



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
WEDNESDAY, JUNE 13, 2022, REGULAR 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 MAY 9, 2022, REGULAR MEETING
- IV. APPROVAL OF MINUTES OF MAY 25, 2022, SPECIAL MEETING
- V. APPROVAL OF PAYABLES – none
- VI. UNFINISHED BUSINESS
 - a. Discuss and Approve a decision regarding Brats & Bonfires event
- VII. NEW BUSINESS
 - a. Consider 3-Year Extension of Agreement with The Community Church for Farmers Market
- VIII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, May 31, 2022
 - b. Director/Staff Reports
- IX. BOARD MEMBER COMMENT
- X. PUBLIC COMMENT
- XI. ADJOURN MEETING



DRAFT

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 9, 2022, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, May 9, 2022, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Coe, Frost, Harrison, Idema, Leisman, Vogl

BOARD MEMBERS ABSENT: Knapp, Norman

STAFF AND OFFICIALS PRESENT: Buckley, Moran, Said, Stichman, Suchy, and Kevin Austin (Township Intern)

PUBLIC PRESENT: 3

II. APPROVAL OF AGENDA

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

III. ELECTION OF OFFICERS

Moved by Leisman, supported by Harrison, to approve the Election of Officers as follows: Terry Bowersox, Chair; Jeremy Frost, Vice Chair; and Devin Norman, Secretary. Motion carried.

IV. APPROVAL OF MINUTES OF APRIL 11, 2022, REGULAR MEETING

Moved by Idema, supported by Vogl, to approve the minutes of April 11, 2022, Regular Meeting. Motion carried.

V. APPROVAL OF PAYABLES - none

VI. UNFINISHED BUSINESS

a. Review and Adopt the Key Objectives Proposed Draft Outlined by Travis Alden

Travis Alden, The Right Place, referred to the proposed Key Objectives Draft included in the packet. He said he felt after the three work sessions they ended up with a good scope of work to serve as a guide to keep the DDA focused on the goals identified. He reiterated that this was not a full-fledged strategic plan it was more intended to be a lean-and-mean road map to focus time, effort, and energy sources for the next couple of years. Travis stated it was definitely a pleasure working with the DDA and he enjoyed it quite a bit.

Idema said the process was very helpful. Harrison added that the community-building was great, and the DDA acknowledged the additional benefit from working with The Right Place and the value and appreciation that Travis contributed to the process.

Stichman, noted that a vision statement was included on page 2 of the proposed draft that was not discussed during their work sessions. DDA members concurred that they liked the vision statement.

Moved by Harrison, supported by Frost, to adopt the Ada Township DDA Key Objectives – Spring 2022. Motion carried with roll call vote 7-0.

b. Review Additional Public Parking Brochure Options

Stichman gave an update on the parking brochure that she shared with the Board at the last meeting. She passed out an updated, laminated copy of the map which had a QR code on it and said it would also be in the summer edition of the Adaview. Stichman said she will share the laminated copies as well as digital copies with the local businesses and will look into obtaining vinyl stickers of the QR code for business windows.

There was brief Board discussion regarding parking concerns. Stichman said she would continue to work with the Township Manager and Planning Director about parking pressures/issues and the potential to revisit a parking study.

c. Discussion regarding Brats & Bonfires event

Stichman said she had conversations with Discover Ada and the ABA and was working on the idea to integrate Brats and Bonfires into the Fall Festival event and she went over expenses and revenues of last year's Brats and Bonfires. Stichman said she will continue to research the integration and plans to have more details at the June meeting.

VII. NEW BUSINESS

a. Consider and Approve Proposal from Lions & Rabbits Centers for the Arts

Stichman said many DDA members have commented about the lack of upkeep and vandalism of the train bridges that run over Ada Drive and Thornapple River Drive. Stichman requested the DDA consider the proposal from the Lions & Rabbits Center for the Arts for the train bridge mural project. She introduced Hannah Berry from Lions & Rabbits Center for the Arts (LRCFA) and shared information about her background coordinating art initiatives.

Hannah Berry, LRCFA, described a number of public art projects they have been involved with in the Grand Rapids area and said the goal was to get artists and municipalities coordinated together. Hannah explained the process for selecting the artists and encouraged DDA participation in the selections. She mentioned the possibility of also working with a local Girl Scout group who were interested to earn their public art badge.

There was Board discussion regarding the need/urgency to do the train bridge mural project and separating the Girl Scout badge project for a Parks related project.

Moved by Leisman, supported by Coe, to approve the Public Art Proposal from Lions & Rabbits in respect to the train trestle mural only and authorize the DDA Director to execute the contract services in the amount of \$3,000. Motion carried with roll call vote 7-0.

b. Closed Session to Consider the Purchase or Lease of Real Property
c. Possible Action on Purchase or Lease of Real Property as Discussed in Closed Session

DDA members concurred to move items b and c to the end of the meeting and to continue on with the other agenda items.

VIII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, April 30, 2022

Stichman presented the financial report for the DDA fund and mentioned a few main points: Special events receipts, community events expenditures, phone allowance expenditure, and Farmers Market activity.

b. Director/Staff Reports

Stichman reported that the Township Board approved the designation of a Social District and she has moved forward with submitting Township Board Resolution R-042522-4 to the Michigan Liquor Control Commission. Her next steps will be to start designing social district branding, purchase signage, and work with the Township Board to approve a resolution of support for each qualified business that would like to apply for a social district permit. She said the goal is to have the Social District launched by June 22, with the third Music on the Lawn concert.

There was Board discussion regarding the logo, signage, compostable cups; trash vs. recycle, and the DDA members concurred that Stichman would work directly with Chair Bowersox to set up a special meeting for the board to approve these expenses.

IX. BOARD MEMBER COMMENT

Leisman noted two things and said there were concerns from the Township Board when approving the social district and that the motion carried on a 4-2 vote. He also shared that TV 13 (13 On Your Side/ABC)) visited Ada and there would be footage/clips to be seen during the week of May 9, specifically May 12 at 5 & 6PM.

X. PUBLIC COMMENT

Stichman stated she has worked with the ABA to submit a grant application for the Michigan Retailers Association's Buy Near By grant program and Ada was selected as one of the communities to participate. She shared that she was looking forward to working on that opportunity.

Moved by Idema, supported by Harrison, to have the DDA Board go into a Closed Session for the purpose of discussing a purchase or lease of real property. Motion carried with roll call vote 7-0.

Closed Session began at 8:54 a.m.
Opened Session began at 9:11 a.m.

Moved by Harrison, supported by Frost, to have the DDA Board return to Open Session. Motion carried.

Planning Director Said reiterated to the DDA that the Township was in the process of updating the Master Plan and that over the next several months they would be going through the public engagement phase and he encouraged everyone's participation.

XIV. ADJOURN MEETING

Moved by Harrison, supported by Vogl, to adjourn meeting at 9:14 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs:eb



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 25, 2022, SPECIAL MEETING, 8:00 A.M.**

A special meeting of the Ada Township Downtown Development Authority (DDA) was held on Wednesday, May 25, 2022, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Frost, Harrison, Idema, Knapp

BOARD MEMBERS ABSENT: Coe, Leisman, Norman, Vogl

STAFF AND OFFICIALS PRESENT: Stichman, Said

PUBLIC PRESENT: 0

II. APPROVAL OF AGENDA

Moved by Harrison, supported by Frost, to approve the agenda as presented.
Motion carried 5-0, with 4 absent.

III. APPROVAL OF PAYABLES – none

IV. UNFINISHED BUSINESS - none

V. NEW BUSINESS

a. Review and Approve Social District Expenditures

Stichman referred to the staff memo and attachments in the packet. She gave a brief overview of the different options for signage to be used to mark the boundaries of the Social District. Options included aluminum panels to be fastened to light poles and a-frame sandwich board signage to be placed along the sidewalks.

Harrison commented that he views an opportunity to use a combination of the options presented by Stichman. He noted his support for approving a budget for signage that would allow Stichman to move forward with purchasing signage based on the feedback provided by the Board.

Stichman noted that Social District logo stickers would also be purchased and distributed to participating establishments for use on Social District beverage cups. Stichman expressed support for setting a \$7,000 budget to purchase both signage and cups.

Moved by Harrison, supported by Frost, to approve the Social District expenditures for signage and logo stickers and authorize the DDA Director to execute the invoice in an amount not to exceed \$7,000.00.
Motion carried 5-0, with 4 absent.

VII. BOARD MEMBER COMMENT - none

VIII. PUBLIC COMMENT - none

IX. ADJOURN MEETING

Moved by Idema, supported by Harrison, to adjourn meeting at 8:22 a.m.

Respectfully submitted:

Devin Norman, Secretary
rs:eb



MEMORANDUM

Date: 6/8/22

TO: Downtown Development Authority Board Members
FROM: Haley Stichman, DDA Director
RE: Review and Approve a Decision about Brats & Bonfires Event

Background:

There was Board discussion during the DDA regular Board Meeting in March regarding the Brats & Bonfires event typically held in October. Problematic factors outlined were unpredictable weather, location, event relying heavily on the Fire Fighters Association for volunteers (limits ability to expand event), and Amway no longer covering the PR and Marketing costs. These factors are additional to concerns regarding the impact of the event. Staff sees the impact of this event as lower than other events hosted (i.e., Beers at the Bridge). Due to the location, the event isn't bringing people to the central business area in the Village. Brats and Bonfires also doesn't provide much exposure for its sponsors, which means the DDA isn't connecting with as many businesses as it does for other events/programs. The DDA Board requested more research to explore different events, input from the Fire Department on any changes, and a breakdown (line-by-line) of the \$16,500 costs.

Part of my research included speaking with Kim Rantala from the Ada Business Association and Liz Haan from Discover Ada about the potential of integrating the Brats & Bonfires event with the Fall Festival that typically takes place the same week. There is consensus that components of Brats & Bonfires would integrate very well into the Fall Festival. You'll find details below regarding specifics about the proposed event changes. Please note that this event would look very different this year. The intent was to bring the event in line with the following goals: prioritizing quality over quantity, creating partnerships with community organizations, and increasing engagement with the businesses and exposure to the central business area. Additional areas to address include having an opportunity for additional businesses to participate and a plan for inclement weather. Part of my conversation with Liz and Kim also centered around how we could clearly communicate these changes to the community and let them know that Brats & Bonfires will be returning in a whole new way.

- **Date.** Friday, October 7
- **Time.** 4 p.m. to 7p.m.
- **Location.** The event would take place in the central business area in the Village.
- **Bonfires.** The idea would be to set-up gas fire pits in Legacy Park (DDA), Gravel Bottom patio, Ada Village General Store patio (DiscoverAda), Garage Bar, etc. To keep with the bonfire theme, AVGS would have s'mores kits available. Potential costs: \$800-\$1,000 to purchase 3-4 new outdoor gas fire and DDA/Parks staff time to set-up event. It may be possible to use the firepits being stored at Roselle Park shed, but I would need to work with parks staff to assess the conditions.
- **Brats.** Work with Ada Fresh Market/SpartanNash to bring its grilling truck to Ada during the event. The truck would ideally be serving from the parking lot/patio in collaboration with Gravel Bottom. It would

be great to work with other restaurants to highlight additional “brat” dishes that they’d like to serve. Potential cost: Reserving SpartanNash grilling truck (TBD).

- **Engagement with businesses.** Encourage businesses to launch their fall themed items and share any promotions. Potential for scarecrow hunt, which would promote participants to visit local businesses. There is an opportunity here to get many businesses involved and may require less effort on their part. I would like to see an opportunity for businesses outside the central Village area to participate.
- **Support for Fire Department.** Since this change wouldn’t necessarily allow for sponsorship opportunities to bring in revenue, we would be integrating other opportunities to raise funds to support the Fire Department. Activities could include a dunk tank with proceeds benefitting the Fire Department, boots for donations – reaching out to schools to do a change challenge to fill the boots (potential partnership with local bank to exchange the coins), and businesses donating a portion of proceeds to the Fire Department.

Additional activities in Legacy Park/along River St.:

- Ada Conservatory booked for live music – Playing at pavilion
- Pumpkin Painting in the park
- Ada Parks and Rec native animal display
- Potential: Scarecrow hunt- Tentative – need to determine how and benefits
- Photo booth for Fall Festival. (DiscoverAda trailer, background, hay, etc.)
- Face Painting (\$5 a face)
- KDL participation
- Balloon Animals
- Magic Street Performers (ABA)

Discover Ada has indicated that the total budget for 2021 was \$3000, which included the following expenses: pumpkins, paint and craft supplies, scarecrow building kits, bags, table clothes, candy, additional décor items and a \$200 marketing budget.

