



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, JANUARY 9, 2023, 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 12, 2022, REGULAR MEETING
- IV. APPROVAL OF PAYABLES - none
- V. UNFINISHED BUSINESS
  - a. Public Art Initiative Update from Hannah Berry at Lions & Rabbits Center for the Arts
- VI. NEW BUSINESS
  - a. Review and Approve Proposed FY2023-2024 Meeting Dates
  - b. Review and Approve Farmers Market Manager Job Description for 2023 Market Season
  - c. Consider Scheduling a Joint Meeting with the Planning Commission to Review the PVM District
- VII. REPORTS AND COMMUNICATIONS
  - a. DDA Financial Report, December 31, 2022
  - 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 12, 2022, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 12, 2022, 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 Bowersox.

**BOARD MEMBERS PRESENT:** Bowersox, Coe, Frost, Idema, Leisman, Norman, Vogl

**BOARD MEMBERS ABSENT:** Harrison, Knapp

**STAFF AND OFFICIALS PRESENT:** Buckley, Moran, Stichman, Suchy, and Jennie MacAnaspie (Farmers Market Manager)

**PUBLIC PRESENT:** 4

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, REGULAR MEETING**

Moved by Idema, supported by Norman, to approve the minutes of November 14, 2022, Regular Meeting as presented. Motion carried.

**IV. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, INFORMATIONAL MEETING**

Moved by Norman, supported by Frost, to approve the minutes of November 14, 2022, Informational Meeting as presented. Motion carried.

**V. APPROVAL OF PAYABLES – none**

**VI. UNFINISHED BUSINESS - none**

**VII. NEW BUSINESS**

**a. Review of DDA Board Member Reappointments, Effective Jan. 1, 2023**

Supervisor Leisman said that there were terms set to expire for two DDA Board members, Dawn Marie Coe and Devin Norman. Leisman noted that Coe agreed to continue to serve for an additional term and her reappointment was set to be approved by the Township Board at the meeting that evening. Leisman said that Norman declined the offer to serve more terms and that he has appointed Ufuk Turan to the DDA Board and his appointment was set to be approved by the Township Board at the meeting tonight.

**b. Presentation of Certificate of Appreciation to Outgoing DDA Board Member Devin**

## **Norman**

Bowersox presented Norman with a certification of recognition for service and dedication to the DDA Board and extended his appreciation and thanked him for his great contribution. Bowersox shared that he has enjoyed working with him over the past 14 years. Norman thanked the DDA Board.

### **c. Recommendation for 2023-2029 Capital Improvement Projects**

Stichman summarized the staff memo and said she recommended for the 2023-2029 Capital Improvement Plan to include the numerous projects that she and the DDA Board outlined in their 2021 and she would continue to push those projects forward; train bridge mural, the gateway signs, wayfinding signage, village streetscape fixtures and sidewalk replacement.

There was discussion between DDA Board, Township Manager Suchy, and Stichman regarding the responsibilities of sidewalk repair/replacement (homeowner vs. contractor), and concerns with the sidewalk/brick repair along Ada Drive.

Suchy briefly went over the Township Budget process and noted that the review of CIP projects was in the preliminary stage and that the DDA would review again before submittal of the budget to the Township Board. Stichman confirmed that the DDA would look at again in January and February for final approval.

### **d. Farmers Market Annual Report Presentation from Jennie Mac Anaspie & Update regarding the 2023 Market Season**

Jennie MacAnaspie, Market Manager, shared that she was very happy with the Farmers Market this year. She went over the 2022 summary report with statistics from 2013 to 2022; vendor stats, seasonal products vs daily products, special programming (kids in the market and music in the market), and market sponsors (3 sponsors contributing \$3,600 in revenue).

Jennie spoke about the market sponsors and whether they were appropriate for the market theme. There was DDA Board discussion with Jennie regarding sponsorships and the need for local business sponsorships, expense items used out of Jennie's salary, market volunteers, and further discussed that Jennie was "retiring" from the Market Manager position.

Stichman said she will continue to work with Jennie to identify a plan to get a new contractor in the position for the 2023 season and that Jennie has offered to work through June/July to help make a smooth transition.

## **VIII. REPORTS AND COMMUNICATIONS**

### **a. DDA Financial Report, November 30, 2022**

Stichman referred to the financial outline and mentioned a few main points: Beers at the Bridge revenue includes late sponsorship revenue, community event expenditures, phone allowance expenditure, office supplies/services, continuing education, contract services, legal services, and farmers market activity.

### **b. Director/Staff Reports**

Stichman shared updates and said she has been moving forward with the termination process of Rockwell Earthworks for the streetscape contract and will continue to work through the process of putting out an RFP for the planting season next year.

Stichman said she met with staff to further discuss updating the parking study from 2017. She said that the parking study would help identify whether there was a parking problem or if it is just a perception problem. She said the estimated cost for the updated study was \$17,000 and she explained the process involved. If the expenditure were split between the Planning Department and the DDA (75%/25%), it would be \$12,000-\$13,000 from the DDA fund.

There was DDA Board discussion regarding the concerns of whether a parking study was necessary or whether the DDA should share the cost, the relevance of continued discussion on parking concerns, and the importance for the DDA to review the past parking study from 2017. Stichman said she would send copies of the 2017 parking study to the DDA for their review.

#### **IX. BOARD MEMBER COMMENT**

Leisman thanked Norman and told him that he appreciated his service over the past several years.

#### **X. PUBLIC COMMENT**

Deb McDonald, Riverpoint of Ada resident, shared concerns about the environment with the Christmas trees on display, the streetscape plantings and lack of maintenance, and parking/traffic issues.

Pete Wojda, Riverpoint of Ada resident, shared concerns about parking, and also thanked Manager Suchy for the Township's work on getting the lights all up.

Michelle, Riverpoint of Ada resident, asked to know more about the DDA, when it was established, and how the members get appointed. Bowersox and Norman confirmed the DDA was established in 2008 and they have been on the board since. Supervisor Leisman explained the process of getting on a board in that applications are completed and submitted for appointed boards, commissions, and committees. Leisman said the supervisor appoints the member, subject to the Township Board approval of the appointments.

#### **XI. ADJOURN MEETING**

Moved by Idema, supported by Norman, to adjourn meeting at 8:54 a.m. Motion carried.

Respectfully submitted:

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Devin Norman, Secretary

rs:eb



**TO:** Ada Township DDA Board  
**FROM:** Haley Stichman, DDA Director  
**RE:** Review and Approve Proposed FY2023-2024 Meeting Dates

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Background:

Below is an outline of the proposed FY2023-24 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 in February.

**PROPOSED MEETING DATES  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
FY 2023 – 2024**

**MEETING DATES -2023**

**APRIL 10\***

**MAY 8**

**JUNE 12**

**JULY 10**

**AUGUST 14**

**SEPTEMBER 11**

**OCTOBER 9\***

**NOVEMBER 13**

**DECEMBER 11**

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

**MEETING DATES - 2024**

**JANUARY 8**

**FEBRUARY 12**

**MARCH 11**

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 FY23-24.*



# MEMORANDUM

Date: 1/4/23

**TO:** Downtown Development Authority Board Members  
**FROM:** Haley Stichman, DDA Director  
**RE:** Review and Approve Farmers Market Manager Job Description for 2023 Market Season

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## Background:

As discussed at the December DDA Board Meeting, Jennie Mac Anaspie has informed staff that she is opting not to continue as the Market Manager for the 2023 Farmers Market season. Her current Market Manager contract goes through March 31, 2023, and she has indicated a willingness to stay on through July to ensure a smooth transition. Jennie has run the Farmers Market for the past 9 years, since 2013 and her knowledge and experience will be an essential piece to the transition process. Staff has consulted with Jennie and drafted the attached Farmer's Market Manager job description for review.

Please note that the job description includes a 10% increase (\$16.75-\$18.50) in the hourly wage for this position – inline with the wage increase strategy implemented last fiscal year for all Township employees. Staff believes this increase to be important to make the compensation more competitive and better match the responsibilities of the position. Additional consideration has been given to the number of hours necessary to complete all job duties and responsibilities. Staff anticipates an average of 20 hours per week during the market season (June-October) and an average of 10 hours per week during off-season for a total of 740 hours. Which would bring the contract total to \$13,690; about a 40% increase overall from FY22-23.

Staff has spoken with accounting regarding the potential of hiring a new Farmers Market Manager as a permanent part-time employee as an alternative to a contract position. This option could make it easier to hire for this position as it would make it more competitive and provide the ability for more integration and oversight from the DDA. The main factors to consider are an additional 15-20% for taxes, workman's comp, disability, and PTO/holiday pay. Permanent part-time employees accrue PTO and holiday pay at half the rate of full-time employees. This would bring the estimated total for compensation to \$15,750 for FY23-24. Additionally, there is the consideration of desk placement as the Township Hall has no available offices currently. This may be a topic to reconsider as plans for a new Township Hall move forward and we have more an ability and room to grow.

## Recommendation:

Although the current Market Manager contract goes through March 31, 2023, staff recommends having the new Market Manager in place by February/March to help facilitate a smooth transition. Staff asks that DDA Board Members review and discuss the Farmer's Market Manager job description and consider approval of the recommended hourly rate.

*Requested Motion: Motion to approve the Farmer's Market Manager job description with the recommended hourly rate of \$18.50.*



**POSITION DESCRIPTION**  
**Farmers Market Manager**  
**Ada Township Downtown Development Authority**

**Salary/Benefits:** \$18.50 per hour, contracted annually

**Duration:** April 1, 2023, to March 31, 2024

**GENERAL PURPOSE**

Ada Township's Downtown Development Authority (DDA) is hiring a Market Manager to assist with various projects related to operation of its weekly Farmers Market. The Ada Township Downtown Development Authority is an advocate for the vitality of the downtown development district. It works with the local businesses, Township, Ada Business Association, and other community partners to support the enhancement of Downtown Ada through promotion, business collaboration and public improvements.

