



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, APRIL 8, 2024, MEETING, 8:00 A.M.
ASSEMBLY ROOM, ADA TOWNSHIP OFFICES
7330 THORNAPPLE RIVER DR SE, ADA, MI

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES OF MARCH 11, 2024, REGULAR MEETING
- IV. APPROVAL OF PAYABLES
 - a. Consider Approval of Farmers Market Programming Invoice from Community on Canvas
 - b. Consider Sponsorship of the 2024 Music on the Lawn Concert Series
- V. UNFINISHED BUSINESS – none
- VI. NEW BUSINESS
 - a. Notice is given that at the April 8, 2024, meeting, a motion to rescind the Board’s February 12, 2024, action to approve the Farmer’s Market Management Contract and to authorize the DDA Director to sign the same with S. Karrip as the Market Manager for the 2024 season will be brought for consideration and possible action.
 - b. Consider Approval of Proposal to Apply to Become a CEDEM AmeriCorps Host Site
- VII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, March 31, 2024
 - b. Director/Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



DRAFT

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MARCH 11, 2024, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, March 11, 2024, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Cloutier, Coe, Frost, Idema, Knapp, Vogl

BOARD MEMBERS ABSENT: Harrison, Leisman, Turan

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

PUBLIC PRESENT: 0

II. APPROVAL OF AGENDA

Moved by Vogl, supported by Frost, to approve the agenda as presented. Motion carried.

III. APPROVAL OF MINUTES OF FEBRUARY 12, 2024, REGULAR MEETING

Cloutier noted that she made a comment about the ‘Pianos Around Town’ that was not included in the minutes. The minutes are amended to include Cloutier's comment. It was moved by Coe, supported by Vogl, to approve the amended minutes of February 12, 2024, Regular Meeting. Motion carried.

IV. APPROVAL OF PAYABLES – none

V. UNFINISHED BUSINESS - none

VI. NEW BUSINESS

a. Beers at the Bridge Summer Concert Update

Stichman provided a few updates regarding sponsorships for the Beers at the Bridge Summer Concert series. She said that she has been able to get a presenting sponsor, AIC Insurance, and she is very excited to work with them on this partnership (a \$6,000 sponsorship with the anticipation of being closer to \$7,500). Stichman said she is continuing conversations with Gravel Bottom regarding their level of sponsorship and informed that Fence Consultants pulled their Bridge sponsorship and she is working with Give Em a Break to provide the fencing for the event. Stichman touched base on other pieces of the event and said she will provide more updates at the April DDA meeting.

b. Review and Approve Proposal from Valley City Signs for additional Social District Signage

Stichman said the Township Board approved the Social District expanded hours of operation and adjusted boundaries. Per the MLCC, municipalities must designate the boundaries with clear signage for the Social District. Stichman referred to the proposal of additional signage from Valley City Signs (both vinyl patches and new aluminum panels) and she went over the cost and locations of the signage.

Following brief DDA discussion, it was moved by Frost, supported by Idema, to approve the proposal from Valley City Signs for the purchase of Social District signage and authorize the DDA Director to execute the invoice in the amount of \$2,080. Motion carried.

c. Discuss and Consider Approval of Streetscape Flower Bed Improvements

Stichman said that in 2022 staff completed an assessment of all light pole planters and identified several flower beds that needed improvements. The issues noted centered around the deterioration of the wood edging that was historically used - mainly in the older part of downtown along Bronson and Old Headley. The photos included in the packet give a good picture of the beds and she went over the comparisons of the wood edging vs. concrete edging.

Stichman noted that BFG (Buildings, Facilities, and Grounds) staff have reviewed/assessed and identified a total of 36 streetscape flower beds that need improvement. She explained details on the cost of the precast cement blocks, decreasing the size of some of the older beds (making them more uniform with the other beds), and other irrigation adjustments. BFG Director Brinks confirmed the 36 flower beds that were assessed, explained the bed sizes would be 4' x 6', and informed that the lead time is about 3 weeks for the precast cement blocks.

There was DDA discussion on the different changes to the beds, the labor involved for Ada BFG vs. RR Lawn & Landscape, the budgeted amount for the project, and agreed that they like the idea of all the beds being uniform.

Moved by Idema, supported by Cloutier, to approve the expenditures for the streetscape flower bed improvements in an amount not to exceed \$14,000 and authorize the DDA Director to work with the BFG Director and Township Manager to execute the invoices as outlined by the DDA Director. Motion carried.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, February 29, 2024

Stichman referred to the financial outline and mentioned a few main points: Tax distribution in the amount of \$18,576.50 includes initial DDA TIF revenue and \$37,245.23 DDA Milage Revenue, Beers at the Bridge revenue, community events expenditures, contract services, legal services, and bond payment expenditures. Financial activity for the Farmers Market included vendor registration revenue totaling \$1,985 and expenditures totaled \$1,350 (which include the Market Manager's payment for services in Nov., Dec. & Jan.

b. Director/Staff Reports

Per the requests of Coe and Cloutier, Stichman shared an update on her communications with Stephanie Karris, Market Manager, and their plans to pursue a Market Committee, and that the Progressive Tastings event registrations started up slow for March but are seeing a momentum for April/May and is very excited for the summer Tasting events.

Stichman noted that she attended the Ada/Forest Hills Community Expo, as well as Parks & Rec. staff, and it was a really great day having the opportunity to talk with the community.

VIII. BOARD MEMBER COMMENT - none

IX. PUBLIC COMMENT - none

X. ADJOURN MEETING

Moved by Vogl, supported by Frost, to adjourn the meeting at 8:41 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



MEMORANDUM

Date: 4/4/24

TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Consider Approval of Farmers Market Programming Invoice from Community on Canvas

Background:

The Farmers Market partnered with Cynthia Hagedorn this past season and successfully hosted additional kid's programming. The goal was to start off simple this last season and launch hands-on art activities weekly from 9-12pm in June and July alongside the KDL Storytime that ran from 10-11am. The total cost was \$2,100 for 7 weeks of programming. The DDA fund had only budgeted \$100 towards programming supplies in the Farmers Market project for FY23/24. Staff utilized a portion of the \$3,000 in miscellaneous contract services budgeted (outside of the Farmers Market project) with the intension of including funds within the Farmers Market project for the next fiscal year. For FY24/25, the DDA budget includes \$5,500 for Farmers Market programming.

Based on feedback and attendance during the 2023 Market season, we know that offering a "kid's spot" entices families to stay longer and enjoy the activities beyond Storytime. The goal is to boost our offerings again this season by continuing our partnership with Cynthia Hagedorn and investing \$6,000 for a total of 12 weeks of programming. The attached proposal outlines a tentative programming schedule that includes the hands-on art activities and games we implemented last season as well as new programming centered around health and wellness activities and connecting kids with local heroes. Cynthia Hagedorn has launched a wide variety of kids' activities at the Holland Farmers Market and has ample experience connecting with local community organizations to provide robust programming that connects the community to our farmers. This kids programming is part of the Market's larger strategy of becoming a vibrant community hub on Tuesdays in downtown Ada.

Recommendation:

Approval of the \$6,000 invoice from Community on Canvas for programming during the 2024 Farmers Market Season is recommended.

Requested Motion: Motion to approve the \$6,000 invoice from Community on Canvas for programming during the 2024 Farmers Market Season and authorize the DDA Director to execute payment.

Community on Canvas

2890 Snow Avenue SE
Lowell, MI 49331
616-510-3599



Invoice

Submitted on April 2, 2024

Invoice for

Ada Township DDA
Farmers Market

Family and Kids' pARTy

Payable to

Community on Canvas

Invoice

143004022024

Description

Total price

Events and activities Ada Farmers Market

Tuesdays 9-12noon

June 4th - August 20th

3 hour pARTy - \$500 hour (= \$1500)

12 sessions @ \$1500.

\$18,000.00

includes: all supplies, tents, tables, set-up, staffing for main pARTy + mini

Coordinating / planning events and activities (\$50 hourly)

\$0.00

Community pARTner discount

-\$12,000.00

Thank you for making our community strong!

Subtotal

\$6,000.00

\$6,000.00



Ada Farmers Programming – 2024 Season (12 weeks)

9am – 9:30am The Rooster’s Crow

10am – 11am Storytime (KDL)

11am – 12pm Community Connections: Our Heroes!

12pm – The Farmer’s Table/Community Picnic (*June 25- tentative*)

| The Rooster’s Crow | Community Connections: Our Heroes! |
|---------------------------|--|
| <u>June</u> | <u>June</u> |
| 4 Yoga | 4 HEROES! Rescue: Fire, Police, Ambulance |
| 11 Dance | 11 HEROES! Medical: Pharmacy, Chiropractor, DDS, Eye |
| 18 Exercise | 18 History: Ada Historical Society |
| 25 Parks and Rec | 25 Farmers: Equipment, “Down on the Farm” (<i>connect with picnic</i>) |
| <u>July</u> | <u>July</u> |
| 2 Yoga | 2 HEROES! Nutrition |
| 9 Dance | 9 HEROES! Construction |
| 16 Exercise | 16 History: Ada Historical Society |
| 23 Parks and Rec | 23 Farmers: Gardening, vegetables, composting, etc. |
| 30 Park and Rec | 30 Park and Rec (<i>or fit them in 9-9:30 timeframe</i>) |
| <u>August</u> | <u>August</u> |
| 6 Yoga | 6 Artist: Music and Visual Arts (<i>Arts Council</i>) |
| 13 Dance | 13 Farmers: Gardening, harvesting, canning/preserving, etc. |
| 20 Exercise | 20 History: Ada Historical Society |

4 Imagination Tables

(2 tables) Drawing and Doodling

(1 table) Building (Lincoln logs, blocks, etc.)

(1 table) Shapes (Magnetic, tangram, etc.)

2 MINI Imagination Tables

(1 shorter table) Drawing and Doodling

(1 table) Chunky building blocks

Toddler station

Farmhouse, Blocks

Play!

Corn hole, Tic Tac Toe

Twister, Bag Toss, etc.

Discovery Stations

Chalk, bubbles, hula-hoop, jump ropes



MEMORANDUM

Date: 4/1/24

TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Review and Approve Sponsorship for 2024 Music on the Lawn Concert Series

Background:

The DDA Fund budget includes \$2,500 in FY24-25 for support of the Ada Township Music on the Lawn Summer Concert series presented in partnership by Ada Parks and Rec and the Ada History Center. As outlined on the attached sponsorship form, the Baritone Sponsorship (\$2,500) level includes the following:

- Logo on promotional materials
- 5 Social Media Platform Recognitions & Highlights
- Opportunity to host a booth and or banner to be displayed at Legacy Park during five (5) event dates (Banner provided by sponsor)
- Multiple on-stage mentions during events
- Premier sponsor recognition
- in Summer and Fall Community Newsletters

Music on the Lawn aligns with the DDA's goal of creating a positive image of downtown Ada, while engaging locals, attracting visitors, and supporting/promoting local businesses.

Recommendation:

Approval of the \$2,500 sponsorship for the 2024 Music on the Lawn Concert Series is recommended. Once dates have been identified, DDA Board Members would be surveyed via email to assess availability to be present at the DDA booth. Additionally, we will have support from the DDA intern.

Requested Motion: Motion to approve \$2,500 sponsorship for the 2024 Music on the Lawn Summer Concert Series and authorize the DDA Director to submit the sponsorship form with payment to Ada Townshio Parks & Recreation.



2024
MUSIC ON THE LAWN



Summer Concert Series

JUNE 12TH

THORNAPPLE RIVER BAND



Pop Rock

JUNE 19TH

PRIOR NOON



Country

JUNE 26TH

ROCHELLE & THE SPOILERS



Rockin Blues

JULY 10TH

THE FROG KING



Neil Diamond Tribute

JULY 17TH

YACHT ROCKET



Yacht Rock

JULY 24TH

RIGHT SIDE UP



Classic Rock

JULY 31ST

ASSAMU JOHNSON & ASSOC. OF BLUES



Blues

AUGUST 7TH

PRETZEL LOGIC



Classic Rock

AUGUST 14TH

CLIF METCALF JAZZ



Jazz

AUGUST 21ST

LIGHTING MATCHES



Alternative Rock



2024

Music

ON THE LAWN



Event Dates: 6/12, 6/19, 6/26, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/21

Location & Time: Legacy Park (7430 River St. SE. 49301) 7p-9p

Summary: The 2024 Music on the Lawn Summer Concert Series will once again be brought to you by the Ada Historical Society & Ada Township Parks & Recreation. We are gearing up for another exciting season and have a variety of sponsor opportunities outlined below!

BARITONE

\$2,500.00

SOPRANO

\$1,000.00

ALTO

\$500.00

TENOR

\$250.00

| | | | |
|--|---|---|---|
| <p>Logo on promotional materials</p> <p>5 Social Media Platform Recognitions & Highlights</p> <p>Opportunity to host a booth and or banner to be displayed at Legacy Park during five (5) event dates (Banner provided by sponsor)</p> <p>Multiple on-stage mentions during events</p> <p>Premier sponsor recognition in Summer and Fall Community Newsletters</p> | <p>Logo on promotional materials</p> <p>2 Social Media Platform Recogniton & Highlights</p> <p>Opportunity to host a booth and or banner to be displayed at Legacy Park during two (2) event dates (Banner provided by sponsor)</p> <p>Multiple on-stage mentions during events</p> <p>Logo featured in Summer and Fall Community Newsletters</p> | <p>Logo on promotional materials</p> <p>1 Social Media Platform Recognition</p> <p>Opportunity to host a booth and or banner to be displayed at Legacy Park during one (1) event date (Banner provided by sponsor).</p> <p>On-stage mentions during event</p> <p>Logo featured in Summer and Fall Community Newsletters</p> | <p>Logo on promotional materials</p> <p>1 Social Media Platform Recognition</p> <p>Banner Displayed at Legacy Park during one (1) event date (Banner provided by sponsor)</p> |
|--|---|---|---|

ORGANIZATION OR COMPANY NAME: **SPONSORSHIP DATE(S):** **SPONSORSHIP AMOUNT: \$**

Ada Township DDA TBD \$2,500

REPRESENTATIVE: **EMAIL:**

Haley Stichman hmstichman@adatownshipmi.com

ADDRESS (CITY, STATE, ZIP CODE): **PHONE:**

7330 Thornapple River Dr SE, Ada, MI 49301 616-920-7315

PLEASE MAKE CHECKS PAYABLE TO "ADA TOWNSHIP"

ATTN: Wesley Deason
7330 Thornapple River Drive, PO Box 370
Ada, MI. 49301



Questions? 616.920.7853 / wdeason@adatownshipmi.com





MEMORANDUM

Date: 4/3/24

TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Rescind Approval of the Farmers Market Manager Contract for 2024 Market Season

Background:

The current Farmers Market contract ended on March 31, 2024. At the DDA Board Meeting on February 12, 2024, the board acted based on staff recommendation to approve a new contract for the 24/25 fiscal year. After conversation with Stephanie in November 2023, we identified a need for communication expectations to be outlined more clearly for the Farmers Market Manger position. The updated contract included anticipated deliverables and communication guidelines as part of the Market Manager duties and responsibilities to better outline expectations. The new contact was sent to Stephanie Karrip for review back in December 2023 to facilitate another discussion regarding the updates. She acknowledged receipt of the contract, but no comments or concerns were raised by Stephanie prior to the Board reviewing and approving the contract on February 12.

