



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, AUGUST 18, 2025, MEETING, 8:00 A.M.
ASSEMBLY ROOM, ADA TOWNSHIP OFFICES
7330 THORNAPPLE RIVER DR SE, ADA, MI

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES OF JULY 21, 2025, REGULAR MEETING MINUTES
- IV. PUBLIC COMMENT
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Farmers Market Manager Professional Service Agreement Review
 - i. Director Austin
 - b. GVMC Pilot Program Proposal
 - i. Director Austin
- VII. REPORTS AND COMMUNICATIONS
 - a. Update on Legal Review of Approved Expenditure
 - b. Rev and Expenditure Report 7/31/25
 - c. DDA Director Report
 - d. Township Department Head Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF JULY 21, 2025, REGULAR MEETING, 8:00 A.M.**

DRAFT

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, July 21, 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, Frost, Idema, Knapp, Korth, Turan

BOARD MEMBERS ABSENT: Harrison, Vogl

STAFF AND OFFICIALS PRESENT: DDA Director Austin, Administrative Assistant Buckley, Farmers Market Manager Valverde, Fire Chief Murray

PUBLIC PRESENT: 6

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF MAY 19, 2025, REGULAR MEETING

Moved by Knapp, supported by Idema, to edit the May 19, 2025, draft minutes by removing the strike-out portion on page 4 of 6, and approve minutes as amended. Motion carried.

IV. UNFINISHED BUSINESS

a. Cascade Community Foundation Funding Request: Enterprise Workshop Series

i. Justin Swan CCF

Chair Knapp informed the DDA that he serves on the Cascade Community Foundation and due to a conflict of interest, he recused himself from the DDA Board for this agenda item. *Supervisor Korth Chaired for this item.*

Justin Swan, 246 Shore Haven Dr. SE, Grand Rapids Township, presented the Enterprise Workshop Series, which was piloted two years ago. He said last year the DDA supported funding for the program. He explained that the intention of the Workshop Series is simple. We look at the eyes of the business owners in the community and can recognize there is some need for professional development. Through multiple surveys we have found topics that businesses would like to dive into. The Enterprise Workshop brings in an expert that sits down and shows you how to do things and take that new skill developed and move on with it.

Mr. Swan shared some topic items; quick books, interests in AI, and described the small group size of 30-35 people (small community structure). He introduced Val Lego, she leads instruction, finds the topics, does the surveys, ensuring that she brings forth information that a small non profit community want and

need to do. Ms. Lego shared that Ada Farmers Market vendors found previous workshop sessions beneficial and requested workshops be offered again in 2025.

There was DDA discussion; Korth asked if businesses are charged for participation - Per Mr. Swan, there is no charge for a business to participate, and the workshop is prioritized to Ada, Cascade, and Forest Hills businesses. Additional DDA discussion about funding support for season 4 and 5 workshops, branding and/or possible name change to include Ada, DDA participants in past and future workshops, Ada hosting a workshop, and whether the DDA budgeted funds in 2025 and into 2026 for this contribution.

Moved by Korth, supported by Frost, to approve funding contribution in the amount of \$10,000 to the Cascade Community Foundation in support of the 2025 Enterprise Workshop Series. Motion carried.

Knapp resumes Chair.

V. NEW BUSINESS

a. Streetscape Fixture Proposal

i. Director Austin

Austin referred to his memo & maps recommending strategic placement of additional benches, trash receptacles, and recycling receptacles throughout the downtown area. Austin said this proposal aligns with the DDA ongoing efforts to improve streetscape and maintain consistent, high-quality aesthetic in the downtown area. He went through the maps showing existing and proposed locations that were evaluated in May with DDA members, Idema and Cloutier, walkthrough of the areas.

Austin is working with Ada BFG (Building, Facilities & Grounds) on the materials used, quantities, and cost proposal. To ensure visual consistency with current street furnishings, the proposal recommends the purchase of the same model and manufacturer used previously by the Plainwell collection by Landscape Forms.

There was DDA discussion regarding specific locations of benches and the way they were facing, new recycling units and educating their proper use, and possibly add branding/logo to the benches.

Moved by Frost, supported by Turan, to approve the purchase and acquisition of streetscape fixtures from Landscape Forms as presented, for a total of \$50,300.00. Motion carried.

b. Love Your Local Update and Proposal

i. Director Austin

Austin provided an update on the rollout of the Love Your Local campaign and presented a expense proposal for a postcard mailing to Ada households. Austin said the Love Your Local campaign's goal is to educate residents on the economic and social benefits of supporting locally owned businesses. He went over key rollout milestones: landing page launch, community awareness efforts, business roundtables, and social media/website postings.

Austin said to further increase community awareness and engagement, we are proposing a direct-mail campaign in partnership with Discover Ada, targeting residents in the 49301 zip code.

Mailing Details:

- Target Households: 2,933
- Demographic: Ada family households with incomes over \$100K, a proven responsive segment for past Discover Ada campaigns and is recommended for this initial mailing.

- Vendor: Bright Format (same provider used in a previous successful mailing).
- Cost Estimate: \$2,020.82 (comparable per unit cost to similar mailings by the township).
- Mailing Content: Educational messaging about the *Love Your Local* campaign and how residents can participate, including links to the campaign webpage.

There was brief DDA discussion on marketing the postcard mailing, article in the Adaview, cost per household for the mailing (equivalent to Adaview), have budgeted funds for the marketing, and overall DDA is supportive of the outreach/mailing and partnership with Discover Ada.

Moved by Turan, supported by Idema, to approve the postcard mailing service through Bright Format for an amount not to exceed \$2,020.82 in support of the Love Your Local campaign. Motion carried.

c. Beers at the Bridge June 20th Recap
i. Director Austin

Austin provided a detailed event report of the June 20th event that includes key performance data collected through Placer AI and financial information by the Treasury Department. He said it was a very successful event and touched on key highlights: attendance (approx. 3,115 guests), total sales \$17,557, media exposure (tv appearances & radio), event logistics, survey feedback (45 completed surveys for improvement/ideas), and volunteer planning (49 volunteers helped execute event efficiently).

