



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JANUARY 10, 2022, 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 13, 2021, REGULAR MEETING
- IV. APPROVAL OF PAYABLES - none
- V. UNFINISHED BUSINESS
 - a. Review and Approval of Timeline for Visioning/Planning Process with Travis Alden
 - b. Review Proposed FY 2022-2023 Fiscal Year Budget & 2022-2028 Capital Improvements
- VI. NEW BUSINESS
 - a. Consider Application for Resolution of Support for Redevelopment Area Liquor License Application, Scopo Hospitality, LLC, 7423 River Street
 - b. Review of Proposed 2022-2023 Meeting Dates
 - c. Consider Scheduling a DDA Training Session the Week of January 31
 - d. Discussion Regarding the Designation of a Social District in Ada
- VII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, December 31, 2021
 - b. Director/Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 13, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 13, 2021, 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, Idema, Leisman, Norman, Wright, VanderWulp

BOARD MEMBERS ABSENT: Harrison, Knapp

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

PUBLIC PRESENT: none

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF THE NOVEMBER 8, 2021 REGULAR MEETING

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

Norman arrived meeting at 8:02 a.m.

IV. APPROVAL OF PAYABLES

a. Review and Approval of Seyferth PR Invoice for Out-of-Pocket Expenses for Brats & Bonfires

Stichman referred to the invoice received from Seyferth PR for the out-of-pocket expenses, \$12,674.45, for the Brats and Bonfires event on October 8.

Moved by Leisman, supported by Norman, to approve the Seyferth invoice for \$12,674.45. Motion carried.

V. UNFINISHED BUSINESS

a. Review and Approval of Strategic Planning Consultant

Stichman summarized the staff memo and said there were four independent consultants that were local to the West Michigan area. Stichman said that after proposal review and conversations with the consultants, she recommended that Travis Alden from The Right Place could facilitate the strategic process for the DDA.

Stichman shared a brief background on Travis Alden and said that she and Suchy reached out to other Municipal Managers in regards to references and who they used for strategic planning consultants in the past. Stichman spoke highly of the strategic documents and references collected from Lake Odessa and said she felt that was what the DDA was looking to accomplish.

Norman shared that he felt Travis Alden was a good direction to go and mentioned that the strategic process should focus on not just the goals and future of the DDA but how it interplays with the other stakeholders as well.

Moved by Idema, supported by Norman, to approve consultant, Travis Alden of The Right Place, to facilitate the strategic process for the DDA. Motion carried by roll call vote 7-0, with 2 absent.

VI. NEW BUSINESS

a. Review of DDA Board Member Appointments, Effective Jan. 1, 2022

Stichman referred to the letter presented to the Township Board from Supervisor Leisman at the November 22 Board meeting at which time the Township Board unanimously confirmed the appointments of Jeremy Frost and Lindsey Vogl to the Ada Township DDA Board. Their terms will officially start in January.

Stichman said the outgoing members were Ted Wright and Walt VanderWulp and thanked them for their many years of service to the DDA.

Leisman explained the appointment process; a member would get appointed for a 4-year term and then reappointed or new members considered with staggered terms of appointment.

b. Presentation of Certificates of Appreciation to Outgoing DDA Board Members

Bowersox presented Ted and Walt with certificates of appreciation and thanked them for their years of service. Bowersox spoke highly of their cooperation and dedication and said that it was a pleasure working with both of them.

c. Requests for 2022-2028 Capital Improvement Projects

Stichman said she was working on submitting capital project request worksheets for 2022-2028 to the Township Board and asked the DDA Board for recommendations regarding what future projects she would obtain cost estimates for.

Coe offered a list of items to consider for the next 6 years: facelift of signage, maintenance of sidewalks & lights, new banners/replace, additional battery/charging stations, matching façade grants, marketing & promotion, grant competitions, and partnerships.

There was Board discussion about overall capital budget items within the DDA function: addition of charging stations, parking lot and parking lot maintenance and whether to earmark monies specifically for parking, maintain railroad trussel/landscaping (possible mural), and sidewalk repairs.

Stichman confirmed that the DDA last year budgeted for marketing and promotion as well as benches and trash receptacles, which should be purchased before the end of the fiscal year.

Leisman summarized the process of the capital budget was that staff would take what the DDA discussed and develop a capital budget to bring back to the DDA for finalization.

VII. REPORTS AND COMMUNICATIONS

a. Brats & Bonfires Recap

Stichman gave a recap of the event held on October 8th and said there were 601 people in attendance, and considering the weather that day, she was very pleased with the turnout. The total revenue was \$13,467, which exceeded the goal of 66% sponsorship dollars compared to 2019. Total expenses were \$16,504.35, which included Seyferth's out-of-pocket costs of \$12,674.45. The DDA incurred a deficit of \$3,037.35 for the event.

Stichman said that Amway's contribution was for Seyferth's promotion and event coordination which she believed was approximately \$9000. She continued to share the breakdown of all costs and said that Amway had an interest to continue helping with the promotion and strategic thinking about the event, but would no longer be supporting staff from Seyferth.

Norman concluded that Stichman did a nice job on the event and said that the event was the type of thing the DDA should be supporting.

b. DDA Financial Report, November 30, 2021

Stichman stated that there was no significant activity in November other than Farmers Market and the Beers at the Bridge and Brats & Bonfires events.

Leisman asked if there were any limits on the local community stabilization funds that the Township received. Suchy said the local stabilization was basically the personal property tax replacement and there was no restriction on what that could be spent for.

c. Director/Staff Report

Stichman said that at the November meeting the DDA expressed interest in reviewing the parking study, but with the two outgoing members and two new members joining in January, she was going to hold off on that review until the new year.

Suchy gave a brief update on the connectivity of trail from 3 Mile Road to Chief Hazy Cloud on Pettis Avenue that will connect to the rest of the trail network on the north side of the Township, as well as other connections in the future.

VIII. BOARD MEMBER COMMENT

VanderWulp thanked the DDA Board for the 10 years as a member.

Idema asked for updates on the Planning Department report included in the packet. Said gave updates on many projects including the 7500 East Fulton project, as well as the conceptual future plan of Block C, that would be considered as part of the Township Comprehensive Plan review.

Norman left meeting at 8:57 a.m.

There was additional Board discussion regarding parking, and/or lack of parking, and possibilities for additional parking that the DDA might be able to purchase.

VanderWulp left meeting at 9:01 a.m.

IX. PUBLIC COMMENT

Stichman informed that she was contacted by ABC 13 on Your Side, and they would be doing a day-tripping feature of Ada Township. Stichman said they would be talking about Ada in a broad sense; the trails, the farm that does goat yoga, some of the restaurants, and featuring other activities in Ada.

X. ADJOURN MEETING

Bowersox adjourned meeting at 9:19 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs:eb



MEMORANDUM

Date: 1/7/22

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Review and Approval of Timeline for Visioning/Planning Process with Travis Alden

Travis Alden will be presenting the attached timeline for the visioning/ planning process at the DDA Meeting on Monday, 1/10. The board should consider the following key dates and discuss any major conflicts and determine the best time of day to hold these meetings. It will be most beneficial if each member of the Board is able to attend all work sessions.

Important Dates for Work Sessions:

Work Session #1:	Week of February 21
Work Session #2:	Week of March 14
Work Session #3:	Week of March 28
Consider Next Steps & Immediate Action Items:	April 11 Board Meeting
Formally Approve Goals & Objectives:	May 9 Board Meeting



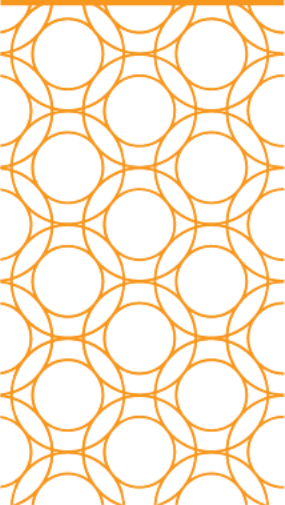
Ada Township DDA Goals & Objectives Timeline



PROPOSED TIMELINE

Note: can be tweaked as needed

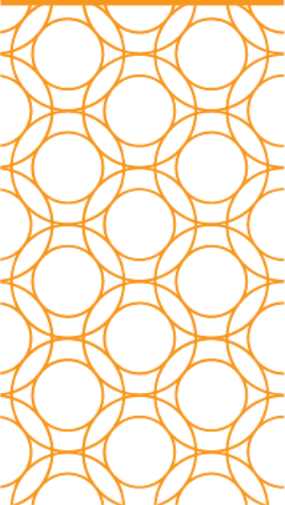
- **Jan 10:** DDA Board mtg – intro to process and timeline review
- **Week of Jan 31:**
 - DDA training/background session
 - Travis to review DDA-related documents, including TIF plan, Envision ADA plan, Township master plan, etc. as well as collect stakeholder contact info from Haley
- **Week of Feb 7:** initial e-survey sent to DDA board and stakeholders, to include:
 - SWOT analysis input
 - Preliminary prioritization request of existing goals & objectives from 2016 TIF Plan
 - Due date of 2/15
- **By Feb 18:** Worksession primer & survey summary sent to board
- **Week of Feb 21:** worksession #1 (to be scheduled)
 - Focus on SWOT and generative discussion on DDA role & vision
- **Week of Feb 28:** Work through results of worksession #1 discussion



PROPOSED TIMELINE

Continued

- **Week of March 7:** Follow-up e-survey for further prioritization (if needed)
- **Week of March 14:** worksession #2 (to be scheduled)
 - Generative discussion on forward-looking initiatives, perhaps with an events/promotion emphasis
- **Week of March 28:** worksession #3 (to be scheduled)
 - Ideally will be at the point of 'bringing home' the prioritization of goals & objectives at this session, TBD
- **April 11:** DDA Board mtg – devote time to 'next steps' & immediate action items
- **May 9:** DDA Board mtg – formally approve goals & objectives planning document(s), which will be provided ahead of time as draft(s)



EXPECTATIONS

For the process to be successful

Of DDA:

- As close to 100% participation from board and key stakeholders as possible
- Open & honest discussions
- A positive mindset – it's ok to identify challenges and issues, but let's approach them as opportunities

Of Travis:

- Deliver a succinct, actionable summary of prioritized goals & objectives for the DDA, to help guide & shape scope of work in 2022 and beyond.
- Timely communications
- Encourage participation, hear all viewpoints, facilitate a collaborative process

Questions?

Travis Alden

Senior Director, Community Development

The Right Place, Inc.

aldent@rightplace.org

231-233-4349 (mobile)



MEMORANDUM

Date: 1/6/22

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Review Proposed Budget for FY 2022-23 & Capital Improvements, 2022-28

Attached is the proposed budget for the DDA for the 2022-23 fiscal year, beginning April 1, 2022, and the Capital Improvement Project worksheets discussed at the December meeting. Based on feedback received at the January 10 meeting, I will make any desired changes to the draft budget document and provide a final draft copy to Julius. This memo will touch on all significant changes in comparison to last year's budget.

Revenues

- Revenue projections shown are conservative.
- Additional DDA IFT revenue is expected as approved in the 2021-22 budget – Julius and I are working to understand some adjustments that were made by the auditor. An update will be provided at the February meeting.
- Special Events revenue reflects an increase projected from increased sponsorships.

Expenditures

- Maintenance Support is a new expenditure that reflects 5% of building and grounds/Parks support staff wages. This change is being implemented across multiple Township funds to better capture the support that B&G/Park staff provides to different departments.
- Contract services were reviewed, and the structure was adjusted slightly to show more of a breakdown of each service (i.e., snow plowing, marketing/promotion, etc.). There is still an expenditure for 'general' contract services included in the amount of \$10,000.
- Landscaping/Beautification will include expenses for flower bed services that are currently paid through the general fund. The DDA will plan to take over this landscaping service as it is an improvement that only occurs within the development district.
- Capital Outlay will be used in the place of Improvements. This line item will capture each of the proposed capital improvements for the FY 22-23 and any additional capital expenditures (i.e., Banners).
- Membership & Dues, Mileage & Expenses, and Continuing Education were reviewed and increased considerably to better reflect recommendations for downtown managers.
- Special Events/Programs will be used in place of Community Events. The structure was adjusted slightly to show more of a breakdown of each event.
 - Expenditures for Beers at the Bridge and Brats & Bonfires have been increased to reflect additional charges that may be incurred for Seyferth PR day of event services.
 - Winter Wonderland expenditures will capture all winter decoration expenses incurred (i.e., garland installation, tree purchase and light installation, etc.).
 - 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.

BUDGET ADOPTION CALENDAR:

Attached is the Township Board resolution that establishes the calendar for adoption of the Township budget. Key dates include the following:

- Township Board work session on the proposed budget: Week of January 31, 2022 - 7 PM
- Township Board public hearing on the proposed budget: Monday, February 28, 2022 - 7 PM
- Adoption of budget by Township Board: Monday, March 14, 2022 - 7 PM



RESOLUTION R-110821-2
ADA TOWNSHIP
KENT COUNTY, MICHIGAN

PRESENT: Supervisor Leisman, Clerk Smith, Treasurer Moran, Trustees Jacobs, Hurwitz, Proos and Winczewski

ABSENT: None

The following resolution was offered by Member Winczewski and supported by Member Proos.

A RESOLUTION TO DETERMINE THE TOWNSHIP
BUDGET PREPARATION SCHEDULE
FOR FISCAL YEAR 2022/2023

WHEREAS, the Ada Township Board must prepare budgets for the operation of the General Fund (101), Public Safety Fund (205), Parks and Arboretum Fund (208), Township Trails Fund (211), Park and Open Space Fund (213), Parks, Recreation, and Land Preservation Fund (214), Brownfield Redevelopment Fund (243), Downtown Development Authority Fund (248), Building Department Fund (249), Envision Ada - Debt Service Fund (301), Capitol Improvement fund (401), Sewer Fund (590), Water Fund (591), and GV Water Fund (592) for Fiscal Year 2022/2023, and

WHEREAS, in order to accomplish the preparation of the budgets in a public and orderly manner, it is necessary to adopt a schedule of dates for completion of various tasks.

NOW THEREFORE BE IT RESOLVED, that the following schedule of dates be adopted:

<u>DATE</u>	<u>ACTIVITY</u>
Monday, November 8, 2021 - 7 PM	Adopt Budget Preparation Schedule
Monday, November 22, 2021	Budget request forms distributed
Thursday, December 30, 2021	Budget request forms returned to the Township Manager with explanation of budget request
Week of January 31, 2022 - 7 PM	Township Board work session for review of budgets
Monday, February 28, 2022 - 7 PM	Public Hearing on all budgets
Monday, March 14, 2022 - 7 PM	Adopt General Appropriations Budgets by Resolution for FY 2022/23
Wednesday, March 31, 2022	Fiscal Year 2021/2022 ends
Thursday, April 1, 2022	Fiscal Year 2022/2023 begins

YEAS: 7
NAYS: 0
ABSENT: 0

Resolution adopted: November 8, 2021

Jacqueline Smith
Ada Township Clerk

CERTIFICATION

I, Jacqueline Smith, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, November 8, 2021.

Date: _____

Jacqueline Smith
Ada Township Clerk

GL Number	Description	2020-21 Activity	2021-22 APPROVED	YTD As Of 1/31/2021	2022-23 REQUESTED
--- Estimated Revenue ---					
248-000.000-401.405	TAXES: DDA AD VAL	51,303.70	36,396.00	3,052.55	55,000.00
248-000.000-401.406	TAXES: DDA IFT	0.00	29,089.00	0.00	0.00
248-000.000-665.000	INTEREST REVENUE	3,344.60	3,000.00	138.29	3,000.00
248-020.000-406.000	TAXES: DDA MILLAGE	327,529.64	338,833.00	936.80	349,017.00
248-020.000-423.000	TAXES: IFT	23,200.53	23,201.00	0.00	22,544.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	149,289.01	150,000.00	153,908.86	153,000.00
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	(450.00)	84,000.00	(3,500.00)	93,000.00
248-026.000-588.001	BEERS AT THE BRIDGE	0.00	0.00	28,653.00	0.00
248-026.000-588.002	BRATS AND BONFIRES	0.00	0.00	15,807.00	0.00
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	1,000.00	1,250.00	1,000.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	5,675.00	9,785.00	8,370.00	9,785.00
Total Estimated Revenue:		560,892.48	675,304.00	208,616.50	686,346.00
--- Appropriations ---					
248-170.000-704.000	WAGES	(11.98)	52,000.00	33,334.23	57,783.60
248-170.000-704.001	WAGES - SUPPORT	21,031.90	14,857.00	9,408.50	15,518.00
	WAGES - MAINTENANCE SUPPORT				11,373.00
248-170.000-704.005	WAGES: OVERTIME	0.00	0.00	0.00	500.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,395.45	4,210.00	2,576.95	5,293.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	326.39	843.00	602.69	1,059.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	2,320.06	6,736.00	3,028.56	8,517.46
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,564.20	10,000.00	6,365.76	19,538.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	0.00	19,000.00	4,092.86	7,000.00
248-170.000-726.000-FRM MKT 12-1	OFFICE SUPPLIES/SERVICES	0.00	0.00	0.00	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	477.73	2,630.00	1,226.54	2,630.00
248-170.000-800.000	CONTINUING EDUCATION	0.00	160.00	190.00	2,500.00
248-170.000-801.000	CONTRACT SERVICE	37,985.00	65,000.00	12,076.91	5,000.00
248-170.000-801.001	LANDSCAPING/BEAUTIFICATION				20,000.00
248-170.000-801.002	IT MAINTENANCE				500.00
248-170.000-801.003	SNOW REMOVAL				20,000.00
248-170.000-801.004	MARKETING/PROMOTION				15,000.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	7,920.00	8,720.00	7,728.00	9,156.00
248-170.000-820.000	MEMBERSHIP & DUES	125.00	125.00	225.00	500.00
248-170.000-821.000	ENGINEERING	0.00	0.00	0.00	3,000.00
248-170.000-828.000	LEGAL SERVICES	0.00	2,000.00	0.00	500.00
248-170.000-870.000	MILEAGE & EXPENSES	0.00	650.00	559.05	1,000.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	0.00	50.00	0.00	50.00
248-170.000-927.000	MAINTENACE & REPAIR/IMPROVEMENTS	0.00	0.00	0.00	15,000.00

248-170.000-970.000	CAPITAL OUTLAY	0.00	67,000.00	0.00	68,500.00
248-299.000-906.000	SPECIAL EVENTS/PROGRAMS	1,104.00	82,500.00	39,939.90	0.00
248-299.000-906.001	BEERS AT THE BRIDGE				70,000.00
248-299.000-906.002	BRATS & BONFIRES				23,000.00
248-299.000-906.003	4TH OF JULY				1,000.00
248-299.000-906.004	SANTA PARADE				1,000.00
248-299.000-906.005	WINTER WONDERLAND				35,000.00
248-299.000-906.006	TINSEL, TREATS & TROLLYS				2,500.00
248-900.000-719.002	LIFE INSURANCE, OTHERS	241.64	250.00	62.21	250.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	100,000.00	0.00	0.00	0.00
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	161,151.07	165,755.00	0.00	170,360.00
248-990.000-995.000	BOND INTEREST PAYMENTS	101,387.06	96,553.00	48,278.18	91,580.00
Total Appropriations:		438,017.52	599,039.00	169,695.34	684,608.06
Net of Revenues & Appropriations:		Net of Revenues & Appropriations:	122,874.96	76,265.00	38,921.16
					1,737.94

DDA PROPOSED BUDGET DETAIL, FY 22-23
as of 01/03/2022

GL Number	Description of 2022-23 Budget Revenues		2020-21 Adopted	2021-22 REQUESTED
DDA Millage revenue:			\$355,305	\$371,561.00
DDA TIF Revenue:			\$64,247	\$55,000.00
Local Government Stabilization Fund			\$150,000	\$153,000.00
Special Event Receipts			\$84,000	\$93,000.00
Interest Revenue			\$3,000	\$3,000.00
TOTAL REVENUE:			\$656,552	\$675,561.00
GL Number	Description of 2022-23 Budget Expenditures		2020-21 Adopted	2021-22 REQUESTED
DDA:				
DEPT 170.000 DDA OPERATIONS/CONSTRUCTION				
Personnel Costs			\$55,275	\$57,783.60
Wages - Support				\$15,518.00
Wages - Maintenance Support				\$11,373.00
Wages - Overtime				\$500.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES		\$14,500	\$7,000.00
Misc. Supplies		\$1,000		
Parking Space Striping		\$1,500		
Street Sweeping		\$2,000		
Printing		\$2,500		
248-170.000-800.000	CONTINUING EDUCATION		\$160	\$2,500.00
MI Downtown Assn. Conference		\$190		
Michigan Professional Downtown Management Program (MiPDM)		\$1,200		
Other		\$1,110		
248-170.000-801.000	CONTRACT SERVICE		\$65,000	\$5,000.00
248-170.000-801.001	LANDSCAPING/BEAUTIFICATION			\$20,000.00
Streetscape plantings		\$14,000		
Other		\$6,000		
248-170.000-801.002	IT MAINTENANCE			\$500.00
248-170.000-801.003	SNOW REMOVAL			\$20,000.00
248-170.000-801.004	MARKETING/PROMOTION			\$15,000.00

248-170.000-820.000	MEMBERSHIP & DUES		\$125	\$500.00
Michigan Downtown Assn.		\$225		
Other		\$275		
248-170.000-821.000	ENGINEERING		\$0	\$3,000.00
248-170.000-828.000	LEGAL SERVICES		\$2,000	\$500.00
248-170.000-870.000	MILEAGE & EXPENSES		\$650	\$1,000.00
Misc. Mileage		\$350		
Misc. Lodging		\$650		
248-170.000-927.000	MAINTENACE & REPAIR		\$0	\$15,000.00
248-170.000-970.000	CAPITAL OUTLAY		\$67,000	\$68,500.00
DDA District Wayfinding Signage		\$15,000		
Train Bridge Mural Project		\$53,500		
248-299.000-906.000	SPECIAL EVENTS/PROGRAMS		\$82,500	
248-299.000-906.001	BEERS AT THE BRIDGE			\$70,000.00
248-299.000-906.002	BRATS & BONFIRES			\$23,000.00
248-299.000-906.003	4TH OF JULY			\$1,000.00
248-299.000-906.004	SANTA PARADE			\$1,000.00
248-299.000-906.005	WINTER WONDERLAND			\$35,000.00
Garland Hanging and Removal		\$3,500		
Holiday tree purchase, install, takedown		\$5,500		
Holiday lights, install, takedown		\$5,000		
Winter plantings		\$1,000		
Additional expenses (sandbags, signs, etc.)		\$1,500		
Program expansion		\$18,500		
248-299.000-906.006	TINSEL, TREATS & TROLLEYS			\$2,500.00
248-170.000-715.000	FICA - TOWNSHIP SHARE		\$4,210	\$5,293.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE		\$843	\$1,059.00
248-900.000-719.000	RETIREMENT - EMPLOYER COST		\$6,736	\$8,517.46
248-900.000-719.001	MEDICAL, DENTAL INSURANCE		\$10,000	\$19,538.00
248-900.000-719.002	LIFE INSURANCE, OTHERS		\$250	\$250.00
248-990.000-991.000	BOND PRINCIPAL PAYMENTS		\$165,755	\$170,360.00
DDA Millage share		\$122,590		
DDA TIF Revenue Share		\$43,165		
248-990.000-995.000	BOND INTEREST PAYMENTS		\$96,553	\$91,580.00
DDA Millage share		\$71,409		

DDA TIF Revenue share	\$25,144			
TOTAL, DDA			\$571,557	\$672,772.06

FARMERS MARKET PROPOSED BUDGET DETAIL, FY 2021-22

GL Number	Description of 2021-22 Budget Revenues		2020-21 Adopted	2021-22 REQUESTED
Vendor Registration Fees			\$9,785	\$9,785.00
Sponsorship fee			\$1,000	\$1,000.00
TOTAL REVENUES:			\$10,785	\$10,785.00
GL Number	Description of 2021-22 Budget Expenditures		2020-21 Adopted	2021-22 REQUESTED
248-170-740	OPERATING SUPPLIES/SERVICES:		\$2,630	\$2,630.00
Web Site Hosting (\$70/quarter)	\$280			
Market Busker Compensation	\$700			
Chefs in the Market program supplies (propane, cooking oil, sampling supplies)	\$50			
Tent parts/Misc.	\$100			
Kids in the Market Supplies	\$50			
Advertising/Promotion	\$1400			
Vendor Kickoff Event	\$50			
248-170-801	CONTRACT SERVICES		\$8,145	\$9,156.00
Mkt Mgr. Services	\$8,145			
248.170.870	MILEAGE AND EXPENSES		\$50	\$50.00
Market Mgr. Mileage/Expenses	\$50			
TOTAL EXPENDITURES			\$10,825	\$11,836.00