Stephanie was notified on February 20 that the DDA Board had approved the updated Farmers Market contract. She did not submit a signed copy of the updated contract at that time, and despite conversations regarding communication and job responsibilities, staff continues to experience a disconnect between what's being done and what's expected of the Farmers Market Manager. I have spoken with Stephanie Karrip and she informed me that based on personal circumstances, she isn't able to fully committee to running the Farmers Market this season. She asked that I share the attached letter with DDA Board Members.

Given these circumstances my recommendation has changed since the February 12 meeting. Staff now believes that it is in the best interest of the Township/Farmers Market not to renew the contract. Legal advised that because no action has been taken to execute the agreement, that it would be fine to have the DDA Board, at its April 8 meeting, adopt a "motion to rescind" which, if adopted, will have the effect of "un-doing" the February motion of approval.

Recommendation:

The Board is being asked to consider and approve a motion to rescind the Board's February 12, 2024, action to approve the Farmer's Market Management Contract and to authorize the DDA Director to sign the same with S. Karrip as the Market Manager for the 2024 season.

Requested Motion: Motion to rescind the Board's February 12, 2024, action to approve the Farmer's Market Management Contract and to authorize the DDA Director to sign the same with S. Karrip as the Market Manager for the 2024 season.

March 29, 2024

To whom it may concern,

I am writing to inform you that I will not be renewing my contract as the Ada Farmers Market manager. My mother is in the final stages of battling Alzheimer's and in the last couple of months, the disease has unfortunately started to progress quickly. Managing her situation requires a lot of my attention and energy. The market deserves someone who is able to approach it with top priority and I'm personally unable to do that at this time. It's also my opinion that it would greatly benefit the market to have a manager who is committed as a full-time employee, as it has the potential to require a lot more time, work and attention than it's been getting in the past.

Thank you so much for giving me the opportunity to manage the market. I've had a lot of fun being a part of it and am so thankful for all of the kind people that I've met. If there's anything I can do to help make the transition to a new manager easier, please let me know. My intention is not to inconvenience anyone.

Thank you,

Stephanie Karrip



MEMORANDUM

Date: 4/1/24

TO: Ada Township Board
FROM: Haley Stichman, DDA Director
RE: Applying to Become a CEDEM AmeriCorps Host Site

Background:

The Community Economic Development Association of Michigan (CEDAM) is seeking host sites for its AmeriCorps State Program. The program is open to nonprofits, public agencies, and faith-based and community organizations. CEDAM will place 30 full time AmeriCorps members across the state whose terms are expected to begin on September 9, 2024, and run through August 15, 2025. The cost to participate is based on an organization's budget as outlined in the chart below. If selected, the DDA would be looking at a \$10,000 expenditure, which could be covered by the funds allocated for the Farmers Market Manager depending on the final decision made regarding the contract for this fiscal year.

| Organization Budget | Host site fee |
|-----------------------|---------------|
| Under \$250,000 | \$8,000 |
| \$250,000 - \$999,999 | \$10,000 |
| \$1M - \$4.9 million | \$12,000 |
| > \$5 million | \$14,000 |

AmeriCorps members are intended to help build capacity for host sites and position descriptions can include activities such as small business support, program development, volunteer management, and outreach and marketing. Host sites will be expected to provide AmeriCorps members with an opportunity to serve full-time, participate in a combination of direct and indirect service, engage in activities that prioritize serving historically underrepresented populations, engage with volunteers, and participate in leadership training and professional development.

I have had several conversations with CEDEM staff regarding the requirement to engage in activities that prioritize serving historically underrepresented populations and they have expressed that we should apply based on the activities discussed. The attached Host Site Application Packet includes additional information about the process and outlines the application questions. The deadline to complete the application is April 15.

Staff believe that an AmeriCorps member would be an asset to the Ada Township DDA. I have developed a role that focuses on program development, outreach & marketing, and volunteer recruitment for the Ada Village Farmers Market. A draft of the job description has been included in your packet for review.

Recommendation:

Staff requests that the DDA Board review the opportunity to become a CEDEM AmeriCorps host site and asks for authorization to submit an application as outlined in the Host Site Application Packet to CEDEM by the April 15 deadline.

Requested Motion: Motion to approve the staff proposal to become a CEDEM AmeriCorps host site and authorize the DDA Director to submit an application to CEDEM by the April 15 deadline.



SEEKING HOST SITES

for CEDAM's AmeriCorps State Program

The Community Economic Development Association of Michigan (CEDAM) is pleased to offer the placement of AmeriCorps members for CEDAM's AmeriCorps State program.

Organizations interested in hosting an AmeriCorps member(s) should review the following requirements and complete and submit the application via [Google Form](#) by **Monday, April 15, 2024 at 5 pm**. Allowable member activities are listed in this application and should be thoroughly examined to meet the needs of each potential partnering organization.

*Interested organizations are encouraged to attend an informational webinar on **Thursday, March 14, 2024, from 11:00 am to 12:00 pm**. Host site applicants who cannot attend the webinar may contact me with questions or to request technical assistance with the application. To register, please visit this [link](#).*

In service,

Patrick Seick

Patrick Seick

Program Manager, CEDAM's AmeriCorps

seick@cedamichigan.org

WHAT IS AMERICORPS STATE?

AmeriCorps is a network of local, state, and national programs that engage Americans in service to meet our country's critical needs. AmeriCorps members serve with nonprofits, public agencies, and faith-based and community organizations to leverage people power to community needs. AmeriCorps State programs place members in communities to provide direct service to residents. Since 1994, more than one million AmeriCorps members have provided needed assistance to Americans through their service. AmeriCorps is a federal program administered locally by the Michigan Community Service Commission.

CEDAM'S PROGRAM OVERVIEW



CEDAM's AmeriCorps members are a diverse group of people of all ages and backgrounds who create community, build capacity, and serve neighbors across Michigan. As an integral part of [CEDAM's strategic plan](#), our AmeriCorps program advances equity for Michiganders in two key ways:

- 1 Cultivating the next generation of leaders in the community economic development field
- 2 Supporting economic inclusion for Michiganders

CEDAM is pleased to offer the placement of **30 full-time AmeriCorps members** whose terms will begin in September 2024.

WHAT ACTIVITIES WILL THE MEMBERS ACCOMPLISH?

All CEDAM's AmeriCorps members will:

- Serve in a **full-time** capacity (36-40 hours/week).
 - Meeting 1,700 hours over the course of the program term
 - Expected term dates are 9/9/2024 - 8/15/2025
- Participate in a combination of **direct** and **indirect** service.
- Engage in activities that prioritize serving **historically underrepresented populations**.
- Engage **volunteers** in their service.
- Participate in **leadership training and professional development**. This includes CEDAM's AmeriCorps activities like program training, events, reporting, and hosting site-led professional development opportunities like local committee meetings, networking opportunities, and more.

DIRECT AND INDIRECT SERVICE?

Your member should do both!

Direct service | Participating in construction

Indirect service | Scheduling construction volunteers



Direct service | Preparing tax returns

Indirect service | Tax site management



WHAT ACTIVITIES WILL THE MEMBERS ACCOMPLISH?

Use the following list of potential member activities to form the basis of a **position description** for your AmeriCorps Member.

*Will your Member be providing
Volunteer Income Tax Assistance (VITA)?*

- *Member will coordinate and/or participate in free tax preparation and program expansion*
 - *They'll become VITA/TCE certified at the volunteer level, and provide site management & support. [Click here](#) to review how an AmeriCorps member can provide free tax assistance all year long!*

If yes, choose only ONE Member activity from the list below:

- Intake and triage for foreclosure prevention, homelessness prevention services utility assistance, and/or other homeownership programs
- Small business support
- Show Me the Money Day event or other community resource fair
- Client employment readiness
- Education and support to decrease environmental health hazards in the home
- Home energy efficiency services
- Home weatherization support
- Tax credit awareness and free tax preparation referral

If not, see Page 5 for additional service activities

With this option, you may select **one** additional activity from the bullet points above.

Member activities cont.

If your Member will *not* be providing VITA tax assistance, you will customize their position description by selecting up to **THREE** Member activities from the list below.

Member activities:

- Intake and triage for foreclosure prevention, homelessness prevention services, and/or utility assistance
- Energy efficiency services
- Home weatherization support to decrease environmental health hazards in the home
- Small business support
- Show Me the Money Day event or other community resource fair
- Client employment readiness
- Education and support to decrease environmental health hazards in the home
- Food access programs
- Environmental justice programs
- Housing or neighborhood repair programs
- Construction or housing rehabilitation projects
- Leading groups of volunteers in construction or housing rehabilitation projects
- Program development
- Volunteer management
- Outreach and marketing
- Systems development

BESIDES ADDED CAPACITY, HOW DO HOST SITES BENEFIT?

CEDAM's AmeriCorps host sites receive:

- Year-round supervisor support, including member recruitment and management skills training (See a full description in *Appendix 1*)
- Access to CEDAM's AmeriCorps member recruitment assistance and materials, including our application portal and promotional media kit
 - Real-time access to applicant demographic trends
- Assistance with promoting your AmeriCorps position
- Help with interviewing and selecting your AmeriCorps member



The impact of being a host site creates a community footprint that otherwise would not be there due to a lack of resources. AmeriCorps helps us to reach more ground by creating a stronger presence of awareness of our programs and services.

- Lindsey Vaclav, site supervisor, Accounting Aid Society

WHAT IS EXPECTED OF PROGRAM HOST SITES?

Awarded CEDAM's AmeriCorps host sites will:

- Be a member of CEDAM for the duration of the member(s)' term
- Be a non-profit, higher education institution, Indian tribe, or state or local government
- Pay the required non-refundable host site fee by **June 3, 2024**
- Provide office space, phone access, email, computer access, and supplies needed to successfully complete tasks in the position description for the AmeriCorps member
- Have an in-person or hybrid work environment
- Provide travel reimbursement to the member for any travel on behalf of the host site and to four CEDAM-required trainings in Lansing.
- Identify **one** staff person to be the host site supervisor with the following qualifications.



HOST SITE SUPERVISOR QUALIFICATIONS

- Be a full-time staff person whose been with the organization for 1 year+, physically located in the same office as the AmeriCorps member
- Have 6 months or more of management experience in their career
- Meet with the member weekly
- Submit a one-time in-kind report to the program director
- Participate in AmeriCorps supervisor cohort trainings as detailed in *Appendix 1*

HOW MUCH IS THE HOST SITE FEE?

Each host site pays a one-time, non-refundable fee for their full-time member. The amount depends on your organization's budget size. More below:

| Organization Budget | Host site fee |
|-----------------------|---------------|
| Under \$250,000 | \$8,000 |
| \$250,000 - \$999,999 | \$10,000 |
| \$1M - \$4.9 million | \$12,000 |
| > \$5 million | \$14,000 |



Scholarships available! More information can be found on page 14.

More host site fee information can be found in *Appendix 6*.



Wow! That's **\$46,000** per member!

ACTUAL COST PER AMERICORPS MEMBER

| Type of cost | CEDAM contributes | AmeriCorps contributes | Total costs |
|--|-------------------|------------------------|-----------------|
| Program oversight | \$1,154 | \$5,746 | \$6,900 |
| Member living allowance | \$14,207 | \$11,793 | \$26,000 |
| Member health care & payroll taxes | \$3,234 | \$0 | \$3,234 |
| Member recruitment | \$800 | \$585 | \$1,385 |
| Member training & professional development | \$400 | \$1,646 | \$2,046 |
| Education award | \$0 | \$6,495 | \$7,395 |
| TOTAL | \$19,795 | \$26,265 | \$46,060 |

HOW DO AMERICORPS MEMBERS BENEFIT?

CEDAM AmeriCorps members receive several benefits by participating in and finishing our program. Some benefits stem from being an AmeriCorps member and others because they are members of CEDAM's program, specifically. Benefits include:

All AmeriCorps members receive

All AmeriCorps programs are required to provide members with the following standard benefits:

- \$26,000 living allowance
- Basic health insurance
- Eligibility for childcare assistance
- \$7,395 [education award](#)
- Student [loan forbearance and interest repayment](#)

"...The most valuable part of serving with people is that it has enhanced who I am. I realized what type of person I want to be not only moving forward into the professional world but as a whole."

- CEDAM's AmeriCorps alum

CEDAM's added benefits

CEDAM's program's goals include increasing equity and building future leaders of the field. Our added member benefits include:

- \$26,000 living allowance
- Health insurance that includes dental, vision, and mental health services
- Free attendance at CEDAM trainings
- Professional development fund for use toward the member's individual goals
- Monthly AmeriCorps cohort meetings, Community Economic Development 101 webinars (with built-in networking opportunities), and professional development workshops
- Opportunities to attend statewide conferences

WE'RE IN! HOW DO I APPLY?



Interested organizations should apply via [Google Forms](#) by Monday, April 15, 2024 at 5pm.

You can find the application [here](#).

Please reach out to [Patrick Seick](#), AmeriCorps program manager, if you have questions regarding the application process or need technical assistance.

IMPORTANT DATES

A **GREAT** host site application will:

- Completely answer every question.
- Show how the member's service will impact historically underrepresented populations.
- Show how the member's service supports your organization's goals.
- Include only allowable member activities in the draft member position description.
- Show a willingness to coach and mentor a future leader.
- Show an understanding of and commitment to the AmeriCorps program model.

March 14 | [Info session](#) (optional)

April 15 | Host site application due

April 29 | Host sites announced

May 21 | Site supervisor orientation pt. 1

June 3 | Host site fee due

June 10 | Member recruitment opens

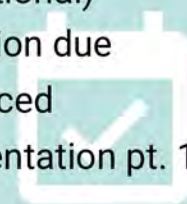
June 18 | Site supervisor orientation pt. 2

July 22 | Member recruitment closes & Interviews begin

July 22 | Member recruitment ends

Aug 12 | Final date for member offers

Sept 9 | Service term starts



APPLICATION QUESTIONS

Applications will only be accepted via the Google Form portal. This is for your reference only.

Please be sure to complete your answers in a separate word processing system before putting them in Google Forms. Google Forms does not save your work and does not let you edit a page once you've moved on. You'll need to submit your application at one time.

The application will start by asking you to provide the following:

- Contact information of the person submitting the application
- Contact information of site supervisor (if different)
- Indication of an understanding of host site expectations (pages 7 & 8)
- Organization's annual budget & service area
- The number of AmeriCorps members requested
- Track and service activities for each AmeriCorps member

The above will not be scored but are required for application submission.

