



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JANUARY 8, 2024, 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 DECEMBER 11, 2023, REGULAR MEETING
- IV. APPROVAL OF PAYABLES – none
- V. UNFINISHED BUSINESS
 - a. Progressive Tasting Event Series Update - *verbal update*
- VI. NEW BUSINESS
 - a. Review and approve Proposed Meeting Dates for FY24/25
 - b. Consider Application for Resolution of Support for Redevelopment Area Liquor License Application, Michigan Coffee Crew – Ada A6, LLC, 7366 River Street SE, Suite 101
 - c. Consider Landscape Architecture Proposal from Progressive AE for Pedestrian Walkway Project
 - d. Farmers Market Annual Report Presentation – Stephanie Karrip, Market Manager
 - e. Review and Discuss Proposed 2024-2025 Fiscal Year Budget Draft
- VII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, December 31, 2023
 - b. Director/Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



DRAFT

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 11, 2023, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 11, 2023, 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: Bowersox, Harrison, Idema, Knapp, Leisman, Turan, Vogl

BOARD MEMBERS ABSENT: Coe, Frost

STAFF AND OFFICIALS PRESENT: Buckley, Deason, Moran, Said, Stichman, Suchy

PUBLIC PRESENT: 7

II. APPROVAL OF AGENDA

Moved by Leisman, supported by Bowersox, to approve and amend the agenda to include the November 13, 2023, Semi-Annual Information Meeting minutes as discussed. Motion carried.

**III. APPROVAL OF MINUTES OF NOVEMBER 13, 2023, REGULAR MEETING
AND NOVEMBER 13, 2023, SEMI-ANNUAL INFORMATIONAL MEETING**

Moved by Harrison, supported by Vogl, to approve the minutes of November 13, 2023, Regular Meeting and the November 13, 2023, Semi-Annual Informational Meeting as presented. Motion carried.

IV. APPROVAL OF PAYABLES – none

V. UNFINISHED BUSINESS - none

VI. NEW BUSINESS

a. Review of DDA Board Membership Terms Expiring 12/31/23 - *verbal update*

Leisman explained that when DDA Board members are appointed it is for a 4-year term, and Bryan Harrison and Terry Bowersox are up for re-appointment. Leisman said that Harrison has agreed to serve another 4-years and he will bring his appointment to the Township Board. Leisman shared that Bowersox has decided to not go for another 4-year term.

b. Presentation of Certificate of Appreciation to Outgoing DDA Board Member Terry Bowersox

Leisman said that Terry was one of the original members of the DDA that started in 2008. He has served as Vice-Chair for several years and Chair for almost a decade. Leisman thanked Bowersox for his years of service and dedication to the DDA and Ada. Leisman presented Terry with a certificate of appreciation on behalf of the Township Board and the DDA. Bowersox shared that he has been a part of making a great community even greater and said that it has been enjoyable and fun for him meeting everybody and being involved, and he is grateful for it.

c. Review and Consider Resolution of Support for the Social District Expansion

Stichman stated that in anticipation of the upcoming expiration date of the Social District on January 31, 2024, staff convened a work session with managers and owners of the restaurants and key partners from ABA, CDV5 and Discover Ada to strategize on what the businesses want to see happen with the Social District. The conversation centered on leveraging successes, tackling challenges, proposing enhancements to expand the social district's influence, and considering broader impact while aligning with local norms and addressing safety considerations. Stichman referred to the summary of the discussion included in the packet, with specific topics of discussion: identified strengths, identified challenges, explored opportunities (possibly altering the hours of operation), and a few potential changes and their benefits.

Stichman went over the renderings of proposed options (1, 2 & 3) for the expansion and boundary modifications. Stichman concluded that she recommends the DDA Board review the proposed changes to the hours of operation and boundaries and consider approval for a resolution of support to be presented to the Township Board.

There was DDA discussion regarding the expansion of hours providing more opportunity for the businesses, extended hours would be less confusing than on and off days, reviewed the options (1, 2 & 3) and whether there were geographic concerns. Harrison and Turan spoke of being fully supportive of the expansion. Leisman suggested the DDA possibly consider public comment regarding the proposed changes.

Chair Knapp offered the public to comment at 8:22 a.m.

Mara Norden, Pastor at Community Church, said she was in favor of the expansion. She especially likes the opportunity during the larger events where they have significant traffic into their building. There was no other public comment.

Moved by Idema, supported by Bowersox, to approve Resolution 121123-1 in support of expanding the Social District's hours of operations and boundaries. Motion carried.

d. Discussion Regarding the Recap Report for Progressive Tastings

Stichman stated that the Progressive Tasting initiative has been successful at providing a fun and unique opportunity for businesses to collaborate and promote the area. The Progressive Tastings initiative aligns with the DDA's mission of advocating for the vitality of the Downtown Development District through promotion and business collaboration. She explained details of

how the event works with 15-18 participants, two groups, highlighting 6 local businesses with the potential to highlight up to 12, and how the visitation route is geared to showcase the walkability of the community.

Cynthia Hagedorn, Progressive Tastings consultant, confirmed that the monies charged to each participant go back to the businesses for their costs.

Following brief DDA discussion, it was moved by Vogl, supported by Idema, to approve the 2024/2025 Progressive Tastings proposal as outlined by the DDA Director and authorize the additional \$1,750 expenditure for FY23/24 and \$5,150 for FY24/25. Motion carried.

e. DDA Director Review Process & DDA Board Feedback

Township Manager Suchy said that the Township is going through the annual review process for employees and historically he has handled the DDA Director's review. Suchy explained the process for the department heads and their employees and said he wanted to let the DDA Board know that process was starting. Suchy invited the DDA to provide comments or feedback by December 22nd.

f. Connecting Community Campaign Presentation - Julius Suchy, Township Manager

Suchy provided a presentation on the Connecting Community Campaign and the new Covered Bridge Park. He went over various renderings explaining details and highlighted some of the amenities.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, November 30, 2023

Stichman referred to the financial outline and mentioned a few main points: Community events expenditures of \$409.45 include various expenses for the Fall Festival, phone allowance expenditure, operating supplies/services, and continuing education. Financial activity for the Farmers Market included expenditures totaling \$4,349.98, which includes payment to Stephanie Karrip for the Market Manager's services in Sept/Oct, and payment to Jennie MacAnaspie for Market Manager services dating back to June.

b. Director/Staff Reports

Stichman noted that she is working on a downtown walkway project for the walkway in between the Barber Shop and Nonna's. She explained that the pavers are dipping downwards causing a pedestrian safety concern. She anticipates this project to be included in the Capital Improvement Budget for next year.

VIII. BOARD MEMBER COMMENT

Harrison took a moment to extend thank you's to: DDA Board members for their service and dedication, the Ada staff , business owners, and Terry Bowersox.

IX. PUBLIC COMMENT

Stichman said that Wesley Deason is here this morning and she wanted to give him the opportunity to speak as our new Parks & Recreation Director. Wesley Deason introduced himself to the DDA Board.

X. ADJOURN MEETING

Moved by Bowersox, supported by Idema, to adjourn the meeting at 9:02 a.m.
Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



MEMORANDUM

Date: 1/3/24

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Review and Approve Proposed FY2024-2025 Meeting Dates

Background:

Below is an outline of the proposed FY2024-25 Downtown Development Authority Board Meeting dates. These dates align with the typical schedule of meeting monthly on the 2nd Monday, at 8:00am. Please review the dates and provide feedback regarding any major conflicts. These dates will be provided to the Township Board for final approval next month.

PROPOSED MEETING DATES DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS FY 2024 – 2025

MEETING DATES -2024

APRIL 8*

MAY 12

JUNE 11

JULY 8

AUGUST 12

SEPTEMBER 9

OCTOBER 14*

NOVEMBER 11

DECEMBER 9

*Will also hold an Informational Meeting prior to the regularly scheduled Board meeting.

MEETING DATES - 2025

JANUARY 13

FEBRUARY 10

MARCH 10

Recommendation:

Staff recommends the approval of these dates assuming no major conflicts for DDA Board Members.

Requested Motion: Motion to approve the proposed DDA Board Meeting dates for FY24-25.



MEMORANDUM

Date: 1/4/24

TO: Ada DDA Board
FROM: Haley Stichman, DDA Director
RE: Resolution DDA-010824-1, Redevelopment Liquor License Application for Michigan Coffee Crew – Ada A6, LLC

Background:

Staff received an application for a Tavern on-premises Redevelopment Area Liquor License from Warner Norcross + Judd LLP, on behalf of Loren Crandell, President of Michigan Coffee Crew – Ada A6, LLC. The business is to be located in the new A6 development at 7366 River Street, Suite 101. This development is currently under construction. Once the space is complete, Michigan Coffee Crew – Ada A6, LLC will operate a franchise location of Foxtail Coffee.

After review by the DDA Board, any recommendation will be included with the application and reviewed by the Township Board for approval of a local governmental support resolution that is required by the MLCC.

The attached application and supporting narrative from Norcross + Judd LLP states that the Michigan Coffee Crew – Ada A6, LLC intends to be open to customers from approximately 6:00 am to 9:00 pm and plans to hire three managerial employees and fifteen additional part-time employees to staff the café. The applicant believes that a liquor license at the café will help to maximize use of the proposed location and solidify the café as a valuable addition to the Ada community.

The Township's redevelopment area is eligible for 1 license for each \$1 million of investment in the redevelopment area in the last 3 years, per 1,000 population in the Township. The attached affidavits from the Township Assessor document that there has been \$45.458 million in new public and private investment in the redevelopment project area from 2020 through 2022. Based on the 2020 census population of 14,388, \$14.388 million in investment is required for each redevelopment liquor license issued. $45.458/14.388 = 3.2$ licenses permitted. One additional license is permitted for the "major fraction", thereby permitting 3 licenses in the Township.

Recommendation:

After reviewing the application, staff is recommending that Resolution DDA-010824-1 be adopted by the DDA Board to support the application for the redevelopment liquor license for Michigan Coffee Crew – Ada A6, LLC.

Requested Motion: Motion to approve Resolution DDA-010824-1 to support the redevelopment liquor license application for Michigan Coffee Crew – Ada A6, LLC.



Ada Township Application for Liquor License Support Resolution

Ada Township does not issue liquor licenses. This application is for a resolution of support from the Township, which may be required by the State of Michigan Liquor Control Commission before a liquor license is issued.

APPLICANT INFORMATION

Name: Loren Crandell, President of Michigan Coffee Crew - Ada A6, LLC DOB: 11/09/1985
 Street Address: 4940 Cascade Rd SE Suite 220
 City: Grand Rapids State: MI Zip: 49546
 Phone: (616) 890-6090 Mobile: _____ Email: lorenc@batoncollective.com

BUSINESS INFORMATION

Name of Business: Michigan Coffee Crew - Ada A6, LLC (franchisee of Foxtail Coffee)
 Street Address: 7366 River Street SE, Suite 101
 City: Ada State: MI Zip: 49503

Business Partners:

Name	Address	DOB
Michigan Coffee Crew, LLC -	7366 River Street SE, Suite 101, Ada, MI 49301	

* Note: Michigan Coffee Crew, LLC is owned 50% by CDV Investment Holdings, LLC and 50% by Stephen Ehmann

LICENSE INFORMATION

Please list the type of Michigan Liquor License Commission license that is being applied for. If you are applying for transfer of an escrowed license, please list the license number and current owner.

Tavern (Redevelopment Liquor License)

Business and Location Description:

See attached.

Please attach to this application a building and site plan showing all structures and premises, including the specific areas where the license is to be utilized.

If the applicant is an entity, please also attach certified copies of the entity’s organizational documents such as articles, bylaws, partnership agreement, operating agreement, etc.

Please initial the following statement:

 X I (the applicant) have read the Ada Township Alcoholic Beverages ordinance and will not violate any of the laws of the State of Michigan or the United States or any ordinances of Ada Township in the conduct of the business related to the license being applied for.

DocuSigned by:
Loren Crandell
807D02D4B0C04F1

Signature: _____

Date: 1/2/2024

Loren C. Crandell, President of Michigan Coffee Crew - Ada A6, LLC

For Official Use Only

Fire Department Approval Notes: _____	Signature: _____	Date: _____
Clerk Department Approval Notes: _____	Signature: _____	Date: _____
Treasurer Department Approval Notes: _____	Signature: _____	Date: _____
Zoning Department Approval Notes: _____	Signature: _____	Date: _____
DDA Board Approval Notes: _____	Signature: _____	Date: _____
Township Board Approval Notes: _____ Resolution Number _____	Signature: _____	Date: _____

Business and Location Description

Michigan Coffee Crew – Ada A6, LLC (“Applicant”) will operate a franchised location of Foxtail Coffee at 7366 River Street SE, Suite 101. Foxtail Coffee Co. is a Florida-based coffee company, which currently has locations in Florida and Georgia. As described on Foxtail Coffee’s website:

Foxtail approaches producing coffee as a craft and serving coffee as a celebration. Their inviting and comfortable spaces feature rustic decor, cozy seating areas, and friendly staff. They believe that coffee should be purposeful, celebrated, and enjoyed, and have built a company that reflects that philosophy.

Foxtail’s neighborhood spaces are the perfect place to relax, catch up with friends, or get some work done. Whether you are enjoying a cup of coffee in-house or taking a cup to go, the “Foxtail Experience” is something that coffee lovers cherish and look forward to each and every time they visit.

Applicant is looking forward to opening one of these “neighborhood spaces” – which will be one of the first Foxtail Coffee cafés in Michigan – in the newly-constructed building at 7366 River Street. The café will serve all members of the Ada community, including residents and businesses, as well as visitors staying at the adjacent hotel or coming to Ada to enjoy its other amenities. This type of community meeting space is an integral part of the larger development plan for the downtown Ada retail space, for which Applicant’s affiliate, Baton Collective (formerly CDV5 Properties), has been a primary developer and supporter.

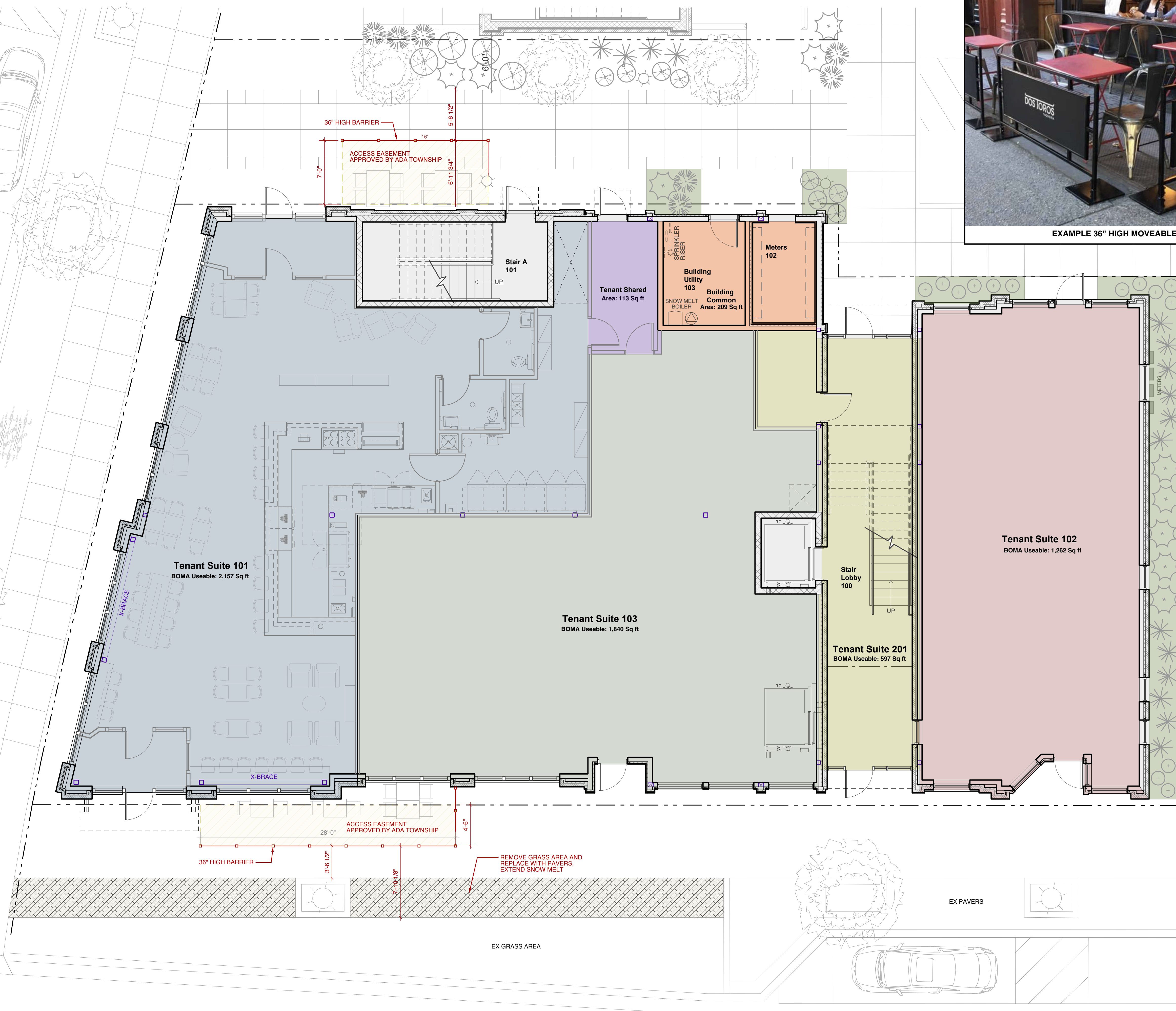
The café will serve coffee, espresso drinks, teas, pastries, cookies, sandwiches, treats, and frozen desserts, each to be consumed at the café or taken to go. To maximize utilization of the location and encourage members of Ada’s community and visitors to visit, meet and relax in, and enjoy the café throughout the day and evening, the café will also sell beer, wine, and bar bites for consumption on the premises.