DDA TOTAL, INCLUDING FARMERS MARKET

Revenues	\$686,346.00
Expenitures	\$684,608.06
Net of Revenes-Expenditures	\$1,737.94

**TABLE 17
DDA FUND - 248
PROJECTED REVENUES/EXPENDITURES - 2020-21 THROUGH 2026-27**

REVENUES	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Tax increment revenue	\$51,304	\$65,485	\$77,544	\$83,748	\$90,447	\$97,683	\$105,498
Millage revenue	\$350,730	\$362,034	\$349,017	\$355,997	\$363,117	\$370,380	\$377,787
Local Government Stabilization Fund	\$149,289	\$150,000	\$153,000	\$150,000	\$150,000	\$150,000	\$150,000
Contributions	-\$450	\$84,000	\$93,000	\$94,395	\$95,811	\$97,248	\$98,707
Grants/revenue sharing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farmers' Market Vendor Fees	\$6,675	\$10,785	\$9,785	\$7,500	\$7,500	\$7,500	\$7,500
Interest and rentals	\$3,345	\$3,000	\$4,000	\$8,000	\$9,000	\$10,000	\$11,000
Other	-\$95	\$0	\$0	\$0	\$0	\$0	\$0
Total revenues:	\$560,797	\$675,304	\$686,346	\$699,640	\$715,876	\$732,811	\$750,492

EXPENDITURES	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Operating expenditures	\$78,579	\$168,231	\$221,668	\$226,101	\$230,623	\$235,236	\$239,941
Community Events		\$82,500	\$132,500	\$82,500	\$82,500	\$82,500	\$82,500
Capital expenditures		\$67,000	\$68,500	\$0	\$66,400	\$41,400	\$41,400
Debt Service, 2017 Bonds, Millage Share	\$161,151	\$165,755	\$170,360	\$179,569	\$184,173	\$193,382	\$197,986
Debt Service, 2017 Bonds, TIF Share	\$101,387	\$96,553	\$91,580	\$86,470	\$81,082	\$75,557	\$69,756
Total expenditures	\$341,117	\$580,039	\$684,608	\$574,640	\$644,778	\$628,075	\$631,583

FUND TRANSFERS (IN, -OUT)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
To Capital Projects Fund	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
To Parking Fund							
Total net transfers:	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0

FUND BALANCE	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Net change in fund balances:	\$119,680	\$95,265	\$1,738	\$125,000	\$71,097	\$104,736	\$118,909
Beginning fund balance:	\$650,574	\$770,254	\$865,519	\$867,257	\$992,257	\$1,063,354	\$1,168,090
Ending fund balance:	\$770,254	\$865,519	\$867,257	\$992,257	\$1,063,354	\$1,168,090	\$1,286,999
Assigned for Parking Fund	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Assigned for BATB/BAB	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Unassigned fund balance:	\$170,254	\$265,519	\$267,257	\$392,257	\$463,354	\$568,090	\$686,999
Fund balance as % of total expenditures and transfers out	38.6%	45.8%	39.0%	68.3%	71.9%	90.4%	108.8%

**TABLE 7
CAPITAL IMPROVEMENT PROJECTS
DDA FUND - 248**

PROJECT TITLE	DEPT.	DEPT. PRIORITY	EST. TO 3/31/21	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Village Streetscape Improvements (Benches/Receptacles)			\$40,000						
Fulton St. and Ada Drive - Gateway Sign					\$27,000				
Village Gateway Signs					\$27,000				
DDA District Wayfinding Signage				\$15,000					
Village Sidewalk Replacement							\$41,400	\$41,400	\$41,400
Electrical Vehicle Charging Station							\$25,000		
Train Trestle Mural Project				\$53,500					
TOTALS:				\$68,500	\$54,000	\$0	\$66,400	\$41,400	\$41,400
CUMULATIVE TOTAL BY YEAR:			\$40,000	\$68,500	\$122,500	\$122,500	\$188,900	\$230,300	\$271,700

ADA TOWNSHIP CIP, 2022-2028				Dept.: DDA		Date Prepared: 12/22/21								
CAPITAL PROJECT REQUEST WORKSHEET				Submitted by: Haley Stichman										
Project Title: <u>DDA District Wayfinding Signage</u>		Project Description and Location:		Wayfinding signage within the DDA District as it relates to parking and major public destinations. Proposed location is at the entrance to Legacy Park.										
Department Priority: <u>1</u>		Project Justification		Ada currently lacks wayfinding signage. Such signage could help promote public awareness of the District as a destination for shopping and other commercial activity.										
Current Status:	Prelim. Design:		Relevant Studies, Plans, etc:		The DDA's Development Plan and Tax Increment Financing Plan outlines "directional signage" under Streetscape Improvements and Landsacaping, pages 15-16.									
	Plans and Specs.:		Alternatives Considered:		None.									
	Construction:		Relationship to Other Projects:		Township-wide Unified Sign Design Project.									
	Impact on Operating Budget:													
Annual operating cost:				PROGRAMMED EXPENDITURE SCHEDULE (\$000)										
Annual maintenance cost:				EXPENDITURE TYPE	ACTUAL TO 3/31/20	ESTIM. TO 3/31/21	BUDGET FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	TOTAL	
		Prelim. Planning:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Land acquisition needed? If so, status:		Design; Engineering:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		Land purchase:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		Site Improvement:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Building/Other Constrn.:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Furniture and Fixtures:		\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
		Other:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		TOTAL:		\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	
Comments: *Placeholder cost as we will not know the true cost until we receive project bids.		Proposed Method of Financing:		(\$000)			Net effect on revenue:		(Pos/Neg/None)					
		General Fund 101		\$0			Tax gain or loss:		No impact					
		Public Safety Fund-205		\$0			Other income:		No impact					
		Parks/Rec Fund-208,213,214		\$0			Salvage Value of Replaced Asset:		No impact					
		Trail Fund - 211		\$0										
		Capital Projects Fund - 401		\$0										
		DDA Fund - 248		\$15,000			Notes: * Identify project location on attached map. * See attached instructions for completing this form.							
		State/Federal Grant		\$0										
		Bond Issue		\$0										
		Charitable Donations:		\$0										
Other		\$0												
TOTAL:		\$15,000												

ADA TOWNSHIP CIP, 2022-2028					Dept.: DDA		Date Prepared: 12/20/21							
CAPITAL PROJECT REQUEST WORKSHEET					Submitted by: Haley Stichman									
Project Title: <u>Train Bridge Mural Project</u>		Project Description and Location:		Installation of four artist murals on the two train bridges that run over Thornapple River Dr. and Ada Dr. in the Development District.										
Department Priority: <u>2</u>		Project Justification		DDA Board Members have commented numerous times about the lack of upkeep of the train bridges that run over Ada Dr. and Thornapple River Dr. Several other Michigan communities have opted to place murals on train bridges. Murals would provide a stronger identity and more attractive appearance to these main thoroughfares in the village area.										
Current Status:	Prelim. Design:	% Complete	Relevant Studies, Plans, etc:		Public art is noted as a gateway improvement option in the DDA Development Plan and Tax Increment Financing Plan, page 16. Although, these entries into the village area are not the planned locations outlined.									
	Plans and Specs.:		Alternatives Considered:		None.									
	Construction:		Relationship to Other Projects:		None.									
	Impact on Operating Budget:													
Annual operating cost:				PROGRAMMED EXPENDITURE SCHEDULE (\$000)										
				EXPENDITURE TYPE	ACTUAL TO 3/31/20	ESTIM. TO 3/31/21	BUDGET FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	TOTAL	
Annual maintenance cost:				Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Land acquisition needed? If so, status:				Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
						Site Improvement:	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
						Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
						Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
						Other:	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0	\$3,500
						TOTAL:	\$0	\$0	\$53,500	\$0	\$0	\$0	\$0	\$0
Comments: *\$3,500 permit fee submitted to the railroad. *\$50,000 is a placeholder cost TBD based on scope of work determined by the DDA. Landscaping will be included in budget/not a capital item.		Proposed Method of Financing:		(\$000)			Net effect on revenue:		(Pos/Neg/None)					
				General Fund 101	\$0			Tax gain or loss:		No impact				
				Public Safety Fund-205	\$0			Other income:		No impact				
				Parks/Rec Fund-208,213,214	\$0			Salvage Value of Replaced Asset:		No impact				
				Trail Fund - 211	\$0									
				Capital Projects Fund - 401	\$0									
				DDA Fund - 248	\$53,500			Notes: * Identify project location on attached map. * See attached instructions for completing this form.						
				State/Federal Grant	\$0									
				Bond Issue	\$0									
				Charitable Donations:	\$0									
		Other	\$0											
		TOTAL:	\$53,500											

ADA TOWNSHIP CIP, 2022-2028					Dept.:	DDA			Date Prepared:	12/22/2021				
CAPITAL PROJECT REQUEST WORKSHEET					Submitted by:	Haley Stichman								
Project Title: <u>Village Gateway Signs</u>		Project Description and Location: Installation of new village gateway signs at the Fulton St./Ada Dr. and Fulton St./Headley St. intersections to welcome people to the village area.												
Department Priority: <u>3</u>		Project Justification: Provide a stronger identity and more attractive appearance to the major entrances to the Development District/village area. The village entry sign formerly located on Ada Dr. at Fulton St. was removed as part of the Ada Dr. reconstruction.												
	Current Status:	% Complete	Relevant Studies, Plans, etc: Section 1, page 13 of DDA Development Plan and Tax Increment Financing Plan; Township-wide Unified Sign Design Project and resulting sign specs/cost estimates prepared by Universal Sign Co., dates 10/15/20.											
	Prelim. Design:	20%	Alternatives Considered: None											
	Plans and Specs.:	0%	Relationship to Other Projects: A design theme was established with the community entry sign installed at the Knapp/Grand River Dr. intersection. A similar design is expected to be used in the village area, in coordination with the work of the Township Signage Committee.											
	Construction:	0%												
Impact on Operating Budget:		\$000												
Annual operating cost:		\$0	PROGRAMMED EXPENDITURE SCHEDULE (\$000)											
Annual maintenance cost:		\$0	EXPENDITURE TYPE	ACTUAL TO 3/31/20	ESTIM. TO 3/31/21	BUDGET FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	TOTAL		
			Prelim. Planning:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Land acquisition needed? If so, status:			Design; Engineering:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Land purchase:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Site Improvement:	\$0	\$0	\$0	\$54,000	\$0	\$0	\$0	\$0	\$54,000		
			Building/Other Constn.:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Furniture and Fixtures:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			TOTAL:	\$0	\$0	\$0	\$54,000	\$0	\$0	\$0	\$0	\$54,000		
Comments: Will need a permit to place the sign in the road right-of-way		Proposed Method of Financing:			(\$000)			Net effect on revenue:		(Pos/Neg/None)				
		General Fund 101						\$0		Tax gain or loss:			No impact	
		Public Safety Fund-205						\$0		Other income:			No impact	
		Parks/Rec Fund-208						\$0		Salvage Value of Replaced Asset:			No impact	
		Parks/Land Fund-213						\$0					\$0	
		Parsk/Rec/Land Fund-214						\$0						
		Trail Fund - 211						\$0						
		DDA Fund - 248						\$54,000						
		Grant/Loan/Bond Issue:						\$0						
		Charitable Donations:						\$0						
Other						\$0								
TOTAL:						\$54,000								
		Notes: * Identify project location on attached map. * See attached instructions for completing this form.												

ADA TOWNSHIP CIP, 2022-2028 CAPITAL PROJECT REQUEST WORKSHEET					Dept.: DDA		Date Prepared: 12/22/21											
Project Title: <u>Electric Vehicle Charging Station</u>					Project Description and Location:		Installation of a 2nd charging station in the parking lot of the Amy Van Andel Library - Community Center.											
Department Priority: <u>4</u>					Project Justification		As growth in the sales of electric vehicles accelerates, there is also growth in the installation of electric vehicle charging stations both statewide and locally. The DDA Board supports this forward thinking movement as noted during the Authority meeting on 12/13, "one-fourth of all cars are going to be electric in the next 4-5 years".											
	Current Status:		% Complete		Relevant Studies, Plans, etc:		None.											
	Prelim. Design:				Alternatives Considered:		None.											
	Plans and Specs.:				Relationship to Other Projects:		The Township installed a charging station in the Amy Van Andel Library parking area in 2020.											
	Construction:																	
Impact on Operating Budget:																		
Annual operating cost:																		
Annual maintenance cost:					PROGRAMMED EXPENDITURE SCHEDULE (\$000)													
					EXPENDITURE TYPE		ACTUAL	ESTIM.	BUDGET	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	TOTAL			
							TO 3/31/20	TO 3/31/21	FY 22-23									
					Prelim. Planning:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Land acquisition needed? If so, status:					Design; Engineering:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
					Land purchase:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					Site Improvement:		\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
					Building/Other Constn.:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					Furniture and Fixtures:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					Other:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					TOTAL:		\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Comments:					Proposed Method of Financing:		(\$000)		Net effect on revenue:		(Pos/Neg/None)							
					General Fund 101				\$0		Tax gain or loss:					No impact		
					Public Safety Fund-205				\$0		Other income:					No impact		
					Parks/Rec Fund-208,213,214				\$0		Salvage Value of Replaced Asset:					No impact		
					Trail Fund - 211				\$0									
					Capital Projects Fund - 401				\$0									
					DDA Fund - 248				\$25,000		Notes:					* Identify project location on attached map. * See attached instructions for completing this form.		
					State/Federal Grant				\$0									
					Bond Issue				\$0									
					Charitable Donations:				\$0									
Other				\$0														
TOTAL:				\$25,000														

ADA TOWNSHIP CIP, 2022-2028 CAPITAL PROJECT REQUEST WORKSHEET				Dept.:		Date Prepared:						
				Submitted by:								
Project Title: <u>Village Sidewalk Replacement</u>		Project Description and Location:		Replacement of 5-foot side sidewalks on the following frontages: Bronson St., Ada Drive to River St.; Thornapple River Dr., both sides, Ada Drive to Headley St.; Thornapple River Dr, both sides, Ada Drive to Thornapple River Dr.								
Department Priority: <u>5</u>		Project Justification		Sidewalks on these street frontages were installed in the 1990's, and are showing their age. The block of Bronson St. has severe joint displacement due to tree roots that has been temporarily mitigated with joint grinding, as does the sidewalk on the south side of Thornapple River Dr. Estimated cost:4140 linear feet x 5 feet @ \$6.00/sf = \$124,200.								
	Current Status:	% Complete										
	Prelim. Design:											
	Plans and Specs.:											
	Construction:											
	Impact on Operating Budget:											
Annual operating cost:				PROGRAMMED EXPENDITURE SCHEDULE (\$000)								
Annual maintenance cost:												
		EXPENDITURE TYPE		ACTUAL TO 3/31/20	ESTIM. TO 3/31/21	BUDGET FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	TOTAL
		Prelim. Planning:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Design; Engineering:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Land purchase:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Site Improvement:		\$0	\$0	\$0	\$0	\$0	\$41,400	\$41,400	\$41,400	\$124,200
		Building/Other Constn.:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Furniture and Fixtures:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Other:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		TOTAL:		\$0	\$0	\$0	\$0	\$0	\$41,400	\$41,400	\$41,400	\$124,200
Comments:		Proposed Method of Financing:		(\$000)		Net effect on revenue:		(Pos/Neg/None)				
		General Fund 101		\$0		Tax gain or loss:		No impact				
		Public Safety Fund-205		\$0		Other income:		No impact				
		Parks/Rec Fund-208,213,214		\$0		Salvage Value of Replaced Asset:		No impact				
		Trail Fund - 211		\$0								
		Capital Projects Fund - 401		\$0								
		DDA Fund - 248		\$124,200		Notes: * Identify project location on attached map. * See attached instructions for completing this form.						
		State/Federal Grant		\$0								
		Bond Issue		\$0								
		Charitable Donations:		\$0								
Other		\$0										
		TOTAL:		\$124,200								

2022-28 ADA TOWNSHIP CAPITAL IMPROVEMENTS PLAN
TASKS AND SCHEDULE
 Updated, 11/22/21

TASKS	Nov	Dec	Jan	Feb	Mar
Project Request Forms and Instructions Distributed to Department Heads, 11/22/21	●				
Deadline for Submittal of Capital Project Request Forms - Friday, 12/30/21		●			
Prepare Draft Plan - 12/30/21 - 1/15/22					
CIP Committee Meeting - Review CIP Project Requests with Department Heads - TBD			●		
CIP Committee Meeting - Review Historical/Projected Revenues/Expenditures/ Review and Rank Projects - TBD			●		
Prepare Plan Revisions - Following CIP Meetings (TBD)					
Planning Commission Public Hearing, Recommendation; Thursday, 2/17/22				●	
Township Board consideration and adoption, Monday, 3/14/22					●



MEMORANDUM

Date: 1/7/22

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Resolution DDA-011022-1, Redevelopment Liquor License Application for Scopo Hospitality, LLC

Staff received an application for a Class C on-premises Redevelopment Liquor License from Paul Berglund, on behalf of Scopo Hospitality, LLC. The business will be located at in the A3 development at 7423 River Street. This development has yet-to-be built, but was recently approved during the November 18 Planning Commission meeting.

After review and recommendation by the DDA Board, the application will then go to the Township Board for a local government support resolution that is required by the MLCC.

The attached application from business owner Paul Berglund states that he expects to open in the fourth quarter of 2022, with a plan to be open for lunch and dinner 7 days a week within the first few months but will start with dinner only. There is a requirement in State law that the business be open to the public “not less than 10 hours per day.” The application form submitted doesn’t state specific hours of operation. This should be clarified prior to approval.

After reviewing the application, staff are recommending that the attached resolution be adopted by the DDA Board to support the application for the redevelopment liquor license for Scopo Hospitality, LLC, dependent upon clarification around hours of operation.



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: Paul L. Berglund DOB: 02/04/1977
Street Address: 5266 Knoll Place Drive SE
City: Grand Rapids State: MI Zip: 49546
Phone: (612)220-8727 Mobile: _____ Email: paul.l.berglund@gmail.com

BUSINESS INFORMATION

Name of Business: Scopo Hospitality L.L.C.
Street Address: 5266 Knoll Place Drive SE
City: Grand Rapids State: MI Zip: 49546

Business Partners:

Name	Address	DOB

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.

MLCC Class C

Business and Location Description: An upscale pasta and pizza restaurant located on the A3 site of River Street Commons. This is at the intersection of River Street and Settlers Drive, across Settlers Drive from Zeytin Turkish Restaurant.

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:

TJB 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.

Signature: TJB Date: 01/03/2022

For Official Use Only

Fire Department Approval Signature: _____ Date: _____
Notes: _____

Clerk Department Approval Signature: _____ Date: _____
Notes: _____

Treasurer Department Approval Signature: _____ Date: _____
Notes: _____

Zoning Department Approval Signature: _____ Date: _____
Notes: _____

DDA Board Approval Signature: _____ Date: _____
Notes: _____

Township Board Approval Signature: _____ Date: _____
Notes: _____
Resolution Number _____

January 3, 2022

To Whom It May Concern,

I am submitting a request for support from the Downtown Development Authority Board of Ada for a class C liquor license for a restaurant on the ground floor of the A3 building in the Ada Village development. I am excited to be joining the growing Ada community as a small business owner. I believe our restaurant, to be named in the upcoming months, will bring a meaningful dining experience and gathering space to the neighborhood. We expect to open in the fourth quarter of 2022.

Our restaurant will be a craft-focused pizza and pasta restaurant dedicated to honoring Western Michigan's agricultural bounty. We will work with the seasons in everything we do, which means forming a deep commitment to the farmers and growers in our area, including Ada neighbors. I have spent the vast majority of my career in farm-to-table restaurants and will continue to foster the local food network in my next endeavor. This goes hand-in-hand with cooking with unprocessed ingredients, so our food will be fresh and made with our own hands, every day.


We will have between 100 and 115 indoor seats and additional 40-50 seats outside when the seasons permit. Via Design is the interior architect and designer and First Companies is the contractor, so our restaurant will be well-constructed and in keeping with the high-quality design of Ada Village. I envision our restaurant being a gathering place for families, couples, business meals, and groups of friends for both lunch and dinner. I believe we will be able to attract guests not just from the neighborhood, but from the greater Grand Rapids area, as well.

We plan to be open for lunch and dinner 7 days a week within the first few months, but will start with dinner only.

I am a working chef with 18 years in the food industry. I was the original executive chef at The Bachelor Farmer, a pioneering Minneapolis restaurant that helped define our region's food identity. During my time there, I won the James Beard Award for Best Chef Midwest. Before that, I spent my formative cooking years at Oliveto Cafe and Restaurant, a San Francisco Bay Area Italian institution. I am also a former naval officer and University of Michigan graduate. I moved to the Grand Rapids area in 2019 with my wife, Tia Chakraborty, a physician at Spectrum Health. We just had our first baby boy and are excited to create roots here. A big part of those roots for me is my restaurant in Ada.

If you have any questions for me or would like to talk about this request or the restaurant, please feel free to reach out to me at the contact information below. Thank you very much for your time and consideration of my request.