Recommendation:

Staff recommends the DDA not host Brats & Bonfires at the Fire Station and consider a partnership with the ABA and DiscoverAda to integrate components of the event into the Fall Festival with support of \$3000 to match funds contributed by DiscoverAda.

Requested Motion: Motion to approve the recommendation to move forward with integrating the Brats & Bonfires event into the Fall Festival with a budget of \$3000.

Brats and Bonfires
Actual (Final)
2021

BEGINNING SURPLUS/DEFICIT		\$ 9,042.00
REVENUE		
<i>Paid Sponsorship</i>	<i>Level</i>	<i>Amount</i>
AIC Insurance	Promotions	\$ 250.00
All Weather Seal	Promotions	\$ 250.00
Ada Conservatory of Music	Banner	\$ 100.00
DMC Designs	Banner	\$ 100.00
Dan Carter Advisors	Banner	\$ 100.00
Dixon Architecture	Banner	\$ 100.00
Edward Jones (Justin Knapp)	Banner	\$ 100.00
Erhardt Construction	Promotions	\$ 250.00
Godwin Ada Village	Banner	\$ 100.00
Gravel Bottom	Presenting	\$ 1,000.00
Hilbrands	Banner	\$ 100.00
ITS Partners LLC	Promotions	\$ 250.00
JD General Agency LLC	Bronze	\$ 1,000.00
JH Realty Partners	Promotions	\$ 250.00
KDL	Banner	\$ 100.00
Keystone Home Group	Promotions	\$ 250.00
Lake Michigan Credit Union	Promotions	\$ 250.00
Laurel and Jack LLC	Promotions	\$ 250.00
Lown Homes	Banner	\$ 100.00
Lucas Howard Group	Banner	\$ 100.00
Michigan Software Labs	Banner	\$ 100.00
Ortez Insurance Agency Inc.	Promotions	\$ 250.00
Pennell CPA PLC	Promotions	\$ 250.00
RDV Corporation	Bronze	\$ 1,000.00
RRR Lawn & Landscape	Banner	\$ 100.00
River Valley Credit Union	Banner	\$ 100.00
Samy Salhadar (Ada Family Dentistry, formerly Kurt Schabes DDS PLC)	Promotions	\$ 250.00
Wilcox GR Properties	Promotions	\$ 250.00
Village Kids Consignment	Banner	\$ 100.00
Total Paid Sponsorship		\$ 7,400.00
<i>In-Kind Sponsor</i>		
Ada Fresh Market (\$500 + 10% discount)		\$ -
Sprinkles (30 dozen - \$9/dozen)		\$ -
Total In-Kind Sponsorship		\$ -
<i>Ticket Sales</i>		
10/8/2021		\$ 6,067.00
Total Ticket Sales		\$ 6,067.00
TOTAL REVENUE		\$ 13,467.00
EXPENSES		
Benefactor (Ada Firefighters Association)		\$ 1,347.00
DDA Direct/Indirect Expenses		\$ 15,157.35
Seyferth PR		\$ -
TOTAL EXPENSES		\$ 16,504.35
SURPLUS/DEFICIT		\$ (3,037.35)
ENDING SURPLUS/DEFICIT		\$ 6,004.65

12/8/2021

Brats & Bonfires 2021 - Out-of-Pocket Expenses

Brats & Bonfires 2021 - Out-of-Pocket Expenses		
Direct Expenses	(Paid by the DDA)	
Vendor	Item	Total
Phase 3 Graphics	2 promotional/sponsorship banners	\$150.00
Gravel Bottom Brewery	Kegs of beer & hard cider	\$1,395.00
Brody's Be Café	Coffee & Hot chocolate, plus booth staffing - 3 hrs	\$350.00
FedEx/Kinkos	35 promotional posters	\$90.10
State of Michigan	Special event liquor license	\$50.00
Robinette's Apple Haus	10 gallons of apple cider and 12 pumpkins	\$107.80
Red Barn Market	30 dozen donuts	\$340.00
TOTAL:		\$2,482.90
Indirect Expenses	(Paid to Seyferth)	
Vendor	Item	Total
Delilah DeWylde	band/entertainment	\$800.00
Plummers Disposal	6 deluxe portable, 2 accessible, 2 hand washing stations; weekend pick-up	\$1,541.22
Good Hands Security	3 security officers - 4.5 hrs	\$243.54
Amazon	10 oz paper cups, foil wrap, wrist bands, zip ties, 12 oz clear cups (1,200), 2 x 114 oz mustard	\$514.22
Cascade Rental Center	3ct. 20x20 tent, 4 ct. 10x10 tents, 18 ct 8ft tables, 20 chairs, 6 stanchions, 2 room dividers, 18 burlap linens, 12 ct stage tiles, 2 ct step, 3 ct stage skirt, generator	\$7,187.29
Gordon Foods	10 x 20 lb bags of charcoal, 2 x 114 oz ketchup, 2 large napkin sleeves, 4 condiment pumps	\$227.71
Meijer	5 pack full size foil pans	\$10.59
Ada Fresh Mrkt	850 brats, 1,550 buns, relish packets, 10 packs soda, 6 cases water	\$1,891.04
Sunrise AGO	19 large bags of ice for beer kegs & beverage coolers	\$127.15
FedEx/Kinkos	Event signage	\$117.95
SPR	Color copies for event signage – table top menus, ticket info	\$13.74
TOTAL:		\$12,674.45

GRAND TOTAL: \$15,157.35



MEMORANDUM

Date: 6/8/22

TO: Ada Township DDA Board
FROM: Haley Stichman, DDA Director
RE: Extension of Agreement with The Community Church for use of property for Farmers' Market

Background:

The letter agreement between the DDA and The Community, an RCA Ministry in Ada, allowing use of the church parking lot for the weekly Farmer's Market expired at the end of the 2021 season. This matter is being brought to the DDA Board later than usual as I was unaware that this amendment needed to be done yearly. I spoke with Mara Norden at The Community Church, and she was agreeable to let the Farmer's Market open on June 7 with the goal of getting the new agreement reviewed by the DDA Board on June 13.

Typically, the DDA Board has approved an extension on a year-by-year basis. When speaking with Mara Norden, it was agreed that it would be practicable to extend the agreement through the 2025 season, making it a 3-year extension. As outlined in the attached "2022-2025 Amendment of Farmers' Market Agreement."

As in the original agreement, the Township is a party to the extension agreement in a "joinder" provision, for the sole purpose of insurance provisions and indemnification.

The agreement will be considered for approval by the Township Board at its June 13 afternoon meeting.

Recommendation:

Staff doesn't foresee any issue with extending the Farmers Market Agreement through the 2025 season. Approval of the 2022-2025 Amendment is requested.

Requested motion: Motion to approve the 2022-2025 Amendment for the Farmers Market Agreement with The Community Church.



MEMORANDUM

Date: 6/7/22

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

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

- Special event receipts totaling \$2,624 includes Beers at the Bridge sponsorship revenues for the 2022 concert series as well as some additional 2021 t-shirt sales.
- Community events expenditures in the amount of \$4,890 includes payment to Gravel Bottom Craft Brewery for beer, cider, and sangria for the upcoming event on June 17.
- Phone Allowance expenditure equaling \$78 for monthly allowance for DDA Director and additional support staff.

Financial activity for the Farmers Market included vendor registration revenue equaling \$550. Expenditures included the Market Manager's payment of \$670 for services in April.

06/07/2022 09:28 PM
User: HALEY
DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 05/31/2022
% Fiscal Year Completed: 16.71
Fund 248 - DDA FUND

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GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 05/31/22	ACTIVITY FOR MONTH ENDED 05/31/2022	Available Balance	% Used
Revenues						
Department 000.000:						
248-000.000-401.405	TAXES: DDA AD VAL	60,000.00	0.00	0.00	60,000.00	0.00
248-000.000-665.000	INTEREST REVENUE	3,000.00	0.00	0.00	3,000.00	0.00
Total - Dept 000.000		63,000.00	0.00	0.00	63,000.00	0.00
Department 020.000: TAXES						
248-020.000-406.000	TAXES: DDA MILLAGE					
05/06/2022	CR TAX DISTRIBUTION			50.54 Receipt #: 329998		
248-020.000-406.000	TAXES: DDA MILLAGE	349,017.00	50.54	50.54	348,966.46	0.01
248-020.000-437.000	TAXES: IFT	22,544.00	0.00	0.00	22,544.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	156,000.00	0.00	0.00	156,000.00	0.00
Total - Dept 020.000		527,561.00	50.54	50.54	527,510.46	0.01
Department 026.000: CONTRIBUTIONS						
248-026.000-654.000	SPECIAL EVENTS RECEIPTS	93,000.00	0.00	0.00	93,000.00	0.00
248-026.000-654.001	BEERS AT THE BRIDGE					
05/04/2022	CR BEERS AT THE BRIDGE 05/04/2022			900.00 BEERS AT THE BRIDGE 05/04/2022		
05/06/2022	CR BEERS AT THE BRIDGE 05/06/2022			300.00 BEERS AT THE BRIDGE 05/06/2022		
05/09/2022	CR BEERS AT THE BRIDGE 05/09/2022			24.00 BEERS AT THE BRIDGE 05/09/2022		
05/12/2022	CR BEERS AT THE BRIDGE 05/12/2022			900.00 BEERS AT THE BRIDGE 05/12/2022		
05/31/2022	CR BEERS AT THE BRIDGE 05/31/2022			500.00 BEERS AT THE BRIDGE 05/31/2022		
248-026.000-654.001	BEERS AT THE BRIDGE	0.00	11,224.00	2,624.00	(11,224.00)	100.00
Total - Dept 026.000		93,000.00	11,224.00	2,624.00	81,776.00	12.07
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS					
05/23/2022	CR FARMER'S MARKET 05/23/2022			550.00 FARMER'S MARKET 05/23/2022		
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	2,375.00	550.00	7,410.00	24.27
Total - Dept 028.000		10,785.00	2,375.00	550.00	8,410.00	22.02
Total Revenues		694,346.00	13,649.54	3,224.54	680,696.46	1.97
Expenditures						
Department 272.000: GENERAL ADMINISTRATION						
248-272.000-906.001	COMMUNITY EVENTS					
05/17/2022	AP MICHIELS BREWING LLC/BEERS AT THE BRIDGE DEPOSIT			4,890.00 Inv #: '0036' Vendor 'MISC'		
248-272.000-906.001	COMMUNITY EVENTS	125,500.00	6,044.00	4,890.00	119,456.00	4.82
Total - Dept 272.000		125,500.00	6,044.00	4,890.00	119,456.00	4.82

06/07/2022 09:28 PM
User: HALEY
DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
Balances as of 05/31/2022
% Fiscal Year Completed: 16.71
Fund 248 - DDA FUND

Page: 2/3

				2022-23	YEAR-TO-DATE	ACTIVITY FOR			
GL Number		Description		Amended Budget	THRU 05/31/22	MONTH ENDED	05/31/2022	Available	%
								Balance	Used
Expenditures									
Department 277.000: DDA OPERATIONS/CONSTRUCTION									
248-277.000-704.000 WAGES									
05/12/2022	PR	SUMMARY	PR 05/12/2022		2,418.81	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		2,418.81	1376			
248-277.000-704.000 WAGES				57,784.00	9,645.30	4,837.62		48,138.70	16.69
248-277.000-704.001 WAGES - SUPPORT									
05/12/2022	PR	SUMMARY	PR 05/12/2022		711.13	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		706.58	1376			
248-277.000-704.001 WAGES - SUPPORT				26,891.00	2,586.23	1,417.71		24,304.77	9.62
248-277.000-704.005 WAGES: OVERTIME				500.00	0.00	0.00		500.00	0.00
248-277.000-715.000 FICA - TOWNSHIP SHARE									
05/12/2022	PR	SUMMARY	PR 05/12/2022		189.83	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		183.78	1376			
248-277.000-715.000 FICA - TOWNSHIP SHARE				5,323.00	729.94	373.61		4,593.06	13.71
248-277.000-716.000 FICA - MEDICARE TWP SHARE									
05/12/2022	PR	SUMMARY	PR 05/12/2022		44.39	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		42.98	1376			
248-277.000-716.000 FICA - MEDICARE TWP SHARE				1,065.00	170.70	87.37		894.30	16.03
248-277.000-719.000 RETIREMENT - EMPLOYER COST									
05/12/2022	PR	SUMMARY	PR 05/12/2022		312.34	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		312.37	1376			
248-277.000-719.000 RETIREMENT - EMPLOYER COST				8,518.00	1,221.77	624.71		7,296.23	14.34
248-277.000-719.001 MEDICAL, DENTAL INSURANCE									
05/12/2022	PR	SUMMARY	PR 05/12/2022		605.57	1374			
05/26/2022	PR	SUMMARY	PR 05/26/2022		605.57	1376			
248-277.000-719.001 MEDICAL, DENTAL INSURANCE				19,538.00	3,663.28	1,211.14		15,874.72	18.75
248-277.000-724.000 PHONE ALLOWANCE									
05/12/2022	PR	SUMMARY	PR 05/12/2022		78.00	1374			
248-277.000-724.000 PHONE ALLOWANCE				720.00	153.00	78.00		567.00	21.25
248-277.000-726.000 OFFICE SUPPLIES/SERVICES				7,000.00	0.00	0.00		7,000.00	0.00
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES				2,630.00	0.00	0.00		2,630.00	0.00
248-277.000-800.000 CONTINUING EDUCATION				2,500.00	0.00	0.00		2,500.00	0.00
248-277.000-801.000 CONTRACT SERVICE				60,500.00	0.00	0.00		60,500.00	0.00
248-277.000-801.000-FARMERMARKET CONTRACT SERVICE									
05/03/2022	AP	VIRGINIA MAC	ANASPIE/MARKET MASTER-APRIL		670.00	Inv #:	'042522'	Vendor	'1013'