Applicant is applying for a Social District permit to allow customers to carry beer and wine into Ada Township’s Social District Commons Area during the Commons Area hours of operation. The café will have seasonal outdoor seating in two separate areas located on the north and south sides of the building, each of which is expected to accommodate approximately 8 customers at a given time.

Applicant currently anticipates that the café will be open to customers from approximately 6:00 am to 9:00 pm, to be adjusted as appropriate based on customer traffic and staffing levels. Applicant intends to hire three managerial employees and fifteen additional part-time employees to staff the café.

Applicant is enthusiastic about implementing the business model developed and shown to be successful by Foxtail Coffee Co., and believes that a liquor license at the café will help to maximize use of the proposed location and solidify the café as a valuable addition to the Ada community.

Thornapple River Drive SE



EXAMPLE 36" HIGH MOVEABLE BARRICADE

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

FIRST
COMPANIES
6355 E Paris Ave SE
Caledonia, MI 49316
p. (616) 698-5000
www.firstcompanies.com

River Street Commons - A6 Building
7399 River Street SE
Ada, Michigan
Sidewalk Patio Plan

Made in Michigan

Revisions:
MLCC Plan v1: 12/11/23
MLCC Plan v2: 12/20/23

Project No: 220032
Issue Date: 12/20/23
Reviewer: KCD
Drawn By: KCD

A2.1

OPERATING AGREEMENT
OF
MICHIGAN COFFEE CREW – ADA A6, LLC

THIS OPERATING AGREEMENT, dated as of December 1, 2023 (“**Agreement**”), is made by MICHIGAN COFFEE CREW, LLC (“**Member**”) as follows:

1. **Formation; Name; Purpose.** MICHIGAN COFFEE CREW – ADA A6, LLC (“**Company**”), has been formed pursuant to the provisions of the Michigan Limited Liability Company Act (as amended from time to time, “**Act**”) by the signing and filing of the Company’s Articles of Organization (as amended from time to time, “**Articles**”) with the Director of the Michigan Department of Licensing and Regulatory Affairs (“**Department**”). The name and purpose of the Company shall be as stated in the Articles.

2. **Offices.** The principal office and any additional office of the Company shall be at any place or places inside or outside of Michigan as the Member may designate from time to time. The initial registered office of the Company and the Company’s resident agent are as stated in the Articles, and may be changed pursuant to the Act.

3. **Member.** The Company was formed as a limited liability company with one member. The address of the Member is set forth on the last page of this Agreement.

4. **Management of Company.** The Member shall appoint (and may remove at any time for any or no reason) one or more managers (“**Managers**”) to manage the business of the Company, and the Managers shall have all powers necessary or advisable to carry out the business of the Company. The initial Manager is listed on the signature page hereto. The Managers may appoint, employ, or otherwise contract with any persons for the transaction of the business of the Company or the performance of services for or on behalf of the Company, and the Managers may delegate to any person (who may be designated an officer of the Company) any authority to act on behalf of the Company as the Managers may from time to time deem appropriate. Neither the Managers nor any officers shall have authority to take actions on behalf of the Company in any matters in which the Act requires approval of the Member including the matters described in Section 502(4) of the Act.

5. **Capital Contributions; Accounting.**

(a) In exchange for the Member’s interest, the Member shall contribute to the capital of the Company, the cash and/or property set forth on the last page of this Agreement. The Member shall have no obligation to make any further capital contributions to the Company. Any additional capital contributions must be so designated in writing by the Member and the Company. Any funds contributed to or advances made on behalf of the Company by the Member that are not designated as capital contributions shall be loans payable by the Company to the Member on demand together with interest at the prime rate from the date of

the contribution or advance until repaid in full. The Member shall not be paid interest on any capital contribution.

(b) The operations of the Company shall be treated for federal tax purposes as the operations of the Member.

(c) The fiscal year of the Company shall be the fiscal year of the Member. The books and records of the Company shall be maintained in accordance with good accounting practices.

(d) Real and personal property owned by the Company shall be held and conveyed in the Company's name. Funds of the Company shall be deposited in the name of the Company with the financial institutions and in the accounts determined by the Member or Managers, subject to authorized signatures that the Member or Managers may determine.

6. **Assignments of Interest in the Company.** The Member may sell, assign, pledge, or otherwise transfer or encumber (collectively, "**transfer**") all, but not less than all, of the Member's interest in the Company if the Member signs and delivers a transfer document. Any transfer of all of the Member's interest in the Company without a signed transfer document shall be void. The Member may transfer a portion of the Member's interest in the Company, but only if all of the resulting members enter into a multiple member operating agreement that addresses voting rights, timing of distributions, appropriate tax matters, and other matters customarily addressed in a multiple member limited liability company operating agreement. Any transfer of a portion of the Member's interest without entering into a multiple member operating agreement shall be void. An assignee of an interest in the Company shall only be admitted as a member of the Company to the extent expressly provided in the transfer document or multiple member operating agreement, as the case may be.

7. **Withdrawal and Dissolution.**

(a) The Member shall have the right to withdraw from the Company upon any terms and conditions agreed to between the Member and the Company. The Member may evidence withdrawal from the Company only by filing a certificate of dissolution with the Department.

(b) The Company shall be dissolved and the Company's affairs wound up upon the first of the following to occur:

(i) Automatically, at the time, if any, specified in the Articles;

(ii) Upon the happening of an event specified in the Articles or this Agreement;

(iii) By the withdrawal of the Member in accordance with the terms and conditions agreed to by the Member and the Company; or

(iv) Automatically, upon the entry of a decree of judicial dissolution.

Upon the dissolution and commencement of winding up of the Company under subparagraphs (ii) or (iii) above, a certificate of dissolution shall be signed as provided in the Act and filed with the Department by the Member.

(c) Upon the winding up of the Company, the assets shall be distributed as provided in the Act.

8. **Additional Members.** The Company may admit one or more additional members upon any terms and conditions, and for any capital contributions, as may be determined by the Company and the Member. No additional members may be admitted unless all of the resulting members enter into a multiple member operating agreement as required by this Agreement. Any admission of an additional member without these actions shall be void.

9. **Distributions.** Distributions of cash or other assets of the Company shall be made at any times and in any amounts as the Member may determine; *provided, however*, that a distribution shall not be made if the Company would not be able to pay the Company's debts as they become due in the usual course of business, or the Company's total assets would be less than the sum of the Company's total liabilities, except as permitted by the Act.

10. **Limitation on Liability.** Neither the Member nor any of the Managers are liable for the acts, debts, or obligations of the Company.

11. **Indemnification.** The monetary liability of the Member and Managers for breach of any duty established under Section 404 of the Act is limited to the fullest extent permitted by the Act. The Company shall indemnify, hold harmless and defend the Member and each Manager from and against any and all losses, expenses, claims, and demands sustained by that person to the fullest extent permitted by law or contract.

12. **Amendment.** This Agreement may be amended only in writing signed by the Member specifically stating that this Agreement is amended.

(Signature page follows)

The Member has signed this Operating Agreement as of the date stated at the beginning of this document.

MICHIGAN COFFEE CREW, LLC

DocuSigned by:
Loren Crandell

Name: Loren Crandell

Title: President

“Member”

Member’s Address:

7399 River Street SE

Suite 101

Ada, Michigan 49301

Initial Capital Contribution: \$1,000 in cash.

Initial Manager: MICHIGAN COFFEE CREW, LLC

29640489

LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

Form Revision Date 02/2017

ARTICLES OF ORGANIZATION

For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

MICHIGAN COFFEE CREW – ADA A6, LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Article III

The duration of the limited liability company if other than perpetual is:

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: RDV CORPORATION

2. Street Address: 200 MONROE AVE NW

Apt/Suite/Other:

City: GRAND RAPIDS

State: MI

Zip Code: 49503

3. Registered Office Mailing Address:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

Article V

(Insert any desired additional provision authorized by the Act.)

THE BUSINESS OF THE COMPANY WILL BE MANAGED BY OR UNDER THE AUTHORITY OF ONE OR MORE MANAGERS.

Signed this 1st Day of December, 2023 by the organizer(s):

Signature	Title	Title if "Other" was selected
Loren Crandell	Organizer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline

☒ Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

MICHIGAN COFFEE CREW – ADA A6, LLC

ID Number: 803134372

received by electronic transmission on December 01, 2023 ***, is hereby endorsed.***

Filed on December 01, 2023, ***by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 1st day of December, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

**STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION**


**AFFIDAVIT OF STEPHANIE BOERMAN, ADA TOWNSHIP ASSESSOR,
AS TO INVESTMENT MADE IN THE REDEVELOPMENT PROJECT
AREA**

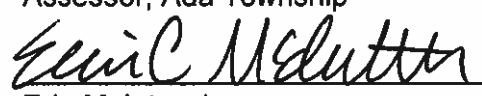
Stephanie Boerman, Ada Township Assessor, being duly sworn, deposes and says as follows:

1. That I am the Ada Township Assessor.
2. That I have reviewed applicable information from the Downtown Development Authority, Assessing and Building Departments, including assessment records and permits, for the period beginning January 1, 2020 thru December 31 2022 and have estimated that the following investments have been made to the Redevelopment Project Area:
(Please see attached)

Public & Private real property demolitions, additions, new construction and remodeling:

TOTAL: \$45,453,338.00


Stephanie Boerman
Assessor, Ada Township


Erin McIntosh
Deputy Clerk, Ada Township

Subscribed and sworn to before me
This 7th day of December 2023



Notary Public

Erin C McIntosh
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires 25-Jul-2030
Acting in the County of Kent

Kent County, Michigan
My Commission Expires: 25-July-2030

**STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION**

**AFFIDAVIT OF STEPHANIE BOERMAN, ADA TOWNSHIP ASSESSOR,
AS TO INVESTMENT MADE IN THE REDEVELOPMENT PROJECT
AREA**


Stephanie Boerman, Ada Township Assessor, being duly sworn, deposes and says as follows:

1. That I am the Ada Township Assessor.
2. That I have reviewed applicable information from the Downtown Development Authority, Assessing and Building Departments, including assessment records and permits, for the period beginning January 1, 2020 thru December 31, 2022 and have estimated that the following investments have been made to the Redevelopment Project Area:
(Please see attached)

Public & Private real property demolitions, additions, new construction and remodeling:

Residential:	\$0.00
Commercial:	\$44,608,409.00
Industrial:	\$0.00
Manufacturing:	\$0.00
Exempt:	\$844,929.00
TOTAL:	\$45,453,338.00


Stephanie Boerman
Assessor, Ada Township


Erin McIntosh
Deputy Clerk, Ada Township

Subscribed and sworn to before me
This 7th day of December, 2023


Notary Public

Erin C McIntosh
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires 25-Jul-2030
Acting in the County of Kent

Kent County, Michigan
My Commission Expires: 25-July-2030

DDA REAL PROPERTY							
PRIVATE/PUBLIC INVESTMENT AMOUNTS							
3 YEARS 2020-2022							
Parcel	Address	Type of Improvements	Com Investment	Res Investment	Ind Investment		
411527401013	378 Pettis Ave SE	none					
411527401014	390 Pettis Ave SE	none					
411527451002	313 Pettis Ave SE	none					
411527451007	379 Pettis Ave SE	none					
411527451009	383 Pettis Ave SE	none					
411527477010	396 Pettis Ave SE	Remodel, Sign	\$18,056				
411527477011	398 Pettis Ave SE	none					
411527477021	392 Pettis Ave SE	none					
411527477022	400 Pettis Ave SE	none					
411528330004	6739 Fulton St E	Sign	\$4,600.00				
411528330005	6751 Fulton St E	Signs, Awning, Remodels	\$555,138.00				
411528335004	6650 Fulton St E	none					
411528477027	7125 Headley St SE	none					
411528477046	7030 Fulton St E	none					
411528477047	7100 Fulton St E	none					
411528479001	7183 Headley St SE	none					
411528479002	7181 Headley St SE	Remodel	\$5,000.00				
411528479003	7179 Headley St SE	none					
411528479004	7177 Headley St SE	Sign	\$3,500.00				
411528479005	7175 Headley St SE	none					
411528479006	7167 Headley St SE	none					
411528479007	7163 Headley St SE	New Building and Sign	\$830,000.00				
411528479008	7159 Headley St SE	none					
411528479009	7155 Headley St SE	none					
411533229003	7170 Headley St SE	none					
411533229005	7179 Thornapple River Dr SE	none					
411533229006	7169 Thornapple River Dr SE	none					
411533229007	7159 Thornapple River Dr SE	none					
411534101010	7267 Thornapple River Dr SE	none					
411534101018	7178 Headley St SE	none					
411534101020	7199 Thornapple River Dr SE	none					
411534101039	7205 Thornapple River Dr SE	none					
411534101040	7190 Headley St SE	none					
411534101041	7195 Thornapple River Dr SE	none					
411534101042	7210 Headley St SE	Remodel	\$40,000.00				
411534101048	545 Ada Dr SE	none					
411534101049	523 Ada Dr SE	Sign	\$164.00				
411534101050	7171 Headley St SE	none					
411534101051	7239 Thornapple River Dr SE	Demo, Tents	\$64,300.00				
411534101052	7277 Thornapple River Dr SE	none					
411534101053	555 Ada Dr SE	none					
411534102009	455 Ada Dr SE	none					
411534102011	7380 Fulton St E	none					
411534102012	7500 Fulton St E	none					
411534102013	475 Ada Dr SE	Sign	\$4,210.00				
411534102014	519 Ada Dr SE	Deck Enclosure	\$86,000.00				
411534102015	517 Ada Dr SE	none					
411534102016	7185 Headley St SE	none					
411534102018	527 Headley Dr SE	none					
411534103007	7270 Thornapple River Dr SE	Remodel	\$170,000.00				
411534103014	7275 Bronson St SE	none					
411534103018	583 Ada Dr SE	Signs	\$1,500.00				
411534103019	587 Ada Dr SE	none					
411534103020	597 Ada Dr SE	Deck	\$40,000.00				
411534103021	577 Ada Dr SE	none					
411534105003	562 Ada Dr SE	Remodel, Sign	\$62,500.00				
411534105004	584 Ada Dr SE	Remodel	\$42,247.00				
411534105005	590 Ada Dr SE	none					
411534105006	596 Ada Dr SE	none					
411534105023	7318 Thornapple River Dr SE	none					
411534105024	7330 Thornapple River Dr SE	none					
411534126007	518 Ada Dr SE	Remodel, Addition, sign	\$450,100.00				
411534126016	548 Ada Dr SE	none					
411534126019	7349 Thornapple River Dr SE	none					
411534126021	7369 Thornapple River Dr SE	none					
411534126022	500 Ada Dr SE	none					
411534127004	7590 Fulton St E	New Buildings	\$15,200,000.00				
411534128001	444 Ada Dr SE	none					
411534128002	452 Ada Dr SE	Sign	\$2,610.00				
411534128003	550 Settlers Dr SE						
411534128004	7437 River St SE	Remodel	\$135,000.00				
411534128005	7471 River St SE	New Building, Tennant Build-outs, signs	\$5,782,325.00				
411534128006	7505 River St SE	New Building, Tennant Build-outs, signs	\$4,549,000.00				
411534129001	460 Ada Dr SE	Tennant Build-outs, Signs	\$392,739.00				
411534129002	551 Settlers Dr SE	Tennant Build-outs, Sign	\$470,000.00				
411534129007	496 Ada Dr SE	Signs, Tennant Build-outs	\$582,373.00				
411534129008	472 Ada Dr SE	Signs, Tennant Build-outs	\$204,547.00				
411534129009	7430 River St SE	none					
411534129010	7423 River St SE	New Building, Tennant Build-out	\$3,750,000.00				
411534129012	7399 River St SE	none					
411534129013	7415 River St SE	New Building	\$9,700,000.00				
411534200007	410 Pettis Ave SE	none					
411534200037	7895 Vergennes St SE	none					