Narrative questions:

The number in parentheses indicates the total percentage of points awarded to this question.

- Describe how your AmeriCorps member(s) will support your organization in addressing the service activities selected for each position. Please share
 - How do the proposed service activities in your position description(s) support your organization's mission/vision? (10%)
- Tell us all locations where the AmeriCorps member will likely perform their duties. Who are the beneficiaries of the AmeriCorps service? Please share:
 - Satellite locations the member will frequent and/or
 - If your organization institutes a hybrid work model, what does that look like (5%)
- All AmeriCorps members will engage in service activities that positively impact historically underrepresented populations. Please explain how you plan to ensure this is a focus of the AmeriCorps position. (25%)

Application questions cont.

- All AmeriCorps members will engage volunteers during their service. Please explain your plan to ensure this is a focus of the AmeriCorps position. (10%)
- All AmeriCorps members will spend at least 15% of their time on personal and professional development. Please explain how you plan to ensure this is a priority for your AmeriCorps member(s) (5%)
- All sites must have one, full-time, on-site supervisor whose been with the organization for at least 1 year and have 6 months + of management experience. The supervisor provides training, guidance, and daily oversight for the AmeriCorps member(s). Please share:
 - Who will supervise your member(s)
 - Their contact information if different than on the application
 - How long they've been with your organization and their management experience
 - How they will ensure the member(s) receives the support needed to be successful
 - Their commitment and process to supporting someone new to the field. Please include past experience in this if applicable.

If you have more than 1 site supervisor, please explain the items above for each. (25%)

- While CEDAM will aid with statewide AmeriCorps member recruitment, we rely on host site networks to represent the community through the member recruitment process. Explain how your organization will recruit AmeriCorps members from within your community. Specifically, what is your organization's approach to securing a diverse candidate pool? (15%)
- If selected, host site supervisors are not only managerial, but mentors. How do you understand and put into practice mentorship at your organization? (5%)

Application questions cont.

Position description(s) Questions:

For each AmeriCorps member you're requesting, you'll answer the following:

- *Host site summary:* 2- 4 sentences describing your organization. Tip - use your organization's elevator pitch and add your website!
- *Track & service activities:* Check boxes that align with pages 4 & 5
- *Position title:* Tip - AmeriCorps position titles cannot include manager, supervisor, or director. Good examples are Volunteer Coordinator, Financial Stability Specialist, and Food Access Specialist
- *Site Supervisor:* Name and title
- *Member roles and responsibilities:* This should include a summary of the work the member will do over the term, along with a bullet point list of what the member will do. [See Appendix 2](#) for examples!
- *Optional - Preferred qualifications -* Skills, knowledge, or education that would benefit applicants in roles and responsibilities.

HOST SITE FEE SCHOLARSHIP

CEDAM recognizes that fundraising is difficult for small nonprofits. As such, we are excited to announce a scholarship opportunity. This opportunity is open to all applicants and due at the same time as our host site application, **April 15, 2024**.

Scholarship requests will not be considered when reviewing host site applicants.

Applying for a scholarship is separate from the main host site application form. It's best to submit your scholarship request and your host site application at the same time.

Awarded scholarships will adjust your host site fee to \$6,000 per awarded AmeriCorps member. Scholarships are to assist small nonprofits (annual budget less than \$1 million). All other host site fee stipulations apply (see pages 7 & 8). Notice of scholarship status will be issued at the same time CEDAM's AmeriCorps sends notice of accepted member placements.

The host site fee scholarship application can be found via [this link](#). Here's what you'll find there:

Questions:

- *Organization name and contact information*
- *What is your program budget (the program(s) that your AmeriCorps member is serving with)*
- *If you do not receive this scholarship, will your organization be able to host an AmeriCorps member?*
- *Tell us what will be accomplished as a result of receiving this scholarship that wouldn't be accomplished otherwise.*

APPENDIX 1: SUPERVISOR TRAINING

Supervisor training and support are key to a great AmeriCorps service year. Instead of one long training, we're breaking it up into two parts this year! We'll also be adding some videos throughout the process so you can learn at your own pace.

We'll be in touch throughout the entire process to ensure you **get help** if needed, **share feedback** with the CEDAM team, and **learn from each other** as a cohort. Awarded host sites will ensure their supervisor is ready to attend the following mandatory trainings.

| Host site supervisor orientation dates | |
|--|---------------------------------------|
| TBD | Orientation part 1, <i>virtual</i> |
| TBD | Orientation part 2, <i>virtual</i> |

Did you know? AmeriCorps host site supervisors and staff can attend **all** of CEDAM's trainings for free!



Quarterly webinars

Supervisor support continues after AmeriCorps member recruitment. CEDAM's AmeriCorps supervisors will convene virtually once a quarter starting in September for **program updates** and **sharing best practices**. Quarterly webinars are mandatory for CEDAM's AmeriCorps host site supervisors.

- *Dates to be provided at supervisor orientation!*

APPENDIX 2: POSITION DESCRIPTIONS

We understand that drafting a position description is hard work. CEDAM's AmeriCorps takes a lot of the guesswork out of the process for you! We will put your position description answers into our program template. All position descriptions will have the same **CEDAM's AmeriCorps information, minimum qualifications, and compensation sections**. Your application answers will help us fill in the **header, organizational information, roles and responsibilities, and preferred qualifications**.



AmeriCorps

CEDAM's AmeriCorps State Program Member Position Description



| | |
|--|--|
| Position Title: Financial Stability Specialist | Host Site: Southwest Economic Solutions |
| Position Type: Full-time; 1,700 hours = 36-40hours/week | Site Supervisor: Alex Makohn |
| Dates of Service: September 12, 2022 – August 26, 2023 | Stipend: \$20,000 |

CEDAM's AmeriCorps Information: CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

Organizational Information:

The mission of Southwest Economic Solutions (SWES) is to provide opportunities for individual and families to achieve greater economic success. We promote and preserve homeownership and advance financial literacy, and have become a leader in workforce development and adult literacy services. All our services are free or low-cost for eligible individuals and families. To learn more visit: <https://www.swsol.org>

Role and Responsibilities:

- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.
- Plan, coordinate and provide educational workshops to SWES participants, focusing especially on homeownership, home preservation, Detroit Land Bank and digital literacy programming.
- Increase Capacity of the Homeownership Assistance team at Southwest Economic Solutions (SWES) by providing triage and intake services to prospective homebuyers, at-risk homeowners, and financial coaching clients, as needed.
- Supporting the Homeownership Assistance Team with client follow up and retention to ensure for complete files and outcomes.
- Meet with the Workforce Director and Team to understand programs, demographics, impact and need for education and training and to volunteer at events.
- Review, reflect and provide input on policy and processes with WFD from a youth perspective and help develop programming.
- Participate in discussions with the Director in learning about systems, reviewing grants, looking at policies and to train the member systems such as Salesforce.

Preferred Qualifications:

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect and maintaining privacy to those we're assisting in the community;
- Experience, knowledge, or interest to learn about financial literacy
- Experience or desire to learn about home repairs/rehabilitation work

If selected as a 24-25 host site, you'll receive a finalized position description(s) before member recruitment begins on June 10, 2024.

Position descriptions cont.

Minimum Qualifications:

- Be 18 years old +
- US citizen, US national or lawful permanent residents of U.S.
- Pass State of Michigan background check, State of residency check (if not MI), FBI fingerprinting, and National Sex Offender Registry check
- Have basic computer skills, competency in Microsoft suite (primarily Word and Excel) and the ability to learn new software quickly

Member Compensation:

- Living stipend of \$26,000, distributed bi-weekly
- Health, dental, and vision coverage
- Student loan forbearance for eligible loans
- Education award & student loan interest accrual upon successful completion of term
- When & how to apply

Every description will have these!



AmeriCorps

CEDAM's AmeriCorps State Program Member Position Description



| | |
|---|---|
| Position Title: Garden Resource Coordinator | Host Site: Crim Fitness Foundation |
| Position Type: Full-time; 1,700 hours = 36-40 hrs/week | Site Supervisor: Jared Badour |
| Dates of Service: September 12, 2022 – August 26, 2023 | Stipend: \$20,000 |

CEDAM's AmeriCorps Information: CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

Organizational Information:

The Crim Fitness Foundation is a nonprofit organization that cultivates accessible and vibrant communities in Flint and Genesee County. The Crim encourages people to lead healthy lifestyles by integrating physical activity, healthy eating, and mindfulness into their daily lives. The Crim also supports policy, systems, and built environment changes to help ensure that residents have equitable access to opportunities to make healthier choices. To learn more visit: <https://crim.org/>

Role and Responsibilities:

- Participate in CEDAM AmeriCorps monthly meetings, training, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings, including the Flint National Accelerator program
- Support the School Gardens Coordinator in hosting monthly school garden committee meetings
- Planning, planting, and supporting the maintenance of 9 school gardens in coordination with school stakeholders
- Work with the Garden Coordinator and school staff to implement evidence based garden and food education lessons to elementary school students and their families.
- Ensure that food grown in school gardens are utilized by students, families, and community residents. Strategize more ways to distribute produce such as use/promotion of farm stand, outreach to students and families, bringing produce to school to distribute to families at pick-up/drop-off, etc..
- Develop school garden and food safety policies to promote use, safety and productivity of spaces.
- In coordination with the garden team, educate the community about gardens and the services provide. This will include recruiting volunteers to assist in garden maintenance, using the gardens as an educational space to teach healthy lifestyles,
- Create flyers and manage social media posts to increase program awareness of distributions, volunteer opportunities, and educational events.
- Promote school gardens and bring in community members as school garden volunteers, sponsors, or users.
- Create processes and implement aforementioned programming in alignment with school district policies (COVID-19 safety measures, volunteer policies, etc..)

Preferred Qualifications:

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect and maintaining privacy to those we're assisting in the community;
- Experience in gardening/farming
- Experience in working in schools or with elementary aged children

APPENDIX 3: PROHIBITED ACTIVITIES

It wouldn't be a federal program application without a huge helping of legal jargon!

AmeriCorps Members may not engage in the following activities, directly or indirectly, by recruiting, training, or managing others for the purpose of engaging in one of the activities listed below. . Members may not wear the AmeriCorps logo while doing so.

- A. Attempting to influence legislation
- B. Organizing or engaging in protests, petitions, boycotts, or strikes
- C. Assisting, promoting, or deterring union organizing
- D. Impairing existing contracts for services or collective bargaining agreements
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization
- H. Providing a direct benefit to:
 - A business organized for profit
 - A labor union
 - A partisan political organization
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in the provisions of this Section VIII shall be construed to prevent participants from engaging in advocacy activities under their own initiative; and
 - An organization engaged in religious activities described in Section VIII, Subsection G, above, unless CNCS assistance is not used in support of those religious activities.
- I. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive
- J. Providing abortion services or referrals for receipt of such services
- K. Such other activities as the Corporation may prohibit.

AmeriCorps members may exercise their rights as private citizens and may participate in the above activities on non-AmeriCorps time and using non-AmeriCorps funds.

APPENDIX 4: MEMBER RECRUITMENT OVERVIEW

The following is an overview of the process for recruitment and interviewing prospective members once CEDAM has accepted your request for a member. CEDAM will work closely with each host site to help you find the best candidate for your position(s)!

RECRUITMENT June 10 - July 22, 2024

CEDAM manages all applicants through our application portal

All applicants receive confirmation of receipt and AC info sheet

Host sites share opportunity, directing applicants to the portal

CEDAM shares opportunity, directing applicants to the portal

Host sites have access to applications via CEDAM's portal

INTERVIEWING July 22 - August 12, 2024

Host sites conduct first-round interviews themselves

This is a rolling process as applicants apply

Host sites choose their top 3 candidates for final round interviews

Final round interviews take place virtually with at least 1 staff member from CEDAM and 1 staff member from the host site

Host site and CEDAM work together to determine the best candidate

ONBOARDING August 19 - September 9, 2024

CEDAM offers the position to the top candidate

CEDAM collects onboarding paperwork

Host site communicates to candidate about their onboarding policies


AmeriCorps member starts service!

APPENDIX 5: CEDAM'S COVID-19 POLICY

Safety Protocols

CEDAM's office and all locations where staff, including contractors and AmeriCorps members, physically report to work must follow all federal, state, and local guidelines as it relates to health and safety protocol. These guidelines are subject to change, and it is the responsibility of staff at the physical location to understand and implement them as appropriate.

Resources for COVID-19 guidance:

[Center for Disease Control COVID-19 Home Page](#)

[Center for Disease Control COVID-19 Isolation and Precautions for people with COVID-19](#)

CEDAM staff, including contractors and AmeriCorps members, will follow the CDC's most up-to-date guidance for isolation and precautions if they are ill. All other COVID-19 precautions

Telework

All CEDAM's AmeriCorps host sites are expected to be in-person or have a hybrid work schedule. Virtual service sites, organizations that do not have a physical location, are not permitted under AmeriCorps policy. See *Teleservice Protocol, page 20 for more guidance.*

Training

All CEDAM staff, including contractors and AmeriCorps members, will be trained on the COVID-19 policy. Any changes to this policy will be accompanied by an email.

COVID policy cont.

Employee Health Screening Procedures

If physically reporting to work, all CEDAM staff, including contractors and AmeriCorps members, must follow the location's employee health screening procedures. If the individual is sick or does not pass the health screening for any reason, they must follow the location's guidelines for returning to site. The member may choose to complete teleservice. See *Teleservice Protocol, page 20 for more guidance.*

We encourage open communication between staff and supervisors regarding health and safety concerns. Staff, contractors, and AmeriCorps members should contact CEDAM if concerns are unaddressed.

COVID-19 Vaccinations

CEDAM's vaccine requirement policy is currently under review; we may require COVID-19 vaccinations for AmeriCorps members. We will provide updates as the process continues. To find a location near you, please visit michigan.gov/COVIDVaccine

In-Person Service

All CEDAM's AmeriCorps host sites must have COVID-19 policies in place that meet all federal, state, and local guidance. These policies must also have been shared with the AmeriCorps member.

If federal, state, and/or local guidance do not encourage telework, AmeriCorps members are expected to serve in-person as instructed by the host site. If serving in-person, the AmeriCorps member is required to follow all federal, state, local, and host site guidelines including but not limited to: face covering, social distancing, and sanitation guidelines.

COVID policy cont.

Teleservice Protocol

All CEDAM's AmeriCorps host sites are expected to be in-person or have a hybrid work schedule. Virtual service sites, organizations that do not have a physical location, are not permitted under AmeriCorps policy.

AmeriCorps members may conduct teleservice in the following circumstances:

- If their host site has required staff to implement a hybrid schedule,
- If their host site received written authorization from the AmeriCorps Program in advance
- If the AmeriCorps member needs to isolate themselves due to illness or potential illness as it relates to the coronavirus, and/or
- Other circumstances as approved by CEDAM, the host site, and/or the AmeriCorps program officer.