Sincerely,



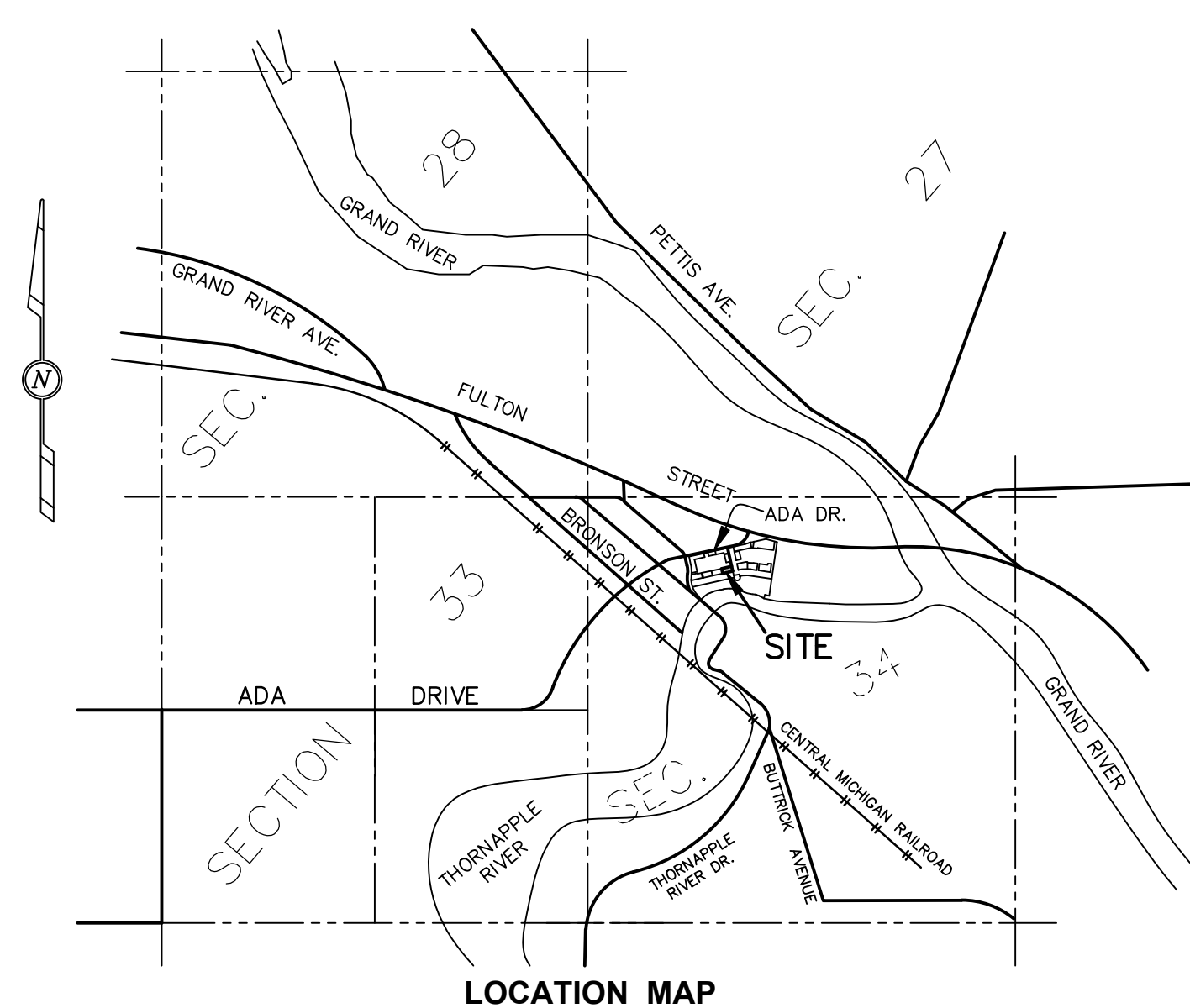
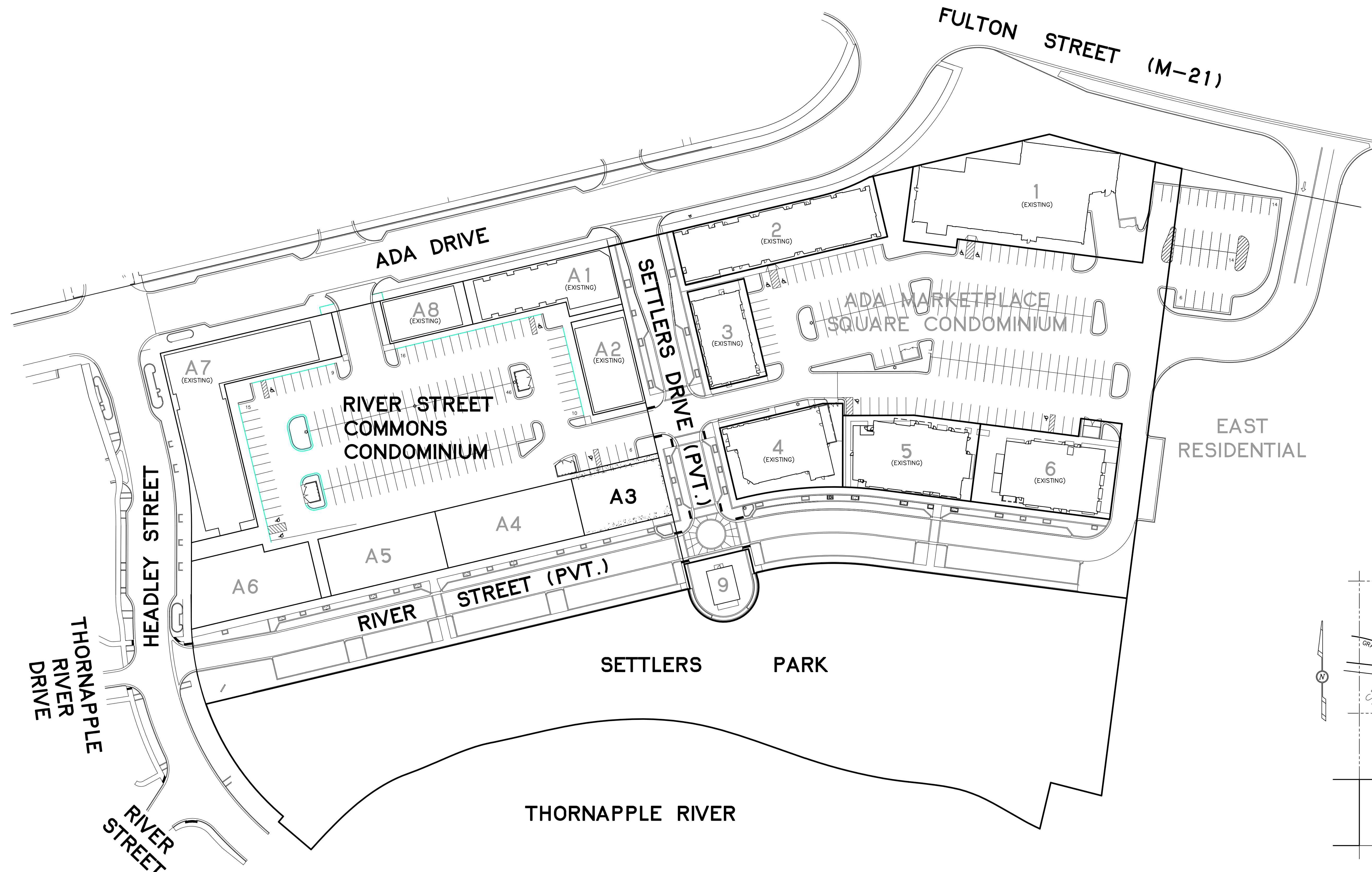
Paul Berglund

(612)220-8727

paul.l.berglund@gmail.com



Know what's below.
Call before you dig.

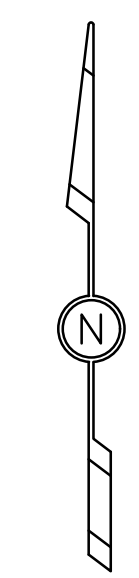
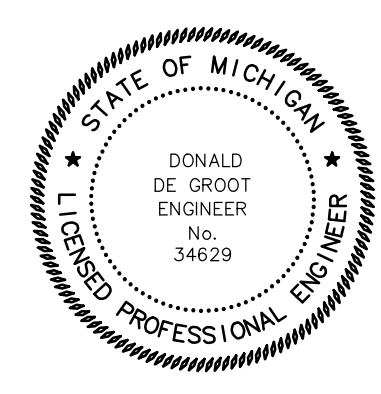


OVERALL PROJECT PLAN
#7423 RIVER STREET SE
RIVER STREET COMMONS - A3 BUILDING

FOR: RIVER STREET COMMONS A3, LLC
 C/O : KEN DIXON
 DIXON ARCHITECTURE
 523 ADA DR SE, SUITE 200
 ADA, MI 49301

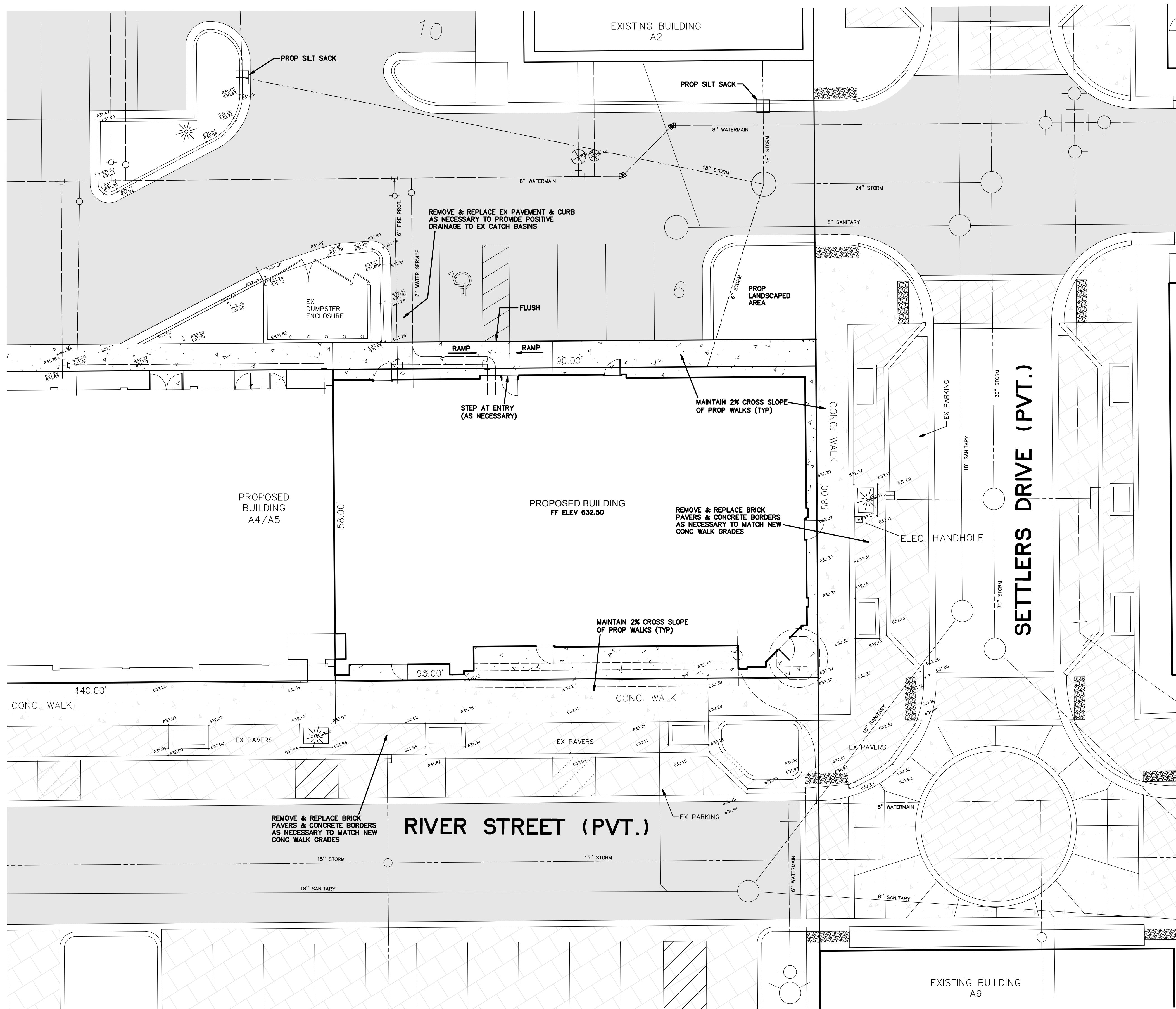
IN: PART OF THE NW 1/4 OF SECTION 34, T7N, R10W,
 ADA TOWNSHIP, KENT COUNTY, MICHIGAN.

REVISIONS:		 excel engineering, inc. planners • engineers • surveyors 5252 Clyde Park, S.W. • Grand Rapids, MI 49509 Phone: (616) 531-3660 www.excelengineering.com	SHEET 1 of 3		
DRAWN BY:	MK			PROJ. ENG.:	DDG
APPROVED BY:	DDG			PROJ. SURV.:	BMF
FILE NO.:	212027E			DATE:	10-21-21



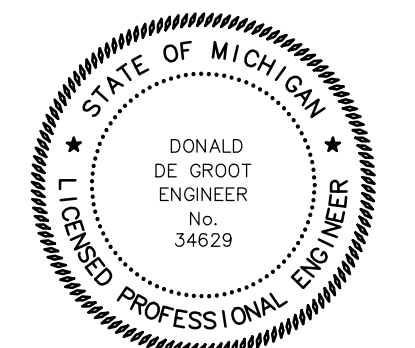
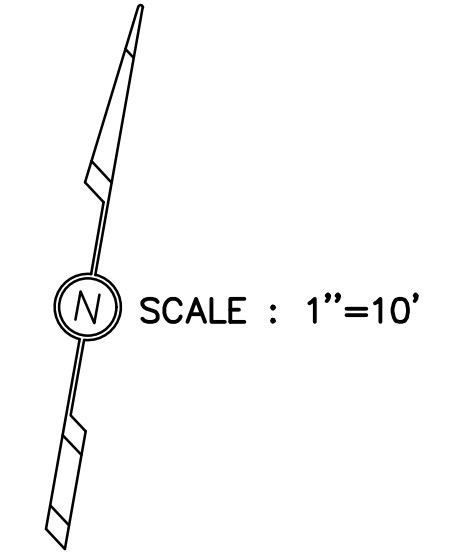
SCALE : 1"=50'

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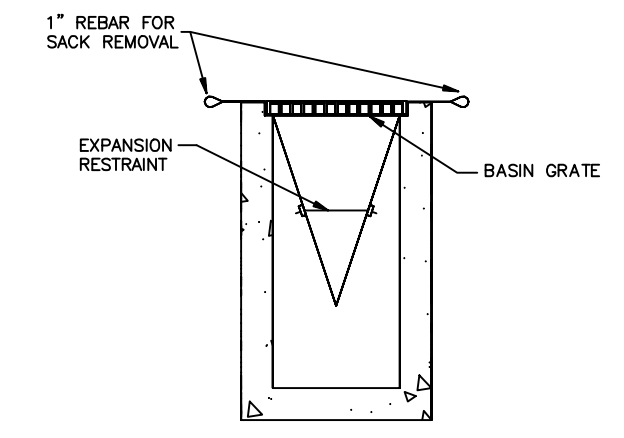


BENCHMARK NO. 1
 ELEVATION 634.73 (NAVD88 DATUM)
 SMALL RAILROAD SPIKE IN NORTH SIDE OF UTILITY POLE, SOUTH SIDE OF HEADLEY STREET BETWEEN HOUSE #7178 AND #7190 HEADLEY STREET (1.2' ABOVE GROUND).

BENCHMARK NO. 2
 ELEVATION 632.13 (NAVD88)
 TOP CENTER OF 2' SQUARE BRICK PILLAR LOCATED 40' NORTH OF NORTH BACK OF CURB OF FULTON ST. (M-21) AND 3' EAST BACK OF CURB OF MAIN ENTRANCE TO AMWAY CORPORATE HEADQUARTERS ACROSS FROM RELOCATED HEADLEY STREET




Know what's below.
 Call before you dig.



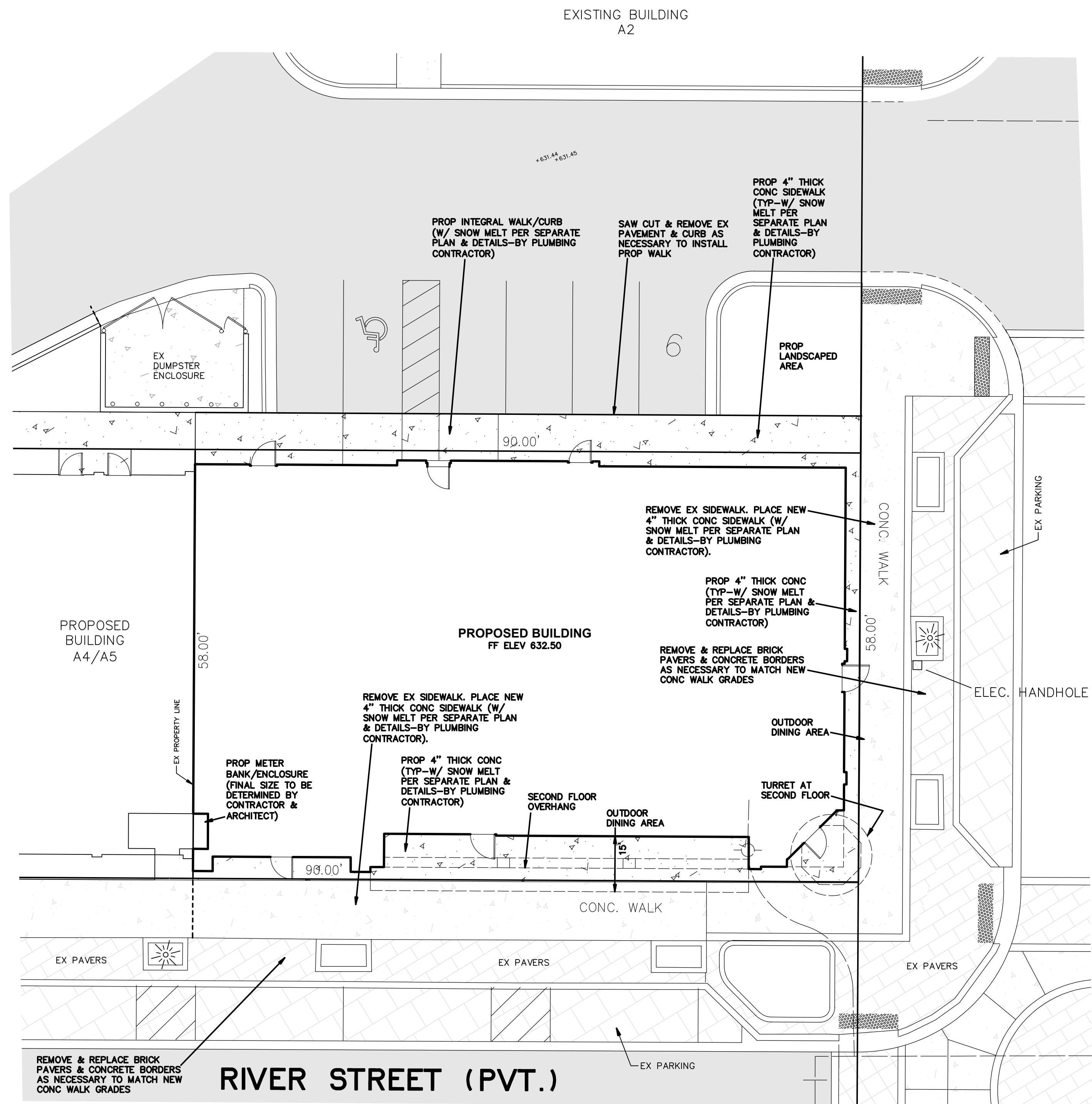
SILT SACK DETAIL

Soil Erosion Control Notes:

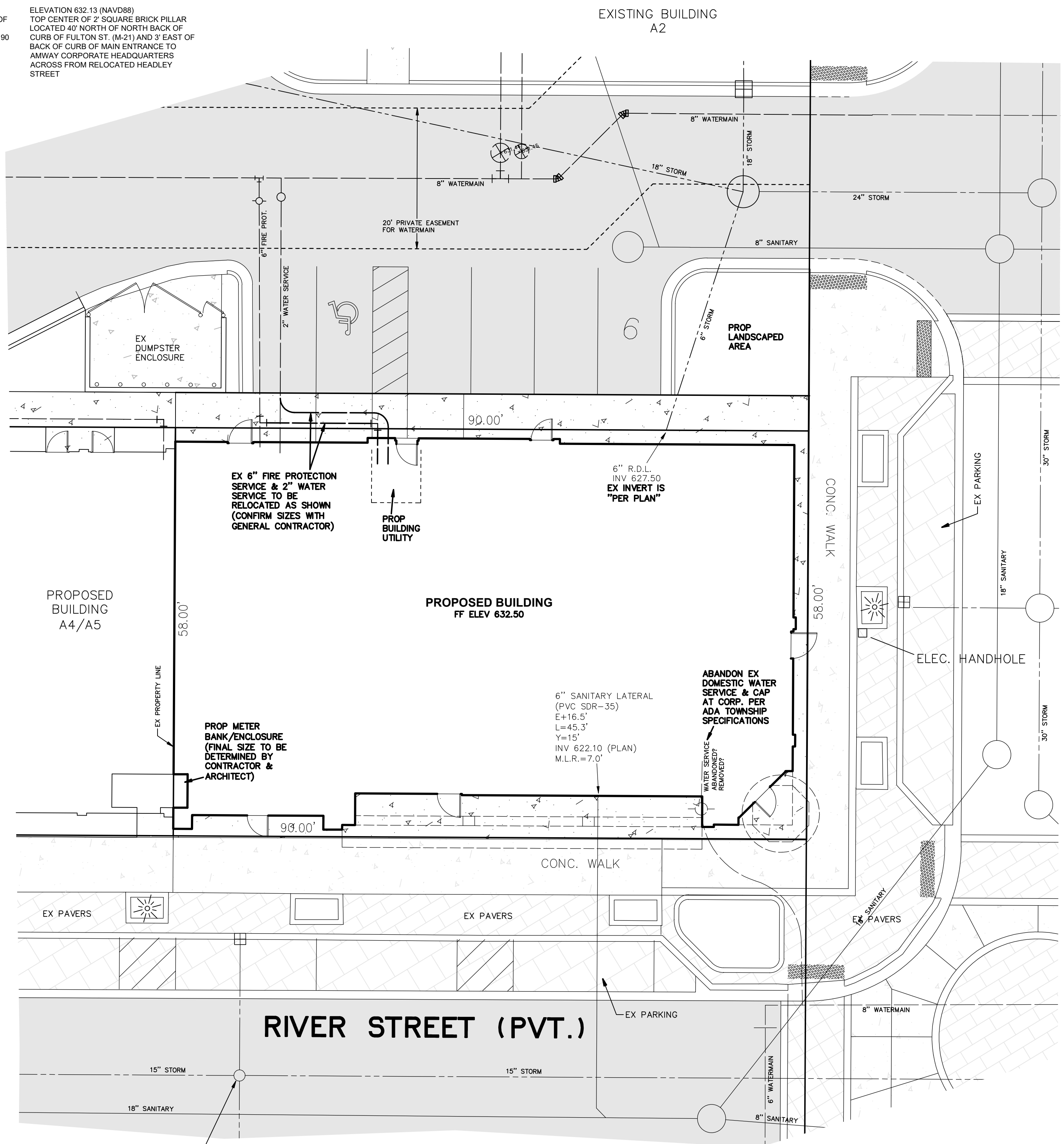
1. All temporary erosion controls must remain in place until vegetation is uniformly established.
2. Protect 2 existing storm inlets with silt sacks and remove silt sacks when site is stabilized.
3. Contractor to take necessary precaution to eliminate soil tracking onto public streets. If tracking occurs, contractor is responsible to sweep public streets daily.
4. All soil erosion and sediment controls shall be inspected and maintained on a daily basis and immediately following every significant rainfall event.

GRADING & SOIL EROSION CONTROL PLAN #7423 RIVER STREET SE RIVER STREET COMMONS - A3 BUILDING FOR: RIVER STREET COMMONS A3, LLC C/O : KEN DIXON DIXON ARCHITECTURE 523 ADA DR SE, SUITE 200 ADA, MI 49301 IN: PART OF THE NW 1/4 OF SECTION 34, T7N, R10W, ADA TOWNSHIP, KENT COUNTY, MICHIGAN.																											
REVISIONS: <table border="1"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>																			 planners • engineers • surveyors 5252 Clyde Park, S.W. • Grand Rapids, MI 49509 Phone: (616) 531-3660 www.exxelengineering.com	<table border="1"> <tr> <td>DRAWN BY: MK</td> <td>PROJ. ENG.: DDG</td> <td rowspan="3"> SHEET 3 of 3 </td> </tr> <tr> <td>APPROVED BY: DDG</td> <td>PROJ. SURV.: BME</td> </tr> <tr> <td>FILE NO.: 212027E</td> <td>DATE: 10-21-21</td> </tr> </table>	DRAWN BY: MK	PROJ. ENG.: DDG	SHEET 3 of 3	APPROVED BY: DDG	PROJ. SURV.: BME	FILE NO.: 212027E	DATE: 10-21-21
DRAWN BY: MK	PROJ. ENG.: DDG	SHEET 3 of 3																									
APPROVED BY: DDG	PROJ. SURV.: BME																										
FILE NO.: 212027E	DATE: 10-21-21																										

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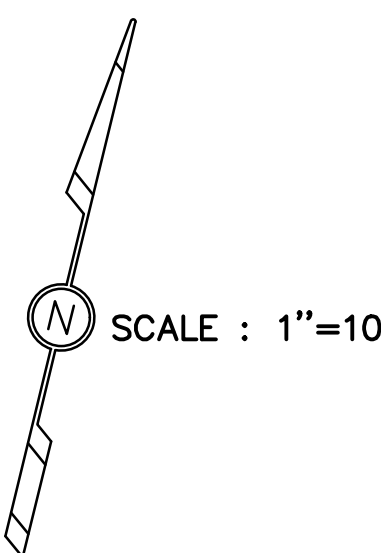
LAYOUT PLAN



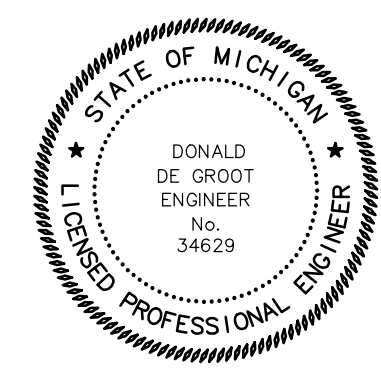
UTILITY PLAN

SETTLERS DRIVE (PVT.)

SETTLERS DRIVE (PVT.)