411534200039	445 Pettis Ave SE	none						
411534200040	495 Pettis Ave SE	none						
411534200020	0 Pettis Ave SE	none						
411534200043	394 Pettis Ave SE	none						
411534200045	7596 Fulton St E	none						
411534200048	7588 Fulton St E	none						
411534200049	7582 Fulton St E	none						
411534200050	7980 Fulton St E	none						
411534200051	401 Pettis Ave NE	none						
411534200052	409 Pettis Ave SE	none						
411535100026	8124 Fulton St E	none						
411535100075	8220 Fulton St E	none						
411535100076	8278 Fulton St E	none						
411535100081	8120 Fulton St E	none						
411535100082	8142 Fulton St E	none						
411535100084	8138 Fulton St E	none						
411535100085	8066 Fulton St E	none						
411535100086	8066 Fulton St E	Building Addition, Sign	\$1,462,500.00					
411535162001	8158 Fulton St E	none						
		Total Investments of Private Improvements	\$44,608,409.00	\$0.00	\$0.00	\$44,608,409.00		
Parcel	Address	Type of Improvements	Investment					
41-15-28-477-040	6990 Fulton							
41-15-28-479-010	7128 Fulton	Temporary Covered Parking Area	\$35,000.00					
41-15-33-228-013	7144 Headley							
41-15-34-127-002	7450 River St							
41-15-34-102-017	7215 Headley St SE	Building Addition, Signs	\$809,929.00					
		Total Investments of Public Improvements	\$844,929.00					
		Total Investments of Public & Private Improvements	\$45,453,338.00					

MEMORANDUM

Date: 1/3/24



TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Consider Landscape Architecture Proposal from Progressive AE for Pedestrian Walkway Project

Background:

Staff have begun to explore opportunities to make improvements to the pedestrian walkway located between Nonna's: The Trattoria (584 Ada Dr SE) and Ada Barber Shop (576 Ada Dr SE). The brick pavers pose some pedestrian safety concerns that need to be addressed. The current sand base appears to be eroding causing the brick pavers to sink into the ground. Initial cost estimates show it being more expensive to relay the existing pavers after the base has been repaired, than it would be to replace them with new pavers. Since there is a necessity to replace the brick pavers, staff believe it is a good time to consider additional improvements to beautify the walkway and make it more pedestrian friendly. We have spoken with Walt VanderWulp (owner of Ada Barber Shop) and Randy Damstra (Owner of Nonna's building) and both are open to improvements being made. Further conversations will be had with each party as we move through this process.

Attached you'll find a proposal from Progressive AE for landscape architectural services for visualizing design improvements to the pedestrian walkway. The proposal outlines the scope of services, clarifications, proposed schedule, and compensation to be considered by the DDA Board. Scope includes a rendered site plan and a 3D drawing of the potential design. Based upon the identified scope of services, Progressive AE outlines a total of \$5,000 plus reimbursable expenses estimated at \$150. A total of \$40,000 is being requested in the FY24/25 budget for the completion of this project.

Recommendation:

Staff is requesting that DDA Board members review the proposal from Progressive AE and consider approval of architectural services for visualizing potential design improvements to the pedestrian walkway.

Requested Motion: Motion to approve the proposal from Progressive AE for landscape architectural services and authorize the DDA Director to execute the contract for these services in an amount not to exceed \$5,500.



December 7, 2023

Ms. Haley Stichman
DDA Director Ada Township
7330 Thornapple River Drive
PO Box 370
Ada, MI 49301

Re: Proposal for Landscape Architectural Services for Ada Drive Connector

Dear Haley,

Progressive AE, Inc. (Progressive AE) is pleased to present this proposal for conceptual design as it relates to the Ada Drive connector between Nonna's and the Ada Barber Shop. This is a great opportunity to create an intimate public space with a pleasant backdrop for those utilizing the deck for dining. The following is our understanding of the project, our scope of services, clarifications, proposed schedule, and compensation for your consideration.

UNDERSTANDING OF PROJECT

The project we discussed during our site meeting is to upgrade the walking path between the edge of the bed line along the Nonna's property to the wall of the barber shop. The improved walkway would extend from the edge of the parking lot to the brick sidewalk on Ada Drive.

The aspirational design will include new brick paving, benches, trash receptacles, landscaping, screening, and trellises. Previous design work in the Village will help inform the colors and materials we will be suggesting for these improvements.

SCOPE OF BASIC SERVICES

Based on the above understanding of the project, Progressive AE will provide the following services:

- A rendered site plan that will illustrate proposed paving materials, benches, trash receptacles, landscaping, screening wall, and entry columns.
- Benchmark images of the amenities listed above for further clarification.
- A three-dimensional drawing of the design with a variety of views that can be selected for marketing purposes.

CLARIFICATIONS

We are assuming that we will be receiving a field measured drawing from you that will serve as a site base for our work.

SCHEDULE

Upon receiving a signed copy of the proposal, we estimate it will take four weeks to prepare the drawings for presentation.

PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive AE proposes to provide the work as delineated above for a stipulated sum of \$5,000 (five thousand dollars). Reimbursable expenses are in addition to the professional compensation, estimated at \$150 (one hundred fifty dollars) and will be invoiced according to the attached Schedule of Invoice rates.

Progressive AE has prepared this proposal for Ada Township, and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

The terms of this proposal defining project understanding, the scope of work, clarifications, schedule, and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which are attached. The terms and conditions as identified in the Standard Agreement Provisions will be valid unless superseded by an AIA Standard Form of Agreement. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive AE in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

Haley, we appreciate our continued involvement with projects in the Village of Ada as we begin to explore the possibilities that will best serve the residents of the community. We look forward to working with you in making the right decisions for the best possible outcome. Please do not hesitate to call if you have any questions.

Sincerely,

Peter A. Lazdins PLA, CLARB
Senior Land Planner

James F. Horman AIA, Principal
Practice Leader

Accepted By: _____

Printed Name: _____ Date: _____

Ada Township

Schedule of Invoice Rates - 2023

Hourly Staff Charges

Class 10 Personnel:	Directors, Principals	\$265/hour
Class 9 Personnel:	Practice Leader, Project Principal, Senior Construction Leader, Senior Project Manager	\$215/hour
Class 8 Personnel:	Senior Architect, Senior Construction Administrator, Senior Engineer, Senior Healthcare Planner, Senior Project Manager	\$190/hour
Class 7 Personnel:	Construction Superintendent, Senior Project Manager, Senior Architect, Senior Designer, Senior Engineer, Senior Surveyor	\$170/hour
Class 6 Personnel:	Construction Superintendent, Engineer II, Project Manager II, Senior Designer, Senior Technician, Senior Interior Designer	\$145/hour
Class 5 Personnel:	Architect II, Engineer I, Preconstruction Coordinator/Estimator, Project Manager I, Scientific Operations Specialist	\$130/hour
Class 4 Personnel:	Architect I, Architectural Designer, Construction Project Manager, Construction Superintendent, Graduate Engineer, Interior Designer II, GIS Technician, Planner I, Technician II, Water Resource Specialist	\$110/hour
Class 3 Personnel:	Associate Planner, Construction Observer, Executive Assistant, Field Scientist, Graduate Architect, Technician I	\$ 90/hour
Class 2 Personnel:	Graduate Interior Designer, Project Assistant	\$ 80/hour
Class 1 Personnel:	Interns	\$ 60/hour

Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 65.5¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.

STD RATE

June 1, 2023

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

The parties to this Agreement, Progressive AE, Inc., Grand Rapids, Michigan, USA, hereinafter called the ARCHITECT and Ada Township, Ada, Michigan, USA, hereinafter called the OWNER, hereby agree to the following conditions:

1. Scope of Services: The services provided by the ARCHITECT shall be limited to those described in the proposal dated December 7, 2023. The parties agree that the Standard Agreement Provisions incorporated herein shall govern.
2. Term: If services covered by this Agreement have not been completed within three months of the date of this Agreement, through no fault of the ARCHITECT, extension of the ARCHITECT's services beyond that time shall be compensated as additional services.
3. Changed Conditions: If, during the term of this Agreement, the ARCHITECT becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ARCHITECT, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ARCHITECT may call for re-negotiation of appropriate portions of the Agreement. The ARCHITECT shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ARCHITECT and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
4. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
5. Standard of Care: Professional Services provided by the ARCHITECT will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State where the Project resides. In reference to the Standard of Care, the Owner and Architect acknowledge that changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the plans and specifications, and, therefore, that the costs of the project may exceed the construction contract sum. The Owner and Architect agree that a design contingency in the amount of three percent (3 percent) of the cost of the work be established, as required, to pay for any such increased project costs. The Owner further agrees to make no claim by way of direct or third-party action against the Architect or his or her subconsultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes. Costs or expenses that are considered value added/betterment (see Paragraph 29) to the project shall not be applied against the design contingency. The design contingency shall be established as a line item in the overall project budget and be carried through the project's construction phase.
6. Schedule for Rendering Services: The ARCHITECT shall prepare and submit for OWNER approval a schedule for the performance of the ARCHITECT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ARCHITECT's reasonable control.
7. Payment Terms: Invoices will be submitted by the ARCHITECT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the

original invoice date. If past due invoices cause the ARCHITECT to proceed with legal action or collection services, the OWNER agrees to pay all of the ARCHITECT's collection expenses including reasonable attorney fees.

8. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ARCHITECT has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the ARCHITECT's opinions of probable construction costs are made on the basis of the ARCHITECT's professional judgment and experience. The ARCHITECT makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ARCHITECT's opinion of probable construction cost.
9. Ownership of Instruments of Service: The OWNER acknowledges the ARCHITECT's design documents, including electronic files, reports, drawings, worksheets, plans, supporting documents and other material as the ARCHITECT's instruments of professional service. Provided that the OWNER complies with all obligations of this Agreement and, upon completion of the services and payment in full of all monies due to the ARCHITECT, the ARCHITECT shall provide the OWNER with an exclusive agreement to use the final construction documents prepared under this Agreement for construction or maintaining the project. The OWNER shall not reuse or make any modifications to the construction documents without the prior written authorization of the ARCHITECT. The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the ARCHITECT, its officers, directors, employees, and subconsultants (collectively, ARCHITECT) against any damages, liabilities or costs, including reasonable lawyers' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the OWNER or any person or entity that acquires or obtains the construction documents from or through the OWNER without the written authorization of the ARCHITECT.

Under no circumstances shall the transfer of ownership of the ARCHITECT's drawings, specifications, electronic files, or other instruments of service be deemed a sale by the ARCHITECT, and the ARCHITECT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose, nor shall such transfer be construed or regarded as any waiver or other relinquishment of the ARCHITECT's copyrights or intellectual property rights including Universal Design innovation strategies, checklists, reports and processes in any of the foregoing, full ownership of which shall remain with ARCHITECT, absent the ARCHITECT's express prior written consent.

10. Digital Data/Electronic Media: The ARCHITECT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ARCHITECT in CAD form. Release of digital data will be by execution of the Architect's digital data licensing Agreement (AIA Document C106-2013 or latest edition). Copies shall be for information and used by the OWNER for the specific purpose for which the ARCHITECT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ARCHITECT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ARCHITECT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or modification of all Project documentation. Under no circumstance shall the transfer of drawings or data or other instruments of service on digital data for use by the Recipient be construed to be as a sale. ARCHITECT makes no warranties, either express or implied or of merchantability or of fitness for a particular purpose. To the extent that the digital data includes building information models (Models), the parties agree to the following terms. (1) The Models are intended for the purpose of communicating design intent only and are not construction

documents. (2) The Models may not detect all conflicts or inconsistencies. (3) The Models are not intended for quantity take-offs, cost estimates, fabrication, or dimensional purposes. (4) Information contained in the Models will not be construed to dictate construction means or methods. This will remain the Contractor or Fabricator's responsibility.

11. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any Agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

12. Termination: If the OWNER fails to make payments in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ARCHITECT's option, cause for suspension of services. The ARCHITECT shall provide seven days' written notice. If the OWNER or ARCHITECT suspends the Project, the ARCHITECT shall be compensated for services performed prior to notice of suspension. The ARCHITECT's fees for the remaining services and the time schedule shall be equitably adjusted. Either party may terminate this Agreement upon not less than seven days' written notice to the other party for convenience and without cause. If the Agreement is terminated, the ARCHITECT shall be compensated by the OWNER for services performed prior to termination and reimbursable expenses including costs attributable to termination, including the costs attributable to the ARCHITECT's termination of consultant Agreements.
13. Professional Liability Insurance and Limitation of Liability: The ARCHITECT maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ARCHITECT's liability to the OWNER and to all Construction Contractors and

Subcontractors on the project due to the ARCHITECT's negligent acts, errors, or omissions, such that the total aggregate liability of the ARCHITECT to all those named shall not exceed the amount of the ARCHITECT's compensation for the Project.

14. Indemnification: Subject to the limitation in Paragraph 13 above the ARCHITECT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense cost, to the extent caused by the ARCHITECT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the ARCHITECT is legally liable.

The OWNER agrees to the fullest extent permitted by law, to indemnify and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively ARCHITECT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

Neither OWNER or ARCHITECT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

The OWNER and ARCHITECT waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages including disruptions to business operations or loss of profits.

15. Delays: The OWNER agrees that the ARCHITECT is not responsible for any damages arising directly or indirectly from any delays for causes beyond the ARCHITECT's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics, or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the ARCHITECT to perform its services in an orderly and efficient manner, the ARCHITECT shall be entitled to a reasonable adjustment in schedule and compensation.
16. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ARCHITECT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ARCHITECT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
17. ADA Requirements: The ARCHITECT shall make a reasonable professional effort to interpret applicable ADA requirements as they apply to this project but cannot warrant or guarantee compliance due to the fact it is civil rights legislation and open to many different interpretations.
18. Code Compliance: The ARCHITECT shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations

after the date shall entitle the ARCHITECT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

19. Buried Utilities: The OWNER will be responsible for furnishing the ARCHITECT information identifying the type of all underground utilities and verifying their specific locations. The ARCHITECT (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ARCHITECT for damages to underground improvements. The OWNER further agrees to indemnify and hold the ARCHITECT harmless from any damage, liability, or cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.
20. Condominium Conversion: If the ARCHITECT's services and Construction Documents are intended for the design and construction of residential or commercial rental units, they shall be under the ownership and control of a single, integrated OWNER. In the event the Project is changed to any other purpose or use, including, but not limited to, subdivision into individual units for sale, the ARCHITECT shall have no responsibility, and shall be released from all obligations and liabilities for the Project, and each and every right, license and/or ownership interest of the OWNER of the Construction Documents shall be void. The OWNER shall be expressly prohibited from making any further use of the Construction Documents for any purpose, including, but not limited to, the conversion of the Project to another purpose. Further, the OWNER agrees, to the fullest extent permitted by law, to indemnify, immediately defend, and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively, ARCHITECT) against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the services performed under this Agreement.
21. Energy Tax Deduction: The ARCHITECT may wish to pursue an energy tax deduction under Section 179D of the Internal Revenue Code for this Project. Such deductions are available to design firms for projects that reduce overall energy use of a building. If Progressive AE determines that this Project meets the relevant 179D qualification criteria, the OWNER agrees to allocate the tax deduction to Progressive AE by signing an Allocation Acknowledgement form which is required by the IRS to receive the deduction.
22. Evaluation of Work: The ARCHITECT shall have authority to reject work that does not conform to the contract documents; however, the ARCHITECT does not have authority to stop work at any time.
23. Hazardous Materials: The ARCHITECT shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
24. Hiring of Personnel: OWNER may not directly hire any employee of the ARCHITECT. OWNER agrees that it shall not, directly, or indirectly solicit any employee of the ARCHITECT from accepting employment with OWNER, affiliate companies, or competitors of ARCHITECT.
25. Means and Methods: The ARCHITECT shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, nor shall the ARCHITECT be responsible for the constructor's failure to perform work in accordance with the contract documents.