Idema noted there is a need for more volunteers for the next BATB event. Turan shared concern about the many Wednesday night Music on the Lawn events that have been cancelled. Cloutier said she received feedback calling it ‘event fatigue’ – meaning too many events. Austin said he would contact Parks Director regarding consistency of the Music on the Lawn/Wednesday events.

VI. REPORTS AND COMMUNICATIONS

a. Parking Plan Update

Austin provided progress update on the ongoing Parking Plan project with contractor, Fishbeck. Austin said Fishbeck has completed a comprehensive inventory of available parking resources within the study area. These have been mapped up and organized to assist with both current analysis and long-term planning. In addition to the inventory, Fishbeck is actively conducting occupancy counts during representative timeframes to ensure accuracy and relevance. These counts are occurring on Tuesday, Wednesday, and Saturday to capture variations in usage patterns.

Austin noted that for more in-depth input from the DDA Board, a Special Workshop Session has been scheduled. This session will resemble the stakeholder interview format and is intended to gather direct insights and feedback from the Board as we move into the next phases of the planning process. A calendar invite will be sent to all members. Please mark your calendars:

Date: Thursday, August 7, 2025

Time: 8:30 a.m.

Location: Community Room #2

b. Township Hall Design Study: Notre Dame Collaboration

Austin informed of a new collaborative initiative between Ada Township and the University of Notre Dame’s School of Architecture. The Township Board has approved a partnership with the school’s expert focus group to conduct a constructive review and design study for the Ada Township Hall and its immediate surroundings within the DDA district (Headley Street corridor).

The project kick-off meeting took place on Friday, July 18, with participation from Township staff and representatives from the Notre Dame School of Architecture. Initial discussions focused on project objectives, site context, and design values.

Korth shared that Notre Dame is focused on a new legacy building in the form of the Township Hall and creating a gateway park kind of entrance with a welcoming message as you come into town. Korth said the main Charrette kickoff will be August 18-20, and welcomed all to participate. He also noted that the Board of Trustees has set an aggressive goal to try and break ground on the new building by June 1, 2026.

c. Revenue and Expenditure Report 6/30/25

Austin referred to the Report dated 6/30/25 for the DDA to review.

d. DDA Director Report

Austin summarized items in his report: 4th of July update, upcoming events, farmers market & market manager departure-Austin thanked Valverde for her work, and an update on Complete Streets Pilot Program.

Cloutier pointed out that during the 4th of July festivities, someone (a vendor) was selling glow sticks during the concert in the park and during the fireworks, and a Kona ice truck was parked out front of Fruition. Austin said he was not aware of the vendors and will double check with Parks Director Deason.

e. Farmers Market Manager Report – Raquel Valverde

Valverde summarized the manager report for July. She said the market opened for the season on June 3rd, and it was a strong start with 150-200 attendees each day. There was a slight decrease in foot traffic at the end of June that she feels is attributed to the extreme heat, and the feedback received about parking challenges (due to the construction project). Valverde noted that looking ahead, the Township Hall is expected to undergo construction next year, which may further impact the current market location. The market committee and staff are actively exploring potential new locations. Moving the market location will result in a permanent and more accessible home for the market's future.

Valverde complimented the team of volunteers that continue to be essential in the markets success. She said their dedication is a key part of the market's operation.

Valverde updated on marketing and engagement noting that cross-promotion efforts have been thriving and social media posts are generating positive attention. Lauren and Tara have done a great job with branding marketing and social media.

Valverde said, lastly, my last day with the Township and Market Manager is Tuesday, July 29. She thanked the volunteers at the market and the DDA for their support.

f. Township Department Head Staff Reports – no additional comments

VII. BOARD MEMBER COMMENT

Cloutier requested an update on the banners. Austin said they have resolved the issue with Fully Promoted and he will revisit/establish the DDA interests in a more developed streetlight banner plan/program. Austin said he will first re-evaluate with BFG Director Brinks for future installation of banners and whether it will be done by BFG staff and BFG equipment.

VIII. PUBLIC COMMENT - none

IX. ADJOURN MEETING

Moved by Korth, supported by Idema, to adjourn the meeting at 9:50 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



MEMORANDUM

Date: 8/12/25

TO: Downtown Development Authority Board Members
FROM: Kevin Austin, DDA Director
RE: Recommendation for Approval – Farmers Market Manager Professional Services Agreement

Overview

Following a competitive hiring process, I am pleased to recommend Sarah Stawasz for the role of Farmers Market Manager through the attached Professional Services Agreement. Of the three candidates interviewed, Sarah demonstrated the most directly relevant experience, having served as a vendor at the Ada Farmers Market with Better Place Farms and as Assistant Market Master for the Lowell Farmers Market. Her dual perspective as both a vendor and market administrator brings valuable insight and leadership potential to the position. She has considerable familiarity with our community as a resident.

Contract Summary:

Contractor: Sarah Stawasz

Position: Ada Farmers Market Manager

Duration: August 18, 2025 – October 30, 2026

Compensation:

- \$19.25/hour
- Not to exceed 1,000 hours or \$19,250 over the contract term
- Paid bi-monthly based on submitted invoices

Average Weekly Hours:

- In-Season (May 1 – October 31): Up to 20 hours/week
- Off-Season (November 1 – April 30): Up to 10 hours/week

Independent Contractor Designation:

- Sarah Stawasz will serve as an independent contractor, not an employee of the Township.
- The DDA will not provide any employment-related benefits or make payroll withholdings.

Reporting:

- Bi-monthly meetings with the DDA Director (weekly during the Market season)
- Monthly written reports for inclusion in DDA Board packets

- Presentation of monthly reports during Market season Board meetings and a full season-end report at a public DDA meeting in December or January

Key Responsibilities:

The Market Manager will be responsible for:

- **Stakeholder Engagement** with vendors, sponsors, community partners, and Township departments
- **Budgeting & Financial Management** in coordination with the DDA Director
- **Vendor & Volunteer Management** including recruitment, scheduling, and compliance
- **Marketing & Sponsorships**, including developing promotional plans and identifying funding sources
- **Development of an Emergency Action Plan (EAP)** with Township and public safety input
- **Facilitating a Farmers Market Committee** and leading annual strategic planning
- **Annual and Monthly Planning & Reporting**
- **Compliance with all applicable local, state, and federal laws**

Please refer to the full Agreement for a comprehensive list of responsibilities.