- GENERAL NOTES :
1. ROOF DRAIN SHALL BE PVC SDR 35.
 2. EXISTING 100 YEAR FLOOD PLAIN = 631.5
 3. UTILITY INVERTS ARE FROM AVAILABLE PLANS



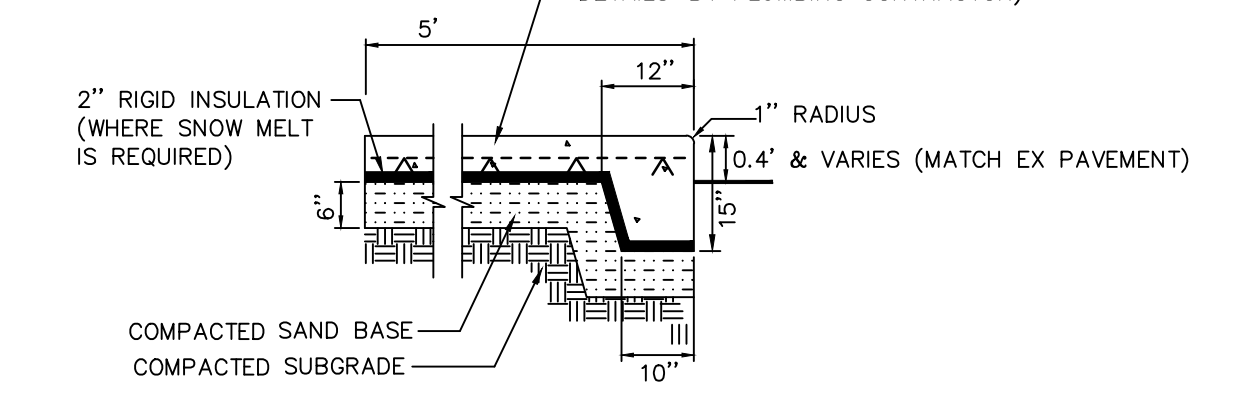
NOTES :

LOCATE CONTROL JOINTS & EXPANSION JOINTS PER PLAN BY OTHERS. COORDINATE WITH ARCHITECT & CONCRETE CONTRACTOR

NOTE :

SNOW MELT TUBING PATTERN & SPACING, BOILER SIZE & MANIFOLD LOCATIONS PER MECHANICAL SUBCONTRACTOR

4" THICK 4000 PSI CONCRETE, 6AA CRUSHED LIMESTONE AGGREGATE, 6% AIR ENTRAINED (±1%), LIGHTLY BROOMED, FINISH & SEAL WITH CURING COMPOUND. SIDEWALK TO BE CONSTRUCTED WITH 6 x 6-W1.4/1.4 WELDED WIRE MESH ON CHAIRS. CHAIR TO ELEVATE THE SNOW MELT TUBING TO MAX 1-1/2" FROM TOP OF CONCRETE TO TOP OF TUBING. (CONCRETE W/ SNOW MELT PER SEPARATE PLAN & DETAILS-BY PLUMBING CONTRACTOR)



INTEGRAL WALK/CURB DETAIL

LAYOUT PLAN / UTILITY PLAN
#7423 RIVER STREET SE
RIVER STREET COMMONS - A3 BUILDING

FOR: RIVER STREET COMMONS A3, LLC
 C/O : KEN DIXON
 DIXON ARCHITECTURE
 523 ADA DR SE, SUITE 200
 ADA, MI 49301

IN: PART OF THE NW 1/4 OF SECTION 34, T7N, R10W,
 ADA TOWNSHIP, KENT COUNTY, MICHIGAN.

REVISIONS:

exxel engineering, inc.
 planners • engineers • surveyors
 5252 Clyde Park, S.W. • Grand Rapids, MI 49509
 Phone: (616) 531-3660 www.exxelengineering.com

DRAWN BY: MK
 APPROVED BY: DDG
 FILE NO.: 212027E

PROJ. ENG.: DDG
 PROJ. SURV.: BME
 DATE: 10-21-21

SHEET
 2 of 3

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Lot Type	Lot Area (Sq. Ft.) (Min./Max.)	Lot Width (Ft.) (Min./Max.)	Frontage % (Min./Max.)	Maximum Lot Coverage	Yards (Ft.)				Height (Min./Max.) in Stories	ADU (Max. Building Footprint Sq. Ft.)
					Street	1' on Settlers St	Min. Side	Min. Rear		
Village Blockfront	5,220 sq ft	90' x 58'	93.1% Settler's St	86.7%	0/10	NP	0	0	2/3	NP

**RIVER STREET COMMONS
A3 BUILDING**

Transect Zone: Village Center

Lot Type: Village Blockfront
 Definition: A lot located and designed to accommodate offices or multiple dwellings on upper stories and various commercial uses on the ground story. A village blockfront is often a mixed-use building up to three stories in height. Ground floors often contain retail uses, a lobby for access to the upper floors, with commercial, office or residential uses on upper floors. The facade on a village blockfront lot building is often "transparent" with ample window space on the ground and upper floors to allow "eyes on the street." These buildings are constructed with little or no side yard and minimal front yard setbacks, thus creating a continuous street wall. A village blockfront lot is often not large enough to accommodate on-site parking and often requires shared parking. Short term parking is available on the street.

Uses Permitted: Neighborhood Commercial and Office **WILL MEET ZONING**

Lot Area: 25,000 sq ft max - Current design is 5,220 sq ft **WILL MEET ZONING**

Lot Width: 250 feet max - Current design is 90'-0" along River Street and 58'-0" along Settler's Street **WILL MEET ZONING**

Frontage %: 90% min and 100% max - River Street frontage is 97.8% (88/90) Settler's Street frontage is 93.1% (54/58) **WILL MEET ZONING**

Maximum Lot Coverage: 90% - Current design is 86.7% (4,527/5,220) **WILL MEET ZONING**

Yard Setbacks:
 River Street: 10' max - Current design provides a 1' setback **WILL MEET ZONING**
 Settlers Street: 10' max - Current Design Provides a 1'-8" setback **WILL MEET ZONING**

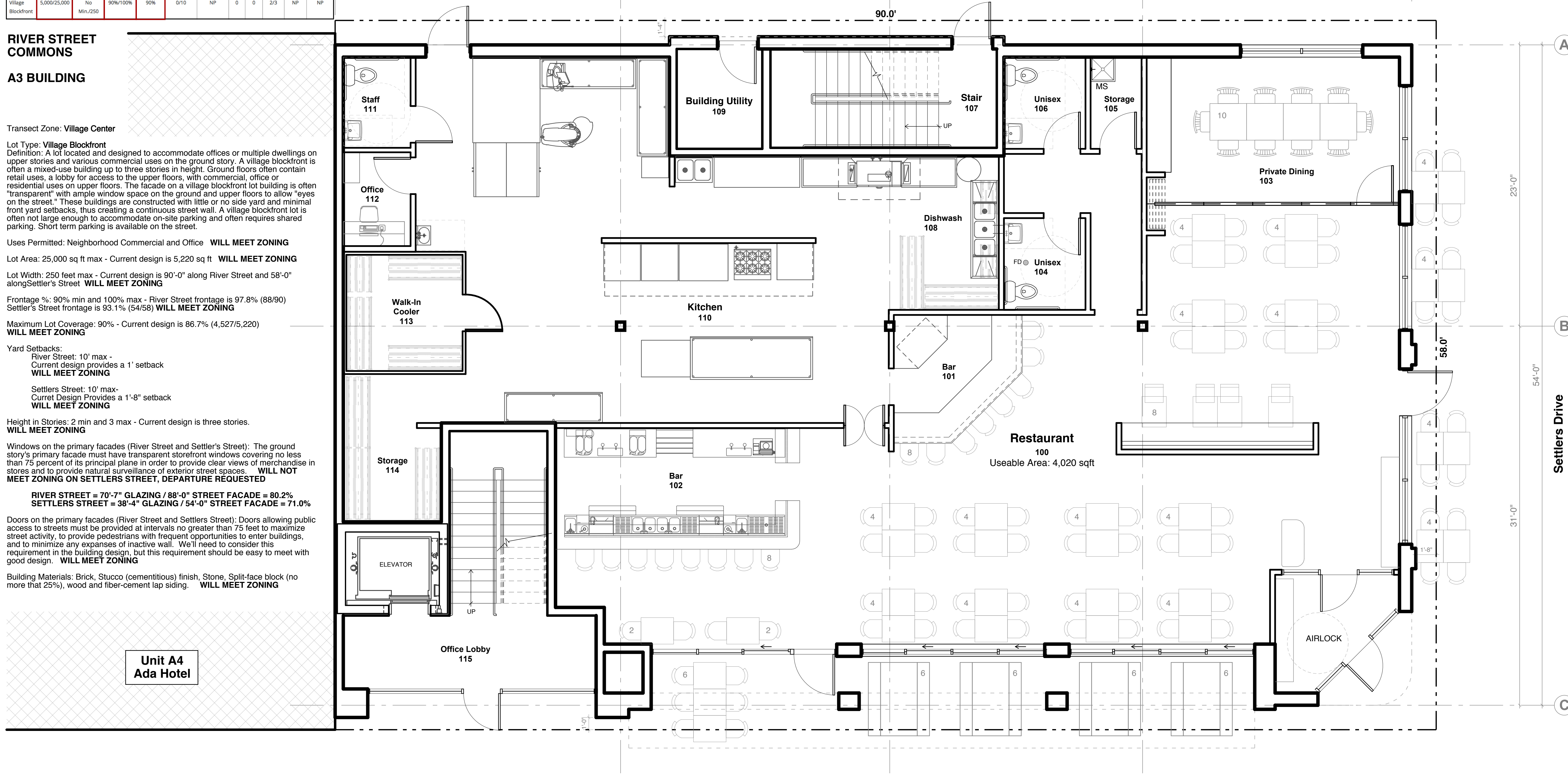
Height in Stories: 2 min and 3 max - Current design is three stories. **WILL MEET ZONING**

Windows on the primary facades (River Street and Settler's Street): The ground story's primary facade must have transparent storefront windows covering no less than 75 percent of its principal plane in order to provide clear views of merchandise in stores and to provide natural surveillance of exterior street spaces. **WILL NOT MEET ZONING ON SETTLERS STREET, DEPARTURE REQUESTED**

RIVER STREET = 70'-7" GLAZING / 88'-0" STREET FACADE = 80.2%
SETTLERS STREET = 38'-4" GLAZING / 54'-0" STREET FACADE = 71.0%

Doors on the primary facades (River Street and Settler's Street): Doors allowing public access to streets must be provided at intervals no greater than 75 feet to maximize street activity, to provide pedestrians with frequent opportunities to enter buildings, and to minimize any expanses of inactive wall. We'll need to consider this requirement in the building design, but this requirement should be easy to meet with good design. **WILL MEET ZONING**

Building Materials: Brick, Stucco (cementitious) finish, Stone, Split-face block (no more that 25%), wood and fiber-cement lap siding. **WILL MEET ZONING**



1. First Floor Plan
 SCALE: 1/4" = 1'-0"
 GROSS FLR AREA: 4,527 SQ FT



River Street Commons - Ada A3 Building
 7423 River Street SE
 Ada, Michigan
First Floor Plan



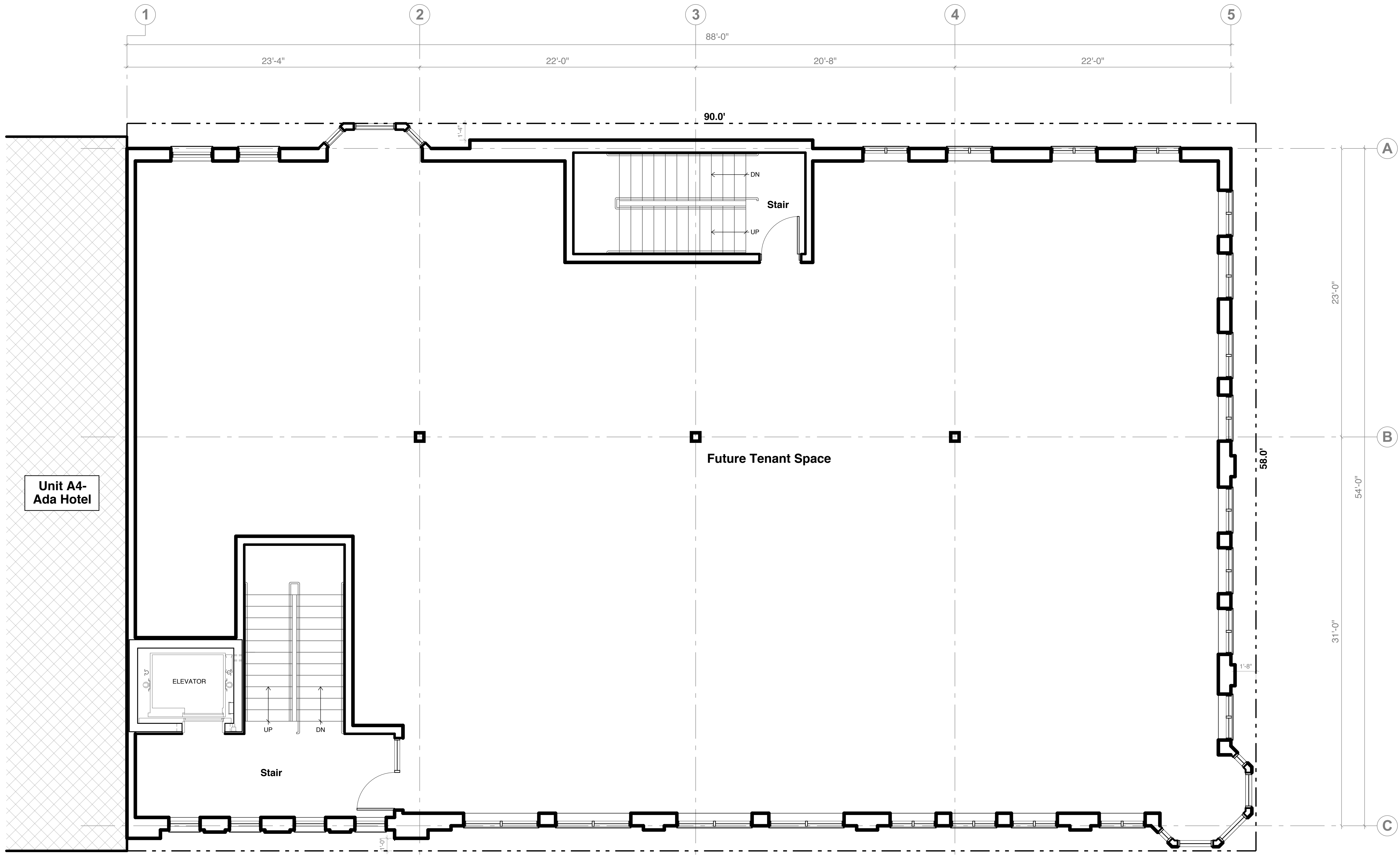
Revisions:

Project No: 221002
 Issue Date: 10/21/21
 Reviewer: KCD
 Drawn By: LPW

A2.1

Revisions:

Project No: 221002
Issue Date: 10/21/21
Reviewer: KCD
Drawn By: LPW

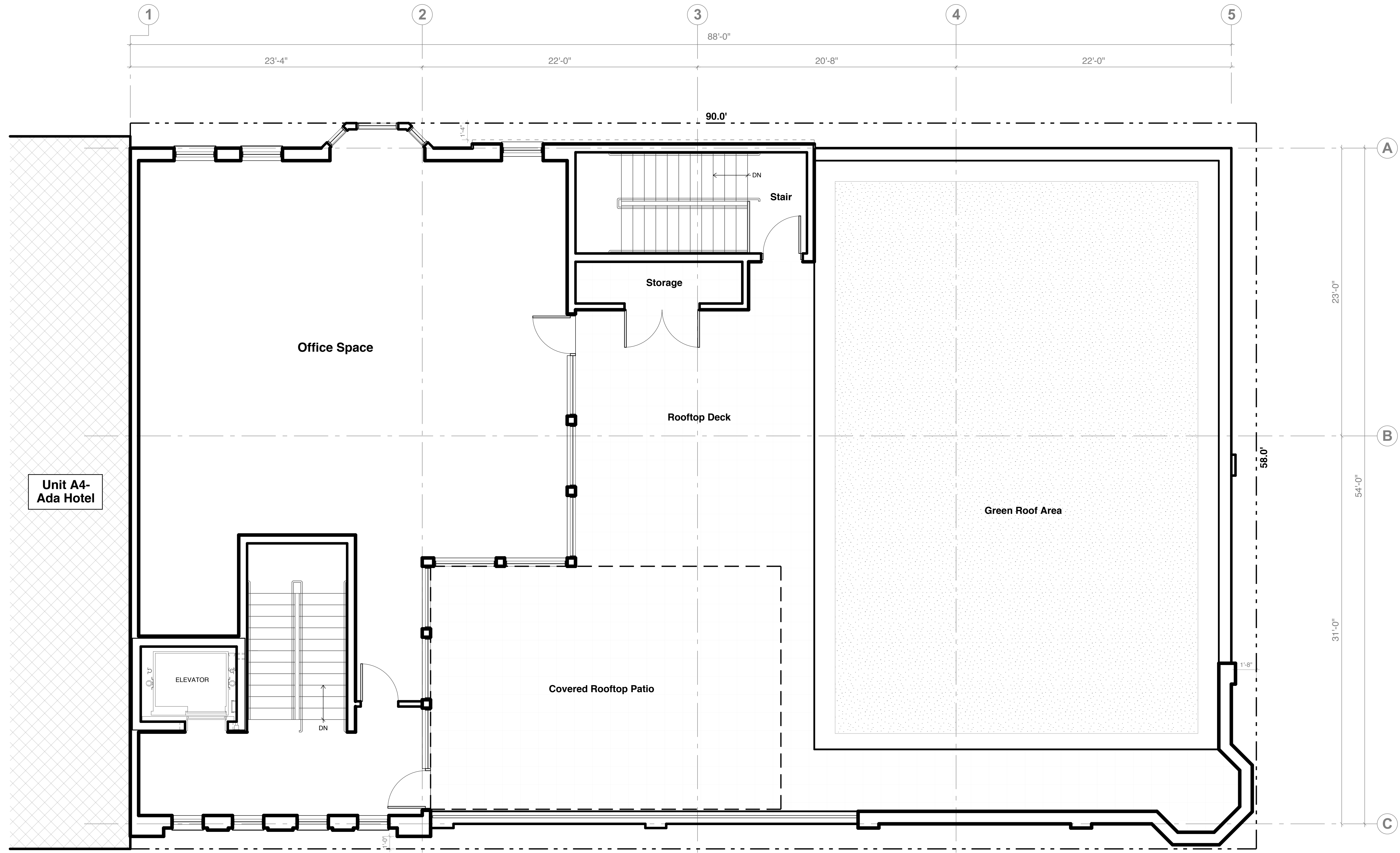


1. Second Floor Plan

SCALE: 1/4" = 1'-0"
USEABLE FLR AREA: 4,220 SQ FT

Revisions:

Project No: 221002
Issue Date: 10/21/21
Reviewer: KCD
Drawn By: LPW



1. Third Floor Plan
SCALE: 1/4" = 1'-0"
USEABLE FLR AREA: 1,367 SQ FT

Material Legend (ALL SELECTIONS TO BE CONSIDERED "BASIS OF DESIGN") (ALL COLORS TO BE VERIFIED BY OWNER)

LABEL	MATERIAL	MANUFACTURER	STYLE	COLOR
1	EXTERIOR BRICK VENEER #1	TBD	TBD	TBD
2	FIBER CEMENT SIDING	TBD	TBD	TBD
3	COMPOSITE TRIM	TBD	TBD	TBD
4	BLOCK VENEER	TBD	TBD	TBD
5	PRECAST CONCRETE PROFILE	TBD	TBD	TBD
6	HOLLOW METAL DOOR	TBD	TBD	TBD
7	ALUMINUM STOREFRONT SYSTEM	TBD	TBD	TBD
8	PARAPET CAP FLASHING	TBD	TBD	TBD
9	EXTERIOR LIGHT FIXTURE	TBD	TBD	TBD
10	FABRIC CANOPY	TBD	TBD	TBD
11	STEEL PERGOLA	TBD	TBD	TBD
12	EXTERIOR BRICK VENEER #2	TBD	TBD	TBD
13	EXTERIOR BRICK VENEER #3	TBD	TBD	TBD



1. South Elevation - River Street

SCALE: 1/4" = 1'-0"

River Street Commons - Ada A3 Building
7423 River Street SE
Ada, Michigan
Exterior Elevations



Revisions:

Project No: 221002

Issue Date: 10/21/21

Reviewer: KCD

Drawn By: LPW

A4.1

Material Legend (ALL SELECTIONS TO BE CONSIDERED "BASIS OF DESIGN") (ALL COLORS TO BE VERIFIED BY OWNER)

LABEL	MATERIAL	MANUFACTURER	STYLE	COLOR
1	EXTERIOR BRICK VENEER #1	TBD	TBD	TBD
2	FIBER CEMENT SIDING	TBD	TBD	TBD
3	COMPOSITE TRIM	TBD	TBD	TBD
4	BLOCK VENEER	TBD	TBD	TBD
5	PRECAST CONCRETE PROFILE	TBD	TBD	TBD
6	HOLLOW METAL DOOR	TBD	TBD	TBD
7	ALUMINUM STOREFRONT SYSTEM	TBD	TBD	TBD
8	PARAPET CAP FLASHING	TBD	TBD	TBD
9	EXTERIOR LIGHT FIXTURE	TBD	TBD	TBD
10	FABRIC CANOPY	TBD	TBD	TBD
11	STEEL PERGOLA	TBD	TBD	TBD
12	EXTERIOR BRICK VENEER #2	TBD	TBD	TBD
13	EXTERIOR BRICK VENEER #3	TBD	TBD	TBD



River Street Commons - Ada A3 Building
7423 River Street SE
Ada, Michigan
Exterior Elevations



Revisions:

Project No: 221002
Issue Date: 10/21/21
Reviewer: KCD
Drawn By: LPW

Material Legend (ALL SELECTIONS TO BE CONSIDERED "BASIS OF DESIGN") (ALL COLORS TO BE VERIFIED BY OWNER)

LABEL	MATERIAL	MANUFACTURER	STYLE	COLOR
1	EXTERIOR BRICK VENEER #1	TBD	TBD	TBD
2	FIBER CEMENT SIDING	TBD	TBD	TBD
3	COMPOSITE TRIM	TBD	TBD	TBD
4	BLOCK VENEER	TBD	TBD	TBD
5	PRECAST CONCRETE PROFILE	TBD	TBD	TBD
6	HOLLOW METAL DOOR	TBD	TBD	TBD
7	ALUMINUM STOREFRONT SYSTEM	TBD	TBD	TBD
8	PARAPET CAP FLASHING	TBD	TBD	TBD
9	EXTERIOR LIGHT FIXTURE	TBD	TBD	TBD
10	FABRIC CANOPY	TBD	TBD	TBD
11	STEEL PERGOLA	TBD	TBD	TBD
12	EXTERIOR BRICK VENEER #2	TBD	TBD	TBD
13	EXTERIOR BRICK VENEER #3	TBD	TBD	TBD



1. East Elevation

SCALE: 1/4" = 1'-0"

Ada A3 Building - Ada Village
7423 River Street SE
Ada, Michigan
Exterior Elevations



Revisions:

Project No: 221002

Issue Date: 10/21/21

Reviewer: KCD

Drawn By: LPW

A4.3



dixon
ARCHITECTURE

*At the Corner of River Street and Settlers Street
Looking North West*

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

Ada A3 Building - Ada Village
7423 River Street SE
Ada, Michigan
Exterior Renderings

Made in Michigan

Revisions:

Project No: 221002

Issue Date: 10/21/21

Reviewer: KCD

Drawn By: LPW

A4.4



Along the Corner of River Street and Settlers Street
Looking North East

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

Ada A3 Building - Ada Village
7423 River Street SE
Ada, Michigan
Exterior Renderings

Made in Michigan

Revisions:

Project No: 221002
Issue Date: 10/21/21
Reviewer: KCD
Drawn By: LPW

A4.5



m retail
SOLUTIONS

Date: January 3, 2022

To: Paul Berglund

RE: **Ada, MI**

Dear Paul,

Following is a summary of the non-binding terms and conditions under which Scopo Hospitality LLC would be interested in leasing space in the referenced property. For purposes of this letter, the term “Premises” means the interior of the actual leased premises and, where specifically mentioned, certain exterior portions of the building in which the Premises are located.

Landlord: River Street Commons A3, LLC
126 Ottawa Ave NW, Suite 500
Grand Rapids, MI 49503

Tenant: Scopo Hospitality LLC
5266 Knoll Place Dr SE
Grand Rapids, Mi 49546

Premises: A3 – Suite 100

4,049 Rentable SF (Approximately) plus common space

See attached Exhibit A – Premises.

502 Second Street, Suite 300, Grand Rapids, MI 49504
p. 616.881.2888 • f. 202.747.7714

Use: Restaurant

Initial Term: Ten (10) Years.

Renewal Options: (2) 5 Year Renewal Options

Base Rent: \$25.00 per square foot NNN

Escalations: Base and Renewal term subject to an annual increase of 3% on the anniversary of the Rent Commencement Date.

Additional Rent (NNN): Tenant shall pay its proportionate share of taxes, insurance and common area maintenance (CAM) for the property.

Utilities: Tenant shall pay for utilities used or consumed by Tenant in the Premises.