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 05/31/2022

% Fiscal Year Completed: 16.71

Fund 248 - DDA FUND

GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 05/31/22	ACTIVITY FOR MONTH ENDED 05/31/2022	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	9,156.00	670.00	670.00	8,486.00	7.32
248-277.000-820.000	MEMBERSHIP & DUES	500.00	0.00	0.00	500.00	0.00
248-277.000-821.000	ENGINEERING	3,000.00	0.00	0.00	3,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	500.00	0.00	0.00	500.00	0.00
248-277.000-870.000	MILEAGE & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	0.00	0.00	50.00	0.00
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	15,000.00	0.00	0.00	15,000.00	0.00
248-277.000-974.000	IMPROVEMENTS	48,500.00	0.00	0.00	48,500.00	0.00
Total - Dept 277.000		270,675.00	18,840.22	9,300.16	251,834.78	6.96
Department 279.000: OTHER TOWNSHIP EXPENSES						
248-279.000-719.002	LIFE INSURANCE, OTHERS					
05/12/2022	PR SUMMARY PR 05/12/2022		2.84	1374		
05/26/2022	PR SUMMARY PR 05/26/2022		40.89	1376		
248-279.000-719.002	LIFE INSURANCE, OTHERS	250.00	52.30	43.73	197.70	20.92
248-279.000-995.000	TRANSFERS OUT TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
Total - Dept 279.000		25,250.00	52.30	43.73	25,197.70	0.21
Department 905.000: OTHER TOWNSHIP EXPENSES						
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	170,360.00	0.00	0.00	170,360.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	91,580.00	0.00	0.00	91,580.00	0.00
Total - Dept 905.000		261,940.00	0.00	0.00	261,940.00	0.00
Total Expenditures		683,365.00	24,936.52	14,233.89	658,428.48	3.65
NET OF REVENUES AND EXPENDITURES		10,981.00	(11,286.98)	(11,009.35)	22,267.98	

06/07/2022 09:27 PM

User: HALEY

DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Page: 1/1

Balances as of 05/31/2022

% Fiscal Year Completed: 16.71

Fund 248 - DDA FUND

GL Number	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 05/31/22	ACTIVITY FOR MONTH ENDED 05/31/2022	Available Balance	% Used
Revenues						
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS					
05/23/2022	CR FARMER'S MARKET 05/23/2022			550.00 FARMER'S MARKET 05/23/2022		
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	2,375.00	550.00	7,410.00	24.27
Total - Dept 028.000		10,785.00	2,375.00	550.00	8,410.00	22.02
Total Revenues		10,785.00	2,375.00	550.00	8,410.00	22.02
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,630.00	0.00	0.00	2,630.00	0.00
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE					
05/03/2022	AP VIRGINIA MAC ANASPIE/MARKET MASTER-APRIL			670.00 Inv #: '042522' Vendor '1013'		
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	9,156.00	670.00	670.00	8,486.00	7.32
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	0.00	0.00	50.00	0.00
Total - Dept 277.000		11,836.00	670.00	670.00	11,166.00	5.66
Total Expenditures		11,836.00	670.00	670.00	11,166.00	5.66
NET OF REVENUES AND EXPENDITURES		(1,051.00)	1,705.00	(120.00)	(2,756.00)	

ADA FARMERS' MARKET
2020 SEASON REVENUE, EXPENSE AND NET INCOME
04/30/22

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/22
		Total Revenues and Expenditures, 4/1/21 to 1/31/22	\$9,620.00	\$9,114.54	\$7,378.26	
248.277.801	2/9/2022	Market Manager Service - January, 2022		\$112.00	\$7,266.26	-\$112.00
248.277.801	2/23/2022	Market Manager Service - February, 2022		\$240.00	\$7,026.26	-\$352.00
248.277.740	3/14/2022	Internet Services		\$68.13	\$6,958.13	-\$420.13
248.028.675.001	3/17/2022	Vendor registration fees	\$765.00		\$7,723.13	\$344.87
248.028.675.001	3/21/2022	Vendor registration fees	\$1,330.00		\$9,053.13	\$1,674.87
248.028.675.001	3/28/2022	Vendor registration fees	\$255.00		\$9,308.13	\$1,929.87
248.028.675	3/28/2022	Sponsorship Fee - Leafguard	\$1,200.00		\$10,508.13	\$3,129.87
248.028.675.001	3/31/2022	Vendor registration fees	\$295.00		\$10,803.13	\$3,424.87
248.277.740	3/31/2022	Internet Services		\$68.14	\$10,734.99	\$3,356.73
248.277.801	3/31/2022	Market Manager Service - March, 2022		\$480.00	\$10,254.99	\$2,876.73
248.028.675.001	4/7/2022	Vendor registration fees	\$510.00		\$10,764.99	\$3,386.73
248.028.675.001	4/11/2022	Vendor registration fees	\$255.00		\$11,019.99	\$3,641.73
248.028.675.001	4/14/2022	Vendor registration fees	\$295.00		\$11,314.99	\$3,936.73
248.028.675.001	4/15/2022	Vendor registration fees	\$255.00		\$11,569.99	\$4,191.73
248.028.675.001	4/20/2022	Vendor registration fees	\$255.00		\$11,824.99	\$4,446.73
248.028.675.001	4/28/2022	Vendor registration fees	\$255.00		\$12,079.99	\$4,701.73
248.277.801	5/3/2022	Market Manager Service - April, 2022		\$670.00	\$11,409.99	\$4,031.73
248.028.675.001	5/23/2022	Vendor registration fees	\$550.00		\$11,959.99	\$4,581.73

Total, 2021 Season, beginning 2/1/22	\$6,220.00	\$1,638.27	\$4,581.73
Total, Fiscal YTD, beginning 4/1/22	\$2,375.00	\$670.00	\$1,705.00

	Revenues	Expenditures
YTD Balance from Accounting Report	\$2,375.00	\$670.00
Difference	\$0.00	\$0.00



Director Report for June 13, 2022

Submitted by DDA Director Haley Stichman

DDA Events and Marketing Intern

Aaron McNair started as the new DDA events and marketing intern on June 1. His focus has been helping to manage the social media posts for both Beers at the Bridge and Farmer's Market as well as recruiting volunteers for summer events. He will be introduced to the DDA Board at the meeting on June 13.

Events/Sponsorships:

Beers at the Bridge - June 17 | July 15 | August 19 – Leonard Field

We are just under two weeks away from the Beers at the Bridge event on June 17. I met with the BATB committee this week to finalize day-of-event logistics and will be working to coordinate with the band/sound crew, vendors, and sponsors over the next two weeks to get ensure a smooth set-up on event day. Me and Aaron (DDA Intern) will be onsite all day on June 17 to oversee the event set-up. Township staff will be accompanying us throughout the day to provide additional support and I expect to have 4 volunteers to assist as needed.

Brats & Bonfires – Date TBD

This past month I have been working to outline a plan to present to the DDA Board regarding the possibility of integrating the Brats & Bonfires event into the Fall Festival. The DDA Board is set to review on June 13.

Farmer's Market – Tuesdays - June 7 through October 25 – The Community Church

The Farmers Market kicked-off on Tuesday, June 7 with over 29 vendors. This is the largest Market we have seen over the past couple of years. And additional vendors are expected join throughout the season. We had our photographer in the Market taking photos of each of the vendors and their products. The goal is work with Aaron (DDA Intern) to highlight each of the vendors on social media throughout the market season to showcase the variety of products that are available with the intent to increase foot traffic.

Additional events:

Music on the Lawn – Kicked off June 1 – Legacy Park

4th of July Celebration – Monday, July 4

Social District:

The Ada Village Social District has been established with the Michigan Liquor Control Commission (MLCC). The DDA Board approved Social District branding and signage expenditures at a special meeting on May 25. All branding elements and signage are in production, and I expect to have items in hand by the end of next week. We will be moving forward with a combination of aluminum panels that will be fastened to light poles as well as a-frame sandwich board signage to designate the Social District commons area boundaries. Social

District logo stickers are being printed by Cascade Printing and will be distributed to each participating establishment. The ABA will be providing additional support to businesses that needs cups and logo stickers.

I have been working with licensed establishments to have them apply for a Social District Permit with the MLCC as each licensed business must be approved individually by the Township before applying. The Township Board approved Local Governmental Unit Approval forms for each of the establishments below at its meeting on May 23.

- Ada Village General Store (*Liquor license still in process - can apply for Social District Permit once it is issued.*)
- Garage Bar & Grill
- Gravel Bottom Craft Brewery
- Luna
- MudPenny
- Nonnas: The Torattoria

I have received additional applications from Schnitz and Zeytin's and I am expecting the Township Board to approve Local Governmental Unit Approval forms at its meeting on June 13. These forms will be returned to each establishment ASAP to be submitted directly to the MLCC with payment of \$320 for the inspection and permit fees. These establishments will have to wait to begin serving Social District beverages until they receive their permits. This may be after the expected opening of the Social District on June 22. It will all depend on the processing time for the MLCC.

There will be cross promotion of the Social District via the ABA, DiscoverAda and the DDA social media pages. All promotions will lead people to the Township website where I've created a page that gives details about the Social District. Individuals will have the opportunity to download a brochure that includes a Social District map. DiscoverAda has been working to shoot a short promo video for the Social District to be shared as we get closer to the opening date. At this point in time, we are not heavily promoting the opening as June 22, as I'm still unsure as to whether businesses will have received Social District permits by then.

Parking in Downtown:

The public parking map has begun to be distributed to the community with a QR code that directs back to the full brochure on the Township website. Next steps will include:

- Distributing a digital copy to ALL Township staff as a resource to be shared when asked about public parking in the Village area. The clerk's office has been given a printed laminated copy for reference.
- Working with Aaron (DDA Intern) to schedule social media posts, especially during times when events are happening downtown. First set of posts will go out before the GRTriathlon the weekend of 6/10.
- Package together a digital file as well as content to be shared with the ABA, DiscoverAda, and local businesses.

Train Bridge Mural Project:

Over the past month, I've been working with Lions & Rabbits staff to get the contract for his project executed, which is moving a little slower than anticipated. I'm just waiting for a few clarifications from their legal team,

and my goal is to get the contract executed by the end of this week. I expect to have more of an update for the DDA Board at its meeting on June 13. Once we can get the contract signed, we'll be able to move this project forward with Lions and Rabbits as a consultant to start on the R&D for public art on the railways. This phase will include navigating approval with the railways, outlining the total budget, artist RPF application, marketing assets, and a structured timeline.

Streetscape Flowing Plantings

The DDA Board approved moving forward with Rockwell Earthworks at the requested increase for year two with the intent to reevaluate at the end of the year. This price increase means that Rockwell Earthworks year 3 bid is no longer realistic and the DDA Board could look at rebidding at the end of the year or approving an amendment for year 3 based on updated pricing from Rockwell Earthworks.

Regarding the planting for this season, Rockwell Earthworks has communicated that the bulk of planting occurred the weekend of May 13 with additional planting in subsequent weeks to complete each route established by Rockwell per the map in the RFP. I have been communicating with Jina from Rockwell Earthworks to work through issues that have surfaced this year. I'll be meeting with Jina sometime this week or next to discuss her team's progress and some concerns that have been noted by staff, business owners and other community members. The Township is aware of the issues with some of the planter beds in the older part of town along Bronson and Old Headley. At this time, Rockwell Earthworks has moved forward with plantings in these beds and communicated that they edged the beds manually where necessary. An assessment has been completed that visually documents all planter beds in the Village. The assessment is a great tool that will allow staff to plan out any repairs that will need to be done. This assessment has also allowed staff to capture the state of each flower bed before and after plantings this season as pictures have been taken at two separate times. Both versions of the assessment will be shared with DDA Board Members via email for review.



