across a wide range of styles, scales, and building types. Our project designs honor timeless architectural principles while thoughtfully responding to the cultural and historical context of each site.



Cascade Hills Country Club New Family Activity Center





## COST CONTROL IN A CHANGING WORLD

Defining the budget and maintaining costs are essential for managing a project. Our team takes pride in keeping projects within the client's budget. We succeed in delivering quality outcomes as a direct result of identification, definition, planning, and control of client cost requirements. Our policies and procedures support our efforts to meet deadlines and control costs. We work to ensure that the vision, established during programming and schematic design, is realized in construction on time and within budget.

Our team is accustomed to working with cost estimators and construction partners to ensure success. We believe in a well-defined and recurring process of measuring the project against the established budget, critical in a changing world. We believe that the most successful projects weave value engineering throughout the entire design process and aren't a reaction to bid-day problems.

*Value-engineering as a reaction to bid-day cost overages is a long-outdated and obsolete model in today's world.*

Project cost control most often occurs through the inclusion of a construction entity early in the project. Our ability to produce schematic design pricing documents and effectively communicate a project's conceptual scope ensures an appropriate level of understanding for preliminary cost estimates.

We work alongside the entire project team to align both project budget goals and experiential goals. Our team reviews the estimates and confirms their accuracy as the project moves through development. If a budget overrun is flagged, immediate action is taken with the team to ensure that timely decisions are made, and adjustments are accordingly made. We continue to monitor cost information during the construction phase.

These decisions may include adjustments to the project scope or project funding, creating additive or deductive alternates, or investigating alternative construction methods (or any combination of these). Whatever the measure, close communication is maintained over the entire project team to ensure consensus and tracking.

We are prepared for an intentional and immediate engagement to test, challenge, and uncover solutions to set each project up for success in a time that finds countless projects hindered by the obstacles of an unpredictable and changing world.

Our ultimate goal is to proactively reduce downstream schedule and budget challenges. This mindset of reducing reactive decision-making is one that pays dividends to ensure projects are delivered in a planned and, as much as possible, a predictable manner.

## METHOD AND TECHNIQUES TO MAINTAIN BUDGET

While the design is creative, the process is not. With over 38 years of architecture, engineering, and interior design experience, IA has developed project delivery practices and procedures that assure that each project meets our clients' goals, schedule, and budget. We tailor these methods to match our client's needs, organizational structure, and specific protocols to achieve success.

We begin with the development of a project infrastructure; this includes creating communication conduits, administrative procedures, realistic schedules, tracking procedures, and ways to ensure team member accountability. We implement our proven methods for project coordination to allow for timely decision making, client involvement, regular reviews, and expert follow through.

## WORK PLAN REVIEW AND COORDINATION

IA's approach is hands-on, practical, and inspired. The creativity comes from a structured process that gives the team the freedom to discover the best solution - not just the most obvious. Our milestone review process includes these key tools and events:

- **PROJECT EVALUATION** is a standard part of the milestone review process. This evaluation confirms that all building systems are coordinated, compatible, and sustainable.
- **PROJECT CHECKLIST** assures uniformity and consistency. It states the accountability, key steps and issues for each phase of the project, clearly identifying the expected product and its delivery schedule within the project.
- **PROJECT TRACKING SCHEDULE** includes descriptions of all milestone events and the durations for scheduled items. Design and construction processes and timelines are identified and tracked in the schedule and communicated with the team and owner.

A **MILESTONE PEER REVIEW** is a final review that includes an IA architect/engineer not directly assigned to the project. We engage a senior architect / engineer to perform a peer review of the contract documents. These reviews by staff members outside of the project team provide an unbiased perspective and help clarify the intent of the documents. This quality assurance step ensures proper coordination of the project's systems and details.

## HOLLAND HOME ADA SENIOR LIVING COMMUNITY

IA is working closely with Holland Home to design a new senior living community in Ada Township. Envisioned as a boutique-style campus, the development emphasizes wellness, social connection, and active living for older adults. The plan features a mix of residential options—from independent and assisted living apartments to single-family and duplex residences.

A central “community residence” provides multi-family and assisted living spaces, while two additional enclave buildings offer more private living. A centrally located amenity building includes a fitness center and gathering areas.

The campus also incorporates significant green space, green roofs, and a structured parking facility. Designed to complement the character of Ada Village, the project aims to foster ties to the broader community while supporting aging in place.

The IA design team has worked hand in hand with Holland Home to reflect their mission and, through close collaboration with Ada Township during the PUD approval process, has ensured the development aligns with the vision and character of the larger village context.

To successfully navigate the complexity of the Holland Home project, we’ve implemented the following cost management strategies.



## PROJECT COST MANAGEMENT STRATEGIES

Cost management is a core part of our design process—ensuring every project remains aligned with the client’s financial goals while delivering on design intent. We implement a structured, transparent approach that supports budget clarity and informed decision-making throughout the project.

For the HH project, our cost management strategy includes:

### EARLY CONCEPT + BUDGET BENCHMARKING

We began by working with HH to establish a design concept that meets program needs and project goals. Benchmarking and initial budget evaluations help ground the project in realistic expectations from the start.

### COLLABORATION WITH CONSTRUCTION PARTNER

We partnered closely with the construction manager (CM) to develop a baseline cost estimate aligned with HH’s parameters, ensuring a shared understanding of scope, schedule, and cost.

### DESIGN + BUDGET ROAD MAP

Together with HH and the CM, we’ve established a “road map” to maintain alignment between design evolution and budget, including:

- Evaluation of square footage efficiency
- Exploration of alternate materials and finishes
- MEP systems analysis, weighing cost, efficiency, and longevity
- Consideration of first costs versus long-term operational costs

### DESIGN ALTERNATIVES ASSESSMENT

As the design evolves, we assess multiple options and their cost implications to support data-driven decisions that balance vision and value.

### TOLLGATES AT KEY DESIGN PHASES

We implement formal checkpoints during:

- Schematic Design
- Design Development
- Construction Documentation

At each phase, cost models are refined through detailed, line-by-line comparisons, ensuring cost control and value assurance.

This structured and collaborative process enables us to deliver high-performing, thoughtfully designed buildings that meet or exceed expectations—both in design quality and construction value.

**"PROACTIVE COST  
MANAGEMENT  
ENSURES THAT DESIGN  
DECISIONS ALIGN WITH  
THE PROJECT BUDGET—  
REDUCING RISK,  
AVOIDING SURPRISES,  
AND SUPPORTING  
INFORMED CHOICES  
THROUGHOUT THE  
PROCESS."**

Tim Mustert, AIA  
Architectural Principal  
Holland Home Project Manager





## ARCHITECT OF RECORD EXPERIENCE

We value collaboration and understand the unique role we play as Architect of Record (AOR). With deep technical expertise, strong local knowledge, and a thorough understanding of code and construction practices, we translate design intent into coordinated, code-compliant documents, streamline permitting, and guide projects through construction.

Grounded in stewardship, we protect the design vision, manage risk, and ensure successful execution.

The following client projects highlight our role as AOR, where we partnered closely with design consultants to bring their vision to life through expert documentation and delivery.

## GRAND VALLEY STATE UNIVERSITY (GVSU) SEIDMAN COLLEGE OF BUSINESS

We know how to partner with other design consultants. For the GVSU Seidman College of Business the IA team acted as the conduit for Robert A.M. Stern Architects out of New York City. The RAMSA team provided programming and design input while IA provided management and technical leadership. The IA team was fully engaged during all phases of the design providing a single point of contact for the University throughout the project duration.

On the GVSU Student Recreation Center Masterplan and Renovation/Expansion project, the IA team was the bridge between GVSU and the design consultant Hastings and Chivetta out of St Louis.

Again, IA provided the leadership and local presence while leveraging the national expertise of the remote consultant.





#### FIRE STATIONS (BRW ARCHITECTS)

IA and BRW Architects unite in a purposeful partnership that aligns local insight with specialized expertise to deliver fire station solutions that truly serve its municipal clients. As AOR and Local Lead, IA brings a deep understanding of architectural design and community context, informed by a diverse portfolio of public projects and real-time knowledge of regional needs.

Complementing this, BRW Architects contributes a nationally recognized team of fire design specialists dedicated to creating high-performance fire stations that enhance operational readiness, support firefighter health and safety, and strengthen community trust. Our partnership focuses on what matters most: a facility that serves the mission, the people, and the future of the municipality.

IA and BRW Architects bring a proven partnership grounded in shared values, complementary strengths, and real-world results. Together, our teams have successfully collaborated on four recent and significant fire station projects with the City of Holland and the City of Grand Rapids.



#### WHIRLPOOL'S GLOBAL CONSUMER DESIGN (GCD) STUDIO

The Whirlpool Global Consumer Design (GCD) Studio renovation was a fast-paced design-build project with Rockford Construction, transforming an existing space into a dynamic, collaborative environment that aligned with Whirlpool's culture of innovation. IA served as the AOR, and design firm, Curiouso was the interior designer.

We led the conceptual design, establishing the vision for an open, flexible studio that supports creative workflows and cross-disciplinary collaboration.

As AOR, we translated that vision into detailed, code-compliant documentation and coordinated closely with the contractor to navigate permitting and construction.

Our involvement helped navigate tight timelines, integrate building systems within the existing structure, and ensure the finished space supported Whirlpool's goals for innovation, collaboration, and brand expression.

Our design partnership with Curiouso allowed for a seamless blend of architectural intent and interior expression.

#### OTTER AIR SERVICES HANGAR AND PASSENGER LOUNGE (OTJ)

Collaboration was central to the success of the Otter Air Services facility. IA served as Project Designer and Architect of Record, working in close partnership with OTJ Architects, who led the interior design effort.

This highly coordinated, interdisciplinary approach allowed both firms to bring their expertise to the forefront—combining thoughtful architectural planning with refined, hospitality-focused interiors.

Together, we created a sophisticated environment that reflects Otter's commitment to exceptional service, aviation excellence, and elevated travel experiences. The result is a cohesive, high-performance facility that balances form, function, and comfort at every level.

#### THE LODGE

The client engaged a collaborative team composed of Sears Architects and IA to deliver a multi-building private residential project. The client selected Sears Architects for their expertise in residential design and proficiency in traditional architectural styles.

Sears later engaged IA for our technical expertise, ability to manage complex project requirements, and strong collaborative approach. Together, we maintained strong alignment—honoring the design intent while supporting it with integrated planning, precise documentation, and a coordinated delivery process. This partnership reflects our ability to work alongside design architects to bring traditional, highly detailed architecture to life.





## WHY INTEGRATED ARCHITECTURE?

IA brings the right combination of experience, insight, and commitment to lead the design of the new Ada Township Hall. Our deep familiarity with Ada—grounded in the space study, early test fits, and successful project approvals within the Village—gives us a clear understanding of Township operations, community values, and planning expectations.

We offer the continuity of leadership from principals who have been engaged from the start, combined with a proven ability to collaborate with design partners, engage emerging professionals, and deliver high-performance civic buildings. As Architect of Record, we bring technical precision, a proven process, and a client-centered approach that ensures the final Township Hall will be both visionary and deeply rooted in place.

Simply put, we are committed to Ada —and we're ready to deliver!





July 28, 2025

Thomas Korth  
Ada Township Supervisor  
Ada Township  
7330 Thornapple River Drive  
P.O. Box 370  
Ada, MI 49301

Re: Ada Township – New Township Hall RFQ – Letter of Intent

Dear Thomas:

In follow-up to our recent virtual meeting, this letter confirms our interest as the architect and engineer of record for the New Township Hall project. We are excited to continue working with Ada Township on this new municipal asset.

We have partnered with the Township for many years and have had the opportunity to work with you on significant projects, including developing parks, designing the library and community center, and laying out a new planning grid for the Village of Ada.

Additionally, we embrace the opportunity to partner with Ada Township and the University of Notre Dame to inform the design direction of the project. We have the good fortune to currently be working on campus at Notre Dame on their dining hall project. To add another level of connection and team chemistry, we are also going on our fourth year of teaching Universal Design within the architectural practice at Notre Dame. With our ongoing work in Ada and on campus at Notre Dame, we are thrilled to have the opportunity to collaborate on the proposed New Township Hall project.

Please accept this letter as our intent to commit fully to this project, the Village of Ada and the University of Notre Dame. We will leverage our full-service team of in-house architects, interior designers, and engineers to support the work of Notre Dame. Our full-service, multi-disciplinary team will be the perfect complement to the project team, enabling a collaboration that will deliver a successful New Township Hall project.

Sincerely,

Ken Brandsen, CDT, WELL AP  
Senior Project Manager

KB/lef  
P:\72230022\01 ADMIN\A1 CONTRACTS\Working Proposals\2025 07 28 Ada Twp New Township Hall - LOI.docx



# Ada Township New Township Hall



A People-First  
Approach to Developing  
Vibrant Communities





Passionately employing  
**community-centric**  
solutions through  
active listening and  
multidisciplinary expertise.

July 7, 2025

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

**RE: Ada Township – New Township Hall**

Dear Mr. Suchy,

Over the years we've had the good fortune to be partners with you and the Township. We've had the chance to engage the public in countless work sessions, lay out a new grid for the Village, develop parks, and design a library and community center. And even better, we've then been able to live and play in the results. So, we've shared more than just professional service experiences.

Now you have a great approach for programming and designing a new Township Hall- Notre Dame students! We are actively working right now on Notre Dame's campus and would like to link ND and Ada Village in multiple ways.

Here are some of the key focuses and differentials for our combined Progressive AE and Ada Township team:

**University of Notre Dame-** let's further connect our full-service AE team that is working on the Notre Dame campus with the ND students who are programming and designing the Township Hall.

**ND Students Engagement-** We have a long history at Progressive AE of leveraging our staff as adjunct faculty at Kendal College. Our designers/professors will be great with engaging the ND teammates in their design process to help deliver wonderful experiences for these students.

**Ada & ADA-** And not just the American's with Disabilities Act, but Universal Design. We are hyper focused on making sure the Township Hall will be accessible to all residents and businesses. We will address categories like neurodiversity, age, language, hearing, visual impairment, etc. in addition to the physical accommodations that are normally requested.

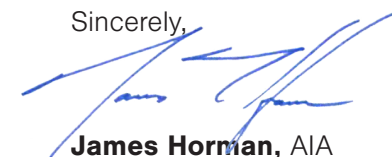
**In-House Engineering-** All our structural, civil, mechanical, electrical, plumbing and traffic engineers will be embedded in the Progressive team, and they will directly connect with the Notre Dame students to ensure a well-rounded design development process for them. Cross discipline learning for the students is imperative when developing great future architects, and we are fortunate to be able to offer this as one team.

**In-House Cost Estimating-** We always design to a budget, and we leverage our own professional construction staff to inform costs at the beginning of the project. The students will benefit from seeing early on what their programming and concepts may cost, enabling them to value specific design attributes.

**Amy Van Andel Library and Community Center-** This is the only architectural project we have recently had in Ada Village, and we know the differences between a great civic asset and those of general retail development projects. We would appreciate the opportunity to develop the Township Hall investment with Ada Township staff so that staff, citizens and business as the focus!

Julius, thank you again for inviting us to be considered for this project. We appreciate you, Ada Township staff, all of the assets Ada Village offers, and would appreciate teaming up with you again.

Sincerely,



**James Horman, AIA**  
Principal, Civic Practice Leader



# Progressive Companies Internship Program

At Progressive Companies, our talent is one of our key differentiators. In an increasingly competitive talent market, finding and developing creative, diverse, curious, and skilled employees is an opportunity to build and grow our talent pipelines with candidates we know complement our company and culture.

The firm’s summer internship program is a 12-week opportunity to provide a real-world experience for students as they prepare for their careers. Throughout the internship, students apply academic learning and cultivate project management, problem-solving, and communication skills.

To connect students to both the work at Progressive Companies and to our surrounding communities, several components outside of project work are incorporated into the program:

- Professional development and lunch-and-learns
- Community outings
- Wellness challenges
- Project site visits
- Service-learning opportunities
- Final professional presentations

These components build a strong foundation for young talent to begin their work in the professional services field.

## Program Benefits

This program continues to build a talent pipeline for the organization across disciplines. Our success with converting interns to full-time employees results in hiring proven talent and decreased onboarding and training time.

Interns engage in work responsibilities from the start, and the program provides current team members the opportunity to build their skills as they mentor others. In addition, bringing in new talent keeps us current with the industry. Our goal of a diverse and inclusive workforce is enhanced through our reach to various community organizations and educational institutions as we identify talent from a variety of backgrounds.

While it is not the primary intent of the program, to date, interns have covered the program's cost through billable hours.





# Ada Township Amy Van Andel Library & Community Center

## Ada, MI

The idea for the Amy Van Andel Library originated from the township's "Envision Ada" project. Envision Ada was a master plan to fully redevelop the Village's downtown area. During that process, it was noted that the town lacked civic space and needed a central "hub" for community life. The new community center was designed to fulfill that need.

While it certainly features many components of a traditional library, the two-story Amy Van Andel Library was designed around the idea of the "Library of the Future." In this aspect, the library expands its capabilities and offering to include a podcast room, tutoring spaces, computers, small study rooms, conference spaces, and a variety of flexible multi-purpose rooms. A courtyard sits in the middle of the building which gives visitors an outdoor venue to sit, relax, read, and meet-up with others.

The community center features collection space for adults, young adults, and children; meeting and gathering space for community events, as well as administrative branch offices for the Kent District Library (KDL) staff.

Some of the design choices include large windows throughout, colorful and flexible furniture, build-in benches, and a variety of wood and glass finishes. The open staircase provides connection between the two floors while acting as the building's main architectural feature. It is not only functional, but a beautiful and state-of-the-art facility that will serve the Village of Ada.

*Reference: Brian Hilbrands, Downtown Development Authority Director, Ada Township, 616.676.9191, [bhilbrands@adatownshipmi.com](mailto:bhilbrands@adatownshipmi.com)*





# University of Notre Dame South Dining Hall

Notre Dame, IN



South Dining Hall is one of the two dining halls present on the Notre Dame University campus, and it is essential for its operation to be seamless. The project is constructed in phases and is expected to last for nearly two years. The renovation aims to modernize and optimize the environment for the University's current needs. The project entails a wide range of work, including but not limited to interior finishes such as ceilings, flooring, and walls, mechanical rerouting, plumbing modifications, power distribution, wall relocation, and structural adjustments such as removing or adding structure. During this period, the dining hall must maintain a minimum of 50% capacity to minimize disruption. To ensure that there is minimal interference, the design process has been carefully integrated with this requirement in mind.

“Working on the Benchmarking and Feasibility Study for South Dining Hall on the campus of the University of Notre Dame was a delight. Tod’s experience, and that of his team, **helpfully directed the process with knowledge and integrity**, and they took the time to understand the needs of the Campus Dining team and their goals for the project. The guiding principles resulting from that process **continue to inform the design process** as we continue to work through the design of our ambitious renovation!

**JAMIE LACOURT, RA**  
Facilities Design and Operations

# University of Notre Dame Additional Projects

Notre Dame, IN

## University of Notre Dame, Jordan Hall of Science Renovation

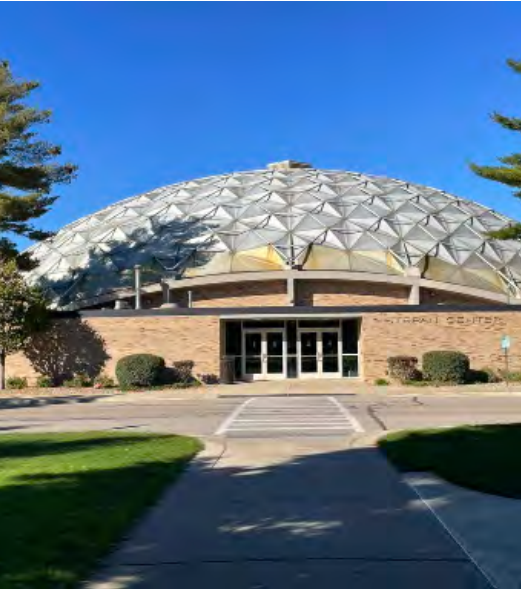
The University of Notre Dame needed to convert an existing lab space in the Jordan Hall of Science to make room for student advisor offices. The new spaces will include ten offices and a small kitchenette. Priority was given to transparency and privacy while satisfying the needs of the faculty and staff that will occupy the space. Universal Design was implemented in a number of ways included color and texture at key locations, furniture at heights appropriate for everyone, and more accessible drawer pulls on cabinets.

## University of Notre Dame, Stepan Center Barrier Removal

Progressive Companies successfully completed the barrier removal project at the University of Notre Dame’s Stepan Center, enhancing accessibility and user experience for all visitors. In addition to addressing the barriers identified in the accessibility report, we incorporated Universal Design best practices, such as improved wayfinding through strategic color selections, intuitive restroom layouts, accessible fixtures, and reduced glare from lighting and finishes. These thoughtful design solutions were seamlessly integrated into the architecture, making the Stepan Center more inclusive and functional for everyone.

## University of Notre Dame, Grace Hall Big 9 Allergen-Free Kitchen Zone Renovation

The renovation of a portion of the first floor of Grace Hall at the University of Notre Dame addresses the critical need for a Big 9 allergen-free kitchen zone on campus. This space will be specifically designed to prepare and package meals for students with severe food sensitivities, ensuring their health and safety while supporting the University's commitment to inclusive dining options. The project will enhance student well-being by providing a dedicated, safe environment for food preparation that meets the rigorous standards necessary to accommodate students with food allergies.