Maintenance

Responsibilities: Tenant shall be responsible for normal maintenance and repair of the interior of the Premises. Landlord shall be responsible for repair and/or replacement of the foundations, ceiling, and any structural portions of the Premises, including utilities leading to and from the premises. Landlord shall also be responsible for maintenance of all common areas. Tenant will maintain and repair and replace HVAC during the Lease term. Tenant responsible for all required maintenance and replacement within the leased space. The final language shall be as agreed to in lease negotiations.

Target Delivery: Spring 2023

Rent Commencement: 180 days after delivery of the space to the Tenant.

Landlord Work: See Exhibit B

Improvement Allowance: Landlord will provide a \$50.00 PSF Tenant Improvement allowance. In addition, Landlord will pay up to \$8,000 for the increased cost to run Tenant's venting one (1) additional floor.

- Security Deposit:** Tenant shall pay a security deposit in the amount of One (1) months base rent.
- Insurance**
- Coverage Required:** Tenant agrees to provide \$2,000,000.00 combined single limit Public Liability and Property Damage and \$2,000,000.00 annual aggregate coverage.
- Signage:** Tenant shall be responsible for the cost of building signage, and design will be subject to Landlord approval and compliance with local code.
- Guarantee/Financials:** All members of the Tenant ownership shall provide personal financial statements and sign a personal guarantee. If no default after 10 years, personal guarantee is eliminated.
- Brokerage:** Brokerage fees to be paid under separate agreement to M Retail Solutions who is the exclusive agent for the Landlord.
- Disclosure:** One or more members of the ownership L.L.C. are licensed real estate agents and/or associate brokers in the state of Michigan.
- Lease Form:** Landlord and Tenant agree to use Landlord's lease form. As negotiated by Landlord and Tenant.
- Qualifying Conditions:** This Letter of Intent is non-binding and contingent upon Tenant's & Landlord's sole and satisfactory review and acceptance of final floor plan layout, Landlord's review and approval of Tenant's financials use and credit, and Tenant and Landlord execution of a formal lease agreement, subject to other leasing prior to that lease agreement being executed.
- Confidentiality:** This proposal and all related discussions shall be held in confidence by Landlord and Tenant and will not be discussed with third parties, with the exception of legal counsel, without prior written consent.

In the interest of Tenant and Landlord, this outline shall not be considered as a commitment to lease but rather as a tangible indication of our desire to enter into

negotiations to consummate the transaction outlined above. There shall be no binding obligation on the part of either Tenant or Landlord. This letter may not be relied upon for any purpose by either party and shall not be the subject of any contractual obligation or tort litigation. Tenant shall be bound by confidentiality as it relates to the terms of this agreement.

Sincerely,



Chris Muller

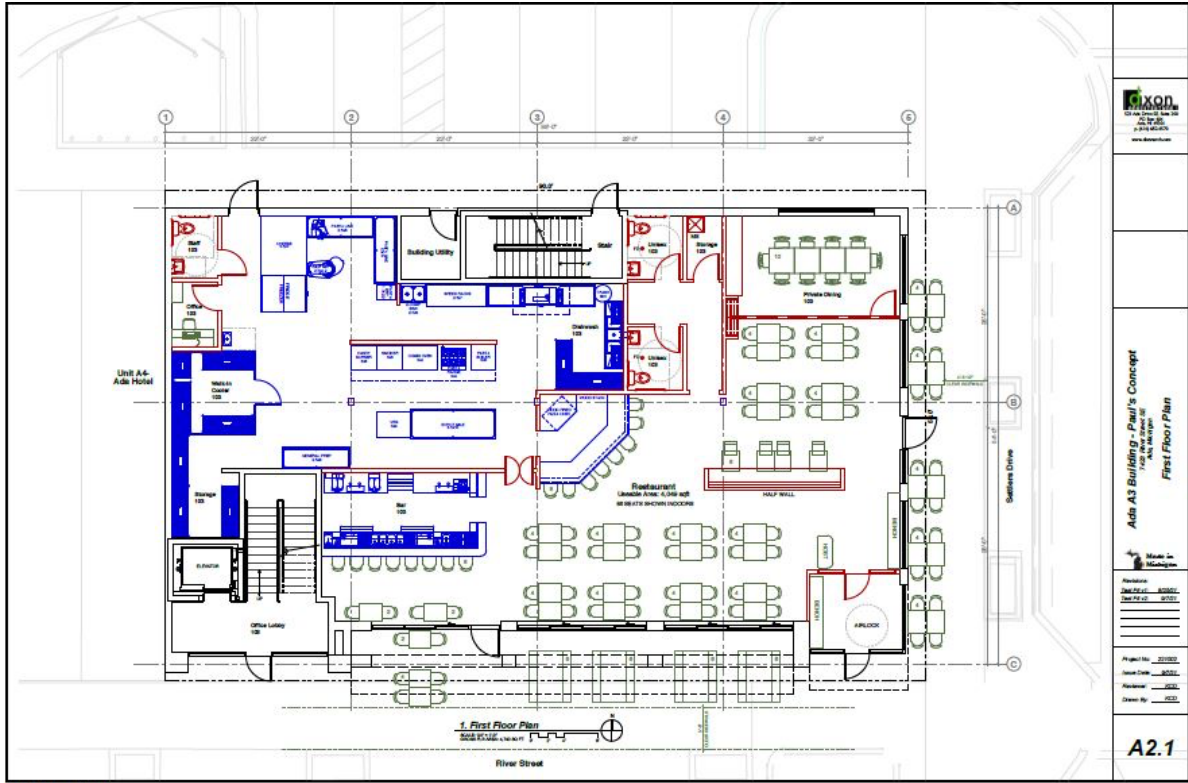
M RETAIL SOLUTIONS

APPROVED AND ACCEPTED THIS _____ DAY OF _____, 2022

BY: _____

ITS: _____

Exhibit A



A3 Building - Paul's Concept
 150' x 150' x 150' x 150' x 150'

First Floor Plan

Master in
 Management

Prepared by	2/20/20
Checked by	2/20/20
Approved by	2/20/20
Drawn by	2/20/20

A2.1

Exhibit B
Landlord's Whitebox

Landlord will provide core and shell

**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, 2018 thru December 31 2020 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: \$41,901,800.00

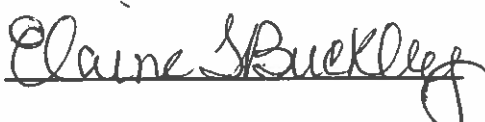


Stephanie Boerman
Assessor, Ada Township



Deb Thompson
Deputy Clerk, Ada Township

Subscribed and sworn to before me
This 10th day of February, 2021



Notary Public

Kent County, Michigan
My Commission Expires:

ELAINE T BUCKLEY
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF IONIA
My Commission Expires May 6, 2022
Acting in the County of Kent

DDA REAL PROPERTY						
PRIVATE/PUBLIC INVESTMENT AMOUNTS						
3 YEARS 2018-2020						
Parcel	Address	Type of Improvements	Com Investment	Res Investment	Ind Investment	
411527401013	378 Pettis Ave SE					
411527401014	390 Pettis Ave SE					
411527451002	313 Pettis Ave SE					
411527451007	379 Pettis Ave SE					
411527451009	383 Pettis Ave SE					
411527477010	396 Pettis Ave SE					
411527477011	398 Pettis Ave SE					
411527477021	392 Pettis Ave SE					
411527477022	400 Pettis Ave SE					
411528330004	6739 Fulton St E	Signs, Remodel	\$2,509,600.00			
411528330005	6751 Fulton St E	Signs, Remodel, Tennant Build-outs	\$1,230,700.00			
411528335004	6650 Fulton St E					
411528477027	7125 Headley St SE					
411528477046	7030 Fulton St E	New Building	\$700,000.00			
411528477047	7100 Fulton St E	Sign	\$5,500.00			
411528479001	7183 Headley St SE					
411528479002	7181 Headley St SE	Remodel	\$5,000.00			
411528479003	7179 Headley St SE					
411528479004	7177 Headley St SE	Sign	\$3,500.00			
411528479005	7175 Headley St SE					
411528479006	7167 Headley St SE	Sign, New Building	\$451,635.00			
411528479007	7163 Headley St SE					
411528479008	7159 Headley St SE					
411528479009	7155 Headley St SE					
411533229003	7170 Headley St SE	Sign	\$1,000.00			
411533229005	7179 Thornapple River Dr SE					
411533229006	7169 Thornapple River Dr SE					
411533229007	7159 Thornapple River Dr SE					
411534101010	7267 Thornapple River Dr SE	Remodel	\$10,000.00			
411534101018	7178 Headley St SE					
411534101020	7199 Thornapple River Dr SE	Sign, Remodel	\$30,500.00			
411534101039	7205 Thornapple River Dr SE					
411534101040	7190 Headley St SE					
411534101041	7195 Thornapple River Dr SE					
411534101042	7210 Headley St SE	Sign	\$7,550.00			
411534101044	7277 Thornapple River Dr SE	Remodel	\$72,000.00			
411534101045	555 Ada Dr SE	Demo, Remodel	\$2,005,000.00			
411534101048	545 Ada Dr SE					
411534101049	523 Ada Dr SE	Signs	\$1,164.00			
411534101050	7171 Headley St SE					
411534101051	7227 Thornapple River Dr SE	Remodel	\$5,000.00			
411534102009	455 Ada Dr SE					
411534102011	7380 Fulton St E					
411534102012	7500 Fulton St E					
411534102013	475 Ada Dr SE					
411534102014	519 Ada Dr SE	Deck Enclosure	\$86,000.00			
411534102015	517 Ada Dr SE					
411534102016	7185 Headley St SE					
411534102018	527 Headley Dr SE					
411534103007	7270 Thornapple River Dr SE					
411534103014	7275 Bronson St SE					
411534103018	583 Ada Dr SE	Signs	\$1,800.00			
411534103019	587 Ada Dr SE					
411534103020	597 Ada Dr SE	Deck	\$40,000.00			
411534103021	577 Ada Dr SE					
411534105003	562 Ada Dr SE					
411534105004	584 Ada Dr SE					
411534105005	590 Ada Dr SE					
411534105006	596 Ada Dr SE					
411534105023	7318 Thornapple River Dr SE					
411534105024	7330 Thornapple River Dr SE					
411534126007	518 Ada Dr SE					
411534126016	548 Ada Dr SE					
411534126019	7349 Thornapple River Dr SE					
411534126021	7369 Thornapple River Dr SE					
411534126022	500 Ada Dr SE					
411534127003	7590 Fulton St E					
411534128001	444 Ada Dr SE	Sign, Remodel	\$226,647.00			
411534128002	452 Ada Dr SE	Sign, Tennant Build-outs	\$242,000.00			
411534128003	550 Settlers Dr SE	Signs, New Building, Tennant Build-outs	\$1,496,500.00			
411534128004	7437 River St SE	Signs, Remodel	\$555,687.00			
411534128005	7471 River St SE	New Building, Tennant Build-outs	\$5,470,000.00			
411534128006	7505 River St SE	Demo, New Building	\$2,436,700.00			
411534129001	460 Ada Dr SE	New Building, Tennant Build-outs, Signs	\$3,351,488.00			
411534129002	551 Settlers Dr SE	New Building, Tennant Build-out, Sign	\$1,795,000.00			
411534129003	7423 River St SE					
411534129004	7415 River St SE	Demo	\$40,000.00			
411534129005	7407 River St SE					
411534129006	7399 River St SE					
411534129007	496 Ada Dr SE	Signs, New Building, Tennant Build-outs	\$5,792,280.00			
411534129008	472 Ada Dr SE	Signs, New Building, Tennant Build-outs	\$1,046,440.00			
411534129009	7430 River St SE	Sign	\$1,000.00			
411534200007	410 Pettis Ave SE					

411534200037	7895 Vergennes St SE					
411534200039	445 Pettis Ave SE					
411534200040	495 Pettis Ave SE	Tenant Build-outs	\$29,000.00			
411534200020	0 Pettis Ave SE					
411534200043	394 Pettis Ave SE					
411534200045	7596 Fulton St E					
411534200048	7588 Fulton St E					
411534200049	7582 Fulton St E					
411534200050	7980 Fulton St E					
411534200051	401 Pettis Ave NE					
411534200052	409 Pettis Ave SE					
411535100026	8124 Fulton St E					
411535100075	8220 Fulton St E					
411535100076	8278 Fulton St E					
411535100081	8120 Fulton St E	Sign	\$250.00			
411535100082	8142 Fulton St E					
411535100084	8138 Fulton St E					
411535100085	8066 Fulton St E					
411535100086	8066 Fulton St E	Building Addition	\$1,452,000.00			
411535162001	8158 Fulton St E					
		Total Investments of Private Improvements	\$31,100,941.00	\$0.00	\$0.00	\$31,100,941.00
Parcel	Address	Type of Improvements	Investment			
41-15-28-477-040	6990 Fulton	Addition	\$294,000.00			
41-15-28-479-010	7128 Fulton	Sign & Temporary Covered Parking Area	\$37,535.00			
41-15-33-228-013	7144 Headley	Addition	\$508,344.00			
41-15-34-127-002	7450 River St	Pavilion & Sails Sculpture	\$440,980.00			
41-15-34-102-017	7215 Headley St SE	New Library/Community Center	\$9,520,000.00			
		Total Investments of Public Improvements	\$10,800,859.00			
		Total Investments of Public & Private Improvements	\$41,901,800.00			

**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:

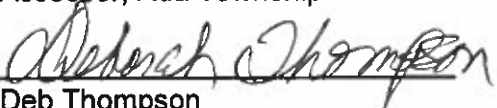
1. That I am the Ada Township Assessor.
2. That I have reviewed applicable information from the Downtown Development Authority, Assessing and Building Departments, including assessment records and permits, for the period beginning January 1, 2018 thru December 31, 2020 and have estimated that the following 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:	\$31,100,941.00
Industrial:	\$0.00
Manufacturing:	\$0.00
Exempt:	\$10,800,859.00
TOTAL:	\$41,901,800.00

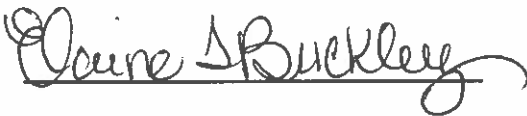


Stephanie Boerman
Assessor, Ada Township



Deb Thompson
Deputy Clerk, Ada Township

Subscribed and sworn to before me
This 10th day of February, 2021



Notary Public

Kent County, Michigan
My Commission Expires:

ELAINE T BUCKLEY
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF IONIA
My Commission Expires May 6, 2022
Acting in the County of Kent

DDA REAL PROPERTY						
PRIVATE/PUBLIC INVESTMENT AMOUNTS						
3 YEARS 2018-2020						
Parcel	Address	Type of Improvements	Com Investment	Res Investment	Ind Investment	
411527401013	378 Pettis Ave SE					
411527401014	390 Pettis Ave SE					
411527451002	313 Pettis Ave SE					
411527451007	379 Pettis Ave SE					
411527451009	383 Pettis Ave SE					
411527477010	396 Pettis Ave SE					
411527477011	398 Pettis Ave SE					
411527477021	392 Pettis Ave SE					
411527477022	400 Pettis Ave SE					
411528330004	6739 Fulton St E	Signs, Remodel	\$2,509,600.00			
411528330005	6751 Fulton St E	Signs, Remodel, Tennant Build-outs	\$1,230,700.00			
411528335004	6650 Fulton St E					
411528477027	7125 Headley St SE					
411528477046	7030 Fulton St E	New Building	\$700,000.00			
411528477047	7100 Fulton St E	Sign	\$5,500.00			
411528479001	7183 Headley St SE					
411528479002	7181 Headley St SE	Remodel	\$5,000.00			
411528479003	7179 Headley St SE					
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411528479008	7159 Headley St SE					
411528479009	7155 Headley St SE					
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411534102014	519 Ada Dr SE	Deck Enclosure	\$86,000.00			
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411534200037	7895 Vergennes St SE							
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411534200049	7582 Fulton St E							
411534200050	7980 Fulton St E							
411534200051	401 Pettis Ave NE							
411534200052	409 Pettis Ave SE							
411535100026	8124 Fulton St E							
411535100075	8220 Fulton St E							
411535100076	8278 Fulton St E							
411535100081	8120 Fulton St E	Sign	\$250.00					
411535100082	8142 Fulton St E							
411535100084	8138 Fulton St E							
411535100085	8066 Fulton St E							
411535100086	8066 Fulton St E	Building Addition	\$1,452,000.00					
411535162001	8158 Fulton St E							
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41-15-34-127-002	7450 River St	Pavilion & Salls Sculpture	\$440,980.00					
41-15-34-102-017	7215 Headley St SE	New Library/Community Center	\$9,520,000.00					
		Total Investments of Public Improvements	\$10,800,859.00					
		Total Investments of Public & Private Improvements	\$41,901,800.00					

RESOLUTION NO. DDA-011022-1
ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
COUNTY OF KENT, MICHIGAN

**RESOLUTION TO SUPPORT THE SCOPO HOSPITALITY, LLC APPLICATION FOR
A CLASS C ON-PREMISES REDEVELOPMENT LIQUOR LICENSE**

Minutes of a regular meeting of the Ada Township Downtown Development Authority Board (DDA), Kent County, Michigan, held at the Township Hall in said Township on the 10th day of January, 2022, at 8:00 a.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, obtainment of a liquor license provides businesses with additional opportunities to serve and meet the needs of customers while strengthening the Ada business community; and

WHEREAS, with no Ada Township quota liquor licenses being available, the Ada Township Board and the DDA have created a process to support applications for on-premises redevelopment licenses to businesses located within the DDA District or Redevelopment Project Area; and

WHEREAS, the applicant, Scopo Hospitality, LLC will be located within the Redevelopment Project Area at 7423 River St, SE, Ada, MI 49301; and

WHEREAS, the DDA is not aware of any violations of zoning regulations or Township ordinances for the business that will be located at 7423 River St, SE, Ada, MI 49301, and;

WHEREAS, a completed application for liquor license support resolution with all required information has been submitted by the applicant and reviewed by township staff,

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The DDA Board hereby expresses its support for the Scopo Hospitality, LLC application for a Class C on-premises redevelopment liquor license.

2. The DDA Board recommends that the Ada Township Board adopt a local government approval resolution for the Scopo Hospitality, LLC application to be provided to the Michigan Liquor Control Commission.

On a roll call vote on the adoption of the above resolution, the vote was:

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Devin Norman, Secretary
Ada Township Downtown Development Authority

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Devin Norman, the duly qualified and acting Secretary of the Ada Township Downtown Development Authority, Kent County, Michigan (the “DDA”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the DDA at a regular meeting thereof held on January 10, 2022, the original of which is on file in the DDA office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this _____ day of _____, 2022.

Devin Norman, Secretary
Ada Township Downtown Development Authority



Date: 1/3/21

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Review of Proposed 2022-2023 Meeting Dates

Below you'll find an outline of proposed 2022-23 DDA Board Meeting dates. No formal vote is necessary to approve this schedule, however, I ask all Board Members review the dates and provide feedback regarding any major conflicts. These dates will be provided to the Township Board for formal approval in February.

**PROPOSED MEETING DATES
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
FY 2022 – 2023**

MEETING DATES -2022

APRIL 11*

MAY 9

JUNE 13

JULY 11

AUGUST 8

SEPTEMBER 12

OCTOBER 10*

NOVEMBER 14

DECEMBER 12

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

MEETING DATES - 2023

JANUARY 9

FEBRUARY 13

MARCH 13



MEMORANDUM

Date: 1/7/22

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Consider Scheduling a DDA Training Session the Week of January 31

Supervisor Leismen has requested that the DDA consider holding a training session for DDA members. The goal of this session would be to outline things like the amount of the bonds, payments, taxes received, budget, activities undertaken by the DDA in the past, district map and boundaries, etc. The thought is that it would be helpful for the new DDA Board members starting this month, but also be a great reminder for current members and staff. I've included an email from Supervisor Leismen that outlines his request.

Staff Recommendation:

It would be most beneficial for this session to be a precursor to the planning process. Given the timeline for the visioning/planning process, staff strongly suggests that the DDA Board consider holding this session the week of January 31. Travis Alden would use this session to gain background information and better orient himself to the organization. I've outlined possible dates below:

Monday, January 31 – 7:30am-9am

Monday, January 31 – 6:30pm-8pm

Wednesday, February 2 – 7:30am-9am

Friday, February 4 – 7:30am-9am



From: Ross Leisman <rleisman@adatownshipmi.com>

Sent: Monday, January 3, 2022 4:05 PM

To: Haley Stichman <hstichman@adatownshipmi.com>

Cc: Julius Suchy <jsuchy@adatownshipmi.com>; Terry Bowersox <terrysox@tlbfinancial.com>

Subject: January 10 DDA meeting

Hi Haley,

Unfortunately a judge in a case I am on set a hearing I need to attend out of town for Monday morning, January 10. It is one I cannot have someone else cover so I will not be able to attend the DDA meeting next week, unless the hearing would be adjourned-highly unlikely.

So I wanted to let you know, but also I would like to request that the DDA consider having a training session soon. It could be run by you and Julius and maybe Jeff Sluggett and outline things like the amount of the bonds, payments, taxes received, budget, activities undertaken by the DDA in the past, district map and boundaries, etc. It seems like that would be helpful for the new members and really for all of us. It might also be a nice segue into the planning the DDA is hoping to do this year.

Could you add that as an Agenda item? Also please feel free to attach this email since I will not be there in person to make the request.

Thanks,

Ross

Haley Stichman

From: Haley Stichman
Sent: Tuesday, January 4, 2022 9:05 AM
To: Julius Suchy; Ross Leisman
Cc: Terry Bowersox
Subject: RE: January 10 DDA meeting

Ross,

I agree that this could be a great segue into the planning the DDA will be doing. I'll work on getting this into the pack for next Monday.

Thank you,

Haley Stichman
Downtown Development Authority Director
P: 616-676-9191, Ext. 35
7330 Thornapple River Drive SE
PO Box 370
Ada, MI 49301
www.adatownshipmi.com



From: Julius Suchy <jsuchy@adatownshipmi.com>
Sent: Tuesday, January 4, 2022 7:41 AM
To: Ross Leisman <rleisman@adatownshipmi.com>; Haley Stichman <hstichman@adatownshipmi.com>
Cc: Terry Bowersox <terrysox@tlbfinancial.com>
Subject: RE: January 10 DDA meeting

Ross,

I think this is a great idea and will discuss further with Haley.

Thank you,

Julius Suchy, ICMA-CM
Township Manager
P: 616-676-9191, Ext. 48
7330 Thornapple River Drive SE
PO Box 370
Ada, MI 49301
www.adatownshipmi.com



MEMORANDUM

Date: 1/6/21

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Discussion Regarding the Designation of a Social District in Ada

I have received numerous inquiries from business owners and the ABA regarding interest in having a social district in Ada. Designating a social district would give visitors the ability to purchase alcohol from licensed establishments and consume it within the commons area, but no alcohol would be able to be taken into any other establishment (participating restaurant and/or store, etc.). For restaurants to participate, the social district area and businesses need to be contiguous, which means the Township would need to designate a large area – refer to black outline on attached map. As you’ll see, this includes property owned by CDV5. I’ve confirmed with the MLCC that there is no restriction as to how big this area can be, but it will depend on support from CDV5. Given that the commons area would incorporate CDV5 property, additional conversations would need to be had about the requirement to define and clearly mark with signs the designated commons area as well as incorporating aspects of management and maintenance into the plan the Township/DDA would need to submit to the MLCC for approval. I’m waiting on a response from a representative at CDV5.

If the Township/DDA moves forward with designating the social zone, the next step for businesses would be to become licensed with the MLCC. This does require a \$250 licensing fee paid to the MLCC and licensees must first obtain approval from the governing body of the local governmental unit before applying for the permit. In addition to this license, all restaurants need to follow specific guidelines when serving alcohol:

- The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
- The serving container must prominently display a logo or some other mark that is unique to the commons area.
- The serving container is not made of glass.
- The serving container does not have a liquid capacity over 16 ounces.

Given these parameters, I’ll be working with the ABA to reach back out to the businesses that showed interest to make sure they understand the costs associated with participating in a designated social district. I want to understand if these parameters change anything for those businesses. I believe that it’s important to have a clear picture of which businesses are truly interested before going through the steps of designating a social zone.

The goal would be to have the social zone established by May. Since the social zone would include Legacy Park, it would likely align with the Music on the Lawn series and “operate” from May to August as a summer social zone, then pop back up in December – February/March for a winter social zone that would align with

Winter Wonderland and a potential bonfire in the park series. These details are just preliminary at this point as the Township/DDA assess capacity to maintain the social district. At the meeting on January 10, I ask the board to share its thoughts regarding the designation of a social district as outlined in this memo.