The Market Manager is a part-time contract position with primary responsibility being the day-to-day operations of the Farmers Market. This will include an on-site presence at the Market during all market hours, as well as off-site work during non-market hours. The Market Manager operates under supervision of the DDA Director and will report to the Board of Directors of the Ada Township DDA, who will set all market policy. In addition, the Manager will represent the Market to the market's vendors, the consumers, and to the community.

**REQUIREMENTS**

- A Market Manager must be a leader who possesses a complex blend of skills that are both interpersonal and organizational.
- Applicants should be available for a minimum of 15-20 hours per week (*dependent on market schedule*). Work extended flexible hours in preparation for and during weeks of the main market season between June and October.
- The individual must demonstrate the ability to undertake basic assignments and possess an understanding of basic customer service skills, an ability to interact professionally with merchants, staff, and vendors, and display good judgment.
- A working knowledge of computers, as well as Microsoft Word, Excel and Social Media platforms.
- Ability to work independently and efficiently.
- Excellent written/verbal communication skills.
- Strong organizational skills, creative thinker, and self-starter.
- Develop valuable community connections
- Demonstrate prior knowledge of Farmers Market Management

**ROUTINE JOB DUTIES/RESPONSIBILITIES**

- Stakeholder Relations: Maintain and develop relationships with vendors, customers, contractual parties (The Community Church), the Ada/Forest Hills business community, Kent District Library -Amy Van Andel Branch Manager, Township/DDA staff and the Market Sponsors.
- Financial Matters: Prepare the annual budget for the Market in conjunction with DDA Director, interact with the Ada Township Clerk and Treasurer for deposits and disbursements; maintain accurate records of all financial transactions.

- **Management:** Recruit, train, and schedule volunteers; manage Market opening, closing and operations while open; manage vendor participation and adherence to Market rules; manage “Kids in the Market” and “Music in the Market” programs, and any additional programs when applicable.
- **Vendor Recruitment:** Develop and carry out a vendor recruitment effort to expand the number of vendors and the mix and variety of product offerings at the Market.
- **Promotion:** Develop and implement a marketing and promotional plan and budget, including a robust social media and internet presence.
- **Miscellaneous:** Identify alternative funding opportunities, i.e., grants, sponsorships, and fundraising opportunities, develop planned emergency procedures, interact with and participate in the programs of the Michigan Farmers Market Association, and coordinate the signing of MOUs between market sponsors and township DDA designee.
- **COVID-19 Response:** Develop and carry out any necessary mitigation measures in response to the COVID-19 pandemic as recommended and/or required by Michigan Department of Health and Social Services, Kent County Health Department, or other applicable sources.

## **WORKING CONDITIONS**

- Extended periods of standing and walking during events
- Ability to lift, carry, push, and pull up to 50 pounds
- Intermittent periods of computer and office work
- Talking, hearing, concentration, judgment and writing ability

## **EXPERIENCE**

The applicant should have two (2) or more years of experience in working with the public, preferably marketing, retail management, hospitality, food and beverage management, event planning, resource development or closely related field. The applicant should have proficient knowledge of social media and Google Apps. Volunteer supervision experience preferred. Budgeting and project management experience desired.

## **COMPENSATION**

\$18.50 per hour, contracted annually - This position is a part-time, contracted position and functions for a 12-month fiscal year period between March 2023 and April 2024 with June-October being the market season. Staff anticipates an average of 20 hours per week during the market season (June-October) and an average of 10 hours per week during off-season Based on needs of the market, this position may have fewer hours per week outside the market season.

## **TO APPLY**

If interested please send resume, cover letter and three references to:

Haley Stichman, DDA Director  
[hstichman@adatownshipmi.com](mailto:hstichman@adatownshipmi.com)  
 Office: (616) 676-9191 ext. 35

## **Deadline to Submit Application: Open Until Filled**

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Contractors will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.



# MEMORANDUM

Date: 1/4/23

**TO:** Downtown Development Authority Board Members  
**FROM:** Haley Stichman, DDA Director  
**RE:** Consider Scheduling a Joint Meeting with the Planning Commission to Review the PVM District

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## Background:

The Planning Commission has indicated a desire to meet with the DDA specifically for the purpose of reviewing zoning topics pertaining to the PVM Overlay District and corresponding transect zones, and the densities/housing types allowed in each and whether changes to that are appropriate. Other topics – as listed in draft agenda outline below – could be added on an as time allows, as could any additional topics of interest.

- Planning Commission and DDA functions and responsibilities
- Zoning: Review of PVM District:
  - Transect zones
  - Lot types in each transect zone (existing and potential changes)
  - Use types allowed for each lot (existing and potential changes)
  - Signage (existing requirements)
  - Parking (existing requirements, shared parking principles, previous parking study summary including recommendations, upcoming parking study)
  - Physical requirements – building placement and height
- Zoning: Underlying zoning districts, PUDs, and other requirements
- Other topics:
  - Lighting
  - DDA events
- Etc.

## Recommendation:

Staff is recommending the DDA Board consider scheduling a joint meeting with the planning commission in January/February to review the PVM district. Planning Director Said and I could follow-up with board and commission members via email to gather availability information to coordinate the meeting.

*Requested Motion: Motion to authorize the DDA Director to work with Planning Director Said to schedule a joint meeting between the DDA Board and Planning Commission.*



## MEMORANDUM

Date: 1/2/22

**TO:** Ada Township DDA Board  
**FROM:** Haley Stichman, DDA Director  
**RE:** December 31, 2022, Financial Report

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December 2022 financial activity in the DDA Fund included the following items of mention:

- Tax distribution in the amount of \$15,096 includes initial DDA millage revenue.
- Community Events expenditures in the amount of \$6,907.82 includes payment to Romance Gardens and West Michigan Holiday Lighting/Surface Renew for the Winter Wonderland holiday lighting display.
- Phone Allowance expenditure equaling \$80.85 for monthly allowance for DDA Director and additional support staff.
- Office Supplies/Services totaling \$42.39 includes payment for monthly Adobe Creative Cloud editing software.
- Contract services in the amount of \$4,771.34 includes payment to Holladay Photography for the DDA's portion of our photography subscription, final payment to Rockwell Earthworks for streetscape plantings contract, and payment to VanVossen Property Services for snow plowing.

With respect to the Farmers Market, the market didn't collect any new revenue in December. Expenditures totaled \$335, which includes Market Manager payments for services in November.

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
 Balances as of 12/31/2022  
 % Fiscal Year Completed: 75.34  
 Fund 248 - DDA FUND

GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	ACTIVITY FOR MONTH ENDED 12/31/2022	Available Balance	% Used
<b>Revenues</b>						
Department 000.000:						
248-000.000-401.405	TAXES: DDA AD VAL	60,000.00	0.00	0.00	60,000.00	0.00
248-000.000-665.000	INTEREST REVENUE	3,000.00	90.19	0.00	2,909.81	3.01
<b>Total - Dept 000.000</b>		<b>63,000.00</b>	<b>90.19</b>	<b>0.00</b>	<b>62,909.81</b>	<b>0.14</b>
Department 020.000: TAXES						
248-020.000-406.000	TAXES: DDA MILLAGE					
12/29/2022	CR TAX DISTRIBUTION		15,096.00	Receipt #: 342079		
248-020.000-406.000	TAXES: DDA MILLAGE	349,017.00	16,135.81	15,096.00	332,881.19	4.62
248-020.000-437.000	TAXES: IFT	22,544.00	0.00	0.00	22,544.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	156,000.00	150,096.63	0.00	5,903.37	96.22
<b>Total - Dept 020.000</b>		<b>527,561.00</b>	<b>166,232.44</b>	<b>15,096.00</b>	<b>361,328.56</b>	<b>31.51</b>
Department 026.000: CONTRIBUTIONS						
248-026.000-654.000	SPECIAL EVENTS RECEIPTS	93,000.00	(200.00)	0.00	93,200.00	(0.22)
248-026.000-654.001	BEERS AT THE BRIDGE	0.00	71,694.00	0.00	(71,694.00)	100.00
<b>Total - Dept 026.000</b>		<b>93,000.00</b>	<b>71,494.00</b>	<b>0.00</b>	<b>21,506.00</b>	<b>76.88</b>
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	8,875.00	0.00	910.00	90.70
<b>Total - Dept 028.000</b>		<b>10,785.00</b>	<b>8,875.00</b>	<b>0.00</b>	<b>1,910.00</b>	<b>82.29</b>
<b>Total Revenues</b>		<b>694,346.00</b>	<b>246,691.63</b>	<b>15,096.00</b>	<b>447,654.37</b>	<b>35.53</b>
<b>Expenditures</b>						
Department 272.000: GENERAL ADMINISTRATION						
248-272.000-906.001	COMMUNITY EVENTS					
12/06/2022	AP ROMANCE GARDENS & GREENSHOUSES, INC/WINTER WONDERLAND DI		2,850.00	Inv #: '1240066' Vendor '1147'		
12/06/2022	AP SURFACE RENEW/WINDER WONDERLAND LIGHTING INSTALL		3,570.00	Inv #: '1972257' Vendor '6455'		
12/06/2022	AP SURFACE RENEW/WINTER WONDERLAND LIGHTING INSTALL		2,702.00	Inv #: '1972853' Vendor '6455'		
12/13/2022	CR MISCELLANEOUS RECEIPTS		(2,824.80)	Receipt #: 341165		
12/16/2022	AP HOBBY LOBBY/ CREDIT RETURN - DDA		(6.34)	Inv #: 'STATEMENT' Vendor '2071'		
12/16/2022	AP BURLAP FABRIC.COM/WINTER WONDERLAND TREE SKIRTS		154.83	Inv #: 'STATEMENT' Vendor 'MISC'		
12/16/2022	AP BURLAP FABRIC.COM/WINTER WONDERLAND TREE SKIRTS		462.13	Inv #: 'STATEMENT' Vendor 'MISC'		
248-272.000-906.001	COMMUNITY EVENTS	125,500.00	91,373.49	6,907.82	34,126.51	72.81
<b>Total - Dept 272.000</b>		<b>125,500.00</b>	<b>91,373.49</b>	<b>6,907.82</b>	<b>34,126.51</b>	<b>72.81</b>
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-704.000	WAGES					
12/08/2022	PR SUMMARY PR 12/08/2022		2,824.09	1402		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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 Fund 248 - DDA FUND

GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	ACTIVITY FOR MONTH ENDED 12/31/2022	Available Balance	% Used
<b>Expenditures</b>						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
12/22/2022	PR SUMMARY PR 12/22/2022		2,824.09	1404		
248-277.000-704.000	WAGES	57,784.00	50,649.22	5,648.18	7,134.78	87.65
248-277.000-704.001	WAGES - SUPPORT					
12/08/2022	PR SUMMARY PR 12/08/2022		830.56	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		827.22	1404		
248-277.000-704.001	WAGES - SUPPORT	26,891.00	17,762.71	1,657.78	9,128.29	66.05
248-277.000-704.005	WAGES: OVERTIME	500.00	0.00	0.00	500.00	0.00
248-277.000-715.000	FICA - TOWNSHIP SHARE					
12/08/2022	PR SUMMARY PR 12/08/2022		220.48	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		214.32	1404		
248-277.000-715.000	FICA - TOWNSHIP SHARE	5,323.00	4,091.07	434.80	1,231.93	76.86
248-277.000-716.000	FICA - MEDICARE TWP SHARE					
12/08/2022	PR SUMMARY PR 12/08/2022		51.56	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		50.14	1404		
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,065.00	956.78	101.70	108.22	89.84
248-277.000-719.000	RETIREMENT - EMPLOYER COST					
12/08/2022	PR SUMMARY PR 12/08/2022		364.77	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		365.14	1404		
248-277.000-719.000	RETIREMENT - EMPLOYER COST	8,518.00	6,480.61	729.91	2,037.39	76.08
248-277.000-719.001	MEDICAL, DENTAL INSURANCE					
12/08/2022	PR SUMMARY PR 12/08/2022		619.19	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		619.43	1404		
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	19,538.00	14,443.93	1,238.62	5,094.07	73.93
248-277.000-724.000	PHONE ALLOWANCE					
12/08/2022	PR SUMMARY PR 12/08/2022		80.85	1402		
248-277.000-724.000	PHONE ALLOWANCE	720.00	707.70	80.85	12.30	98.29
248-277.000-726.000	OFFICE SUPPLIES/SERVICES					
12/16/2022	AP ADOBE SYSTEMS/ADOBE SERVICES		42.39	Inv #: 'STATEMENT' Vendor '5544'		
248-277.000-726.000	OFFICE SUPPLIES/SERVICES	7,000.00	993.80	42.39	6,006.20	14.20
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	0.00	0.00	0.00	0.00	100.00
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,630.00	1,213.25	0.00	1,416.75	46.13
248-277.000-800.000	CONTINUING EDUCATION	2,500.00	558.00	0.00	1,942.00	22.32
248-277.000-801.000	CONTRACT SERVICE					
12/06/2022	AP ROCKWELL EARTHWORKS, LLC/STREETSCAPE PLANTING CONTRACT		2,285.72	Inv #: '1147' Vendor '0877'		
12/06/2022	AP HOLLADAY PHOTOGRAPHY/EVENT PHOTOGRAPHY SUBSCRIPTION		126.00	Inv #: '20230401010' Vendor '3694'		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
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<b>Expenditures</b>						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
12/06/2022	AP VANVOSSEN PROPERTY SERVICES/SNOW PLOWING		2,359.62	Inv #: '5647' Vendor '5588'		
248-277.000-801.000	CONTRACT SERVICE	60,500.00	20,905.12	4,771.34	39,594.88	34.55
248-277.000-801.000-FARMERMARKET CONTRACT SERVICE						
12/06/2022	AP VIRGINIA MAC ANASPIE/MARKET MASTER-NOV		335.00	Inv #: '112822' Vendor '1013'		
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	9,156.00	8,670.19	335.00	485.81	94.69
248-277.000-820.000	MEMBERSHIP & DUES	500.00	125.00	0.00	375.00	25.00
248-277.000-821.000	ENGINEERING	3,000.00	0.00	0.00	3,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	500.00	693.00	0.00	(193.00)	138.60
248-277.000-870.000	MILEAGE & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	0.00	0.00	50.00	0.00
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	15,000.00	307.92	0.00	14,692.08	2.05
248-277.000-955.000	CREDIT CARD EXPENSES	0.00	0.00	0.00	0.00	100.00
248-277.000-974.000	IMPROVEMENTS	48,500.00	3,000.00	0.00	45,500.00	6.19
<b>Total - Dept 277.000</b>		<b>270,675.00</b>	<b>131,558.30</b>	<b>15,040.57</b>	<b>139,116.70</b>	<b>48.60</b>
Department 279.000: OTHER TOWNSHIP EXPENSES						
248-279.000-719.002 LIFE INSURANCE, OTHERS						
12/08/2022	PR SUMMARY PR 12/08/2022		57.05	1402		
12/22/2022	PR SUMMARY PR 12/22/2022		42.38	1404		
248-279.000-719.002	LIFE INSURANCE, OTHERS	250.00	741.31	99.43	(491.31)	296.52
248-279.000-995.000	TRANSFERS OUT TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
248-279.000-999.000	PAYING AGENT FEES	0.00	631.91	0.00	(631.91)	100.00
<b>Total - Dept 279.000</b>		<b>25,250.00</b>	<b>1,373.22</b>	<b>99.43</b>	<b>23,876.78</b>	<b>5.44</b>
Department 905.000: OTHER TOWNSHIP EXPENSES						
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	170,360.00	0.00	0.00	170,360.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	91,580.00	45,245.00	0.00	46,335.00	49.40
<b>Total - Dept 905.000</b>		<b>261,940.00</b>	<b>45,245.00</b>	<b>0.00</b>	<b>216,695.00</b>	<b>17.27</b>
<b>Total Expenditures</b>		<b>683,365.00</b>	<b>269,550.01</b>	<b>22,047.82</b>	<b>413,814.99</b>	<b>39.44</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>10,981.00</b>	<b>(22,858.38)</b>	<b>(6,951.82)</b>	<b>33,839.38</b>	

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 12/31/2022

% Fiscal Year Completed: 75.34

Fund 248 - DDA FUND

GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	ACTIVITY FOR MONTH ENDED 12/31/2022	Available Balance	% Used
<b>Revenues</b>						
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	8,875.00	0.00	910.00	90.70
Total - Dept 028.000		10,785.00	8,875.00	0.00	1,910.00	82.29
Total Revenues		10,785.00	8,875.00	0.00	1,910.00	82.29
<b>Expenditures</b>						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,630.00	1,213.25	0.00	1,416.75	46.13
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE					
12/06/2022	AP VIRGINIA MAC ANASPIE/MARKET MASTER-NOV		335.00	Inv #: '112822'	Vendor '1013'	
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	9,156.00	8,670.19	335.00	485.81	94.69
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	0.00	0.00	50.00	0.00
Total - Dept 277.000		11,836.00	9,883.44	335.00	1,952.56	83.50
Total Expenditures		11,836.00	9,883.44	335.00	1,952.56	83.50
NET OF REVENUES AND EXPENDITURES		(1,051.00)	(1,008.44)	(335.00)	(42.56)	