Township Manager Report for June 8, 2022

Submitted by Township Manager Julius Suchy

W. Fulton St. Generator Insurance Replacement:

The Township's insurance carrier has sent the Township a check for \$27,047.91. Once the repairs are completed and we send documentation they will release the recoverable depreciation of \$14,204.95. The total amount received from insurance will be \$41,279.86, this is after the Townships \$2,500 deductible is removed.

The total cost for the replacement is as follows:

New Generator - \$42,316.00

Installation - \$8,930.00

Concrete Work (if needed, if footprint doesn't match and pipes don't align) - \$5,900.00

Total Cost = \$57,146.00 if Concrete Work Needed, \$51,246 if not needed.

I tried to reason with the adjuster that the Township purchased the larger generator due to lead time issues as well as eliminating the need for a temporary portable generator. They responded that our coverage only replaces item to pre-loss condition and they do not pay for upgrades.

Township Hall Fiber is Live!

Township Hall is officially running on Fiber. The change over took place last week and the speed tests we have done since making the change have been excellent. The next step is to move the phone system to VoIP, which will be taking place in the next few weeks – month as I am working with Comcast on this piece. Once that is complete the Township can terminate its relations with BSB for phone services and Granite and First Communications for phone services.

I am also working with Allied Mechanical to see what needs to be done to update our alarm system to a cellular system from our current system. Once I have this I will review and depending on scope and scale take to the appropriate committee or Township Board for any potential action.

Spongy (Gypsy) Moth Spray Program Update:

Neal Swanson with Aquatic Consulting Services will follow up in a few weeks once he has done a preliminary review of if the spraying was successful or not.

The Township had received a call from the Michigan Department of Agriculture notifying us that a resident had called to report our spray program. I shared with the Department of Agriculture all of the materials mailed out and the updates provided on our website. Following receipt of this information he contacted the resident and shared that there was no issue as our spray program followed all notification protocols.

Knapp Street Pedestrian Bridge Update:

Staff and our engineer met with KCRC staff on May 23rd to discuss the process and timeline for applying for a grant to add a pedestrian bridge to the Knapp Street bridge.

The process is lengthy and staff is following up to determine if it proceeds what funding cycle this would be for. More information will be shared when it is available.

2nd Shift Maintenance Position Job Posting Update:

The position has been posted and will remain open through June 20th. The Township posted through a number of different employment websites, newspaper and other recreation and municipal websites.

It is anticipated that someone could be selected in late June with a potential start date in mid-July.

Ada Elementary & Meadow Brook Elementary 2nd Grade Presentations:

Planning Director John Said and I presented to all of the 2nd grade classes from these two elementary schools at the beginning on June. The presentation framework we used has been included with John's monthly Planning Department report.

This was an excellent way to connect with the community and we utilized it as an opportunity to ask students what they would like to see in Ada and we will use this as a piece of public engagement for the Master Plan currently being worked on.

Agreement with Ada Historical Society:

I will be meeting with Bernie Veldkamp and Kristen Wildes from the Ada Historical Society to review the current agreement between the Township and the Historic Society. This will allow us to review payment terms and the items that both the Township and Historical Society is responsible for.

I will provide an update following the meeting. I would anticipate taking this to Administrative Committee once there is some traction on any requested changes.

ARPA Second Tranche Payment Update:

The Department of Treasury sent out an e-mail indicating that they would be distributing second tranche payments within the next 30 days. These funds will be deposited with the Township and are on hold until the Township determines when and how to proceed with spending the funds. Once the new Township Hall feasibility study is completed it will likely help this process move forward.

West Michigan Health Insurance Pool:

This past year the Township changed our agent of record related to Health Insurance from Burnham & Flowers to Hub International. Following this change, we met with employees and discussed health insurance and there was discussion about changing the plan but overall employees wanted to know if the Township had any ability to access more plan options despite being a small group (less than 50 employees).

I learned of the West Michigan Health Insurance Pool, which is a pool of 13,000+ employees made of up municipalities and school districts that would provide this opportunity. I had a preliminary call with their team on May 24th and we will be sending them our plan information and employee census to see their plan costs would compare to our existing rates before having any additional conversation about the Township joining the pool.

Updated Revenue Sharing Projection:

The Township budgeted for additional funds in the FY 2022-2023 budget based on updated financial projections from the State of Michigan. I recently received notification that the projections have been updated based on better than anticipated revenue and the Township is projected to receive approximately \$40,000 in additional revenue.

As this is just a projection, staff will continue to evaluate these estimates and provide updates as they become available.

New Township Hall Feasibility Study Update:

Integrated is working with Erhardt Construction to put together preliminary estimates for cost for the two sites still under consideration. Once this information is available, I will schedule a work session for them to present this information and the Township can decide on next steps.

I have reached out to Geld again to see if anything has changed regarding the property across from the library and have not yet received a response. I also reached out to the Community Church as I want to make sure that all other options are vetted as much as possible before the Township Board is presented with final options.

Mobile Antenna Updates:

I am currently working on two proposals related to mobile antennas for the Township:

- Dish Wireless is proposing a new antenna to be located on the Ada Dr. water tower. Legal counsel and the Admin Committee have reviewed and we are still in the negotiation process on this lease agreement.
- T-Mobile has submitted a proposed amendment and extension to their existing lease. Admin committee has reviewed and it will be sent to legal counsel for final review before being presented to the Township Board.

Amy Van Andel Library – Ada Community Center Update:

- News & Updates
 - The Excellence in Construction Awards Committee reached out and stated the project was nominated for an EIC award in the Interior Finishing – Flooring Category by Sobie Company. I will be providing a tour to the three judges on Friday June 3rd.
- Maintenance Items –
 - The lighting system is still being reviewed, waiting for a fix to the existing software that manages the system.



June 6, 2022

Re: Ada Township Engineering
Project No. 220102.01

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

Dear Mr. Suchy:

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

Sewer Odors – We have completed the data collection, which shows significant concentrations of H₂S at two outlet manholes on Ada Drive. We will have a draft report with recommendations and cost estimates by June 24.

Water Main Construction 2021/22

- **Phase 2** – Punch list items are nearly complete. There are nine drives that are cracked and will be replaced next week. There are also a few irrigation systems that need to be repaired. This will all be done by June 17.
- **Phase 3** – The water main on Rix, Springreene, and Creek Run is installed and tested. The contractor is currently installing water services along these streets. These streets will be paved later this month, and the contractor will then move over to the final sections in the Ada Woods neighborhood west of Kulross. The contract completion date is September 3, 2022.

Fase Street Trail – We are waiting to confirm proper growth of all restored areas and will then issue the final pay recommendation.

Ada Drive Trail Construction – Julius Suchy and I walked the trail again on May 10 with Katerberg VerHage and Michigan Paving to review the limits of the removal and repaving. We have since confirmed the trail resurfacing will start next week. Roughly 90 percent will be repaved at no cost to the Township.

Katerberg VerHage also has the following original contract work to do:

- The retaining wall at Rix/Ada Drive needs to be replaced. This is being coordinated with the new homeowner and revised lawn grades adjacent to the trail.
- 1,000 feet of the Grand River Nature Area Trail needs to be repaved. This area remains too wet to be paved at this time.



Trail Construction 2022

Pettis Trail – Knapp Street to Chief Hazy Cloud Park – In response to concerns from the Township Board, the Township Attorney prepared an amendment to the contract, which was approved and signed by the contractor. We had the preconstruction meeting and are currently survey staking the trail. The contractor will be mobilizing to the site today and will start clearing/tree removals this week.

We have acquired four of five easements, and the last one (FHPS) will be approved by the school board at their meeting next Monday (June 13). The completion date is October 31, 2022.

Pettis Trail – Knapp Street to 3 Mile Road – I will be meeting with the new owners of the parcel at the northeast corner of Knapp and Pettis to review the easement area that is required. If they are agreeable, we can then continue discussions with the Treebrook neighborhood regarding this section that will extend up to Three Mile Road.

Cascade/Spaulding/Hall Street – We are making progress on obtaining the easement from 5211 Cascade Road. This section will be bid in July and constructed August.

Kamp Twins – Fase Street to Thornapple River Drive – The plans were submitted to the railroad for review and they require a \$4,500 review fee. We also met again with Amy Hoyt to review the plans. She is the property owner directly south of Kamp Twins.

Future Trail Segments (2023/24)

We met with the KCRC on May 23 to review the **Knapp Street** bridge segment. As a follow up to that meeting, I reviewed various structural options with Mike TenBrock (KCRC Bridge Engineer) and Jennifer Dougherty. Jennifer is a local bridge engineer that we are using as our sub-consultant. Jennifer hopes to have various options and cost estimates ready for review by July 6. Long-term goals for this section are to confirm MDOT grant funding in 2023, with construction of the \$5 million segment in 2024.

We met with the Trail Committee again on May 26. The following sections are a priority for 2023 construction. These were all listed in last month's update as well.

1. Rix Street from Adaridge to Ada Drive (2,100').
2. Thornapple River Drive from Fase Street to Legacy Park (750').
3. Fulton Street from Legacy Park to the M-21 Bridge. MDOT constructed the bridge to accommodate a trail crossing along the river and under the westerly bridge span (2,500').
4. Pettis from Chief Hazy Cloud Park to Vergennes. This is a challenging section with numerous trees/slope stability issues along the river side or steep embankments on the other side (4,300').
5. Honey Creek Avenue from Conservation to Crancreek (4,200').
6. McCabe Avenue from Downs to Conservation (5,200')

Ada East Residential – Thornapple Excavating has completed the sanitary sewer and water main extension to this residential piece of Envision Ada.



Mr. Julius Suchy
June 6, 2022
Page 3

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

Sincerely,

Steven C. Groenenboom, P.E.
Township Engineer



MEMORANDUM

Date: 06.06.22

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

Planning Commission

At the May 19 meeting, the Planning Commission acted on the following:

- Election of Officers; Tom Korth, Chair; Angela Butterfield, Vice-Chair, and Sara Easter, Secretary.
- Approval of a recommendation to amend the Zoning Map to add the PVM Overlay District designation to 7535 and 7567 Fase Street (Mosaic Property), with 7535 being designated Village Proper 1 Transect Zone, and 7567 being designated Village Edge Transect Zone.
- Approval of a recommendation to amend the Zoning Ordinance regarding Agricultural Preservation (AGP) District requirements, and Article XXII requirements regarding land divisions of platted lots.
- Approval of revised Bylaws for the Planning Commission.
- Approval of the Planning Commission Annual Report (which is attached to this Report).
- Discussion of a subcommittee to review requirements concerning accessory buildings; Tom Korth and Susan Burton agreed to participation. (More information will be provide in subsequent reports concerning discussion and progress.)

Zoning Board of Appeals

The May meeting was cancelled due to a lack of applicants.

Staff is reviewing the matters associated with the appeal filed with the Kent County Circuit Court in relation to property at 6679 3 Mile Rd. Part of the review will include evaluation of current accessory building requirements, as discussed in the subcommittee item noted above.

Other Activities

- Work on the Master Plan preparations continue. This included a meeting of the Master Plan Steering Committee on May 10, followed up by various preparation tasks for upcoming public online survey and three focus group workshop meetings for those that wish to provide input for the Master Plan. These are noted as follows:
 - Community-oriented Focus Group meetings scheduled for: Tuesday, June 21, 5:30

pm – 7:00 pm, and Wednesday, June 22, 8:30 am – 10:00 am. Both meetings will be held in Community Room #1 at the Amy Van Andel Library. These meetings are intended for any residents, members of the public, and any other interested parties.

- Business-oriented Focus Group meeting scheduled for Wednesday, June 29, 11:30 am – 1:00 pm. This meeting is being coordinated through the Ada Business Association (ABA) and is intended for any businesses and professionals that work in the community.
- Television coverage of Ada was featured on WZZM Channel 13, including daily features from May 9 – 12 about various Ada features, including businesses and the community, which provided great publicity, and culminating with a feature on the future of Ada: <https://www.wzzm13.com/article/news/local/ada-cascade/13-on-your-side-of-town-what-to-expect-in-ada-the-next-few-years/69-9816acff-ae31-468b-929c-513e93f03e52>
- I attended the Michigan Association of Planning's Spring Institute training conference on Wednesday, May 18 in East Lansing. The conference focused on housing and allowed me to obtain training credits associated with my professional certification (American Institute of Certified Planners – AICP).
- Staff has been communicating with the Kent County Road Commission concerning various road-related activities and opportunities, including enhanced safety for the Thornapple River Dr. crosswalk between Leonard Field and Fase Street. Staff and the Township Attorneys had previously identified case law language allowing for Township participation in road-related matters with the Road Commission.
- Staff assisted the DDA Director with review of proposed signage associated with the Social District in the Village area. Staff was able to identify sections of the sign regulation portion of the Zoning Ordinance that allows for these signs.
- On Thursday, May 26, the Township Manager and I hosted a group of second-grade students from Ada Elementary School that were learning about their local community. A copy of that presentation is attached.
- Participated in the following meetings during April:
 - DDA Board meetings; May 9 and May 25.
 - PRLP Advisory Board; May 12.
 - Trails Committee; May 26.
- Assisted Parks Director in meeting with Village East construction managers to review required path extensions and potential Legacy Park access during construction.
- Attended Ada Business Association (ABA) Lunch & Learn on May 19; presentation focused on emotional and mental well-being.