Enhanced Communication

In order to meet AmeriCorps guidelines, CEDAM requires the following during teleservice:

- The AmeriCorps member must send daily check-in and check-out emails to their supervisor,
- AmeriCorps member timesheets must include service activity descriptions,
- AmeriCorps member activities can be meaningfully supervised and the house verified independently.

Coronavirus-Related Illness

If a CEDAM's AmeriCorps member becomes ill due to Coronavirus, they may qualify for paid emergency leave. Please contact the program director immediately in this instance as we are required to follow federal protocol which varies by program.

Summary

All host sites need to have COVID-19 guidelines in place that the AmeriCorps member will adhere to. In the occurrence of the AmeriCorps member needing to isolate due to illness or exposure, the member may choose to serve remotely with approved tasks. For CEDAM's AmeriCorps in-person trainings, members may be asked to test for COVID-19 in advance and/or to wear a face covering. AmeriCorps members will communicate with AmeriCorps program staff in the occurrence of severe illness.

APPENDIX 6: AMERICORPS MEMBER DEVELOPMENT

AmeriCorps member development is a key part of our successful program model; CEDAM's AmeriCorps alums report feeling better prepared for their professional life and more engaged in their community after their service terms. You can expect your member(s) to spend up to 15% of their service hours completing these requirements.

Program Orientation

CEDAM helps your AmeriCorps members hit the ground running with a week-long program orientation. If all goes well, we'll be doing this in person, but either way, they'll gain an understanding of AmeriCorps, the CED field as it relates to their service, specifically, and some basic nonprofit skills.

AmeriCorps Cohort Meetings

Your AmeriCorps members will be with us (virtually) twice a month to continue their learning during the service term. We gather for:

- Professional development training
- AmeriCorps training and support
- General cohort support

2 or 3 of our training days will be in-person!

Other Opportunities

Professional development doesn't just happen through training. CEDAM's AmeriCorps members will participate in a variety of Michigan's AmeriCorps activities including:

- Michigan's AmeriCorps Member Celebration (Nov.)
- Dr. Martin Luther King Jr. Day of Service (Jan.)
- AmeriCorps Week (March)
- Russ Mawby Signature Service Project (May)

A detailed program year calendar will be provided prior to members' start date, and we'll never spring a required date on you or your AmeriCorps member(s)!

APPENDIX 7: FAQ'S

Q: I'm not sure if the member activities my organization needs are allowable. What should I do?

A: Please don't hesitate to reach out to CEDAM staff. AmeriCorps is complicated, and we're here to help you understand if it's the right program for your organization. We can also answer questions to ensure you have the best application possible!

Q: I've heard of other organizations not being able to fill their AmeriCorps position. How do I know I'll find someone?

A: As with all open jobs, we can't guarantee how many people will apply for a position. **But**, CEDAM staff has over 25 years combined of recruitment experience. During this time, we've established a set of best practices and will bring in outside help if we need to learn more! The AmeriCorps Program will provide sites with recruitment training videos that will make you think deeper about outreach and sourcing. CEDAM staff will also work one-on-one with you to ensure a robust recruitment plan and provide real-time problem-solving throughout member recruitment.

Q: Who should be a host site supervisor?

A: The best supervisor is supportive, eager to learn with the member, and connected to the work the member is doing. It's a best practice to choose someone who has more longevity with your organization versus less, which is why we've required all supervisors to have one year of employment with your organization.

Q: My organization is 100% remote, can I still host an AmeriCorps member?

A: Unfortunately no. AmeriCorps State & National rules say that host sites cannot be remote. Remote is defined as an arrangement in which an AmeriCorps member is not located within the commuting area of the geographic community where the service is to occur and is not expected to be physically present at the host site and/or community events. CEDAM's AmeriCorps Program can accommodate most hybrid work models, so make sure you put that in your application!

Q: Is funding allocated for these positions?

A: Not officially. AmeriCorps is different like that, though. We always have to start recruiting before the program is officially awarded. We are 99.99% positive that everything will go as planned, but we should know for sure by Summer. We'll update you once we know for certain!



MEMORANDUM

Date: 4/4/24

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: March 31, 2024, Financial Report

March 2024 financial activity in the DDA Fund included the following items of mention:

- Tax distribution in the amount of \$181,638.44 includes initial DDA TIF revenue (DDA Ad Val), \$21,625.70 DDA IFT, and \$277,084.19 DDA Milage Revenue.
- Beers at the Bridge revenue totaling \$19,200.00 includes sponsorship revenue for the 2024 concert series.
- Contract services in the amount of \$636.54 includes payment to VanVossan Property Services for snow plowing in February.
- Engineering in the amount of \$4,042.00 includes payment to Progressive Companies for landscape architectural services for the pedestrian walkway project.
- Legal Services in the amount of \$987.00 includes payment to Bloom Sluggett for review and development of Progressive Tasting service contract and participation terms and conditions.

Financial activity for the Farmers Market included vendor registration revenue totaling \$1,825.00. Expenditures totaled \$407.00, which include the Market Manager's payment for services in February.

Balances as of 03/31/2024

% Fiscal Year Completed: 100.00

Fund 248 - DDA FUND

| GL Number | Description | 2023-24 Orig Budget | 2023-24 Amended Budget | YEAR-TO-DATE THRU 03/31/24 | ACTIVITY FOR MONTH ENDED 03/31/2024 | Available Balance | % Used |
|-------------------------------------|--------------------------------|------------------------|---------------------------|-------------------------------|---|----------------------|---------------|
| Revenues | | | | | | | |
| Department 000.000: | | | | | | | |
| 248-000.000-401.405 | TAXES: DDA AD VAL | | | | | | |
| 03/04/2024 CR | TAX DISTRIBUTION | | | 176,985.13 | Receipt #: 365023 | | |
| 03/18/2024 CR | TAX DISTRIBUTION | | | 4,653.31 | Receipt #: 365790 | | |
| 248-000.000-401.405 | TAXES: DDA AD VAL | 139,000.00 | 258,686.00 | 258,686.38 | 181,638.44 | (0.38) | 100.00 |
| 248-000.000-401.406 | TAXES: DDA IFT | | | | | | |
| 03/04/2024 CR | TAX DISTRIBUTION | | | 21,625.70 | Receipt #: 365023 | | |
| 248-000.000-401.406 | TAXES: DDA IFT | 0.00 | 0.00 | 25,248.97 | 21,625.70 | (25,248.97) | 100.00 |
| 248-000.000-665.000 | INTEREST REVENUE | 3,000.00 | 8,900.00 | 8,942.35 | 0.00 | (42.35) | 100.48 |
| Total - Dept 000.000 | | 142,000.00 | 267,586.00 | 292,877.70 | 203,264.14 | (25,291.70) | 109.45 |
| Department 020.000: TAXES | | | | | | | |
| 248-020.000-406.000 | TAXES: DDA MILLAGE | | | | | | |
| 03/04/2024 CR | TAX DISTRIBUTION | | | 277,084.19 | Receipt #: 365023 | | |
| 248-020.000-406.000 | TAXES: DDA MILLAGE | 403,000.00 | 340,000.00 | 338,388.69 | 277,084.19 | 1,611.31 | 99.53 |
| 248-020.000-437.000 | TAXES: IFT | 22,544.00 | 22,544.00 | 0.00 | 0.00 | 22,544.00 | 0.00 |
| 248-020.000-573.000 | LOCAL COMMUNITY SABILIZATION | 150,000.00 | 127,512.00 | 127,512.01 | 0.00 | (0.01) | 100.00 |
| Total - Dept 020.000 | | 575,544.00 | 490,056.00 | 465,900.70 | 277,084.19 | 24,155.30 | 95.07 |
| Department 026.000: CONTRIBUTIONS | | | | | | | |
| 248-026.000-654.001 | BEERS AT THE BRIDGE | | | | | | |
| 03/04/2024 CR | BEERS AT THE BRIDGE 03/04/2024 | | | 4,300.00 | BEERS AT THE BRIDGE 03/04/2024 | | |
| 03/07/2024 CR | BEERS AT THE BRIDGE 03/07/2024 | | | 300.00 | BEERS AT THE BRIDGE 03/07/2024 | | |
| 03/11/2024 CR | BEERS AT THE BRIDGE 03/11/2024 | | | 4,300.00 | BEERS AT THE BRIDGE 03/11/2024 | | |
| 03/12/2024 CR | BEERS AT THE BRIDGE 03/12/2024 | | | 1,500.00 | BEERS AT THE BRIDGE 03/12/2024 | | |
| 03/15/2024 CR | BEERS AT THE BRIDGE 03/15/2024 | | | 300.00 | BEERS AT THE BRIDGE 03/15/2024 | | |
| 03/18/2024 CR | BEERS AT THE BRIDGE 03/18/2024 | | | 900.00 | BEERS AT THE BRIDGE 03/18/2024 | | |
| 03/19/2024 CR | BEERS AT THE BRIDGE 03/19/2024 | | | 300.00 | BEERS AT THE BRIDGE 03/19/2024 | | |
| 03/21/2024 CR | BEERS AT THE BRIDGE 03/21/2024 | | | 300.00 | BEERS AT THE BRIDGE 03/21/2024 | | |
| 03/25/2024 CR | BEERS AT THE BRIDGE 03/25/2024 | | | 3,900.00 | BEERS AT THE BRIDGE 03/25/2024 | | |
| 03/28/2024 CR | BEERS AT THE BRIDGE 03/28/2024 | | | 2,100.00 | BEERS AT THE BRIDGE 03/28/2024 | | |
| 03/29/2024 CR | BEERS AT THE BRIDGE 03/29/2024 | | | 1,000.00 | BEERS AT THE BRIDGE 03/29/2024 | | |
| 248-026.000-654.001 | BEERS AT THE BRIDGE | 0.00 | 83,591.00 | 90,891.00 | 19,200.00 | (7,300.00) | 108.73 |
| 248-026.000-654.008 | PROGRESSIVE TASTINGS | | | | | | |
| 03/04/2024 CR | MISCELLANEOUS RECEIPTS | | | 346.99 | Receipt #: 365031 | | |
| 248-026.000-654.008 | PROGRESSIVE TASTINGS | 0.00 | 0.00 | 346.99 | 346.99 | (346.99) | 100.00 |
| Total - Dept 026.000 | | 0.00 | 83,591.00 | 91,237.99 | 19,546.99 | (7,646.99) | 109.15 |
| Department 028.000: FARMER'S MARKET | | | | | | | |
| 248-028.000-675.000-FARMERMARKET | MISC AND OTHER REVENUE | 1,000.00 | 3,950.00 | 3,950.00 | 0.00 | 0.00 | 100.00 |
| 248-028.000-675.001-FARMERMARKET | REGISTRATIONS | | | | | | |

Balances as of 03/31/2024

% Fiscal Year Completed: 100.00

Fund 248 - DDA FUND

| GL Number | Description | 2023-24 Orig Budget | 2023-24 Amended Budget | YEAR-TO-DATE THRU 03/31/24 | ACTIVITY FOR MONTH ENDED 03/31/2024 | Available Balance | % Used |
|---|--|------------------------|---------------------------|-------------------------------|---|----------------------|---------------|
| Revenues | | | | | | | |
| Department 028.000: FARMER'S MARKET | | | | | | | |
| 03/04/2024 | CR FARMER'S MARKET 03/04/2024 | | | 1,265.00 | FARMER'S MARKET 03/04/2024 | | |
| 03/05/2024 | CR FARMER'S MARKET 03/05/2024 | | | 305.00 | FARMER'S MARKET 03/05/2024 | | |
| 03/25/2024 | CR FARMER'S MARKET 03/25/2024 | | | 255.00 | FARMER'S MARKET 03/25/2024 | | |
| 248-028.000-675.001 | FARMERMARKET REGISTRATIONS | 9,785.00 | 9,785.00 | 8,865.00 | 1,825.00 | 920.00 | 90.60 |
| Total - Dept 028.000 | | 10,785.00 | 13,735.00 | 12,815.00 | 1,825.00 | 920.00 | 93.30 |
| Total Revenues | | 728,329.00 | 854,968.00 | 862,831.39 | 501,720.32 | (7,863.39) | 100.92 |
| Expenditures | | | | | | | |
| Department 272.000: GENERAL ADMINISTRATION | | | | | | | |
| 248-272.000-890.000 | COMMUNITY EVENTS/PROMOTIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 248-272.000-906.001 | COMMUNITY EVENTS | | | | | | |
| 03/05/2024 | AP MUDPENNY/COMMUNITY EVENTS | | | 112.00 | Inv #: 'STATEMENT' Vendor '7896' | | |
| 03/05/2024 | AP MICHIELS BREWING/COMMUNITY EVENTS | | | 112.00 | Inv #: 'STATEMENT' Vendor '0094' | | |
| 03/05/2024 | AP ADA GARAGE BAR & GRILL LLC/COMMUNITY EVENTS | | | 112.00 | Inv #: 'STATEMENT' Vendor 'MISC' | | |
| 03/14/2024 | AP FACEBOOK/COMMUNITY EVENTS | | | 48.85 | Inv #: 'STATEMENT' Vendor 'MISC' | | |
| 03/14/2024 | AP GRYP/COMMUNITY EVENTS | | | 41.00 | Inv #: 'STATEMENT' Vendor 'MISC' | | |
| 03/14/2024 | AP EVENTBRITE/COMMUNITY EVENTS | | | 29.00 | Inv #: 'STATEMENT' Vendor 'MISC' | | |
| 248-272.000-906.001 | COMMUNITY EVENTS | 106,500.00 | 131,000.00 | 130,889.90 | 454.85 | 110.10 | 99.92 |
| 248-272.000-906.002 | COMMUNITY SERVICES | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Total - Dept 272.000 | | 131,500.00 | 156,000.00 | 130,889.90 | 454.85 | 25,110.10 | 83.90 |
| Department 277.000: DDA OPERATIONS/CONSTRUCTION | | | | | | | |
| 248-277.000-704.000 WAGES | | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 2,734.31 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 2,734.31 | 1463 | | |
| 248-277.000-704.000 | WAGES | 70,434.00 | 70,434.00 | 57,267.53 | 5,468.62 | 13,166.47 | 81.31 |
| 248-277.000-704.001 | WAGES - SUPPORT | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 1,007.75 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 1,027.84 | 1463 | | |
| 248-277.000-704.001 | WAGES - SUPPORT | 26,237.00 | 26,237.00 | 23,988.03 | 2,035.59 | 2,248.97 | 91.43 |
| 248-277.000-704.005 | WAGES: OVERTIME | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 248-277.000-707.001 | WAGES - INTERN | 4,400.00 | 4,400.00 | 3,888.75 | 0.00 | 511.25 | 88.38 |
| 248-277.000-715.000 | FICA - TOWNSHIP SHARE | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 213.81 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 217.30 | 1463 | | |
| 248-277.000-715.000 | FICA - TOWNSHIP SHARE | 6,030.00 | 6,030.00 | 4,988.66 | 431.11 | 1,041.34 | 82.73 |
| 248-277.000-716.000 | FICA - MEDICARE TWP SHARE | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 50.01 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 50.81 | 1463 | | |