**ADA FARMERS' MARKET**  
**2022 SEASON REVENUE, EXPENSE AND NET INCOME**  
**12/31/22**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/22
		Total Revenues and Expenditures, 4/1/21 to 1/31/22	\$9,620.00	\$9,114.54	\$7,378.26	
248.277.801	2/9/2022	Market Manager Service - January, 2022		\$112.00	\$7,266.26	-\$112.00
248.277.801	2/23/2022	Market Manager Service - February, 2022		\$240.00	\$7,026.26	-\$352.00
248.277.740	3/14/2022	Internet Services		\$68.13	\$6,958.13	-\$420.13
248.028.675.001	3/17/2022	Vendor registration fees	\$765.00		\$7,723.13	\$344.87
248.028.675.001	3/21/2022	Vendor registration fees	\$1,330.00		\$9,053.13	\$1,674.87
248.028.675.001	3/28/2022	Vendor registration fees	\$255.00		\$9,308.13	\$1,929.87
248.028.675	3/28/2022	Sponsorship Fee - Leafguard	\$1,200.00		\$10,508.13	\$3,129.87
248.028.675.001	3/31/2022	Vendor registration fees	\$295.00		\$10,803.13	\$3,424.87
248.277.740	3/31/2022	Internet Services		\$68.14	\$10,734.99	\$3,356.73
248.277.801	3/31/2022	Market Manager Service - March, 2022		\$480.00	\$10,254.99	\$2,876.73
248.028.675.001	4/7/2022	Vendor registration fees	\$510.00		\$10,764.99	\$3,386.73
248.028.675.001	4/11/2022	Vendor registration fees	\$255.00		\$11,019.99	\$3,641.73
248.028.675.001	4/14/2022	Vendor registration fees	\$295.00		\$11,314.99	\$3,936.73
248.028.675.001	4/15/2022	Vendor registration fees	\$255.00		\$11,569.99	\$4,191.73
248.028.675.001	4/20/2022	Vendor registration fees	\$255.00		\$11,824.99	\$4,446.73
248.028.675.001	4/28/2022	Vendor registration fees	\$255.00		\$12,079.99	\$4,701.73
248.277.801	5/3/2022	Market Manager Service - April, 2022		\$670.00	\$11,409.99	\$4,031.73
248.028.675.001	5/23/2022	Vendor registration fees	\$550.00		\$11,779.99	\$4,581.73
248.028.675.001	6/3/2022	Vendor registration fees	\$370.00		\$11,779.99	\$4,951.73
248.028.675	6/6/2022	Sponsorship Fee - Wellness Way GR	\$1,200.00		\$12,979.99	\$6,151.73
248.028.675.001	6/7/2022	Vendor registration fees	\$25.00		\$13,004.99	\$6,176.73
248.028.675.001	6/8/2022	Vendor registration fees	\$1,365.00		\$14,369.99	\$7,541.73
248.277.801	6/8/2022	Market Manager Service - May, 2022		\$804.00	\$13,565.99	\$6,737.73
248.028.675.001	6/9/2022	Vendor registration fees	\$255.00		\$13,820.99	\$6,992.73
248.028.675.001	6/14/2022	Vendor registration fees	\$275.00		\$14,095.99	\$7,267.73
248.277.740	6/14/2022	Internet Services		\$68.13	\$14,027.86	\$7,199.60
248.028.675.001	6/17/2022	Vendor registration fees	\$100.00		\$14,127.86	\$7,299.60
248.028.675.001	6/27/2022	Vendor registration fees	\$505.00		\$14,632.86	\$7,804.60
248.277.801	6/28/2022	Market Manager Service - June, 2022		\$1,340.00	\$13,292.86	\$6,464.60
248.028.675.001	7/12/2022	Vendor registration fees	\$300.00		\$13,592.86	\$6,764.60
248.028.675.001	7/15/2022	Vendor registration fees	\$275.00		\$13,867.86	\$7,039.60
248.028.675.001	7/22/2022	Vendor registration fees	\$200.00		\$14,067.86	\$7,239.60
248.277.801	7/6/2022	Contract Service-Summer events postcard		\$563.19	\$13,504.67	\$6,676.41
248.277.740	7/6/2022	Petty cash for volunteer lunches		\$21.81	\$13,482.86	\$6,654.60
248.277.740	7/6/2022	Petty cash for Busker payments		\$180.00	\$13,302.86	\$6,474.60
248.277.740	7/6/2022	Petty cash move-Reg to Farmers Market		\$31.81	\$13,271.05	\$6,442.79
248.277.740	7/20/2022	Operating Supplies-Signage		\$261.96	\$13,009.09	\$6,180.83
248.277.740	7/20/2022	Operating Supplies-Misc supplies		\$37.09	\$12,972.00	\$6,143.74
248.277.740	7/20/2022	Internet Services		\$68.14	\$12,903.86	\$6,075.60
248.028.675.001	8/3/2022	Vendor registration fees	\$150.00		\$13,053.86	\$6,225.60
248.277.801	8/3/2022	Market Manager Service - July, 2022		\$1,206.00	\$11,847.86	\$5,019.60
248.028.675.001	8/16/2022	Vendor registration fees	\$75.00		\$11,922.86	\$5,094.60
248.028.675.001	8/18/2022	Vendor registration fees	\$50.00		\$11,972.86	\$5,144.60
248.028.675.001	8/23/2022	Vendor registration fees	\$225.00		\$12,197.86	\$5,369.60
248.028.675.001	9/6/2022	Vendor registration fees	\$200.00		\$12,397.86	\$5,569.60
248.277.740	9/6/2022	Operating Supplies-trash bags		\$43.57	\$12,354.29	\$5,526.03
248.277.740	9/6/2022	Operating Supplies-tape, misc supplies		\$9.07	\$12,345.22	\$5,516.96
248.277.801	9/6/2022	Market Manager Service - August, 2022		\$1,340.00	\$11,005.22	\$4,176.96
248.028.675.001	9/13/2022	Vendor registration fees	\$225.00		\$11,230.22	\$4,401.96
248.277.740	9/13/2022	Internet Services		\$68.13	\$11,162.09	\$4,333.83
248.028.675.001	9/23/2022	Vendor registration fees	\$100.00		\$11,262.09	\$4,433.83
248.277.740	9/29/2022	Internet Services		\$68.14	\$11,193.95	\$4,365.69
248.277.740	10/4/2022	Petty cash for Busker payments		\$320.00	\$10,873.95	\$4,045.69
248.277.801	10/4/2022	Market Manager Service - September, 2022		1,206	\$9,667.95	\$2,839.69
248.028.675.001	10/4/2022	Vendor registration fees	\$375.00		\$10,042.95	\$3,214.69
248.028.675.001	10/5/2022	Vendor registration fees	\$75.00		\$10,117.95	\$3,289.69
248.277.740	10/19/2022	Operating Supplies		\$35.40	\$10,082.55	\$3,254.29
248.028.675.001	10/25/2022	Vendor registration fees	\$105.00		\$10,187.55	\$3,359.29
248.028.675.001	11/1/2022	Vendor registration fees	\$50.00		\$10,237.55	\$3,409.29
248.277.801	11/8/2022	Market Manager Service - October, 2022		\$1,206.00	\$9,031.55	\$2,203.29
248.277.740	11/28/2022	Operating Supplies-sandbags *this transaction will be reversed		(\$74.84)	\$9,106.39	\$2,278.13
248.277.740	11/28/2022	Operating Supplies-sandbags (correction)		\$74.84	\$9,031.55	\$2,203.29
248.277.801	11/8/2022	Market Manager Service - November, 2022		\$335.00	\$8,696.55	\$1,868.29
Total, 2021 Season, beginning 2/1/22			\$12,720.00	\$10,851.71		\$1,868.29
Total, Fiscal YTD, beginning 4/1/22			\$8,875.00	\$9,883.44		-\$1,008.44
			Revenues	Expenditures		
YTD Balance from Accounting Report			\$8,875.00	\$9,883.44		
Difference			\$0.00	\$0.00		



## **Director Report for January 9, 2023**

**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. Staff is working with the ABA to dispose of the trees. We have seen a decrease in maintenance issues this season since we moved the placement of the Fraser Fir trees to Bronson and just added lights to the landscaping trees along Ada Dr. 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.

Our Winter Wonderland in Ada Marketing Campaign has been airing on Nexstar Media stations in Lansing and on OTT targeting a select demographic from Lansing to the lakeshore to north Kalamazoo. The campaign included 30-sec commercials highlighting Winter Wonderland events and local businesses. Our strategy for January/February will shift slightly to just OTT that will focus on targeting a 20-mile radius of Ada. Broadcast television has been eliminated from the budget with the intention of penetrating a higher percentage of a more local audience. The goal is to capture a higher frequency of exposure with folks that we think will be more inclined to visit Ada. In line with this goal of targeting a more local audience, we jumped at the opportunity of hosting a Shop Local Passport in January/February. The DDA will be contributing \$625 towards the overall cost of \$1250 to launch the passport in partnership with WLNS and MRA. These funds were included in the Winter Wonderland budget line item for FY22-23. This “passport” promotion will operate as a QR code contest – participating businesses will be provided a distinct QR code to be placed at their location. Placed within the establishment so that the consumer would have to wonder the store, like a scavenger hunt. The consumer would have to scan the image, which would then take them to a registration page to register for prizes - those with a minimum of 6 scans are registered into the drawing. Each time a consumer scans to register they will be required to acknowledge an opt in statement created by the WLNS compliance department for legal purposes. The contest will run from January 16 through February 3.

The Facebook carousel, which launched on Monday, 12/5, is in its 5<sup>th</sup> week—each week it has featured a Winter Wonderland ad along with graphics or video promoting 4 local businesses in Ada. The Facebook carousel will run through the 2<sup>nd</sup> week of February, which gives us the opportunity to highlight 40 different businesses. These commercials will be posted to the Winter Wonderland in Ada Facebook page for all to view:

<https://www.facebook.com/winterwonderlandadami>.

**Beers at the Bridge Summer Concerts: 6/16, 7/21 & 8/18**

The Beers at the Bridge Summer Concert Series will be moving to Legacy Park this year as Leonard Field will be undergoing construction for most (if not all) of the summer. The event will move back to Leonard Field in 2024. The BATB event committee met in December to discuss logistics - we did a comparison with the planning department that concluded that closing River St. would give us the ability to have a similar square footage for sponsor booths, beer tents, etc. as we do at Leonard Field. Leaving Legacy Park to host the band, children's activities, and attendees. With having upwards of 3,000 people in attendance, we believe it's important to have the extra space to spread things out a bit to mitigate the likelihood of overcrowding. We know from Music on the Lawn & 4th of July, that things can get crowded in the park very quickly when attendance is high. CDV5 has approved the closer for all three concert dates. I anticipate we would look at closing the street Thursday evening – after 10pm. That way we can mitigate the issues of any cars being parked there Friday morning. We could open the street back up by 10pm Friday night so it'll be open for businesses and customers first thing Saturday morning. River St. will be closing 2x/mth in June and July for community events. We will need to have a clear communication strategy - my goal will be to talk with both 5/3rd and Chase Bank to understand if we would be able to use their parking lots after 5:30pm. I think this would help mitigate some negative perceptions about closing River St. The next step will be working with Fence Consultants on a plan to fence in the special event area.

### **Upcoming Events:**

Winter Lights Walking Trail – Runs through Tues, Jan 31

Winter Wonderland Shop Local Passport – Mon, Jan 16 – Friday, Feb 3

Galentines in Ada Village – Thurs, Feb 9 | 6 p.m. - 9 p.m.

### **Train Bridge Mural Project:**

LRCFA has requested some additional information regarding the final design selections from DDA Design Committee members. The goal is to get clear communication into the RFP about the design choices before launching them. I anticipate that RFPs will be launched this month. Hannah Berry from LRCFA will be attending the DDA Board meeting on Monday to provide an update regarding the committee feedback and budgeting for this public art initiative. Additional updates regarding this project will also be added to the Township website: <http://adamichigan.org/township/government/boards-commissions/downtown-development-authority/capital-improvements>.

### **Streetscape Planting Management**

Staff has reached out to Kuiper's Landscape Management to understand if they would be available to manage the streetscape for the 2023 planting season. Kuiper's handled the streetscape plantings in Ada for multiple years before a new RFP was launched in 2020. As the contractor who provided planting services to the Township for many years, staff believes their expertise and knowledge would be beneficial to the evaluation process. Having Kuiper's manage the streetscape in 2023 would allow staff time to evaluate a long-term plan for the streetscape plantings for 2024-2026. We would be able to work with the contractor to better understand what needs to be done for flowers to successfully be planted. As discussed with the DDA Board in December, a beautification committee should be established to evaluate the planting goals for 2024 and beyond. Ideally, we would form a beautification committee in January/February to start the process. However, if we don't get a contractor in place before then, I don't believe we'll be able to have any plantings in place for 2023.