ADA VILLAGE MASTER PLAN



- LEGEND
- MIXED USE
 - RESIDENTIAL USE
 - CIVIC USE
 - EXISTING BUILDINGS
 - LIVE/WORK UNITS



MEMORANDUM

Date: 1/6/21

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: December 31, 2021, Financial Report

Significant DDA Operations/Construction activity during December included the following:

- \$786.25 in operating supplies/services includes payment to RRR Lawn & Landscape for garland installation services.
- \$3,450 in contract services includes payment to Romence Gardens for tree purchase and installation for Winter Wonderland.
- \$6,752 in contract services includes payment to Surface Renew for light purchase and installation for Winter Wonderland.
- \$438.89 in contract services includes amazon purchase for additional decorations for bright lighting ceremony.
- \$289.02 in mileage and expenses includes reimbursement to the DDA Coordinator for MDA Conference lodging and parking.

With respect to the Farmers Market, the market didn't collect any new revenue in December. Expenditures totaled \$388.13, which included Market Manager payments for services in November in the amount of \$320 and internet services of 68.12.

With respect to Brats and Bonfires, no additional revenue was collected in December. Expenditures for Brats & Bonfires included out-of-pocket costs paid to Seyferth PR and the benefactor payment to the Fire Fighters Association in the amount of \$14,021.45.

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 12/31/2021
 % Fiscal Year Completed: 75.34
 Fund 248 - DDA FUND

GL Number	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 12/31/21	ACTIVITY FOR MONTH ENDED 12/31/2021	Available Balance	% Used
Revenues						
Department 000.000:						
248-000.000-401.405	TAXES: DDA AD VAL	36,396.00	3,052.55	0.00	33,343.45	8.39
248-000.000-401.406	TAXES: DDA IFT	29,089.00	0.00	0.00	29,089.00	0.00
248-000.000-665.000	INTEREST REVENUE	3,000.00	138.29	0.00	2,861.71	4.61
Total - Dept 000.000		68,485.00	3,190.84	0.00	65,294.16	4.66
Department 020.000: TAXES						
248-020.000-406.000	TAXES: DDA MILLAGE	338,833.00	936.80	0.00	337,896.20	0.28
248-020.000-423.000	TAXES: IFT	23,201.00	0.00	0.00	23,201.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	150,000.00	153,908.86	0.00	(3,908.86)	102.61
Total - Dept 020.000		512,034.00	154,845.66	0.00	357,188.34	30.24
Department 026.000: CONTRIBUTIONS						
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	84,000.00	(3,500.00)	0.00	87,500.00	(4.17)
248-026.000-588.001	BEERS AT THE BRIDGE	0.00	28,653.00	0.00	(28,653.00)	100.00
248-026.000-588.002	BRATS AND BONFIRES	0.00	15,807.00	0.00	(15,807.00)	100.00
Total - Dept 026.000		84,000.00	40,960.00	0.00	43,040.00	48.76
Department 028.000: FARMER'S MARKET						
248-028.000-694.000	MISC AND OTHER REVENUE	1,000.00	1,250.00	0.00	(250.00)	125.00
248-028.000-694.001	REGISTRATIONS	9,785.00	8,370.00	0.00	1,415.00	85.54
Total - Dept 028.000		10,785.00	9,620.00	0.00	1,165.00	89.20
Total Revenues		675,304.00	208,616.50	0.00	466,687.50	30.89
Expenditures						
Department 170.000: DDA OPERATIONS/CONSTRUCTION						
248-170.000-704.000 WAGES						
12/09/2021	PR SUMMARY PR 12/09/2021		2,284.64	1354		
12/23/2021	PR SUMMARY PR 12/23/2021		2,328.09	1356		
248-170.000-704.000	WAGES	52,000.00	31,108.98	4,612.73	20,891.02	59.82
248-170.000-704.001 WAGES - SUPPORT						
12/09/2021	PR SUMMARY PR 12/09/2021		348.07	1354		
12/23/2021	PR SUMMARY PR 12/23/2021		348.06	1356		
248-170.000-704.001	WAGES - SUPPORT	14,857.00	9,060.45	696.13	5,796.55	60.98
248-170.000-715.000 FICA - TOWNSHIP SHARE						
12/09/2021	PR SUMMARY PR 12/09/2021		156.56	1354		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 12/31/2021
 % Fiscal Year Completed: 75.34
 Fund 248 - DDA FUND

GL Number	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 12/31/21	ACTIVITY FOR MONTH ENDED 12/31/2021	Available Balance	% Used
Expenditures						
Department 170.000: DDA OPERATIONS/CONSTRUCTION						
12/23/2021	PR SUMMARY PR 12/23/2021		158.50	1356		
248-170.000-715.000	FICA - TOWNSHIP SHARE	4,210.00	2,424.20	315.06	1,785.80	57.58
248-170.000-716.000	FICA - MEDICARE TWP SHARE					
12/09/2021	PR SUMMARY PR 12/09/2021		36.63	1354		
12/23/2021	PR SUMMARY PR 12/23/2021		37.06	1356		
248-170.000-716.000	FICA - MEDICARE TWP SHARE	843.00	566.97	73.69	276.03	67.26
248-170.000-719.000	RETIREMENT - EMPLOYER COST					
12/09/2021	PR SUMMARY PR 12/09/2021		263.27	1354		
12/23/2021	PR SUMMARY PR 12/23/2021		267.62	1356		
248-170.000-719.000	RETIREMENT - EMPLOYER COST	6,736.00	2,771.24	530.89	3,964.76	41.14
248-170.000-719.001	MEDICAL, DENTAL INSURANCE					
12/09/2021	PR SUMMARY PR 12/09/2021		473.50	1354		
12/23/2021	PR SUMMARY PR 12/23/2021		479.09	1356		
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	10,000.00	5,899.89	952.59	4,100.11	59.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES					
12/07/2021	AP RRR LAWN AND LANDSCAPE LLC/GARLAND INSTALLATION		786.25	Inv #: '3572' Vendor '8432'		
12/13/2021	AP 1 & 1 INTERNET, INC/INTERNET SERVICES		68.13	Inv #: 'STATEMENT' Vendor '4958'		
12/13/2021	AP ADOBE SYSTEMS/CREATIVE CLOUD SERVICES		56.17	Inv #: 'STATEMENT' Vendor 'MISC'		
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	21,630.00	5,319.40	910.55	16,310.60	24.59
248-170.000-800.000	CONTINUING EDUCATION	160.00	190.00	0.00	(30.00)	118.75
248-170.000-801.000	CONTRACT SERVICE					
12/07/2021	AP VIRGINIA MAC ANASPIE/MARKET MASTER-NOV		320.00	Inv #: '112621' Vendor '1013'		
12/07/2021	AP ROMENCE GARDENS & GREENHOUSES, INC/TREES FOR WINTER WON		3,450.00	Inv #: '1210061' Vendor 'MISC'		
12/07/2021	AP AMAZON CAPITAL SERVICES, INC./DECORATIONS FOR WINTER WON		438.89	Inv #: '1MGLK6XJG3H1' Vendor '3220'		
12/07/2021	AP SURFACE RENEW LLC/LIGHT INSTALLATION FOR WINTER WONDERLA		6,752.00	Inv #: '2026' Vendor 'MISC'		
248-170.000-801.000	CONTRACT SERVICE	73,720.00	19,186.91	10,960.89	54,533.09	26.03
248-170.000-820.000	MEMBERSHIP & DUES	125.00	225.00	0.00	(100.00)	180.00
248-170.000-828.000	LEGAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES					
12/13/2021	AP AIRGARAGE/CONFERENCE PARKING - HALEY		7.60	Inv #: 'STATEMENT' Vendor 'MISC'		
12/13/2021	AP MOTOR CITY HOTEL/CONFERENCE LODGING - HALEY		423.34	Inv #: 'STATEMENT' Vendor 'MISC'		
12/13/2021	AP MOTOR CITY HOTEL/CONFERENCE LODGING - HALEY		(38.28)	Inv #: 'STATEMENT' Vendor 'MISC'		
12/13/2021	AP MOTOR CITY HOTEL/CONFERENCE LODGING - HALEY		(103.64)	Inv #: 'STATEMENT' Vendor 'MISC'		
248-170.000-870.000	MILEAGE & EXPENSES	700.00	559.05	289.02	140.95	79.86
248-170.000-974.000	IMPROVEMENTS	67,000.00	0.00	0.00	67,000.00	0.00
Total - Dept 170.000		253,981.00	77,312.09	19,341.55	176,668.91	30.44

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 12/31/2021

% Fiscal Year Completed: 75.34

Fund 248 - DDA FUND

GL Number	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 12/31/21	ACTIVITY FOR MONTH ENDED 12/31/2021	Available Balance	% Used
Expenditures						
Department 299.000: GENERAL ADMINISTRATION						
248-299.000-906.001 COMMUNITY EVENTS						
12/07/2021	AP ADA FIRE DEPT/BRATS & BONFIRES PROCEEDS		1,347.00	Inv #: 'STATEMENT' Vendor '7067'		
12/17/2021	AP SEYFERTH PR/BRATS & BONFIRES		12,674.45	Inv #: 'INV-0001040' Vendor '4445'		
248-299.000-906.001	COMMUNITY EVENTS	82,500.00	39,939.90	14,021.45	42,560.10	48.41
Total - Dept 299.000		82,500.00	39,939.90	14,021.45	42,560.10	48.41
Department 900.000: OTHER TOWNSHIP EXPENSES						
248-900.000-719.002 LIFE INSURANCE, OTHERS						
12/23/2021	PR SUMMARY PR 12/23/2021		1.41	1356		
248-900.000-719.002	LIFE INSURANCE, OTHERS	250.00	63.62	1.41	186.38	25.45
Total - Dept 900.000		250.00	63.62	1.41	186.38	25.45
Department 990.000: BOND ISSUANCE						
248-990.000-991.000 BOND PRINCIPAL PAYMENTS						
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	165,755.00	0.00	0.00	165,755.00	0.00
248-990.000-995.000 BOND INTEREST PAYMENTS						
248-990.000-995.000	BOND INTEREST PAYMENTS	96,553.00	48,278.18	0.00	48,274.82	50.00
Total - Dept 990.000		262,308.00	48,278.18	0.00	214,029.82	18.41
Total Expenditures		599,039.00	165,593.79	33,364.41	433,445.21	27.64
NET OF REVENUES AND EXPENDITURES		76,265.00	43,022.71	(33,364.41)	33,242.29	

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 12/31/2021

% Fiscal Year Completed: 75.34

Fund 248 - DDA FUND

GL Number	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 12/31/21	ACTIVITY FOR MONTH ENDED 12/31/2021	Available Balance	% Used
Revenues						
Department 028.000: FARMER'S MARKET						
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	1,250.00	0.00	(250.00)	125.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,785.00	8,370.00	0.00	1,415.00	85.54
Total - Dept 028.000		10,785.00	9,620.00	0.00	1,165.00	89.20
Total Revenues		10,785.00	9,620.00	0.00	1,165.00	89.20
Expenditures						
Department 170.000: DDA OPERATIONS/CONSTRUCTION						
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES			68.13		
12/13/2021	AP 1 & 1 INTERNET, INC/INTERNET SERVICES			Inv #: 'STATEMENT' Vendor '4958'		
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,630.00	1,226.54	68.13	1,403.46	46.64
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE					
12/07/2021	AP VIRGINIA MAC ANASPIE/MARKET MASTER-NOV			320.00		
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,720.00	7,728.00	320.00	992.00	88.62
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	50.00	0.00	0.00	50.00	0.00
Total - Dept 170.000		11,400.00	8,954.54	388.13	2,445.46	78.55
Total Expenditures		11,400.00	8,954.54	388.13	2,445.46	78.55
NET OF REVENUES AND EXPENDITURES		(615.00)	665.46	(388.13)	(1,280.46)	

ADA FARMERS' MARKET
2021 SEASON REVENUE, EXPENSE AND NET INCOME
12/31/2021

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from '2/1/21
		Total Revenues and Expenditures, 4/1/20 to 1/31/21	\$6,675.00	\$7,559.44	\$7,681.09	
248.170.801	2/17/2021	Market Manager Service - January, 2021		\$105.00	\$7,576.09	-\$105.00
248.170.801	3/2/2021	Market Manager Service - February, 2021		\$150.00	\$7,426.09	-\$255.00
248.170.740	3/2/2021	Operating Supplies Reimbursement to Mgr.		\$26.45	\$7,399.64	-\$281.45
248.170.740	3/16/2021	1&1 Internet, Inc. Web Site hosting		\$76.84	\$7,322.80	-\$358.29
248.170.801	3/31/2021	Market Manager Service - March, 2021		\$450.00	\$6,872.80	-\$808.29
248.028.694.001	4/12/2021	Vendor registration fees	\$2,325.00		\$9,197.80	\$1,516.71
248.028.694.001	4/16/2021	Vendor registration fees	\$310.00		\$9,507.80	\$1,826.71
248.028.694.001	4/30/2021	Vendor registration fees	\$1,935.00		\$11,442.80	\$3,761.71
248.028.694	6/3/2021	Sponsorship Fee - Renewal by Anderson	\$1,000.00		\$12,442.80	\$4,761.71
248.170.740	6/4/2021	Operating Supplies Reimbursement to Mgr.		\$26.65	\$12,416.15	\$4,735.06
248.170.801	6/7/2021	Market Manager Services - April		\$640.00	\$11,776.15	\$4,095.06
248.170.801	6/7/2021	Market Manager Services - May		\$752.00	\$11,024.15	\$3,343.06
248.170.740	6/9/2021	1&1 Internet, Inc. Web Site hosting		\$76.84	\$10,947.31	\$3,266.22
248.028.694.001	6/29/2021	Vendor registration fees- June	\$1,780.00		\$12,727.31	\$5,046.22
248.170.740	7/2/2021	Busker payments		\$145.00	\$12,582.31	\$4,901.22
248.170.740	7/2/2021	Manager reimbursement for supplies purchase		\$46.79	\$12,535.52	\$4,854.43
248.028.694.001	7/6/2021	Vendor registration fees, July	\$50.00		\$12,585.52	\$4,904.43
248.170.801	7/7/2021	Market Manager services, June		\$1,280.00	\$11,305.52	\$3,624.43
248.028.694.001	7/7/2021	Vendor registration fees, July	\$395.00		\$11,700.52	\$4,019.43
248.028.694.001	7/20/2021	Vendor registration fees, July	\$150.00		\$11,850.52	\$4,169.43
248.170.740	7/21/2021	3 plastic A-frame signs		\$183.87	\$11,666.65	\$3,985.56
248.028.694.001	8/4/2021	Vendor registration fees, August	\$400.00		\$12,066.65	\$4,385.56
248.170.740	8/13/2021	Banners from Graphics House Imaging		\$310.70	\$11,755.95	\$4,074.86
248.028.694.001	8/17/2021	Vendor registration fees, August	\$150.00		\$11,905.95	\$4,224.86
248.170.801	8/18/2021	Market Manager services, July		\$1,152.00	\$10,753.95	\$3,072.86
248.028.694.001	8/31/2021	Vendor registration fees, August	\$225.00		\$10,978.95	\$3,297.86
248.028.694.001	9/7/2021	Vendor registration fees, September	\$120.00		\$11,098.95	\$3,417.86
248.170.740	9/8/2021	Busker payments		\$285.00	\$10,813.95	\$3,132.86
248.170.801	8/18/2021	Market Manager services, August		\$1,280.00	\$9,533.95	\$1,852.86
248.028.694.001	9/14/2021	Vendor registration fees, September	\$65.00		\$9,598.95	\$1,917.86
248.170.740	9/22/2021	Manager reimbursement for supplies purchase		\$15.32	\$9,583.63	\$1,902.54
248.028.694.001	9/28/2021	Vendor registration fees, September	\$90.00		\$9,673.63	\$1,992.54
248.170.740	10/13/2020	Internet Services		\$68.24	\$9,605.39	\$1,924.30
248.028.694.001	10/12/2021	Vendor registration fees, October	\$160.00		\$9,765.39	\$2,084.30
248.028.694.001	10/26/2021	Vendor registration fees, October	\$165.00		\$9,930.39	\$2,249.30
248.028.694	10/28/2021	Sponsorship Fee - Leafguard	\$250.00		\$10,180.39	\$2,499.30
248.028.694.001	11/2/2021	Vendor registration fees, November	\$50.00		\$10,230.39	\$2,549.30
248.170.801	11/3/2021	Market Manager services, September		\$1,152.00	\$9,078.39	\$1,397.30
248.170.801	11/4/2021	Market Manager services, October		\$1,152.00	\$7,926.39	\$245.30
248.170.801	12/7/2021	Market Manager services, November		\$320.00	\$7,606.39	-\$74.70
248.170.740	12/13/2021	Internet Services		\$68.13	\$7,858.26	\$177.17
Total, 2021 Season, beginning 2/1/21			\$9,620.00	\$9,762.83		-\$142.83
Total, Fiscal YTD, beginning 4/1/21			\$9,620.00	\$8,954.54		\$665.46



Director Report for January 10, 2021

Submitted by DDA Director Haley Stichman

DDA Strategic Planning Process:

The DDA Board voted to move forward with Travis Alden (from The Right Place) as the facilitator for its visioning/planning process. Alden will be presenting a preliminary timeline for this process at the DDA Meeting on Monday, 1/10. In conjunction with the visioning/planning process, Supervisor Leismen has requested that the DDA consider holding a training session. The goal of this session would be to outline things like the amount of the bonds, payments, taxes received, budget, activities undertaken by the DDA in the past, district map and boundaries, etc. The thought is that it would be helpful for the new DDA Board members starting this month, but also a great reminder for current members and staff. The Board will take this matter into consideration at its meeting on Monday and if it decides to move forward with the training, the session will likely occur before the 1st visioning/planning process session. Travis Alden will participate in this training session to gain background info/orientation.

Events/Sponsorships:

I'll be working to update the sponsorship packets for both the Beers at the Bridge Summer Concert Series and Brats & Bonfires. The sponsorship levels will be restructured with the intent of increasing the sponsorship dollars collected for each of these events. I've been working to gather information from similar programs in other municipalities for comparison. My goal is to start reaching out to possible sponsors this month as most are likely in the process of preparing budgets. The events committee will reconvene in March to discuss and start taking about logistics for these events this year.

Winter Wonderland in the Village:

Winter Wonderland is in full swing with the addition of the snow. The trees and lights will be shining bright, and the community will have the opportunity to walk the Winter Lights Walking Trail through January 31. There have been numerous challenges for this program that include the trees being knocked down by strong winds, grapevine spheres falling off the tops of trees (about 4 of the spheres have been destroyed due to the weather), and light poles/garland not working. To keep this program running smoothly, staff have been working diligently to fix issues as they arise. With the absence of Building & Grounds staff, both Parks and Fire personnel have been providing support for this program. Staff will be evaluating the setup and making appropriate adjustments for next year.

DDA Community Report and Business Survey:

No additional updates currently. The goal is to have the Community Report completed for distribution in Spring 2022. We are still on track to meet this goal.

Parking in Downtown:

There have been several discussions with business owners and property management regarding public and private parking in the Village area. Like discussions at DDA Board Meetings, customers and businesses are beginning to notice/criticize perceived parking issues. As discussed last month, the DDA will be reviewing the 2017 Township Parking study early this year. But, in the meantime, the goal is to increase community awareness of public parking in the Village area. Public Parking signs were installed at The Community Church parking lot last month. There are signs located at entrances on Headley Street and Thornapple River Drive. In conjunction with this project, I'm currently working on a public parking brochure – it includes a map and guidelines for business owners/employees and visitors. The idea is to communicate public parking availability to businesses who can then educate its patrons/help distribute the public parking brochure. I plan to package the parking brochure with social media posts that businesses can use to advertise public parking to their patrons on Facebook and other platforms.

In addition to parking at The Community Church, Library and Township Hall, it's been brought to my attention that there is a public parking easement for River Street and Settlers Drive. I'm working with the Planning Department to confirm if I'm understanding this correctly. If this is the case, then while parking within the CDV5 development would be dedicated to those specific businesses, parking along River Street and Settlers Drive would be public parking for all. This adds to the supply of available on-street public parking. This will be an important piece to communicate to businesses and visitors as well.

Social District:

DDA and Township staff are assessing the ability to designate a social zone in Downtown Ada. This would give customers the ability to purchase alcohol and consume it within the designated common area, but no alcohol would be able to be taken into any other establishment (participating restaurant and/or store, etc.). For restaurants to participate, the social zone area and businesses need to be contiguous, which means the Township would need to designate a relatively large area that encompasses public and private property owned by CDV5. I've confirmed with the MLCC that there is no restriction as to how big this area can be, but it will depend on support from CDV5. Given that the common area would incorporate CDV5 property, additional conversations would need to be had about the requirement to define and clearly mark with signs the designated commons area as well as incorporating aspects of management and maintenance into the plan the Township would need to submit to the MLCC for approval. The goal would be to have the social district established by May. Since the social district would include Legacy Park, it would likely align with the Music on the Lawn series and “operate” from May to August as a summer social zone, then pop back up in December – February/March for a winter social zone that would align with Winter Wonderland and a potential bonfire in the park series. These details are just preliminary at this point as staff assess its capacity to maintain the social zone. I'll be working with the ABA to engage with the businesses that showed interest to make sure they understand the costs associated with participating in a designated social district. I want to make sure we have a clear picture of which businesses are truly interested before going through the steps of designating a social zone.

Walking Tour Concept:

I'll be meeting with Mark Fitzpatrick (Parks), Kristen Wildes (Ada Historical Society), and Caroline Cook (Grand Rapids Running Tours) to gain a better understanding about the history/success of hosting Historical Walking Tours in Ada. I'd like to explore the potential of having more tours throughout the year with the intent of bringing people downtown. This could potentially be very impactful during the winter months when we want to encourage people to come out and visit Ada. Downtown Grand Rapids does something similar with its

“Chilly Challenge” that has been successful from year to year. My thought is that there might be a natural partnership with Spectrum Health to sponsorship these walking tours.

Support to the Ada Historical Society (AHS):

The Music on the Lawn concert series is currently a partnership between the AHS and Parks & Rec. Concerts happen Wednesday evenings from 7-9pm at the Amy Van Andel Pavilion May through September. This concert series aligns with the DDA’s goal of bringing people downtown, and I hope to see these concerts continue to succeed. To do so, the planning committee will need to boost sponsorships. I will be providing support to the committee to help provide some insight into different ways to structure the sponsorship opportunities.

Train Bridge Mural Project:

DDA Board Members have commented numerous times about the lack of upkeep of the train bridges that run over Ada Dr. and Thornapple River Dr. Several other Michigan communities have opted to place murals on train bridges. I’ve spoken with representatives from Muskegon who have recently completed a similar project to gain a better understanding of the project budget and artist engagement process. Murals would provide a stronger identity and more attractive appearance to these main thoroughfares in the village area. This project will be included in the Capital Improvements plan/FY2022-23 budget. 50,000 is a placeholder cost TBD based on scope of work determined by the DDA. Landscaping surrounding the train bridges will be included in budget and is not a capital item.

Michigan Downtown Association (MDA):

I will be applying to the Michigan Professional Downtown Management program (MiPDM) this month, which is an exclusive offering for MDA members. The MDA created the program to provide training in the essential knowledge areas for downtown professionals and to elevate the stature and value of Michigan downtown professionals. The program is rigorous and challenging to ensure that the result, a certificate of completion, means that the recipient has gained the necessary skills and experience to be considered a well-rounded expert in downtown management. Participants will be expected to attend MDA workshops and conferences and webinars to complete all 13 areas of training over 3 years. The cost of this program is included in the increased budget amount for continuing education, mileage & expenses, and membership & dues. The annual maximum cost for the program is expected to be about \$1,200.



Township Manager Report for January 7, 2021

Submitted by Township Manager Julius Suchy

Ada Drive/Thornapple River Drive Street Light Replacement Update:

The street light pole will be shipped on January 8, 2022 per communication with Chief Murray. This light was damaged in the spring of 2021 and the delay in replacement is due to the long lead times for pole replacements being shipped.

Public Safety Committee Update:

The committee will be meeting in mid-January to discuss the following items:

- Review current budget YTD, draft budget for FY 22/23 and what various millage rates would do for sustainability of department
- Review Schedule for Placement of Millage on Ballot
- Review Sample Educational Millage Material from Other Communities
- Review Request from Fire Chief for EMT Certification for Fire Department Members

Census Increase Revenue Sharing Update:

The MTA has notified the Township that revenue sharing payments will be increased retroactively back to October of 2020 in our April 2022 payment. This will take into account how much our population has increased and will be a lump sum amount. All revenue sharing payments moving forward will be adjusted based on the new census number. I don't have an estimate yet on what this amount will be – I will continue to check the Treasury website to see if one is available.