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 03/31/2024
 % Fiscal Year Completed: 100.00
 Fund 248 - DDA FUND

| GL Number | Description | 2023-24 Orig Budget | 2023-24 Amended Budget | YEAR-TO-DATE THRU 03/31/24 | ACTIVITY FOR MONTH ENDED 03/31/2024 | Available Balance | % Used |
|---|---|------------------------|---------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures | | | | | | | |
| Department 277.000: DDA OPERATIONS/CONSTRUCTION | | | | | | | |
| 248-277.000-716.000 | FICA - MEDICARE TWP SHARE | 1,225.00 | 1,225.00 | 1,188.87 | 100.82 | 36.13 | 97.05 |
| 248-277.000-719.000 | RETIREMENT - EMPLOYER COST | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 374.20 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 375.53 | 1463 | | |
| 248-277.000-719.000 | RETIREMENT - EMPLOYER COST | 10,000.00 | 10,000.00 | 8,147.64 | 749.73 | 1,852.36 | 81.48 |
| 248-277.000-719.001 | MEDICAL, DENTAL INSURANCE | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 631.06 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 633.23 | 1463 | | |
| 248-277.000-719.001 | MEDICAL, DENTAL INSURANCE | 23,000.00 | 23,000.00 | 17,450.82 | 1,264.29 | 5,549.18 | 75.87 |
| 248-277.000-724.000 | PHONE ALLOWANCE | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 82.72 | 1461 | | |
| 248-277.000-724.000 | PHONE ALLOWANCE | 900.00 | 900.00 | 886.19 | 82.72 | 13.81 | 98.47 |
| 248-277.000-726.000 | OFFICE SUPPLIES/SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 248-277.000-740.000 | OPERATING SUPPLIES/SERVICES | | | | | | |
| 03/14/2024 | AP ADOBE SYSTEMS/OPERATING SUPPLIES/SERVICES | | | 58.29 | Inv #: 'STATEMENT' Vendor '5544' | | |
| 248-277.000-740.000 | OPERATING SUPPLIES/SERVICES | 7,000.00 | 7,000.00 | 3,571.48 | 58.29 | 3,428.52 | 51.02 |
| 248-277.000-740.000-FARMERMARKET | OPERATING SUPPLIES/SERVICES | 2,480.00 | 2,480.00 | 1,337.43 | 0.00 | 1,142.57 | 53.93 |
| 248-277.000-800.000 | CONTINUING EDUCATION | | | | | | |
| 03/14/2024 | AP MSU EXTENSION KENT/CONTINUING EDUCATION | | | 195.00 | Inv #: 'STATEMENT' Vendor '2033' | | |
| 248-277.000-800.000 | CONTINUING EDUCATION | 2,500.00 | 2,500.00 | 1,453.00 | 195.00 | 1,047.00 | 58.12 |
| 248-277.000-801.000 | CONTRACT SERVICE | | | | | | |
| 03/05/2024 | AP VANVOSSEN PROPERTY SERVICES/CONTRACT SERVICE | | | 636.54 | Inv #: '7053' Vendor '5588' | | |
| 248-277.000-801.000 | CONTRACT SERVICE | 89,500.00 | 89,500.00 | 60,339.62 | 636.54 | 29,160.38 | 67.42 |
| 248-277.000-801.000-FARMERMARKET | CONTRACT SERVICE | | | | | | |
| 03/05/2024 | AP KARRIP, STEPHANIE/CONTRACT SERVICE | | | 407.00 | Inv #: '02292024' Vendor '8455' | | |
| 248-277.000-801.000-FARMERMARKET | CONTRACT SERVICE | 13,690.00 | 13,690.00 | 12,654.25 | 407.00 | 1,035.75 | 92.43 |
| 248-277.000-820.000 | MEMBERSHIP & DUES | 500.00 | 500.00 | 475.00 | 0.00 | 25.00 | 95.00 |
| 248-277.000-820.000-FARMERMARKET | MEMBERSHIP & DUES | 250.00 | 250.00 | 250.00 | 0.00 | 0.00 | 100.00 |
| 248-277.000-821.000 | ENGINEERING | | | | | | |
| 03/05/2024 | AP PROGRESSIVE AE/ENGINEERING | | | 4,042.42 | Inv #: '00196839' Vendor '4105' | | |
| 248-277.000-821.000 | ENGINEERING | 3,000.00 | 3,000.00 | 4,042.42 | 4,042.42 | (1,042.42) | 134.75 |
| 248-277.000-828.000 | LEGAL SERVICES | | | | | | |
| 03/05/2024 | AP BLOOM SLUGGETT, PC/LEGAL SERVICES | | | 987.00 | Inv #: '24783' Vendor '2525' | | |

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 03/31/2024

% Fiscal Year Completed: 100.00

Fund 248 - DDA FUND

| GL Number | Description | 2023-24 Orig Budget | 2023-24 Amended Budget | YEAR-TO-DATE THRU 03/31/24 | ACTIVITY FOR MONTH ENDED 03/31/2024 | Available Balance | % Used |
|---|--|------------------------|---------------------------|-------------------------------|---|----------------------|--------------|
| Expenditures | | | | | | | |
| Department 277.000: DDA OPERATIONS/CONSTRUCTION | | | | | | | |
| 248-277.000-828.000 | LEGAL SERVICES | 2,000.00 | 2,000.00 | 2,254.00 | 987.00 | (254.00) | 112.70 |
| 248-277.000-870.000 | MILEAGE & EXPENSES | 1,000.00 | 1,000.00 | 75.88 | 0.00 | 924.12 | 7.59 |
| 248-277.000-870.000-FARMERMARKET | MILEAGE & EXPENSES | 50.00 | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 248-277.000-927.000 | MAINTENACE & REPAIR/IMPROVEMENT | 15,000.00 | 15,000.00 | 315.13 | 0.00 | 14,684.87 | 2.10 |
| 248-277.000-974.000 | IMPROVEMENTS | 122,000.00 | 122,000.00 | 67,886.00 | 0.00 | 54,114.00 | 55.64 |
| Total - Dept 277.000 | | 401,696.00 | 401,696.00 | 272,460.70 | 16,459.13 | 129,235.30 | 67.83 |
| Department 279.000: OTHER TOWNSHIP EXPENSES | | | | | | | |
| 248-279.000-719.002 | LIFE INSURANCE, OTHERS | | | | | | |
| 03/14/2024 | PR SUMMARY PR 03/14/2024 | | | 15.57 | 1461 | | |
| 03/28/2024 | PR SUMMARY PR 03/28/2024 | | | 40.49 | 1463 | | |
| 248-279.000-719.002 | LIFE INSURANCE, OTHERS | 1,000.00 | 1,000.00 | 580.60 | 56.06 | 419.40 | 58.06 |
| 248-279.000-999.000 | PAYING AGENT FEES | 650.00 | 650.00 | 631.91 | 0.00 | 18.09 | 97.22 |
| Total - Dept 279.000 | | 1,650.00 | 1,650.00 | 1,212.51 | 56.06 | 437.49 | 73.49 |
| Department 905.000: OTHER TOWNSHIP EXPENSES | | | | | | | |
| 248-905.000-991.000 | BOND PRINCIPAL PAYMENTS | | | | | | |
| 03/19/2024 | AP THE BANK OF NEW YORK MELLON/BOND PRINCIPAL PAYMENTS | | | (179,575.50) | Inv #: 'IMMS 5335268400' Vendor '4825' | | |
| 248-905.000-991.000 | BOND PRINCIPAL PAYMENTS | 179,569.00 | 179,569.00 | 0.00 | (179,575.50) | 179,569.00 | 0.00 |
| 248-905.000-993.000 | BOND INTEREST PAYMENTS | | | | | | |
| 03/19/2024 | AP THE BANK OF NEW YORK MELLON/BOND INTEREST PAYMENTS | | | (43,236.25) | Inv #: 'IMMS 5335268400' Vendor '4825' | | |
| 248-905.000-993.000 | BOND INTEREST PAYMENTS | 86,470.00 | 86,470.00 | 41,958.00 | (43,236.25) | 44,512.00 | 48.52 |
| Total - Dept 905.000 | | 266,039.00 | 266,039.00 | 41,958.00 | (222,811.75) | 224,081.00 | 15.77 |
| Total Expenditures | | 800,885.00 | 825,385.00 | 446,521.11 | (205,841.71) | 378,863.89 | 54.10 |
| NET OF REVENUES AND EXPENDITURES | | (72,556.00) | 29,583.00 | 416,310.28 | 707,562.03 | (386,727.28) | |

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 03/31/2024

% Fiscal Year Completed: 100.00

Fund 248 - DDA FUND

| GL Number | Description | 2023-24 Orig Budget | 2023-24 Amended Budget | YEAR-TO-DATE THRU 03/31/24 | ACTIVITY FOR MONTH ENDED 03/31/2024 | Available Balance | % Used |
|---|---------------------------------------|------------------------|---------------------------|-------------------------------|---|----------------------|--------------|
| Revenues | | | | | | | |
| Department 028.000: FARMER'S MARKET | | | | | | | |
| 248-028.000-675.000-FARMERMARKET | MISC AND OTHER REVENUE | 1,000.00 | 3,950.00 | 3,950.00 | 0.00 | 0.00 | 100.00 |
| 248-028.000-675.001-FARMERMARKET | REGISTRATIONS | | | | | | |
| 03/04/2024 | CR FARMER'S MARKET 03/04/2024 | | | 1,265.00 | FARMER'S MARKET 03/04/2024 | | |
| 03/05/2024 | CR FARMER'S MARKET 03/05/2024 | | | 305.00 | FARMER'S MARKET 03/05/2024 | | |
| 03/25/2024 | CR FARMER'S MARKET 03/25/2024 | | | 255.00 | FARMER'S MARKET 03/25/2024 | | |
| 248-028.000-675.001-FARMERMARKET | REGISTRATIONS | 9,785.00 | 9,785.00 | 8,865.00 | 1,825.00 | 920.00 | 90.60 |
| Total - Dept 028.000 | | 10,785.00 | 13,735.00 | 12,815.00 | 1,825.00 | 920.00 | 93.30 |
| Total Revenues | | 10,785.00 | 13,735.00 | 12,815.00 | 1,825.00 | 920.00 | 93.30 |
| Expenditures | | | | | | | |
| Department 277.000: DDA OPERATIONS/CONSTRUCTION | | | | | | | |
| 248-277.000-740.000-FARMERMARKET | OPERATING SUPPLIES/SERVICES | 2,480.00 | 2,480.00 | 1,337.43 | 0.00 | 1,142.57 | 53.93 |
| 248-277.000-801.000-FARMERMARKET | CONTRACT SERVICE | | | | | | |
| 03/05/2024 | AP KARRIP, STEPHANIE/CONTRACT SERVICE | | | 407.00 | Inv #: '02292024' Vendor '8455' | | |
| 248-277.000-801.000-FARMERMARKET | CONTRACT SERVICE | 13,690.00 | 13,690.00 | 12,654.25 | 407.00 | 1,035.75 | 92.43 |
| 248-277.000-820.000-FARMERMARKET | MEMBERSHIP & DUES | 250.00 | 250.00 | 250.00 | 0.00 | 0.00 | 100.00 |
| 248-277.000-870.000-FARMERMARKET | MILEAGE & EXPENSES | 50.00 | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| Total - Dept 277.000 | | 16,470.00 | 16,470.00 | 14,241.68 | 407.00 | 2,228.32 | 86.47 |
| Total Expenditures | | 16,470.00 | 16,470.00 | 14,241.68 | 407.00 | 2,228.32 | 86.47 |
| NET OF REVENUES AND EXPENDITURES | | (5,685.00) | (2,735.00) | (1,426.68) | 1,418.00 | (1,308.32) | |



Director Report for April 8, 2024

Submitted by DDA Director Haley Stichman

Events/Sponsorships:

Beers at the Bridge Summer Concerts: 6/21, 7/19 & 8/16

As discussed with the DDA Board in March, AIC Insurance Services has come onboard as the presenting sponsor for the 2024 concert series. AIC has invested in a \$6,000 sponsorship this year, with the intention of getting to \$7,500 in future years as we work to solidify a mutually beneficial partnership. I'm working through some adjustments to a sponsorship agreement with Gravel Bottom. Fence Consultants has decided not to return as the Bridge sponsor this year, so this sponsorship is still vacant. I'm working with staff to identify businesses that have been interested in past years. I've confirmed with Give Em a Break that they will be providing the fencing for the event as an in-kind sponsor, which will reduce our costs by over \$12,000. With the reduction in costs, even if we don't fill the Bridge and Volunteer sponsorship spots again this year, I anticipate we will breakeven. We currently have about 36 sponsors that have committed thus far, I anticipate confirming with additional sponsors over the next week. Along with wrapping up sponsorships and securing vendors, my priority this month is to bring on an intern to help provide extra capacity to focus on promotional materials and volunteer recruitment.

Progressive Tastings

Registration is open for progressive tasting events through May. I'm still working on opening up registration for the summer and fall. Board member spots have already been filled for upcoming tastings in March, April, and May. Please reach out to me directly if you are interested in attending in June or beyond. The goal is for the DDA Board to gain a better understanding of the Progressive Tasting experiences and learn more about what Ada restaurants and retail have to offer. Please plan to share Progressive Tasting promotional materials with your networks. Reach out to me directly if you need me to resend any information. We successfully hosted a group of ten participants in March with the goal of increasing each tasting to 18 participants. We will be trying something different and unique with the April Progressive Tasting on Thursday April 25th. We will have two groups touring and tasting simultaneously. Each group will have its own path, but we will be meeting in the middle for some fun mingling. Groups are confirmed to meet in the middle at Zeytins Turkish Restaurant. There will be two additional tasting locations for each group that may include: Schnitz Ada Grill, Gravel Bottom Craft Brewery and/or Garage Bar and Grill. We will likely start at Pursuit Gift Shop and pop into two additional retail locations.

Upcoming Events:

Progressive Tasting: The International | April 25 | 4-6:30 p.m.
Spring Women's Night | April 25th | 6-9 p.m.