26. Site Signage: The ARCHITECT shall be permitted to install on the project premises an exterior sign of not more than sixty square feet for promotional purposes. The location of the sign shall be mutually agreed upon by OWNER and ARCHITECT, not to be unreasonably withheld by either.
27. Timeliness of Performance: The OWNER and ARCHITECT are aware that many factors outside the Agreement control may affect the ARCHITECT's ability to complete the services to be provide under Agreement. The ARCHITECT will perform these services with reasonable diligence and expediency consistent with sound professional practices.
28. Value-Added/Betterment: If, due to the ARCHITECT's error or omission, any required item or component of the project is omitted from the ARCHITECT's Construction documents, the ARCHITECT shall not be responsible for paying the cost to add such item or components to the extent that such item or component would have otherwise been necessary to the project or otherwise adds value or betterment to the project. In no event will the ARCHITECT be responsible for any cost or expenses that provides value, upgrade, or enrichment of the project.



MEMORANDUM

Date: 1/3/24

TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Farmers Market Annual Report Presentation – Stephanie Karrip, Market Manager

Background:

The 2023 AFM's season ran from June 6 through October 31, operating for 21 weeks on Tuesdays, from 9 a.m. until 2 p.m. in The Community Church parking lot. Attached you'll find a copy of the full 2023 Ada Farmers Market Annual Report. The report is a summary of market operations from June 2023 through October 2023, and includes an overview of the following topics.

- General Market Overview
- 2023 Budget Update
- 2024 Proposed Budget

Stephanie Karrip, Farmers Market Manager, will be present at the DDA meeting on Monday 1/8 to give a presentation of her report.

2023 Ada Farmer's Market Annual Report to the DDA

December 8, 2024

Summary

The 2023 AFM's season began on June 6th and ended on October 31st, operating for 21 weeks on Tuesdays, from 9 a.m. until 2 p.m. The weather was warm & dry for the most part and we somehow managed to avoid having to delay or cancel any market days due to inclement weather.

- The number of seasonal vendors decreased from last year from 29 to 27.
- The number of returning vendors increased from last year by seven from 16 to 23.
- The number of new vendors was 25.
- The number of daily vendors increased from last year from 19 to 24.
- The number of available vendor spaces remained at 50. The Market filled 50 of these spaces between seasonal and daily vendors. *

*This number represents the individual vendor booths used during the season but should be noted that Daily Booths were used multiple times, with different frequencies.

- ☐ The rate for a daily vendor is \$25 per day during the regular season. Seasonal vendors pay an upfront fee of \$240 per space for 16 weeks (June-September) and \$290 per space for 21 weeks (June-October).
- We plan to take a look at the Market map and make some changes to better accommodate vendors with large trailers and generators as well as provide easier access and visibility for the Kids' activities.

Vendors

We had a couple vendors who expressed interest and registered but did not attend. The reason noted for dropping out in all cases was attributed to the lack of available help.

Visitors

The approximate total number of visitors this season was 2,900 people (*Placer.ai data as of 9/25*). This is up 16.8 % from the number of people that visited the market last year.

- Each visitor spent an average of 64 min at the market per visit.
- The highest number of visitors came in the end of July and beginning of August.
- Most visitors attend the market between the hours of 11am and 1pm.

Special Programming

- Kids in the market reading time slot stayed the same at one time slot at 10am, still supported by the Amy Van Andel Library staff and held on the church's green space on the west end of the market. It was well attended. We plan to have more readings scheduled for the 2024 market.
- This year we included extra kid's activities in addition to Storytime. Cynthia Hagerdorn Fine Arts Studio provided planned activities as well as face painting. This ran Tuesdays, 9:00-12:00 noon (3 hours weekly) and was well attended. We plan to do the same for the 2024 season.
- Music at the Market ran from the beginning of the season until the end of August. The Busker schedule included 12 weeks of performances; two time slots each Tuesday.

Social Media

Instagram and Facebook are the primary social media channels for the market.

- Facebook continues to show consistent organic growth in the number of likes year after year.
- Instagram usage has also increased, the majority from posts and stories about the market's schedule of activities and vendors attending each week.
- We plan to continue to grow our social media and internet presence for the 2024 season.

Things we learned and plan to implement in the 2024 season:

- To ensure a successful market, we must increase our marketing. We can do this by adding more signage, continuing to hand out market flyers at the beginning of the season and posting more on social media.
- Changes to the market map will provide better accessibility to vendors and kid's activities.
- The food truck was highly successful. Adding a couple more may increase lunch crowd traffic.
- A collaboration between Storytime and Cynthia Hagedorn's kid activities will generate more interest and increase attendance.
- Continue to discuss ways to both reach out and compensate adult volunteers for their time. The market requires at least two adult volunteers (a minimum of one in market each week) and two middle/high school volunteers to run efficiently. This may be accomplished by potential internship programs.

Budget

Attached is the AFM proposed budget revenue & expenditures, which details budget for last season, 2023 as well as upcoming season 2024.

- Most notable change in expenditures coming from the addition of Cynthia Hagedorn Fine Arts Studio for Kid's programming. This adds a total of \$5,500, which is broken down to \$500/day for 11 weeks. (\$300/day for labor & planning plus \$200/day for face painting).

FARMERS MARKET PROPOSED BUDGET DETAIL, FY 2024-2025				
GL Number	Description of 2023-24 Budget Revenues		2023-24 Adopted	2024-25 REQUESTED
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE		\$1,000.00	\$3,000.00
Sponsorship Revenues				
248-028.000-675.001-FARMERMARKET	REGISTRATIONS		\$9,785.00	\$10,000.00
Vendor Registration Fees				
TOTAL REVENUES:			\$10,785.00	\$13,000.00
GL Number	Description of 2023-24 Budget Expenditures		2023-24 Adopted	2024-25 REQUESTED
248-170-740	OPERATING SUPPLIES/SERVICES:		\$2,480.00	\$2,500.00
Web Site Hosting (\$70/quarter)	\$280			
Market Busker Compensation	\$500			
Tent parts/Misc.	\$100			
Advertising/Promotion	\$1020			
Printing	\$500			
Vendor Kickoff Event	\$100			
248-277-788	PROGRAM SUPPLIES/SERVICES			\$5,500.00
Kids in the Market Programming				
248-170-800	CONTINUING EDUCATION			
MIFMA Market Manager Certificate Program				\$350.00
248-170-801	CONTRACT SERVICES		\$13,690.00	\$14,000.00
Mkt Mgr. Services	\$13,690			
248-170-820	MEMBERSHIP & DUES		\$250.00	\$250.00
MIFMA Annual Membership	\$250			
248.170.870	MILEAGE AND EXPENSES		\$50.00	\$50.00
Market Mgr. Mileage/Expenses	\$50			
TOTAL EXPENDITURES			\$16,470.00	\$22,650.00

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REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 12/31/2023
% Fiscal Year Completed: 75.14
Fund 248 - DDA FUND

Page: 1/2

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Revenues						
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET MISC AND OTHER REVENUE						
04/10/2023	CR FARMER'S MARKET 04/10/2023		1,200.00	FARMER'S MARKET 04/10/2023		
04/13/2023	CR FARMER'S MARKET 04/13/2023		250.00	FARMER'S MARKET 04/13/2023		
05/05/2023	CR FARMER'S MARKET 05/05/2023		1,250.00	FARMER'S MARKET 05/05/2023		
05/25/2023	CR FARMER'S MARKET 05/25/2023		1,250.00	FARMER'S MARKET 05/25/2023		
		1,000.00	1,000.00	3,950.00	(2,950.00)	395.00
248-028.000-675.001-FARMERMARKET REGISTRATIONS						
04/04/2023	CR FARMER'S MARKET 04/04/2023		480.00	FARMER'S MARKET 04/04/2023		
04/11/2023	CR FARMER'S MARKET 04/11/2023		240.00	FARMER'S MARKET 04/11/2023		
04/25/2023	CR FARMER'S MARKET 04/25/2023		240.00	FARMER'S MARKET 04/25/2023		
04/28/2023	CR FARMER'S MARKET 04/28/2023		240.00	FARMER'S MARKET 04/28/2023		
05/08/2023	CR FARMER'S MARKET 05/08/2023		920.00	FARMER'S MARKET 05/08/2023		
05/18/2023	CR FARMER'S MARKET 05/18/2023		240.00	FARMER'S MARKET 05/18/2023		
06/05/2023	CR FARMER'S MARKET 06/05/2023		290.00	FARMER'S MARKET 06/05/2023		
06/09/2023	CR FARMER'S MARKET 06/09/2023		680.00	FARMER'S MARKET 06/09/2023		
06/20/2023	CR FARMER'S MARKET 06/20/2023		225.00	FARMER'S MARKET 06/20/2023		
07/03/2023	CR FARMER'S MARKET 07/03/2023		125.00	FARMER'S MARKET 07/03/2023		
08/01/2023	CR FARMER'S MARKET 08/01/2023		725.00	FARMER'S MARKET 08/01/2023		
10/24/2023	CR FARMER'S MARKET 10/24/2023		650.00	FARMER'S MARKET 10/24/2023		
		9,785.00	9,785.00	5,055.00	4,730.00	51.66
248-028.000-675.001-FARMERMARKET REGISTRATIONS						
Total - Dept 028.000		10,785.00	10,785.00	9,005.00	1,780.00	83.50
Total Revenues		10,785.00	10,785.00	9,005.00	1,780.00	83.50

Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES						
06/06/2023	AP FASTSIGNS/OPERATING SUPPLIES/SERVICES		231.00	Inv #: '467-123004' Vendor '6041'		
06/06/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
06/06/2023	AP FASTSIGNS/OPERATING SUPPLIES/SERVICES		121.00	Inv #: 'STATEMENT' Vendor '6041'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		30.00	Inv #: 'STATEMENT' Vendor '0157'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		50.00	Inv #: 'STATEMENT' Vendor '0157'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		50.00	Inv #: 'STATEMENT' Vendor '0157'		
07/05/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		30.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		40.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		40.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		150.00	Inv #: 'STATEMENT' Vendor '0157'		
09/19/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.13	Inv #: 'STATEMENT' Vendor '4958'		
10/13/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
11/08/2023	AP KARRIP, STEPHANIE/OPERATING SUPPLIES/SERVICES		111.98	Inv #: 'STATEMENT' Vendor '8455'		
12/06/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		100.90	Inv #: 'STATEMENT' Vendor '4958'		
		2,480.00	2,480.00	1,227.43	1,252.57	49.49
248-277.000-801.000-FARMERMARKET CONTRACT SERVICE						
05/17/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		656.75	Inv #: '042023' Vendor '8455'		
06/06/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		740.00	Inv #: '05302023' Vendor '8455'		
08/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,609.50	Inv #: '062023' Vendor '8455'		
09/01/2023	AP SQAURE PEG EVENTS/CONTRACT SERVICE		600.00	Inv #: '14308072023' Vendor '0558'		

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REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 12/31/2023
% Fiscal Year Completed: 75.14
Fund 248 - DDA FUND

Page: 2/2

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
09/04/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,517.00	Inv #: '072023' Vendor '8455'		
09/04/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,535.50	Inv #: '082023' Vendor '8455'		
11/08/2023	AP VIRGINIA MAC ANASPIE/CONTRACT SERVICE		1,241.00	Inv #: '06302023' Vendor '1013'		
11/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,480.00	Inv #: '10052023' Vendor '8455'		
11/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,517.00	Inv #: '10232023' Vendor '8455'		
		13,690.00	13,690.00	10,896.75	2,793.25	79.60
248-277.000-801.000-FARMERMARKET CONTRACT SERVICE						
248-277.000-820.000-FARMERMARKET MEMBERSHIP & DUES						
04/19/2023	AP MICHIGAN FARMER'S MARKET ASSOC/MEMBERSHIP & DUES		250.00	Inv #: '1271' Vendor '4755'		
		250.00	250.00	250.00	0.00	100.00
248-277.000-870.000-FARMERMARKET MILEAGE & EXPENSES						
		50.00	50.00	0.00	50.00	0.00
Total - Dept 277.000		16,470.00	16,470.00	12,374.18	4,095.82	75.13
Total Expenditures		16,470.00	16,470.00	12,374.18	4,095.82	75.13
NET OF REVENUES AND EXPENDITURES		(5,685.00)	(5,685.00)	(3,369.18)	(2,315.82)	



MEMORANDUM

Date: 2/6/23

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Review and Discuss Proposed 2024-2025 Fiscal Year Budget Draft

Background:

Attached is the proposed budget for the DDA for the 2024-25 fiscal year, beginning April 1, 2024. Based on feedback received at the January 8 meeting, I will make any desired changes to the draft budget document and provide a final draft to Julius for review by the Township Board at its meeting in March. Footnotes are included in the draft budget to show more of a breakdown of each project included. This memo will touch on all significant changes in comparison to last year's budget.

Revenues

- Revenue projections shown are conservative.
- TIF revenue (Taxes: DDA AD VAL) is projected at \$162,000 for FY24-25. This is about a 16% increase from last fiscal year.
- DDA Millage revenue is projected at \$419,000, which is about a 4% increase from last fiscal year.
- Local Community Stabilization revenue is projected at \$125,000. This is about a 16% decrease from last fiscal year. This decrease is since we only received \$127,512 this fiscal year. Staff are looking to better understand this decrease as we received \$150,097 in FY22/23.
- Special Events revenue is projected at \$80,000 based on revenue received this fiscal year.

Estimated Revenues total \$822,526.

Expenditures

- Wages- Support includes the following allocations: Township Manager (2%), Parks & Rec Director (2%), Planning Director (5%), and Buildings, Facilities and Grounds Director & Maintenance Staff (5%).
- Wages-Intern expenditure includes \$8,800 for two 16-week summer interns to support summer events and social media/communications.
- Contract services totals \$70,000, which is about a 14% decrease and includes the following significant line-item increases:
 - Landscaping/Beautification was increased to \$30,00, which includes expenses for flower bed planting services as well as general upkeep of landscaping throughout the development district.

- Snow Removal was decreased back to \$20,000 based on this past fiscal year and the inclusion of the bump outs/parking spaces in the downtown.
- Marketing/Promotion stayed the same at \$15,000, which includes funds for the Progressive Tasting event series.
- Decrease is due to exclusion of \$10,000 expenditure for Placcer.ai services. Further discussion will need to be had by DDA to better understand if we'd like to move forward with purchase for a 2nd year.
- Improvements captures each of the proposed capital improvements for FY 24-25. There is a total of \$122,000 requested this fiscal year.
- Community Events expenditures have increased this year from \$106,500 to \$119,000 reflect the increase in funds being spent on the Beers at the Bridge Summer Concert Series.
 - Additional expenses have been budgeted for other events that occur within the development district that aren't necessarily designated as a DDA event. The intension is to work collaboratively with Township staff to support these events that bring people into the Village area.
- Community Services currently includes \$10,000 towards that the DDA pledged to the Township for the Pedestrian Bridge project.

Expenditures total \$801,131.

Net of Revenues: \$ 21,395.