Leonard Field Flooding Insurance:

One of the requirements of the Leonard Field Park Improvements grant was to confirm we had insurance on the buildings and property at Leonard Field. Following a review, it was determined that the restroom facilities on site did not have flood insurance and would not have been covered in the case of a flood. I requested a quote and bound coverage for an annual cost of \$1,314 to add flood insurance for the restroom facilities on site. This has made us compliant with the grant as well as provided better protection of our physical assets.

Potential Social District:

Staff is reviewing the potential creation of a social district in downtown Ada. DDA Director Haley Stichman is taking the lead on this and is communicating with the MLCC on requirements and will be introducing the idea at January 10th DDA meeting.

Opioid Settlement:

The Township is able to apply for opioid settlement funds which total approximately \$13,000. This is the result of a lawsuit settlement by the federal government a number of years ago. I have been in communication with Fire Chief Murray and we will be completing the required

document submittal in the next few weeks. The funds are restricted to be spent to only opioid related items but they could provide useful for fire department training.

Health Insurance Renewal Quote:

Burnham & Flowers reached out and let us know they received the Priority Health renewal effective April 1st. The estimated increase is 7.86%. Priority Health is making some changes to the deductible, co-insurance and maximum out of pocket amounts, as well as some others. The overall increase is in line with the other renewals B&F has seen so far this year. They have requested alternatives and are waiting to receive those to compare benefit design along with pricing.

Staff will be meeting with our rep from B&F the week of January 17th to review options and potential alternatives.

Large Employer federal Vaccine Mandate Update:

Per the MTA, the Michigan Occupational Safety and Health Administration (MIOSHA) is urging large employers—including townships—to plan now for compliance with the federal COVID-19 vaccination requirement after the U.S. Sixth Circuit Court of Appeals lifted a stay that had halted the requirement. Following the circuit court opinion, U.S. OSHA announced that it was resuming implementation of its [emergency temporary standard](#) (ETS) that requires employees at large employers—those with 100 or more employees—to either receive the full course of the COVID-19 vaccine, or present a weekly negative COVID-19 test for those who choose not to get vaccinated. An emergency application has been filed with the U.S. Supreme Court to again halt the requirement, though the court is not expected to act until following the holidays. The requirement is not official in Michigan until MIOSHA adopts the standard, which is it required to do within 30 days.

According to [OSHA FAQs on the standard](#), the 100-employee count is not based on number of hours worked, and for townships, includes elected and appointed officials, firefighters, part-time employees and others. Independent contractors are not included in the 100-count threshold. The standard also requires affected employers pay employees for the time it takes to get vaccinated and recovery from any vaccine side effects, all unvaccinated employees must wear masks indoors or when riding in vehicles with others for work purposes, and employers must follow compliance rules. Employers are *not* required to pay for any testing costs or to allow for paid time off for testing. The federal OSHA webpage on the standard also contains additional information and guidance, including [sample employer policies](#).

Staff will continue to review this and determine if we would meet the 100-employee threshold.

ARPA Final Rule Released:

The Department of Treasury has sent out the ARPA final rule which will be what the Township reviews to confirm potential ARPA fund expenditures. This rule recently came out and staff has not had a chance to review it yet. The MTA will be holding a webinar on January 11th to discuss updates to previous ARPA interim rules.

Building/Grounds/Utility Committee Update:

- H2S Smell Update - The committee has requested additional data as our data loggers are not industrial strength enough for the level of H2S smell that some locations are generating. Steve Groenenboom and Steve Ryan identified an industrial grade data logger that will measure up to 1,000 ppm of H2S. The data loggers are \$1,775.00 per unit but will allow us to create a plan to measure at multiple locations at the same time and map the results so that we can have the appropriate data to review with the BGU committee and any other entities if needed.

The committee will be meeting in a few weeks to review the following items:

- 7351 Bronson Street Office Space Retrofit – Will review updated information from Erhardt Construction on retrofit potential.
- Updated renderings from Universal Sign Co. for Township wide Sign Project
- Other BGU items as needed

MTA Annual Conference & Expo April 25-28:

The MTA included the paragraph below in its MTA newsletter regarding their annual conference:

Start your New Year off right by giving yourself the gift of learning—**registration for MTA’s [2022 Annual Educational Conference & Expo opens Jan. 4!](#)** Our 2022 event offers both a return to an in-person conference, as well as a virtual option for those not yet ready to gather in large groups or who can’t make it to Lansing April 25-28. Regardless of your township size or location, your level of experience or method of participation, you’ll walk away from our Conference with new ideas, insights and inspiration on how you can **Lead the Way** toward resiliency and success for your community. Read all about it in the [registration brochure now](#) (the brochure will also be included in the January *Township Focus* magazine), and watch our Conference website for details, including online registration! **[Conference housing opens at 9 a.m. on Jan. 25.](#)** Remember, you must register for Conference first in order to get your personalized housing reservation code.

If you are interested in attending, please let me know and we can take care of registration on your behalf and then coordinate hotel accommodations for reimbursement.

Budget Update:

I have been meeting with department heads to review budget submittals and work to update the budget to allow for more breakdowns. Instead of just having utilities, the library will have a breakout of each of the utilities so we have an easier time tracking these moving forward. Staff is also working on the budget knowing the chart of account changes are imminent and will shuffle line items around based on the new requirements.

I will be assembling the draft capital improvement plan and scheduling a meeting with the PC members designated to be part of the CIP committee as well as the Admin Committee which has been done in previous years. The plan is to have the draft CIP available for the draft budget review meeting as discussed below.

On the January 24th board meeting I will have a request to schedule a special work session to review the draft budget during the week of January 31st.

Trails Committee Update:

A meeting will be scheduled in January to get updates from the Township engineer on feasibility projects as well as an update on survey work that has been completed.

Compensation/Benefits Study Update:

Employees have been provided a copy of their job description as well as a questionnaire to fill out and provide to MML. This will be reviewed as part of the compensation study to determine if job descriptions are accurate or if they need to be revised. These questionnaires are due back to department heads on Friday January 7th and then will be submitted to me by January 12th for review.

The MML will be scheduling meetings with staff on January 21st and January 24th to sit down face to face and discuss their positions and the information they provided.

Comparison Communities – I have reviewed the list provided by the MML and removed some communities and added others. The goal was to try and get a mix of communities that are similar in a mix of population, taxable value, and revenues and expenses. The goal while reviewing it by staff was to look at those communities, we compared ourselves too as well as the communities we could potentially lose staff to. The list below accomplishes this goal and the MML will reach out to each of them seeking information to utilize for our compensation study. We made sure to include a heavy West Michigan component but also utilized comparable communities if they met some of the criteria. The Township does not anticipate receiving responses from all 21 communities, but instead this will give us a large pool to start with.

1. Bryon Township
2. Cascade Charter Township
3. East Grand Rapids
4. Grand Haven Charter Township
5. Holland Charter Township
6. City of Holland
7. City of Grandville
8. Plainfield Charter Township
9. City of Walker
10. Georgetown Township
11. City of Grand Haven
12. City of Zeeland
13. Grand Blanc Township
14. Spring Lake Township
15. Oakland Township
16. Saginaw Township
17. Delta Township
18. Delhi Township
19. Meridian Township
20. Superior Charter Township

21. Dewitt Township

Amy Van Andel Library – Ada Community Center Update:

- The Township has received a credit of \$6,356.17 from Trellis that will be used to purchase furniture to replace the three couches that are being removed. This represents the full cost the Township paid to Trellis so there is no loss to the Township. We are working with Trellis to schedule a date for the couches to be picked up.
- Continuing to work through our punch list items based on our 11-month walkthrough.



January 5, 2022

Re: Ada Township Engineering
Project No. 210102.01

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 met with the Township on December 21 to review the next steps, which will require the Township to purchase two heavy duty odor meters. The approximate cost of two meters is in the \$3,500 range. After the odor meters are purchased, we will monitor odor readings at four lift stations and their discharge points for a one-week period. This will require four weeks of monitoring, one week for each lift station. After this is complete, we will compile data and meet again to formalize options and recommendations.

Riverpoint Water Pressure Issues – The Township received several reports of high water pressure readings in the Riverpoint Development off of Ada Drive in the lower units near the railroad tracks. Water pressure in this development is controlled by a pressure reducing valve near Adacroft and Ada Drive. The pressure reducing valve was adjusted by Ryan's and water pressures are back in the acceptable range. The pressure reducing valve is over 40 years old and is scheduled to be replaced this spring during Phase III of the water main replacement project.

Ada Drive Booster Pump Station – Verizon finally relocated the cellular modem, and the SCADA system has been relocated from Township Hall to the booster station. We attended the final project review with the contractor, Stephanie Ryan, and Paul Harig. We are waiting for the final waivers of lien from the contractor and will then recommend the final payment of \$2,000.

Water Main Construction 2021/22 – Phase II, the Adacroft neighborhood, is complete. We will walk through this phase again next spring to confirm that all punch list items have been completed. We are currently working with CL Trucking to review final quantities and the final pay recommendation for this phase, but we can report this phase has been completed under budget. Phase III, which is the final phase of the three-year water main/street resurfacing program, will start up in April.

Fase Street Trail – The project is complete. We will walk through this project next spring and confirm all punch list items are complete. We are currently working with CL Trucking to review final quantities and the final pay recommendation for this project as well.



Ada Drive Trail Construction – The project is complete with the exception of:

1. A 1,000-foot long section in the Grand River Nature Area that will be removed and paved next spring.
2. The retaining wall at Rix/Ada Drive needs to be replaced. This is being coordinated with the new homeowner and revised lawn grades adjacent to the trail.

I walked the entire project with Greg Noorman, the project supervisor with Katerberg VerHage, following the last Township Board meeting. We noted various areas that will be removed and repaved next spring, noting that additional areas of good pavement would also need to be removed to minimize joints in the asphalt. We also discussed extended pavement warranties.

A pay recommendation for work completed through December will be reviewed at the Township Board meeting on Monday. We have kept the amount retained the same as the last pay estimate that was approved at the December 8 Township Board Meeting.

Trail Construction 2022 – As reported last month, the preliminary layout of the 4.5-mile section of the Pettis Trail from 3 Mile Road to Chief Hazy Cloud Park is complete and has been submitted to the Kent County Parks Department and the Kent County Road Commission. We have two survey crews assigned to the project and hope to have the survey information complete by mid-February. Our goal is to have this section out for bids early next spring, with construction starting on May 1.

We will also be surveying and designing sections along Cascade Road, Thornapple River Drive, and Kamp Twins later this winter for anticipated construction in 2022.

2022 Water/Sewer Rate Study – Effective January 1, 2022, the City of Grand Rapids increased the wholesale water and sewer rates to Ada Township by .54% and 7.26%, respectively. Knowing these increases, we can now prepare the annual water/sewer rate study for Ada Township. Currently, the Township charges both a commodity fee and readiness-to-serve fee to your customers for water usage, but you have historically only charged a monthly fixed fee to your customers for sewage disposal. With this year's study, we will be incorporating commodity and readiness-to-serve fees for the sewer usage as well. The new rates are typically adopted at the first meeting in April.

7699 Fase Street Development – We were informed by the contractor that they plan on starting construction of the sanitary sewer extension into this site on January 10. We will inspect all underground utilities on behalf of the Township. We will invoice the Township for our inspection fees, and the Township 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', written over a light blue horizontal line.

Steven C. Groenenboom, P.E.
Township Engineer



Ada Township Parks & Recreation Department
Park Director's Report
For January 5, 2022
Submitted by Parks & Recreation Director Mark Fitzpatrick

Looking Back at 2021

Challenges

- Covid continued to have an impact throughout the year
 - Program planning and participation were limited
 - Volunteer support was limited
 - Staff were limited by impacts to their family and personal quarantines
- Contracted services presented project delays
- Cost of materials & supplies increased project costs

Accomplishments

- Positive coordination with new township leadership and department heads
- Trail planning set a good vision – Phase 1 of Fase St. completed, more coming
- PRLP 5-year Plan went through an updating process, nearly completed
- DNR LWCF Grant application processed with positive results
- Conducted an assessment of park facilities, staffing, programs
- Helped establish the expansion of the Kent County Chief Hazy Cloud Park
- Conducted a campaign and work days to reduce the invasive plant Oriental Bittersweet
- Held a successful summer concert series at the new Legacy Park
- Held two parades in the Village

Looking Ahead for 2022

- Finishing and submitting the PRLP 5-year plan by the end of January
- Restructuring of Parks & B&G staffing
- More dedicated staff time for parks and trail maintenance
- An updated operating budget and CIP
- A renovated parking lot in Roselle Park
- Assessing and upgrading the office and maintenance buildings at Ada Park
- Setting up for the Leonard Field Park Riverfront Improvement Project
- Conducting another round of maintenance and improvements to the current trails
- Implementing new trail projects on Pettis Avenue, Thornapple River Drive and others
- Increased coordination with community partners of the DDA, ABA, and #Discover Ada
- More concerts, parades, community events, softball and other programs

Parks, Recreation, and Land Preservation Advisory Board Items

- The process for updating the 5-year Parks, Recreation and Land Preservation Plan will wrap up at the of January.
 - * 30-day Public Comment period to the view the draft is open until January 20.
 - *Updated draft of plan sections 1-9 can be found on the park's web page:
<http://adamichigan.org/township/departments/parks-recreation>
 - *Public Hearing and Township Board Approval of Plan to be on January 24
- The next PRLP Advisory Board meeting is Thursday, January 13 at 8:30 am at Roselle Park

Administrative Updates

- Staffing updates:
 - *Colin, the B&G staff, returned January 5
 - *Currently parks and recreation staffing include the Park Director, a half-time Administrative Assistant, and three 3 maintenance staff
 - *Recreation staff and intern positions are currently under review.
 - *A review of staff compensation and job descriptions is underway.
- Budget and CIP planning underway
 - *Re-organizing staffing is part of budget process
- The RecPro software is started and slowly being learned and implemented

Updates on Township Parks and Preserves

Leonard Field Park

- We received notice that our ranking by the MI DNR qualified us for the LWCF grant we submitted for the Riverfront Improvement Project. Processing with the NPS will still take a few months. Plans are to move forward. We will review the project and contract with our consultant RJD-Design on January 11. We expect to do design and cost planning this summer, construction documents in the fall, bidding next January and construction through 2023.
- We are still waiting on an estimate to replace the water heater in the restroom building.
- The Covered Bridge lights worked well for the lighting and Tinsel, Treats and Trolleys event. Thanks to the Haley and the DDA for their support. They will be up through the end of January.

Ada Township Park

- Visitation has been high this fall and early winter months, especially on nice days.
- With the help of Regis, we updated the data and mapping of the tress in the Arboretum this fall.
- Thomet Construction has ordered three new doors for the park office building. Once delivered they will be put it. We are still working on quotes for carpeting and insulation in the park office.
- We have been continuing our work on purging the park office building and transitioning the Les Craig Learning Center room into a staff work area. We will continue through 2022.
- Park maintenance staff continue to re-organize the maintenance building and improve the insulation.
- Re-assessing and improving the park office and maintenance building has risen to a high priority as part of our planning process.

Updates on Township Parks and Preserves continued ...

Legacy Park – In Memory of Helen and Rich Devos

- We expect to settle on a new contract with Progressive A&E for servicing the erosion along the riverbank with the contractor work to be done in the spring or early summer.
- Estimates are being taken to remove a couple dead trees.
- Plans for the development of the Village East property near the park is getting closer to finalization. Once set, we will have better ideas for a connecting bike path, service access to the park and stage, and management of the “pond” behind the amphitheater.
- Rentals will start up again in April. Concerts in June.

Roselle Park

- OCBA is putting the *Parking Lot Improvement Project* out to bid on Thursday, January 6. Proposals will be due January 26 at 11:00 a.m. Note that over the past few months we divided the Shelter/Parking lot initiative into two separate projects. The Shelter phase has not been scheduled yet.
- Rentals for spring and summer 2022 weekends are filling in. Covid cancelations continue as well. Rentals for the winter have been limited due to staff availability on weekends and nights.
- Cross country skiers have been out enjoying the north trails with the recent snow.

Carl Creek Crossings Preserve

- No updates at this time other than the site is still being used daily and maintained by staff.

Carl Creek Wetlands Preserve

- The Stewardship Committee will be reviewing the old master plan and level of future development as part of their CIP planning process and project goals.

Grand River Natural Area Preserve

- Katerberg VerHage was not able to completed the project of milling and paving the trail section from Ada Moorings to the Grand River in 2021 as contracted. They are to complete it in 2022.

Update on the Bike Paths / Non-Motorized Trails

- The Ada Drive project went into the winter. Completion will be in the spring of 2022.
- The Consumers Energy trail was milled and paved. Landscape restoration to be done in the spring of 2022.
- The new Fase Street trail project was completed this fall except for final lawn restoration.
- Maintenance projects for 2022 are to include completion of the 2021 projects (GRNA, Ada Dr., Consumers Energy), repairing asphalt where temporary patches are in place, fixing bad bridge thresholds, replacing decking on worn boardwalks, tree trimming.
- The trail committee is finalizing plans for new trail projects this year to include Pettis Drive, the curve on Thornapple River Drive, Camp Twins and possible others.
- Wayfinding and signage details to be planned out in 2022.
- Park staff are maintaining snow removal, clearing downed trees and fixing bad boards.
- A recent storm damaged a boardwalk railing. Thomet construction is to do that repair.

The Grand River Water Trail Initiative

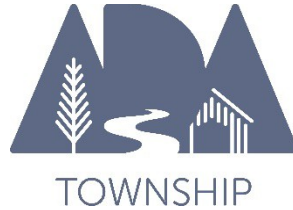
- An advisory committee is working with LGROW to finish up a plan for the Lower Section of the Grand River (Ionia to Grand Haven). This is to be submitted to the MI DNR in April as part of an application for state certification. More details at: www.lgrows.org

Update on the Kent County Parks in Ada Township

- A site visit was conducted this fall to review the potential new trail down Pettis and through Chief Hazy Cloud Park. Details for the trail are being worked on so construction can be done in 2022. Additional details for the park master plan will be worked on throughout this year.
- Township staff are working with Kent County Parks Director to potentially hold a regional trail planning meeting at Roselle this year.
- We have not heard from the Kent County on the results of their EDA grant yet.
- Kent County Parks will be updating their 5-year Rec Plan in this year. They plan to submit it to the DNR in March of 2023. We will be engaged in that planning process.

Updates on Recreation Programs

- Recreation and education programs were limited in 2021, primarily due to covid, secondarily due to staffing issues. Major programs like the softball, soccer, concerts and community events were able to be implemented. Some small programs like yoga, lectures and youth days were also implemented.
- Planning for 2022 program levels is still challenged but a framework is being put together as we work through the budget process. January - March programs will be very limited. Summer highlights will again include softball and soccer, the GR Tri, community programs like the parades, summer concerts, yoga, some youth and family days.
- We are reviewing the staff positions associated with our recreation program. These include the Softball Coordinator, the Recreation Program Assistant, seasonal workers and interns. We hope to have details sorted out through the budget process and to start posting for new staff again soon.
- Due to COVID and staffing, school field trips remain postponed. We are working on a few for May through the Groundswell funding.
- We will be hosting the Forest Hill Girl Scouts' Day camp program next June as a facility rental at Ada Park. We are working with the regional Girls Scout leadership to frame up future program opportunities.
- Upcoming is an introduction to winter sports program at Roselle Park on Saturday, January 15. The program is sponsored by Bill & Paul's Sporthaus.



MEMORANDUM

Date: 01.05.22

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

Planning Commission

The December 16 Planning Commission meeting consisted of the following:

- Review of a Text Amendment to Section 78-544 regarding minimum lot sizes and widths associated with lot splits. The text amendments eliminate large discrepancies between minimum required lot sizes and widths as specified in each district, and parcels established by land division (lot split), in the RP-1, RP-2, RR, R-1, R-2, and R-3 Zoning Districts. The Commission approved these amendments.
- Review of the "Block C" Village area Master Plan, generally for those parcels addressed as: 7500 Fulton, and 455, 475, and 519 Ada Drive. The Plan is intended to address potential future development/redevelopment in this area, and it features mixed-use buildings fronting the west side of Ada Drive, similar to the building frontage along the east side, curb cuts opposite those existing on the east side, and an internal pedestrian sidewalk network connecting all buildings. The Commission approved the Plan and emphasized the need for its inclusion in the upcoming Township Comprehensive Master Plan.
- Review of a PVM Overlay District Development Plan approval for a building at 7500 Fulton Street, consisting of a 3-story office building. The request includes departures for lot area, lot width, front yard setback, and building frontage. The subject site is located along Fulton Street, west of Ada Drive, and is only accessible through the Fifth-Third Bank site at 475 Ada Drive. The plans for this location had been revised to reflect the "Block C" Master Plan concept. The Commission approved the Plan.
- Review of the Draft RFP (Request for Proposals) for the Comprehensive Master Plan Update. Staff requested input from the Commission and noted the intent to get the RFP distributed in January 2022. Commissioners discussed the review process for proposals received, as well as for the Plan process, and asked that the RFP also be distributed nationally, which Staff will do through the American Planning Association (as well as through the Michigan Chapter of the APA), and to consulting firms in Michigan.

Zoning Board of Appeals

The December 7 Zoning Board of Appeals meeting was cancelled because no applications were received by the Township. The January 4, 2022, meeting will be reviewed in the January 2022 monthly summary report.

Other Activities

- Staff met with the Wheeler Development Group concerning proposed changes to their plans for the Village East residential project. Upon completion of review, Staff concluded that the changes to the plans were not consistent with the original PUD (Planned Unit Development) approval and intends to bring the information to the Planning Commission for further review at the January 20, 2022 meeting.
- Staff is working with the owners of 7330 Thornapple River Dr. concerning a proposed boundary line adjustment to have an accessory building be on the same lot as the principal building.
- The draft budget for FY 2022-23 for the Planning Department was completed and submitted to the Township Manager for review.
- I participated in the PRLP Advisory Board meeting on December 9, and the PRLP Programs and Facilities Committee on December 13, and have assisted the Parks Department with review of the planned Roselle Park parking lot improvements.
- I presented a summary of development topics at the December 13 DDA (Downtown Development Authority) Board meeting. Specifically, the “Block C” plan and the 7500 Fulton plan were discussed.
- ‘Fact sheets’ were prepared and provided to the Township Clerk’s Office for the proposed Village East project, the Fase Street single-family residential development (‘Fase Street Crossings’), and for the Ada House Hotel. These are intended to assist front counter Staff and public with information about these projects.

Permit Activity

Please see attached permit summary activity information from Cascade Township, consisting of Permit Category Reports, including project values and permit fees, for both the month of December 2021, as well as for the entire calendar year.

Based on report summaries provided by Cascade Township, the following comparisons are provided between 2020 and 2021:

Year	Estimated Project Cost Totals	Permit Fee Totals	Number of Permits
2020	\$71,966,025	\$151,053	362
2021	\$60,675,135	\$151,806	381

Any questions or comments concerning the information in this Report are welcome.

01/04/2022

DEC

ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$7,643,000</i>	<i>\$29,419.00</i>	6
Commercial, New Building	<i>\$9,700,000</i>	<i>\$21,001.00</i>	1
Deck	<i>\$51,000</i>	<i>\$450.00</i>	3
DEMOLITION	<i>\$13,500</i>	<i>\$50.00</i>	1
Res. Add/Alter/Repair	<i>\$887,230</i>	<i>\$1,534.00</i>	8
Res. Single Family	<i>\$921,450</i>	<i>\$773.00</i>	1
Roofing	<i>\$71,935</i>	<i>\$253.00</i>	2
Totals	<i>\$19,288,115</i>	<i>\$53,480.00</i>	22

Permit.DateIssued in <Previous month> [12/01/21 - 12/31/21] AND
 Permit.PermitNumber Starts With PB212

ADA TWP CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$15,108,780</i>	<i>\$62,707.00</i>	46
Commercial, New Building	<i>\$9,700,000</i>	<i>\$21,001.00</i>	1
Deck	<i>\$855,857</i>	<i>\$5,400.00</i>	36
DEMOLITION	<i>\$1,229,500</i>	<i>\$2,200.00</i>	9
Detached Accessory Building	<i>\$2,794,942</i>	<i>\$4,895.00</i>	16
Res. Add/Alter/Repair	<i>\$5,777,104</i>	<i>\$16,715.00</i>	93
Res. Single Family	<i>\$21,803,076</i>	<i>\$27,314.00</i>	30
Residential - Other	<i>\$248,497</i>	<i>\$1,080.00</i>	10
Roofing	<i>\$780,489</i>	<i>\$3,178.00</i>	47
Roofing/Siding	<i>\$927,434</i>	<i>\$3,926.00</i>	58
Sign	<i>\$99,741</i>	<i>\$800.00</i>	17
Swimming Pool	<i>\$1,349,715</i>	<i>\$2,590.00</i>	18
Totals	<i>\$60,675,135</i>	<i>\$151,806.00</i>	381

Permit.PermitNumber Starts With PB212 AND
 Permit.DateIssued Between 1/1/2021 12:00:00 AM
 AND 12/31/2021 12:00:00 AM



Utility Department

Ada Township Utility Department Report December 2021

Ongoing:

The Ada Drive sewer smell – We have requested a quote to purchase 2 industrial/commercial grade H2S detectors.