Farmers Market

The current Farmers Market contract is set to end on March 31, 2024. At the DDA Board Meeting on February 12, 2024, the board acted based on staff recommendation to approve a new contract for the 24/25 fiscal year. After conversation with Stephanie in November 2023, we identified a need for communication expectations to be outlined more clearly for the Farmers Market Manger position. The updated contract included anticipated deliverables and communication guidelines as part of the Market Manager duties and responsibilities to better outline expectations. Staff continues to experience a disconnect between what's being done and what's expected of the Farmers Market Manager. Since the February meeting my recommendation has changed as we continue to run into these communication issues. Staff now believes that it is in the best interest of the Township/Farmers Market not to renew the contract. I have spoken with Stephanie Karris and she said that based on personal circumstances, she isn't able to fully commit to running the Farmers Market. Legal has advised that because no action has been taken to execute the agreement, that it would be fine to have the DDA Board, at its April 8 meeting, adopt a "motion to rescind" which, if adopted, will have the effect of "un-doing" the February motion of approval. I anticipate action will be taken on Monday.

Streetscape Planting Management

At its meeting in March the DDA Board reviewed and approved a plan to update some of the older flower beds along Bronson prior to the planting season. Buildings, Facilities, and Grounds (BFG) staff have reviewed/assessed and identified a total of 36 streetscape flower beds that need improvement. BFG staff have been working to secure the precast cement blocks that will be utilized to replace the deteriorated wood flanking and decrease the size of the identified beds, making them more uniform with the other beds, and irrigation adjustments will be made. As we get into the 2024 planting season, please provide any feedback regarding the streetscape plantings directly to me.

Ada Village Social District

Additional signage to denote the expanded Social District boundaries has been ordered from Valley City Signs and will be deployed once received.

Downtown Walkway Project:

Staff are still working to review the design plan concept with surrounding businesses owners. Plans are likely to go to the DDA Board for review in May.

Shop Local Campaign:

Shelley Cloutier (Ada Village Pharmacy/Board Member) submitted the attached presentation outlining how a shop local campaign fits with the DDA's key objectives. Based on her presentation and additional feedback, I agree that a shop local campaign could benefit the DDA District by contributing to increased economic success of the local businesses. We will be reviewing this concept further with the Ada Business Association and DiscoverAda/Baton Collective to outline a potential strategy for implementation. Additional information will be provided as we move through the process.



Township Manager Report for April 3, 2024

Submitted by Township Manager Julius Suchy

Forest Hills Eastern High School Athletic Field Relocation Update:

At our last board meeting during board member comment, there was a question regarding the potential project at Forest Hills Eastern that would eliminate land that is currently natural and turn it into athletic fields. A question was posed on whether the Township had any ability to regulate this since it was athletic fields and may not fall under the exemption that does not require schools to seek local zoning approval. Our legal counsel confirmed that this exemption is still in place as the athletic fields serve a school purpose and are considered part of the school district's site plan for the parcel. In summary, the moving of athletic fields is exempt from local zoning review.

Following this information I did follow up with Julie Davis, Assistant Superintendent for Finance & Operations to try and get additional information on why this project was happening and what the existing athletic field space would be used for if the athletic fields are moved. She indicated that their plan is to create an athletic area in the currently natural open area by moving the baseball and softball fields as well as adding a second turf field in the same area. Originally FHPS had plans to add a second drive access which would have exited to Pettis Ave, but that has been removed as of now. FHPS will be sharing the detailed design plans for this project with their board of education at their April committee meetings.

I did ask if the current location of fields would revert to natural open space once they are moved. She indicated she was not sure if they are going to leave the existing space for practice and community use or return it to a natural state.

Township Parking Lot Line Striping:

The Township contracts professional services to paint all the Township owned parking spots on an as needed basis. Locations in need of parking spaces to be striped include: on-street downtown parking, Fire Station, Museum, Community Church, Library, Town Hall, Leonard, and Ada Park. In addition to the parking spots, the directional arrows, and ADA compliance painting as well. Other locations like Roselle still have decent paint and will probably be touched up in 2025.

Not having line striping or marked parking spots makes it difficult for our residents to park and it also makes it look unkempt. The Township does not have the equipment to do this type of project.

The Township received two proposals and we have selected the low bidder Shoreliners Striping LLC for a cost of \$4,325.00. The Township has utilized Shoreline several times over the past few years and been satisfied with the work they have done.

Professional Headshots for Staff:

The Township will be contracting with Holladay photography to provide employees with professional headshots. These can be utilized on the website, in our Adaview newsletter and a number of other areas as opposed to the current mix of selfies and old headshots the Township currently uses.

Grand River Greenway Operations & Maintenance Subcommittee:

I have been selected to serve as one of nine members of an Operations & Maintenance Work Group for the Grand River Greenway Trail. This group is tasked with ensuring a plan is created that outlines the operation and maintenance needs of the Greenway Trail into the future and works to effectively communicate those to all partner organizations. The committee is made up of individuals from organizations that will be engaged or interact with the trail system in different ways.

Grand River Greenway Project Engineer Selections:

Kent County Parks has awarded engineering proposals for the first four Grand River Greenway projects. Of these four, there are two projects in Ada Township, the first being the Knapp Street pedestrian bridge – this was awarded to Moore+Bruggink. The second project was the section of Trail on Pettis Ave. from Cannonsburg to Knapp St – this was awarded to Land & Resource Engineering (LRE).

Spongy Moth Suppression Spray Services Timeline:

Staff will be sending out letters to residents in the upcoming weeks in anticipation for an early spray date in May.

14.9 Acre Property Purchase from Oxbow Update:

The survey has been complete and legal counsel is completing its review prior to scheduling a closing for late April.

Trail Wayfinding Signage Update:

The committee has completed their final review of the wayfinding signage plan and has requested a proposal from Corbin Design to assist with the bidding process. The Township could utilize Corbin's services or handle the bid process themselves, but will wait until reviewing the proposal to better understand what it entails and the cost of service.

Brownfield Authority Update:

The Brownfield Authority met on March 25th and completed the final requirement payment to GELD LLC per the original brownfield agreement. The total amount paid to GELD under the agreement for eligible Brownfield expenses was \$927,985.40. GELD LLC has confirmed that our final payment of \$42,159.00 at the March 25th meeting will complete our reimbursement obligation.

Now that the Brownfield Authority has fulfilled its obligation with this final reimbursement, the authority had questions on whether the Brownfield Authority should continue or if the Brownfield should be dissolved. Members also posed important questions regarding setting up a Brownfield loan program through continuation of the existing capture. Planning Director John Said and I will be reviewing these questions and bring them back to the Brownfield Authority at a future special meeting for additional discussion and consideration.

Township Review of Policies or Guidelines for COVID-19

Per a recent MTA update - Townships may need to update their policies or guidelines for COVID-19, following updated recommendations released by the federal Centers for Disease Control and Prevention (CDC). The new guidance brings a unified approach to addressing risks from a range of common respiratory viral illnesses, such as COVID-19, flu and RSV, in community settings. The recommendations suggest returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing

medication. Once people resume normal activities, continued CDC recommendations are to take additional prevention strategies for the next five days to curb disease spread, such as taking more steps for cleaner air, enhancing hygiene practices (such as hand washing), wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. Enhanced precautions remain important to protect those most at risk for severe illness, including those over 65 and people with weakened immune systems.

Staff will review current policies and the recent changes and bring forward any changes through the Administrative Committee.

Committee Updates:

- Building, Grounds, Utility Committee:
 - A meeting was held on April 3rd to discuss the following items:
 - Hall Street lift station/force main project
 - Ada Drive water tower cleaning proposals
 - Proposal from Kennedy Industries for pump inspection and installation of new impellers on three pumps – Action item from H2S Study
 - Utility rate recommendation from Moore+Bruggink - this recommendation was proposed to be presented to the Township Board at the April 8th board meeting, however following committee review there will be some updates and it will be presented at the April 22nd meeting
 - Consider Proposals from Baker Tilly & Municipal Analytics for a full rate study
 - Review E. Fulton Lift Station Scope of Work before going out to bid
 - Trail Flooded Signage
- Public Safety Committee:
 - Cost recovery ordinance that would allow the Township the potential of recouping cost – this has been submitted to legal counsel for review. Once the review is complete it will be presented to the Township Board unless significant issues arise during the legal review
- Trail Committee:
 - A doodle poll has been sent out for the week of April 29th – May 3rd to discuss the following items:
 - Status of 2023 Projects
 - Pedestrian Bridge Updates (Knapp St., Thornapple River, Roselle Park to Chief Hazy Cloud)
 - Pettis Avenue Phase II Next Steps
 - Update on Kamp Twins Project (2024)
 - Bond Spend Update
 - Update on Wayfinding Signage
 - Other Items as Needed



April 2, 2024

Re: Ada Township Engineering
Project No. 230102.01

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

Dear Mr. Suchy:

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

Sewer Odors – We attended a meeting on March 5, 2024, with F&V and the City of Grand Rapids regarding pumping speeds and adjustments that could be made at the Fulton Street lift station to hopefully mitigate some of the odors. As a follow-up to this meeting, the BGU Committee will review a proposal from Kennedy Industries to install new pump impellers that would increase the pumping speed.

Water Main Construction 2021/2022 – The Township continues to retain \$25,000. We had originally planned to recommend final payment (less the contractor's portion of the Lawn Doctor contract) last fall, but now recommend final payment be released in the spring after we confirm good growth of the lawns. CL Trucking has requested release of this retainage, but we will not recommend final payment until we confirm adequate growth of the grass seeding later this month.

Water Rate Study – The draft study is complete, and we are meeting with the BGU Committee tomorrow (April 3) to review recommended rates for 2024.

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

We have completed our study that looks at various pumping and discharge routing options. We met with the BGU Committee to review the study in January, and they requested additional information, along with a net present value review for several scenarios along with a cost/benefit analysis to abandon the lift station and take gravity flows from Fernridge to the Cascade Spaulding lift station. This information is complete and will be reviewed with the BGU Committee tomorrow (April 3).



Trail Construction 2023

- **2023 Fulton Street Trail from Legacy Park/Fulton Street Bridge** –The project is complete, and the Township will retain \$40,000 through the winter until we confirm adequate growth and restoration of the steep side slopes. The contractor was back on site last month restoring several eroded areas. We hope the grass starts growing and we will then recommend release of the retainage sometime in May.

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

Trail Construction 2024 and Beyond

- **2024 Pettis Trail – Knapp Street to 3 Mile Road** – As mentioned in previous reports, we have had good discussions regarding the required easements in this section with the Treebrook Association. This section will be part of the Grand River Greenways route through Ada Township, and they have additional funding that will be used to fund this section.
- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – We met with the Township Board/Trail Committee on October 17 to review various options and cost estimates. We are awaiting further direction on this section of trail.
- **2024 Rix Street from Adaridge to Ada Drive** – The preliminary design showing the trail constructed in the railroad right-of-way was rejected by the railroad. We have also reviewed an option for the trail to be constructed close to the road on the southerly side of Rix. This alignment is acceptable to the KCRC, but really does not fit the character of the road, given the close proximity of the houses to the right-of-way.
- **2024 Kamp Twins** – This section will be rebid as a two-phase project. In accordance with the railroad requirements, the Township will break out the railroad crossing and bid the segments of trail on each side of the railroad right-of-way as the first phase.

The second phase will be the widening/reconstruction of the railroad crossing. This will be bid and administered through the railroad. The Township will need to authorize an agreement with the railroad, so the railroad can proceed with the design, bidding, and construction of the new railroad crossing. The railroad widening will not occur until the spring of 2025. The railroad prefers the crossing be widened before the Kamp Twins trail is constructed.

MDOT recently informed us that they will be requiring a safety review of the crossing. At the safety review, consideration is given to the installation of gates and/or warning lights at the crossing. If this is required by MDOT, it will add even more cost to the project. The safety inspection is a new requirement from MDOT. We had previously verified that this would not be a project requirement.



Mr. Julius Suchy

April 2, 2024

Page 3

- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. This year's maintenance projects will most likely focus on the trail along Grand River Drive, which was constructed in 2007 and is now 17 years old.
- **2025 Thornapple River Pedestrian Bridge** – The topographical survey for the project is complete. We are laying out the preliminary bridge alignment, which will then be reviewed/approved by the Township. We can then proceed with the hydraulic modeling of the crossing and work toward submittal of the EGLE permit application. The project will be constructed in 2025.
- **2025 Knapp Street Bridge** – We will be working with Grand River Greenway organization on this project. The current thought is to extend the existing bridge piers wide enough to accommodate future bridge widening and also to support a separate pedestrian bridge. The current project estimate is around \$8 million with funding provided by Grand River Greenway, the Kent County Road Commission, and Ada Township.
- **Ada Covered Bridge** – The project is complete and is back open to pedestrian traffic.
- **Oxbow Development** – We are providing construction inspection of the water main and sanitary sewer on behalf of Ada Township. The sanitary sewer water main are complete on the easterly portion of the project, but the contractor still needs to televise and mandril test the sanitary sewer. We met with the contractor and developer last month to review final requirements before the sewer and water system are accepted by the Township.

Please call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.

Township Engineer



MEMORANDUM

Date: 04.03.24

TO: Julius Suchy, Township Manager
FROM: John D. Said AICP, Director of Planning
RE: Department Activities Summary Report, March 2024

Planning Commission

March 21 Meeting

The Planning Commission meeting consisted of the following reviews and actions:

- Planned Unit Development (PUD) Amendment for expansion of an existing PUD for commercial warehouse/storage facility (The Caves) with a total of 15 buildings (existing and proposed) at 4900 and 4920 Fulton Street. Tabled by Planning Commission pending further review and information to be provided by applicant.
- Special Use request for vehicle fleet storage facility at 200 Alta Dale (J. Bowerman/200 Alta Dale Holdings LLC). Approved by Planning Commission.
- Planned Village Mixed Use (PVM) Development Plan extension request at 7369 Thornapple River Drive SE for a 6-unit residential building (U. Turan/K. Dixon). Approved by Planning Commission.
- Site Plan request for proposed addition at 6210 Fulton Street; Ada Valley Meats (D. Vos Construction/D. Roseboom/Ada Valley Meats). Approved by Planning Commission.
- Review and approval of the Planning Commission's 2023 Annual Report.
- Election of the following officers:
 - Tom Korth, Chair (reelected)
 - Angela Butterfield, Vice-Chair (reelected)
 - Rob VanderVennen, Secretary (elected; open position due to resignation of previous PC member Sara Easter)

Zoning Board of Appeals

March 5 Meeting

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

Other Activities/Information

Code Enforcement

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

- 199 Deer Run Dr. NE; short-term rental of single-family home; illegal per Zoning Ordinance requirements for allowed uses in Rural Residential (RR) Zoning District. Township Attorney has not been able to secure property owner signature on an agreement to achieve compliance without a court hearing. Therefore, the property owner remains in default and will need to pay for the citation issued for this location. However, any new violations will necessitate the issuance of new violations
- 5799 4 Mile; Show Cause hearing held March 18 at 63rd District Court. Property owner instructed to clean up property and maintain as such. Staff visited property on March 19 and found that trash had been removed. (Staff has also heard from a separate party interested in purchasing property for a new single-family home.)