BUDGET ADOPTION CALENDAR:

Below are keys dates adopted by the Township Board resolution that establishes the calendar for adoption of the Township budget:

Township Board public hearing on the proposed budget:	Monday, February 26, 2024 - 7 PM
Adopt General Appropriations Budgets by Resolution for FY 2023/2024:	Monday, March 11, 2024 - 7 PM
Fiscal Year 2023/2024 ends	Sunday, March 31, 2024
Fiscal Year 2024/2025 begins	Monday, April 1, 2024

Recommendation:

Staff recommends approval of the FY 24-25 DDA Fund Budget for review and approval by the Township Board in March.

Requested Motion: Motion to approve the FY 24-25 DDA Fund Budget for review and approval by the Township Board.

ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
FY 2024-2025 BUDGET - DRAFT
JANUARY 3, 2024
Created 1/3/24

		2022-23	2023-24	2023-24	2024-25
		ACTIVITY	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION		BUDGET	THRU 12/31/23	BUDGET
ESTIMATED REVENUES					
Dept 000.000					
248-000.000-401.405	TAXES: DDA AD VAL	124,134	139,000	11,739	162,000
248-000.000-401.406	TAXES: DDA IFT			3,623	
248-000.000-665.000	INTEREST REVENUE	6,201	3,000	8,942	7,000
Totals for dept 000.000 -		130,335	142,000	24,304	169,000
Dept 020.000 - TAXES					
248-020.000-406.000	TAXES: DDA MILLAGE	368,694	403,000	4,742	419,600
248-020.000-437.000	TAXES: IFT	22,386	22,544		15,926
248-020.000-573.000	LOCAL COMMUNITY STABILIZATION	150,097	150,000	127,512	125,000
Totals for dept 020.000 - TAXES		541,177	575,544	132,254	560,526
Dept 026.000 - CONTRIBUTIONS					
248-026.000-654.000	SPECIAL EVENTS RECEIPTS	(200)	78,000		
248-026.000-654.001	BEERS AT THE BRIDGE	78,546		70,791	80,000
Totals for dept 026.000 - CONTRIBUTIONS		78,346	78,000	70,791	80,000
Dept 027.000 - OTHER REVENUE					
248-027.000-694.000	MISC AND OTHER REVENUE	(455)			
Totals for dept 027.000 - OTHER REVENUE		(455)			
Dept 028.000 - FARMER'S MARKET					
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE		1,000	3,950	3,000
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	12,260	9,785	5,055	10,000
Totals for dept 028.000 - FARMER'S MARKET		12,260	10,785	9,005	13,000
TOTAL ESTIMATED REVENUES		761,663	806,329	236,354	822,526

APPROPRIATIONS					
Dept 272.000 - GENERAL ADMINISTRATION					
248-272.000-890.001	BEERS AT THE BRIDGE				80,000
248-272.000-890.002	WINTER WONDERLAND				29,000
248-272.000-890.003	FALL FESTIVAL/BRATS & BONFIRES				3,000
248-272.000-890.004	4TH OF JULY				1,000
248-272.000-890.005	SANTA PARADE				1,000
248-272.000-890.006	TINSEL, TREATS & TROLLEYS				2,500
248-272.000-890.007	MUSIC ON THE LAWN				2,500
248-272.000-906.001	PRINTINGS - COMMUNITY EVENTS	98,392	106,500	128,098	
248-272.000-906.002	COMMUNITY SERVICES	25,000	25,000		10,000
Totals for dept 272.000 - GENERAL ADMINISTRATION		123,392	131,500	128,098	129,000
Dept 277.000 - DDA OPERATIONS/CONSTRUCTION					
248-277.000-704.000	WAGES	70,398	70,434	38,127	76,638
248-277.000-704.001	WAGES - SUPPORT	23,855	26,237	17,393	28,221
248-277.000-704.005	WAGES: OVERTIME		500		200
248-277.000-707.001	WAGES - INTERN		4,400	3,889	8,800
248-277.000-715.000	FICA - TOWNSHIP SHARE	5,715	6,030	3,513	6,900
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,314	1,225	844	1,400
248-277.000-719.000	RETIREMENT - EMPLOYER COST	9,032	10,000	5,577	10,487
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	18,786	23,000	13,011	23,000
248-277.000-724.000	PHONE ALLOWANCE	949	900	643	930
248-277.000-726.000	OFFICE SUPPLIES/SERVICES	1,162			
248-277.000-740.000	OPERATING SUPPLIES/SERVICES		7,000	2,450	3,500
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	1,418	2,480	1,227	2,500
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES				5,500
248-277.000-800.000	CONTINUING EDUCATION	708	2,500	909	2,000
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION				350
248-277.000-801.000	CONTRACT SERVICE	36,144	89,500	51,463	3,000
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	10,180	13,690	10,897	14,000
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION				30,000
248-277.000-801.020	I.T. MAINTENANCE				2,000
248-277.000-801.030	SNOW REMOVAL SERVICES				20,000

248-277.000-801.040	MARKETING/PROMOTION				15,000
248-277.000-820.000	MEMBERSHIP & DUES	125	500	475	750
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES		250	250	250
248-277.000-821.000	ENGINEERING		3,000		10,000
248-277.000-828.000	LEGAL SERVICES	2,088	2,000		2,000
248-277.000-870.000	MILEAGE & EXPENSES	20	1,000	64	750
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES		50		50
248-277.000-927.000 * *	MAINTENACE & REPAIR/IMPROVEMENTS	326	15,000	43	15,000
248-277.000-974.000 * *	IMPROVEMENTS	3,000	122,000	67,886	122,000
Totals for dept 277.000 - DDA OPERATIONS/CONSTRUCTION		185,220	401,696	218,661	405,226
Dept 279.000 - OTHER TOWNSHIP EXPENSES					
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,038	1,000	416	1,000
248-279.000-999.000	PAYING AGENT FEES	632	650	632	650
Totals for dept 279.000 - OTHER TOWNSHIP EXPENSES		1,670	1,650	1,048	1,650
Dept 905.000 - OTHER TOWNSHIP EXPENSES					
248-905.000-991.000 * *	BOND PRINCIPAL PAYMENTS	165,250	179,569		184,173
248-905.000-993.000 * *	BOND INTEREST PAYMENTS	90,728	86,470	41,958	81,082
Totals for dept 905.000 - OTHER TOWNSHIP EXPENSES		255,978	266,039	41,958	265,255
TOTAL APPROPRIATIONS		566,260	800,885	389,765	801,131
NET OF REVENUES/APPROPRIATIONS - FUND 248		195,403	5,444	(153,411)	21,395
BEGINNING FUND BALANCE		978,246	1,173,650	1,173,650	1,020,239
ENDING FUND BALANCE		1,173,649	1,179,094	1,020,239	1,041,634

DEPARTMENT 277.000 DDA OPERATIONS/CONSTRUCTION

927.000	MAINTENACE & REPAIR/IMPROVEMENTS	
	FOOTNOTE AMOUNTS:	8,000
	FLOWER BED IMPROVEMENTS	

974.000	IMPROVEMENTS	
	FOOTNOTE AMOUNTS:	40,000
	NONNA'S ALLEY PROJECT	
	FOOTNOTE AMOUNTS:	15,000
	WAYFINDING	
	FOOTNOTE AMOUNTS:	67,000
	STREETSCAPE FURNITURE	
	ACCOUNT '974.000' TOTAL	122,000
	DEPT. '277.000' TOTAL	130,000

DEPARTMENT 905.000 OTHER TOWNSHIP EXPENSES

991.000	BOND PRINCIPAL PAYMENTS	
	FOOTNOTE AMOUNTS:	184,173
	2017 ENVISION CAPITAL IMPROVEMENT BOND	

993.000	BOND INTEREST PAYMENTS	
	FOOTNOTE AMOUNTS:	81,082
	2017 ENVISION CAPITAL IMPROVEMENT BOND	
	DEPT. '905.000' TOTAL	265,255



MEMORANDUM

Date: 1/4/23

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: December 31, 2023, Financial Report

December 2023 financial activity in the DDA Fund included the following items of mention:

- Community Events expenditures in the amount of \$38,000 include payment to Surface Renew for the purchase and installation of street pole garland and winter wonderland lighting display.
- Phone Allowance expenditure equaling \$77.16 for monthly allowance for DDA Director and additional support staff.
- Office Supplies/Services totaling \$58.29 includes payment for monthly Adobe Creative Cloud editing software.
- Contract Service in the amount of \$300 paid to VanVossen for salt application in November.

Financial activity for the Farmers Market included expenditures totaling \$100.90 in operating supplies and services for website hosting services.

01/04/2024 02:37 PM
User: HALEY
DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 12/31/2023
% Fiscal Year Completed: 75.14
Fund 248 - DDA FUND

Page: 1/3

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Revenues							
Department 000.000:							
248-000.000-401.405	TAXES: DDA AD VAL	139,000.00	139,000.00	11,739.46	0.00	127,260.54	8.45
248-000.000-401.406	TAXES: DDA IFT	0.00	0.00	3,623.27	0.00	(3,623.27)	100.00
248-000.000-665.000	INTEREST REVENUE	3,000.00	3,000.00	8,942.35	0.00	(5,942.35)	298.08
Total - Dept 000.000		142,000.00	142,000.00	24,305.08	0.00	117,694.92	17.12
Department 020.000: TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	403,000.00	403,000.00	4,742.21	0.00	398,257.79	1.18
248-020.000-437.000	TAXES: IFT	22,544.00	22,544.00	0.00	0.00	22,544.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	150,000.00	150,000.00	127,512.01	0.00	22,487.99	85.01
Total - Dept 020.000		575,544.00	575,544.00	132,254.22	0.00	443,289.78	22.98
Department 026.000: CONTRIBUTIONS							
248-026.000-654.000	SPECIAL EVENTS RECEIPTS	78,000.00	78,000.00	0.00	0.00	78,000.00	0.00
248-026.000-654.001	BEERS AT THE BRIDGE	0.00	0.00	70,791.00	0.00	(70,791.00)	100.00
Total - Dept 026.000		78,000.00	78,000.00	70,791.00	0.00	7,209.00	90.76
Department 028.000: FARMER'S MARKET							
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	1,000.00	3,950.00	0.00	(2,950.00)	395.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	9,785.00	5,055.00	0.00	4,730.00	51.66
Total - Dept 028.000		10,785.00	10,785.00	9,005.00	0.00	1,780.00	83.50
Total Revenues		806,329.00	806,329.00	236,355.30	0.00	569,973.70	29.31
Expenditures							
Department 272.000: GENERAL ADMINISTRATION							
248-272.000-906.001	PRINTINGS - COMMUNITY EVENTS						
12/06/2023	AP SURFACE RENEW/COMMUNITY EVENTS			38,000.00	Inv #: '1974318' Vendor '6455'		
248-272.000-906.001	PRINTINGS - COMMUNITY EVENTS	106,500.00	106,500.00	128,098.05	38,000.00	(21,598.05)	120.28
248-272.000-906.002	COMMUNITY SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total - Dept 272.000		131,500.00	131,500.00	128,098.05	38,000.00	3,401.95	97.41
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-704.000	WAGES						
12/07/2023	PR SUMMARY PR 12/07/2023			2,734.31	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			2,734.31	1452		
248-277.000-704.000	WAGES	70,434.00	70,434.00	38,127.36	5,468.62	32,306.64	54.13
248-277.000-704.001	WAGES - SUPPORT						

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 12/31/2023
% Fiscal Year Completed: 75.14
Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Expenditures							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
12/07/2023	PR SUMMARY PR 12/07/2023			1,206.99	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			825.35	1452		
248-277.000-704.001	WAGES - SUPPORT	26,237.00	26,237.00	17,393.23	2,032.34	8,843.77	66.29
248-277.000-704.005	WAGES: OVERTIME	500.00	500.00	0.00	0.00	500.00	0.00
248-277.000-707.001	WAGES - INTERN	4,400.00	4,400.00	3,888.75	0.00	511.25	88.38
248-277.000-715.000 FICA - TOWNSHIP SHARE							
12/07/2023	PR SUMMARY PR 12/07/2023			236.30	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			207.45	1452		
248-277.000-715.000	FICA - TOWNSHIP SHARE	6,030.00	6,030.00	3,512.69	443.75	2,517.31	58.25
248-277.000-716.000 FICA - MEDICARE TWP SHARE							
12/07/2023	PR SUMMARY PR 12/07/2023			55.29	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			48.53	1452		
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,225.00	1,225.00	843.67	103.82	381.33	68.87
248-277.000-719.000 RETIREMENT - EMPLOYER COST							
12/07/2023	PR SUMMARY PR 12/07/2023			354.70	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			355.98	1452		
248-277.000-719.000	RETIREMENT - EMPLOYER COST	10,000.00	10,000.00	5,576.94	710.68	4,423.06	55.77
248-277.000-719.001 MEDICAL, DENTAL INSURANCE							
12/07/2023	PR SUMMARY PR 12/07/2023			610.60	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			611.96	1452		
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	23,000.00	23,000.00	13,011.38	1,222.56	9,988.62	56.57
248-277.000-724.000 PHONE ALLOWANCE							
12/07/2023	PR SUMMARY PR 12/07/2023			77.16	1450		
248-277.000-724.000	PHONE ALLOWANCE	900.00	900.00	642.91	77.16	257.09	71.43
248-277.000-726.000	OFFICE SUPPLIES/SERVICES	0.00	0.00	0.00	0.00	0.00	100.00
248-277.000-740.000 OPERATING SUPPLIES/SERVICES							
12/06/2023	AP ADOBE SYSTEMS/OPERATING SUPPLIES/SERVICES			58.29	Inv #: 'STATEMENT' Vendor '5544'		
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	7,000.00	7,000.00	2,450.07	58.29	4,549.93	35.00
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES							
12/06/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES			100.90	Inv #: 'STATEMENT' Vendor '4958'		
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,480.00	2,480.00	1,227.43	100.90	1,252.57	49.49
248-277.000-800.000	CONTINUING EDUCATION	2,500.00	2,500.00	909.00	0.00	1,591.00	36.36
248-277.000-801.000 CONTRACT SERVICE							
12/06/2023	AP VANVOSSEN PROPERTY SERVICES/CONTRACT SERVICE			300.00	Inv #: '6875' Vendor '5588'		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 12/31/2023

% Fiscal Year Completed: 75.14

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Expenditures							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-801.000	CONTRACT SERVICE	89,500.00	89,500.00	51,462.68	300.00	38,037.32	57.50
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,690.00	13,690.00	10,896.75	0.00	2,793.25	79.60
248-277.000-820.000	MEMBERSHIP & DUES	500.00	500.00	475.00	0.00	25.00	95.00
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	250.00	0.00	0.00	100.00
248-277.000-821.000	ENGINEERING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-277.000-870.000	MILEAGE & EXPENSES	1,000.00	1,000.00	63.88	0.00	936.12	6.39
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	0.00	0.00	50.00	0.00
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	15,000.00	15,000.00	42.68	0.00	14,957.32	0.28
248-277.000-974.000	IMPROVEMENTS	122,000.00	122,000.00	67,886.00	0.00	54,114.00	55.64
Total - Dept 277.000		401,696.00	401,696.00	218,660.42	10,518.12	183,035.58	54.43
Department 279.000: OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS						
12/07/2023	PR SUMMARY PR 12/07/2023			14.50	1450		
12/21/2023	PR SUMMARY PR 12/21/2023			38.03	1452		
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	416.21	52.53	583.79	41.62
248-279.000-999.000	PAYING AGENT FEES	650.00	650.00	631.91	0.00	18.09	97.22
Total - Dept 279.000		1,650.00	1,650.00	1,048.12	52.53	601.88	63.52
Department 905.000: OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	179,569.00	179,569.00	0.00	0.00	179,569.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	86,470.00	86,470.00	41,958.00	0.00	44,512.00	48.52
Total - Dept 905.000		266,039.00	266,039.00	41,958.00	0.00	224,081.00	15.77
Total Expenditures		800,885.00	800,885.00	389,764.59	48,570.65	411,120.41	48.67
NET OF REVENUES AND EXPENDITURES		5,444.00	5,444.00	(153,409.29)	(48,570.65)	158,853.29	