# Comprehensive Village-Wide and Downtown Planning

Ada, MI

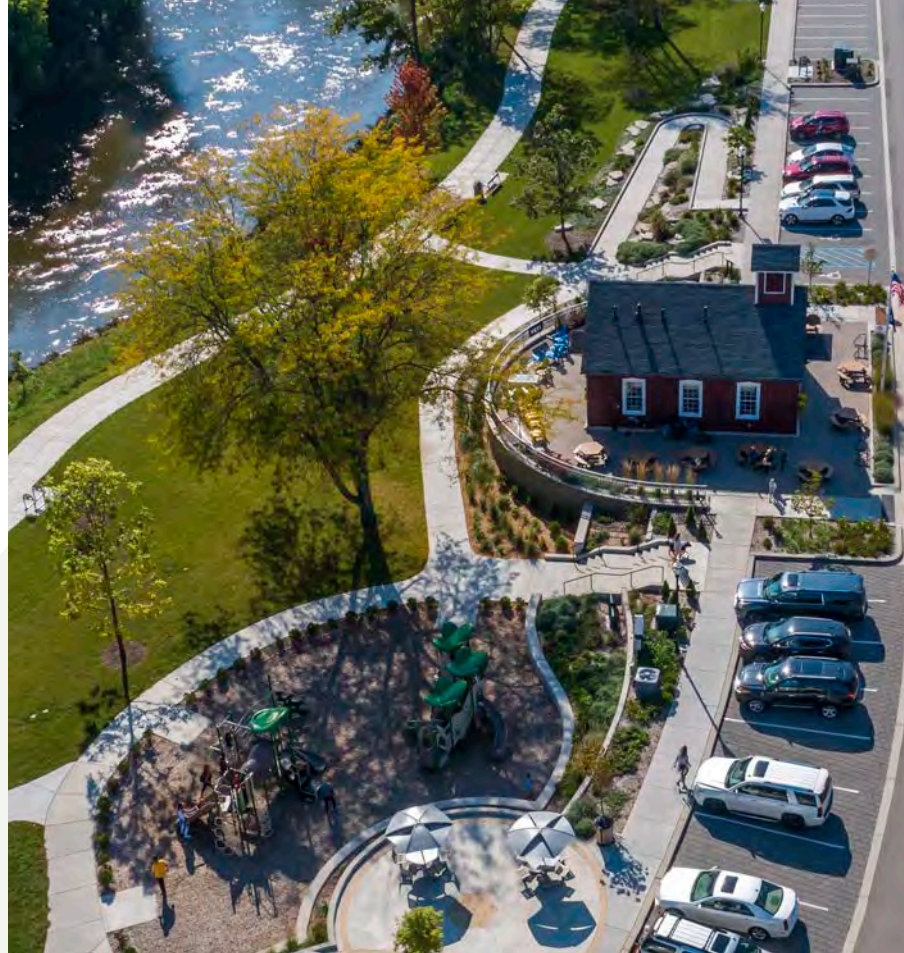
Progressive Companies has played a central role in the transformation of Ada through its leadership in master planning and community-focused design. Our involvement began with the Envision Ada Master Plan, initiated in 2013, which aimed to revitalize the downtown area by replacing a 1970s-era strip mall with a walkable, mixed-use village center. The plan introduced a form-based urban design code to ensure that new development would be built in harmony with Ada's historic architecture.

We also led the Connect Ada plan, which provided a comprehensive trail network plan, reconnected the community to the Thornapple River, and reconfigured major intersections. Progressive Companies also led the Headley Street realignment, relocating 1,800 feet of roadway to improve pedestrian access and integrate green infrastructure.

Building upon this foundation, Progressive Companies contributed to the development of Legacy Park, a riverfront space featuring the Van Andel Pavilion, which has become a hub for community events. Our latest initiative, the Ada Covered Bridge Park, seeks to unify existing green spaces like Leonard Field and Legacy Park, with the historic Ada Covered Bridge as its centerpiece. The \$8.5 million project includes amenities such as a splash pad, pickleball courts, a dog park, and a new pedestrian bridge over the Thornapple River. This 15-acre destination park offers walking trails, a kayak launch, and river outlooks, enhancing public access to the riverfront.

Progressive Companies' comprehensive approach has been instrumental in transforming Ada into a vibrant, connected, and sustainable community.

*Reference: Julius Suchy, Township Manager, [jsuchy@adatownshipmi.com](mailto:jsuchy@adatownshipmi.com), 616.676.9191*



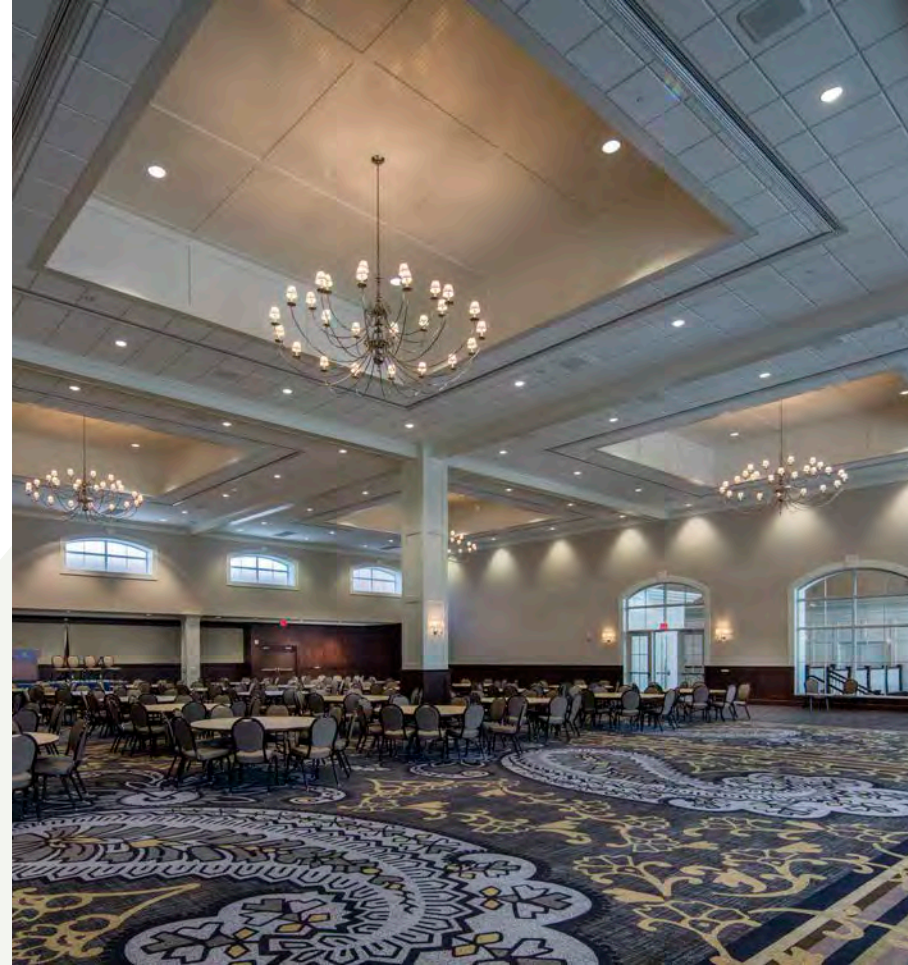


# Hillsdale College Searle Center

**Hillsdale, MI**

The Searle Center at Hillsdale College represents a significant enhancement to the campus's hospitality and event capabilities. Tasked with upgrading the college's primary dining and banquet facility, Progressive Companies partnered with Rockford Construction to deliver this 37,000-square-foot design-build project. The centerpiece of the facility is a spacious dining and banquet hall that comfortably accommodates up to 700 guests, offering a flexible setting for campus functions, formal dinners, and special events. A fully equipped commercial kitchen was integrated into the design to support large-scale food service operations, ensuring efficiency and quality for any occasion.

Visitors arrive under a grand porte-cochère, providing a dignified and weather-protected drop-off point. Upon entry, guests are welcomed into a dramatic two-story atrium that serves as a pre-function space for both the dining hall and the adjacent Phillips Auditorium. Completed in 2016 at a cost of \$11 million, the Searle Center reflects Hillsdale College's commitment to hospitality and tradition. Progressive Companies provided a full range of services for the project, including architecture, structural engineering, civil engineering, landscape architecture, and interior design.





# Project Team



**Jim Horman, AIA**  
Principal-In-Charge, Civic Practice  
Leader



**Ken Brandsen**  
Senior Project Manager

## Design Leadership

- Derek Molenaar, AIA**  
Senior Design Architect
- Jim Cripps, AIA**  
Senior Project Architect
- Jen Hahn, NCIDQ**  
Senior Interior Designer
- Pete Lazdins, PLA**  
Senior Landscape Architect
- Matthew VanSweden**  
Sustainability Lead

## Project Engineering

- Cody Weber, PE**  
Electrical Engineer
- Kori Jager, PE**  
Mechanical Engineer
- Mike Oezer, PE**  
Senior Civil Engineer
- Erica Flannery, PE**  
Senior Structural Engineer

## Additional Resources

- Suzanne Schulz, FAICP**  
Urban Planning Practice  
Leader
- Latesha Lipscomb, JD**  
Community Engagement  
Specialist

**Jim Horman, AIA**  
PRINCIPAL, CIVIC PRACTICE  
LEADER



**CONTACT**  
616.447.3322  
jhorman@weareprogressive.com

**EDUCATION**  
University of Michigan  
*Master of Architecture*  
  
Miami University  
*Bachelor of Environmental Design*

**CREDENTIALS**  
Licensed Architect

Jim is passionate about building relationships in the community, bringing to life civic spaces that celebrate activity, engagement, and a sense of belonging. As a client advocate, he listens carefully to understand the uniqueness of each project as well as underlying organizational challenges and opportunities. With an informed point of view, Jim pours his creative talents and thoughtful insights into human-centered design solutions to ensure spaces and places support users of all abilities.

During his 30 years in the design industry, Jim has gained valuable experience and expertise in stakeholder engagement, navigating community change, advocating for inclusive design, and securing capital campaign funding through Public-Private Partnerships (P3).

To offer a more coordinated and integrated design and delivery process for clients, Jim actively educates clients on design-led construction services. This first-class delivery model enables better project outcomes, cost savings, improved sustainability, increased functionality, and enhanced aesthetics.

Notable clients include Blue Water Convention Center, City of Grand Haven, City of Grand Rapids, Gerald R. Ford International Airport, Grand Rapids Art Museum, Grand Rapids Civic Theatre, Grand Rapids Downtown Market, Jackson County Convention Center, Kent County, Muskegon Convention Center, and North Holland Boys and Girls Club.

*“It’s our mission to drive organizational outcomes for clients,” says Jim. “By keeping performance goals top-of-mind, our team can make purposeful decisions that bring visions to life.”*

**Ada Township Amy Van Andel Ada Township Library and Community Center**  
Principal-in-charge for 24,000 square foot, 2-story structure in the heart of the Village of Ada, consisting of collection space for Adults, Young Adults and Children, meeting and gathering space for community events as well as administrative branch offices for the Kent District Library staff. Unique features of the project include a courtyard and outdoor space for program uses.

**City of Grand Rapids Calder Plaza Grand Pavilion**  
Principal-in-Charge on current design of new community focal point in downtown Grand Rapids in partnership with City of Grand Rapids and Downtown Grand Rapids Inc.

**City of Allegan City Hall Renovation**  
Principal-in-charge for redesign of Allegan City Hall to better serve the full-time staff who work to provide services to city residents within the facility; project delivered as design-build.

# Ken Brandsen

SENIOR PROJECT MANAGER



# Derek Molenaar, AIA

SENIOR DESIGN ARCHITECT



## CONTACT

616.447.3329  
kbrandsen@weareprogressive.com

## EDUCATION

Davenport University  
*Bachelor of Science in Business Administration*

Ferris State University  
*Associate of Arts in Architectural Drafting Technology*

## CREDENTIALS

Construction Documents Technologist

LEED Accredited Professional

WELL Accredited Professional

Ken has over 30 years of experience working in commercial real estate and corporate facilities management throughout the country. His expertise is in developing projects in the early stages including site search activities and lease management, as well as project leadership and project management from start to finish.

Having worked in corporate facilities for many years, Ken brings a unique level of client understanding. He knows truly effective, inclusive, and human-centered workplace design involves employee engagement, brand storytelling, and stakeholder engagement throughout the project. As a senior project manager, Ken engages with the team and client, building trust and ensuring the entire design and delivery process is collaborative and communicative.

***“Alignment of an organization’s vision and strategy in creating an effective workplace is my primary focus,” says Ken. “This is not a one-size-fits-all and offers my greatest satisfaction when done correctly.”***

### Ada Township Amy Van Andel Ada Township Library and Community Center

Project Manager for 24,000 square foot, 2-story structure in the heart of the Village of Ada, consisting of collection space for Adults, Young Adults and Children, meeting and gathering space for community events as well as administrative branch offices for the Kent District Library staff. Unique features of the project include a courtyard and outdoor space for program uses.

### Muskegon County Convention Center

Project Manager for conceptual design study to help the Muskegon community visualize the scope, design, funding, construction, and management and operation of a new convention center; currently completing full building design of 40,000 square foot convention center.

## CONTACT

616.447.3319  
dmolenaar@weareprogressive.com

## EDUCATION

University of Pennsylvania  
*Master of Architecture*

University of Michigan  
*Bachelor of Science in Architecture*

## CREDENTIALS

Licensed Architect

Derek has almost ten years of experience as an architect and designer, leading a wide range of projects of different scope, size, and complexity. His passion is working closely with clients to convert their aspirations into tangible, achievable plans that align an organization’s mission with their facility’s design. He believes that every project should be driven by a set of big ideas that lead to a human-centered solution with intuitive organization, engaged users, and inspirational experiences.

***“We design for a lot of table stakes – program, performance, inclusion, access, climate, budget, and many more,” says Derek. “However all architecture is for human beings, and architecture should never ignore its potential to make someone feel something in response.”***

### Charter Township of Texas New Township Hall

Design architect on project including public engagement to connect township values and vision with resulting real estate improvements that not only satisfies schedule and budget, but also delivers on the township’s service commitments to the community.

### Amy Van Andel Ada Township Library and Community Center

Design architect for 24,000 square foot, 2-story structure in the heart of the Village of Ada, consisting of collection space for Adults, Young Adults and Children, meeting and gathering space for community events as well as administrative branch offices for the Kent District Library staff. Unique features of the project include a courtyard and outdoor space for program uses.



**Jim Cripps,** RA  
SENIOR PROJECT ARCHITECT

**Progressive Companies**  
Grand Rapids, MI

Jim has 35 years of professional experience as a registered architect working with healthcare, fitness, retail, industrial, ecclesiastical and commercial clients. As a project architect, James has managed all phases of a project including schematic design, design development, construction documents, and construction administration.

**Hope College Kruizenga Art Museum**

Includes two exhibit galleries, conferencing, prep spaces, staging areas and storage for the two-dimensional and three-dimensional works of art. Tight environmental controls, including temperature, relative humidity and controlled natural light, were incorporated into the building systems. Creative solutions for gallery support, such as flexible lighting, HVAC delivery, and fire protection piping, were purposefully integrated into the building design.

**City of Grand Rapids Public Museum Exterior Façade Improvements**

Project architect responsible for site evaluation to determine required exterior envelope repairs required and was responsible for construction administration to oversee successful completion of repair projects.

**Muskegon Community College Arts and Humanities Renovation**

Provided professional services relating to the adaptive reuse of the existing campus applied technology areas into new spaces for the Music and Visual Arts Disciplines, the adaptive reuse and renovation of the campus’ Frauenthal Foundation Arts Center, and the relocation of the Automotive program to the existing Art Building and Sheet Metal Apprentice sections of the College Maintenance Building.



**Jen Hahn,** NCIDQ  
SENIOR INTERIOR DESIGNER

**Progressive Companies**  
Grand Rapids, MI

Jen is passionate about understanding a client’s diverse needs and using her expertise in multifaceted projects to develop a creative and clever solution. Her experience spans across markets including workplace, industrial, higher education, community, worship, and health and wellness. As a senior interior designer Jen enjoys providing mentorship and leadership to younger designers and design interns within the firm.

Jen believes building a winning environment involves three key elements: aesthetics and designing a space that inspires; functionality and understanding how individuals move and interact in the space; and a seamless integration of systems and technology.

**Better Business Bureau of Grand Rapids**

Interior designer for 7,500 square foot office space which focused on collaboration and transparency within the organization. The open work spaces and use of glass walls allow for increased visibility and help break down barriers between staff. Increased visibility also gives staff access to natural light and helps promote conversation, collaboration and understanding within the organization.

**Haworth Headquarters and Health Pavilion**

Interior designer for 1,950 square foot interior renovation to Haworth’s headquarters in Holland, MI.



**Pete Lazdins,** PLA  
SENIOR LAND PLANNER

**Progressive Companies**  
Grand Rapids, MI

Pete combines the design sensitivity of a landscape architect with the broader perspective of an urban planner. A good deal of his work involves planning in the urban environment on a variety of projects. He is well-versed in campus planning, housing, retail, and public spaces. In addition, many of the projects in Pete’s portfolio involve rezoning and site plan approvals.

**Legacy Park in Ada Village**

Senior land planner for developing Legacy Park on the Banks of the Thornapple River. The master plan included a stage and amphitheater, restroom building, playground, retail building and a network of pathways. This was a part of a greater master plan which included the entire Village of Ada.

**Jamestown Park Master Plan**

Senior land planner for developing a multi-use park on a 70 acre site for Jamestown Township. We led a design charrette with Township representatives to created a masterplan which included soccer fields, baseball and softball diamonds, community building, restrooms, splash pad, playgrounds and a network of connecting trails.

**Rosa Parks Circle Grand Rapids**

Project manager and lead designer for the renovation of Rosa Parks Circle. We provided a facilities assessment report prior to recommending materials to upgrade the Park. Worked closely with Maya Lin, the designer, as well as the Park Conservancy in the selection of all materials for the upgrade.



**Matthew VanSweden**

SUSTAINABILITY LEAD

**Progressive Companies**  
Grand Rapids, MI

Matthew is a national expert in climate justice and regenerative design with over two decades of experience in the AEC industry. As sustainability lead, he empowers clients and project teams to exceed sustainability goals by co-creating regenerative, inclusive design solutions. He plays a key role in our firm’s Sustainability Green Team, setting firm-wide sustainability action plans, leading decarbonization efforts, and advancing climate-responsive design.

Matthew holds a Bachelor of Fine Arts in Collaborative Design from Kendall College of Art and Design of Ferris State University. His collaborative approach fosters meaningful change, driving our firm’s commitment to a healthier, more inclusive future.

**John Ball Zoo**

Meerkat (First Sustainable SITES Zoo project in the world)

**Detroit Zoo**

Regenerative Design Standards and Master Planning

**Nature Center HIGHLANDS**

Conceptual Living Building Challenge design for new visitor center and pavilion.

**Grand Valley State University Athletic Fields**

(Sustainable SITES v1.0 Pilot)





**Cody Weber,** PE

ELECTRICAL ENGINEER

**Progressive Companies**  
Grand Rapids, MI

Cody has been designing electrical distribution, lighting, fire alarm and communication systems for over 5 years as an electrical engineer at Progressive Companies. He has design experience in various markets such as higher education, industrial, commercial, worship and retail.

**Eastern Michigan University Westview and Lakeview Student Housing**

Eastern Michigan University selected Gilbane Development Company to lead a transformative campus housing initiative at the state's second oldest public university. Progressive Companies also provided the full scope of engineering services, including mechanical, electrical, and civil design.

**Ferris State University Rock Cafe**

The goal of Ferris State University's Rock Café was to modernize the facility to better serve its growing student population, which sees over 2,000 patrons daily and up to 4,000 during special events. After more than a decade of service following its 2009 renovation, the café underwent updates to enhance its offerings and improve efficiency.



**Kori Jager,** PE

MECHANICAL ENGINEER

**Progressive Companies**  
Grand Rapids, MI

As a mechanical engineer with nearly 10 years of experience, Kori works primarily on higher education, K-12, worship, office workplace, and housing projects. Kori has also served as the lead design engineer on many commercial retail projects, which provides a well-rounded variety of experience that can be applied to many clients and project types.

**University of Notre Dame South Dining Hall**

One hundred years after the construction of South Dining Hall the challenge is how to improve the dining experience. The building interior is long overdue for repairs and system equipment replacements, and the recent renovation of North Dining Hall and the Covid pandemic has affected student dining patterns.

**University of Notre Dame Jordan Hall**

The University of Notre Dame needed to convert an existing lab space in the Jordan Hall of Science to make room for student advisor offices. The new spaces will include ten offices and a small kitchenette.



**Mike Oezer,** PE

SENIOR MUNICIPAL ENGINEER

**Progressive Companies**  
Grand Rapids, MI

Mike has over 30 years of experience in civil engineering projects including project management, design, analysis, permitting, and construction. Mike is a relationship-builder with a long list of on-call clients that speaks to his reliability and dedication to service. Many of our community clients have relied on Mike's expertise to manage and expand their infrastructure to ensure long-term reliability. His experience includes road construction, wastewater and stormwater collection and treatment systems, stormwater and soil erosion management, water system distribution, grading, and site plan reviews for a wide variety of clients. Mike acts as a leader and mentor for our civil engineering discipline, ensuring teammates have what they need to be successful on each project.

**City of Grand Rapids Market Avenue Sewer Relocation**

Project manager and senior civil engineer for relocation of the East Side Trunk Sewer in Market Avenue. The project included construction of an 8-foot diameter sanitary sewer trunk main in Market Avenue from Fulton Avenue and the Grand River. This complex project lasted two full construction seasons.

**West Michigan Shoreline Regional Development Commission**

Project manager and senior design engineer for completion of two projects funded through the Great Lakes Restoration Initiative.

- Restoration along Ryerson Creek including fish habitat creation, placement of improved culverts under Seaway Drive and wetland enhancement.
- Dredging of 60,000 cubic yards of lumber-era wood debris from Muskegon Lake to improve bottom land habitat. This effort included coordination with NOAA and other Muskegon Lake stakeholders to ensure a successful implementation.



**Erica Flannery,** PE

SENIOR STRUCTURAL ENGINEER

**Progressive Companies**  
Grand Rapids, MI

Erica is a passionate engineer with a diverse skill set in leading multi-phased and complex structural projects. She enjoys designing resilient spaces that stand the test of time and serve their inhabitants for generations to come. Her experience includes a multitude of project types and markets, including commercial, educational, worship, medical, industrial, mixed use, and multi-family residential.

**Ada Township Amy Van Andel Ada Township Library and Community Center**

Structural Engineer for 24,000 square foot, 2-story structure in the heart of the Village of Ada, consisting of collection space for Adults, Young Adults and Children, meeting and gathering space for community events as well as administrative branch offices for the Kent District Library staff. Unique features of the project include a courtyard and

outdoor space for program uses.