Additional Items

The following additional activities and information from February are provided:

- Director and Township Manager have been coordinating conversation with residents in the area of the Kent County Conservation League (KCCL) concerning activities on the site at 8461 Conservation.
- Director, Township Manager, and engineering consultant met with developer and contractors at the Oxbow development site (Fase Street) to discuss current status of project and next phases.
- Director coordinated March 25 Brownfield Board Authority meeting, and follow up activities. Reimbursements to developer (Geld) are confirmed to have been completed. Staff will meet with State Brownfield representatives to further discuss possible future scenarios for Ada Township Brownfield Program.
- Department Staff, along with Deputy Township Clerk, met with representatives from the Grand Valley Metro Council (GVMC) REGIS (regional geographic information systems) office to review map updates and to assist with mapping software.
- Department Staff, Township Assessor, and Township Parks Director toured/inspected development site at 3201 Egypt Valley (Hidden Lakes) to check progress and review work done to date.
- In addition to the meetings/activities noted above, attended/participated in the following Township meetings/events:
 - March 11 DDA Board meeting
 - March 11 Township Board meeting
 - March 21 Ada Business Association Lunch meeting
 - March 25 Township Board meeting

Permit Activity

Permit summary activity from Cascade Township for March is attached to this report.

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

04/01/2024

MAR

ADA TWP CATEGORY REPORT

| Category | Estimated Cost | Permit Fee | Number of Permits |
|-------------------------------------|---------------------------|---------------------------|-------------------|
| Commercial, Add/Alter/Repair | <i>\$780,000</i> | <i>\$4,530.00</i> | 3 |
| DECK | <i>\$19,106</i> | <i>\$175.00</i> | 1 |
| DEMOLITION | <i>\$2,500</i> | <i>\$85.00</i> | 1 |
| Res. Add/Alter/Repair | <i>\$249,229</i> | <i>\$731.00</i> | 3 |
| Res. Single Family | <i>\$2,000,000</i> | <i>\$2,688.00</i> | 1 |
| Residential - Other | <i>\$26,000</i> | <i>\$170.00</i> | 2 |
| RESIDENTIAL ADDITION | <i>\$25,000</i> | <i>\$385.00</i> | 1 |
| Roofing | <i>\$413,953</i> | <i>\$1,445.00</i> | 17 |
| Sign | <i>\$100</i> | <i>\$85.00</i> | 1 |
| Totals | <i>\$3,515,888</i> | <i>\$10,294.00</i> | 30 |

Permit.DateIssued in <Previous month> [03/01/24 - 03/31/24] AND
 GovernmentUnitList.UnitName = Ada Township AND
 Permit.PermitNumber Starts With pb

ADA TWP CATEGORY REPORT YTD

| Category | Estimated Cost | Permit Fee | Number of Permits |
|-------------------------------------|----------------------------|---------------------------|-------------------|
| Commercial, Add/Alter/Repair | <i>\$4,426,000</i> | <i>\$15,097.00</i> | 8 |
| DECK | <i>\$66,340</i> | <i>\$700.00</i> | 4 |
| DEMOLITION | <i>\$7,500</i> | <i>\$170.00</i> | 2 |
| Res. Add/Alter/Repair | <i>\$914,689</i> | <i>\$2,777.00</i> | 13 |
| Res. Single Family | <i>\$7,098,000</i> | <i>\$9,130.00</i> | 5 |
| Residential - Other | <i>\$41,000</i> | <i>\$345.00</i> | 3 |
| RESIDENTIAL ADDITION | <i>\$266,224</i> | <i>\$921.00</i> | 4 |
| Roofing | <i>\$659,380</i> | <i>\$2,295.00</i> | 27 |
| Sign | <i>\$8,100</i> | <i>\$170.00</i> | 2 |
| Swimming Pool | <i>\$85,450</i> | <i>\$175.00</i> | 1 |
| Totals | <i>\$13,572,683</i> | <i>\$31,780.00</i> | 69 |

GovernmentUnitList.UnitName = Ada Township AND
 Permit.DateIssued Between 1/1/2024 12:00:00 AM
 AND 3/31/2024 12:00:00 AM AND
 Permit.PermitNumber Starts With pb



Parks & Recreation Department
Director's Report for March 29th, 2024
Submitted By: Director of Parks & Recreation – Wesley Deason

Parks, Recreation, and Land Preservation Advisory Board

- The next PRLP Advisory Board meeting is scheduled for Thursday, April 18th at 8:30am at the Roselle Park Resource Building.
- The Programs Sub-Committee is scheduled to meet on Thursday, April 11th at 9am at the Parks & Recreation office.
- New PRLP Advisory Board member Jason Meyer begins his term at our April meeting.

Administrative Items:

- The 2024-25 Parks & Recreation Budget and CIP plan was presented to and approved by the Township Board at the March 11th meeting.
- We're currently recruiting two (2) Seasonal Parks & Recreation Workers. These positions will work May-August and provide parks, recreation, facilities, and grounds support for the Summer.
- Our new Recreation Program Coordinator Ethan Engel officially joined the Department on Monday, March 18th.

Special Events & Programs:

- The ABA Pickleball Tournament will be held for Ada Business Association members and their staff on Friday, April 26th at Ada Park.
- The AYSO (youth soccer) season will begin at Ada Park (M-Sat.'s) beginning April 8th.
- We have a community parks clean-up day scheduled for Saturday, April 13th at Ada Park with nearly 50 combined volunteers from FHC, FHN, and the Ada Cascade Rotary Club.
- Softball team registrations are continuing to come in as we prepare for league play to start in May.
- Adult Pickleball Clinics in partnership with Engage Sport Services begin April 20th and will be held on Saturday afternoons.
- Marketing and planning for our Vintage Baseball game in partnership with the Ada Historical Society is underway.
- Planning for the 2024 4th of July Celebration has begun in collaboration with various Township Departments.

Ongoing Projects:

- Township Manager Suchy, BFG Director Brinks, and I met with representatives from Kent County Parks, EGLE, and LRE on March 11th to begin preliminary discussions for the park to park bridge connecting Chief Hazy Cloud Park & Roselle Park.
- The Ada Covered Bridge has re-opened to the public and much of the restoration and repair work has been completed by Dan Vos Construction. A few minor details to fine-tune this project will be completed in the weeks ahead.
- Improvements for the ballfields at Ada Park including laser grading and top dressing the infields are scheduled to take place in April.
- We are currently in the process of meeting with and obtaining quotes from a variety of vendors to resurface our Pickleball Courts as a part of our '24-'25 CIP plan.

Other:

- I am currently serving on the steering committee to re-establish the West Michigan Recreation and Parks Association. This is a formal sub-committee of the Michigan Recreation and Parks Association (MRPA) made up of a host of Parks & Recreation Director's from West Michigan. This group will aid in providing professional development, collaborative problem solving, best practice training, and general networking opportunities.
- Content and planning materials are being developed for our newest publication of the AdaView set to debut on May 24th.



Buildings, Facilities, and Grounds Report for Apr. 08 2024

Submitted by Dennis Brinks BFG Director

Streetscapes:

BFG staff leveled the sinking bricks caused by moles between Nona's and Walts – shown below.



The first batch of cement blocks arrived Friday March 29th for the DDA flower beds with streetlights. The second or last batch of cement blocks will arrive near the end of April. BFG staff will continue to work on this project through the spring.

BFG staff will also edging the DDA sidewalks this spring in addition to cleaning up the benches with our new skid mounted pressure washer. The Buffalo Turbine was delivered Monday April 1st. This will be used to clean up the parking spots along Bronson, township parking lots, and trail system.

This late spring, weather dependent, certain hydrant (ones deemed extremely rusty) will be painted.

Parks:

Dan Vos Construction wrapped up the Ada Covered Bridge Project Friday March 22nd and the bridge was open to the public. BFG had placed one-inch aggregate in the washed-out steps from the last flood. See pictures below of before and after respectively.



Parks and Recreation Director Deason and Buildings Facilities and Ground Director Brinks walked the Arboretum with Wittenbach's certified arborist. The certified arborist agreed with the tree limb removal along with some suggestions, comments, and education. This will assist with tree health along with the removal of dead and destructive trees.

Below are some pictures of the tree work, at Ada Park.





Cemeteries:

Deputy Clerk McIntosh and BFG Director Brinks will be inspecting the cemeteries developing a future plan.

Facilities Checklists:

The BFG has implemented the monthly buildings checklist. A proposal will be going to the BGU to address the main lift station on Fulton Street and a woodpecker issue at the museum.

The library will be having the contracted preventative maintenance done April 16th and 17th. Both the software contractors, Control Net, and the mechanical contractor, Hurst Mechanical, will work together on the 16th.

Fire Station #2 will be getting quotes for a roof replacement. In addition to quotes for the shed roof at Roselle.

Trails:

BFG had been cleaning up and fixing some areas along our trails. See photos below.





Photos above are showing the brick leveling and clean up at a section of the Conservation Trail by the BFG.



Photos above are from a section of the Knapp Trail cleaning up leaves by the BFG.

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor *SAB*
Date: April 1, 2024
Re: Assessing Department Update

Comments: The 2024 March Board of Review appeals sessions were conducted on Monday March 11, 2024 from 9:00 am to 4:00 pm and Wednesday March 13, 2024 from 1:00 pm to 9:00 pm

The Board of Review heard 12 Assessment Appeal Petitions.

The 2024 March Board of Review adjourned all 2024 Assessment/Taxable Value and Classification appeals at 9:00 pm on Wednesday March 13, 2024.

Attached is the 2024 L-4037 Certification of Values by Class for the Ad Valorem and Special Act Roll.

We are in the process of beginning our 20% review of the residential class. Below is a list of the neighborhoods that will be reviewed for 2024:

| | |
|----------------------------|----------------------|
| 4074 – Lowell SE | 4120- FH Central |
| 4125 – Ada Woods | 4150 – Clements Mill |
| 4350 – Villas of Ada Condo | 4410 – River |

Below is an update on our active MTT cases:

- Old National Bank – Valuation Appeal. (2022) Appraisals have been completed on this parcel by both parties. Decision is pending.
- Old National Bank – Valuation Appeal. (2023) Answer to petition was filed on August 22, 2023.
- Michael & Marcia Milanowski – Valuation Appeal. Telephone hearing has been set for May 21, 2024.

State Tax Commission Assessment Roll Certification (Board of Review)

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1993, MCL 211.30. Attach original copy to the assessment roll.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION





| | | | |
|--|---|--|-------------------------|
| Assessing Officer Name STEPHANIE BOERMAN | Certification Number R-9209 | Certification Level (MCAO, MAAO, IMAAO) MAAO - Michigan Advanced Assessing Officer | Tax Year 2024 |
| Local Unit of Government Name ADA TOWNSHIP | City or Township ADA TOWNSHIP | County Name KENT | |

PART 2: POST-BOARD OF REVIEW ASSESSED VALUES, CAPPED VALUES AND TENTATIVE TAXABLE VALUES - AD VALOREM SPEC

| Property Class | Assessed Values | Capped Values | Tentative Taxable Value |
|---|----------------------|----------------------|-------------------------|
| Real Agriculture | 18,657,500 | 10,090,868 | 10,124,882 |
| Real Commercial | 176,191,300 | 124,166,564 | 127,224,409 |
| Real Industrial | 159,958,200 | 132,016,071 | 132,009,866 |
| Real Residential | 1,554,945,850 | 1,106,640,391 | 1,123,759,031 |
| Real Timber Cutover | 0 | 0 | 0 |
| Real Developmental | 0 | 0 | 0 |
| TOTAL REAL PROPERTY | 1,909,752,850 | 1,372,913,884 | 1,393,118,188 |
| TOTAL PERSONAL PROPERTY | 39,151,400 | 39,151,400 | 39,151,400 |
| TOTAL REAL & PERSONAL PROPERTY | 1,948,904,250 | 1,412,065,284 | 1,432,269,588 |

PART 3: BOARD OF REVIEW CERTIFICATION

We hereby certify that the information contained within this Board of Review Assessment Roll Certification is true and accurate to the best of my knowledge, information and belief that the Ad Valorem and Special Act assessed, capped and tentative taxable valuations contained within this Board of Review Certification compose the aggregate assessed valuations of taxable property for the above mentioned local unit of government following the conclusion of the Board of Review.

| | |
|--|-------------------------|
| Chairperson of the Board of Review Signature  | Date 03-13-24 |
| Board of Review Member Signature  | Date 03-13-24 |
| Board of Review Member Signature  | Date 3-13-24 |
| Board of Review Member Signature (if necessary)  | Date 3/13/24 |
| Board of Review Member Signature (if necessary) | Date |
| Board of Review Member Signature (if necessary) | Date |

Ada Township Fire Department



March 2024 Activity Report

| Type | March | YTD |
|-------------------------|-------|-----|
| Medical | 19 | 75 |
| Vehicle accident | 5 | 11 |
| Structure fire Ada | 4 | 4 |
| Structure fire auto aid | 4 | 13 |
| Grass/ illegal burn | 2 | 4 |
| Fire alarm | 14 | 30 |
| Service call/ assist | 2 | 5 |
| Good intent / odor/gas | 2 | 5 |
| Hazardous condition/ CO | 0 | 4 |
| Other calls / wires | 0 | 8 |
| Vehicle fire | 1 | 3 |
| Total | 53 | 162 |

| Year | Month/Mar | YTD |
|------|-----------|-----|
| 2024 | 53 | 162 |
| 2023 | 43 | 156 |
| 2014 | 29 | 128 |

| Auto aid | Received | Received | Given | Given |
|------------|----------|----------|-------|-------|
| Department | March | YTD | March | YTD |
| Cannon | 1 | 1 | | 0 |
| Cascade | 4 | 5 | | 5 |
| GR Twp | | 1 | | 1 |
| Grattan | | 0 | | 0 |
| Lowell | 2 | 2 | 3 | 4 |
| Plainfield | | 0 | | 2 |
| Total | | 9 | | 12 |