Budgetary Implications:

The current **FY2025–2026 DDA budget** includes **\$13,000** allocated for Farmers Market contract services. This agreement will require a **budget amendment** to increase the allocation to **\$19,250** to fully fund the new contract.

Recommended Action:

Staff supports the approval of the agreement and recommends the following motion:

Motion to approve the Ada Township Professional Services Agreement with Sarah Stawasz as Farmers Market Manager, and to authorize the DDA Director to execute the Agreement.



Ada Township Professional Service Agreement

This Service Agreement (the “Agreement”) is made and effective as of _____ (the “Effective Date”) by and between the Ada Township Downtown Development Authority (the “DDA”), a public body corporate, and Sarah Stawasz, an individual, who is being retained as an independent contractor to serve as the manager (the “Market Manager”) for Ada Township’s Farmers Market (the “Market”).

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Contract Duration:** This Agreement shall become effective on August 18, 2025, and terminate on October 30, 2026, unless terminated earlier by the DDA pursuant to Section 8 of this Agreement.
2. **Independent Contractor:** The Market Manager is hereby retained as an independent contractor to provide those services set forth herein. The DDA is not responsible for and will not make any payroll withholdings, including but not limited to, social security and payroll tax, from the amounts paid to the Market Manager. The DDA is not responsible for and will not provide any health, life, worker’s disability, unemployment, liability or any other insurance or benefit to the Market Manager. The Market Manager shall not represent himself or herself, nor be represented as, an officer or employee of the Township.
3. **Compensation:** The Market Manager shall be paid \$19.25 per hour, not to exceed a total of \$19,250 for 1,000 hours during the duration of this Agreement. Compensation shall be paid bi-monthly (i.e., once every two weeks). The Market Manager shall submit bi-monthly hours to the DDA Director on the last day of each two-week period via invoice (the “Invoice”). The Market Manager shall be paid within 1 week of submitting the Invoice.
4. **Hours:** The Market Manager shall work an average of 20 hours per week or less during the period from May 1st through October 31st for the purpose of managing the Market on Tuesdays and performing all related, authorized work reasonably necessary for the continued operation of the Market. This is calculated as 20 hours per week associated with operating and attending Tuesday Market Day, with additional hours for training, administration, and marketing. The Market Manager’s hours shall be reduced to an average of 10 hours per week during the off-season period from November 1st through April 30th.
5. **Responsibilities and Duties:** The Market Manager shall have the following duties and responsibilities:

- a. **Stakeholder Relations:** Maintain and develop relationships with vendors, customers, and contractual parties, including, but not limited to: community churches; Ada Township and Forest Hills business community; Kent District Library and its branch manager; Township staff, and Farmers Market sponsors. In all such interactions with these and other third parties, the Market Manager shall conduct himself or herself in a professional manner that reflects positively on the Township and the DDA.
- b. **Budget and Financial Records:** Develop an annual budget for the Market in conjunction with the DDA Director. Maintain accurate records of all financial transactions related to marketing, operating, and maintaining the Market and be responsible for all deposits and disbursements related to the same.
- c. **Management:** Recruit, train, and schedule volunteers for the Market; manage the Market's opening and closing, as well as its operations, while open; manage vendor participation and adherence to Market rules; manage a Farmers Market Summer Intern, the "Music in the Market" event(s), and additional programming as applicable.
- d. **Vendor Recruitment:** Develop and carry out a vendor recruitment plan to expand the number of vendors and the mix and variety of product offerings at the Market.
- e. **Marketing:** Develop and implement a marketing and promotional plan and budget, including a robust social media and website presence. Find and recruit sponsors for the Market to be signed by the DDA. Identify alternative funding sources, including but not limited to, grants, sponsorships, and fundraising opportunities.
- f. **Emergency Action Plan:** Work with the DDA Director to develop and maintain an Emergency Action Plan ("EAP") with input from local law enforcement and the Township's fire department. The EAP should address weather emergencies; medical emergencies; acts of violence/dispute resolution emergencies; and pandemic-related emergencies. The EAP must be approved by the DDA Director. Copies of the EAP shall be distributed to each vendor participating in the Market.
- g. **Farmers Market Committee:** Establish a Market committee consisting of, but not limited to: DDA staff, board members, community partners, sponsors, and vendors; facilitate committee meetings to gather recommendations for Market policies/procedures as well as guide a strategic planning effort for the upcoming Market season and beyond.
- h. **Meetings:** The Market Manager shall meet with the DDA Director weekly during the Market season and bi-monthly (i.e., once every two weeks) during the off-season, to review Market activities and address any potential concerns or issues. The scheduling of these meetings shall be based on mutual availability reflected in both parties' calendars.