**YMCA of Greater Grand Rapids**

Structural engineer of record for the Mary Free Bed YMCA, a 36-acre LEED-certified health and wellness facility built on Universal Design principles to ensure accessibility for all. The project features adaptive sports facilities, innovative wayfinding, and sensory-conscious design elements, resulting in significant growth in membership, programming, and energy efficiency since its 2015 opening.

**Art Van Sports Complex**

Structural engineer of record





## Suzanne Schulz, FAICP

URBAN PLANNING  
PRACTICE LEADER

**Progressive Companies**  
Grand Rapids, MI

As an experienced change agent and community leader, Suzanne confidently listens, guides, and respectfully challenges the status quo. She has 30 years of experience in urban planning, transportation planning, and policy development. Whether working with institutions, developers, non-profits, schools, business owners, or neighborhoods, she believes everyone has a voice and diverse viewpoints improve development projects and communities.

Suzanne possesses extensive knowledge in local government and development, having served the City of Grand Rapids for 20 years as Planning Director and Managing Director of Design and Development, where she oversaw the City's Development Center. She was instrumental in leading community-led processes for the 2002 Master Plan, Green Grand Rapids, Vital Streets Plan and Design Guidelines, Michigan Street Corridor Plan, and Zone Grand Rapids.

Her work at Progressive Companies has included being the principal author of the Zoning Reform Toolkit: 15 Tools to Expand Housing Choice + Supply for the Michigan Association of Planning, modifying zoning language to support development efforts, facilitating project entitlements for private sector clients, and creating place-based master plans and zoning ordinances.

Recognized as an expert in her field, Suzanne was appointed by Governor Gretchen Whitmer to join the State Transportation Commission in October 2023. She was inducted as a Fellow into the AICP College of Fellows in 2022, an honor bestowed upon only 1% of all AICP-certified planners in the country and a designation held by only six practicing planners in Michigan.



## Latesha Lipscomb, JD

URBAN PLANNER, COMMUNITY  
ENGAGEMENT SPECIALIST

**Progressive Companies**  
Grand Rapids, MI

Latesha is a trusted, community connector who understands that prosperity starts with place. She wholeheartedly believes that the way we design and develop communities drastically impacts how people live, work, and play in their neighborhoods. She has a special affinity for curating upstream solutions in the City's urban core and a knack for relationship building on the premise that "what's from the heart, reaches the heart". Latesha also serves on several local boards and committees like the Downtown Grand Rapids Inc. Citizen's Alliance Committee, HealthNet of West MI Board, Heartside Downtown Neighborhood Association, Kent County Black Caucus, Great Start Collaborative Parent Coalition, and the DGRI Downtown Neighbor Network. Through these assorted collaborations with local groups, Latesha's body of work is a shining example of what authentic community partnership looks like and what everyday people can achieve when supported by a champion.

### **City of Grand Rapids Heartside Quality of Life Study**

Latesha previously served as the Community Engagement Project Manager, facilitating the Heartside Quality of Life Study for the City of Grand Rapids Planning Department. The Quality-of-Life Study was a multi-layered process intended to foster neighbor participation and involvement to positively impact experiences through urban planning and design, with the overarching goal of producing increased equitable outcomes for all.

### **Amplify GR - Boston Square Together**

As Director of Engagement & Relationships for Amplify GR, Latesha created and implemented a robust Engagement Framework to co-create holistic environments through partnerships.



*Ada Village Master Plan*



*Ada Village Legacy Park*





# Transforming Spaces. Empowering People.

Progressive Companies is a multidisciplinary national design firm connecting people, places, and communities through transformative spaces, structures, pathways, and environments. We believe innovation is more than leading with the best technologies and latest trends – it is a creative process beginning with curiosity and diving deep into understanding your world. As problem-solvers, our team of designers, architects, planners, engineers, and strategists enthusiastically work alongside you to envision a bold, new future.

From modest beginnings of four original engineering partners in 1962, to over 350 employees serving clients across the nation today, Progressive Companies has always thrived on an entrepreneurial mindset. As an employee-owned business, individuals take personal accountability for representing the firm's values of leadership, learning, trust, and diversity.

Our talented workforce brings decades of expertise in all facets of architecture, engineering construction, and planning – with a broad and deep portfolio representing 12 markets and projects in 49 states. Strategically located in Grand Rapids, MI; Detroit, MI; Asheville, NC; Charlotte, NC; Durham, NC; and Greenville, NC, our teams are poised to help you reach new heights from a strong foundation.

## Expertise

- Architecture
- Civil Engineering
- Community Engagement
- Construction Management
- Controlled Environments
- Electrical Engineering
- Healthcare Planning
- Interior Design
- Landscape Architecture
- Lighting Design
- Logistics
- Master Planning
- Mechanical Engineering
- Program Design and Delivery

- Roads and Utilities
- Structural Engineering
- Sustainable Design
- Traffic Engineering
- Universal Design
- Workplace Strategy
- Zoning

## Markets

- Automotive
- Civic
- Education
- Health and Wellness
- Mixed Use
- Science and Industry
- Transportation
- Urban Design and Planning
- Water Resources
- Workplace



# Shaping Communities: Transforming Vision into Reality

Our passion for community is evident in who we are and what we do. We have more than 60 years' experience in creating engaging, energetic and collaborative communities. An intimate knowledge of the local community, combined with a full range of design services, gives us the unique ability to look holistically at community projects. These projects require awareness and understanding of various administrative requirements including regulatory and civic compliance. Our understanding of local and state regulations helps pave the way for a smooth and efficient process from initial engagement through project completion.

## We Start With You.

No matter the project, we always begin by understanding you, your residents and visitors, and the aspirations and drivers of your community. Having a firm understanding of where you are today and where you want to be tomorrow, will help guide our design decisions and recommendations. Design is a process, it takes understanding, vision and realistic recommendations. We are here to lend our guidance and expertise to your project. Our experience for different clients and communities spans across the country and includes these project types:

### Planning

- Comprehensive plans
- Corridor plans
- Placemaking
- Bike and mobility plans
- Zoning ordinances
- Design manuals
- Form-based codes
- Housing policies

### Municipal

- Airport
- Correctional
- Markets
- Parks and recreation
- Public works
- Water resources

### Mobility

- Safety analysis
- Geometric planning
- Transportation planning
- Traffic engineering
- Signal design

### Arts and Entertainment

- Convention and visitor centers
- Fine and performing
- Gardens and parks
- Hotels
- Museums
- Sports and recreation
- Stadiums





# We are Experts in Universal Design

Universal Design (UD) is the idea that spaces and places can be designed to be accessible and usable by the broadest range of people possible. It is a voluntary set of guidelines that go above and beyond the requirements of the Americans with Disabilities Act. In applying these principles to built environments, we're given the opportunity to creatively embrace differences among people through design.

Our consulting team has been brought on board to assess the current spaces and programs of several Fortune 500 companies, furniture companies, and community organizations to educate their team members, create strategies to improve accessibility, remove physical and social barriers, and create UD standards that support their mission. These entities are seeing the need to provide inclusive environments for team members, providing places and technologies designed with everyone in mind and better supporting the world we all live in.

- We lead stakeholder-wide UD educational sessions to build understanding and alignment.
- We assess campuses and facilities against our proprietary UD benchmarks and checklist, helping organizations create truly inclusive, more accessible, and safer environments.
- We provide specific UD strategy recommendations that support the organization's inclusion goals and promises.
- Our strategies are prioritized through filters of positive impact to users of the spaces and relative cost. We refer to these as P1 and P2 priorities.
- We develop organization-specific UD standards for global and community organizations.
- We lead global UD training programs.

We have implemented this process in 29 countries, for spaces including site circulation and parking, community spaces, outdoor spaces, building entries and circulation, workspaces, food service, assembly, restrooms, fitness and locker rooms, aquatic environments, manufacturing, labs, warehousing, retail, customer service, and facilities management protocols.



*Amy Van Andel Library, Ada Township, MI*

# Cost Estimating/Budgeting

With in-house cost estimating services available and frequently utilized on a variety of projects, Progressive Companies is extremely knowledgeable in providing cost estimates throughout the design phases of each project and will work diligently to provide accurate and timely information to assist the design team, clients, and other stakeholders to make well-informed design decisions.

We understand the importance of designing a project that will meet your programmatic and aesthetic requirements, coupled with designing the project to a budget. Progressive Companies has an in-house construction team that provides estimating, scheduling, and constructability review support on our projects. Since our construction team is actively bidding and constructing work, we have a pulse on the local trade markets, material costs, and have historical data to provide insight in our cost estimating efforts. We will leverage this historical experience, our access to national estimating information, and an initial cost benchmarking exercise that provides the framework for our design team to work within to stay on budget. We provide cost estimating and cost analysis support from the conceptual level through construction documents. Providing real-time costs and analysis allows our clients to make informed decisions on the project with confidence.







[weareprogressive.com](http://weareprogressive.com)

## MEMORANDUM

Date: 07/28/2025



**TO:** Julius Suchy, Township Manager  
Ada Township Board of Trustees

**FROM:** Ethan Engel, Recreation Coordinator

**RE:** Resolution R-081125-1 Authorizing Songs & Sips Special Event Liquor License Application

---

Background:

The Parks & Recreation Department is planning a new community event, “Songs & Sips – A Singer/Songwriter Session,” to be held the evening of February 28, 2026, at the Roselle Park Resource Building. Songs & Sips is a small, indoor ticketed event designed to highlight local musicians and local business partnerships. Two local singer/songwriters will share their original music and stories in an intimate listening environment. To enhance the showcase, beer and wine will be available for purchase through a licensed alcohol vendor. Guests will purchase drink tickets, following a similar structure used during the Beers at the Bridge events.

Attached to your packet is the Special Event Liquor License Application and Resolution R-081125-1, which authorizes Ada Township to apply for a Special License through the Michigan Liquor Control Commission (MLCC). A certified resolution from the Township Board is required as part of the MLCC application process. The event is 21+ only, and all attendees must register in advance through Ada Parks & Recreation. IDs will be checked at the door to verify age prior to entry. Staff are also working with local restaurants to provide light refreshments, adding to the welcoming and social atmosphere of the evening.

Because this event will be held indoors and outside of the Township’s Social District, the MLCC does not require additional delineation documents or fencing plans that were needed for outdoor events like Beers at the Bridge. The setup and alcohol service will be contained entirely within the Resource Building, and all MLCC regulations for special license events will be followed.

Township Board approval of the attached resolution is necessary to move forward with submitting the application to the MLCC. We respectfully request your support for this initiative as part of our ongoing efforts to bring unique and engaging programming to the community.

Recommendation:

Staff recommend adoption of Resolution R-081125-1 authorizing the Songs & Sips Special License application for the event scheduled indoors at Roselle Park on February 28, 2026.

*Requested Motion: Motion to adopt Resolution R-081125-1 Authorizing the Songs & Sips Application for Special License.*



## Special License Application

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

### Part 1 - Applicant Organization Information

Applicant organization name: Ada Township		
Applicant address: PO BOX 370, Thornapple River Drive SE		
City: Ada	Zip Code: 49301	
Contact name: Ethan Engel	Phone: 616-920-7852	Email: eengel@adatownshipmi.com
Alternate contact name: Wesley Deason	Phone: 616-920-7853	Email: wdeason@adatownshipmi.com
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division. Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		Leave Blank - MLCC Use Only
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): _____ 1821		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

### Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 1010 Grand River Drive NE	
City, township, or village where event will be held: Ada	County: Kent
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, list the exact dimensions of the outdoor area: <b>Submit a clear diagram of the outdoor service area with your application form.</b> _____ feet X _____ feet = _____ square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Pre-registration for the event is required. No transferring of tickets allowed. Must be 21+ to purchase tickets. IDs will be checked at the door prior to entry. Bartenders will be instructed to not serve to anyone who is visibly intoxicated.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No  
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No  
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No  
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☒ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☒ No  
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	02/28/2026		Describe event being held: A singer-songer session where participants will have the chance to engage with two local songwriters throughout the night and learn their background.	
	Date			
	6p	9p	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	



## 12. Special license date information Continued from Page 2.

7			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

8			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

LCC-110 (01-23)

9			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

10			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

11			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

12			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

### Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

**For Organizations established less than one year or are municipalities** - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

**For Organizations established one year or more** - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

**Part 3 Continued - Special License Fees Calculation**

Special License Base Fee: <i>(per Special License requested)</i>	\$50.00	<b>If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.</b>  <b>Make checks payable to: State of Michigan</b>	<i>Leave Blank - MLCC Use Only</i>
x Number of Special Licenses:	1		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$50.00		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
<b>= TOTAL FEES DUE:</b>	<b>\$50.00</b>		

**Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary**

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

**By signing below the applicant organization's officers attest that:**

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
<b>I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.</b>	
<div style="text-align: right;"> <div>Signature of Reviewing Officer</div> <div>Date</div> </div>	

**Part 6 - Church/School Consent (If Applicable)\***

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
<b>I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.</b>	
<div style="text-align: right;"> <div>Signature of Clergy Member or Superintendent</div> <div>Date</div> </div>	

***\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
<b>I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.</b>	
<div style="text-align: right;"> <div>Signature of Authorized Signer for Licensee</div> <div>Date</div> </div>	



**R-081125-1**

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by \_\_\_\_\_ on August 11, 2025 at 12:00 pm  
(Date) (Time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Ada Township  
(Name of Organization)

for a Special License to serve alcohol on February 28, 2026 (Songs & Sips - A Singer-Songwriter Showcase)  
(Event Date or Dates)

to be located at 1010 Grand River Drive NE, Ada, MI 49301  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be \_\_\_\_\_ for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☒ Regular ☐ Special meeting held on August 11, 2025.  
(Date)

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date





### Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:			Wine auction date:
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

### Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

\_\_\_\_\_  
Print Name of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date



Michigan Department of Licensing and Regulatory Affairs  
Finance and Administrative Services  
Revenue Services

LARA Revenue Services **is not** a part of  
the Michigan Liquor Control  
Commission (see note below).

## Credit Card Authorization Form

**\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\***

**\*\* DO NOT EMAIL OR MAIL THIS FORM \*\***

*Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.*

**\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\***

Name on Card: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Email: \_\_\_\_\_

Security Code/CVV Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

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

Payment is for: \_\_\_\_\_

Signature \_\_\_\_\_

**IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.**

**Credit Card Payment Itemization:**

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



## MEMORANDUM

Date: 8/1/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Forest Hills Central Homecoming Parade Closure R-081125-2

---

**Background:**

Forest Hills Central High School has submitted the attached parade request and map for their homecoming parade on Friday, September 19, 2025.

The parade route is the same as it has been the past few years (it will not head into the Stoneshire neighborhood south of Hall Street). I have asked the parade organizers to communicate with Cascade Township, as south of Hall Street falls within their jurisdiction, so they are aware of the closure request and can provide feedback if needed.

The Township has received this request in previous years and has provided approval with no issue.

I have provided a copy of the resolution that would be forwarded to the Kent County Road Commission, as well as their request letter, a map of the route, and a copy of their insurance.

**Recommendation:**

Staff would recommend approval of Resolution R-081125-2: A Resolution for the Forest Hills Central Homecoming Parade Closure. This allows the school to work with the Kent County Road Commission on the closure request.

*Requested Motion: Motion to Approve Resolution R-081125-2: A Resolution to Authorize Forest Hills Central High School to close Streets for their Homecoming Parade on September 19, 2025.*

June 10, 2025

To: Ada Township Board

RE: Forest Hills Central High School Homecoming Parade

The Student Council of Forest Hills Central High School requests permission to hold our annual Homecoming Parade on Friday, September 19, 2025.

The parade will start at 5 PM. Between 4 and 4:45 PM parade participants will enter the staging area from Ada Dr. and set up in the parking lot between CMS and CHS.

The parade route is the same as it was in 2021 & 2022 & 2023 (it will not go thru the Stoneshire neighborhood).

It will begin at the FHC stadium, head out past the bus garage and wrap around the baseball/tennis area, turn southwest (right) and proceed down Hall St., turn right (north) onto Paradise Lake Dr, then right (east) onto Ada drive for a short distance then turn right (south) into Central Middle School. The parade will end where it began in the parking lot between CMS and CHS.

This route allows minimum traffic interruptions on Hall St and Ada Dr. It is expected that the parade will conclude by 6 PM. We have contacted the Kent County Sheriff's department to manage traffic and road closures for the parade. We will also put signs up along the route informing residents of the timing of the road closures.

You have will received our Certificate of Liability Insurance from Chris Pratt.

I will also email you the map of the route.

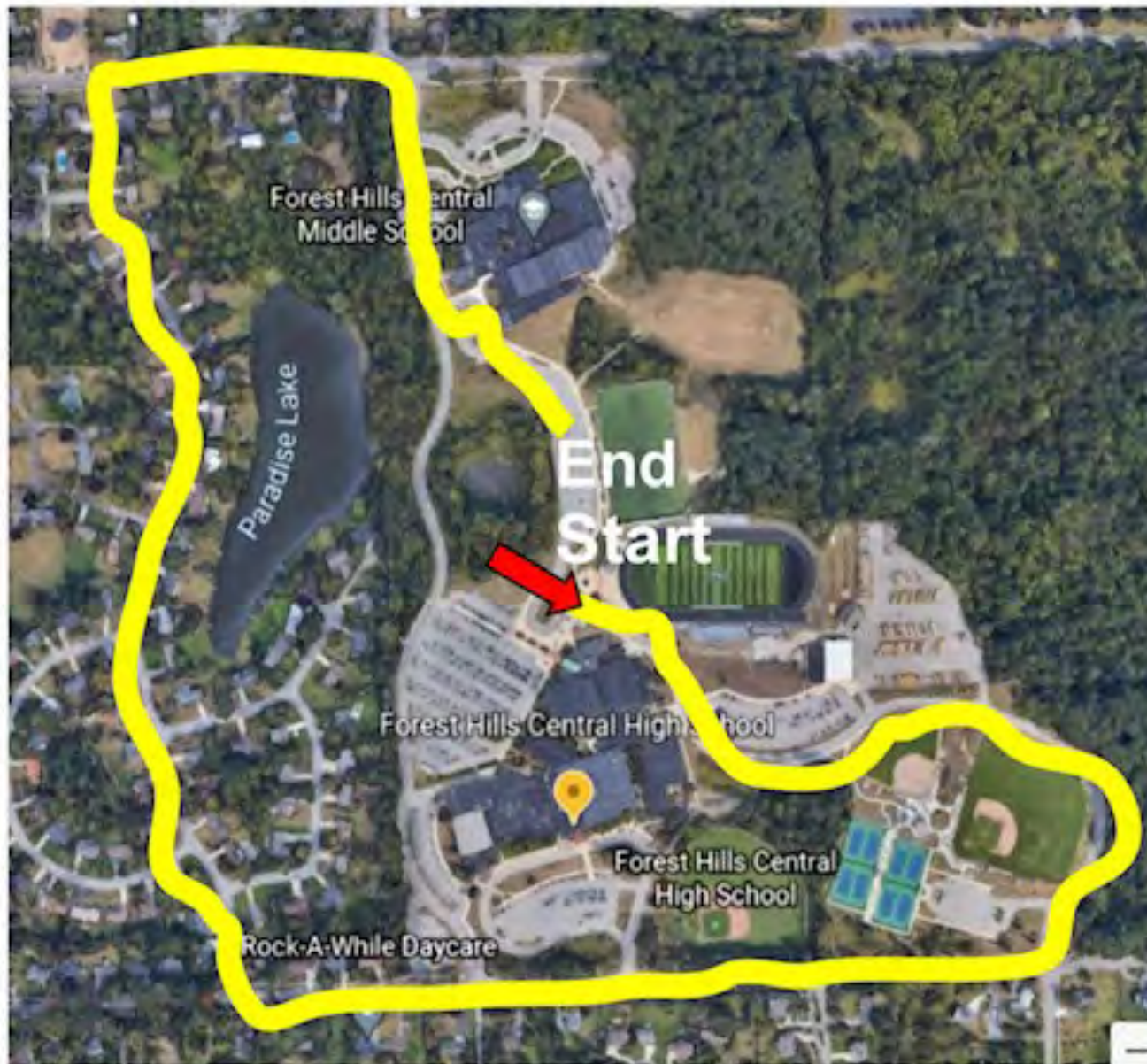
We will plan on attending the Ada Township meeting, just let me know date and time you'd like us there.

Thank you for your support!

Sincerely,  
Laura Stiles  
FHC Homecoming Parade Coordinator



## 2024 FHC Parade Route





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 300 Ottawa NW Suite 301 Grand Rapids MI 49503	<b>CONTACT NAME:</b> Katie Carlson <b>PHONE (A/C, No, Ext):</b> 616-233-0915 <b>E-MAIL ADDRESS:</b> katie_carlson@ajg.com <b>FAX (A/C, No):</b> 616-233-0923														
<b>INSURED</b> West Michigan Risk Management Trust Forest Hills Public Schools 620 Forest Hill Ave SE Grand Rapids MI 49546	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Underwriters at Lloyd's London</td><td>15792</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Underwriters at Lloyd's London	15792	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Underwriters at Lloyd's London	15792														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES****CERTIFICATE NUMBER:** 796877978**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		PK1037025	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

West Michigan Risk Management Trust is a qualified and approved self-insurance fund under the laws of the State of Michigan.

SIR \$250,000

Ada Township is an Additional Insured as respects to the General Liability Policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

RE:

Forest Hills Central Homecoming Parade on September 19, 2025

**CERTIFICATE HOLDER****CANCELLATION**Ada Township  
7330 Thornapple River Drive SE  
PO Box 370  
Ada MI 49301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



## ADA TOWNSHIP RESOLUTION NO. R-081125-2

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

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

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

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_.

RESOLVED THAT: Forest Hills Central High School, 5901 Hall Street, Student Council and the student body

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

Conduct an annual "**HOMECOMING PARADE**" in Ada Township on Friday, September 19, 2025 from 5:00 P.M. to 6:00 P.M. with line-up beginning at 4:00 pm at Forest Hills Central Middle School.

The parade route will begin at the FHC stadium, head out past the bus garage and wrap around the baseball/tennis area, turn southwest (right) and proceed down Hall St., turn right (north) onto Paradise Lake Dr, then right (east) onto Ada drive for a short distance then turn right (south) into Central Middle School. The parade will end where it began in the parking lot between Central Middle School and Central High School.