### **Ada Village Social District**

Per Township Board Resolution R-092622-1 that was approved back in September, the Social District is authorized to operate in this expanded form through January 31, 2023. There is a desire to see the Social District continue operating with the inclusion of Wednesdays to incorporate Music on the Lawn this summer. The Social District has continued to operate without any negative incidences and integrated well into the community events that took place this past Fall and Winter (December). Staff is recommending that the Township Board consider expanding the hours of operation to include Wednesdays for the whole year through January 31, 2024. Staff has drafted a Resolution and updated Management and Maintenance Plan for consideration by the Township Board at its meeting on 1/9 – revising the hours of operation of the Ada Township Social District to include Wednesdays from 4 pm to 9:30 pm. Additional updates will be provided to the DDA Board after Township Board discussion on Monday.

### **Parking Study**

Per discussion at the last DDA Board meeting in December, the 2017 Ada Township Parking Study was shared with Board members. Staff met in November for an initial meeting to further discuss the necessity of updating this parking study as we know parking is a continued concern for businesses and community members. We have received a preliminary expenditure from Rich & Associates in the amount of \$17,000 for an update. Further discussion should be had by the DDA Board regarding if a split is appropriate for this expenditure.

### **Resource Event for Local Small Business Owners**

This is an opportunity to partner with the Cascade DDA, Consumers Credit Union, ABA and FHBA on a resource event for small businesses owners. This event will be a panel discussion regarding the current labor market, with conversation around acquiring and retaining talent. We believe an event like this will help the local businesses during the tough labor market with the current economic climate, inflation, and a possible recession on the horizon. The event will take place at the KDL branch in Cascade Township on March 8 from 11:30 am to 1 pm. Sponsors are being asked to contribute a small amount financially to cover the cost of a boxed lunch to make the event free to attend to local business owners. I anticipate \$200-\$300 expenditure depending upon the final headcount of attendees. We are currently gathering additional information regarding this expenditure. There are additional conversations about the potential to cover the cost with a sponsorship. The panel will consist of Brian Calley (President and CEO, Small Business Association of Michigan), Shawn Premer (Consumers Credit Union Chief HR Officer) and Scott Vogel (Local Cascade Business Owner). The goal will be to have a tangible resource for attendees to take-a-away from the event. With the collaboration with the ABA, I anticipate we can impact a wide range of Ada businesses.

### **DDA Community Report**

In 2020, the DDA distributed a Community Report as an insert in the spring edition of the Ada View Newsletter. The report was created by SeyferthPR and was given to us in an editable format with the intent that it could be adapted and published each year. This topic was revisited by the DDA Board in August of 2021 but took a back seat as I moved the Board moved through its strategic planning process. Now that this process has been completed and the DDA's Key Objectives clearly emphasize a priority to focus on enhancing its communication efforts, I will be evaluating our options to publish a new report in spring 2023 that will capture FY 2021/2022.

### **Michigan Downtown Association**

I will be meeting with the MDA Board on Monday to be interviewed for the open Board position. An update will be provided to the Board once available.

### **The Rapid – Public Transportation**

Staff met with representatives from The Rapid this week to further discuss public transportation in Ada. The Rapid will be providing a business and consumer survey to allow us to gather feedback around public transportation in Ada. I will be connecting with the ABA to discuss the potential of collaborating to push the survey out to business owners in Ada. Additional information will be shared with the Board when results are available.

### **Newly appointed DDA Board Members**

At its meeting in December, the DDA Board recognized its out-going board member, Devin Norman for his years of service on the Board. Ufuk Turan, owner of Zeytin Turkish Restaurant, has been appointed by Supervisor Leisman and approved by the Township Board in December to fill this vacant position. His first official meeting will be on January 9. Dawn Marie Coe was reappointed and approved to serve an additional term.

### **Welcoming new businesses to Ada:**

No additional details at this time.



## **Township Manager Report for January 4, 2023**

### **Submitted by Township Manager Julius Suchy**

#### **Right Place Board Appointment:**

A few weeks ago, the Right Place reached out and asked if I would be interested in serving on their board. The Board has always tried to have municipal representation and the Walker City Manager's two-year term on the board had come to an end. I told them that I was interested in serving on the board if selected.

I was notified that at their December 15<sup>th</sup> board meeting the Right Place appointed me to a two-year term. I look forward to working with the Right Place Board and representing Ada Township.

#### **Kent County Road Commission Five Year Plan:**

I have requested a five-year plan from the Kent County Road Commission for potential roadwork projects in Ada Township. This will allow the Township to properly plan for the upcoming 2023-2024 fiscal year budget as well as forecast into future years.

In meeting with the KCRC they have indicated our road network is in very good shape with 88% of our roads in good or fair condition, which is #2 in Kent County.

#### **New Management Intern:**

Mike Sullivan, a current GVSU MPA student will begin an internship with the Township on Tuesday January 3<sup>rd</sup>. Mr. Sullivan will work for several departments on various projects as needed like previous interns. The internship will run approximately 24 hours per week through April.

#### **1100 Pettis Avenue Show Cause Hearing:**

I will be attending a show cause hearing for 1100 Pettis Ave and testifying to the fact that the property is not in compliance with the 2008 consent judgement. The Township is also working to have former Planning Director Jim Ferro also testify as he was heavily involved in the consent judgement and could speak to the property also not being in compliance.

#### **Hope Network Funding Issue:**

I have received numerous calls from residents who rely on Hope Network for transportation that Hope Network has discontinued service for all customers outside of the City of Grand Rapids because they ran out of funding sooner than anticipated for the current fiscal year.

I have reached out to the Hope Network Transportation Executive Director to gain an understanding of the issue as the Township did not receive any communication that rides would be discontinued. I will provide an update to the board when I have additional information.

### **West Fulton Generator Insurance Claim Update:**

The generator installation has been completed and documentation has been sent to our insurance carrier. They have approved release of the recoverable depreciation (\$14,204.95) that was held until the project was completed and proof of paid invoices was provided. Once received this will be applied against the line item in the sewer fund that paid for the generator replacement.

### **Trail Wayfinding Signage Update:**

Staff met with Corbin Design on Monday December 19<sup>th</sup> to review preliminary design ideas. Staff needs to hold some additional meetings internally before following up with Corbin on potential next steps.

### **2023 MTA Conference Registration:**

All trustees should have received an e-mail that registration has opened for the conference April 17-20<sup>th</sup> at the Grand Traverse Resort. Conference housing opens January 25<sup>th</sup> at 9 AM. If you are interested in attending, please let me know and staff can assist with the process.

### **FY 2023/2024 Budget Update:**

I have received submittals from each department for the upcoming budget. I will be reviewing these over the upcoming weeks and entering them into BS&A to put together the draft budget.

### **Committee Updates:**

- Building, Grounds, Utility Committee –
  - The committee will be meeting to discuss the following:
    - Discuss utility rates for the upcoming year with engineer
    - Proposal to replace an electrical box on Bronson St.
    - Discuss Request to add Building, Facilities, Grounds Director to FY 2023/2024 budget
    - Other items as needed
- Public Safety Committee:
  - I will be scheduling a meeting for the next few weeks to review items Chief Murray has requested be placed on the January 23<sup>rd</sup> township board meeting.
- Trail Committee:
  - The next meeting has not been scheduled but is anticipated to take place in January/February to discuss wayfinding signage and future trail projects.
- Personnel Committee:
  - The committee will be meeting on Thursday January 5<sup>th</sup> to discuss the employee review process for the upcoming fiscal year as well as look at some other items related to the personnel manual.

### **Amy Van Andel Library – Ada Community Center Update:**

- Maintenance Items –
  - I have obtained quotes for coat racks as well as an additional lectern for community room #2. Staff is currently reviewing these and determining how to proceed.
  - I have received 100 new keycards for library access, however there is now an issue with the software to activate those keys. The tech came out and was unable to fix the issue so it will be escalated to another tech.

- Waiting on an update from Erhardt Construction on roof leak where the building was modified to add the hallway near the children's area. The leak has been sealed but additional work is required.
- I will be meeting with Erhardt on Friday January 6<sup>th</sup> to review their solution for the floor plugs for community room #1 and #2.
- Staff is waiting on responses to our request for maintenance proposals from vendors who bid the work last year.
- Rental Items –
  - Lobby Rental Policy – a draft of the lobby rental policy has been created and is currently being reviewed by the Parks & Recreation Department who handles rentals of all Township facilities before presenting this policy to the admin committee. This item has been on hold due to other priorities.
- Library Foyer Signage Update:
  - The Township has reached out to Amy Van Andel and is working with KDL and other parties to secure all the high-resolution photos and text for the history wall for the library foyer. DDA Director Haley Stichman has been extremely helpful in moving this project forward. The Township is waiting for submittals from the various parties and anticipates this being completed in the first quarter of 2023.



January 3, 2023

Re: Ada Township Engineering  
Project No. 220102.01

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** – The Township has obtained three additional H<sub>2</sub>S monitors which will allow us to obtain concurrent data at additional locations. We will be utilizing the five monitors to obtain data at four areas for two weeks at each location, so this will take about two months and should be done by the end of February. We are hoping to isolate the origin of the H<sub>2</sub>S with this data.

At the last BGU meeting, we discussed optimizing the VFD (variable frequency drive) operation at the main Fulton Street lift station. Kelley Place has reviewed data from Grand Rapids on the pump run times for the last ten years. The pumps go through roughly 36 cycles per day which means one pump turns on every forty minutes or so. Kelley also spent four hours at the lift station verifying the run times of the pumps. She observed the VFD operation, and it doesn't appear the VFD's should be adjusted.

#### **Water Main Construction 2021/2022**

- **Phase 1 (Adaridge) and Phase 2 (Adacroft)** – These sections are complete, but there remain issues with the grass growth on many of the lawns. There are roughly 130 lawns that will be reseeded and fertilized this coming spring. The Township will continue to retain adequate funds in retainage to cover this work.