- i. **Farmers Market Proposal:** Develop a Market proposal, on an annual basis, to include plans for managing, among other matters: stakeholder relations, vendor & volunteer recruitment, Market programming (including the expansion of existing programs), the development and execution of a marketing and promotional plan, and the development and execution of an EAP. Additional items to be included in the proposal, if any, shall be determined by the Market Manager.
 - j. **Additional Reporting Requirements:** Submit a monthly report to the DDA Director to be included in the DDA Board packet each month. The specific items to be included in the report shall be determined by the Market Manager, subject to approval/input of the DDA Director, varying based on monthly Market activities. This report is to be submitted to the DDA Director each month at least one week prior to the DDA Board meeting. The Market Manager shall present this report to the DDA Board at its monthly meeting during the active Market season. Develop and present an annual end-of-season report to the DDA Board at its public meeting in December or January.
6. **Contract:** Only the DDA Director is authorized to execute contracts relative to the Market on behalf of the DDA in accordance with DDA-adopted policies and requirements. The Market Manager shall have no authority to, and shall not, execute any contracts or agreements on behalf of the Township or the DDA or otherwise bind the Township or the DDA to any contracts or obligations.
7. **Non-Assignable:** The Market Manager shall not assign his or her duties, responsibilities, obligations or rights under this Agreement without the written consent from the DDA Director.
8. **Termination:** This Agreement may be terminated with or without cause in the sole discretion of the DDA, acting through the DDA Director. Termination must be in writing. Upon notice of termination, the Market Manager shall submit to the DDA Director hours billed from the most recent preceding Invoice to the date of the notice of termination (the “Final Invoice”). The DDA shall pay all undisputed amounts in the Final Invoice in accordance with Section 3 of this Agreement.
9. **Indemnification:** The Market Manager knowingly and voluntarily releases, discharges, indemnifies, and holds harmless the DDA and the Township, its officials, employees, and agents from any and all claims, demands, damages, losses, or causes of action (“Claims”) arising out of or relating to this Agreement, including, but not limited to, all Claims involving bodily injury, property damage, theft, death, or other loss arising out of the Market Manager’s actions or failure to act. This Section shall survive any termination of this Agreement.
10. **Compliance with Laws:** When engaging in the activities and duties contemplated and/or set forth herein, the Market Manager shall comply with all applicable federal, state, and local laws, rules, and regulations.

11. **Governing Law:** This Agreement is being executed and is intended to be performed in the State of Michigan, and it shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws thereof. Venue is exclusively in Kent County, Michigan.
12. **Waiver:** Any waiver of this Agreement must be signed in writing by the DDA and the Market Manager. A waiver of any of the terms of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other terms and conditions of this Agreement.
13. **Entire Agreement:** This Agreement sets forth the entire agreement and contract between the DDA and Market Manager. The language of this Agreement will be construed as a whole according to its fair meaning and not construed more strictly for or against either party.
14. **Severability:** If a court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of the Agreement shall remain in full force and effect.
15. **Governmental Immunity:** Nothing in this Agreement shall be construed to limit or waive the DDA's or the Township's entitlement to rely on governmental immunity to the fullest extent permitted by law or any other defenses or statutes that may be available to the DDA, the Township, and the Township's officers, officials, agents, and employees.
16. **Counterparts:** This Agreement may be executed simultaneously in two or more counterparts, each of which will be deemed an original and all of which together constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Kevin Austin,
Ada Township DDA Director

, 2025

Sarah Stawasz

, 2025

SARAH STAWASZ
1039 Argo Ave SE Grand Rapids, MI 49546
Cell: (616) 446-0692
Email: stawaszSarah@gmail.com

July 24, 2025

Kevin Austin
DDA Director
Ada Township
Ada, MI

Dear Mr. Austin,

My name is Sarah Stawasz, and I am writing out of interest in the Farmers Market Manager for Ada Township. The farm I was previously employed at, recently suspended their market operations for the time being. During my tenure at Better Place Farm, I managed their market operations at multiple markets. This includes Ada's Farmers Market for the past two years, where I also represented the farm on the vendor board, so I do have firsthand knowledge of current and prior vendor relations and organization.

Not only have I built a skill-set with strong organizational and interpersonal skills, I believe I am a unique fit for the position. I am not only passionate about markets in general, but maybe even more-so passionate about Ada. Being the Market Manager for Ada Farmers Market would be an exciting opportunity to mesh two of my passions, as well as grow my skill-set. I am confident I can help Ada Farmers market become more organized and grow in vendor numbers and variety. Thank you for considering my application, I look forward to discussing the opportunity with you further.

Sincerely,

Sarah Stawasz

Sarah Stawasz

1039 Argo Ave SE
Grand Rapids, MI 49546
Mobile: (616) 446-0692
stawaszSarah@gmail.com

Retail Management & Customer Support Specialist

15+ Years Experience in various settings, where client and customer satisfaction is priority.

Personable, professional account and customer service expert, offering:

- 14 years of experience providing management customer support in busy environments for retail, e-commerce, medical, public utility, and direct customer service employers.
- A commitment to client relations and customer service, with the ability to build productive relationships, prioritize, and resolve complex issues.
- Expert communication skills, as well as extremely detail-oriented and organized.

Objective

Find a position where I can use my communication, organizational, and problem solving skills. As well as my management skills, while doing something I'm passionate about; also, evolve in these areas and grow my promotional skills.

Experience

Market Manager

5/2021-5/2025: Better Place Farm - Lowell, MI

Communicate with customers and other vendors, as well as manage sales. Manage seven markets at four locations, as well as stock, inventory, and employees. Help organize and create vendor spaces. Manage farm social media accounts. Create and implement new marketing strategies.

- **Key Accomplishments:**
- Sat on the vendor board of three different markets.
- Assistant Market Master of Lowell Farmers Market.
- Helped recruit numerous new vendors to multiple markets.
- Helped create to promotions and marketing strategies for multiple markets.

Human Resources Ambassador

10/2020 - 5/2021: Amazon - Caledonia, MI

Interface with Human Resources and Area Managers to collect information on new hires. Gather lists of associates and build Excel spreadsheets for daily audits. Effectively communicate company policies and employee benefits to associates. Code and organize associate inquiries, initialize and prioritize benefit issue processes. Complete daily surveys to discover associate satisfaction levels.

Key Accomplishments:

- Appointed Training Ambassador in multiple departments and pathways.
- Recognized for organizational skills and attention to detail by being chosen for the Human Resources Ambassador position.
- Chosen as the 'Viking Moment' multiple times for expert communication and prioritization.
- Recognized for leadership and communication, which led to being chosen as the Most Valuable Employee of the quarter in the Human Resources Department.

Housekeeping Manager

2018 - 4/2019: Sentinel Pointe Retirement Community - Grand Rapids, MI

Supervised facility operations, including preventive maintenance projects, employee tasks and performance and adherence to safety standards. Established and implemented new procedures for standard scheduling. Assessed daily workloads, scheduled and planned daily assignments and oversaw numerous projects simultaneously.

Key Accomplishments:

- Appointed 'New Resident Liason' to staff.
- Overhauled entire department to streamline work flow and maximize efficiency.
- Reorganized vendor information, pricing and process to capitalize on product and time.