This route will allow minimum traffic interruptions on Hall St. and Ada. Dr. It is expected that the parade will conclude by 6 PM. The Kent County Sheriff's Department has been contacted to manage traffic and road closures for the parade. Signs will be put up along the route informing residents of the timing of the road closures.

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

Yes: \_\_\_\_

No: \_\_\_\_

Absent: \_\_\_\_

**RESOLUTION R-081125-2 ADOPTED August 11, 2025.**

### CERTIFICATION

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, August 11, 2025.

Dated: August 11, 2025

\_\_\_\_\_  
Jo DeMarco  
Ada Township Clerk



## MEMORANDUM

Date: 8/5/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Resolution R-081125-3: Recognizing September 19, 2025, as Prisoner of War/Missing in Action Day Recognition Day

---

Background:

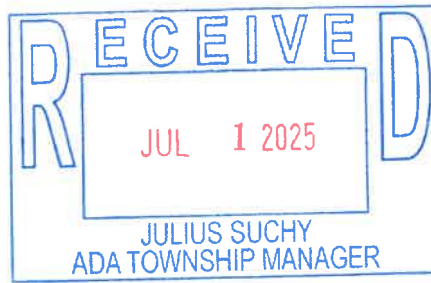
I have attached a request from Mr. Tom Sibley, President of the Vietnam Veterans of America Michael J. Bost Chapter 18, to recognize Friday, September 19, 2025, as Prisoner of War/Missing in Action Day.

The Township has received and approved this request annually for the last five years.

Recommendation:

Staff recommends approval of Resolution R-081125-3. If approved, the resolution will be forwarded to Mr. Sibley so their chapter is aware of the resolution adopted by the Township Board.

*Requested Motion: Motion to Approve Resolution R-081125-3: A Resolution Recognizing September 19, 2025, as Prisoner of War/Missing in Action Day.*



Vietnam Veterans of America  
Michael J. Bost Chapter 18  
P.O. Box 1766  
Grand Rapids, MI 49501

Thomas Korth, Supervisor  
ADA TOWNSHIP  
7330 Thornapple River Dr SE, PO Box 370  
Ada, MI 49301

Dear Supervisor Korth,

Vietnam Veterans of America will observe National Prisoner of War/Missing in Action Day on September 19, 2025. This ceremony will be held in the Grand River Room at the Grand Rapids Homes for Veterans at 2:00 pm.

We would like **Ada Township** to issue a proclamation declaring September 19, 2025, as Prisoner of War/Missing in Action Day. This proclamation will be given to the Vietnam Veterans of America Chapter 18. A sample is included for your convenience.

If you have any questions, please call **Betty Pike**, Associates of Vietnam Veterans of America, at **616-644-2787**.

Sincerely,

Tom Sibley, President  
Vietnam Veterans of America  
Michael J. Bost Chapter 18





### RESOLUTION NO. R-081125-3

#### RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 19, 2025 AS "PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY"

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

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

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

**WHEREAS**, the United States has fought in many wars, one of the longest was the Vietnamese Conflict; and,

**WHEREAS**, Friday, September 19, 2025 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

**WHEREAS**, although cooperation has increased within the past few years, there are still over 1,700 American servicemen and civilians including 48 from the State of Michigan missing and unaccounted for in Indochina. There is also one missing from the State of Michigan in the Gulf War. The uncertainty surrounding their fates has caused their families to suffer great hardship; and,

**WHEREAS**, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal;

**NOW THEREFORE BE IT RESOLVED**, by the Trustees of the Township of Ada, that September 19, 2025 be designated as:

**"Prisoner of War/Missing in Action Recognition Day"**

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those who are still missing and to commemorate the day with appropriate activities.

YEAS \_\_\_\_

NAYS \_\_\_\_

ABSENT \_\_\_\_

RESOLUTION DECLARED ADOPTED, AUGUST 11, 2025

#### CERTIFICATION

I, Jo DeMarco, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, August 11, 2025.

Date: August 11, 2025

\_\_\_\_\_  
Jo DeMarco  
Ada Township Clerk



## MEMORANDUM

Date: 8/5/25

**TO:** Ada Township Board  
**FROM:** Julius Suchy, Township Manager  
**RE:** Kent County Road Commission Work Order – Hall Street

---

Background:

At the April 14<sup>th</sup> board meeting, the Township awarded the Hall Street Sanitary Sewer Force Main and Lift Station project to Kamminga & Roodvoets Inc. for \$1,904,765.00.

On July 24<sup>th</sup>, the Kent County Road Commission determined that, due to the poor condition of the road and potential cost savings from the vendor, they would like to have K&R also mill and pave Hall Street from Cascade to Fernridge (PVT). This section is 1,450' long. I informed the KCRC that this would need to go to the Township Board for approval, as the proposed cost is \$40,000, with the Township funding \$20,000 and the KCRC funding the other \$20,000. The work was completed on Tuesday, July 29<sup>th</sup>.

I have enclosed a memo from Mr. Groenenboom providing additional detail. I have also enclosed a map highlighting the section to be added and the work order.

The additional paving area is outside of the extent of the Hall Street sanitary sewer main project and is not eligible to be funded by the sewer fund. The general fund would cover the \$20,000 in additional costs.

Mr. Groenenboom or Mr. Bruggink will be present at the meeting to discuss the work order and answer any questions.

Recommendation:

Staff recommends approval of work order 489-M0 to complete an additional partial depth mill & fill (1.5") on Hall Street (1,450') from Fernridge Dr (PVT) to Cascade Road.

*Requested Motion: Motion to Approve KCRC Work Order for Partial Depth Mill & Fill of Hall Street from Fernridge Drive (PVT) to Cascade Road for an Amount not to Exceed \$40,000, with Ada Township Contributing \$20,000 (50%) of the total project cost.*



**Moore+Bruggink**  
Consulting Engineers

August 5, 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:

The Hall Street Lift Station and Forcemain project includes resurfacing 1,700 feet of Hall Street from Fernridge Avenue to Paradise Lake. Last April, while discussing this project with the Kent County Road Commission, we discussed adding the section of Hall Street between Cascade Road and Fernridge Avenue, but at that time, the Road Commission felt the bid price from K&R for cold-milling the pavement was too high, and they decided against doing this work.

We held the pre-paving meeting for the paving of Hall Street from Fernridge Avenue to Paradise Lake on July 24. The Road Commission was present at this meeting, and they expressed their desire to add in the section of Hall Street from Cascade Road to Fernridge Avenue. Following that meeting, they secured a lower price for cold-milling of the pavement, and they authorized the additional paving work on Hall Street.

They prepared a work order for \$40,000 for this work, with Ada Township's proposed share (50 percent) at \$20,000. This work was completed on August 1, 2025, and the Road Commission is now requesting approval from Ada Township for \$20,000 in funding. This is a fantastic price to resurface 1,450 feet of road, and it makes sense for Ada Township to participate.

The Hall Street lift station budget included a contingency allowance of \$65,235, which is still intact. While this could be used to fund the additional resurfacing, it might be difficult to justify sewer funds being used to pay for street improvements, and it might be better to use the general fund proceeds instead.

I will be at the Township Board meeting next Monday to respond to any questions.

Sincerely,

Steven C. Groenenboom, P.E.  
Project Engineer



- SEWER PROJECT  
- ADDITIONAL PAVING





## KENT COUNTY ROAD COMMISSION

## WORK ORDER

DATE 7/28/2025  
WORK ORDER 489-M0  
PROJECT Local Roads Program  
MUNICIPALITY Ada Township IF OTHER: \_\_\_\_\_  
ROAD TYPE Local  
LENGTH 0.54 LANE MILES  
LENGTH 0.27 MILES  
TYPE OF WORK Partial Depth Mill & Fill (1.5")  
LOCATION Hall Street -1450'  
Fernridge Drive (PVT) to Cascade Road  
CATEGORY Resurfacing  
ACTIVITY 489  
PROJECT YEAR 2025  
UTILITIES No

## BUDGET

WORK TYPE	<u>000040 - Partial Depth Mill and Fill</u>	<u>\$ 40,000</u>
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
TOTAL		<u>\$ 40,000</u>

ESTIMATED COST VALID UNTIL 12/31/2025

## FUNDING

KCRC	<u>50.00%</u>	<u>\$ 20,000</u>
TOWNSHIP	<u>50.00%</u>	<u>\$ 20,000</u>
TOTAL		<u>\$ 40,000</u>

NOTES K&R/ Ada TWP Sewer Project  
NOTES Contract 25-51 Ada TWP Local Roads Program (Black Gold)

TOWNSHIP SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## FINANCE USE ONLY

CUSTOMER #	_____	AR	_____
PROJECT	_____	REV	_____





Date: 07.23.25

**TO:** Ada Township Board  
**FROM:** Department of Planning  
**RE:** **Text Amendments – Commercial Recreational Facilities as Special Uses in the I Industrial and LI Light Industrial Zoning Districts, and Corresponding Parking Requirements – Spark 43 Architects, LLC**

### **Request Overview**

A request was submitted to the Planning Commission by Spark 43 Architects LLC for text amendments to Sections 78-382 (I Industrial Use Regulations) and 78-413 (LI Light Industrial Special land uses) to allow Commercial Recreational Facilities as special uses, and to Section 78-788 (Schedule of off-street parking requirements) for corresponding parking specifications for these uses. The proposed changes are noted in the redlined attachment to this Report.

The Planning Commission reviewed this application at their July 17 meeting, and recommended approval (5-1 vote) of the text amendments to the Township Board.

### **Background**

#### Uses

The applicant desires to amend the Township Zoning Ordinance to add these uses, which would include both indoor and outdoor facilities, to the I and LI Districts. Such uses could encompass smaller-scale (and typically indoor) uses, such as fitness studios, gyms, and golf simulation facilities, as well as larger-scale (both indoor and outdoor) uses such as racquet/paddle sport courts, swimming pools, bowling alleys, ice arenas, basketball courts, and athletic fields (such as soccer and lacrosse).

#### Zoning Districts

Currently, the Ada Township Zoning Ordinances allows "Commercial recreation facilities such as bowling lanes, indoor theaters, skating rinks or racquet clubs." as permitted uses in the C-2 General Business District (Sec. 78-362), and within approved residential Planned Unit Developments (PUDs) "...golf courses, country clubs, parks, playgrounds, and indoor recreation facilities such as racquet clubs and swimming pools" (Sec. 78-448).

#### Current Parking Requirements

Sec. 78-788 of the Zoning Ordinance currently specifies that "Indoor commercial recreational establishments" require 1 parking space "per 3 persons allowed within maximum occupancy permitted by building code".

The upcoming Zoning Ordinance Update will provide an opportunity to standardize language, and, to the extent possible with zoning districts, establish consistent requirements for uses (including recreational uses).

## **Analysis**

### **Proposed Use**

During the Planning Commission meeting, the applicant noted that many other communities allow such uses, and provided further information in their application materials. In response to a Commissioner's concerns about industrial land availability, the applicant indicated that this amendment would actually expand opportunities for usage of industrial area land. Staff noted that they have no objection to this amendment request, as such facilities would make sense for the typically larger sized parcels associated with industrial land.

### **Parking**

During the Commission meeting, there was discussion about the proposed parking language. While parking can be a more challenging topic to address within the Zoning Ordinance, the language provided by the applicant would require a parking operations plan to be submitted, and such would be reviewed with any special use application for such uses.

Staff had noted that area-based ratios, such as x spaces per 1,000 square feet, would not be appropriate as they can result in very excessive parking supplies for most recreational uses, as it would not be the same as a use such as a collegiate or professional sports facility. In conclusion, the Commission concurred with Staff that the applicant's requested language, which is more customized and precise. As well, the upcoming Zoning Ordinance Update will allow for further review of these standards in the future. As well, individual special use applications would allow Staff and the Commission to probe this in further detail.

### **Planning Commission Meeting**

The draft minutes of the meeting are attached; note that no public comments were made during the hearing, although Commission Chair Rob VanderVennen, who could not attend the meeting, submitted written comments noting that he had no objection to the proposed amendments and believes it would be a good fit for Ada.

## **Conclusion & Recommendation**

The Planning Commission requests approval of these text amendments. Staff also has no objections to the proposed text amendments.

## TEXT AMENDMENTS – ZONING ORDINANCE

(New language noted in **red**; deleted language noted in red strikethrough (~~red-strikethrough~~).)

### ARTICLE XVI. – I INDUSTRIAL

Sec. 78-382. – Use regulations.

In the I district, no land or buildings shall be used, and no buildings shall be erected or converted, for any use or under any condition other than for the following:

**(17) Commercial recreational facilities, when authorized as a special use by the planning commission, according to the standards of article XXI of this chapter.**

### ARTICLE XVII. – LI LIGHT INDUSTRIAL

Sec. 78-413. – Special land uses.

The following special land uses may be approved by the planning commission subject to the applicable general and specific standards contained in article XXI of this chapter:

**(5) Commercial recreational facilities.**

### ARTICLE XXVII. – OFF-STREET PARKING AND LOADING SPACES

Sec. 78-788. – Schedule of off-street parking requirements.

Use	Spaces	Per Each:
<del>Indoor commercial recreational establishments</del>		<del>Per 3 persons allowed within maximum occupancy permitted by building code.</del>
Commercial Gymnasium, tennis courts, sports fields or stadium, and/or similar place of outdoor assembly		Parking Operations Plan but not less than 4 per court or other recreational facility use plus parking required for any accessory uses. If athletic fields are included, there shall be one parking space for every three fixed seats, or one parking space for every six linear feet of team bench, but not less than 30 spaces per athletic field, basketball court, or ice arena.



RECEIVED

JUN - 4 2025

PLANNING & ZONING  
ADA TOWNSHIP

## APPLICATION FOR REZONING OR OTHER AMENDMENT OF THE ZONING ORDINANCE (EXCLUDING PUD)

An application to request the rezoning of property or a zoning and text amendment must be heard before the Ada Township Planning Commission. **Regular meetings of the Planning Commission are held on the third Thursday of each month at 5:30 p.m. at Ada Township Hall.** After receipt of the application and payment of the fee, your request will be placed on the next Planning Commission meeting agenda for the purpose of scheduling a public hearing. The hearing will be scheduled for the next month's Planning Commission meeting for consideration, with all legal notifications being met.

Recommendations from the Planning Commission are considered by the Ada Township Board of Trustees at the first available Ada Township Board of Trustees meeting following the regular Planning Commission meeting.

**A non-refundable filing fee of \$750.00 made payable to Ada Township must accompany your application as well as a small-scale map of the property and an accurate legal description of the property. Please note that a \$1,000.00 escrow deposit may be required, at the discretion of Township officials and staff.**

### Applicant Information:

Name: Spark 43 Architects, LLC

Address: 6749 Fulton Street East, Suite A115, Ada, MI 49301

Phone Number: 616-288-4989

Email: john@spark43arch.com

Property Owner Name and Address (if different than above): \_\_\_\_\_

### Property Information for a Rezoning Request:

Property Address: \_\_\_\_\_

Parcel Number: 41-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Current Zone District Classification: \_\_\_\_\_

Proposed Zone District Classification: \_\_\_\_\_

**For a Zoning Ordinance Text Amendment Request:**

The following general amendment is requested to be made to the Zoning Ordinance:

**See proposed zoning text amendment attached to this application.**

**For All Requests:**

Attach a written statement that addresses the conformity of the request with the Township Master Plan.

I (we), the undersigned, do hereby make application and petition the Township to amend the Ada Township Zoning Ordinance and associated zoning map, if applicable, and also hereby grant permission to Ada Township and its officials and staff to enter upon the subject property for purposes of review and evaluation of this request.

Applicant's Signature(s):  Date: 06/04/25

Property Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
(If different than above)

**APPLICATION FEE: \$750.00**      **NOTE: Electronic file/pdf is required on all applications (submit via email).**

TO BE COMPLETED BY ADA TOWNSHIP PLANNING DEPARTMENT

Application Received: <u>6-4-25</u>	Initial: <u>eb</u>	<u>Spark 43 Architects</u>	
mm / dd / yy			
Application Fee of \$ <u>750.00</u>	Received: <u>6/5/25</u>	Initial: <u>eb</u>	Check # <u>10145</u> Receipt # <u>386527</u>
mm / dd / yy			
Escrow Deposit of \$ _____	Received: _____	Initial: _____	Check # _____ Receipt # _____
mm / dd / yy			

Updated 12/21/2023 (f:\users\planzone\app&forms\app templates)





John Whitten, AIA, NCARB  
6749 Fulton Street East, Suite A115  
Ada, MI 49301

**June 04, 2025**

Ada Township Planning Commission  
**Ada Township**  
7330 Thornapple River Dr. PO Box 370  
Ada, MI 49301

**Re: Zoning Ordinance Text Amendment Request**

Members of the planning commission-

While reviewing the Ada Township Zoning Ordinance for potential future project(s), we learned that the ordinance as currently adopted does not include an avenue to pursue construction of commercial recreation within the I-Industrial zoned district. Additionally, the off-street parking requirements for commercial recreation outlined in section 78-788 only addresses indoor facilities and does not distinguish between uses with high occupant density like fitness studios and indoor golf simulators and lower occupant density uses like basketball courts, tennis courts, hockey rinks, and soccer fields.

Spark 43 Architects is requesting text amendments to the current ordinance that will allow development of commercial recreation facilities in the I-Industrial Zoned District through special land use approval as well as a text amendment to the off-street parking requirements that more specifically address potential future land use in the township.

**Background:**

Many of the surrounding communities allow commercial recreation (both indoor and outdoor) through special land use approval in both the I-Industrial and LI-Light Industrial zoned districts (or districts with similar characteristics as those defined in Ada's ordinance). A list of neighboring communities as well as a summary of their ordinances can be found in Exhibit 1 (attached). Amending section 78-382 to include a special land use approval process for commercial recreation in the I-Industrial district has the potential to drive future development and economic impact within the township. Data shows that commercial recreation facilities positively impact businesses like restaurants, hotels, and retail establishments in the communities they are located.

Section 78-788 "Schedule of off-street parking requirements" does not currently differentiate between the different types of commercial recreation uses that could potentially be developed in the township, nor does it address outdoor commercial recreation use at all.

The lack of specificity in the ordinance is significant because occupant density in these facilities can vary significantly between smaller footprint facilities with many users such as indoor golf simulators or a boutique fitness studio and those with large footprint amenities such as tennis court(s), basketball court(s), hockey arena(s) or other similar athletic infrastructure with low occupant density.

For example:

- A single golf simulator is approximately 325nsf and can be used by 1 person at a time representing an occupant density of 325 net square feet per occupant. The building code would likely look at this use as a B occupancy and require an occupant load of 1 person per 150 gross square feet. If a 7,200nsf building full of golf simulators were constructed, it would be significantly denser than a similar sized tennis court by functional use alone. The golf simulator building would yield 48 occupants. The same sized building containing a tennis court would only be able to accommodate 4 to 6 people using a single court. In our experience, simulators tend to attract groups of people which make the occupant load even more dense than what the calculations typically yield.
  - Arguably, this type of use could be classified under the Michigan Building Code as A-2, A-3, A-4 or B occupancy which have different occupant load calculations that would change the overall parking calculations for a single 325sf golf simulator:

<u>Occupancy</u> <u>(single Sim)</u>	<u>MBC</u> <u>1004.5</u>	<u>Occ. Load</u> <u>Factor</u>	<u>78-788 Req'd</u> <u>Parking</u>	<u>Comments:</u>
A-2	7n	47	16	Likely excessive.
A-3	50n	7	3	Appropriate given use.
B	150	3	3	Appropriate given use.

- A single indoor tennis court including the minimum required safety overruns is 7,200 net square feet (nsf). During competition, the court can be used by a maximum of 4 athletes at any given time representing an occupant density of 1,800nsf per occupant even though the building code calculates the occupant load at 1:50 for tennis courts. Accordingly, parking requirements for a single indoor tennis court would be as follows:

<u>Occupancy</u>	<u>MBC</u> <u>1004.5</u>	<u>Occ. Load</u> <u>Factor</u>	<u>78-788 Req'd</u> <u>Parking</u>	<u>Comments:</u>
A-2	50n	47	48	Excessive given function.
A-3	50n	47	48	Excessive given function.
B	150g	48	16	Likely excessive given function.

- A full-size outdoor soccer field including safety overruns (but without fixed seating) is approximately 98,800nsf. The typical roster size for a soccer team is between 15 and 20 athletes, including coaches and support staff. We assume a design load of 25 people per team for a total of 50 people per field. This results in an occupant density of 1,976nsf per occupant (excluding spectators).

Assuming the same field is constructed indoors, it would require the following parking counts under the current ordinance:

<u>Occupancy</u>	<u>MBC 1004.5</u>	<u>Occ. Load Factor</u>	<u>78-788 Req'd Parking</u>	<u>Comments:</u>
A-2	50n	1,976	<b>659</b>	Excessive given function.
A-3	50n	1,976	<b>659</b>	Excessive given function.

659 parking spaces for a single indoor soccer field without fixed spectator seating (which would be an A-4 occupancy) is excessive. Under the current ordinance (and without a variance) that many spaces would be required.

For simplicity, we have avoided trying to quantify spectators in any of the examples above because it becomes extremely nuanced when there are not fixed spectator seats that yield a fixed occupant load factor.

We acknowledge that parking requirements based on square footage numbers or occupant load factors as prescribed in Section 78-788 of the ordinance and Table 1004.5 of the 2021 Michigan Building Code typically work well for many zoned districts and uses. Frankly, Ada's parking ordinance is excellent for the vast majority of uses in the township and compared to other communities we have lived and worked in.

However, the parking demands of commercial recreation tend to be extremely nuanced which is why we feel that it is important to differentiate them in the ordinance. Attached and for your benefit, we have included the parking requirements for these kinds of uses in surrounding communities (Exhibit 1) as a basis of comparison.

Each of the commercial recreation facilities we have been involved with have had unique operating parameters, site constraints, operating hours, differences in age demographics being served and natural rhythms that influence parking demand. In each case it has been beneficial for both the community and the landowners to develop appropriate parking plans that support a facility's operational needs while also balancing the needs of the broader community.