**Phase 3** – There are two remaining punch list items concerning ponding water in two areas that will be addressed this spring. There are roughly 45 lawns that will be reseeded and fertilized as well. We will continue to monitor these areas next spring to confirm proper establishment of the new lawns. We are working through the final pay recommendation with CL Trucking and are in general agreement on most items. We will have a final budget summary for review at the January 23 Township Board meeting.



**Fase Street Trail** – CL Trucking completed the final punch list item. We will submit the final pay recommendation releasing retainage to CL Trucking. You will see this at the January 23 Township Board meeting.

**Hall/Fernridge Lift Station** – The plans are 90 percent complete. We should have final plans permitted and out for bids in February.

### **Trail Construction 2022**

**2022 Pettis Trail – Knapp Street to Chief Hazy Cloud Park** – All fencing has been installed and the project is now complete with the exception of a few punch list items that will be addressed this spring. The most significant one is poorly paved driveways that will need to be removed and repaved. We are reviewing final constructed quantities and will have a final pay recommendation along with a budget summary at the January 23 Township Board meeting.

**2022 Cascade Road from Hall Street to Spaulding Avenue** – The Township is retaining \$5,000. This will be released to the contractor after we will walk through the project again next spring to confirm final acceptance by the Township.

### **Trail Construction 2023/2024 and beyond**

**2023 Pettis Trail – Knapp Street to 3 Mile Road** – This section of trail is on hold until the Treebrook Association can confirm three easements that are required for this section

**2023 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – The topographical survey for this section is nearly complete. We have met with the owners of the two homes directly north of Honey Creek regarding the possibility of trail easements. We have prepared sketches of the trail in front of these parcels as well as dollar offers for these easements. Our goal is to design this section this /winter and to receive bids this April, with construction starting early May.

**2023 Fulton Street from Legacy Park/Fulton Street Bridge** – The topographic survey and mapping are complete, with a goal to design this section this winter and to receive bids this April, with construction starting early May.

**Rix Street from Adaridge to Ada Drive** – We have started the topographic survey and mapping with a goal to design this winter and to receive bids next spring with construction starting in June. The railroad initially rejected the idea of this trail being located in railroad right-of-way, but we hope to revisit this issue with them.

**2024+ Knapp Street Bridge** – As previously reported, we 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.



Mr. Julius Suchy  
January 3, 2023  
Page 3

This section of trail is on hold until the Trail Committee can research alternate funding sources (e.g., Grand River Greenways) for this bridge.

**Fulton Street Bridge near Consumers Energy** – Again as previously reported, Ryan Worden (Scott Civil Engineering) prepared a very preliminary sketch and cost estimate (\$3 to \$5 million) of a bridge near Spaulding/Fulton. We are working on a trail location study that would connect the Ada Drive Trail with a future crossing of Fulton Street to connect with Carl/Grand Drive. We are reviewing the Alta Dale, Consumers Energy, and Spaulding Avenue corridors.

**2023 Water/Sewer Rate Study** – Effective January 1, the City of Grand Rapids raised their wholesale water and sewer rates charged to Ada Township by 8.85% and .44% respectively. We will be meeting with the BG&U Committee to review the impacts to Ada residents and to outline our work on the 2023 Water Sewer Rate Study for Ada Township. The new rates in Ada Township typically go into effect on April 1.

Please call if you have any questions. I will also be at the Township Board meeting to respond to review this information.

Sincerely,

A handwritten signature in blue ink that reads "Steven C. Groenenboom".

Steven C. Groenenboom, P.E.  
Township Engineer



## MEMORANDUM

Date: 01.05.23

**TO:** Julius Suchy, Township Manager  
**FROM:** John D. Said AICP, Director of Planning  
**RE:** Department Activities Summary Report, December 2022

### **Planning Commission**

The following actions took place at the December 15 Planning Commission meeting:

- Text Amendments to amend the Industrial (I) Zoning District to allow for sales, service, and repair of vehicles as Special Uses. The Commission recommended approval of these amendments.
- Text Amendments to the Planned Village Mixed-Use (PVM) Overlay District regarding lot types, use types, and allowed departures from District Standards. The Commission recommended approval of use type amendments, while tabling lot type amendments for further review.
- Land Division creating four parcels; 8761 Bailey Drive NE. The Commission approved this request.
- Site Plan Review, Amway Building 55.56-2 Renovation, 7575 Fulton Street SE. The Commission approved this request.

### **Zoning Board of Appeals**

The December 6 meeting of the Zoning Board of Appeals was cancelled due to a lack of applicants.

### **Other Activities**

The following additional activities took place during December:

- December 1 and 14 Leonard Park Riverfront project update meetings.
- December 5 Grand Valley Metro Council (GVMC) Nonmotorized Committee meeting.
- December 5 meeting with Travis Alden (The Right Place), Township Manager, and DDA Director to discuss possible Township participation in 2023 Developer Day event.
- December 6 meeting with Parks Director and Ada Moorings representative to visit trail linkage between Dogwood Meadows Dr. and Thornapple Club Dr., including discussion of trail maintenance responsibilities. Staff is researching this issue.
- December 8 Parks, Recreation, and Land Preservation Advisory Committee.

- December 12 Township Board meeting.
- December 13 meeting with GVMC, Township Manager, DDA Director, and Zoning Administrator to review Traffic Analysis Zones (TAZ) to project potential growth in the Township and how those may impact traffic volumes.
- December 15 meeting regarding Master Plan with Progressive AE. Reviewed remaining steps in Plan; draft Plan may be completed in the Spring, with final approval possible in the Summer.
- December 19 meeting with Corbin Design, Township Manager, and Parks Director regarding wayfinding sign concepts.
- December 19 meeting with Kent County Road Commission, Township Manager, and DDA Director regarding pedestrian crossings.
- November 15 meeting with Township Manager and Downtown Development Authority (DDA) Director to discuss parking review, previous parking study, and potential parking study update.
- November 21 meeting with Township Manager, DDA Director and Parks Director to discuss potential Beers At The Bridge temporary relocation due to Leonard Field Park reconstruction in 2023. Participants will be working on mapping potential layout options for the Legacy Park area.
- November 10 Parks, Recreation, and Land Preservation (PRLP) Advisory Board training; prepared and presented orientation materials along with Township Manager and Parks Director.

### **Permit Activity**

Permit summary activity from Cascade Township for December is attached.

Please let me know of any questions or comments concerning the information in this Report. Thank you.

01/04/2023

DEC

# ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$4,740,000</i>	<i>\$20,420.00</i>	1
<b>Deck</b>	<i>\$190,582</i>	<i>\$770.00</i>	5
<b>Detached Accessory Building</b>	<i>\$565,000</i>	<i>\$1,580.00</i>	2
<b>Res. Add/Alter/Repair</b>	<i>\$285,416</i>	<i>\$982.00</i>	4
<b>Res. Single Family</b>	<i>\$2,045,986</i>	<i>\$5,050.00</i>	2
<b>Residential - Other</b>	<i>\$44,500</i>	<i>\$420.00</i>	2
<b>Roofing</b>	<i>\$101,879</i>	<i>\$510.00</i>	6
<b>Sign</b>	<i>\$3,500</i>	<i>\$85.00</i>	1
<b>Totals</b>	<b><i>\$7,976,863</i></b>	<b><i>\$29,817.00</i></b>	23

Permit.DateIssued in <Previous month> [12/01/22 - 12/31/22] AND  
 GovernmentUnitList.UnitName = Ada Township AND  
 Permit.PermitNumber Starts With pb

**ADA TWP CATEGORY REPORT YTD**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial - Alteration</b>	<i>\$82,350</i>	<i>\$553.00</i>	1
<b>Commercial, Add/Alter/Repair</b>	<i>\$16,901,251</i>	<i>\$78,893.00</i>	27
<b>Commercial, New Building</b>	<i>\$17,900,000</i>	<i>\$69,108.00</i>	5
<b>Deck</b>	<i>\$1,056,798</i>	<i>\$7,245.00</i>	42
<b>DEMOLITION</b>	<i>\$129,300</i>	<i>\$1,020.00</i>	12
<b>Detached Accessory Building</b>	<i>\$5,339,456</i>	<i>\$9,103.00</i>	21
<b>Res. Add/Alter/Repair</b>	<i>\$4,109,333</i>	<i>\$15,759.00</i>	62
<b>Res. Single Family</b>	<i>\$25,776,017</i>	<i>\$55,669.00</i>	28
<b>Residential - Other</b>	<i>\$1,303,241</i>	<i>\$4,200.00</i>	33
<b>Roofing</b>	<i>\$1,986,202</i>	<i>\$10,565.00</i>	110
<b>Sign</b>	<i>\$22,260</i>	<i>\$595.00</i>	7
<b>Swimming Pool</b>	<i>\$1,398,950</i>	<i>\$2,975.00</i>	17
<b>Totals</b>	<b><i>\$76,005,158</i></b>	<b><i>\$255,685.00</i></b>	365

GovernmentUnitList.UnitName = Ada Township AND  
 Permit.DateIssued Between 1/1/2022 12:00:00 AM  
 AND 12/31/2022 12:00:00 AM AND  
 Permit.PermitNumber Starts With pb



## **Ada Township Parks & Recreation Department Park Director's Report**

**For January 3, 2022**

**Submitted by Parks & Recreation Director Mark Fitzpatrick**

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

- The next PRLP Advisory Board meeting is on Thursday, January 12, 2022 at 8:30 am, in the room at Roselle Park.

### **Administrative Updates**

- The process for planning the 2023-24 Budgets and Capital Improvements Plan (CIP) is underway. We are working to adjust the formatting of some of the General Ledger (GL) line items number in Fund 208 so they are more relevant to our current operations.