Customer Service Specialist/Grievance Liason

7/2014 - 11/2017: Priority Health - Health Insurance - Grand Rapids, MI

Serve as the face of the company, interfacing between various internal departments, as well as members, agents, providers and employers. Quote member specific benefits in 12+ products, pull and read claim status efficiently explaining to the member their responsibility. Administrate and organize product knowledge management resources to streamline information. Build references for product training and quality control. Document member interactions and audit for efficiency. Navigate escalated issues and member disputes, and problem solve to ensure a positive outcome.

Key Accomplishments:

- Chosen as an Elite Agent Representative in both the Billing and Enrollment and Fully Funded Departments to assist top earning agents providing concierge level service, ensuring efficient and accurate results.
- Appointed Lead Representative and Member Liason for the roll out of a new program, Priority Rewards.
- Became Subject Matter Expert for Salesforce.
- Trained and became fluent in 12 products and programs, managing elite accounts in each.
- Integral part of the 2014 & 2015 Fully Funded Team ranked nationally as the #1 Customer Service in Customer Service by J.D. Power and Associates.

Front Office Manager/Call Center Manager

9/2013-7/2014: Total Health Chiropractic - Kentwood, MI

Build and manage patient files, handle patient inquiries and complaints, resolve billing inquiries and disputes, post transactions. Manage office and patient flow, verify insurance coverage, as well as handling insurance billing and payments. Manage accounts payable/ accounts receivable, build and manage client databases, track company statistics. Develop and maintain patient relationships, patient follow up, initiate and manage patient payment plans, manage product inventory, place orders and manage vendor relationships.

Key Accomplishments:

- Built and implemented the company's In-House Savings Plan.
- Recognized for dedication and efficiency by being invited and sent to off-site training and leadership classes, which led to being promoted to Front Office Manager.
- Became Five Star Phone Certified through the Scheduling Institute.
- Helped the practice surpass goal of 80 new patients, and \$50,000 of weight loss sales in one month.

Education

2009-Present, Grand Rapids Community College, Grand Rapids, MI

Completed multiple courses in general education. Focusing on continuing education in:

- Business
- Business Administration

9/2003-5/2007, Forest Hills Northern High School, Grand Rapids, MI

Additional Information

CPR Certified

Five-Star Phone Certified

SARAH STAWASZ

1039 Argo Ave SE Grand Rapids, MI 49546

Cell: (616) 446-0692

Email: stawaszSarah@gmail.com

REFERENCES

Ron Wheaton

Market Master –
Fulton Street Farmers Market
616.889.9946
ron@fultonstreetmarket.org

Sarah Meyers

Director of Recreational Therapy –
Sentinel Pointe Retirement Community/
Healthcare Associates
616.389.9839

Shannon Kennedy

Director –
Lowell Chamber of Commerce
616.437.6329



MEMORANDUM

Date: 8/12/25

TO: Downtown Development Board
FROM: Kevin Austin, DDA Director
RE: Complete Streets Pilot Program Installation Proposal

Overview:

In partnership with the Grand Valley Metro Council (GVMC) and the Kent County Road Commission (KCRC), I am requesting DDA 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 (Figure 3), and observational studies. A brochure outlining the full program scope is also attached for reference.