We have received notice from the City of Grand Rapids that large repairs are needed at the main lift station on Fulton (across from Amway). We are working with Chuck Shroeder from the City of Grand Rapids to get costs and plans in place for repairs. Stay tuned for more information.

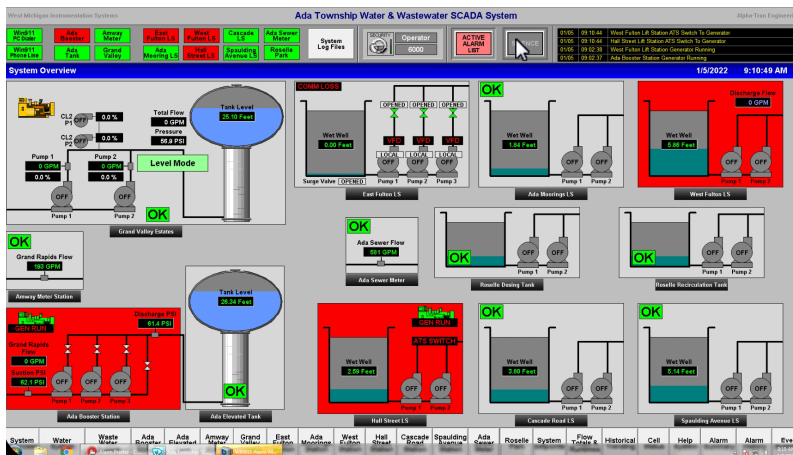
Completed:

The SCADA computer has been moved to the water station!

All hydrants have been flushed and pumped. Some hydrants needed repairs and those are completed as well.

The force main on Hall Street had cracked and needed repair on Christmas Eve. We also had a water service break on Cascade Rd along with a gas leak on New Year's Eve. Both are repaired and reports completed. Thank you to both our crew and Lee's Trenching for working so hard on holidays they planned to be off for!

🔍 Did you know? The SCADA system checks in weekly with generator tests and phone line tests. The system has four ways to communicate with us. We receive phone calls that must be acknowledged on a phone tree, text messages, emails and if those systems are down red lights on stations will flash indicating a problem and prompting those that drive by to call. Here is what the screen looks like on generator test days.



Respectfully Submitted -
Stephanie Kozal & Steven Ryan



316 Bradford St . Grand Rapids, MI 49503 . 616-458-3993

Memo

To: Ada Township
From: Stephanie and Steve
Date: December 30, 2021



On December 23rd, 2021 at 4:30pm we received a phone call from a pedestrian using the sidewalk along the South side of Hall Street reporting a strong smell of sewage. The customer identified the area of Hall and Paradise Lake. Upon our arrival we noticed an area of sewage bubbling up out of the side of the road where the asphalt meets the dirt. We verified the gravity sewer was working properly by running a jet through the line to ensure it was clear. It was then determined that the force main was leaking from the North side of the road on Hall Street. We procured several bags of lime to spread and neutralize the area. Emergency Miss Dig was notified of the break so the area could be staked for utilities. Also notified was the excavator, Lee's Trenching, Kerkstra Septic to pump and haul sewage while the force main was down, Kent County Road Commission and Superior Asphalt for final coat. We decided the best course of action was to shut down the West bound side of Hall Street and re-route traffic up Paradise Lake. We understand it was inconvenient for some residents, however, with extremely low traffic flow on Christmas Eve most were understanding. The East bound traffic was slowed and allowed to move through the construction with no difficulty. The project went seamlessly, and a sleeve was placed to repair the crack in the pipe. Pumps were turned back on to check for leaks. Final asphalt was completed on December 28, 2021. Steve Ryan completed the SSO (Sanitary Sewer Overflow) Report to EGLE.



Sewage Overflow on South Side of Hall St



Completed Repair of 6" Force Main

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Report of Discharge (CSO\SSO\RTB)

version 1.14

(Submission #: HPE-BS4A-GR6MW, version 1)

Details

Submission ID HPE-BS4A-GR6MW

Status Submitted

Form Input

Report Details

Is this the initial or final discharge report?

Final

Site/Facility Name:

Ada Township CM

Permit Number (if applicable):

NONE PROVIDED

Sewer System or Treatment Facility Owner

Organization Name

Ada Township

Phone Type	Number	Extension
-------------------	---------------	------------------

Business	6166769191	33
----------	------------	----

Email

stever@ryansmunicipal.com

Fax

6166765870

Address

7330 Thornapple River Drive

PO Box 370

Ada, MI 49301

United States

Facility Address

Ada Drive

PO Box 370

Ada, MI 49301

Sewer System or Treatment Facility Owner Location

42.9536,-85.4874

Discharge Details (1 of 1)

SSO Discharge from 5750 Hall Street Se

Discharge Type:

SSO Discharge

SSO Discharge

The reported discharge is from a private or municipal separate sewer collection system (not a wastewater treatment plant) during wet or dry weather, or a dry weather discharge from a municipal combined sewer collection system.

Is the outfall or discharge area located at a private residential address?

NO

Outfall or Discharge Area Name

5750 Hall Street Se

Outfall or Discharge Area Description

Shoulder of the road and adjacent Ditch.

Outfall or Discharge Area Location

42.9396295,-85.5271654

5750 Hall St SE, Grand Rapids, MI 49546, USA

Has the discharge ended?

YES

Volume Discharged	Unit	Was the volume estimated?
100	Gallons	Yes

Quality of Discharge

Raw Sewage

Please describe the discharge, including the reason for Discharge

Sewer Forced main under the North side of the roadway cracked and started to surface on the south side of the road.

Was the land or surface water impacted by the discharge?

Land impacted only

Name/description of the land impacted:

5750 Hall Street Shoulder

Discharge Event Start

Date	Time
12/24/2021	08:00 am

Discharge Event End

Date	Time
12/24/2021	05:00 pm

Name of the wastewater treatment facility that normally receives sewage.

Grand Raspids Mi.

Was the reported discharge caused by a party other than the sewer system owner and out of the control or knowledge of the actions which resulted in the discharge?

NO

Is the sewer system owner in compliance with applicable discharge permits, laws, rules, and orders?

YES

Initial Notification

Organization	Date	Time
Local Health Department	12/24/2021	10:00 am
Daily Local Newspaper	12/25/2021	10:00 am

Was EGLE notified prior to this report being received?

This report is being used as the initial notification to EGLE

Notification that discharge has concluded.

Organization	Date	Time
Local Health Department	12/25/2021	05:00 pm
Daily Local Newspaper	12/25/2021	05:00 am

Precipitation Type(s) (Select none if there was no precipitation)

Snowmelt

Has the precipitation ended?

YES

Precipitation

Start Date	Start Time
12/21/2021	12:00 am

Precipitation Amount (Inches)	Precipitation End Date	Precipitation End Time
2	12/29/2021	07:00 am

Precipitation comments

irrelevant to this event

Actions taken to minimize the impact from the discharge(s):

There was no ponding nor run off. Vac truck and tanker from Kirkstra were utilized to keep sewer pump from running, sewer vac truck at the excavation site contained the sewage during excavation. Stayed confined to the soil in a 20 foot radius. Five (5) 50 pound bags 250 pounds of pelletized lime was applied to the effected area.

Actions taken, or that will be taken, to prevent this discharge event from reoccurring:

Sewer was excavated and repaired.

Additional Details**Report Submitter****Prefix**

Mr.

First Name Last Name

Steve Ryan

Title

Utility Director

Organization Name

Ada Township

Phone Type Number Extension

Business 6166769191 33

Email

stever@ryansmunicipal.com

Fax

6166765870

Address

7330 Thornapple River Drive

PO Box 370

Ada, MI 49301

United States

Do you have any additional comments or uploads you would like to provide?

NO

Status History

	User	Processing Status
12/30/2021 2:17:58 PM	Steven Ryan	Draft
12/30/2021 2:40:36 PM	Steven Ryan	Submitting
12/30/2021 2:40:47 PM	Steven Ryan	Submitted



316 Bradford St . Grand Rapids, MI 49503 . 616-458-3993

Memo

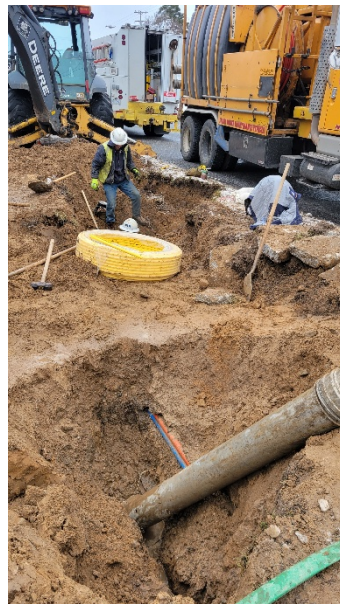
To: Ada Township
From: Stephanie and Steve
Date: January 3, 2022

On December 30, 2021 Ada Fire Department received a call and notified us of a smell of gas and water leaking out of the ground at 4935 Cascade Rd SE. Once on scene we found the water was coming from the water service at 4935 Cascade Road. DTE Energy had an excavation point just East of our location of the water service break. That leak was due to a fiber optic line. We attempted to locate the shut off for the water line for hours. The above ground locator was not picking up any sign of the curb box according to where the blue prints showed. We were unable to energize the line to locate position because it was blue poly. We called Lee's Trenching in to excavate the two areas in hopes of finding the shut off. Unfortunately, more work and digging had to be done as nothing was found. An Emergency Miss Dig ticket was called in to stake utilities in the area for not only the water service but also for DTE Energy. Due to the sloppy conditions, two areas with fiber optics and underground electrical we had to vacuum excavate 3 areas in hopes of finding the water service. The shut off was found buried three feet deep between the sidewalk and curb. Once the water was shut off it was determined the leak was due to the blue poly pipe having a hole. The water service immediately to the west also has a curb box that is buried, and we are unable to locate above ground. More work will be done here in the Spring. The curb box at 4935 Cascade Rd has been raised to grade.

Final water service replacement is the homeowner's responsibility and was completed on January 3rd, 2022.



Cut water service between yellow gas line and orange fiber line and tree root.



Looking East at both excavation sites with more fiber lines closer to curb



Excavation looking South West with above & underground electrical

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor SB
Date: January 5, 2022
Re: Assessing Department Update

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

Personal Property canvass was conducted on December 30, 2021 and we have about 25 new businesses in the Township. Statements were hand delivered to most of the new businesses and the others will be mailed this week. Tax Day was December 31st and a personal property canvas was conducted for equipment that was in the Township on Tax Day and a few pieces of equipment were picked up for taxation purposes.

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

- Janet Hilliker – Exemption Appeal. Petitioner was denied Poverty Exemption based on not meeting the income guidelines. Amended Answer to petition was filed on December 1, 2021.

Thanks

Ada Township Fire Department



December 2021

Activity Report

Type	December	YTD
Medical	29	317
Vehicle accident	3	70
Structure fire Ada	3	8
Structure fire auto aid	3	43
Grass/ illegal burn	0	29
Fire alarm	10	109
Service call/ assist	0	16
Good intent / odor/gas	5	34
Hazardous condition/ CO	2	17
Other calls / wires	7	37
Water rescue	0	1
Total	62	686

Year	Month	YTD
2021	62	686
2016	44	597
2011	50	548

Auto aid	Received	Received	Given	Given
Department	December	YTD	December	YTD
Cannon	2	2		1
Cascade	3	5		10
GR Twp		0		4
Grattan		1		0
Lowell	1	3	2	13
Plainfield		0	1	6
East GR		0		1
Total		11		35

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
626	12-1	2200 Pettis	Fire alarm	Student pulled	1	8:11	2	
627	12-1	2200 Pettis	Fire alarm	Repairing	1	15:01	1	
628	12-1	2077 Shady	Med 1	Medical	1	15:45	2	
629	12-3	480 Stekette	Med 1	Medical	3	1:07	4	
630	12-4	1585 Egypt Valley	CO alarm	False	3	4:26	2	
631	12-4	7125 Thornapple River	Odor investigation	Unfound	3	5:58	4	
632	12-4	6080 Fulton	Fire alarm	Heat detector	4	17:13	4	
633	12-5	8683 Conservation	Med 1	Medical	3	6:59	2	
634	12-5	556 Auburn Trail	Med 0	Echo	4	12:53	7	
635	12-5	1077 Buttrick	Med 3	Medical	4	14:07	2	
636	12-5	385 Haskins Ct	Odor investigation	Unfound	2	16:42	2	
637	12-5	911 Maple Hill	Co alarm	False	2	19:32	2	
638	12-6	316 Grand River	Med 1	Medical	3	00:52	2	
639	12-6	6725 Old Darby Trail	Fire alarm	Canceled	1	14:55	2	
640	12-8	9700 Two Mile	Structure fire	Pole barn	3	12:28	6	To Lowell
641	12-8	12701 McPhearson	Structure fire	Electrical	1	10:41	6	To Lowell
642	12-8	5060 Cascade	Med 1	Medical	1	11:54	3	
643	12-8	868 Bridgecrest	Med 2	Medical	1	14:31	2	
644	12-10	940 Clifford	Med 1	Medical	3	00:27	3	
645	12-11	6183 Dunbarton	Med 1	Medical	3	5:32	2	
646	12-11	9550 Downes	Wires down	High winds	4	8:44	4	
647	12-11	1010 Maple Hill	Wires down	High winds	4	9:10	3	
648	12-11	4911 Burrwood	Wires down	High winds	4	9:21	3	
649	12-11	820 Pettis	Vehicle accident	Car vs. tree	4	9:46	4	
650	12-11	916 Sargent	Wires down	High winds	4	11:23	4	
651	12-11	Shady & Knapp	Wires down	High winds	4	11:42	4	
652	12-11	2741 Egypt Valley	Med 3	Med alarm	4	15:21	1	
653	12-12	916 Sargent	Structure fire	Electrical	3	3:59	6	From Cascade & Lowell
654	12-12	1307 Sargent	Med 2	Medical	3	7:34	3	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
655	12-12	950 Buttrick	Med 2	Medical	4	9:23	2	
656	12-12	1601 Crampton	Wires down	High winds	4	11:03	3	
657	12-12	3990 Suburban Shores	Structure fire	Basement	4	12:38	3	To Plainfield
658	12-12	1184 Dogwood Meadows	Med 2	Medical	2	19:39	4	
659	12-13	5921 Two Mile	Structure fire	HVAC	1	8:28	5	From Cannon
660	12-13	5901 Hall	Med 1	Medical	1	11:04	2	
661	12-13	5456 Ada Drive	Med 1	Medical	1	11:04	2	
662	12-15	5901 Hall	Med 2	Medical	1	13:37	2	
663	12-15	644 Honeycreek	Med 1	Medical	2	16:44	4	
664	12-16	7106 Driftwood	Wires down	High winds	1	13:52	3	
665	12-16	5150 Cascade	Med 1	Medical	1	14:00	0	From Cascade
666	12-16	7107 Driftwood	Structure fire	Attic/electrical	1	14:37	6	From Cascade, Cannon
667	12-16	5319 Michigan	Fire alarm	False	2	21:59	1	
668	12-17	Knapp & Watercrest	Vehicle accident	Rollover	1	15:23	3	
669	12-18	3100 Honeycreek	Fire alarm	False	2	16:19	2	
670	12-18	518 Ada Drive	Med 1	Medical	2	20:05	3	
671	12-19	438 Village Springs	Odor investigation	Natural gas	4	15:04	4	
672	12-21	8220 Wilderness Trail	Fire alarm	False	1	10:50	2	
673	12-21	2741 Egypt Valley	Med 3	Assist AMR	1	13:15	1	
674	12-22	815 Moorings Drive	Med 3	Lift assist	3	6:43	3	
675	12-22	6310 Fulton	Fire alarm	False	1	9:32	1	
676	12-23	5101 Spaulding Plaza	Med 2	Medical	1	8:55	2	
677	12-23	5763 Preservation Ct.	Fire alarm	False	1	11:42	1	
678	12-23	Fulton & Pettis	Vehicle accident	Rollover	1	14:17	4	
679	12-23	7333 Knapp	Med 2	Medical	2	21:05	2	
680	12-23	7575 Fulton	Med 1	Chest pain	2	21:29	1	
681	12-23	649 Rookway	Med 2	Medical	2	17:50	2	
682	12-25	5763 Preservation Ct.	Fire alarm	False	2	17:51	3	
683	12-26	388 Spaulding Hills	Med 1	Medical	4	13:44	2	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
684	12-27	1338 Sargent	Med 1	Medical	3	4:43	3	
685	12-27	633 Alta Dale	Med 1	Medical	1	9:07	2	
686	12-27	941 Thornapple River	Odor investigation	Dryer problem	2	16:24	4	
687	12-30	7925 Cascade	Odor investigation	Gas leak	2	21:02	4	

1.4 Million Dollar Save

On December 16 we responded to wires down on Driftwood Drive. As I arrived, I coned off the wires blocking half the road, citizens outside directed me to a fire in a cable box. As engine 12 arrived with Lt. Holmes we took the precaution of using an elevated deck gun rather than a hose to extinguish the fire in case the cable box was energized. FF Donald arrived with engine 4 as a homeowner reported light smoke in her basement. The two investigated the smoke as I checked neighboring homes. From the street I could see smoke coming from the roof of the home they were checking. A call for mutual aid from Cascade and a quick repositioning of engine 4 for the fire attack saved the home. As FF Donald checked the attic using a pull-down ladder, he confirmed smoke in the attic. He returned, grabbed a hose and was joined by Lt Holmes as I prepared the truck to pump and establish a water supply. When they reached the attic visibility was zero, they attacked the fire before it broke through the roof. With the high winds a breach of the roof would have been a certain large wind fed fire. All of this was done by three firefighters before additional Ada and Cascade firefighters arrived. The damage was held to a mud room and laundry room, smoke and water damage to the rest of the home was not evident. The result of this fire is still believed to be electrical in nature, connected to the downed power lines in the roadway.

Fire Training

This month or topic for training was RIT which stands for Rapid Intervention Team. At each fire we set up a RIT team of two that has the responsibility to monitor radio traffic in the event of a downed firefighter or Mayday call from a firefighter working in the structure. This team has equipment set aside to make a search and a rescue for the downed firefighter. Part of their equipment is an additional air supply for the victim which may be needed in a prolonged extrication. A secondary team would be set up if this team enters for a rescue. A separate channel is also set aside from the fire ground operations specifically for the RIT team, this will ensure the victim has a direct line of communications with the team uninterrupted by the fire ground radio traffic.

Life Saving Recognition

Lance Corey from Kent County EMS was at our training for a special presentation to Firefighter Matt Donald for the role he played in administrating medical attention to a victim pulled from a structure fire in Cascade. We responded as auto aid on this fire with some of our crews arriving before Cascade as they were on two separate incidents. Chief Adam Magers performed a rescue of a teenage victim then handing over patient care to Firefighter Donald. Firefighter Vince Guinsler was on the hose line for the initial attack of the fire. We like other departments rely on auto aid and this is an excellent example of well we work with the neighboring departments.

Medical training

Following the presentation, we had our monthly continuing education covering the topic of shock and bleeding. There are various factors for shock all of which were covered this evening. We also covered the different ways to control bleeding including the use of a tourniquet.

Fire Training

We had a joint training with Cascade, Grand Rapids Township Fire Departments and Lowell this month. Held at Keystone Church a location that is in close proximity for all departments. We had guest speakers from DTE and Consumers Power to discuss the hazards we may encounter with their systems. The topic of utilities is a required topic to be held annually.

Toys for Tots

We were another successful collection point for the Toys for Tots campaign. Our hallways were filled and three separate pick-up trips were required to get all the toys! Each year we have one resident that donates two bicycles and a helmet for each bike. He remembers getting a bike for Christmas as a child so each year for over twenty years he makes sure two children get bikes. Last year the tradition almost ended with Covid and him not feeling comfortable shopping, instead I offered to pick up bikes for him, you wouldn't believe his smile knowing this would continue on.

Santa Arrives in Style

For over 25 years the firefighters have insured that Santa arrives in Ada. This year was no different, with a brand-new Dodge truck from Betten Baker pulling Santa's sleigh through the streets ending at the Fire Station. We served over 40 dozen cookies and gallons of hot chocolate. Forest Hills Northern marching Band provided holiday music as 250 Boy Scouts & Girl Scouts marched with several other vehicles including the road commission, Gr Auto Gallery and fire trucks of course.

On the Cover

Lt. John Ferin was on scene of the Driftwood fire and worked in the attic to perform overhaul and look for additional hot spots. As you can see working with insulation gets everywhere. The Cannon Fire Department has equipment that will remove the insulation and reducing the possibility of a rekindle. The equipment is similar to a leaf vacuum and bags the insulation as it removes it.

Museum Manager Report

Ada History Center – Kristen Wildes

December 2021

Week of Dec 6-10

- Display- participated in private tour with Betty Jo, hosted T,T&T with other volunteers
- Collections- emailed with Oral History committee, worked on processing with Gary, Karey & Sheri, worked on many revisions to plan for over-sized shelving in Crosby Closet, worked on data transfer to PastPerfect
- Admin - prepared Museum Manager monthly report for Township, security company fixed loose wire to panel, prepped board packet materials, attended board meeting, prepared year-end appeal with Barb & mailed out with Marilyn T, supplied info to Julius about our can lighting issue
- Publicity - discussed next Our Home Ada submission with Mike Z, social media posts made about a vintage football game, in honor of Pearl Harbor 80th, and Wednesday Windows highlight of the Congregational Church

Week of Dec 13-17

- Display - I've been working on the Ada Fire Dept exhibit for March, working out possibilities with Spaces To Experiences and Bernie on a few aspects of the exhibit, researching and writing more, and met with Dave at the Fire Station to receive the loan of several artifacts old & new.
- Collections - processed with Karey, Gary & Sheri this week. Received final scans of Oral History Book 3 from FHE student volunteer Andrew. Spoke with Kevin Collins about some artifacts from Kreigh Collins. Communicated with Mike Jackoboice about his family's history and donation of a family history book.
- Admin - very pleased to say that Barb's year-end appeal efforts have resulted in the receipt of several donation checks which included some lovely sentiments about the work we do at AHS. Per board discussion, confirmed with Dan Carlson about production of our new sign and mailed 50% down check Friday. Emailed reminder to set up committee meetings for January yearly planning & requesting newsletter submissions. Music On the Lawn committee met at the museum Wed nite. Received confirmation from Julius that the Township voted to approve installation of new can lights in the meeting room to alleviate our problem with overheating.
- Publicity - Working with Olivia on a new musical social media series for Jan-Mar, submitted 2 articles to Our Home Ada for Jan & Feb with Mike Z. Made 2 social media posts: Wednesday Windows about the Reformed Church & a reminder about museum closure for Jan & Feb.

Week of Dec 20-31

- Exhibits - I've been researching, developing script, and processing artifacts for *Hometown Heroes: Ada Fire Department* the new exhibit for March. Spaces to Experiences visited for measurements and discussion on the pieces they will help with. Same with Bernie who will be helping build replica lockers.
- Collections - processed temporary loan on several items from Ada Fire Dept, received delivery of 6ft ladder for Crosby Closet. Continued refinement and discussion on plans for oversized shelving. Emailed with oral history, marketing, programming/events, and finance committees. Visited the Garage Bar to talk about donation of artifacts found in their building during construction.
- Admin - with Jeanne's help, mailed check to Carlson Designs who have begun work on our new wooden sign for the museum exterior. Met with Liz F. for a tour and she researched the Ada Cemetery. Met with Jen R. about volunteer possibilities and a tour. Working with Mike Z. on another article. Renewed our tax-exempt status with VistaPrint for 2022.
- Publicity - sent out emails and social media posts with Christmas greetings and New Year wishes. Posted about: Christian Reformed & St. Roberts Wednesday Windows, Christmas memories in Ada, and the open hours in Dec and closure in Jan & Feb. Finalizing content and working with Keith on newsletter layout, sent to Marian & Dale for final edit. Will be sent & posted first week of January. Working with Olivia on Jan/Feb/Mar new social media series, *Dancing Thru the Decades* combining historic images, music & popular culture.