### **Updates on Township Parks and Preserves**

#### **Leonard Field Park**

- For the Riverfront Improvement Project, our consultants from RJM-Design are working through the design, engineering and construction details and cost estimates. Updates on the progress is scheduled for January 5<sup>th</sup> and 25<sup>th</sup>. The schedule has been adjusted a month to help complete engineering details. A brief update will be presented at the January 12<sup>th</sup> PRLP Advisory Board meeting with a draft of the final plan for review and approval at the February 9 PRLP meeting. A request to go out to bid is now planned for the Township Board meeting on February 13, 2023. Note that as part of the grant, there is required review of the construction documents by the DNR after the Township Board approval and prior to posting it for bids. Construction is still targeted for an April start.
- We will be submitted a request to the DDA Board this month for half of their contributions to this project. That is for \$25,000.

#### **Roselle Park**

- For the parking lot project, the contractor Redline Excavation LLC, continued working on some details into mid-December. They are now done until the spring. The lot is being opened for use with limitations to the truck weights and parking spaces. Several punch-list items will have to wait until spring for completion. A retainage is being held to cover them.
- We have updated the trail map for the park. The new version is being posted to assist walkers and xc-skiers using the non-paved trails. An updated trail sign system will be worked on once the Trail Wayfinding project gets further along.

#### **Ada Township Park**

- For the office building, we have replaced the computer for Mark's workstation and added in a new one for the facility maintenance staff and future Facilities/BGF Director. Some others improvements are set for this winter and next spring.
- For the maintenance building, the engineers now have data for reviewing the well systems, and the sewer lines will be televised this week. With that information they will be better able to assess the water need and provide a request for review to the Health Department. We will be allocating some funds in the new CIP and budget to accommodate future improvements.
- The compensatory cut soil materials from Roselle Park that have been mounded at Ada Park by the back parking lot will need some additional landscaping work in the spring.
- Christmas tree recycling will continue through January 17.

### **Legacy Park – In Memory of Helen and Rich Devos**

- Progressive A&E was contacted again on their review of the erosion issues along the river but has not provided any updates yet.
- The holiday trees set up by the DDA and ABA for the “Winter Wonderland” program are to be removed this Friday.
- The trail connection from Legacy Park, through the new housing unit and up to Fulton Street is being planned as one of the trail projects for 2023.

### **Carl Creek Crossings Preserve**

- No updates at this time other than the staff are maintaining the site and we have daily visitors.

### **Carl Creek Wetlands Preserve**

- Staff from the Kent Conservation District provided another treatment to reduce invasive plants in the preserve. This one was focused on Common Buckthorn in an area off the path on Alta Dale.
- A discussion on updating the site Master Plan will start with the Stewardship Committee meeting on January 5. The firm that did the original plan, Viridis Design Group, has been contacted and indicated interest in helping to update the plan.

### **Grand River Natural Area Preserve**

- Now that the work on the paved trail is complete, our next step is to review other trail connections to the preserve. This includes a non-paved loop off the paved trail, a possible non-paved trail connection to a section of the Ada Moorings development and the long-term vision of connecting through the potential Mosaic property.

### **Update on the Kent County Parks in Ada Township**

- The PRLP Board has recommended that the review process related to a parcel of property the Township owns that is within the boundaries of the expanded Chief Hazy Cloud Park be handled by the Administrative Committee. The Stewardship Committee is following this initiative as well.
- Mark will be attending a fundraising strategy meeting for the Grand River Greenway initiative at the Kent County Parks new office building on Wednesday.

### **Update on the Bike Paths / Non-Motorized Trails**

- Staff have been maintaining the new Pettis Drive trail section along with the other trails.
- Plans for 2023 trail improvements may include completion of the Pettis trail from Chief Hazy Cloud Park south to Fulton, the connection from Legacy Park up to Fulton and a new section on Rix.
- A large maintenance initiative for 2023 is under review to include sections of asphalt to be re-milled and/or patched, plus several boardwalks to be updated. These will go into the FY 2023-24 budget for the Trails Fund 211.
- For the trails “Wayfinding” initiative, consultants from the firm Corbin Design presented initial design concepts on December 19. Their PowerPoint is available for review.

### **Lower Grand River Water Trail**

- Staff at LGROW are aiming to complete their plan this winter. They have asked partners to review the final details. We will be updated on the status of registering for state certification at that time. Other details can be found on the LGROW website: <https://www.lgrow.org/grand-river-water-trail>

### **Conservation Easements**

- At the December 8 PRLP Advisory Board meeting, the Board approved the step to “proceed to the final review” for the conservation easement requested for 3201 Egypt Valley. There will be an update at the January 12 PRLP meeting, and a final review at the January 23 Township Board meeting.
- The Stewardship Committee is to review and update application process for people interested in having a conservation easement on their land.

## Updates on Recreation Programs

- As part of the budget process we are working to set up a revised recreation program framework that can be correlated with the Township's accounting software and our reservation software.
- The community events held in December went well. These included the *Bridge Lighting* event for the *Tinsel, Treats and Trolleys* and *Winter Wonderland* program and the *Santa Parade*.
- The ABA, with the DDA and #DiscoverAda, is hosting a planning session at 5:00 pm on January 25 at the Library to identify and coordinate all community events in Ada for 2023.
- As a new adult program Yoga is being offered in the Library on Thursdays mornings.
- A winter sports workshop with *Bill & Paul's* at Roselle Park is set for Saturday, January 14.
- The *Music on the Lawn* summer concert series at Legacy Park is set to have 10 concerts through June, July and August.
- Due to the construction planned for Leonard Field Park, the 2023 *Beers at the Bridge* series is being planned to be held at Legacy Park instead on the third Fridays of June, July and August.
- Information for the next Adaview newsletter is due January 27. That edition will go to residents at the end of February and focus on March, April and May.
- We will be participating the Ada FH Expo on March 11.



January 4, 2023

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

**RE: December 2022 Monthly Utility Report**

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, December 2022.

## UTILITY REPORT

### ADMINISTRATIVE

- The December Monthly Operation Report (MOR) for the Grand Valley Estates water supply is complete and filed with EGLE.
- Attended water main, developer, and board meetings.
- Sent as-builts to Nederveld and McDonald Plumbing about projects within Ada Township.

### WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance.
- Installed two carbon filters at 5585 Ada Drive per the customer's request to help alleviate H2S smell on resident's property.
- Cleaned sand separator in truck bays for Ada Fire Department Station One.

### WATER OPERATIONS

- All required monthly samples passed.
- Disinfection by-products sampling and water quality parameter results for the fourth quarter are submitted to EGLE.
- A resident reported a hatch was open halfway up on the water tower on Ada Drive. We climbed the tower and found a contractor left an inspection hatch open during their work. This hatch does not access the water in the bowl. The hatch is secured.
- On site with Jet Pump to adjust the new pressure reducing valve on Ada Drive at Ada Croft. They will come back and need to do more work.

### SAFETY TRAINING

The following safety training was completed during December 2022:

- Electrical Safety Arc Flash

2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.588.2900  
F: 616.977.1005  
www.fv-operations.com

## EMERGENCY CALLS

After-hours emergency call outs during December 2022.

- Grand Valley Estates experienced a water tower utility power failure. Found power was on when we arrived on site. Reset alarm and system restored.

Sincerely,

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



Stephanie M Kozal  
Project Manager

# Memo

To: Julius Suchy, Township Manager  
From: Stephanie Boerman, Assessor   
Date: January 3, 2023  
Re: Assessing Department Update

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Comments: Residential, Agricultural and Industrial Land Values and Economic Condition Factors have been set and we are currently working on setting Commercial values.

Personal Property canvass was conducted on December 21, 2022 and we have 35 new businesses in the Township. Statements were hand delivered to most of the new businesses and the others were mailed last week. Tax Day was December 31<sup>st</sup>.

New value has been added for all of the Residential permits and we are currently working on Commercial and Industrial new.

Below is an update on our active MTT cases:

- Janet Hilliker – Poverty Exemption Appeal. Received the Judge's decision and the MTT ruled in favor of the Township and the 2021 Assessed & Taxable Values will remain unchanged.
- Old National Bank – Valuation Appeal. Answer to petition was filed on July 12, 2022 and I am in the process of having an appraisal done on this property.
- Ada Land Company LLC – Valuation Appeal. Answer to petition was filed on July 5, 2022. I did reach out to property owner to discuss settling, waiting on response.
- Marcia Milanowski – Valuation Appeal. I have stipulated with the homeowner and I am awaiting the final order from the MTT. There was a small reduction in the Assessed Value and no change to the Taxable value for 2022.

Thanks

**ADA TOWNSHIP  
FIRE DEPARTMENT**

Type	December	YTD
Medical	32	285
Vehicle accident	9	77
Structure fire Ada	0	5
Structure fire auto aid	3	31
Grass/ illegal burn	0	23
Fire alarm	7	102
Service call/ assist	1	10
Good intent / odor/gas	4	30
Hazardous condition/ CO	3	22
Other calls / wires	1	32
Vehicle fire	0	4
Total	60	619

Year	Month/December	YTD
2022	60	619
2021	62	686
2012	51	644

Auto aid	Received	Received	Given	Given
Department	December	YTD	December	YTD
Cannon		1		5
Cascade		8	1	11
GR Twp		2	1	6
Grattan		0		1
Lowell		3		9
Plainfield		0	1	5
East GR		0		0
Total		14		37