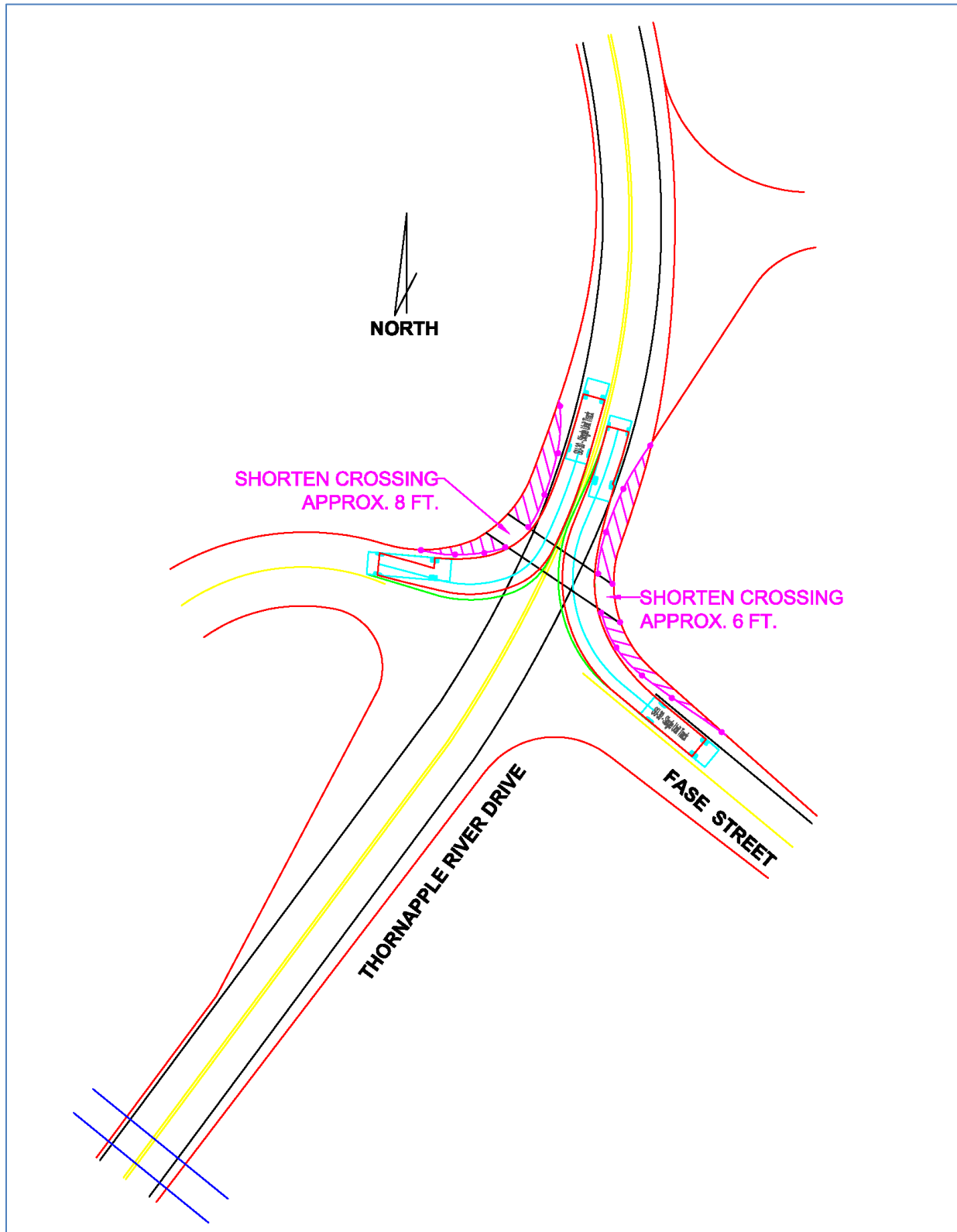


Figure 1

Sample Equipment:



Figure 2

Online Survey Dispersed:



Figure 3

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 **Objective 4: Public Investment and Maintenance by 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.

User: KAUSTIN

PERIOD ENDING 07/31/2025

DB: Ada

% Fiscal Year Completed: 33.42

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

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2025 (ABNORMAL)	MONTH 07/31/2025 INCREASE (DECREAS	NORMAL	BALANCE (ABNORMAL)		
Fund 248 - DDA FUND									
Dept 000.000									
248-000.000-401.405	TAXES: DDA AD VAL	296,000.00		0.00		0.00	296,000.00		0.00
248-000.000-401.406	TAXES: DDA IFT	20,375.00		0.00		0.00	20,375.00		0.00
248-000.000-665.000	INTEREST REVENUE	9,000.00		0.00		0.00	9,000.00		0.00
Net - Dept 000.000		325,375.00		0.00		0.00	325,375.00		
Dept 020.000 - TAXES									
248-020.000-406.000	TAXES: DDA MILLAGE	505,000.00		4,850.64		0.00	500,149.36		0.96
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	125,000.00		0.00		0.00	125,000.00		0.00
Net - Dept 020.000 - TAXES		630,000.00		4,850.64		0.00	625,149.36		
Dept 026.000 - CONTRIBUTIONS									
248-026.000-654.001	BEERS AT THE BRIDGE	70,000.00		38,063.00		(725.00)	31,937.00		54.38
Net - Dept 026.000 - CONTRIBUTIONS		70,000.00		38,063.00		(725.00)	31,937.00		
Dept 027.000 - OTHER REVENUE									
248-027.000-675.000	MISC AND OTHER REVENUE	0.00		320.00		0.00	(320.00)		100.00
Net - Dept 027.000 - OTHER REVENUE		0.00		320.00		0.00	(320.00)		
Dept 028.000 - FARMER'S MARKET									
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	5,000.00		750.00		0.00	4,250.00		15.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	10,000.00		6,850.00		575.00	3,150.00		68.50
Net - Dept 028.000 - FARMER'S MARKET		15,000.00		7,600.00		575.00	7,400.00		
Dept 272.000 - GENERAL ADMINISTRATION									
248-272.000-890.001	BEERS AT THE BRIDGE	70,000.00		34,868.47		8,823.48	35,131.53		49.81
248-272.000-890.002	WINTER WONDERLAND	33,000.00		0.00		0.00	33,000.00		0.00
248-272.000-890.004	4TH OF JULY	1,000.00		0.00		0.00	1,000.00		0.00
248-272.000-890.005	SANTA PARADE	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		0.00	0.00		100.00
248-272.000-890.007	MUSIC ON THE LAWN	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		0.00		0.00	75,000.00		0.00
Net - Dept 272.000 - GENERAL ADMINISTRATION		(192,500.00)		(44,868.47)		(8,823.48)	(147,631.53)		
Dept 277.000 - DDA OPERATIONS/CONSTRUCTION									
248-277.000-704.000	WAGES	81,000.00		29,818.55		9,346.14	51,181.45		36.81
248-277.000-704.001	WAGES - SUPPORT	43,083.00		15,363.07		5,038.53	27,719.93		35.66
248-277.000-707.001	WAGES - INTERN	9,900.00		4,277.25		2,044.50	5,622.75		43.20
248-277.000-715.000	FICA - TOWNSHIP SHARE	9,100.00		2,685.75		947.65	6,414.25		29.51
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,800.00		628.17		221.67	1,171.83		34.90
248-277.000-719.000	RETIREMENT - EMPLOYER COST	12,409.00		4,075.09		1,345.37	8,333.91		32.84
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	23,835.00		10,095.09		3,399.21	13,739.91		42.35