Permit Activity

Permit summary activity will be provided when it is furnished by Cascade Township.

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

06/08/2022

MAY

ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$620,000</i>	<i>\$3,426.00</i>	3
Commercial, New Building	<i>\$15,200,000</i>	<i>\$61,638.00</i>	4
Deck	<i>\$109,740</i>	<i>\$700.00</i>	4
Detached Accessory Building	<i>\$48,000</i>	<i>\$441.00</i>	2
Res. Add/Alter/Repair	<i>\$316,104</i>	<i>\$1,228.00</i>	7
Res. Single Family	<i>\$1,539,244</i>	<i>\$4,466.00</i>	3
Residential - Other	<i>\$77,850</i>	<i>\$260.00</i>	2
Roofing	<i>\$239,462</i>	<i>\$1,105.00</i>	12
Sign	<i>\$4,950</i>	<i>\$85.00</i>	1
Swimming Pool	<i>\$170,300</i>	<i>\$350.00</i>	2
Totals	<i>\$18,325,650</i>	<i>\$73,699.00</i>	40

Permit.DateIssued in <Previous month> [05/01/22 -
05/31/22] AND
Permit.PermitNumber Starts With PB222

06/08/2022

ADA TWP CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$4,446,800</i>	<i>\$22,185.00</i>	12
Commercial, New Building	<i>\$17,900,000</i>	<i>\$69,108.00</i>	5
Deck	<i>\$408,623</i>	<i>\$2,800.00</i>	16
DEMOLITION	<i>\$33,400</i>	<i>\$255.00</i>	3
Detached Accessory Building	<i>\$306,822</i>	<i>\$1,886.00</i>	6
Res. Add/Alter/Repair	<i>\$1,782,630</i>	<i>\$6,994.00</i>	30
Res. Single Family	<i>\$8,983,031</i>	<i>\$20,346.00</i>	11
Residential - Other	<i>\$282,375</i>	<i>\$1,005.00</i>	8
Roofing	<i>\$534,663</i>	<i>\$2,975.00</i>	34
Sign	<i>\$18,260</i>	<i>\$425.00</i>	5
Swimming Pool	<i>\$566,400</i>	<i>\$1,400.00</i>	8
Totals	<i>\$35,263,004</i>	<i>\$129,379.00</i>	138

Permit.PermitNumber Starts With PB222 AND
 Permit.DateIssued Between 1/1/2022 12:00:00 AM
 AND 5/31/2022 12:00:00 AM



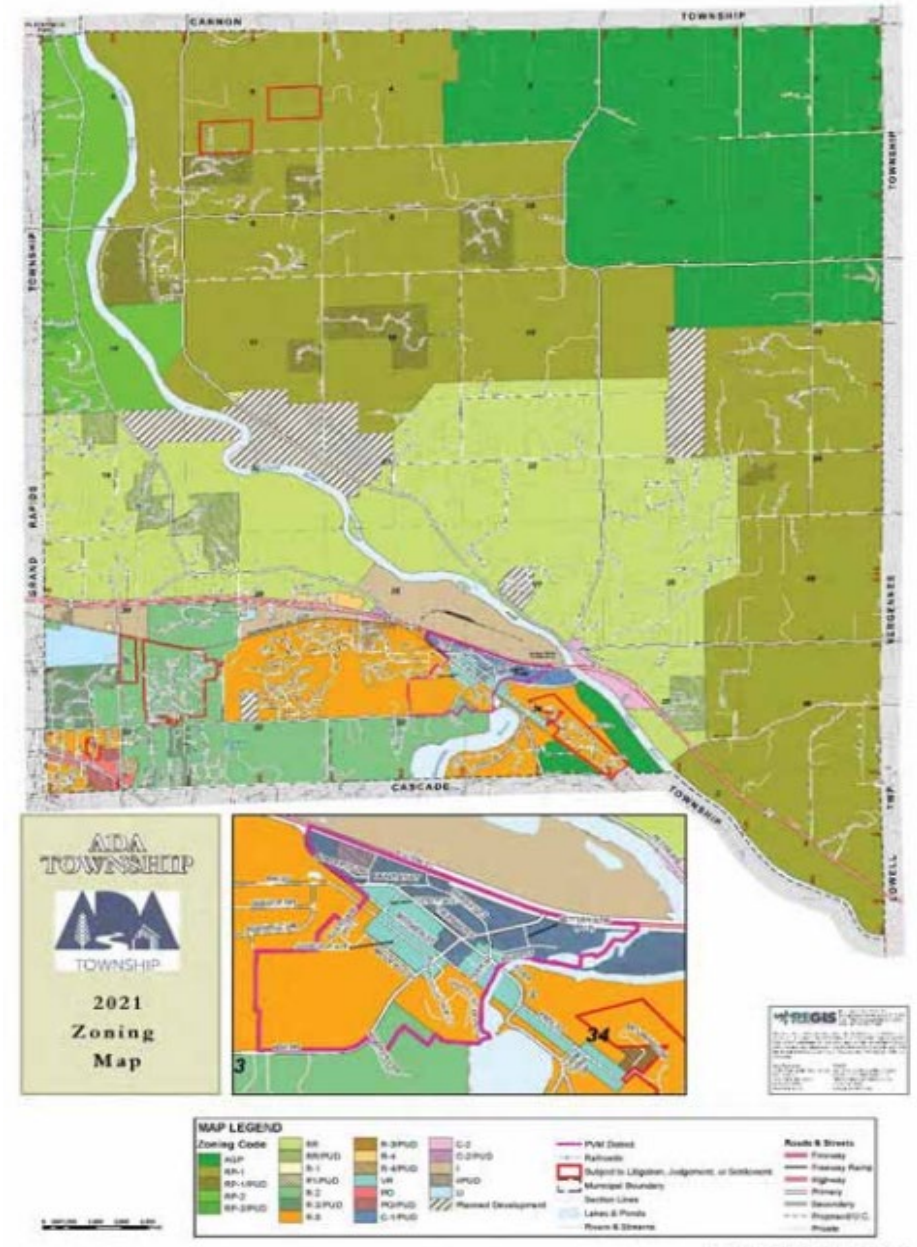
Welcome Ada Elementary School!

Ada Township

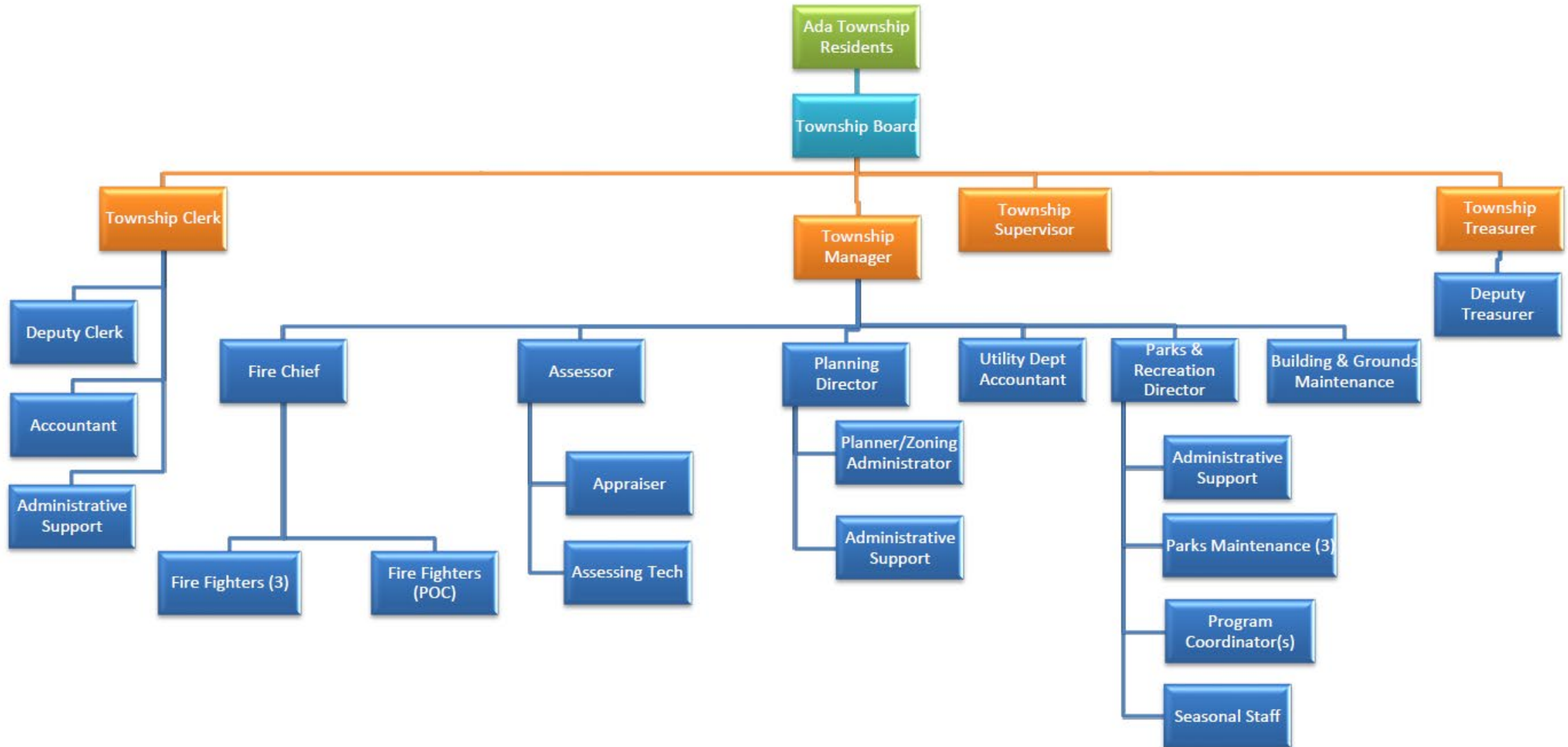
May 26, 2022

Ada Township...

- YOUR local government.
- Governed by a Supervisor and Board.
- Makes rules for the good of the Township.
- Provides utility services; water, sanitary sewer, and storm sewer.
- Owns all local parks and walking-biking trails and keeps them clean, and runs local sports leagues for kids (baseball, soccer).
- Helps residents and businesses.
- Keeps residents safe! (Fire Dept. and Kent County Sheriff's Dept.)
- Plans for the future.