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
565	12-2	9277 Conservation	Med 1	Medical	2	14:45	4	
566	12-3	6931 Adaridge	Odor investigation	Natural gas	4	13:56	4	
567	12-3	481 Village Springs	Med 1	Medical	2	17:12	2	
568	12-4	9032 Two Mile	Med 2	Medical	4	13:06	4	
569	12-5	7008 Ada Drive	Fire alarm	Construction	1	10:23	2	
570	12-5	6020 Fulton	Odor investigation	Natural gas	2	21:36	6	
571	12-6	6855 Two Mile	Odor investigation	Propane	1	9:12	3	
572	12-7	Grand River & Knapp	Vehicle accident	Wires down	1	12:08	4	
573	12-8	7850 Fulton	Vehicle accident	Property damage	2	18:51	5	
574	12-8	501 Greentree	Med 1	Medical	2	19:45	2	
575	12-10	Bailey & McCabe	Vehicle accident	Slide off	3	7:25	8	
576	12-10	5101 Spaulding Plaza	Med 1	Medical	4	8:02	2	
577	12-10	510 Sanctuary	Med 2	Medical	2	17:53	2	
578	12-12	8348 Revado Hills	CO alarm	Contractors	1	14:26	1	
579	12-13	5985 Two Mile	Co alarm	False	2	23:17	7	
580	12-14	Fulton & Pettis	Med 2	Medical	3	3:58	4	
581	12-14	9415 Bennett	Med 0	Lucas	1	9:20	6	Echo call
582	12-14	1080 Conservation Ct.	Fire alarm	Construction	1	9:55	1	
583	12-14	989 Buttrick	Med 1	Medical	1	12:10	4	
584	12-14	3 Mile & Egypt Valley	Vehicle accident	Car vs tree in roadway	2	20:44	9	
585	12-15	452 Ada Drive	Med 1	Medical	1	10:11	3	
586	12-15	Knapp & Pettis	Vehicle accident	Property damage	2	17:39	4	
587	12-15	6491 Old Darby Trail	Fire alarm	False	2	18:39	4	
588	12-16	6275 Scarborough	Med 1	Medical	3	7:59	4	
589	12-16	320 Grayfield Ct	Med 1	Medical	1	8:57	3	
590	12-16	1111 Thornapple River	Med 3	Lift assist	1	9:49	2	
591	12-16	Fulton & Sargent	Med 1	Medical	2	20:27	6	
592	12-18	7100 Fulton	Med 1	Medical	2	21:28	6	
593	12-19	5555 Michigan	Fire alarm	False	3	00:25	6	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
594	12-19	Fulton & Pettis	Vehicle accident	Property damage	1	11:53	5	
595	12-19	Knapp & Grand River	Vehicle accident	Property damage	1	13:07	5	
596	12-19	9232 Fulton	Med 1	Medical	2	17:55	3	
597	12-19	636 Abbey Mill	Med 1	Medical	2	23:15	3	
598	12-19	380 Grand River	Med 1	Medical	2	23:40	3	
599	12-20	9500 Vergennes	Med 1	Medical	3	3:09	8	
600	12-20	476 Adapointe	Med 1	Medical	3	3:50	4	
601	12-20	1765 Honey creek	Fire alarm	False	1	13:08	1	
602	12-20	7938 Thornapple Club	Med 1	Medical	1	15:17	4	
603	12-20	2085 Grand River	Med 1	Medical	2	22:25	3	
604	12-21	8124 Fulton	Med 2	Medical	2	22:11	4	
605	12-22	5216 Connemara Ct	Med 1	Medical	3	5:19	3	
606	12-23	6160 Fulton	Med 1	Medical	3	7:44	4	
607	12-23	2678 Pettis	Vehicle accident	Property damage	1	15:29	5	
608	12-23	1050 Conservation Ct.	Odor investigation	Fireplace	1	15:449	7	
609	12-23	6420 Winter run	CO alarm	False	2	17:41	1	
610	12-23	2900 Thornhills	Structure fire	Cooking	2	19:22	5	To Cascade
611	12-24	6530 Ada Drive	Fire alarm	False	2	19:11	3	
612	12-24	Fulton & Pettis	Vehicle accident	Not located	2	20:36	7	
613	12-25	8815 Bailey	Med 1	Stage	3	1:17	4	
614	12-25	5347 Fulton	Fire alarm	Cooking	4	8:56	2	
615	12-25	4055 Cascade	Structure fire	Water lines broke	2	20:21	4	To Gr Twp
616	12-26	6457 Old Darby Trail	Med 1	Stage	2	21:16	9	
617	12-27	1169 Bridgecrest	Med 1	Medical	3	2:55	2	
618	12-27	5030 Cascade	Med 1	Medical	1	9:14	3	
619	12-27	275 Greentree	Med 1	Medical	2	21:32	4	
620	12-28	Fulton & Pettis	Wires down	Traffic signal hit	1	12:02	4	
621	12-29	1181 Fernridge	Med 1	Medical	3	00:47	3	
622	12-30	4870 Abrigador Trail	Structure fire	House	1	9:53	1	To Plainfield

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
623	12-30	7030 Fulton	Dumpster fire	Smoldering	2	16:27	5	
624	12-31	7333 Knapp	Med 1	Medical	3	00:49	3	

## **Fire Training**

This month we covered the drivers training classroom portion of the class. Each year we are required to have drivers training, next year we will drive each of the large trucks on a course set up at Keystone Church. In addition to drivers training, we also reviewed traffic management which would be used at an accident scene. This covers the set-up of traffic cones, lane closures and placement of apparatus to help insure a safe working area at an accident scene.

## **Medical Training**

Tonight's training presented by American Medical Response started with covering the topic of the trauma patients. Covering the treatments on various scenarios were presented. In addition, we also touched on crime scene stabilization, this could include domestic victims, suicide or homicide scenes. As First Responders we need to document treatments as well as the site itself and anything that may be part of the crime.

## **EMT Matriculation Training**

This month we had an introduction to the upcoming class, assigned textbooks and reviewed the course content. Beginning January 2<sup>nd</sup>, the course will kick off at Fire Station One with students as far away as Saginaw and Allegan County.

## **Funds Received**

As you may recall our members responded to Plainfield Township on a structure fire that damaged several sets of turn out gear and boots. The replacement gear has been ordered and a reimbursement check has been received from the owner's insurance company. Some of that gear will have arrived in December.

## **Forest Hills Public Schools**

Myself and the Fire Chiefs from Grand Rapids Township and Cascade along with the School Resource Officers from KCSD trained with teachers and principals from all the Forest Hills Public Schools. The school staff had teams of 5-6 and given different scenarios to work out. Fire and police officials made the way to each table adding suggestions that might help in the emergency scenarios they were working on. They covered active shooters to school bus emergencies along with building fires and fire alarms.

## **Events of 5 days**

In a five-day period, our team responded to three drug related incidents. The first was a fatal overdose of Fentanyl involving a 30-year-old. Two days later we responded to a 16-year-old that was experiencing the effects of LSD. And three days later a 14-year-old had taken marijuana gummy bears along with alcohol.

## **Holiday responses**

It was a rough couple days for our responders, on Christmas Day we responded to a fatal suicide involving a gun. The following day we responded to a fatal suicide involving a hanging. It is not often we get these types of responses but during a holiday can make them more difficult. I spoke with each of our responders who had patient contact to insure they were dealing with the events in a healthy way and that we had resources available if needed to deal with the stress.

## **Knox Box Inspections**

During the school break, our fulltime staff did a check of the Knox Boxes at the various Forest Hills Schools. We determined we had one school where the keycards did not work at all and three other locations where one of four keycards did not operate correctly. School officials were quick to replace the keycards with operating keys.

# Museum Manager Report

## Ada History Center – Kristen Wildes

### December 2022

#### Week of December 5

- Display - continuing development of the parks temporary exhibit for 2023. FHC student Jake finished his window decoration for the contest. Voting and the contest continue throughout December. Sent picture of decorated Robinson gravestones to Robinson Family & received response.
- Collections - worked with Karey on new accessions, Sheri on a large recent gift, and Gary on photograph collections. Installed another clothing rack upstairs. Working on preparation to move quilts to rolled storage. Confirmed with GRPM that we wish to keep the horseshoe display loan that is in the barn.
- Admin - met with Mark from Parks about 2023 partnering. Wrote & submitted committee reports for AHS board meeting and Museum Manager monthly report to Julius. Worked with Marilyn on board packets. Working with events committee about early 2023 planning. Attended board meeting.
- Publicity - ABA let us know that our commercial will be playing in the Lansing area this next week as part of their holiday promotions. Sent out email about wreaths being sold out and requesting votes for our window competition. Prepared draft of Jan/Feb/Mar newsletter to send to Keith for formatting. Shared TT&T pics with the ABA. Social media posts about
  - wreath sale selling out
  - Whaddya Know Wednesdays
  - Window Competition voting
  - changed profile pic to the barn lit up at night.

#### Week of December 12

- Display - researching and developing new parks temporary exhibit. Beginning work with Mindy at Spaces to Experiences on several elements. Opened for 2 visitors to see the window painting during closed hours.
- Collections - worked with new volunteer Kat setting her up to research Ada veterans. Worked with Gary on photo collections. Worked with Karey on new accessions.
- Admin - attended strategic planning session. Spent several hours with tech support on problems with our database. Working with events committee, Mark at Parks and Brad at FHC on planning vintage baseball in May. Exchanged emails with Kim at ABA, Liz at DiscoverAda, Haley at DDA and Deb at Plainfield Hist Soc. Spoke briefly with Frank, Art, Jeanne,
- Publicity - submitted content for next newsletter to Keith after edits from Marian/Dale. Researched and wrote drafts for 2 new interpretive panels for Mark at Parks as part of Leonard Field work this next summer. They highlight the covered bridge, Leonard Field, mills/factories and the dam. Social media posts about
  - firefighting poem

- Whaddya Know Wednesdays about Ada Beef
- Hanukkah
- Will post about open hours for the rest of the year next week.

### Weeks of December 19 & 26

- Display - working on development of Parks exhibit with Spaces to Experiences. Needs to be completed so design can begin to be ready for fabrication at end of January.
- Collections – processed several Deeds of Gift for artifact donations. Processing paperwork for GRPM's extended horseshoe display loan.
- Admin- processed several more year-end gifts. Signed us up for a trial Ancestry account. Emails with events/programming committee about Expo.
- Publicity - email about closures due to weather. Completed, printed, and mailed out the newsletter. Posted on our website and emailed newsletter with the Month@theMuseum email.

Social media posts about:

- Hanukkah,
- Whaddya Know Wednesdays about Amway's first building and about the covered bridge
- Merry Christmas
- Final open hours day for 2022 & last day for Hometown Heroes exhibit
- Honored to have highlight Ada Fire Dept in 2022
- Happy New Year