Balances as of 12/31/2023

% Fiscal Year Completed: 75.14

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Revenues						
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET MISC AND OTHER REVENUE						
04/10/2023	CR FARMER'S MARKET 04/10/2023		1,200.00	FARMER'S MARKET 04/10/2023		
04/13/2023	CR FARMER'S MARKET 04/13/2023		250.00	FARMER'S MARKET 04/13/2023		
05/05/2023	CR FARMER'S MARKET 05/05/2023		1,250.00	FARMER'S MARKET 05/05/2023		
05/25/2023	CR FARMER'S MARKET 05/25/2023		1,250.00	FARMER'S MARKET 05/25/2023		
248-028.000-675.000-FARMERMARKET MISC AND OTHER REVENUE		1,000.00	1,000.00	3,950.00	(2,950.00)	395.00
248-028.000-675.001-FARMERMARKET REGISTRATIONS						
04/04/2023	CR FARMER'S MARKET 04/04/2023		480.00	FARMER'S MARKET 04/04/2023		
04/11/2023	CR FARMER'S MARKET 04/11/2023		240.00	FARMER'S MARKET 04/11/2023		
04/25/2023	CR FARMER'S MARKET 04/25/2023		240.00	FARMER'S MARKET 04/25/2023		
04/28/2023	CR FARMER'S MARKET 04/28/2023		240.00	FARMER'S MARKET 04/28/2023		
05/08/2023	CR FARMER'S MARKET 05/08/2023		920.00	FARMER'S MARKET 05/08/2023		
05/18/2023	CR FARMER'S MARKET 05/18/2023		240.00	FARMER'S MARKET 05/18/2023		
06/05/2023	CR FARMER'S MARKET 06/05/2023		290.00	FARMER'S MARKET 06/05/2023		
06/09/2023	CR FARMER'S MARKET 06/09/2023		680.00	FARMER'S MARKET 06/09/2023		
06/20/2023	CR FARMER'S MARKET 06/20/2023		225.00	FARMER'S MARKET 06/20/2023		
07/03/2023	CR FARMER'S MARKET 07/03/2023		125.00	FARMER'S MARKET 07/03/2023		
08/01/2023	CR FARMER'S MARKET 08/01/2023		725.00	FARMER'S MARKET 08/01/2023		
10/24/2023	CR FARMER'S MARKET 10/24/2023		650.00	FARMER'S MARKET 10/24/2023		
248-028.000-675.001-FARMERMARKET REGISTRATIONS		9,785.00	9,785.00	5,055.00	4,730.00	51.66
Total - Dept 028.000		10,785.00	10,785.00	9,005.00	1,780.00	83.50
Total Revenues		10,785.00	10,785.00	9,005.00	1,780.00	83.50
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES						
06/06/2023	AP FASTSIGNS/OPERATING SUPPLIES/SERVICES		231.00	Inv #: '467-123004' Vendor '6041'		
06/06/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
06/06/2023	AP FASTSIGNS/OPERATING SUPPLIES/SERVICES		121.00	Inv #: 'STATEMENT' Vendor '6041'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		30.00	Inv #: 'STATEMENT' Vendor '0157'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		50.00	Inv #: 'STATEMENT' Vendor '0157'		
06/22/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		50.00	Inv #: 'STATEMENT' Vendor '0157'		
07/05/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		30.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		40.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		40.00	Inv #: 'STATEMENT' Vendor '0157'		
08/08/2023	AP ADA TOWNSHIP PETTY CASH/OPERATING SUPPLIES/SERVICES		150.00	Inv #: 'STATEMENT' Vendor '0157'		
09/19/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.13	Inv #: 'STATEMENT' Vendor '4958'		
10/13/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		68.14	Inv #: 'STATEMENT' Vendor '4958'		
11/08/2023	AP KARRIP, STEPHANIE/OPERATING SUPPLIES/SERVICES		111.98	Inv #: 'STATEMENT' Vendor '8455'		
12/06/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES		100.90	Inv #: 'STATEMENT' Vendor '4958'		
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES		2,480.00	2,480.00	1,227.43	1,252.57	49.49
248-277.000-801.000-FARMERMARKET CONTRACT SERVICE						
05/17/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		656.75	Inv #: '042023' Vendor '8455'		
06/06/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		740.00	Inv #: '05302023' Vendor '8455'		
08/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,609.50	Inv #: '062023' Vendor '8455'		
09/01/2023	AP SQAURE PEG EVENTS/CONTRACT SERVICE		600.00	Inv #: '14308072023' Vendor '0558'		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 12/31/2023

% Fiscal Year Completed: 75.14

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
09/04/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,517.00	Inv #: '072023' Vendor '8455'		
09/04/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,535.50	Inv #: '082023' Vendor '8455'		
11/08/2023	AP VIRGINIA MAC ANASPIE/CONTRACT SERVICE		1,241.00	Inv #: '06302023' Vendor '1013'		
11/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,480.00	Inv #: '10052023' Vendor '8455'		
11/08/2023	AP KARRIP, STEPHANIE/CONTRACT SERVICE		1,517.00	Inv #: '10232023' Vendor '8455'		
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,690.00	13,690.00	10,896.75	2,793.25	79.60
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES					
04/19/2023	AP MICHIGAN FARMER'S MARKET ASSOC/MEMBERSHIP & DUES		250.00	Inv #: '1271' Vendor '4755'		
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	250.00	0.00	100.00
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	0.00	50.00	0.00
Total - Dept 277.000		16,470.00	16,470.00	12,374.18	4,095.82	75.13
Total Expenditures		16,470.00	16,470.00	12,374.18	4,095.82	75.13
NET OF REVENUES AND EXPENDITURES		(5,685.00)	(5,685.00)	(3,369.18)	(2,315.82)	



Director Report for January 8, 2024

Submitted by DDA Director Haley Stichman

Events/Sponsorships:

Winter Wonderland

The community will have the opportunity to walk the Winter Lights Walking Trail through January 31. The Festival of Trees in Legacy Park, coordinated by the Ada Business Association, ended on January 1. We have continued to see a decrease in maintenance issues this season with the replacement of the light pole garland and the shift away from bringing in the Fraser Fir trees. Staff will continue to monitor the lights and address any issues as they arise. I will be coordinating a recap meeting with buildings, grounds, and facilities staff in February to evaluate the setup and make appropriate adjustments for next year.

Progressive Tastings

At the December meeting, the DDA Board approved the proposal for additional Progressive Tasting events to take place in 2024 and 2025. Following this approval, staff sought advice from legal counsel regarding the responsibility for tickets sales to be transitioned to the DDA. Legal counsel outlined some concerns that will be discussed further with the DDA Board on Monday.

Ada Events Gathering

In collaboration with the Ada Business Association and Discover Ada, we will be hosting our annual Ada Events Gathering on January 8th to review the full line-up of 2024 events happening in Ada with businesses/past sponsors. The goal is to connect with businesses/sponsors early and present them with an opportunity to tell us what they are interested in being a part of this coming year. By knowing what businesses are interested in, we can streamline our communications and avoid sending them information about an event they have no interest in sponsoring. Last year, we had over 50 business representatives in attendance and anticipate a similar turnout again this year.

Upcoming Events:

Winter Lights Walking Trail - Runs through January 31
Progressive Tasting: The Cozy Crew | January 25 | 5-7:30 p.m.

Farmers Market

Stephanie Karrip will be presenting the AFM Annual Report at the DDA Meeting on Monday, January 8. A copy of the report can be found in the DDA Board Packet.

Redevelopment Area Liquor Licenses

Staff received an application for a Tavern on-premises Redevelopment Area Liquor License from Warner Norcross + Judd LLP, on behalf of Loren Crandell, President of Michigan Coffee Crew – Ada A6, LLC. The business is to be located in the new A6 development at 7366 River Street, Suite 101. This development is currently under construction. Once the space is complete, Michigan Coffee Crew – Ada A6, LLC will operate a franchise location of Foxtail Coffee. The applicant is requesting Ada Township's support and approval for the Redevelopment Area Tavern Liquor License and Social District Permit. The DDA Board will consider a resolution to support the application from Michigan Coffee Crew – Ada A6, LLC at its meeting on Monday. After review by the DDA Board, any recommendation will be included with the application and be reviewed by the Township Board for approval of a Local Government Approval Resolution for the RDA Liquor License as well as Local Governmental Unit Approval for a Social District Permit. Both are required by the MLCC.

Streetscape Planting Management

I am continuing to work with BFG Director Brinks to finalize the scope of work for the 2024 streetscape planting contract. Staff were very pleased with the work completed by RRR Lawn and Landscape this past season and believe it is in our best interest to continue to work with RRR for next season. Upon completion of the scope of the work, staff will request a quote from RRR and provide it to the DDA Board for discussion. I anticipate having a bid package for the DDA Board to review at its meeting in February.

Ada Village Social District

The DDA Board reviewed the proposed changes to the Social District at its meeting in December and passed DDA Resolution R-121123-1 in support of the Social District expansion. The Resolution outlines support for the district to operate seven days a week and recognizes the need to evaluate the expansion of the district boundary for the purpose of addressing pedestrian safety concerns and better alignment with the footprint of Downtown events. The DDA Board is recommending that the Township Board adopt a resolution implementing the changes to the Social District's hours of operation and consider boundary adjustments options. Staff will be presenting the social district changes to the Township Board at its meeting on Monday with the purpose of having a brief discussion to gain an understanding of any concerns or questions members may have at this time. The goal is to give Board members ample time to review the materials and reconvene for further discussion at the January 22 meeting. Staff will be seeking a decision prior to the Social District expiration date on January 31, 2024.

Downtown Walkway Project:

Staff received a proposal from Progressive AE for landscape architectural services for the pedestrian walkway between Nonna's and the Ada Barber Shop. The proposal outlines the scope of services, clarifications, proposed schedule, and compensation to be considered by the DDA Board at its meeting on Monday, January 8. Scope includes a rendered site plan and a 3D drawing of the design. Based upon the identified scope of services, Progressive AE outlines a total of \$5,000 plus reimbursable expenses estimated at \$150. A total of \$40,000 is being requested in the FY24/25 budget for the completion of this project.

DDA Budget for FY24/25:

The DDA Board will be reviewing a draft of the FY24/25 budget at its meeting on Monday, January 8. Following approval from the DDA Board, the final DDA Fund budget draft will be submitted to Manager Suchy for inclusion in the Township Board's final approval process, which typically occurs in March prior to the end of the fiscal year.

DDA Board Member Appointments:

Board appointments for Bryan Harrison and the vacant board seat will take place at the Township Board meeting on January 22. In the meantime, Harrison can continue to serve.

Out of office Reminder – January 9 through January 19

Please note that I will be out of the office starting on Tuesday, January 9 and going through Friday, January 19 as I will be traveling to California to visit family. I can be reached by phone for any urgent matters during this time.



Township Manager Report for January 3, 2024

Submitted by Township Manager Julius Suchy

Forest Hills Eastern Community Meeting Regarding Cell Tower:

FHPS will hold a meeting on Thursday January 11th at 6:30 PM in the FHE auditorium to hold an informative presentation featuring a Q&A session with FHPS district personnel, school administrators, the director of school safety and security, among others to learn more about a proposed cell tower on the property at FHE.

The Township has not yet received an application for a cell tower on the property, however we are receiving calls from residents asking about the status and what the requirements are.

Planning Director Said and I will attend the January 11th meeting to learn more about the potential request.

Leonard Field Riverfront Improvements Update:

A pay application and change order for the Leonard Field project will be on the January 22nd board agenda. Staff is working with RJM and Thomet Construction to verify that all work has been completed prior to the pay application being presented to the Township Board.

Ada Hotel Lay Down Space:

First Companies requested an extension of the use of the River Street lots through January 31, 2024 due to masonry work taking a little longer than expected. Staff has continued to work with First Companies when there are any concerns or the site or area around the site must be cleaned up and we have not had any issues.

I reviewed this request and let First Companies know they can continue to use the site through January 31, 2024. Once the site is vacated, we will make sure we work with First Companies to have the site properly cleaned up.

2024 4th of July Fireworks Proposal:

Great Lakes Fireworks has submitted a proposal for our 4th of July show in 2024. Great Lakes Fireworks has put the show on the past few years and been a great partner. I met with the new Cascade Township Manager a few weeks ago to provide the background on the 50/50 cost share between Ada and Cascade. The Cascade Township Board will review this in the next few weeks and I anticipate the proposal being on our January 22nd agenda.

River Street Tree/Stump Removal:

Chop has removed the tree as previously noted to the Board, however there is a root ball that is still in the river and they are working to remove it. It was frozen when they went to remove it and they wanted to wait to break it up making it easier to remove. Payment will not be provided to Chop until the root ball has been removed from the river – they understand this and have been in constant communication with the Township on this project.

Township Website Update:

Staff has been providing feedback on the proposals that were received and I anticipate bringing a recommendation to the Township Board to officially start this process in the current fiscal year. This project was included in the fiscal year FY 2023-24 budget.

Underground Utility Work in Downtown Ada Right-of-Way:

Nesson Cable Engineering is completing underground boring work for Comcast in downtown, mostly on the west side of Ada Drive. We coordinated this work to ensure it didn't conflict with any of our community events.

Parks & Recreation Program Coordinator Position Update:

This position was posted on December 8th and will remain open through Sunday January 7th. Once the position has closed Parks & Recreation Director Deason will review the candidates and then work through the process to interview for the top candidate.

Fire Fighter Opening Update:

Chief Murray and I will review the applicants and then selected the candidates that will be invited for an interview.

Replacement of Fire Station #1 Exterior Door:

BFG Director Brinks has been working with Chief Murray to receive quotes for the replacement of an exterior service door at Fire Station #1. It is located on the Headley St. side of the station (northwest side of the bays).

Over time and exposure to elements in addition to winter salting the door has deteriorated and is difficult to operate. It is a hollow steel door encased in the brickwork of the fire station. This makes it more labor intensive to remove and install unlike a normal exterior door.

The new door will be galvanized steel to stand up better with the elements and the winter salting. In addition, the new door will be painted to match as best as possible to the existing red doors at the station. We will also use the existing hardware to save cost, but options were provided if we need to purchase new handles, punch code dead bolt and door closer.

Mr. Brinks received three quotes and the low bidder Rapid Hardware can complete the project for a total cost of \$2,108, \$117 less than the other two proposals. I have authorized Mr. Brinks to move forward with the low bid proposal from Rapid Hardware for the door replacement.

Committee Updates:

- Building, Grounds, Utility Committee:
 - Work is on-going on the following items:
 - Full Utility Rate Study – Baker Tilly has provided a proposal but I will solicit additional proposals as the scope of the work is large and we want to ensure there is a competitive process to best meet the needs of the Township
- Public Safety Committee:
 - A meeting will be scheduled to discuss a cost recovery ordinance that would allow the Township the potential of recouping cost
- Trail Committee:

- A doodle poll is currently out to committee members to setup a meeting in January
- I have reached out to committee members who have not been in attendance for recent meetings and asked if they are interested in continuing in their service or if they would like to step down. I will follow up with Chair Jeff VandenBerge and Supervisor Leisman once I have received responses
- Personnel Committee: Will be scheduling a meeting to discuss the upcoming employee reviews for the FY 2024-2025 budget year

Amy Van Andel Library – Ada Community Center Update:

- Maintenance Items –
 - There was an outlet on the 2nd level that was having issues. This was discovered when one of the Christmas Trees was plugged into it and it did not work. BFG Director Brinks worked with an electrician to identify and fix this issue.
- Library Foyer Signage Update:
 - Valley City Signs has been authorized to begin work on this sign and we have started turning over graphic files as needed. I will provide an update when one is available.



Moore+Bruggink
Consulting Engineers

January 2, 2024

Re: Ada Township Engineering
Project No. 230102.01

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

Dear Mr. Suchy:

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

Sewer Odors – We reviewed the report with the Township Board at the December 11, 2023, meeting. We now need to meet with the BGU Committee to determine the next steps to mitigate the odors.

Water Main Construction 2021/2022

The Township is retaining \$25,000. We had originally planned to recommend final payment (less the contractor's portion of the Lawn Doctor contract) last fall, but now recommend final payment be released in the spring after we confirm good growth of the lawns.

Water Rate Study

The City of Grand Rapids issued their preliminary water/sewer rate study for their customer communities for 2023 in November. On January 1, 2024, they raised the wholesale water and sewer rates charged to Ada Township by 6.47 percent and 3.12 percent, respectively. We will discuss the impacts of these increases to Ada Township residents at the next BGU Committee meeting and will outline our work for the 2024 Water and Sewer Rate Study for Ada Township. The rate study will be completed by the end of February and will contain rate recommendations for Ada Township customers that will likely go into effect on April 1, 2024.