To that end, we request the following text amendments to the Ada Township Zoning Ordinance:

- Add the following language to Section 78-382:

***“(15) Commercial Recreation, when approved by the planning commission as a special use, according to the standards of article XXI of this chapter.”***

- Add the following use and parking requirements to Section 78-788 (b):

Use:

***Commercial  
Gymnasium, tennis  
courts sports fields,  
or stadium and/or  
similar place of  
outdoor assembly***

Per each:

***Parking Operations Plan but not less than 4 Per court or  
other recreational facility use plus parking required for  
any accessory uses. If athletic fields are included, there  
shall be one parking space for every three fixed seats  
or one parking space for every six linear feet of team  
bench but not less than 30 spaces per athletic field,  
basketball court or hockey arena.***

I look forward to discussing our proposed amendments with you and welcome any questions the Planning Commission might have about our application!

Sincerely,



**John Whitten, AIA, NCARB**

principal architect, owner

Attachments: Exhibit 1

# EXHIBIT 1

## Recreation Use by District in Neighboring Communities

June 04, 2025

Township	Recreation Use by District			Parking Requirements
	Light Industrial	Industrial	Commercial	
Cascade	<u>T1 Transitional Industrial District</u> Other uses determined by the Planning Commission to be similar to the uses listed in Sections 13.03 and 13.04 hereof - <b>Permitted by Special Use Permit</b>	<u>I Industrial District</u> Other uses determined by the Planning Commission to be similar to the uses listed in Sections 13.03 and 13.04 hereof - <b>Permitted by Special Use Permit</b>	<u>B-2 General Business District</u> Athletic Clubs and Health Spas - <b>Permitted By Right</b>	Institution - Recreational Uses: <b>(1) parking space per (4) persons maximum capacity</b>
Grand Rapids	<i>Not a Designated District</i>	<u>SD-IT Special District - Industrial Transportation</u> Unlisted Use - <b>If an application is submitted for a use not listed, the director shall make a determination as to the proper Zone District and use classification for the new or unlisted use in accordance with Section 5.4.04.</b>	<u>MON-C Modern Era Neighborhood - Commercial</u> Health or athletic club, sports complex - <b>Permitted</b>	Health or athletic club, sports complex: <b>(2.5) spaces per 1,000 sq. ft. plus accessory uses</b>
Grand Rapids Township	<i>Not a Designated District</i>	<i>Not a Designated District</i>	<u>C General Commercial</u> Parks, athletic grounds, and athletic facilities - <b>Permitted by Special Use</b>	Health fitness centers: <b>(5) spaces per 1,000 square feet of gross floor area</b>  Public recreation centers: <b>(5) spaces per 1,000 square feet of gross floor area</b>
Grandville	<u>I-1 Restricted Industrial</u> Indoor recreation centers and health or fitness centers - <b>Permitted by Special Land Use</b>	<u>I-2 Industrial</u> Indoor recreation centers and health or fitness centers - <b>Permitted by Special Land Use</b>	<u>C-3 Commercial Highway District</u> Indoor recreation centers, health or fitness centers and sports training centers - <b>Permitted</b>	<u>C Commercial</u> Indoor recreation centers, health or fitness centers and sports training centers: <b>5 per 1000 sq ft GLA, plus 1 per employee</b>
			<u>C-4 Commercial Shopping Center District</u> Indoor recreation centers, health or fitness centers and sports training centers - <b>Permitted</b>	<u>I Industrial</u> Indoor recreation centers and health or fitness centers, and similar commercial recreational facilities completely within a closed building: <b>5 per 1000 sq ft GFA plus 1 per employee, or 6 per 1000 sq ft GFA</b>
Holland	<i>Not a Designated District</i>	<u>I Industrial</u> Recreation Indoor - <b>Permitted Accessory to an Industrial Use or in Non-Industrial outlots</b>	<u>CMU Corridor Mixed Use</u> Recreation Indoor - <b>Permitted</b>  Recreation Outdoor - <b>Permitted</b>	<u>CMU Corridor Mixed Use</u> Recreation Indoor: <b>Approving Authority Determination</b>  Recreation Outdoor: <b>Approving Authority Determination</b>
		Recreation Outdoor - <b>Not Permitted</b>		



# EXHIBIT 1

## Recreation Use by District in Neighboring Communities June 04, 2025

Township	Light Industrial	Industrial	Commercial	Parking Requirements
Holland Charter Township	<u>I-1 Light Industrial District</u> Recreation facility, commercial, indoor - <b>Permitted by Special Land Use</b>	<u>I-2 General Industrial District</u> Recreation facility, commercial, indoor - <b>Permitted by Special Land Use</b>	<u>C-2 Community Commercial District</u> Recreation facility, commercial, indoor - <b>Permitted by Special Land Use</b>  Recreation facility, commercial, outdoor - <b>Permitted by Special Land Use</b> <u>C-3 Highway Commercial District</u> Recreation facility, commercial, indoor - <b>Permitted by Special Land Use</b>  Recreation facility, commercial, outdoor - <b>Permitted by Special Land Use</b>	Gymnasium, sports fields, or stadium or similar place of outdoor assembly: <b>(1) for every three seats or one for every six feet of bench.</b>  For fields without spectator seating, there shall be a minimum of 30 spaces
Kentwood	<u>I-1 Light Industrial</u> Small Group Fitness and Rehabilitation Training Facility - <b>Special Land Use</b>	<u>I-2 General Industrial</u> Small Group Fitness and Rehabilitation Training Facility - <b>Special Land Use</b>	<u>C-2 Community Commercial</u> Recreation Facilities, Indoor - <b>Permitted</b>  Recreation Facilities, Outdoor - <b>Permitted</b>  <u>C-3 Regional Commercial</u> Recreation Facilities, Indoor - <b>Permitted</b>  Recreation Facilities, Outdoor - <b>Permitted</b>  <u>C-4 Office/Business</u> Recreation Facilities, Indoor - <b>Permitted by Special Land Use approval</b>  Recreation Facilities, Outdoor - <b>Permitted by Special Land Use approval</b>	Recreational facilities Indoor: <b>Parking Operations Plan but not less than 4 per court or other recreational facility use plus parking required for any accessory uses. If athletic fields are included, there shall be provided 20 spaces per field.</b>
Lowell	<u>I-1 Light Industrial</u> Unlisted Use - Other principal uses similar to the above listed uses provided that Planning Commission finds that the operational characteristics and effects of such uses are compatible with the uses listed above.	<i>Not a Designated District</i>	<u>C- General Commercial</u> Health and physical fitness establishments - <b>Permitted</b>	Health fitness centers: <b>(5) spaces per 1,000 square feet of gross floor area</b>  Public recreation centers: <b>(5) spaces per 1,000 square feet of gross floor area</b>
Plainfield Charter Township	<u>I-1 Light Industrial</u> Health clubs or gyms - <b>Permitted</b>	<u>I-Industrial</u> Indoor Recreation Facilities - <b>Special Land Use approval</b>  Outdoor Recreation Facilities - <b>Special Land Use approval</b>	<u>C-1 Commercial</u> Health clubs or gyms - <b>Permitted</b>  <u>CC Commuter Commercial</u> Health clubs or gyms - <b>Permitted</b>	Indoor Recreation Facilities: <b>(1) per each 300 square feet of usable floor area</b>  Outdoor recreational facilities: <b>Applicant shall demonstrate parking demand</b>
Walker	<u>I-1 Light Industrial</u> Fitness centers and health clubs - <b>Permitted as Accessory Use</b>	<u>I-2 Heavy Industrial</u> Fitness centers and health clubs - <b>Permitted as Accessory Use</b>	<u>C-1 Local Commercial</u> Fitness centers and health clubs - <b>Permitted Use</b>  <u>C-2 General Commercial</u> Fitness centers and health clubs - <b>Permitted Use</b>	Fitness centers and health clubs: <b>(1) per 800 square feet UFA (Usable Floor Area)</b>  Commercial recreation: <b>(1) per 800 square feet UFA (usable floor area)</b>

# EXHIBIT 1

## Recreation Use by District in Neighboring Communities June 04, 2025

Township				Parking Requirements
	Light Industrial	Industrial	Commercial	
<b>Wyoming</b>	<u>I-1 Light Industrial</u> Athletic training facility - <b>Permitted with approval of planning commission</b>	<u>I-2 Industrial</u> Athletic training facility - <b>Permitted after special approval</b>	<u>B-1 Local Business District</u> Physical culture facilities, gymnasiums - <b>Permitted</b> <u>B-2 General Business District</u> Physical culture facilities, gymnasiums - <b>Permitted</b>	Indoor recreation establishments including gymnasiums, tennis courts and handball, roller or ice skating rinks, exhibition halls, dance halls, and banquet halls: <b>(1) space for every 3 persons allowed within the maximum occupancy load as established by the city fire and building</b>
<b>Zeeland</b>	<u>I-1 Light Industrial</u> Indoor recreational and indoor public assembly uses <b>Permitted with approval by the planning commission</b>	<u>I-2 General Industrial District</u> Indoor recreational and indoor public assembly uses <b>Permitted by right</b>	<u>C-3 Highway Commercial District</u> Indoor recreational facilities - <b>Permitted by Right</b>	Theaters, assembly areas, auditoriums, gymnasiums: <b>(2) spaces for each 5 seats or each 8 feet of pew length or (1) space for each 3 persons allowed within the maximum capacity load established by any applicable codes or ordinances, whichever is greater</b>



## **ADA TOWNSHIP PLANNING COMMISSION MINUTES OF THE MEETING JULY 17, 2025, REGULAR MEETING**

### **DRAFT**

A regular meeting of the Ada Township Planning Commission was held on Thursday, July 17, 2025, at 5:30 p.m., at the Ada Township Hall, 7330 Thornapple River Drive, Ada, Michigan.

#### **I. CALL TO ORDER**

Vice-Chair Butterfield called the meeting to order at 5:30 p.m.

#### **II. ROLL CALL**

Members Present: Butterfield, Carter, Cooper-Surma, Ellixson-Andrews, Kluting, Moyer  
Members Absent: VanderVennen  
Staff Present: Bajdek, Buckley, Said  
Others Present: 1

#### **III. APPROVAL OF AGENDA**

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

#### **IV. APPROVAL OF MINUTES OF JUNE 12, 2025, REGULAR MEETING**

Moved by Carter, supported by Cooper-Surma, to approve the June 12, 2025, Regular Meeting minutes. Motion carried.

#### **V. APPROVAL OF MINUTES OF JUNE 24, 2025, SPECIAL MEETING**

Moved by Moyer, supported by Carter, to approve the June 24, 2025, Special Meeting minutes. Motion carried.

#### **VI. PUBLIC HEARING**

##### **1. Request for Zoning Ordinance Text Amendments to allow commercial recreational facilities in the I Industrial and LI Light Industrial zoning districts, and to establish corresponding parking provisions for such uses, Spark 43 Architects, LLC**

John Witten, owner of Spark 43 Architects, 6479 Fulton East and moving to 1025 Spaulding this week. He said they are a small architectural firm that specializes in sports and recreation work all over the country and locally here in Ada. He explained that he is seeking a zoning text amendment for the Industrial and Light Industrial zoning districts that would allow commercial recreation facilities by way of a Special Land Use application. The current zoning does not accommodate that type of Special Land Use. He noted that while the request is ours to change the text amendment, this does relate to a possible upcoming project, if the amendment is accepted.

Mr. Witten mentioned that parking is a challenging topic of discussion and said it is difficult to pin down a solid parking strategy for some of the facilities. He explained the process of a proposed parking operations plan and the request to add language to the parking requirements in the ordinance.

Planning Director Said clarified that the request is a proposal for amending the ordinance, not for a particular plan or location. The Special Use orientation would allow for specific review of things like operations and/or parking, that the Planning Commission would have latitude to review as part of the special use process, if the text amendment were to be approved.

Said went over the current zoning ordinance regulations allowed and the current parking requirements for the I and LI districts. He said the applicant's proposed language is somewhat detailed and different than the scope of most current parking regulations. The applicant provided alternatives from various communities in the application package. From Staff perspective, we are comfortable with the proposed language.

Said concluded that Staff have no objections to amending the Zoning Ordinance to allow commercial recreational facilities as Special Uses in the I and LI districts. Many other communities allow such uses, and their size and scale would make sense in these areas.

The Commission discussed the information provided from the other communities; it was questioned why review the text amendment now vs. at the time of the Zoning Ordinance Update, Commissioners were in favor of review of a parking operation plans, discussed whether the request would work under a PUD process, and there was extended discussion and clarifications regarding the proposed language changes in the ordinance.

Carter shared concern that this request could reduce the amount of industrially zone space available for industrial use in Ada. Mr. Witten responded that it does not reduce the space, it provides a better opportunity on that space/site.

There was additional discussion regarding the language. Commissioners shared concern of capturing the correct content in the language. Said agreed that the new language provides clearer explanation. Planner/Zoning Administrator Bajdek stated generally working with a text amendment, Staff presents to the Planning Commission a redline draft of what the exact language will be. Said stated he will provide a redline draft language document prior to item going before the Township Board.

Butterfield opened the public hearing at 6:27 p.m. Said received a written comment from Commission Chair, Rob VanderVennen, that said, I have no objection to the changes, and I think it would be a good fit for Ada. There was no other comment and the public hearing was closed.

Moved by Kluting, supported by Cooper-Surma, to recommend to the Township Board, approval of the text amendments proposed by applicant, subject to adding new use in the I and LI district (Sec. 78-382) and replace the existing recreation facility language in the parking section (Sec. 78-788) with applicant's proposed language. Roll call vote: Yes – 5 (Butterfield, Cooper-Surma, Ellixson-Andrews, Kluting, Moyer); No – 1 (Carter); Absent – 1 (VanderVennen). Motion carried.

## **VII. UNFINISHED BUSINESS - none**

**VIII. NEW BUSINESS - none**

**IX. COMMISSION MEMBER / STAFF REPORTS**

Said provided updates:

The Zoning Ordinance Rewrite - Progressive Companies were approved by the Planning Commission and also by the Township Board and Planning Staff will be engaging with Progressive to get the Zoning Ordinance Rewrite underway. Said stated that it is possible that Progressive may have conversation involving the Zoning Ordinance at the next PC meeting on August 21<sup>st</sup>. Said will contact PC Chair regarding the August meeting and advise further details.

Said informed that the Township Board has engaged with the University of Notre Dame, School of Architecture, on a study of the planning framework associated with the new Township Hall location. There may be a Design Charrette for the new Township Hall, tentative date August 18-20. There are also some early stakeholder interviews going on.

The Parking Plan – The Township and the DDA have engaged with Fishbeck, and their sub consultants McKenna, working on a parking plan for the downtown area. The process is underway; the consultant is doing counts of demand and inventory of downtown spaces (during a variety of activities/usages). They are scheduling stakeholder interviews for early August and more opportunities for public input (tentative date August 18). The goal for the parking plan is to provide the Township with a good strategy for future parking management.

**X. PUBLIC COMMENT - none**

**XI. ADJOURNMENT**

Moved by Carter, supported by Ellixson-Andrews, to adjourn the meeting at 6:37 p.m. Motion carried.

Respectfully submitted,

---

Jo DeMarco, Ada Township Clerk

rs:eb





## MEMORANDUM

Date: 08/04/2025

**TO:** Julius Suchy, Township Manager & Ada Township Board of Trustees  
**FROM:** Wesley Deason, Director – Parks & Recreation  
**RE:** Capital Improvement Project Recommendations

### Background:

This memo outlines three related requests for action tied to our 2025 capital improvement initiative to relocate the stadium lights from Leonard Field to Ada Park. This project represents a critical infrastructure upgrade intended to enhance the functionality and safety of our facilities at Ada Park due to the unique nature of the Covered Bridge Park project. Due to the complexity of the relocation, this project involves coordinated components including new fencing, disassembly and reinstallation of light poles, and procurement of materials and technical services. The following requests are submitted for Board review and approval:

### REQUEST #1

#### **Award Contract for Ada Park Ballfield Fencing Project**

*Vendor:* Fence Consultants of West Michigan

*Amount:* \$88,372.00

Ada Park is home to our two busiest softball fields, which regularly accommodate Township-run league games, regional tournaments, and a variety of special events. In addition to Township programming, these fields are also widely used by local community organizations and user groups throughout the year.

With the upcoming Covered Bridge Park project requiring the removal of stadium lights from Leonard Field, a key element of this capital improvement project is relocating those lights to Ada Park. However, the current shared outfield fencing configuration between the two fields—illustrated in the attached aerial photo—is no longer suitable. To accommodate the placement of stadium light poles and ensure safe, independent play areas, it is now necessary to install separate outfield fences for each field.



This need aligns with another important infrastructure update: the existing fencing is significantly deteriorated and does not meet current ADA standards. Therefore, this request seeks approval to award the fencing portion of the project to Fence Consultants of West

Michigan in the amount of \$88,372.00. The proposed scope includes full installation of new perimeter fencing for both fields, improvements to ADA accessibility, enhanced maintenance access via upgraded gates, and the required field dimensions to allow for successful installation of the relocated stadium lighting system.

[Note: an alternative quote was requested and received from Straight Line Fence in the amount of \$128,991. A third alternative quote was requested and agreed to be delivered from Metro Fence, however, they notified me on August 1<sup>st</sup> that they would be withdrawing their quote due to staffing issues and an inability to handle our project]

**Requested Motion #1:**

*To approve the award of the Ada Park ballfield fencing project to Fence Consultants of West Michigan in the amount of \$88,372.00*

**REQUEST #2**

**Vendor Recommendation for Leonard Field Stadium Light Relocation and Installation**

*Recommended Vendor:* Buist Electric

*Amount:* \$105,782.00

This request seeks approval to award the Leonard Field stadium light relocation and installation project to Buist Electric. Following a review of project requirements, Buist has proposed a comprehensive scope of work that includes all labor, materials, and equipment necessary to successfully relocate and reinstall the lighting system at Ada Park. This vendor recommendation represents the most cost-effective option for the successful execution of the stadium light relocation and installation, with Buist bringing both the technical capability and relevant experience to deliver the project on time and to standard.

[Note: alternative quotes were requested and received from both Bazen Electric in the amount of \$145,600.00 and Windemuller Inc. in the amount of \$113,970.00. Representatives from Musco Lighting have worked with all three of these vendors on similar stadium lighting projects in the region.]

**Requested Motion #2:**

*To approve the award of the Leonard Field Stadium Light Relocation and Installation Project to Buist Electric.*

**REQUEST #3**

**Approval of Equipment and Services from Musco Lighting**

*Vendor:* Musco Lighting

*Amount:* \$26,300.00

This request seeks approval for the procurement of specialized equipment, materials, and services from Musco Lighting to support the relocation and reinstallation of the stadium lights from Leonard Field to Ada Park. Musco Lighting, as the original equipment manufacturer, is uniquely positioned to provide the necessary components and updated specifications to

ensure proper functionality and compliance with lighting standards at the new location. Musco's engineering support and custom-fabricated materials are essential for maintaining lighting performance, player safety, and long-term system reliability.

**Requested Motion #3:**

*To approve the purchase of equipment, materials, and engineering services from Musco Lighting in the amount of \$26,300.00, as presented, to support the relocation of stadium lighting to Ada Park.*

Lastly, staff are pleased to report that the combined total for all three components of this project—\$88,372.00 for fencing, \$105,782.00 for light relocation and installation, and \$26,300.00 for equipment and services from Musco Lighting—amounts to \$220,454.00. This total falls well within the \$265,000.00 allocated for this year's Capital Improvement Plan (CIP), leaving a balance to accommodate any unforeseen contingencies or ancillary project needs.

# Fence Consultants of West Michigan

615 Eleventh St. NW  
Grand Rapids, MI 49504  
(616) 454-1911  
Fax (616) 233-0422



PROPOSAL AND  
ACCEPTANCE

www.FenceConsultants.com

Locations in:  
Grand Rapids & Holland



Date: 7/11/2025	Sales Consultant: Ben Newhof - Benn@fenceconsultants.com
Proposal Submitted To: Ada Township/Wesley Deason	Phone: 616-920-7853
Street: 1180 Buttrick Ave SE	Email: wdeason@adatownshipmi.com
City, State & Zip Code: Ada, MI 49301	Job Location: Ada Park Ball Fields

## Description:

We are pleased to submit this proposal for Ballfield Fencing and Gates at Ada Park. Our proposal includes and is limited to the following:

Furnish Labor and Material to install approximately (2,150) linear feet of Aluminized Chain Link fence and gates for (2) ball fields. Layout to closely match existing, with adjustment to accommodate for new lighting. Each field to have (2) 4' wide Walk Gates and (2) 15' wide Double Drive Gates Backstop to be 16' tall, fencing from backstop through dugouts to be 8' tall and sidelines and outfields to be 5' tall. Backstop to have 6' gauge chain link fabric on the lower 8' all other fabric to be 9 gauge. Backstop to have an 8' hood and rails every 4' feet. 8' tall fence to have top, middle and bottom rails. 5' tall fence to have top and bottom rails. All fence posts set in concrete footings. Fence framework as follows:

Backstop Posts – 4" WT-40 Galvanized  
8' & 5' Terminal Posts - 3" WT-40 Galvanized  
8' Line Posts – 2-1/2" WT-40 Galvanized  
5' Line Posts – 2' WT-40 Galvanized  
Rail – 1-5/8" WT-20 Galvanized

Labor and Material Total - \$88,372.00

## OPTIONS:

1) Furnish and install round yellow Poly fence cap on all 5' tall fence for both fields.	ADD	\$8,120.00
2) Furnish and install 15' tall yellow foul poles with side flags for both fields.	ADD	\$5,540.00
3) Removal of old chain link fabric and framework for both fields, post removal by others.	ADD	\$7,300.00
4) Total removal of old fencing for both fields.	ADD	\$16,425.00

## NOTES:

- 1) Layout stakes will be needed for out field fences and in the event sideline and/or backstop layouts change.
- 2) Price assumes access to site with heavy equipment.

Please sign and return a copy to acknowledge order.

Price good for 15 days.

# Fence Consultants of West Michigan

615 Eleventh St. NW  
Grand Rapids, MI 49504  
(616) 454-1911  
Fax (616) 233-0422



PROPOSAL AND  
ACCEPTANCE

www.FenceConsultants.com

Locations in:  
Grand Rapids & Holland



\*Customer is responsible to obtain any permits needed.