Ada Township – Organizational Chart





Township Board



Supervisor
Ross Leisman

[Email Ross](#)
(616) 676-9191 ext. 50



Treasurer
Kevin Moran

[Email Kevin](#)
(616) 676-9191 ext. 23



Clerk
Jacqueline Smith

[Email Jacqueline](#)
(616) 676-9191 ext. 21



Trustee
Robert Proos

[Email Robert](#)



Trustee
Catherine Jacobs

[Email Catherine](#)

Trustee
Chris Winczewski

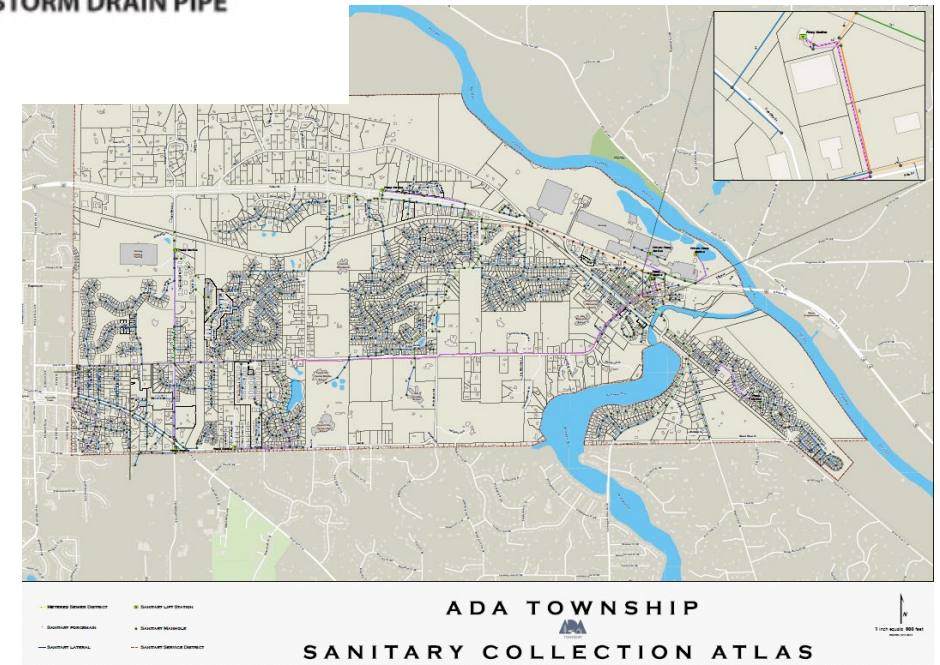
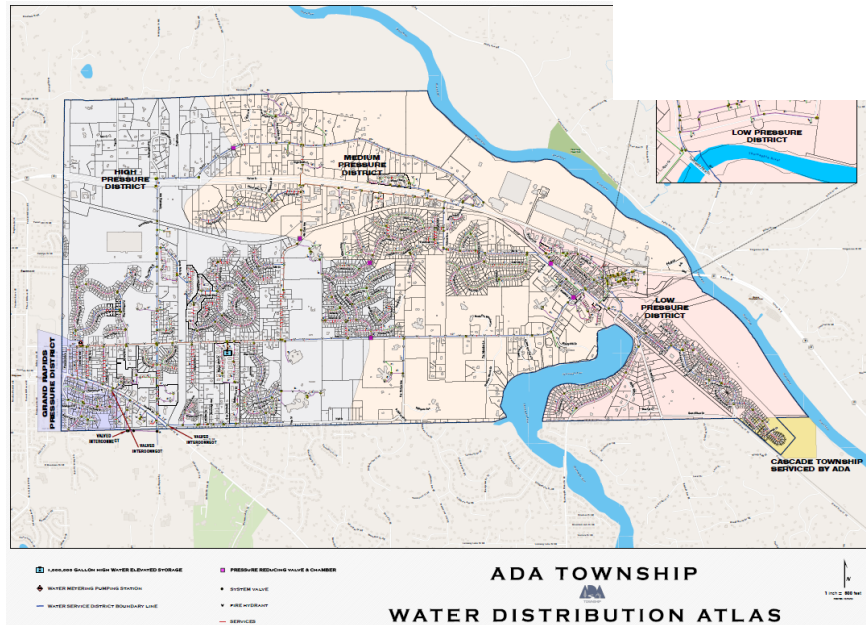
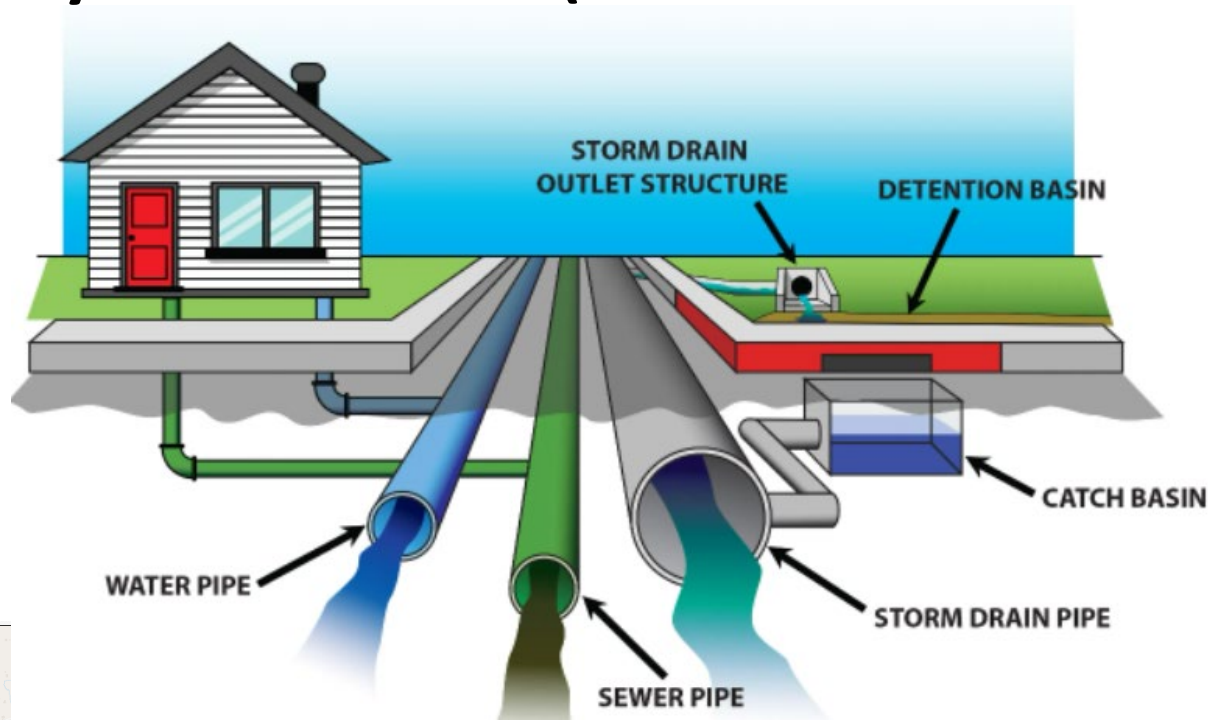
[Email Chris](#)



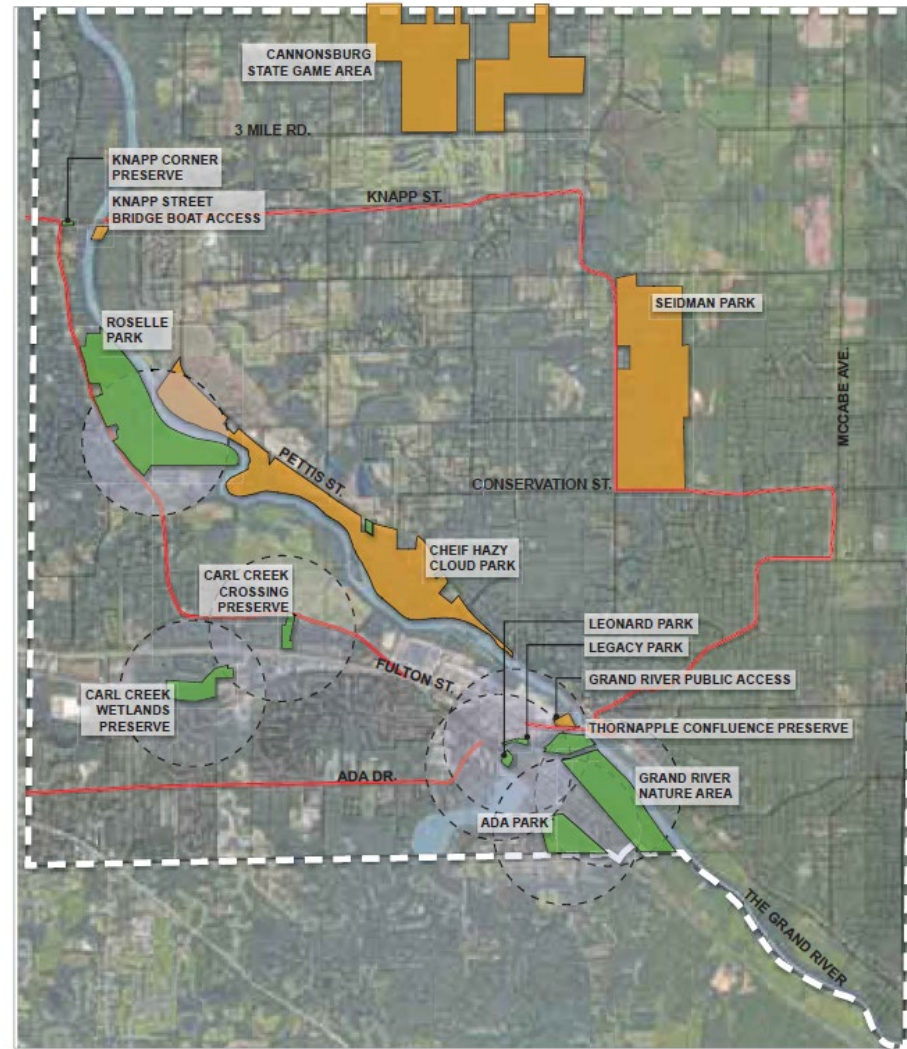
Trustee
Dan Hurwitz

[Email Dan](#)

Utility Services (water and sewer)



Parks and Trails



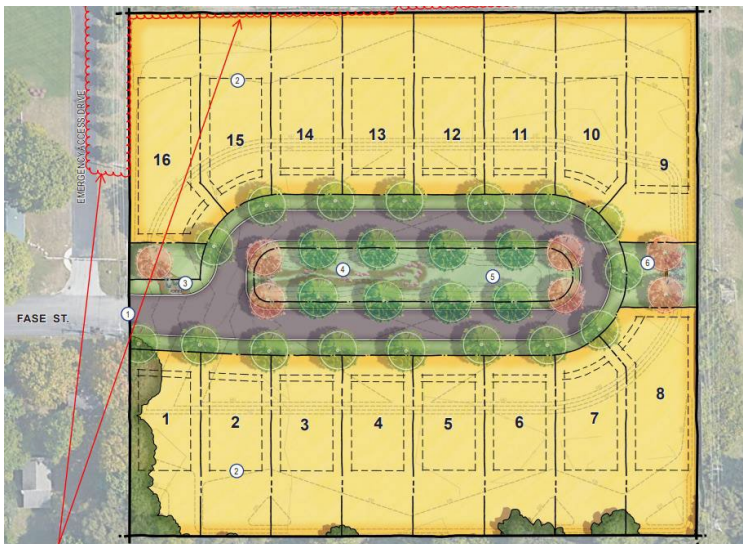
Keeping Ada Township Safe



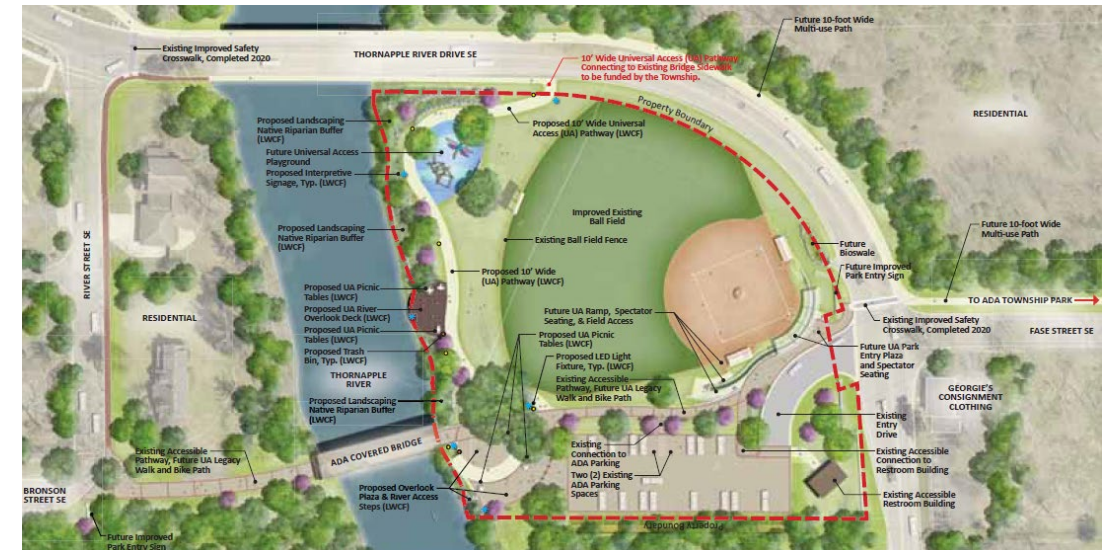
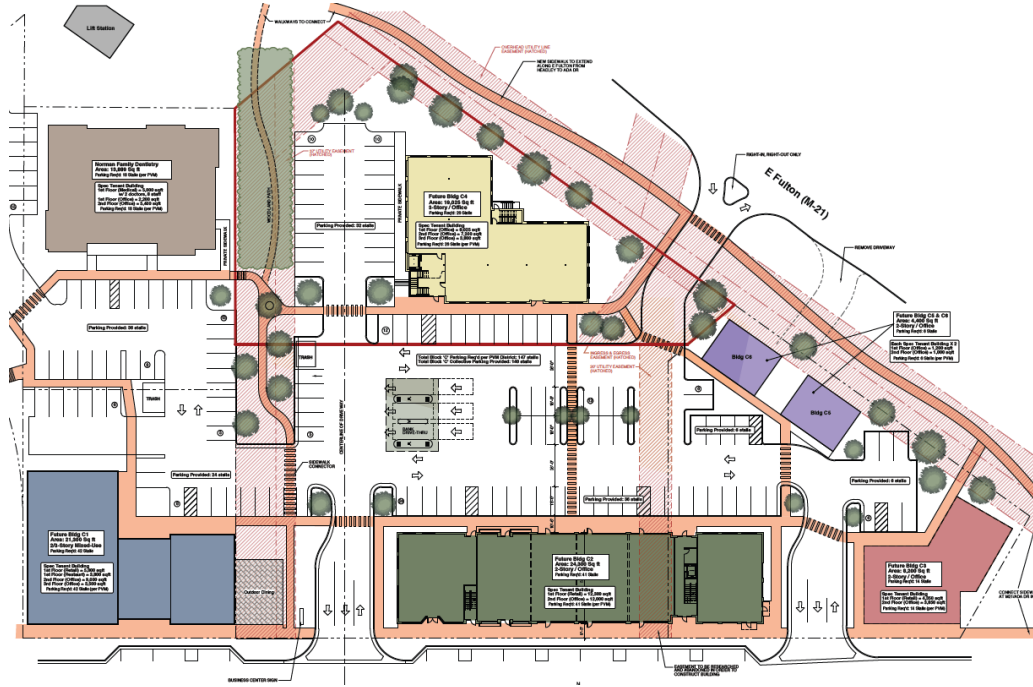
Ada is growing!