08/14/2025 11:30 AM		REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP				Page: 2/2	
User: KAUSTIN		PERIOD ENDING 07/31/2025					
DB: Ada		% Fiscal Year Completed: 33.42					
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.							
GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 07/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2025 INCREASE (DECREAS	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED	
Fund 248 - DDA FUND							
248-277.000-724.000	PHONE ALLOWANCE	930.00	367.81	100.82	562.19	39.55	
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	8,500.00	1,052.34	60.35	7,447.66	12.38	
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	6,429.00	3,199.58	1,762.43	3,229.42	49.77	
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES	2,846.00	0.00	0.00	2,846.00	0.00	
248-277.000-800.000	CONTINUING EDUCATION	2,000.00	0.00	0.00	2,000.00	0.00	
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION	500.00	0.00	0.00	500.00	0.00	
248-277.000-801.000	CONTRACT SERVICE	31,000.00	11,345.60	7,670.60	19,654.40	36.60	
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,000.00	8,653.00	4,033.00	4,347.00	66.56	
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION	53,000.00	37,361.05	6,019.00	15,638.95	70.49	
248-277.000-801.020	I.T. MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00	
248-277.000-801.030	SNOW REMOVAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00	
248-277.000-801.040	MARKETING/PROMOTION	5,000.00	0.00	0.00	5,000.00	0.00	
248-277.000-820.000	MEMBERSHIP & DUES	750.00	0.00	0.00	750.00	0.00	
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	150.00	0.00	0.00	150.00	0.00	
248-277.000-821.000	ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00	
248-277.000-828.000	LEGAL SERVICES	2,000.00	372.50	0.00	1,627.50	18.63	
248-277.000-870.000	MILEAGE & EXPENSES	400.00	0.00	0.00	400.00	0.00	
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	325.00	84.00	0.00	241.00	25.85	
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENTS	25,000.00	6,968.75	0.00	18,031.25	27.88	
248-277.000-974.000	IMPROVEMENTS	210,000.00	0.00	0.00	210,000.00	0.00	
Net - Dept 277.000 - DDA OPERATIONS/CONSTRUCTION		(574,957.00)	(136,347.60)	(41,989.27)	(438,609.40)		
Dept 279.000 - OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	66.25	13.61	933.75	6.63	
248-279.000-999.000	PAYING AGENT FEES	725.00	0.00	0.00	725.00	0.00	
Net - Dept 279.000 - OTHER TOWNSHIP EXPENSES		(1,725.00)	(66.25)	(13.61)	(1,658.75)		
Dept 905.000 - OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	193,382.00	0.00	0.00	193,382.00	0.00	
248-905.000-993.000	BOND INTEREST PAYMENTS	75,557.00	0.00	0.00	75,557.00	0.00	
Net - Dept 905.000 - OTHER TOWNSHIP EXPENSES		(268,939.00)	0.00	0.00	(268,939.00)		
Fund 248 - DDA FUND:							
TOTAL REVENUES		1,040,375.00	50,833.64	(150.00)	989,541.36	4.89	
TOTAL EXPENDITURES		1,038,121.00	181,282.32	50,826.36	856,838.68	17.46	
NET OF REVENUES & EXPENDITURES		2,254.00	(130,448.68)	(50,976.36)	132,702.68	5,787.43	



Director Report for August 18, 2025

Submitted by DDA Director Kevin Austin

Events:

Beers at the Bridge (BATB) Summer Concerts 2025: August 15th

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 20th 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. We will have an August recap for the board by the September DDA Regular meeting.

Farmers Market

I have officially taken over as the interim Farmers Market Manager while completing the interviews of our candidates. Our DDA Intern Rowan Armour and I will manage market operations until the DDA confirms the contract for our next FM Manager. 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 have presented the DDA board with the proposal for our new Market Manager and hope to receive approval at this meeting. Tara Heerspink has graciously offered to work alongside our new Market Manager in relation to our Marketing Initiatives and community engagement strategy, which we intend on continuing to implement over the back half of the season. 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. We will be seeking to establish if the temporary location outside the DDA will be permissible under the law that governs the DDA activities.

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 and devise 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. TB approved the installation as proposed at their Aug 11th meeting and is very encouraged by these types of infrastructure changes. 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

Thank you to all board members who were able to meet for the Parking update with Fishbeck on Aug 7th. I believe it was very informative and helpful to speak to us as a group. Fishbeck currently has the public engagement session scheduled for September 2nd at 5pm in Community Room #2. I will begin to advertise for this following the Township Hall Design Study on the 20th so the community isn't confused about the sessions. If you did not get a chance to attend the meeting on Aug 7th, please make time to attend the Public Engagement session on September 2nd.

Tree Risk Assessment

Director Brinks and I have received the physical copy of the tree risk assessment from Bartlett in July. This report provides details on trees that will require preventative maintenance and mitigation. Director Brinks and I will be meeting at the end of the month to establish a schedule moving forward to utilize our tree maintenance allocation budget to perform the required pruning and techniques in the fall. Director Brinks has advised me that the fall is a more desirable timeframe for tree maintenance companies.

Upcoming Events:

- Ada Farmers Market
 - Tuesdays 9am - 1 pm
 - The Community Church
- Ada Business Roundtable: August 20th

- Collaboration with Love Your Local and Urban Design and the Local Economy
- Ada Hotel Lobby
- 8am – 9am
- Ada Township Hall Design Study: August 18th and 20th
 - AVA Library
 - Community Room #1
 - 5 pm – 6:30 pm
- Ada Village Tent and Sidewalk Sale: August 22nd
 - 7415 Ada Dr
 - 10am – 6pm
- Parking Plan Public Engagement Session: September 2nd
 - AVA Library
 - Community Room #1
 - 5pm



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 27th). 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 14th 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 3rd 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 14th 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