Terms: Net 30

All Prices Net  
Quotation Includes Applicable Taxes

- **The buyer is responsible for the property or fence line. If the property stakes cannot be located it is recommended that the buyer have the property surveyed. All other unmarked or mismarked sprinkler lines, water pipes, drains, objects, etc. are not the responsibility of Fence Consultants and the customer will assume liability for any damage caused by directing Fence Consultants to dig in the immediate vicinity of said items.**
- Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Fence Consultants of West Michigan is authorized to do the work as specified. Payment will be made as outlined above.
- Security Agreement: We, the undersigned, hereby agree to purchase the above described collateral from the above mentioned seller. The seller retains security interest in the collateral described until the full purchase price is paid. Upon default, the seller may retake possession of the above mentioned collateral, and may enforce its remedy against the buyer pursuant to the Michigan Uniform Collateral Code. No collateral under this agreement shall be considered annexed to the realty as to become a fixture. Fence Consultants of West Michigan shall retain ownership under this security agreement until said obligation is paid in full.
- A balance delinquent more than 30 days will incur an additional time price differential of 1 ½% per month (or a charge of 50 cents for a balance under \$33.00) which is an annual percentage rate of 18%. Collection action may also be taken.

Authorized Signature:

Date:

Please sign and return a copy to acknowledge order.

Price good for 15 days.





STRAIGHT LINE FENCE  
PAULS CELL 616-558-4063  
845 CHESTNUT SW  
GRAND RAPIDS, MI. 49503  
STRAIGHTLINEFENCES.COM

July 16, 2025

To: Ada Township

From: Paul DeVries / Straight Line Fence

Re: Ada Township Ball Fields

**Field # 1 = \$ 62,890.00**

- 950 feet of new 6' galvanized chain link fence including two 4' walk gates, and two 10' double swing gates. **\$ 30,934.00**
- 152 feet of new 8' galvanized chain link fence including two 4' walk gates, and two 10' double swing gates. **\$ 8,984.00**
- Backstop fence 40' wide by 16' tall plus 6' overhang. New backstop includes lower 6 gauge wire up to 8' tall, 4" terminals, and 6 horizontal rails. **\$ 11,135.00**
- Round corrugated 5" yellow top cap 6' fence and gates 978'. **\$ 3,912.00**
- 4" galvanized yellow foul poles with 12' x 1 1/2' screen to 20' high powder coated yellow. **\$ 2,500.00**
- Fence demo **\$ 5,425.00**

**Field # 2 = \$ 66,101.00**

- 970 feet of new 6' galvanized chain link fence including two 4' walk gates, and two 10' double swing gates. **\$ 33,990.00**
- 152 feet of new 8' galvanized chain link fence including two 4' walk gates, and two 10' double swing gates. **\$ 8,984.00**
- Backstop fence 40' wide by 16' tall plus 6' overhang. New backstop includes lower 6 gauge wire up to 8' tall, 4" terminals, and 6 horizontal rails. **\$ 11,135.00**
- Round corrugated 5" yellow top cap 6' fence and gates 998'. **\$ 3,992.00**
- 4" galvanized yellow foul poles with 12' x 1 1/2' screen to 20' high powder coated yellow. **\$ 2,500.00**
- Fence demo **\$ 5,500.00**

**Optional upgrade top cap to a premium standard tear drop shape cap add \$ 3,792.00**

**All chain link includes 3" terminals, 2 1/2" line posts, 1 5/8" top/bottom rail, and Aluminized 9 gauge wire (no sharp edges like galvanized).**

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
PO Number

Straight Line Fence is not responsible for damage to private utility or sprinkler lines.

Thank you for the opportunity to quote this work. If you have any questions, please contact me at my cell 616-558-4063 or by email [pauld@straightlinefences.com](mailto:pauld@straightlinefences.com).



Electrical | Technology | Engineering

July 30, 2025

Quotation #: **OP-2566229 REV1**

**Wesley Deason**

**Ada Township**

1180 Buttrick Drive

Ada, MI 49301

RE: Relocate Musco Poles & Install New Service

Wesley:

Buist has reviewed the requirements of the project and will provide labor, materials, and equipment to complete the following:

- Removal of (6) Musco poles along with the associated control boxes at the Leonard Ball Field and transport to Ada Park Ball Field Location
- Provide and install (1) new 400A service on the North side of the office building
- Provide and install a 400A feed up to 10' from the panel to Consumers feed location
- Installation of the concrete foundations for the (6) Musco poles
- Provide and install 1 ½" conduit with to the (6) Musco poles
- Provide and install (1) Quazite junction box at the base of each pole location
- Install the Musco control cabinet between the outfields of the ball diamonds
- Directional bore (1) 2" conduit from the new service to the new control cabinet location
- Provide and install necessary wire and termination.
- Build and set (6) poles with Musco provided aiming
- Electrical permits and inspections
- \$10,000 allowance for utility fees

Total **Bid** Price: **\$105,782.00**

**Clarifications**

- Does not include new Musco material needed to install at the new location
- Pricing does not include any prevailing wages
- If installation is completed at a later date, material storage is assumed to be at Ada Park Maintenance Garage

Price assumes all work to be completed Monday - Friday, first shift, unless otherwise stated above. Thank you for the opportunity to submit this quotation. Please feel free to contact me directly at (616) 299-2740 with any questions.

Respectfully,

**BUIST**

*Josh Monsma*

Josh Monsma

Project Manager Outdoor Utilities

JM/sm

2 – 84<sup>th</sup> Street SW

Byron Center, MI 49315

(616) 878-3315

buist.com

3201 Lake Street

Kalamazoo, MI 49048

(269) 343-9191

**Notice to Proceed**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Buist is authorized to do the work specified.

Date Accepted: \_\_\_\_\_ Signature: \_\_\_\_\_ P.O. #: \_\_\_\_\_

(Please sign and email back)

Price does **not** reflect winter rates (December 1 through March 1). To avoid damage, you must mark (stake) any customer-owned existing underground facilities such as: well/septic/sprinkler systems, any underground wires, buried LPG tanks, piping, or any other unusual buried facilities. Stakes must be apparent when we arrive to install the service. We cannot reimburse damages to improperly-staked facilities. Buist will call Miss Dig for public utility locations.

Due to current supply chain challenges, material costs are subject to review until a PO/contract is received or signed. For longer lead time items, we are seeing shorter expiration dates on supplier/manufacture quotes, as well as price escalation in the interim between PO issuance and date of shipment. We will make every effort to keep you informed, work diligently to keep these costs in check, and be transparent with any costs we need to pass along.



1695 Service Road NE  
Grand Rapids, MI 49503  
(616) 458-7210  
www.bazenelectric.com

July 29, 2025

Attn: Wesley Deason  
Ada Township  
7330 Thornapple River Drive  
Ada, MI 49301

**QUOTE #25NC-007      ADA TOWNSHIP PARK MUSCO LIGHTING PROJECT**

---

Wesley,

We are pleased to provide a quote for the electrical requirements on the Musco lighting project at Ada Park.

Scope of Work includes:

- Remove Musco lighting from Leonard Field; transport to Ada Park and reinstall.
- New 400A service on office building.
- Install Musco lighting panel between fields.
- Provide power to Musco lighting panel from new 400A service on office building.
- Provide individual feeds to each Musco light pole.
- Provide Musco specified light pole foundations. (Musco to provide precast bases.)
- Feeder pipes to be directional bore.
- Allowance for utility fees (\$10,000).

**Total: \$145,600.**

Thank you,

Nick Cisler, Project Manager

This proposal is based on current material costs and market conditions. At time of order, we reserve the right to review and adjust pricing due to market fluctuations or newly imposed tariffs.



July 31, 2025

Ada Township  
1180 Buttrick Dr.  
Ada, MI 49301

PROJECT: Re-locate existing Musco system from Leonard ball field to Ada ball field.  
PROPOSAL # TJV25-579

This proposal is for Labor, Material, and Equipment to complete the following:

- Disconnect and remove the 6-existing poles at the Leonard Ball Field.
- Disconnect and remove the existing Musco control cabinet.
- Transport the poles and equipment to Ada ball field park for future installation.
- Furnish and install 1- 400 amp 120/240 single phase panel behind office building.
- Install the existing Musco controller next to the new service panel.
- Install 6-new concrete foundations at Ada ball park. (new pole foundations furnished by owner)
- Re-install the 6- existing light poles on the new location at Ada ball park.
- Install any new lights or changes to the existing poles per Musco specs.
- Re- aim lights as needed per Musco Lighting.
- Furnish and install (2) 2" PVC conduits with 3/0 cu feeder cables to the new light poles from the new service location.
- Furnish and install hand holes as needed.
- Make all final connections, commission, and test lighting to complete.

**Notes:**

1. The proposal is based normal wages.
2. This proposal does not include the cost of Musco Lighting System materials.
3. This proposal does not include any stamped electrical drawings.
4. This proposal is based on normal soil conditions, if rock or high water is encountered during auguring, additional costs will be added to the base price.
5. This proposal does not include sales tax on the lighting system materials.
6. This proposal does not include any utility costs for the new service.

**Terms:** Net 30 after completion of the project.

Our proposal is valid for 20 days.

**Base Bid Total:**

**\$ 113,970.00**

One Hundred Thirteen Thousand Nine Hundred Seventy dollars.

Please feel free to call and discuss our proposal in further detail. Please sign, date, and return a copy to me.

Sincerely,



Accepted By \_\_\_\_\_

Printed Name \_\_\_\_\_

Purchase Order \_\_\_\_\_

Date \_\_\_\_\_

CORPORATE HEADQUARTERS  
1176 Electric Ave., Wayland, MI 49348  
616.877.8770 800.333.3641

MID MICHIGAN BRANCH  
3600 Centennial Dr., Midland, MI 48642  
989.631.2023

NORTHERN MICHIGAN BRANCH  
1301 Business Park Dr., Traverse City, MI 49686  
231.935.4800 800.891.5319



CORPORATE HEADQUARTERS  
1176 Electric Ave., Wayland, MI 49348  
616.877.8770 800.333.3641

MID MICHIGAN BRANCH  
3600 Centennial Dr., Midland, MI 48642  
989.631.2023

NORTHERN MICHIGAN BRANCH  
1301 Business Park Dr., Traverse City, MI 49686  
231.935.4800 800.891.5319



100 1<sup>st</sup> Ave West • PO Box 808 • Oskaloosa, IA 52577 • Phone: (800) 825-6020 • Fax: (888) 397-8736 • Josh.Newell@Musco.com

**Leonard Field Baseball Pole Relocation – Materials and Re-aim Services**

**Date: 02/11/25**

**Quotation Price**

Materials and services as described below.....**\$26,300.00** Plus applicable sales tax.

**Equipment and Services Description**

- Updated Lighting Design and Aiming Diagram Based on the Relocation of (6) Poles from a 205’/244’/177’ Field from Project Number 208821 to a New 280’ Radius Field at Ada Park
- (6) Pre-cast Concrete Foundations for the Relocated Poles
- (2) 6-Position Crossarm Assemblies for the C1 and C2 Poles (Allows for backside fixtures to be used for field lighting)
- Stamped Foundation Design (Per standard Class 5 soils or a geotech report provided by others)
- Delivery of Materials to the Job Site

**NOTES:**

1. Quotation price is for materials delivered to the job site. Installation, unloading, and electrical is not included, and is to be provided by others.
2. A stamped foundation design will be provided based on standard Class 5 soils or a geotech report provided by others. If soils are not adequate for standard foundation designs, additional structural engineering and installation costs may be incurred. These costs will be at the owner’s expense and are not included in the quotation price.
3. The lighting system sold in original project 208821 was designed to a 35 footcandle infield average, and a 25 footcandle outfield average for a 205’/244’/177’ radius field. Installing this same system on a 280’ radius field will drop light levels significantly due to the increase in field size.
4. Please allow approximately 2 to 3 weeks for delivery of materials after receipt of a purchase order.

**Payment Terms**

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco. Freight Charges have been included in the above prices. Sales tax is NOT included as part of this quote.

**Licenses and Permits**

MUSCO, a non-union organization, requires Customer to arrange and secure all licenses, permits and/or applicable labor contracts with local authorities. MUSCO shall not be held responsible for local union labor and any permits, if required.

**Nonliability**

Before Musco enters the Property to set up its equipment under this Agreement, Customer must notify Musco of any landscaping or surface areas that are to be avoided by Musco in setting up its equipment. Absent Musco’s negligence or willful misconduct, Musco is not, at any time or to any extent, liable, responsible or in any way accountable for any loss, injury, death or damage to persons or property, from any cause that at any time may be suffered or sustained by Customer, or by any person on or about the Property arising out of the entry or activities on the Property by Musco, or any person or persons permitted on the Property by Musco.

Prices are good for acceptance and delivery for 90 days only, unless such time is extended in writing. If you have any questions regarding the quotation, please call me at 800-825-6020 .

Musco Lighting

Josh Newell - Lighting Services Sales Representative

## MEMORANDUM

Date: 8/4/25



**TO:** Ada Township Board of Trustees  
**FROM:** Kevin Austin, DDA Director  
**RE:** Complete Streets Pilot Program Installation Proposal

---

**Overview:**

The Downtown Development Authority (DDA), in partnership with the Grand Valley Metro Council (GVMC) and the Kent County Road Commission (KCRC), is requesting Township Board approval to install a Complete Streets Pilot Program improvement at the intersection of **Fase Street and Thornapple River Drive**. This initiative is part of GVMC's regional effort to test low-cost, high-impact improvements that enhance pedestrian safety, reduce vehicle speeds, and increase overall visibility at key crossings.

**Background:**

The GVMC Complete Streets Pilot Program aims to evaluate temporary infrastructure changes that improve multi-modal transportation environments, with a focus on pedestrian accessibility, safety, and livability. GVMC's pilot approach utilizes paint and flexible plastic delineators to simulate permanent design features without long-term commitment or financial investment from local jurisdictions. In May 2025, representatives from GVMC, KCRC, and Township staff inspected two locations in the downtown area for potential pilot installations:

- Ada Drive and Bronson Street Crosswalk
- Fase Street and Thornapple River Drive Crosswalk

Following this review, the Ada Drive/Bronson location was ruled out by KCRC due to the required turning radius for a 30-foot single-unit truck, which could not be accommodated with temporary modifications.

However, the Fase Street and Thornapple River Drive crosswalk was approved by KCRC for a pilot treatment. This location currently presents challenges for pedestrians, including a long crossing distance, wide curb radii that encourage high-speed turning, and poor yielding behavior by drivers—**an issue frequently raised by residents to Township staff.**

**Proposed Installation Details:**

The proposed installation involves using temporary paint and flexible delineators to reduce the effective curb-to-curb crossing width on the north side of the intersection, shortening the pedestrian crossing by approximately

**12–15 feet (Figure 1).** The visual rendering provided illustrates the planned curb extensions and anticipated impact. A sample image of similar treatments (Figure 2) shows the look and feel of the pilot equipment. GVMC will conduct before-and-during data collection, including pedestrian and vehicle counts, survey data, and observational studies. A brochure outlining the full program scope is also attached for reference.

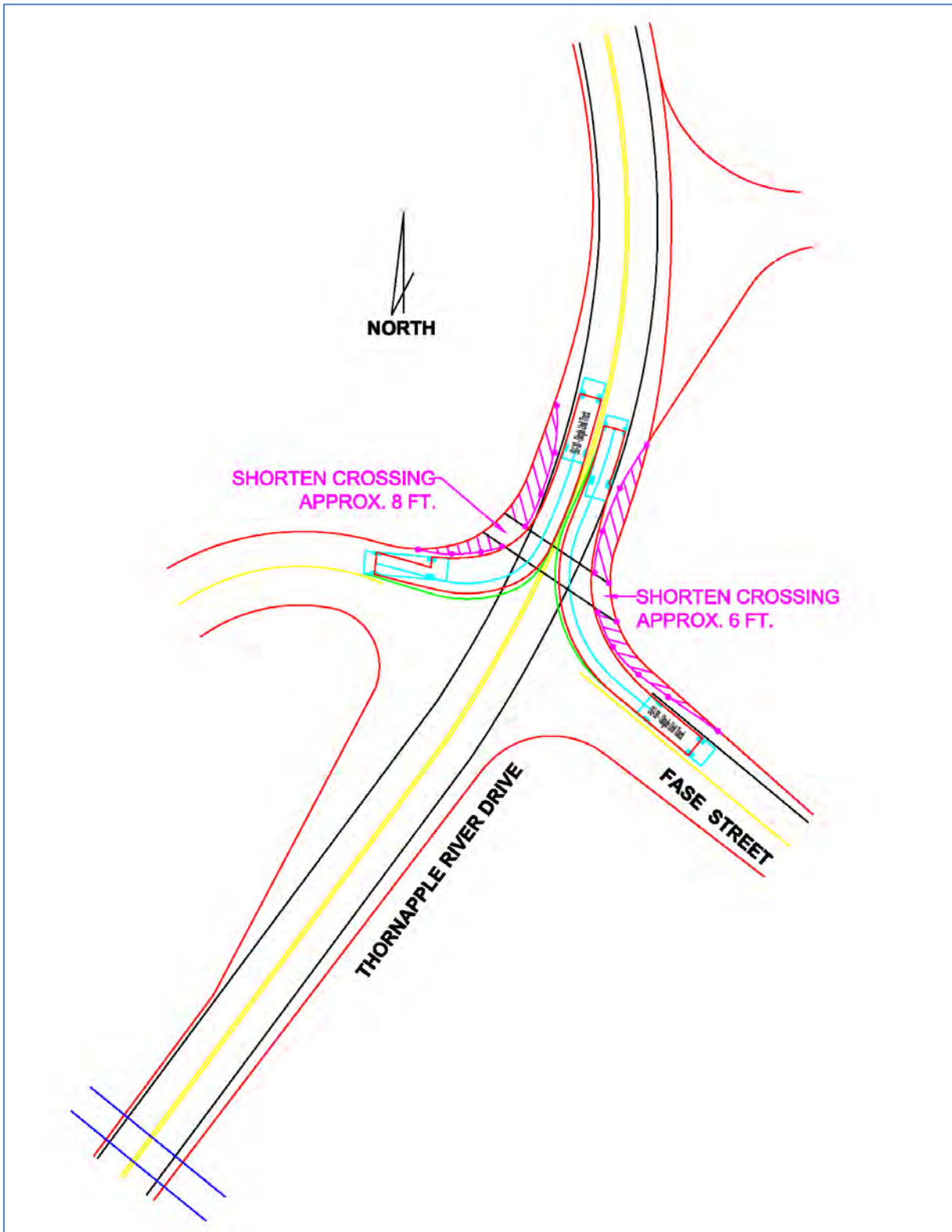


Figure 1



## Sample Equipment:



Figure 2

## **Project Timeline and Cost:**

- Duration of the program: 6–8 weeks (with DDA staff requesting a minimum duration of 8 weeks)
- Installation will be completed in less than 1 day following approval by TB and DDA boards.
- Cost to Township/DDA: \$0
- Installation and Maintenance: Handled by GVMC workgroup staff

## **Benefits of Installation:**

- Improves pedestrian visibility and comfort
- Shortens crossing distance for pedestrians
- Calms vehicle traffic and reduces turning speeds
- Discourages dangerous vehicle maneuvers
- Responds to frequent resident concerns about pedestrian-vehicle conflicts at this location

## **Alignment with DDA Objectives:**

This project supports the DDA’s goals of enhancing downtown walkability and supporting pedestrian infrastructure. Furthermore, participation in this pilot strengthens our working relationship with KCRC and helps validate desirable future improvements through data and field testing.

Note that Township Engineer Steve Groenenboom has reviewed the proposed alteration and endorses the installation.

**Request for Action:**

Staff respectfully requests the following motion:

***Motion to Approve the installation of the Grand Valley Metro Council's Complete Streets Pilot Program at the intersection of Fase Street and Thornapple River Drive.***



## **Township Manager Report for August 6, 2025**

**Submitted by Township Manager Julius Suchy**

### **Pettis Trail (Knapp Street to Cannonsburg Rd.) Update:**

Kent County will hold a public meeting with property owners along the trail in late August (tentatively scheduled for August 27<sup>th</sup>). Once we have the final date, we will share that with the Township Board and the public. They have sent out letters to property owners regarding the trail's impact on individual properties and any potential easement discussions.

The updated plan will have the trail run up the east side of Pettis Avenue to between 3 and 4 Mile Road, then cross Pettis Avenue to the west side of the road and continue to Cannonsburg Road. This change was due to issues with the right-of-way on the west side of Pettis Avenue.

### **Spaulding Lift Station New Pump Update:**

The two pumps ordered from Detroit Pump were received and have been installed in the Spaulding Lift Station. The Township originally approved expedited freight to receive the pumps between 6-8 weeks, but it took 12 weeks to receive the pumps. I reached out to the vendor and requested that they remove the expedited freight fee of \$11,700, and they agreed to remove it.

### **New Township Hall Site GeoTech Work:**

I have reached out to Driesenga & Associates to have them provide a proposal for Geotech work for the site at the potential Township Hall Site (7171 Headley Street). The goal of this work is to determine if a basement is feasible.

### **Revize Website Update:**

Staff have been working on updating the new website now that the training is complete. I will schedule meetings with all department heads before the go-live date to ensure everyone is comfortable with the new website layout and the content for their section of the site. The tentative go-live date is scheduled for Friday August 29th.

### **Spaulding Street Lift Station Insurance Claim:**

I am still working with our insurance company on this claim. A detailed summary of the incident was provided, along with reports and information from contractors who reviewed the issues after the fact. Once completed, I will report to the board the total amount covered under the insurance claim.

### **Utility Rate Study:**

The BGU Committee met on July 14<sup>th</sup> to review several accounts that have been run through the rate study scenario. The BGU Committee provided feedback to John Kaczor, Municipal Analytics, and once he has updated his work, the committee will review it and determine next steps.

### **Accountant Position Update:**

The Township is currently utilizing a temporary employee (Carly Jean, contracted through Robert Half), and she has been an excellent addition to our team during this period of transition. I plan to post the position within the next week and fill it in early September.

**Covered Bridge Park Groundbreaking Ceremony:**

A groundbreaking ceremony has been scheduled for September 3<sup>rd</sup> from 1:00 – 2:30 PM at the south side of Covered Bridge Park. Information regarding the groundbreaking will be shared with donors and the public.