Color Rendering



Planning for Ada's Future



What would you like to see added to



- We will pass out paper, please write down what you would like to see added to the Township and we will include responses from the elementary schools in our Master Plan Update.
- It can be related to Parks, Businesses or anything you can think of that would make Ada a better place!



Thank you!

Questions and Answers



Ada Township
7330 Thornapple River Drive
P.O. Box 370
Ada, Michigan 49301
www.adamichigan.org
jsuchy@adatownshipmi.com
jsaid@adatownshipmi.com



Ada Township Parks & Recreation Department
Park Director's Report
For June 6, 2022
Submitted by Parks & Recreation Director Mark Fitzpatrick

Parks, Recreation, and Land Preservation Advisory Board Items

- Input sessions for the Township's Master Plan will be held at the AVA Library on June 21 at 5:30 – 7:00 pm, and June 22 at 8:30 – 10:00 am at the library. PRLP Advisory Board members are invited to attend one or the other. Planner John Said will be facilitating these.
- The next PRLP Advisory Board meetings are set for Thursdays, June 9 and July 14 at 8:30 am at Roselle Park.
- There has been discussion about having a training session for the PRLP Advisory Board in the upcoming months. Setting a date and time is the next step in the process.

Administrative Updates

- A report on the results of the Compensation Study will be presented to the Township Board on June 7 at 4:00 p.m. at the AVA Library.
- As part of our initiative to improve the staffing needs for the Parks & Recreation Department, we have taken several significant steps:
 - *Earlier this year we moved the ½ time Administrative Assistant position into a full-time position. Erin McIntosh was hired into that role. She has been doing an excellent job.
 - *For the recreation staff, we combined the two part-time positions of Recreation Program Assistant and Softball Program Coordinator into one fulltime Recreation Program Coordinator position. Wesley Deason has been hired into that role and started on May 31. He has jumped right into the position and is doing great.
 - *We posted for the new maintenance position that is to work Wednesday through Sunday afternoons and evenings. Applications will be received through June 20. Information can be found on our web site at: <http://adamichigan.org/township/government/job-postings>
 - *We are working through a process of merging the Buildings & Grounds and Parks & Recreation department's maintenance staff into one operating unit to service all township properties and facilities.
 - *We are working through the process of renovating to park office building to better accommodate staff and the public.

Updates on Township Parks and Preserves

Leonard Field Park

- We recently met with staff from RJM-Design to review the status and planning process for the Riverfront Improvement Project. RJM-Design has started their work on the project, and we will be having monthly updates. Once we receive the final grant documentation from the MI DNR, we will be able to begin the re-imbursement process associated with the grant. We anticipate updates on the project scope, design and cost analysis early this summer for review. We are still on schedule for final construction documents in the fall, going out to bid in the winter and construction starting in the spring of 2023.

Updates on Township Parks and Preserves continued ...

Ada Township Park

- As part of the upgrades to Ada Park office building, we have removed the function of the “Les Craig Learning Center” as part of the use of the building. That space is being renovated into office space and visitor services. Recently the doors and concrete in front of building have been upgraded. Our IT services are reviewing options for re-wiring the workstations and some new office furniture is also under review.
- For the maintenance building, our goal is for this building to serve the operational needs of all the Township properties, facilities and the trail system. We have had assessments by consultants from Integrated Architects to review the structure and layout of the building and discussed with the Kent County Health Department the process to review the water service needs. Our next step is to have our engineer draft a plan that we can present to the Health Department. While going through that process the maintenance staff have been re-organizing the equipment and supplies.
- Facility rentals are active for the spring and summer months.

Legacy Park – In Memory of Helen and Rich Devos

- With a potential new bike path to go alongside the park, through the new East Village development area and on to Fulton Steet, we are accessing how the interface of the bike path, East Village and the access area to the park will merge together.
- Staff from Progressive A&E are re-assessing the erosion along the bank and are expected to have a plan for review.
- We recently replaced the concrete that was damaged by vandals and are working to replace the trash can. Staff did a kill-off of the Myrtle in the flower beds and will have them mulched soon.
- Weekly rentals of the pavilion are underway.
- The Wednesday night concerts, “*Music on the Lawn*”, have started.

Roselle Park

- The construction on the Roselle Park Parking Lot project is temporarily on hold while we wait on feedback from EGLE regarding the permit and alternatives being presented by OCBA staff. Once OCBA has set a design alternative and adjusted pricing, we will submit a change order to the Board. Pay application #2 for the contractor Redline Excavating LLC is being submitted for June 13.
- Facility rentals are busy for the summer months. We are currently taking reservation into December and have a waitlist for 2023 already.
- The old solar bathroom has been removed from the site.

Carl Creek Crossings Preserve

- No updates at this time, other than it has daily use and staff and volunteers are maintaining the site.

Carl Creek Wetlands Preserve

- No updates at this time.

Grand River Natural Area Preserve

- The project of milling and paving the trail section from Ada Moorings to the Grand River is to resume the week of June 6 by Katerberg VerHage.

Update on the Kent County Parks in Ada Township

- Kent County Parks Department has hired a contractor to work on the non-paved trails in Seidman Park this summer.
- We continue to coordinate with Kent County Parks on the planning and development of Chief Hazy Cloud Park, including the bike path along Pettis Drive.


Update on the Bike Paths / Non-Motorized Trails

- Punch list items from last year's work on Fase Street being completed.
- Completion of last year's projects on the Ada Drive trail, the Consumers Energy easement and a section in the GRNA are to resume the week of June 6.
- Construction of the new trail along Pettis Drive is to start the week of June 6
- The Kamp Twins connector, Cascade/Spaulding/Hall St. connector and another section for the Pettis trail are in the planning stages with hopes to do them later this summer.
- Other large maintenance projects are under review by the park staff and engineer for potential work in 2022. These include repairing asphalt, fixing bridge thresholds, replacing decking on boardwalks and tree trimming.
- Plans to submit an RFP for a contractor to help with wayfinding and signage is underway.
- We remain engaged with Kent County on funding initiatives related to the Grand River Greenways project. This is a regional effort to establish a trail route from Grand Haven to Lowell along the Grand River corridor.
- LGROW continues to lead the initiative of developing a Water Trail Plan for the Lower Section of the Grand River (Ionia to Grand Haven). The application for state certification has been extended to the fall. More details at: www.lgrow.org

Updates on Recreation Programs

- Now that we have the new Recreation Program Coordinator position filled, we will start more long-range planning, scheduling and re-structuring of recreation programs and services. The current activities will be the focus for the summer with hopes to start new initiatives, or re-start programs that have been on hold, in the fall.
- Highlights of current programs include:
 - ❖ We completed the Middle School Baseball League series and tournament in May. This ran as a rental by the company Athletic Consultants & Associates, aka ACA. ACA also held a tournament the weekend of June 3-5. They cancelled a tournament that was scheduled for June 24-26.
 - ❖ We hosted a girls fast-pitch tournament in May through Mike Terwilligers organization.
 - ❖ Rental of ball fields by the Thornapple Valley Baseball League will be done June 6, with a tournament set for July 15-17.
 - ❖ Our own adult softball leagues started May 3rd with Men's slow-pitch on Tuesday nights and Coed on Wednesday nights.
 - ❖ AYSO youth soccer at Ada Park wraps up on June 9. Over 2000 youth served.
 - ❖ Youth Zigzag Ultimate Frisbee at Ada Park will continue on Tuesdays through October.
 - ❖ The GR Triathlon is set for June 11-12. In addition to Ada Park for the main activities, they will also be using Legacy Park for package pick up. #Discover Ada is one of the main sponsors this year.
 - ❖ The summer concert series "*Music on the Lawn*" at Legacy Park started on June 1 and runs through the end of August.
 - ❖ The "*Beers at the Bridge*" outdoor concert events at Leonard Field Park will be held on the third Fridays of June, July and August.
 - ❖ The 4th of July activities are being set up for Monday, July 4. To include the pancake breakfast, parade, car show, activities at Legacy Park, evening concert and fireworks.

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor 
Date: June 6, 2022
Re: Assessing Department Update

Comments: Property questionnaires for the neighborhoods that we are reviewing this year have been mailed to residents and we have received 36% of the questionnaires back. We are in the process of analyzing and entering data on those parcels as part of our summer field review process.

Interviews for the Assessing Technician position have been conducted and a candidate has been chosen. Completing paperwork and background checks this week.

We currently have one Michigan Tax Tribunals Pending Cases for Ada Township.

Thanks



Utility Department
Ada Township Utility Department Report May 2022

Ongoing:

The Ada Drive sewer smell – We placed a vent stack cover with carbon filtration at 4978 Ada Dr due to a customer complaint of H₂S smell in the yard. The map has been updated and sent to Moore and Bruggink who is working on the study. Odor loggers are still being placed.

Quotes have been submitted for the East Fulton Lift Station

Julius has been working with the insurance company for the West Fulton lift station.

The 2022 Cross Connection mailings for commercial account testing were mailed on May 13th with all reports due by August 1st, 2022. We have already received over 20 reports in the last two weeks.


The 3rd and final phase of the water main project is going smoothly. Pressure tests have been completed and bacteria tests have passed to where Rix St is complete. Springreene and Creek Run are next.

We have started the Grand Valley Estates water tower project. The railing on top has been welded into place, everything has been pressure washed and we are ready for paint. We plan to start draining the tower June 3rd. The system will keep a steady pressure with variable frequency drives on the the wells.

Completed:

On May 26th at 8am Amway notified Stephanie that they were filling the fire protection system on Spaulding. She notified Lake Michigan Filtration Plant so if they see a drop in tank level or pressure this is why. We decided to run pump 3 and fill the tower. An hour and a half later the Lake Plant called Stephanie back and explained there has been a water main break on the 30" line that feeds our system. Our system can be fed in other ways if needed but the primary source has been cut off. We notified Amway right away to stop filling. What we had in the tower was all we could get for several hours. Amway graciously limited their water use to slow demand. AGO car wash in Ada also helped by shutting down the car wash temporarily. David Murray was also informed of the situation and he would contact us in the event of a fire and we would open the interconnect system. The tank started at over 29 feet in the tower at 10am and once the repair was complete, they were able to start feeding our tower again around 4pm. We had about 20 feet left in the tower at this point. Amway and AGO were notified that they could resume normal operating conditions at 5pm giving the tower some time to fill. A huge thank you to Amway and AGO for their help!

The EPA sent notice to the Township that it needed the Risk and Resilience plan updated as well as the Emergency Response Plan. Both were completed on May 12, 2022. Also received in May from the EPA was a notice about PFAS testing at the booster station on Ada Drive. These quarterly tests will be completed in 2023. This EPA notice was completed on May 17th, 2022.

 Did you know?

If in the event of an emergency and our tower was out of service or cannot be fed from that connection, we have two other connections we can make between the City of Grand Rapids water supply and Ada Township. The system would then be pressure fed at a constant demand. One location is the 5000 block of Cascade and another at Hall and Cascade. Valves are tested and flushed annually.