Hall/Fernridge Lift Station – The Hall Street Lift Station was constructed in 1975 and needs improvements due to the age of the equipment. These improvements include new controls, new piping within the dry well, new bypass connection piping, wet well modifications, wet well and bypass chamber lining, electrical upgrades, and other related items. The discharge forcemain has had a couple of recent breaks and also needs to be replaced.

We have completed our study that looks at various pumping and discharge routing options. We now need to meet with the BGU Committee to review the next steps.



Trail Construction 2023

- **2023 Fulton Street Trail from Legacy Park/Fulton Street Bridge** –The project is complete. There is a pay recommendation and one change order that will be reviewed with the Township Board at the next meeting. This is a unit price contract and the change order incorporates additional quantities for all of the contract pay items that exceeded the estimated amount.

Now that the trail is complete, there has been increased graffiti on the bridge abutment walls along the river. We have solicited an engineering proposal for new trail/security lights under the bridge from Century A&E. The concept has been approved by MDOT and the proposal will be reviewed with the Trail Committee.

Trail Construction 2024 and Beyond

- **2024 Pettis Trail – Knapp Street to 3 Mile Road** – As mentioned in previous reports, we have had good discussions regarding the required easements in this section with the Treebrook Association. This section will be part of the Grand River Greenways route through Ada Township, and they have additional funding that will be used to fund this section.
- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – We met with the Township Board/Trail Committee on October 17 to review various options and cost estimates. A funding request has been submitted by the Township to Amway that would allow the path to cross over the Grand River and then follow Amway property into the village. We are waiting for further direction.
- **2024 Rix Street from Adaridge to Ada Drive** – The preliminary design showing the trail constructed in the railroad right-of-way was rejected by the railroad. We have also reviewed an option for the trail to be constructed close to the road on the southerly side of Rix. This alignment is acceptable to the KCRC, but really does not fit the character of the road, given the close proximity of the houses to the right-of-way.
- **2024 Kamp Twins** – This section will be rebid as a two-phase project later this winter. In accordance with the railroad requirements, the Township will break out the railroad crossing and bid the segments of trail on each side of the railroad right-of-way as the first phase that will be constructed this spring/summer. The second phase will be the widening/reconstruction of the railroad crossing. This will be bid and administered through the railroad and will likely be constructed in the fall. The Township needs to authorize an agreement with the railroad, so the railroad can proceed with the design, bidding, and construction of the new railroad crossing.
- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. This year's maintenance projects will most likely focus on the trail along Grand River Drive, which was constructed in 2007 and is now 17 years old.



- **2025 Thornapple River Pedestrian Bridge** – We submitted a letter outlining our engineering fee structure for this project. EGLE permitting could take a while, and we anticipate the project will be constructed in 2025.
- **2025 Knapp Street Bridge** – As previously reported, we have reviewed the following options with the Trail Committee:
 - Option 1: 14-foot wide trail added to existing bridge = \$3.6 million
 - Option 2: Widen the bridge 34 to 20 feet for traffic and 14 feet for trail = \$5.2 million
 - Option 3: Standalone steel truss structure = \$3.7 million

Based on limited availability of KCRC bridge funds, Wayne Harrall suggested the Township proceed with Option 3. The Township has been working to secure additional funding for this option, and the Grand River Greenways (GRG) has agreed to be the lead agency for this project, with the funding split between Ada Township and the Grand River Greenways. We met last fall with the Grand River Greenways and Kent County Road Commission to continue discussions on this project. GRG has a goal to construct this project in 2025.

Ada Covered Bridge

The construction contract was awarded to the Dan Vos Construction at the November 13 Township Board meeting. We will have the preconstruction meeting later this month, and Dan Vos will be starting work in February.

Oxbow Development

We are providing construction inspection of the water main and sanitary on behalf of Ada Township. The sanitary sewer water main are nearly complete, but the contractor still needs to televise and mandril test the sanitary sewer. We continue to invoice the Township for our services, and you will be reimbursed by the developer.

Please call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.
Township Engineer



MEMORANDUM

Date: 01.03.24

TO: Julius Suchy, Township Manager
FROM: John D. Said AICP, Director of Planning
RE: Department Activities Summary Report, December 2023

Planning Commission

December 21 Meeting

The following took place at the December 21 meeting:

- Special Use for health care office (optometrist), Heather Jones for Sundog Properties East LLC, 7175 Headley Street SE. Proposal consists of reoccupying existing commercial space (formerly Sheldon Cleaners). Approved by Planning Commission.

Zoning Board of Appeals

December 5 Meeting

The December 5 meeting of the Zoning Board of Appeals was cancelled due to a lack of applicants.

Other Activities/Information

Code Enforcement

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

- 199 Deer Run Dr. NE; short-term rental of single-family home; illegal per Zoning Ordinance requirements for allowed uses in Rural Residential (RR) Zoning District. Township Attorney continues work with property owner on an agreement to achieve compliance without a court hearing.
- 285 Greentree; zoning compliance not obtained for existing accessory building; required for all buildings per Zoning Ordinance. Court hearing at 63rd District Court scheduled for January 9, 2024 (rescheduled from Oct. 31, 2023).
- 5799 4 Mile; Staff sent bill for reimbursement of all site cleanup/removal activities to property owner. Property owner has until January 4, 2024 to reimburse Township or further action will be taken to recover expenses.

Additional Items

The following additional activities and information from August are provided:

- Director attended a luncheon on December 1 for participants (mentors and mentees) in the MSU Planning Mentorship Program for graduate students. Discussion included potential scheduling of student visits to mentor offices, in a job-shadow type of arrangement, including to Ada Township.

- Director attended Regional Economic Outlook Breakfast on December 7; event was sponsored by The Right Place. Presenters discussed economic trends impacting the Grand Rapids/West Michigan region, and all had a positive outlook on the economy.
- Discussion, initiated by Forest Hills Public Schools, has begun concerning a potential cellular tower antenna at Forest Hills Eastern (High School/Middle School) campus. The School District has planned a public informational meeting on this matter for January 11, 2024. Any such proposal would require zoning approval by the Planning Commission through the Special Use process (including a public hearing).
- In addition to the meetings/activities noted above, attended/participated in the following Township meetings/events:
 - December 11 DDA Board meeting
 - December 11 Adaview Newsletter planning meeting
 - December 11 Township Board meeting
 - December 14 PRLP meeting
 - December 15 Department Head meeting regarding performance evaluation process

Permit Activity

Permit summary activity from Cascade Township for December and for calendar year 2023 is attached to this report. As discussed at a recent Township Board meeting, a summary (also attached) has also been prepared to highlight permit trends for the last three years (2021 – 2023).

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

Ada Township – Permit Summary Information (2021 – 2023)*

Year	Total Number of Permits	Total Estimated Costs (\$)	Average Project Cost-Per-Permit (\$)	Total Permit Fees (\$) **
2021	381	60,675,135	159,252	151,806
2022	365	76,005,158	208,233	255,685
2023	346	90,791,794	262,404	293,794

New Single-Family Residential Homes Permits

2021: 30. Total estimated cost: \$21,803,076. Average per home: \$726,769.

2022: 28. Total estimated cost: \$25,776,017. Average per home: \$920,572.

2023: 24. Total estimated cost: \$18,397,939. Average per home: \$766,581.

New Commercial Buildings Permits

2021: 1. Total estimated cost: \$ 9,700,000. Average per building: \$ 9,700,000.

2022: 5. Total estimated cost: \$17,900,000. Average per building: \$ 3,580,000.

2023: 5. Total estimated cost: \$13,330,000. Average per building: \$ 2,666,000.

*All monetary amounts rounded to nearest dollar.

**Per contract with Cascade Township, Ada receives 20% of permit revenues.

01/02/2024

DEC

ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
Detached Accessory Building	<i>\$80,000</i>	<i>\$333.00</i>	1
Res. Add/Alter/Repair	<i>\$121,000</i>	<i>\$723.00</i>	3
Res. Single Family	<i>\$3,500,000</i>	<i>\$8,908.00</i>	1
Residential - Other	<i>\$88,845</i>	<i>\$365.00</i>	3
RESIDENTIAL ADDITION	<i>\$130,000</i>	<i>\$292.00</i>	1
Roofing	<i>\$154,062</i>	<i>\$510.00</i>	6
Sign	<i>\$1,058</i>	<i>\$85.00</i>	1
Swimming Pool	<i>\$162,000</i>	<i>\$175.00</i>	1
Totals	<i>\$4,236,965</i>	<i>\$11,391.00</i>	17

Permit.DateIssued in <Previous month> [12/01/23 -
12/31/23] AND
GovernmentUnitList.UnitName = Ada Township AND
Permit.PermitNumber Starts With pb

01/02/2024

ADA TWP CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$43,009,328</i>	<i>\$172,373.00</i>	34
Commercial, New Building	<i>\$13,330,000</i>	<i>\$28,322.00</i>	5
Deck	<i>\$721,844</i>	<i>\$4,060.00</i>	24
DECK	<i>\$245,371</i>	<i>\$1,925.00</i>	11
DEMOLITION	<i>\$139,300</i>	<i>\$595.00</i>	7
Detached Accessory Building	<i>\$1,700,026</i>	<i>\$6,147.00</i>	19
Res. Add/Alter/Repair	<i>\$5,558,322</i>	<i>\$14,321.00</i>	50
Res. Single Family	<i>\$18,397,939</i>	<i>\$42,863.00</i>	24
Residential - Other	<i>\$1,248,068</i>	<i>\$3,815.00</i>	29
RESIDENTIAL ADDITION	<i>\$2,087,539</i>	<i>\$4,031.00</i>	12
Residential, Add/Alter/Repair	<i>\$500,000</i>	<i>\$2,640.00</i>	1
Roofing	<i>\$1,935,078</i>	<i>\$8,792.00</i>	102
Sign	<i>\$47,160</i>	<i>\$935.00</i>	11
Swimming Pool	<i>\$1,871,350</i>	<i>\$2,975.00</i>	17
Totals	<i>\$90,791,325</i>	<i>\$293,794.00</i>	346

GovernmentUnitList.UnitName = Ada Township AND
 Permit.DateIssued Between 1/1/2023 12:00:00 AM
 AND 12/31/2023 12:00:00 AM AND
 Permit.PermitNumber Starts With pb



**Parks & Recreation Department
Director's Report for January 3rd, 2024
Submitted By: Director of Parks & Recreation – Wesley Deason**

Parks, Recreation, and Land Preservation Advisory Board

The next PRLP Advisory Board meeting is scheduled for Thursday, January 11th at 8:30am at the Roselle Park Resource Building. Amongst a variety of topics, we will be taking an extensive look at and assessing our goals and objectives outlined in the 2022 PRLP Master Plan.

Administrative Items:

- The 2024-25 planning process for Budgets and Capital Improvement Plans (CIP) is underway. I will be working closely with Buildings, Facilities and Grounds Director Dennis Brinks over the next couple of weeks to prioritize and establish our CIP plan and requests.
- The Recreation Program Coordinator recruitment is nearly complete with the applicant window closing on January 7th, 2024. It would be our desire to have that position filled no later than early February.
- We will be reviewing a 5-year lease extension agreement with Alticor Inc. for use of their softball field off of Grand River Drive.
- We are currently in the process of making continued improvements at the Parks & Recreation offices to enhance our workspace not only for our needs and operations, but to better serve the public as well.
- Administrative Assistant Courtney Marek has been hard at work in preparing and filling the 2024 Facility Rental Calendar. We are seeing a continued increase across all facilities.

Special Events & Programs:

- I will be meeting with a local Instructional Tennis/Pickleball vendor on January 16th to lay the framework for contracted services to be offered and held at Ada Park beginning this Spring.
- On January 8th, the DDA, ABA, and DiscoverAda will be hosting an informative event at Michigan Software Labs highlighting all of the community events planned for 2024. We will be discussing this year's *Music on the Lawn* schedule and sponsor opportunities as well as the Ada Township Pickleball Tournament scheduled for October.
- On January 17th I will be meeting with a local fitness vendor to discuss opportunities to provide outdoor fitness classes in our parks throughout the Summer months.
- A brief presentation from the *Kent Conservation District* on how to manage invasive plant species on your own property is scheduled for February 22nd (6:30p-7:30p) out at Roselle Park.

Ongoing Projects:

- I will be meeting with Township Manager Suchy and a host of representatives from Kent County Government to get more acquainted with and learn about the Knapp Street Bridge planning on January 4th.

Other:

- On December 6th I along with several other BFG team members obtained my certified CPR training from our very own Ada Township Fire staff.
- The 2024 Michigan Recreation and Parks Association Annual Conference and Tradeshow is scheduled to take place in Kalamazoo the week of February 26th. I will be in attendance as well as a few other team members from the Department.



Buildings, Facilities, and Grounds Report for Jan. 8 2024

Submitted by Dennis Brinks BFG Director

BFG:

Staff is collecting resumes for the 2nd shift maintenance job posting which closes on January 5th. We still have an individual out on medical leave and staff is working to make sure all the needs are being met. He is hopeful that he will return the week of the 9th per his doctors. We also have a Community Service Worker who is giving us 100 hours. He is nearly complete with only 8 hours remaining. He has used a backpack blower in Ada Park to keep the paths, tennis courts, and pickle ball courts free of debris. He has also used a wheelbarrow and tools to move multiple cubic yards of tree shredding from Wittenbach Tree Service and placed them along the paths of Ada Park which are looking great. Pictures of this are included below. He has also helped us place the Veteran Flags in the cemeteries in remembrance and helped remove them afterwards. He was also helpful in the Fall Clean Up Event.

We have received the installed dump bed in the 2023 Chevy from Truck and Trailer. I had a brief training on the operation and safety items with the staff.

The BFG staff along with the Parks and Rec staff were invited to participate with CPR and AED training provided by our own fire department. Thank you Chief and Brandon.



Streetscapes:

BFG staff is working with the DDA Director on a couple of items like the boards for the street light poles and making them more consistent. Along with the irrigation issues we have along Ada Drive.

Trails:

Staff will work with the Trails committee and the engineer to come up with a priority plan for repairs for 2024.

Buildings:

The library had some doors adjusted so that they close properly and I had asked the company to install new weather stripping on some of the doors as well. I am not sure why the employee entrance is so finicky but it has been adjusted a few times and the pin is still hanging up periodically. We also had an electrical outlet not work at all and it is being fixed. Fortunately, it is an outlet used for seasonal displays and not a priority. There is also a current leaking hose bibb on the north side of the library. It is closed up to the mechanical stop but still leaking. BFG Staff and I looked at the prints to find an isolation valve but have not been successful in that location. I reached out to the plumbers who installed the piping and they said there should be a valve. I have contracted them to fix the issue as I do not want to shut off the entire building water supply. They are contracted this Thursday for the repair.

The Museum also had some minor work done. BFG staff had adjusted a door to the front museum section that had been slamming closed for some time. It now operates smoothly with the adjustment to the closer. There were also more woodpecker holes filled on the south side of the building. I will need to research other methods to deter these birds other than siding the building with metal.

Parks:

Ada Park finally had the leaves blown and mulched. It took some time but the contractor got it done. We were/are quite fortunate that there has not been accumulating snow, otherwise that would have been difficult.

Work was also done in different locations for tree trimming and removals. For the health of the newly planted trees in Legacy, those newer trees were trimmed by Wittenbach with a certified arborist. At Leonard Park, 3 mature trees with a lot of dead wood, some hanging limbs that pose a hazard to pedestrians walking by, enjoying the new plaza or decking, were also trimmed by Wittenbach. Lastly, Ada Park had a few hanging limbs and broken hanging trees in the walking paths that needed to be removed and were beyond the capabilities of the BFG staff.

Budget Prep:

Being more familiar with the budget and with experience, I will be working with the Parks and Rec Director to achieve mutual goals for the parks. I have filled out a few CIP forms for equipment requests as well. I have also checked in with the other department heads asking their needs of the BFG or suggesting to put a place holder in the budget for certain items that need maintenance or repair from my walk throughs or inspections.