**3 Mile Road Paving Update:**

Jerry Byrne, KCRC, provided me with a draft guidance document for paving sections of non-paved roads that would not be funded with the KCRC cost-sharing program. I have requested the engineer, Mr. Groenenboom, to review and provide feedback on the draft document. Once the feedback has been received, staff can review it and determine next steps.

**Committee Updates:**

- Administrative Committee: The committee now holds monthly meetings. The most recent meeting discussed
  - Township Hall Architect of Record Proposals
- Building, Grounds, Utility Committee: A meeting was held on July 14<sup>th</sup> to discuss the following items:
  - The Utility Rate Study
- Public Safety Committee: No meeting is scheduled currently
- Trail Committee:
  - The trail committee has one vacancy. I have been working with Supervisor Korth on a potential replacement.
- Personnel Committee: No meeting is scheduled currently



# Memo

To: Julius Suchy, Township Manager  
From: Stephanie Boerman, Assessor *SAB*  
Date: August 4, 2025  
Re: Assessing Department Update

---

Comments: Property questionnaires for the neighborhoods that we will be reviewing this year have been mailed to residents and we have received 32% of the questionnaires back. We are in the process of analyzing and entering data on those parcels as part of our summer field reviews process.

July Board of Review met on Tuesday July 22, 2025 @ 8:00 am.

The Board of Review heard 2 petitions

- 1 Poverty Exemption
- 1 Mutual Mistake of Fact Correction

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 hearing date to be set.

Thanks



## Buildings, Facilities, and Grounds Report for Aug 11, 2025

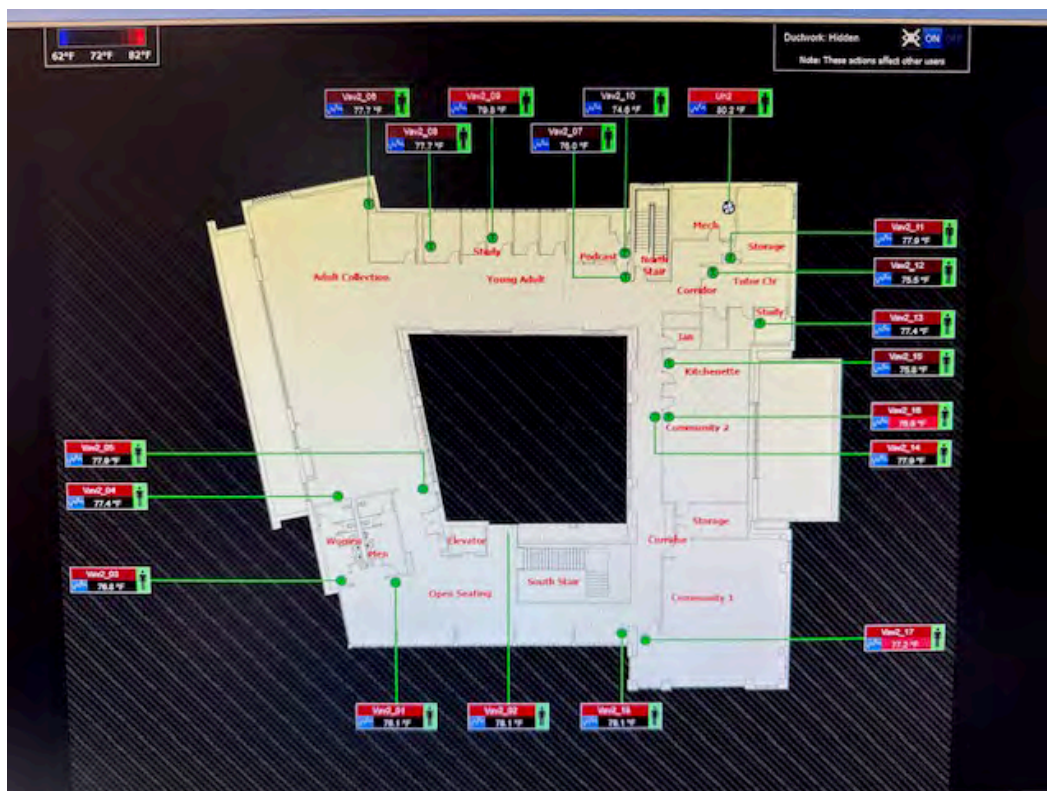
Submitted by Dennis Brinks BFG Director

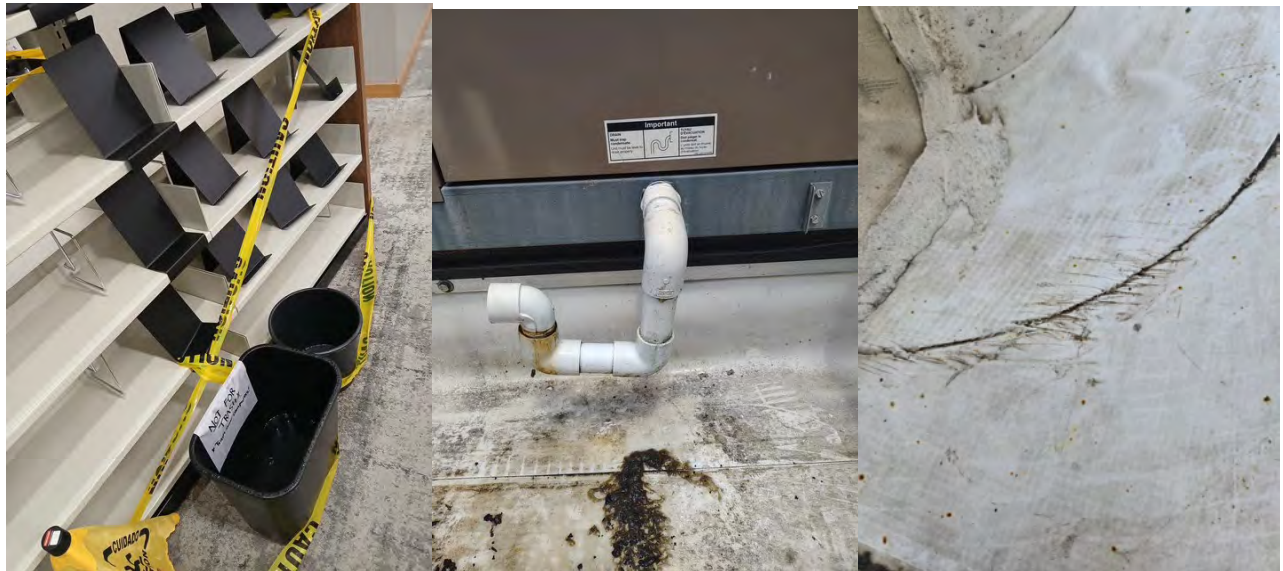
### Buildings / Facilities

We continue to experience issues at the **Amy VanAndel Library**. For nearly two months, a slow ceiling leak has persisted on the second floor. I've coordinated efforts with the roofing company and Hurst Mechanical in an attempt to resolve the issue. Despite four patches being installed on the roof, water intrusion remains a problem.

It has since been determined that the **Roof Top Unit (RTU)** is not functioning as intended. As Hurst has not successfully resolved the mechanical issue, I am bringing in the original RTU installer as well as a manufacturer-certified technician for further troubleshooting. Once the RTU is restored to full operation, we will proceed with ceiling tile and drywall replacement.

Below is an image showing the elevated indoor temperatures resulting from the RTU failure—one of the study rooms reached **79.8°F** during this period. If a **85.0°F temperature is reached**, the Library has rules stating they need to send people home and close the building. Fortunately, this did not happen, and two BFG fans were lent to aid in air movement.





The images above show:

- Buckets collecting water from ceiling leaks at the library
- A reconfigured RTU drain pipe at the library
- One of four patched roof sections at the library

Notably, no roof membrane exists under the RTU—despite four years of prior service without issue. It's likely that recent extreme heat and humidity contributed to the current problems.

Additionally, at the **Ada History Center**, Museum Manager Kristen requested repairs to several exterior features, including the bench, trellis/arbor, and white picket fence. To maintain historical integrity, we used wood materials instead of synthetic alternatives. Below is a photo of BFG staff rebuilding fence caps using our new Milwaukee tools:





## Parks

The images below show an internal trail that had become nearly impassable due to vegetation overgrowth. BFG will hand-trim the vegetation at least twice from late April to October throughout the Parks and trails and spend a considerable amount of time. The photos below are a prime example of where the BFG could use a new piece of equipment with a side-mounted brush cutter. This short section of trail took one BFG well over two hours, whereas the new equipment could have it done in less than 10 minutes. BFG staff still successfully cleared the path:



Staff also repaired the **Leonard Park steps** leading to the Thornapple River. Photos of the work are below:



In **Roselle Park**, rapid grass growth along the riverbank required trimming. BFG Staff used string trimmers to clean around the rock landscaping, as shown in the following images:



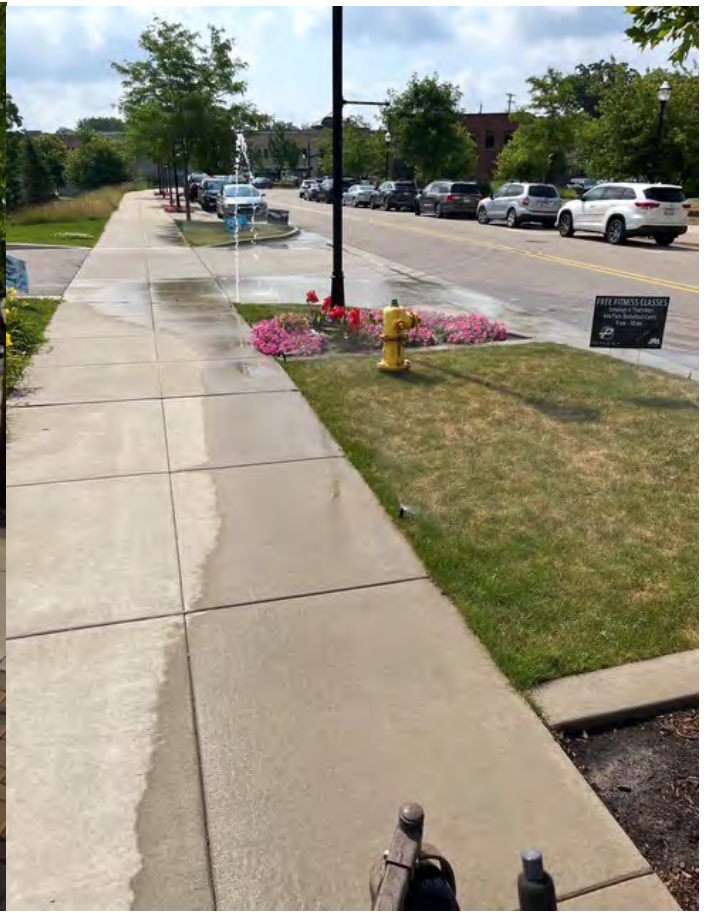


### **DDA (Downtown Development Authority)**

We experienced another major leak in the **DDA irrigation system**—the second such leak in the past year. A gasket on the water meter flange failed, causing water to flow from the meter pit for approximately two hours. Many thanks to **Stephanie Kozal**, who promptly arranged for the curb stop to be shut off, allowing **Kentwood Plumbing** to realign the flange. The other two top photos show irrigation leaks that Thornapple Inc repaired for us.

We've since learned that the irrigation system, combined with the leak, resulted in over **1 million gallons** being registered on that particular pit meter. Photos below show leaks prior to repair:







In a separate issue, construction equipment from a contractor working within the DDA area has been damaging both our irrigation system within the right-of-way. Despite clearly marking underground utilities through **MISS DIG**, these systems continue to be impacted. I am coordinating with our irrigation contractor to seek reimbursement for the damages caused by the contractor.

Photos below show rutting and irrigation damage due to the contractor's equipment:







## Trails

Routine trail maintenance is ongoing across the township trail system as we manage peak summer vegetation growth. The following images capture only a portion of the extensive work being done to maintain clear and safe trails.

Below are two trail photos from **Ada Park to Ada Moorings**, where several truckloads of brush were chipped and removed. To note, trail surface maintenance should be done on Grand River Drive, Ada Drive by Alta Dale, Trail between Ada Park and the Moorings, and other internal park trails.





The **Ada Paved Path near Forest Hills Central School** was cleared and blown off by BFG staff, revealing 18 inches of path previously overgrown. Additionally, excessive vegetation along the block retaining wall was trimmed back:



## Cemeteries

BFG continues to provide support to the **Clerk's Office** in maintaining township cemeteries, including recent efforts related to enforcement of the updated **Cemetery Ordinance**. Photos below depict examples of items BFG has been asked to remove, including shepherd's hooks, edging, arbors, plants, and small trees:









**MEMO**

**TO:** Julius Suchy, Township Manager  
**FROM:** Jo DeMarco, Clerk  
**DATE:** August, 2025  
**RE:** Clerk Department Update – August 11, 2025 Board Meeting

---

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

- Columbarium groundwork is underway and on schedule. We anticipate completion by mid September. Delivery will be scheduled upon certification of groundwork being complete.
- Cemetery fee schedule, operational plan for payment, grave and headstone dimensions have been sent to 52 funeral homes/directors and 15 monument companies. We have worked with our contractors (Dirt Cheap; open/close graves + headstone foundations) to implement progressive communications for reporting and scheduling needs. Contractors will now bill on their own as opposed to their fees being included in township fees. We have received several calls with questions and were effectively able to clarify our process, which has been well received.
- We have acquired several unused grave spaces and I'm working with legal for the proper steps and documentation to formally procure them for resale.
- We have sold 11 new columbarium units.
- Partnered with BFG, we walked Ada Cemetery several times to develop a plan for ground clean up. Taking photos for reference, we have prioritized all maintenance tasks and arranged them in order of what our staff can address, what needs to be contracted out. The work has begun by our staff. Notices to remove unauthorized elements has been sent out to residents on our website, Facebook and Instagram. Larger issues will be reviewed by the cemetery committee.
- Aptive Environmental Company is currently an approved entity for solicitation. There have been 16 complaints from residents regarding them; ignoring "NO Solicitation" signs, soliciting well after hours, being aggressive. One resident filed a report with Kent County Sheriff Department. I will obtain a copy of that report. In the meantime, I've sent them 2 written warnings and made several

attempts to contact their headquarters. The calls have gone unaddressed. As soon as I receive a copy of this police report, I will send them notice of permit revocation., along with notice of our appeal process.

- Cascade Township has fully adopted our entire Solicitation process including Ordinance, Application and background check information. Several other townships have expressed interest as well.
- There will be an election on November 4<sup>th</sup>. Deputy McIntosh has outlined the 90 day preparation plan to address it. Absentee Ballot prep as well as the AVCB will be conducted in the Rix room. Receiving Board will be in our kitchen.
- We have researched proper camera equipment to effectively monitor our drop box and house next door. We must also add a security system to the house, as it contains all our electronic election equipment. Effective January 1, 2026 Michigan State requires live surveillance of all election equipment.
- We ask that you keep our schedule in mind while scheduling meetings and events.



## **Director Report for August 11, 2025**

**Submitted by DDA Director Kevin Austin**

### **Events:**

#### **Beers at the Bridge (BATB) Summer Concerts 2025: August 15<sup>th</sup>**

Staff continue to prepare for the final BATB date of 2025. We are excited to have a well-known Band, The Soul Syndicate, gracing the stage in Legacy Park again. They have a good reputation and an even better following. We have made some minor changes from the June 20<sup>th</sup> event but otherwise are looking forward to recreate the success of that date once again. Volunteers continue to sign up for our shifts, but we encourage additional participation and sharing the opportunity with your networks.

### **Farmers Market**

I have officially taken over as the interim Farmers Market Manager while we interview and communicate with valuable candidates. Our DDA Intern Rowan Armour will manage market operations until we can bring in a new Manager following the August 18<sup>th</sup> DDA Board Meeting. I have great familiarity with vendors and the FM committee and have thus far had good interactions. We hope to continue the good performance for the market in the following weeks and improve once our new manager is onboard. I continue to discuss a temporary Market location for 2026 with Parks Director Wesley Deason. Ada Park is the current front runner for the location, but we seek to evaluate all feasible options.

### **Streetscape Fixture Update**

The DDA Board approved the purchase of additional benches and trash receptacles for the district at the previous DDA Meeting. I have passed the approval to the vendor and expect delivery in 5-7 weeks. In the meantime, I am beginning discussion with contractors for the concrete work required for bench installations, with the intent to propose the cost to the DDA Board in September to allow for the preparatory work.

### **Support Local Campaign:**

We continue to collaborate with Discover Ada and the ABA on this campaign. The next Business Roundtable, being hosted on August 20th will allow us to encourage additional collaboration with the businesses and begin additional initiatives for this campaign.

### **Complete Streets Pedestrian Island Program**

A proposal for this Pilot program installation is included in your packet. Pending TB approval, it will be presented to the DDA Boar on Aug 18<sup>th</sup> and scheduled for installation pending the DDA approval. I hope to have this installation serve and capture good data for the end of the summer season and into October.

### **Ada Drive Irrigation**

I have requested an updated quote from Moore and Bruggink on the cost associated with the irrigation fix along Ada Drive between Bronson and Thornapple River Dr. The scope of the work will include brickwork sidewalk brickwork and irrigation fixes.

### **Ada Downtown Parking Plan**

The DDA will have a dedicated work session on August 7<sup>th</sup> at 8:30am. This session will supplement Fishbeck's work on gathering input and information from community stakeholders to help compose a thorough parking plan and allow them to move forward on their program timeline. They have begun to evaluate Public Engagement meeting dates with the current proposal to be September 2<sup>nd</sup> at 5pm in Community Room #2. I will begin to advertise for this following the Township Hall Design Study so the community isn't confused on the sessions.

#### **Upcoming Events:**

- Ada Farmers Market
  - Tuesdays 9am - 1 pm
  - The Community Church
- Beers at the Bridge: August 15th
  - 6pm – 9pm
  - Legacy Park
- Ada Business Roundtable: August 20<sup>th</sup>
  - Collaboration with Love Your Local and Urban Design and the Local Economy
  - Ada Hotel Lobby
  - 8am – 9am
- Ada Township Hall Design Study: August 18<sup>th</sup> and 20<sup>th</sup>
  - AVA Library
  - Community Room #1

- 5 pm – 6:30 pm
- Parking Plan Public Engagement Session: September 2<sup>nd</sup>
  - AVA Library
  - Community Room #1
  - 5pm





## Ada Township Fire Department



## July 2025 Activity Report

<b>Type</b>	<b>July</b>	<b>YTD</b>
Medical	22	194
Vehicle accident	8	51
Structure fire Ada	2	7
Auto aid	7	39
Grass/ illegal burn	1	9
Fire alarm	7	58
Service call/ assist	1	14
Good intent / odor/gas	0	11
Hazardous condition/ CO	2	116
Other calls / wires	4	21
Vehicle fire	1	3
Total	55	428

<b>Year</b>	<b>Month/July</b>	<b>YTD</b>
2025	55	428
2024	78	416
2015	49	347

<b>Auto aid</b>	<b>Received</b>	<b>Received</b>	<b>Given</b>	<b>Given</b>
Department	July	YTD	July	YTD
Cannon	1	4	1	2
Cascade	2	5	2	11
GR Twp			1	4
Grattan				1
Lowell	1	1	2	17
Plainfield			2	6
Total	3	10	8	41

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
372	7-1	1501 Woodworth	Structure fire	Canceled	1	10:16	4	To Plainfield
373	7-1	1555 Hawthorne Hills	Med 2	Medical	1	12:08	3	
374	7-2	665 Highbury Ct.	CO alarm	False	1	13:43	2	
375	7-3	5211 Cascade	Med 1	Medical	3	7:18	2	
376	7-4	5800 Fulton	Med 1	Medical	3	01:14	1	
377	7-4	7403 Leonard	Med 2	Medical	3	01:31	3	
378	7-4	Honeycreek & Leonard	Vehicle accident	Canceled	2	21:33	0	
379	7-5	5919 Ramsdell	Structure fire	Barn fire	4	13:45	5	To Cannon
380	7-5	4807 Aylesworth	Med 3	Medical	2	16:38	3	
381	7-5	5000 Ada Drive	Wires down	Tree down	2	16:51	4	
382	7-5	2077 Shady	Med 0	Medical	2	17:21	4	
383	7-8	6460 Channing Ct.	Med 1	Medical	3	3:24	2	
384	7-8	1101 Buttrick	CO alarm	Battery issue	3	5:16	1	
385	7-8	Hall & Fox Hollow	Wires down	Tree down	3	6:38	2	
386	7-8	7008 Ada Drive	Vehicle fire	Out on arrival	2	18:33	7	
387	7-9	8540 Grand River	Structure fire		3	5:17	10	To Cascade
388	7-9	8540 Grand River	Rekindle	Canceled enroute	1	11:47	4	To Cascade
389	7-9	1090 Gros Venture	Med 1	Medical	1	13:59	2	
390	7-10	Clements Mill & Hartfield	Vehicle accident	Two cars	2	19:57	2	
391	7-10	1127 Dogwood meadow	Med 3	Assist AMR	2	21:14	3	
392	7-12	444 Ada Drive	Med 1	Medical	4	11:26	5	
393	7-12	2200 Pettis	Wires down	Broken pole	4	13:12	2	
394	7-12	4800 Steketee	Fire alarm	False	4	13:25	3	
395	7-13	469 Adaway	Structure fire	Exterior	3	5:05	9	From Cascade
396	7-13	5778 Knapp	Wires down	Cable lines	3	7:12	4	
397	7-13	5723 Ada Drive	Med 1	Medical	4	12:28	4	
398	7-13	4336 Pineridge Pkwy	Structure fire	Canceled	2	20:31	5	To Plainfield
399	7-14	731 Ada Drive	Fire alarm	Testing	1	8:38	1	

400	7-14	1911 Egypt Valley	Fire alarm	False	2	19:16	2	
#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
401	7-14	8395 Vergennes	Fire alarm	Canceled	2	19:53	2	
402	7-14	1911 Egypt Valley	Fire alarm	Canceled	2	21:31	0	
403	7-15	Fulton & Spaulding	Brush fire	Side of the road	2	17:15	6	
404	7-16	1100 Patterson	Med 1	Medical	3	7:38	2	
405	7-16	1551 Honeycreek	Fire alarm	Canceled	2	14:54	2	
406	7-18	Knapp & Egypt Valley	Vehicle accident	Two cars	1	13:21	6	
407	7-20	Pettis & Honeycreek	Vehicle accident	Construction zone	2	20:15	7	
408	7-21	12661 Vergennes	Structure fire	Plane crash	2	16:32	11	To Lowell
409	7-22	5877 Montreux Hills	Fire alarm	Canceled	1	11:02	4	
410	7- 22	Dispatch error						
411	7-22	7128 Fulton	Med 1	Medical	1	11:56	2	
412	7-22	1575 Sibley	Med 2	Medical	1	13:06	2	To Lowell
413	7-23	805 Argo	Med 1	Medical	1	9:11	3	
414	7-23	Ada Drive & Headley	Vehicle accident	Pedestrian struck	2	20:17	6	
415	7-24	Fulton & Pettis	Vehicle accident	Rollover	3	1:31	10	
416	7-24	1911 Egypt Valley	Citizens assist	Lock in	3	2:37	6	
417	7-24	8630 Conservation	Structure fire	Electrical	3	5:25	10	From Cannon & Cascade
418	7-24	Fulton & Pettis	Med 1	Medical	1	11:06	2	
419	7-26	261 Taos	Med 1	Medical	3	1:27	2	
420	7-26	7128 Fulton	Med 1	Medical	4	15:06	2	
421	7-26	6788 Adaside	Med 2	Medical	2	16:10	3	
422	7-27	4205 Westchester	Structure fire	Garage	4	11:21	4	To Gr Twp.
423	7-28	7128 Fulton	Med 2	Medical	1	12:00	2	
424	7-29	6495 Two Mile	Med 2	Medical	3	5:32	7	
425	7-29	5077 Cascade	Vehicle accident	Two cars	1	14:58	4	
426	7-31	7575 Fulton	Med 2	Medical	3	00:30	3	
427	7-31	Honeycreek & Pettis	Vehicle accident	Rollover semi-truck	1	8:51	7	

## **Fire Training**

Our team had the opportunity to work with each of our fire apparatus tonight. Beginning with tender operations that include the new tender as well as the old tender which is now located at Station One. We then broke do into groups of four, the group would roll up to the hydrant get, the pump engaged, hook up hose and get spraying water. One team completed this is less than one minute!