Buildings, Facilities, and Grounds Report for Aug 11, 2025

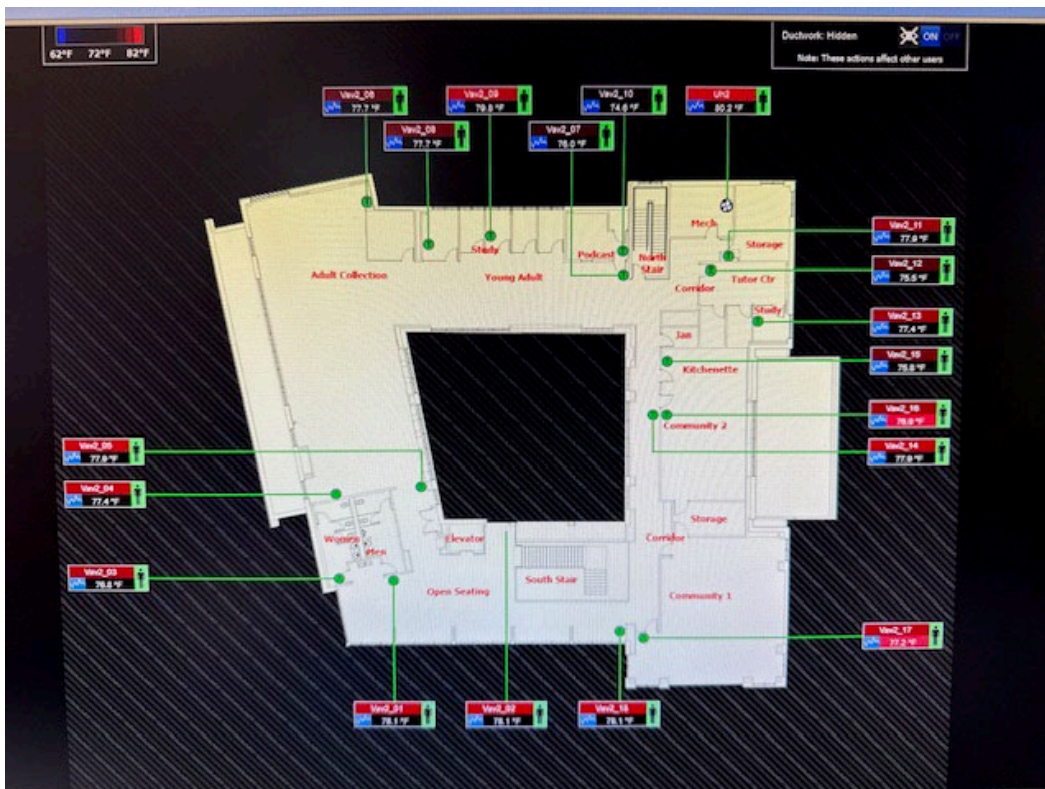
Submitted by Dennis Brinks BFG Director

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:



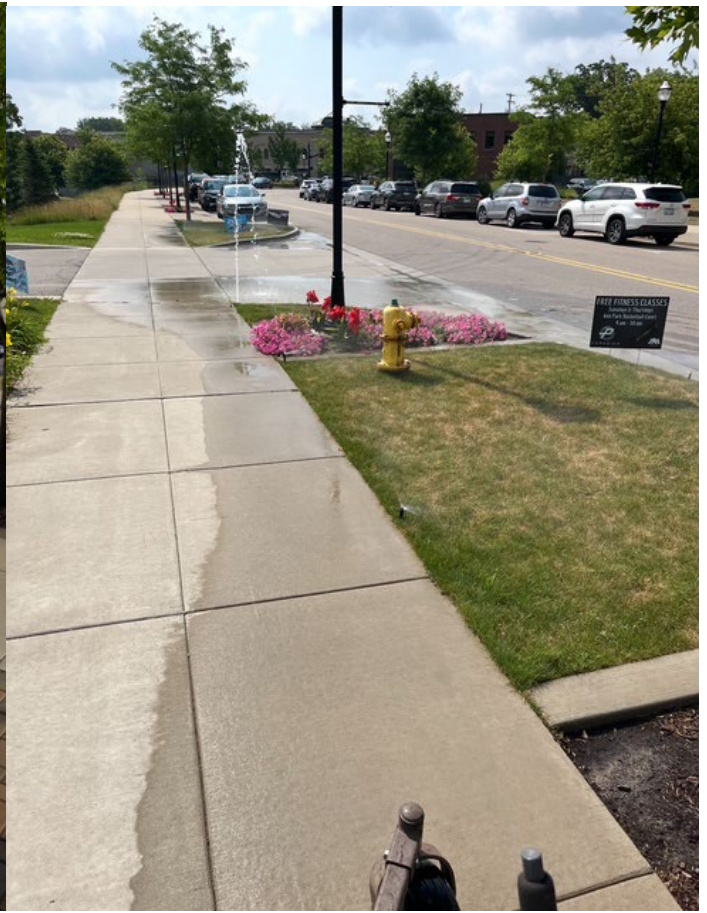
In **Roselle Park**, rapid grass growth along the riverbank required trimming. BFG Staff used string trimmers to clean around the rock landscaping, as shown in the following images:



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:







**Parks & Recreation Department
Director's Report August 5th, 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 30th 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 4th year in a row their date has been rained out. Wednesday, August 6th marks our final pre-scheduled concert of the season.



- Thursday, July 31st 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 7th 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 15th. 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 13th – Sunday, September 14th. 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 2nd.
- 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 29th. 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 11th 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
Commercial, Add/Alter/Repair	<i>\$2,600,118</i>	<i>\$13,841.00</i>	5
DECK	<i>\$27,500</i>	<i>\$175.00</i>	1
Detached Accessory Building	<i>\$124,000</i>	<i>\$625.00</i>	2
Res. Add/Alter/Repair	<i>\$1,512,552</i>	<i>\$2,875.00</i>	11
Res. Single Family	<i>\$1,825,000</i>	<i>\$4,069.00</i>	2
Residential - Other	<i>\$174,669</i>	<i>\$310.00</i>	3
Roofing	<i>\$172,689</i>	<i>\$850.00</i>	10
Sign	<i>\$5,200</i>	<i>\$85.00</i>	1
Totals	<i>\$6,441,729</i>	<i>\$22,830.00</i>	35

ADA TWP CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$8,267,284</i>	<i>\$43,859.00</i>	22
Commercial, New Building	<i>\$3,600,000</i>	<i>\$7,080.00</i>	1
DECK	<i>\$618,724</i>	<i>\$4,375.00</i>	25
DEMOLITION	<i>\$64,450</i>	<i>\$495.00</i>	6
Detached Accessory Building	<i>\$570,783</i>	<i>\$3,248.00</i>	9
Res. Add/Alter/Repair	<i>\$4,428,769</i>	<i>\$9,959.00</i>	43
Res. Single Family	<i>\$19,010,000</i>	<i>\$40,051.00</i>	24
Residential - Other	<i>\$450,707</i>	<i>\$1,520.00</i>	14
Roofing	<i>\$1,984,005</i>	<i>\$5,185.00</i>	61
Roofing/Siding	<i>\$12,600</i>	<i>\$85.00</i>	1
Sign	<i>\$18,200</i>	<i>\$425.00</i>	5
Swimming Pool	<i>\$220,500</i>	<i>\$525.00</i>	3
Totals	<i>\$39,246,022</i>	<i>\$116,807.00</i>	214

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

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 4th. 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.



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



Ada Township Fire Department



July 2025 Activity Report

Type	July	YTD
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

Year	Month/July	YTD
2025	55	428
2024	78	416
2015	49	347

Auto aid	Received	Received	Given	Given
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.