Facilities Checklists:

I have created the templates for the building/facility checklists for staff to keep a history of the maintenance needs and what has been completed. This will give the BFG staff a starting point of tracking the maintenance of what is being done on our buildings. Once the buildings have been worked through, I will continue on with checklists for the grounds portion of the BFG. This is a perfect time to start; at the new year to start this documentation.

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor *SNB*
Date: January 2, 2024
Re: Assessing Department Update

Comments: Residential, Agricultural, Commercial and Industrial Land Values and Economic Condition Factors have been set and property values are almost final.

Personal Property canvass was conducted on December 27 & 28 2023 and we have 37 new businesses in the Township. Statements were hand delivered to most of the new businesses and the others were mailed on January 1st. Tax Day was December 31st.

This week we will be starting to add new value for all permits.

Below is an update on our active MTT cases:

- Old National Bank – Valuation Appeal. (2022) Appraisals have been completed on this parcel by both parties. Decision is pending.
- Old National Bank – Valuation Appeal. (2023) Answer to petition was filed on August 22, 2023.
- Michael & Marcia Milanowski – Valuation Appeal. Answer to petition was filed on July 21, 2023. This case will be proceeding as the parties could not agree on a settlement option.

Thanks



January 3, 2024

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

RE: December 2023 Monthly Utility Report

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, December 2023.

UTILITY REPORT

ADMINISTRATIVE

- Filed the completed December Monthly Operation Report (MOR) for the Grand Valley Estates water supply with the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- Attended developer and board meetings.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.

WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance on December 8, and December 22, 2023.
- Water jet maintenance in the areas of East Woodmeade, Meadowmeade, Connemara Court, and behind West Abbeymill Drive to Spaulding Hills Circle by Spaulding lift station. Finish quarterly maintenance on problem sewer areas.
- Televisive storm sewer for Leonard Field parking lot to river. Found pipe in great shape. Dennis has video.
- Springreene sewer repair is complete and photos are attached. Liner looks great.

WATER OPERATIONS

- Completed flushing and pumping down hydrants for the winter in early December.
- Collected routine bacteria water samples.
- Worked with contractors at Ada Vista Elementary for water service line replacement with copper and new water meter.
- Fourth quarter water quality parameter and disinfection byproduct tests are complete and submitted to EGLE.
- Completed mailings for the Treatment Technique Tier Two Violation to water customers served by City of Grand Rapids water. Certificate of Distribution paperwork uploaded to EGLE portal.

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EMERGENCY CALLS

December 2023 after-hours emergency call outs.

- Reset SCADA computer with the Win911 failure.
- Contractor broke line again going to Ada Vista prior to new water service installation. Shut water off after school was out. Witnessed repair to blue poly and turned water back on when complete. Flushed system and collected bacteria sample to Lake Plant for analysis after hours. FHPS staff took second sample the next day.
- Repaired hydrant on Riverwalk Court. Found and repaired a broken stem coupling.
- Check water pressures feeding Amway. Amway was reporting high pressures in the night. Did not find a problem on our end — will keep in contact with Amway.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.



Stephanie M Kozal
Project Manager

SPRINGREENE SANITARY SEWER REPAIR



Abandoned lateral with missing cap which allowed dirt, rocks, and groundwater to enter sanitary sewer.



After water jetting the line to prep for the liner, the manhole channel filled with rocks. No rocks were found past the open lateral connection. Rocks were removed from manhole to allow for proper flow.

Liner completed and cured in place.



Ada Township Fire Department

688

Activity Report December 2023

Type	December	YTD
Medical	37	314
Vehicle accident	4	92
Structure fire Ada	0	8
Structure fire auto aid	9	69
Grass/ illegal burn	0	11
Fire alarm	7	95
Service call/ assist	2	18
Good intent / odor/gas	0	16
Hazardous condition/ CO	1	17
Other calls / wires	1	45
Vehicle fire	1	4
Total	62	688

Year	Month/Dec	YTD
2023	62	688
2022	60	619
2013	53	600

Auto aid	Received	Received	Given	Given
Department	December	YTD	December	YTD
Cannon		2		1
Cascade		12	4	20
GR Twp		7		8
Grattan		0		2
Lowell		3	4	26
Plainfield		0	1	9
Total	0	23	9	66

#	Date	Address	Description	Detail	Shift	Time	#FF	Assist
628	12-1	2240 W. Main	Structure fire	Canceled	3	7:59	5	To Lowell
629	12-1	7705 Tobemory Ct.	Structure fire	Canceled	2	17:41	0	To Cascade
630	12-1	940 Clifford	Med 1	Medical	2	18:12	2	
631	12-2	6653 Adaridge	Med 2	Medical	4	11:38	3	
632	12-2	9560 Bailey	Med 1	Medical	2	16:03	5	
633	12-3	6653 Adaridge	Med 1	Medical	4	9:08	4	
634	12-4	1585 Egypt Valley	CO alarm	Battery problem	3	4:06	5	
635	12-4	Hall St. & Pine Trail	Vehicle accident	Canceled	3	7:48	0	
636	12-4	Knapp & Gd. River	Med 1	Medical	1	8:57	4	
637	12-4	6200 Cedar Run	Med 1	Medical	1	11:58	4	
638	12-5	1177 Fulton	Structure fire	Kitchen fire	1	9:30	5	To Lowell
639	12-5	940 Clifford	Med 1	Medical	2	19:20	3	
640	12-7	6712 Cascade	Structure fire	Apartment	1	12:23	6	To Cascade
641	12-7	575 Roundtree	Med 2	Medical	2	16:22	4	
642	12-8	114 Deer Run	Med 1	Medical	3	1:07	4	
643	12-8	6352 Fulton	Fire alarm	False	4	15:59	1	
644	12-8	5618 Forest Glen	Med 1	Medical	2	19:26	5	
645	12-8	6343 Winter Run	Med 1	Medical	2	22:55	4	
646	12-09	6336 Winter Run	Med 1	Medical	4	10:54	2	
647	12-9	451 Four Mile	Structure fire	Canceled	4	11:55	0	To Plainfield
648	12-10	7333 Knapp	Assist KCSD	Property access	3	2:10	1	
649	12-10	6910 Oak Brook	Structure fire	Exterior	3	2:25	6	To Cascade
650	12-10	6820 Adaridge	Med 2	Medical	3	6:49	2	
651	12-10	4902 West Village Trail	Med 1	Medical	3	7:17	4	
652	12-10	876 Bridge Crest	Med 1	Medical	4	11:51	4	
653	12-11	901 Argo	Med 1	Medical	3	00:59	6	
654	12-11	Fulton & Ada Drive	Car fire	Motorist assist	1	12:32	4	
655	12-11	6352 Fulton	Fire alarm	False	1	14:08	3	
656	12-12	Fulton & Spaulding	Vehicle accident	Car vs semi	3	6:28	7	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
657	12-12	6820 Four Mile	Med 1	Medical	1	15:40	2	
658	12-12	6264 Grand River	Med 1	Medical	2	18:55	1	
659	12-13	805 Argo	Med 1	Medical	2	18:05	3	
660	12-14	989 Buttrick	Med 1	Medical	2	20:38	2	
661	12-15	8723 Vergennes	Med 1	Medical	2	17:44	2	
662	12-15	4868 Luxemburg	Med 1	Medical	2	21:57	2	
663	12-16	6862 Ada Drive	Med 1	Medical	2	19:13	3	
664	12-18	5190 Lanes End	Med 2	Medical	2	23:02	1	
665	12-20	6160 Fulton	Med 1	Medical	3	1:49	4	
666	12-20	Egypt Vally & 4 Mile	Vehicle accident	School bus vs car	1	12:25	7	
667	12-21	6306 Grand River	Med 1	Medical	2	19:03	1	
668	12-22	345 Creekrun	Med 1	Medical	3	7:58	4	
669	12-22	4861 Spring Ridge	Med 2	Medical	2	23:46	4	
670	12-23	6834 Adaridge	Med 1	Medical	3	7:13	3	
671	12-23	5150 Cascade	Med 0	Medical	4	11:13	3	
672	12-24	6925 Two Mile	Fire alarm	Burnt food	4	11:10	5	
673	12-24	6365 Knapp	Med 2	Medical	4	12:54	9	
674	12-25	2077 Shady	Med 1	Medical	3	3:54	4	
675	12-25	723 Marbury	Med 1	Medical	4	8:25	4	
676	12-25	2401 W. Main	Structure fire	Vehicle & building	4	12:27	7	To Lowell
677	12-27	5810 Ada Drive	Fire alarm	False	1	8:48	3	
678	12-27	1725 Veronica	Struture fire	Mobile home	1	13:13	7	To Lowell
679	12-27	Fulton & Headley	Vehicle accident	Two cars	1	14:34	5	
680	12-27	6235 Three Mile	Med 1	Medical	2	17:02	5	
681	12-27	596 Adaway	Wires down		2	22:19	2	
682	12-28	1172 Dogwood Meadow	Med 1	Medical	1	11:26	5	
683	12-28	8160 Wilderness Trail	Fire alarm	Canceled	1	13:44	1	
684	12-29	955 Boynton Hills	Med 1	Medical	3	1:55	4	
685	12-29	2439 Treehill	Fire alarm	False	1	12:29	5	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
686	12-29	5059 Mountain Ridge	Med 1	Medical	1	14:57	2	
687	12-29	8050 Ginger Brook Ct	Structure fire	Electrical	2	21:05	7	To Cascade
688	12-30	7192 Bradfield	Fire alarm	False	3	00:43	3	
689	12-30	4815 Fulton	Assist KCRC	Debris in roadway	4	14:00	3	

Community Events

Our firefighters were busy this month with various community events. At the Tinsel, Treats & Trolleys event our team had trucks set up to light intersections and assist with traffic. For the 29th year the Fire Station welcomed Santa at the end of the Santa Parade. Our team along with their spouses served gallons of hot chocolate and over 600 cookies, which were baked at the Kent Career Tech Center. In addition to the goodies, we were responsible for organizing the parade and worked with the Sheriff's Department to close the parade route. This year was the largest parade yet, with entries lined up in two lanes the length of River Street. The Forest Hills Northern Marching Band provided music, and the State Championship Rangers Football team had a float along with Meijer providing their Wreaths Across America semi-truck and many more.

Medical Training

Representatives from Kent County EMS were on hand to review the upcoming changes to implement our change of status to EMT level responses.

CPR Training

Lt. Holmes and myself conducted a CPR class for the Parks & BFG Departments. We will continue to train the other departments in the upcoming weeks.

Our Year in Review

Our response numbers continue to grow each year, with the exception of 2019 when we had an ice storm hit the area. This year 688 was the total number of responses with medical emergencies leading the way. Vehicle accidents and fire alarms are tied for second with nearly 100 for each category and auto aid to our neighboring departments follows in the third position.

This year we added to our fleet with the purchase of Engine 7 which is located at Station One. This truck was ordered in the fall of 2021 and delivered and went into service in the spring of this year. Spencer Manufacturing worked with us on down payments and delivery to accommodate our budget year, saving us in excess of \$100,000. Neighboring departments have experienced prices of \$250,000 more in the 18 months since placing our order. We also upgraded the Fire Chiefs truck, which is a licensed medical unit, to take an in-stock unit in 2023 rather than waiting until 2024 to place an order. The same vehicle has increased \$12,000 in the last six months. The 2015 Tahoe that was operated by the Fire Chief has been moved to Station Two as Medic 8. This spring we were gifted Squad 3 from the Amway Corporation. This truck responds to vehicle accidents and is now outfitted with water rescue gear and can pull the boat. The boat, a 16-foot plastic watercraft with a jet drive motor, went into service this year as well. Our team received training from the Kent County Sheriff's Marine Division. The boat was used during the Grand Rapids Triathlon to patrol the waters and help any swimmers in need.

To provide the highest level of care to our citizens our members have been trained to the next level of Basic Emergency Medical Technician (EMT). This course spanned several weeks of classroom and self-study, we had a 100% pass rate. We are in the final stages of waiting on the State of Michigan to complete inspections of each of the licensed vehicles.

New members for the year are five, all of which are in the Fire Academy at Plainfield Township with graduation scheduled for early spring. This is a big commitment with training being two nights per week and an occasional Saturday morning. Once completed they will all move on to the EMT training portion which will begin in late fall.

Our teams continue to be very involved in the community at the various special events. Medical support and traffic control at Beers at the Bridge, Music on the Lawn, Trunk or Treat along with events at the Fire Station that include, the July 4th Breakfast, Halloween and the Santa Parade. We love to be out meeting the public, showing them the fire equipment and answering any safety concerns.

Museum Manager Report

Ada History Center – Kristen Wildes

December 2023

Week of December 4

- Display - spent much of the week researching and writing for the 2024 temporary exhibit about artist Kreigh Collins. Goal is to have the script finalized and submitted for design by beginning of January. Install is late February.
- Collections - worked with Gary on photos, Karey on new accessions, Katelyn on clothing collection.
- Admin - met with Liz from DiscoverAda about history education opportunities. Met with Fundraising committee. Submitted monthly report to Julius and board reports for AHS. Helping with wreath sale final details. Emailing with Gary B about research. New adding machine, printer ink and envelopes ordered. Finalized the year-end appeal letters with help from Barb, BJ, and Mike. Ben Thomet reported that eaves for the barn should happen in 1 1/2 - 2 weeks.
- Publicity - made social posts about: last call on wreaths, vote for our window competition, ice skating at Leonard Field, Fase St. for Streets Smarts, and sold out for wreath sale will go out Friday. Wrote and submitted for Jan Our Home Ada about post offices. Emailed to membership about History Hounds Lectures offered thru Hist Soc of MI. Emailed to publicity releases about voting for our window decoration. Working with Rhonda on future Streets Smarts postings.

Week of December 11

- Display - BJ and Margaret gave a tour outside of open hours
- Collections - worked with Katelyn on clothing collection. Reid fixed a couple cases for displays. Worked with Gary on photos, Karey on new accessions and Sheri on backlog. Had a holiday lunch with collections crew. Met with new volunteer Mary.
- Admin - Submitted committee reports, helped with board packets, and attended monthly board meeting. Worked with MACC to receive 1st payment for grant award. Processed year-end donations. Worked with graphic designer to add 25/50 years to our logo for 2024. Met with Dennis about security.
- Publicity - attended AdaView planning meeting at township. Met with Mike about upcoming article on logging. Prepared draft for next Uniquely Ada and sent to Marian/Dale for editing. Worked with Rhonda on Streets Smarts postings. Made postings about voting for window competition, pic of the shed and decorations, Streets Smarts about Headley.

Week of December 18

- Display – reaching and writing content for new temporary exhibit
- Collections – worked on backlog accessioning. Worked with Gary on photo collection.
- Admin - Griffin came & all is well. Dennis & Paul came to adjust our museum exhibits door so that it doesn't slam and fixed our broken main entry door so that it will stay locked from the outside. Attended a remote History Hounds presentation that included Magdalene LaFramboise from Hist Soc of MI. Responded to several email requests about Ada history questions. Met with Ada

Congregational Church about their upcoming 175th anniversary. Received more gifts from our successful year-end appeal. Ben has been progressing on the garden fence. It and the gutters on the newly-painted barn are looking really good!

- Publicity - made social media posts about winter in Ada parks and Streets Smarts about Kamp Twins. With Marian, Dale & Keith, made edits, finalized content, and sent for printing of next Uniquely Ada newsletter. Will go out via email and on website Thursday. Working with Rhonda on future Streets Smarts posts. Ordered new banner for the wreath sale.

Week of December 26

- Display - Most of the week has been spent researching and writing the new exhibit. The deadline to submit for design is next week. I was fortunate to spend time at the Ryerson Library downtown with the *massive* quantity of Kreigh Collins papers, sketches, newspaper clippings, correspondence, etc. Time well spent. I sent a draft to his family to look over. I've sent some material to Spaces to Experiences to begin work.
- Collections - worked with Gary on the photo collection. Purchased a Kreigh Collins book for the collections.
- Admin - met with Barb about fundraising. Received several more year-end appeal gifts. Placed order for new Centennial Properties plaque.
- Publicity - Uniquely Ada newsletter was mailed by Marian/Dale and is now updated on website and emailed to contacts. Made social media posts about Merry Christmas and a thank you about the Parks exhibit.