## **Extrication Training**

JK Wrecker Service from Lowell provided us two vehicles to train with our extrication tools. With the design of new vehicles and several brands having airbags, we use the “jaws of life” only a few times per year. We still like to stay sharp and train on different methods to extricate patients.

## **Turnout Gear Fitting**

Our team has all received their custom fitting for the turn out gear that the Township Board recently approved. This gear will serve our team for 10 years as front-line gear, then be used for new recruits as they attend the Fire Academy. The oldest of the gear will be donated to other departments in areas where budgets may not allow for new gear.

## **On the Cover**

With the good weather we have had, has given us the opportunity to have hands-on training more often. Keystone Church on Spaulding gives us the room to set up all the trucks. Once set up, the teams complete pump operations on each of the trucks all of which are just a little different. This gives a chance to operate in a non-stressful environment while asking questions in a small group setting.



# Executive Director Report

## Ada History Center – Kristen Wildes

July 2025

### Week of July 7

- Display - Worked with DAR on potential traveling exhibit for AHS in 2026. Gave private tour to staff of the Ada Hotel. Worked with Ada Hotel to supply a few elements for their upcoming 1st anniversary. Worked on replacement of 2 historic panels on the 555 Ada Dr. corner. Worked with Township on a sign for the new covered bridge park.
- Collections - worked with Gary on tech & photo collections. Worked with Karey on new accessions.
- Admin - prepared and submitted monthly report to Julius. Worked Tues open hours with Karey. Met with Karey about volunteer coordination. Prepped for and attended monthly board meeting. Worked on updated Case for Support and other special campaign related issues with fundraising committee. Working with Dennis on updated access list for security company.
- Publicity - finalized content and submitted for next Ada View including a bit about the veterans memorial. Scheduled ahead several social media posts. Worked with Elizabeth on a new social series. Worked with Gary B on research for posts. Wrote and submitted next Our Home Ada article about the intersection at Ada and Thornapple River Drives. Reviewed draft and suggested final edits to Historical Society of Michigan for Kreigh Collins article which will be published in the Sept/Oct issue of Michigan History magazine. Connected with Cassandra from Fox 17, the new reporter for Ada/Cascade/EGR. Worked on putting info for our Sept/Oct/Nov events on website and in Facebook events. Gathering info from presenters of our cemetery tour and veterans event. Received booklet covering our Vintage Baseball game from Keith W. Working with Sandy S. to get it onto the right hands. There are copies at the museum. Made social media posts about the 50th anniversary of the Freedom Train coming to Ada and about Music on the Lawn.

### Week of July 14

- Display - toured the Boys & Girls Club of GR. Spoke with Spaces to Experiences to update our quote and talk logistics for the interactive database planned for the veterans exhibit. Spoke with Aleisha and FastSigns about beginning design for the 4 new

informational panels for the gardens, as part of our current special campaign. Supplied some images per request from Ada Hotel, working with Gary B on a couple more.

- Collections - worked with Gary S on photo collection, Karey on new accessions, Marcie on collections inventory.
- Admin - spoke with Aleisha about not replacing the white pine tree, at least for this FY. Worked open hours with Karey on Tues. Had an introductory meeting with Cassandra from Fox17 who is new and will cover Ada/Cascade/EGR. Met with Mary D and Pat N about reviving the veterans research project - both in anticipation of the new veterans' memorial and to begin planning the interactive for the museum's veterans exhibit. Worked on photograph content with another committee member for Ada's new veterans memorial. Supplied Dennis with correct info for our security system keyholders. Working with programs/events committee about upcoming events.
- Publicity - working with Elizabeth on an extensive social media campaign that she has prepared with an "emphasis on storytelling, volunteer involvement, and short-form video to help increase visibility, reach new audiences, and drive foot traffic to the museum. This strategy also creates opportunities to deepen community partnerships, celebrate local heritage, and secure ongoing support through membership and volunteer efforts." Made social media posts this week about the history of the post office part 1, Ada News about Ada Hardware, and created Facebook events for the fur trade encampment and cemetery tour. Scheduled out several posts through July. Spoke with Liz F about upcoming publicity and the cemetery tour.

## Week of July 21

- Display - finalizing with Aleisha and FastSigns the 4 informational panels for the garden, as part of our special campaign. Participated in 2 private tours with fundraising committee. Met twice with Brett from the veterans monument committee to prepare historic images for the monument. Prepped info for Dixon Architecture to update the historic panels map for our website.
- Collections - worked with Veronica and Marcie on inventory. Worked with Karey on new accessions. Ordered several new archival boxes for storage of historic books. Working with Gary B. on research. Collected information from Ada Congregational Church about the history of their Lottie Svoboda guild.
- Admin - worked Tues open hours with Karey. Worked with Dale to prep for Fallasburg Festival table. Connected with Dennis and BFG about the rotted wood on the arbor. Met briefly with Sandy and emailed with programs/events committee about planning for upcoming events. Griffin came for pest management services. Met with Chip about Ada

Arts initiatives. Met briefly with Kevin from DDA about historic artwork in the pedestrian tunnel. Met with EHTC members about historic images for their office decor. We have a new copier! I'll unbox and set up when I return from vacation week. The old one is usable in the meantime. Working with fundraising committee on materials for the special campaign. Working with Mary on veterans' research for the exhibit interactive. Met with Karey about volunteer coordination.

- Publicity - made social media posts about the birthday of the Masonic Lodge building, 2nd installment about the Post Office for the CHANGE exhibit, and this week's Music on the Lawn. Prepared and had edited Month@theMuseum for August which is sent July 28. Worked with Elizabeth on upcoming social media marketing series. Created flyer for September Garden Event Class. Coordinating with Liz and reporter from Fox17 for an article.

## Week of July 28 - Vacation



**Parks & Recreation Department  
Director's Report August 5<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 August 21st at 8:30am at the Roselle Park Resource Building.

**Administrative Items:**

- Recreation Intern Anabella Bailey's time with our department is coming to a close as her internship wraps up over the coming weeks in August. "Bella" has been a wonderful addition to our team over these past few months and has been a strong team player in helping us with a variety of tasks, events, and projects. Most notably, she has helped coordinate the efforts for our Music on the Lawn summer concert series this year to ensure our visiting bands, sponsors, and attendees are well taken care of each week.
- Our seasonal staff members Avery Grinwis and Ben Cross are also wrapping up their respective employment windows with our department for the summer. These individuals played an instrumental part in helping us temporarily increase our capacity to tackle a variety of projects throughout our busier months. Their support through many of our special events has also been very much appreciated and we could not have done it without them.



**Special Events & Programs:**

- Our July 30<sup>th</sup> Music on the Lawn concert which was scheduled to have the "Frog King" in attendance and was unfortunately cancelled due to rain. Staff are working with band representatives to try and find an alternative date to reschedule as this is the 4<sup>th</sup> year in a row their date has been rained out. Wednesday, August 6<sup>th</sup> marks our final pre-scheduled concert of the season.





- Thursday, July 31<sup>st</sup> marked the completion of our second year offering free community fitness classes at Ada Park on Tuesday and Thursday mornings throughout the summer in partnership with local gym and Ada business Paradigm Fitness. 2025 consisted of 8 weeks of classes in which we saw increased overall attendance with 202 participants and an average of just over 14 participants per class. We continue to receive positive feedback from this program and look forward to find ways we can provide health and wellness opportunities to the community through our parks system.



- On Tuesday, July 22nd, our team—alongside support from the BFG department—hosted a volunteer service day at Carl Creek Crossing Nature Preserve, with a focus on identifying, removing, and treating invasive woody plant species. We were proud to partner with the Kent Conservation District, team members from EHTC, and several dedicated community volunteers, bringing together a group of over 30 participants. Throughout the morning, our efforts were concentrated on the removal of multiflora rose, border privet, common buckthorn, and autumn olive. With the help of BFG staff, more than a dozen truckloads of invasive material were removed from the site. We are incredibly grateful for the support and collaboration on this project and proud of the collective work accomplished to promote ecological health and sustainability across our parks and preserves.





- I've coordinated efforts with Amway to have us participate in their "Amway Cares: Week of Service 2025" day on Thursday, August 7<sup>th</sup> at Ada Park. We will be working alongside 25 volunteers to complete a variety of park beautification tasks around the park.
- Staff are looking forward to supporting this season's final Beers at the Bridge event in partnership with the DDA at Legacy Park on Friday, August 15<sup>th</sup>. Soul Syndicate will be providing live music at this month's concert.
- Staff are preparing efforts for our second annual Community Campout which will take place on Saturday, September 13<sup>th</sup> – Sunday, September 14<sup>th</sup>. We have already received over 20 family participant registrations in the short time that our registration window has been open.



#### **Ongoing Projects:**

- Construction on the Covered Bridge Park project is scheduled to begin with Katerberg VerHage on site beginning the day after the Labor Holiday on Tuesday, September 2<sup>nd</sup>.
- I am continuing to work closely with our team to update and migrate all park, recreation, and land preservation content to the new Township website. Staff are enthusiastic about the improved layout and functionality, which we believe will significantly enhance accessibility for community members and provide a more effective platform to highlight our programs, facilities, and initiatives. The website is tentatively scheduled to go live on August 29<sup>th</sup>. In preparation, department heads will be meeting over the next two weeks to finalize content and materials in coordination with Township Manager Suchy.
- As part of this year's Capital Improvement Project, we've developed a three-part plan to relocate the stadium lights from Leonard Field to Ada Park, including new fencing installation, electrical relocation and setup, and procurement of specialized equipment and materials. Quotes have been secured from Fence Consultants of West Michigan (\$88,372.00), Buist Electric (\$105,782.00), and Musco Lighting (\$26,300.00), bringing the total project cost to \$220,454.00—well under the \$265,000.00 CIP budget allocation. This full proposal will be presented to the Township Board for consideration at the August 11<sup>th</sup> meeting.

- During the week of July 28th, Thomet Construction installed a new concrete pad adjacent to the pickleball court waiting area. This enhancement was necessary due to significant ground deterioration caused by heavy foot traffic, which had created uneven, muddy areas filled with rocks and sand—often tracked onto the courts and contributing to surface wear. The new concrete surface will help preserve the quality and longevity of the courts while also providing space for additional seating for spectators and players waiting their turn.



(Old)



(New)



## MEMORANDUM

Date: 08.06.25

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

### **Planning Commission**

#### **July 17 Meeting**

The following actions took place at the July 17 Planning Commission meeting:

- Recommendation for approval of text amendments to the Zoning Ordinance to allow commercial recreational facilities in the I Industrial and LI Light Industrial zoning districts, and to establish corresponding parking provisions for such uses (Spark 43 Architects). Request is scheduled for the August 11 Township Board meeting for final action.

### **Zoning Board of Appeals**

#### **July 1 Meeting**

The July 1 meeting of the Zoning Board of Appeals was cancelled, and those items scheduled for the July meeting were postponed to the August 5 meeting.

### **Other Activities/Information**

#### **Zoning Ordinance Update**

The following is provided concerning the Zoning Ordinance Update:

- The Township Board provided final approval for the contract with consultants Progressive to complete the Zoning Ordinance Update project, after receiving the recommendation for approval from the Planning Commission.
- Progressive and Planning Department Staff held initial meeting and exchanged correspondence regarding framework for Zoning Ordinance Update, including setting meeting schedules.
- Progressive and Staff are coordinating meetings with the Zoning Ordinance Steering Committee, which consists of Planning Commission Chair Rob VanderVennen, Planning Commissioner James Moyer, and Zoning Board of Appeals member Bruce Courtade.
- Planning Staff are also coordinating grant administration with Michigan State Housing Development Authority (MSHDA), as a MSHDA grant will be funding this project.

#### **Parking Plan (Downtown Area)**

Parking Plan consultant Fishbeck has completed further work on the project, including inventories of the Downtown area parking supply and occupancy. Interviews with key stakeholders were

scheduled for August 4, and a special meeting of the Downtown Development Authority (DDA) Board has been scheduled for August 7.

#### 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 judge's ruling on the case between the Township and KCCL has yet to be issued. KCCL neighbors have informed the Planning Department of additional alleged violations of current Zoning Ordinance requirements regarding timing/days of usage.
- 2085 Shady Drive; Staff visited site and confirmed that accessory dwelling has been removed.
- 8831 Bailey Drive; the owner/owner's attorney has still not obtained a building permit for the accessory building and breezeway, due to incompleteness of information. An additional hearing is scheduled for Monday August 11.

#### Additional Items

In addition to the meetings/activities noted above, the Director attended the following Township meetings/events:

- July 14 Township Board meeting
- July 16 and July 18 meetings with representatives from Notre Dame School of Architecture regarding the new Township Hall design and Headley Street corridor area.
- July 22 and July 25 meetings with Notre Dame and prospective Township Hall architects.

#### Permit Activity

Permit summary activity from Cascade Township for July is attached.

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

08/05/2025

## ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$2,600,118</i>	<i>\$13,841.00</i>	5
<b>DECK</b>	<i>\$27,500</i>	<i>\$175.00</i>	1
<b>Detached Accessory Building</b>	<i>\$124,000</i>	<i>\$625.00</i>	2
<b>Res. Add/Alter/Repair</b>	<i>\$1,512,552</i>	<i>\$2,875.00</i>	11
<b>Res. Single Family</b>	<i>\$1,825,000</i>	<i>\$4,069.00</i>	2
<b>Residential - Other</b>	<i>\$174,669</i>	<i>\$310.00</i>	3
<b>Roofing</b>	<i>\$172,689</i>	<i>\$850.00</i>	10
<b>Sign</b>	<i>\$5,200</i>	<i>\$85.00</i>	1
<b>Totals</b>	<b><i>\$6,441,729</i></b>	<b><i>\$22,830.00</i></b>	35



**ADA TWP CATEGORY REPORT YTD**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$8,267,284</i>	<i>\$43,859.00</i>	22
<b>Commercial, New Building</b>	<i>\$3,600,000</i>	<i>\$7,080.00</i>	1
<b>DECK</b>	<i>\$618,724</i>	<i>\$4,375.00</i>	25
<b>DEMOLITION</b>	<i>\$64,450</i>	<i>\$495.00</i>	6
<b>Detached Accessory Building</b>	<i>\$570,783</i>	<i>\$3,248.00</i>	9
<b>Res. Add/Alter/Repair</b>	<i>\$4,428,769</i>	<i>\$9,959.00</i>	43
<b>Res. Single Family</b>	<i>\$19,010,000</i>	<i>\$40,051.00</i>	24
<b>Residential - Other</b>	<i>\$450,707</i>	<i>\$1,520.00</i>	14
<b>Roofing</b>	<i>\$1,984,005</i>	<i>\$5,185.00</i>	61
<b>Roofing/Siding</b>	<i>\$12,600</i>	<i>\$85.00</i>	1
<b>Sign</b>	<i>\$18,200</i>	<i>\$425.00</i>	5
<b>Swimming Pool</b>	<i>\$220,500</i>	<i>\$525.00</i>	3
<b>Totals</b>	<b><i>\$39,246,022</i></b>	<b><i>\$116,807.00</i></b>	214



**Moore+Bruggink**  
Consulting Engineers

August 5, 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 the various engineering projects in the Township.

**Hall/Fernridge Lift Station** – K&R has completed the forcemain portion of the contract. They have also completed the paving of Hall Street and Paradise Lake. K&R will start work on the lift station renovations in November.

**Knapp's Corner Drainage** – No news to report on this topic. We will review the drainage plans when they are available from the Drain Commissioner.

#### **Trail Construction 2025**

- **Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. This year's maintenance project was to include resurfacing over four miles of the Grand River Drive Trail from Fulton Street up to Knapp Street. However, since the Pettis Trail will not be complete until late August, this project will be delayed until the spring of 2026. We hope to walk the path with trail committee members soon to review appropriate repairs. This project will be bid this winter, with repairs starting in April 2026.
- **Pettis Trail – Cannonsburg Road to Knapp Street** – This section is currently being designed by LRE. They are working to secure easements and hope to have a portion under construction later this year.
- **Pettis Trail – Chief Hazy Cloud Park to Vergennes** – You may have noticed a slight delay in the project as little work was done last week. This is because they ran out of the form liners for the concrete wall. Additional liners were delivered to the job site yesterday and construction is again progressing on the large retaining wall.

The retaining wall is 820 feet long, and the wall contractor can pour 100 feet every four days. The eighth and final pour is scheduled for Friday, August 8. After that is complete, C&D Hughes will be working to complete the remaining sections of path in front of the wall. They should have the final layer of asphalt placed later this month, ahead of the August 30 contract completion date.



- **2025 Kamp Twins** – The new rubber railroad crossing materials have been delivered to the site and Railworks, a local railroad construction company from Moline, will be replacing the old timber crossing with the new rubber crossing that will be wide enough to accommodate the pedestrian trail. This work will be done around Labor Day. We have been instructed by the railroad to wait to take bids on the Kamp Twins Trail until the new rubber crossing is complete. The design plans are complete and we will take bids later this fall, with construction starting on the Kamp Twins Trail next spring.
- **2025 Thornapple River Pedestrian Bridge** – The final set of construction plans, specifications, and bidding documents will be complete and available for bidders to review on August 14, with bids being received on September 11. A construction contract will likely be awarded at the September 25 Township Board meeting.
- **Knapp Street Bridge** – We had a design review meeting with Kent County Parks Department on July 16 and will be submitting a set of nearly complete construction plans for their review later this week. We hope to have the construction plans and bidding documents ready for bidders to review on August 15, with bids due on Tuesday, September 15. Construction could then start in late October on the river pier extensions. This work will proceed through the winter. The project will be completed by September 2026.

However, this assumes successful relocation of up to 21 snuffbox mussels before October 15. This is proving to be way more challenging than I ever imagined. We have another zoom meeting with the US Fish and Wildlife coordinator tomorrow morning. We are also waiting for comments back from EGLE on the permit application that was submitted in June.

- **Conservation Boardwalk** – We are working with EGLE on the permit application. This project will be bid later this fall and could be constructed this winter.

Sincerely,

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

Steven C. Groenenboom, P.E.  
Township Engineer



August 4, 2025

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

**RE: July 2025 Monthly Utility Report**

Dear Julius:

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

## UTILITY REPORT

### Administrative

- The July 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 August 8, 2025.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Both the 2025 Residential Cross Connection Program, and the 2025 Commercial Cross Connection Program are underway. We have visited multiple sites already in the community.
- Attended the progress meeting for Hall Street project.

### Wastewater Operations

- Conducted weekly routine lift station checks/maintenance.
- Installed both new Spaulding pumps in the wet well due to multiple alarms with the existing pump.
- Worked with crews on site for the Hall Street project.
- Water jet maintenance continues in the Adacraft area.
- Televiser gravity sewer on Paradise Lake to check condition.

### Water Operations

- Collected routine water bacteria samples.
- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Delivered lead and copper sample bottles to homes for the 2025 monitoring year. We have received 80% of the samples back. Reminder letters were delivered for those remaining.



### Emergency Calls/Out-of-scope

- Responded to emergency call for a leak at a water meter at 5611 Ada Dr. Replaced washer to stop leak.
- Picked up temporary generator while our trailer unit was down for repair. Rental was on site for one week. Repairs are completed and the rental was returned.
- Received dozens of alarm calls for Spaulding for pump temperature and overload. Several times the pump needed to be manually altered to pump the station down. Since installing the new pumps, we have only received one call which was for foam. One pump is set to run while the other is a lag for emergencies while we wait for power upgrades from Consumers Energy.
- Coordinated efforts with Windemuller, Kennedy, and Detroit Pump to get all pieces together for emergency installations.
- Foaming incidents at the Spaulding lift station have decreased due to Amway adding a defoaming solution on their end.
- Worked with crew on Hall Street to bypass the lift station wet well twice. Primed pumps when they were done with their work. Cycled wet well.



Sincerely,

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

Handwritten signature of Stephanie M Kozal in blue ink.

Stephanie M Kozal  
Grand Rapids Area Manager | Associate