| # | Date | Address | Description | Detail | Shift | Time | #FF | Assist |
|-----|------|-------------------------|-------------------|-------------------------|-------|-------|-----|-----------------------|
| 112 | 3-1 | 6491 Old Darby | Fire alarm | False | 1 | 10:10 | 4 | |
| 113 | 3-1 | 411 Grand River | Med 2 | Medical | 1 | 15:54 | 4 | |
| 114 | 3-1 | 907 Bridge Walk Ct | Med 2 | Medical | 2 | 21:01 | 4 | |
| 115 | 3-2 | 645 Greentree | Fire alarm | False | 3 | 7:09 | 2 | |
| 116 | 3-2 | 6042 Huntington | Structure fire | Bathroom | 2 | 21:29 | 11 | From Cascade |
| 117 | 3-3 | 315 S. Hudson | Assist Lowell FD | Stand by | 1 | 15:23 | 1 | To Lowell |
| 118 | 3-4 | 8400 Two Mile | Fire alarm | False | 1 | 10:05 | 3 | |
| 119 | 3-4 | 9474 Bailey | Structure fire | Oven fire | 2 | 16:52 | 8 | From Cascade & Lowell |
| 120 | 3-4 | 8677 Conservation | Grass fire | Brush fire | 2 | 17:47 | 7 | |
| 121 | 3-4 | 6714 Rix | Med 1 | Medical | 2 | 22:10 | 4 | |
| 122 | 3-5 | Pettis & Conservation | Grass fire | Controlled burn | 3 | 7:32 | 6 | |
| 123 | 3-5 | 3150 Egypt Valley | Fire alarm | Sewer problem | 4 | 11:39 | 6 | |
| 124 | 3-5 | Fulton & Pettis | Vehicle fire semi | Trailer brakes | 2 | 16:14 | 9 | |
| 125 | 3-6 | 5716 Forest Glen | Fire alarm | Alarm company on site | 1 | 8:35 | 2 | |
| 126 | 3-6 | 1163 Thornapple River | Vehicle accident | I Phone / nothing found | 2 | 16:26 | 7 | |
| 127 | 3-8 | 4902 West Village Trail | Med 1 | Medical | 3 | 6:26 | 3 | |
| 128 | 3-8 | 700 Kovi Oaks | Fire alarm | Canceled | 1 | 10:43 | 2 | |
| 129 | 3-8 | 700 Kovi Oaks | Fire alarm | Canceled | 1 | 14:57 | 2 | |
| 130 | 3-9 | 316 Grand River | Fire alarm | Faulty detector | 3 | 1:15 | 4 | |
| 131 | 3-9 | 4900 Quail Run | Med 2 | Lift assist | 3 | 10:34 | 7 | |
| 132 | 3-9 | 215 Greentree Ct | Structure fire | Chimney fire | 2 | 22:03 | 5 | From Cascade & Lowell |
| 133 | 3-10 | 935 Bridge Walk Ct. | Med 2 | Medical | 4 | 11:17 | 4 | |
| 134 | 3-12 | 7575 Fulton | Fire alarm | Testing | 1 | 11:42 | 0 | |
| 135 | 3-13 | 700 Kovi Oaks | Fire alarm | Construction | 1 | 13:46 | 3 | |
| 136 | 3-13 | 1585 Egypt Valley | Med 1 | Medical | 2 | 16:58 | 5 | |
| 137 | 3-14 | 7374 Schoolhouse | Med 1 | Echo | 3 | 7:12 | 5 | LUCAS |
| 138 | 3-14 | 1551 Honeycreek | Fire alarm | Construction | 1 | 8:27 | 2 | |
| 139 | 3-15 | Fulton & Bronson | Vehicle accident | Canceled | 3 | 7:12 | 1 | |
| 140 | 3-15 | 1101 Bridgecrest | Med 2 | Medical | 1 | 13:25 | 4 | |

| # | Date | Location | Description | Detail | Shift | Time | #FF | Assist |
|-----|------|-----------------------|-------------------|---------------------|-------|-------|-----|--------------|
| 141 | 3-15 | 1800 W. Main | Structure fire | Canceled | 2 | 20:01 | 0 | To Lowell |
| 142 | 3-15 | 106 W. Main | Structure fire | Cooking | 2 | 20:06 | 10 | To Lowell |
| 143 | 3-16 | 1101 Bridgcrest | Med 2 | Assist AMR | 2 | 21:20 | 3 | |
| 144 | 3-18 | Grand River & Knapp | Vehicle accident | Two cars | 1 | 8:15 | 4 | |
| 145 | 3-18 | 7575 Fulton | Med 1 | Medical | 1 | 14:36 | 2 | |
| 146 | 3-19 | 455 Greentree Lane | Citizens assist | Lockout | 1 | 11:38 | 2 | |
| 147 | 3-19 | 9001 McCabe Ct | Outdoor fire | Outdoor wood burner | 1 | 14:01 | 5 | |
| 148 | 3-20 | 2110 Grand Valley Dr | Med 1 | Medical | 2 | 11:38 | 2 | |
| 149 | 3-20 | 5101 Spring Ridge | Fire alarm | Canceled | 2 | 19:02 | 1 | |
| 150 | 3-20 | 1800 W. Main | Structure fire | Canceled | 1 | 21:11 | 6 | To Lowell |
| 151 | 3-21 | 2400 Fair Ridge | Smoke in the area | Controlled burn | 1 | 14:31 | 2 | |
| 152 | 3-21 | 6352 Fulton | Vehicle accident | Property damage | 2 | 17:47 | 3 | |
| 153 | 3-21 | 4982 Meadow Spring Tr | Med 2 | Medical | 3 | 12:12 | 4 | |
| 154 | 3-23 | 597 Ada Drive | Med 1 | Medical | 2 | 16:32 | 3 | |
| 155 | 3-23 | 5619 Far Hill | Med 2 | Medical | 2 | 18:58 | 4 | |
| 156 | 3-24 | 600 Dogwood | Fire alarm | False | 2 | 18:09 | 3 | |
| 157 | 3-25 | 5060 Cascade | Med 2 | Medical | 1 | 14:14 | 5 | |
| 158 | 3-26 | 1170 Fox Hollow | Fire alarm | Construction | 1 | 9:40 | 3 | |
| 159 | 3-26 | Fulton & Taos | Vehicle accident | Property damage | 1 | 15:05 | 5 | |
| 160 | 3-28 | 300 Honeycreek | Med 2 | Stage | 3 | 00:35 | 2 | |
| 161 | 3-28 | 994 Ada Place | Structure fire | Dryer fire | 1 | 11:53 | 5 | From Cascade |
| 162 | 3-28 | 2510 Grand River | Med 1 | Wrong location | 2 | 19:37 | 2 | |
| 163 | 3-30 | 345 Creekrun | Med 1 | Medical | 2 | 17:36 | 5 | |
| 164 | 3-31 | 5899 Two Mile | Structure fire | Fireplace problem | 2 | 16:03 | 5 | From Cannon |

On the Cover

The time has come for us to say goodbye to **Deputy Fire Chief David Langeland**. For the past 20 years Dave has served the citizens of Ada Township, the past 10 has been in the role of Deputy Chief. Prior to coming to Ada, Dave served Evergreen Park Illinois for 33 years for a combined 53 years of experience in the fire service. Retiring from GE Aviation just over a year ago Dave has been able to contribute more to the department in his newly found free time. They are finishing up construction of a new home in Milford where they will be able to live closer to their daughter and son-in-law and hopefully grandbabies in the future. As our resident expert in flow loss and fire pumps, his decades of experience will definitely be missed as he moves on to the next phase of his live, the first time in 53 years without a fire pager attached to his hip.

CPR Safe

On March 14 at 7:14 a.m. our crews responded to an unresponsive female patient. Upon arrival on shift Firefighter Kyle Kalm arrived alone and began CPR. Back up soon arrived and assisted in installing the LUCAS (CPR device) as well as the AED which delivered a shock to the patient. The patient was taken by ambulance to Butterworth Hospital with one of our firefighters riding along. The patient was released days later to come home, with a CPC score of 1 on a 1-5 scale which is the best number for a favorable long-term outcome. Excellent work by our team of responders!

Training

Our team suited up in turn out gear and air packs as they worked their way through our challenge course at Station Two. Members broke into teams of two and worked in the dark through an obstacle course..... In complete darkness with many obstacles to work around including wires, steps, and windows. This course is located upstairs at Fire Station Two and was built in-house as a location to train our team members.

Work night

The monthly work night and truck check began with chicken fajitas on the grill served up by Kyle Kalm. Following dinner, the crew broke up into smaller groups and exercised all the tools and pumps on the trucks. In addition, inventory was checked for each rig along with checking expiration dates of the various medications.

Medical training

For this month's medical continuing education credits, we covered chest injuries. This can vary from broken ribs, to punctured lungs or sucking chest wounds. Our instructor Buzz Goodblood covered all the scenarios and treatments we may encounter.

Ada / Cascade Dam Training

This month was our annual training on the local dams, whose failure may impact our township. We have both a tabletop training with other departments which is a follow up to a zoom meeting planning the tabletop. Our duties in the event of a dam break would be to evacuate Leonard Field along with the homes on Fase Street.

Museum Manager Report

Ada History Center – Kristen Wildes

March 2024

Week of March 4

- Display - prepared and installed new temporary exhibit at the library about street names.
- Collections - processed more Kreigh Collins loaned items. Worked with Karey on new accessions, Gary and Katelyn on photos. Supplied historic plat map scans for potential use in Ada Hotel project.
- Admin - Met with Vintage Baseball committee, met with Fundraising committee, met with two visitors, visited the new Village East condos through ABA offering, prepared committee reports for March board meeting. Supplied more history to Ada Congregational Church for their 175th. Prepared and sent monthly Museum Manager report to Julius. Working with Marquette Regional History Museum about 2 Kreigh Collins murals in Newberry, MI. Working with Rhonda and others on new merch and other gift shop matters. Finalized the 2022 annual report with Marylee and conferred with Barb. That will go out with membership renewal requests in April. Working with Karey on Volunteer Appreciation budget and activities for 2024.
- Publicity - made social media posts on our new garden rooster, the March 24 program with Cascade about Bos Family history, the April 18 presentation about Kreigh Collins, post about young Kreigh Collins. Wrote and sent info for April Our Home Ada magazine. Created Facebook events for upcoming lectures and tweaked website info. Forwarded Hist Soc of MI History Hounds info for May to membership. Working with events committee on publicity for native plants lecture this summer.

Week of March 11

- Collections - worked with Katelyn & Gary on photo collection, Karey & Sheri on new accessions. Worked on organization in the collections storage.
- Display - working with Tom Howorth to rehab our Korth Family Garden sign now that the fence is complete. Working on display for Spring Into the Past
- Admin - worked with Rhonda on shelving for gift shop. Helped with board packets and attended March board meeting. Put Music on the Lawn into the calendar. Finalized annual report with Marylee & Barb. Working on planning for Vintage baseball game. Beginning to work on membership renewal requests.
- Publicity - Made social media posts about reposting Gravel Bottom's Kevin the Bold story, announcing our 50th/25th anniversaries, the garden event, winner of the naming competition for our new garden art = Brooster the rooster. Met with Julius & Dennis about interpretive panels. Created and had copies made of flyers for Bos presentation, Collins presentation, garden events. Updated website and Facebook with event info.

Week of March 18

- Display - working on Tri River Spring into the Past pop-up exhibit
- Collections - worked with Katelyn and Gary on photo collections. Worked with Karey on new accessions. Ordered and received delivery of new flat file system (big deal!) and new bookshelf for archival storage.
- Admin - met with designers for the Ada Hotel to talk history and share imagery. The museum received a new water meter and Griffin came for service. Met with Karey about volunteer coordination. Finalized and had printed the 2022-23 Annual Report. It is on the website now and will go out with membership renewal letters. Coordinating with Rep Rachel Hood for her coffee hour on Friday. Received quote for renewal of village interpretive panels that are 10-12 years old. Working with Barb & Jan on upcoming membership renewal letters. Rehabbing of the Korth Garden sign is complete and will be installed next week.
- Publicity - made social media posts about St. Patrick's church, a Kreigh Collins landscape painting, crocuses blooming in spring, items from our newly acquired dollhouse. Wrote & prepared content for next newsletter. It is being edited and will be formatted and sent to printing next week. Attended Township meeting for next AdaView. Met with Mike about new logging article for newsletter & Our Home Ada magazine. Worked with Rhonda on a post for Women's History Month.

Week of March 25

- Display - Betty Jo gave a private tour. Korth Family Historic Farm Garden sign has been rehabbed and reinstalled on the new garden fence. Looks good!
- Collections - built 3 shelving units for back room & gift shop. Assembled new flat file for upstairs & selling old wooden flat file. Worked with Gary on photos, Sheri and Karey on new accessions.
- Admin - working with Rhonda on gift shop. Met with Sandy about programs & voting ballots. Met with Jan about membership. Printed all the membership renewal request letters, applications & labels. Mailing out next week. Attended Hist Soc of MI workshop about NAGPRA, the Native American Graves Protection and Repatriation Act. Emailed Aleisha's front entrance concepts to board.
- Publicity - Made 3 social media posts: honoring volunteers w/ Jeanne & Art, Madeline LaFramboise for Women's History Month, opening season baseball story. Worked with Michael on short baseball series. Prepared and sending out Month@theMuseum for April email along with newsletter. Worked with Keith/Marian/Dale to edit and format the newsletter. Sent to printing. Marian/Dale will assemble for mailing. Updated website with new flyer for vintage baseball game. Working on article submission about Ada's naming for Hist Soc of MI's magazine.



March 25, 2024

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

RE: March 2024 Monthly Utility Report

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, March 2024.

UTILITY REPORT

ADMINISTRATIVE

- The March Monthly Operation Report (MOR) for the Grand Valley Estates water supply with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is expected to be filed by April 8, 2024.
- Attended developer and board meetings.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Started Distribution System Materials Inventory (DSMI) for EGLE.
- Started the 2023 Consumer Confidence Report for both water systems. The report will be reviewed by EGLE then submitted to the Township residents.
- Sent design response to 123.net for a Miss Dig locate ticket for water and sewer in the area of 983 Spaulding Avenue SE.

WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance on March 1, and on March 15, 2024, and is due to be completed on March 29, 2024.
- Finished routine water jet maintenance for the 2023/2024 year. The next section will be started in April for 2024/2025.
- Received quote from Kennedy Industries for routine pump maintenance at the large East Fulton Station. That quote will be reviewed by the Utility Board on April 3, 2024.
- Worked with a customer at 7652 Fase Street that would like to connect to sanitary sewer. He is currently connected through a neighbor's property to the sanitary sewer and both residents pay sewer fees to the Township. Televised the main sewer in the street to find lateral connection. Working with Lee's Trenching to get hookup fees.
- This spring we will be performing maintenance on the air relief valves along the sewer force main.

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

WATER OPERATIONS

- Collected routine bacteria water samples.
- Worked with Diane for water and sewer connections at 7389 Schoolhouse Dr SE.
- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Ordered chlorine delivery for Grand Valley Estates water system.
- Received two quotes for power washing the water tower on Ada Drive. Once approved by the utility board we will submit it to the township board for final approval.

EMERGENCY CALLS

March 2024 after-hours emergency call outs.

- Reset SCADA computer with the Win911 failure.
- Responded to a water service break at 739 Alta Dale. Water service was restored within a couple of days by McDonald's Plumbing.
- Communications and calls with City of Grand Rapids during outage time for their water main break.
 - Called top water users in Ada Township and asked them to limit usage until the City of Grand Rapids could build pressure and find out what was going on.
 - Attended Zoom meetings with the City of Grand Rapids and Forest Hills Public Schools.
 - Ada Township never lost pressure. However, we collected extra bacteria samples to confirm the Ada Township system was clear.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.



Stephanie M Kozal
Project Manager