Respectfully Submitted - *Stephanie Kozal & Steven Ryan*

Museum Manager Report

Ada History Center – Kristen Wildes

June 2022

Week of May 2-6

- Display - gave a tour on Thursday.
- Collections - worked with Karey on processing. Took in several new artifacts. Worked on data entry, refining info in our collections database. Talked to Walt about donating the Ada Liquor sign from tenant, but he noted that sign will stay and be reused.
- Admin - prepared monthly report for Julius. Marthene & intern Kevin at township fixed the printing problem, so we received copies of the newsletter & annual report - hooray! Working with Jan to write membership thank you letter template. Spoke with Betty Jo about a number of things. Emailing for Aleisha to the MSU Extension about approving Master Gardener hours for our Digging Into Gardening events. Prepared 3 committee reports for next week's board meeting. Conferred with Barb about fundraising. Membership renewal request letters were mailed on 4/2. Worked with Mark and Mike Z on an article for the AdaView concerning Rob McCormick's retirement. Shared covered bridge pics with a researcher who will visit soon. Spoke with Dave Murray about several things. Took in a couple membership renewals, including a Robinson membership.
- Publicity - prepared & sent a flyer for info bags for the Family Day in Ada event. Attended StorySTROLL donors and hosts event at KDL. Prepared and scheduled several upcoming social media posts. Posted about former fire chiefs and International Firefighters Day. With consult from Aleisha, created & ordered a sign for the garden explaining that an Eagle Scout project will be replacing the fence and so normal plantings will not happen this summer. Aleisha & Henry (scout) are working on details. Drafted additions to website, just waiting for official release of MOL schedule.

Week of May 9-13

- Collections - Took in 1985 softball receipt book from Ada Parks. Hung most of firearms in collections storage. Continue to review and edit old files in database.
- Admin - finalized Meadow Brook Elem visit for June 3. Bit of work with Mike Z on the Grange. Brief discussion with finance and fundraising. Processed many membership renewals. Met Dianna S and helped with research on covered bridge and Bradfield family. Helped with board packets. Touched base with programming/events committee and J. Tuttle regarding dahlia garden. Worked on sprinklers with Aleisha. Attended monthly board meeting.
- Publicity - sent email and FB posts about Family Fun & Fire Safety day. New Our Home Ada is out with photography article. Blurb about Hometown Heroes is in the new Chronicle from Hist Soc of MI. Worked with Mark & Haley to release info on Music On the Lawn & Beers. Forwarded WZZM article about Nonna's for which we gave history info. Social posts about the Rainbow Inn and new sign at fire station #2. Added Music and Beers concerts to our website & FB.

Week of May 16-20

- Display - Scheduled Ada Elem to visit on May 26. 9:30-2:30.
- Collections - worked with Karey on processing new accessions. Took in a donation from Hoover.
- Admin - Processed several membership renewals, some with additional donations. Various coordination with Kent Garden Club who is onsite Tue-Fri this week. Unfortunately the garden fence is too big of a job for our Eagle Scout, so we are on the lookout again for someone to replace our rotten fence. Gave a brief presentation at the ABA luncheon. Met briefly with Haley from DDA. Jo-anne Tuttle planted the dahlia garden.
- Publicity - Updated website and planned posts for June for social media. Posted the Family Fun & Fire Safety Day, about 4th of July plans, re-posted Ada Fire Dept post about Firefighter May, posted about Kent Garden Club Estate Sale. Emailed about the sale, next week's mulch spreading party on Wed at 6:30pm, and the volunteer sign-up for Beers events. Picked up a sign for garden from FastSigns.

Week of May 23-27

- Display - Ordered "office" and "museum" etched, die-cut letters for our glass doors to better identify spaces. Hosted 100 Ada Elementary students/parents for tour on Thursday 9:30-noon with Barb, Jeanne & Frank.
- Collections - worked with Gary & Karey on collections management, had a luncheon for the collections management team.
- Admin - ordered a wheeled cart for MOL supplies. Touched base with Bernie about several matters. Continued to process membership renewals. Prepped and printed all the thank you letters for renewals. Followed up with Programs committee after their meeting.
- Publicity - I got the file and the go-ahead to post the attached Music on the Lawn weekly promo. There will be a new one each time for that week's band. Made social posts about: the classic car show of 4th of July, Ada's early photographers, thank you to VanVossen for donating the 20 yds of mulch, honoring Memorial Day, and we forwarded the Ada Fire post about Lt. Holmes. Sent emails and coordinated with Aleisha about the mulch spreading party. Supplied content to ABA for their next newsletter. Supplied info for the MOL emcee to read about who we are and what we do.

Week of May 31-June 3

- Display: Hosted Meadow Brook 2nd graders Friday morning with Bernie, Betty Jo & Frank. Hosted FHN student for her AP US History project.
- Collections - Met with new intern Peter, worked with Gary on photographs and Karey on new accessions. Received artifact donations. Met with Mike on research and rehabbing the old township sign.
- Admin - Processed a couple more renewals. Prepared board reports for June board meeting. Lots of coordination with Music On the Lawn and Gardening committees. Connected with Programs committee. Received new gift shop item from Fire Chief Dave. Sent out docent schedule for June/July/Aug with request to help fill final spots.
- Publicity - Emails and posts about the start of Music On the Lawn. Sent Month @ the Museum email, Posted about our bridal wreath spirea and Thanking Firefighters on National Donut Day.

**Ada Township
Fire Department**



**Activity Report
May 2022**

Type	May	YTD
Medical	18	96
Vehicle accident	7	32
Structure fire Ada	0	0
Structure fire auto aid	5	14
Grass/ illegal burn	3	7
Fire alarm	7	46
Service call/ assist	2	6
Good intent / odor/gas	3	8
Hazardous condition/ CO	1	9
Other calls / wires	3	14
Vehicle fire	0	2
Total	49	234

Year	Month/May	YTD
2022	49	234
2021	50	209
2012	36	172

Auto aid	Received	Received	Given	Given
Department	May	YTD	May	YTD
Cannon		0	1	3
Cascade	1	2		4
GR Twp		0		1
Grattan		0		0
Lowell		0	2	6
Plainfield		0	2	2
East GR		0		0
Total		2	5	16

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
190	5-1	1004 Argo	Structure fire	Burn barrel in the area	4	13:59	6	From Cascade
191	5-3	1060 Gros Venture	Med 1	Medical	3	4:40	3	
192	5-4	6477 Ada Drive	Fire alarm	Student pulled	1	10:52	3	
193	5-5	8730 Bennett	Med 1	Medical	3	6:47	4	
194	5-5	1417 Grand River	Wires down	Power lines	2	21:45	3	
195	5-6	7175 Bronson	Wires down	Cable line	1	8:40	2	
196	5-6	Honeycreek & Pettis	Vehicle accident	Car vs truck	1	11:13	4	
197	5-7	4405 Frost	Structure fire	Occupant rescued	2	23:31	2	To Plainfield
198	5-8	Ada & Spaulding	Med 2	Canceled	3	1:12	1	
199	5-8	5777 Preservation Ct	Fire alarm	Battery issue	4	8:05	4	
200	5-8	6650 Fulton	Med 2	Stage	2	23:38	6	
201	5-9	840 Bridgecrest	Med 1	Medical	1	13:38	3	
202	5-9	Ada & Headley	Vehicle accident	Two cars	1	15:50	4	
203	5-10	2900 Pettis	Med 1	Medical	2	16:02	4	
204	5-10	8740 Bailey	Vehicle accident	Motorcycle	2	19:35	10	
205	5-11	228 Elizabeth Dean	Structure fire	Dryer	1	9:05	4	To Lowell
206	5-11	7100 Fulton	Med 1	Medical	1	12:37	3	
207	5-11	6650 Fulton	Med 2	Medical	1	13:55	3	
208	5-12	6624 Fulton	Vehicle accident	Property damage				
209	5-12	Gd. River & Winter Ridge	Vehicle accident	Motorcycle	2	16:03	8	
210	5-13	7113 Driftwood	Animal rescue	Fawn	1	12:40	2	
211	5-13	Ada & Fulton	Vehicle accident	Property damage	2	21:24	5	
212	5-15	5880 Two Mile	Illegal burn	Controlled	1	9:07	4	
213	5-16	3850 Dursum	Structure fire	Electrical	1	13:40	5	To Cannon
214	5-16	760 Rutledge	Structure fire	Two buildings	2	17:49	9	To Plainfield
215	5-17	7272 Conservation	Med 1	Medical	1	10:32	3	
216	5-17	7645 Thornapple Club	Odor investigation	Natural gas	1	14:31	3	
217	5-17	2077 Shady	Med 1	Medical	2	17:14	3	
218	5-17	Hall & Fernridge	Smoke investigation	Generator	1	8:44	1	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
219	5-19	5453 Egypt Creek	Fire alarm	Battery problem	1	14:12	3	
220	5-19	200 Dogwood	Fire alarm	Cooking	2	5:55	1	
221	5-19	8526 Longleaf	Med1	Medical	2	22:15	5	
222	5-20	366 Stone Falls	Dumpster fire	Mechanical issue	3	6:22		
223	5-20	4868 Luxemburg	Med 1	Medical	2	20:25	4	
224	5-20	Cascade & Spaulding	Vehicle accident	Two cars	2	20:25	7	
225	5-22	7128 Fulton	Med 1	Medical	4	14:42		
226	5-22	444 Ada Drive	Person locked in car	Yes, locked in	4	16:12	3	
227	5-22	7510 Thornapple River	Illegal burn	Kids near the dam	2	19:49	5	
228	5-23	667 Marbury	Med 1	Medical	1	8:33	3	
229	5-23	6310 Fulton	Fire alarm	False	2	18:58	3	
230	5-26	5610 Far Hill	CO alarm	False	1	12:11	1	
231	5-26	6310 Fulton	Fire alarm	Faulty detector	1	14:41	2	
232	5-26	8111 Bailey	Med 1	Medical	2	16:56	3	
233	5-29	444 Ada Drive	Med 1	Medical	4	15:16	2	
234	5-30	6016 Adacraft	Med 1	Medical	3	4:22	2	
235	5-31	2485 Egypt Valley	Wires down	Tree on wires	3	6:09	2	
236	5-31	1800 W Main	Structure fire	Electrical	3	6:26	4	To Lowell
237	5-31	2741 Egypt Valley	Med 3	Assist AMR	1	11:28	2	
238	5-31	5921 Two Mile	Fire alarm	False	2	17:04	1	

On the Cover

A lifelong resident of Ada, **Kyle Kalm** has served with our department since 2015. Kyle is a professional photographer and has taken the photos you see here. His business keeps him very busy as the photographer for many of the music events at the Van Andel, various Senators and Congressman as well as graduation and weddings. Kyle and his wife Andrea have three children.

Aaron Wallace began his firefighting career at the Alto Fire Department, once he moved to Ada, he joined our team coming fully trained including being an EMT. We became familiar with Aaron while he worked Protection Services at Amway. Recently Aaron accepted a position with the Fire Department at the Gerald Ford Airport where he works the 24/7 shift similar to ours. Aaron and his wife Emma welcomed their first baby, Harper just eight months ago.

Fire Training

This month we pulled the ladders from the trucks and did ladder training. We used Station One to practice placement and safety as well as locking into the ladder. Locking is a technique where the firefighter wraps a leg over a rung and back on the one below to be stabilized while operating off a ladder.

Medical Training

The topic for this month's continuing education was trauma of the extremities and how to properly stabilize a break or injury. It was the following day we put those skills to work on a motorcycle accident patient who broke his collarbone. The previous month we had to splint a patient who had broken his femur in a vehicle accident.

Work night

Work night had a late start for some of the firefighters who were assisting Plainfield Fire Department. A house fire on a corner lot had spread to a garage on the side street. Each fire was attacked by different departments until one was under control at which time we worked together on overhaul and checking for extension through the house of the initial fire. Our other crew members that provided station coverage began the monthly inspection of the remaining apparatus. Once all members were back in the station, we all enjoyed some slightly cold KFC.

Touch a Truck

St. Roberts School had their first ever touch a truck event, giving students a chance to explore various trucks and equipment. We were joined by Dan Vos Construction, the U.S. Coast Guard, Steelcase and several other businesses. Although clouds filled the sky and occasional rain drops the crowd of students and parents all had a great time.



Ada History Center

Saturday May 14th was a safety day at the Ada Museum, our team of firefighters and Fire Pup were on hand to welcome nearly 150 guests. Inside the Museum we demonstrated the use of a fire extinguisher. We had a simulator which gives you the chance to use a real size fire extinguisher that operates a LED light towards the screen of flames. Outside our crews demonstrated the new Jaws of Life and how easily they can cut steel. Of course, everyone enjoyed climbing inside the fire truck.