



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
TUESDAY, NOVEMBER 12, 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 OCTOBER 14, 2024, REGULAR MEETING
- IV. APPROVAL OF PAYABLES – none
- V. UNFINISHED BUSINESS
 - a. None
- VI. NEW BUSINESS
 - a. Consider Extended Consulting Proposal from Tara Heerspink for Content Strategy Development & Management at a Monthly Rate of \$600, Not to Exceed \$1,800 over Three Months
 - b. Farmers Market Committee Update – Raquel Valverde, Farmers Market Coordinator
 - c. Beers at the Bridge – *Verbal Update*
 - d. DDA Director Recruitment – *Verbal Update*
 - e. Right Place Strategic Planning – *Verbal Update*
- VII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, October 31, 2024
 - b. Farmers Market Report/Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF OCTOBER 14, 2024, REGULAR MEETING, 8:00 A.M.**

DRAFT

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, October 14, 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, Leisman, Turan, Vogl

BOARD MEMBERS ABSENT: Harrison

STAFF AND OFFICIALS PRESENT: Buckley, Said, Stichman, Suchy, Treasurer Moran,
Fire Chief Murray, R. Valverde

PUBLIC PRESENT: 6

II. APPROVAL OF AGENDA

Leisman requested the agenda be amended to add New Business item VI e., Discussion of DDA Director Resignation and Replacement. It was moved by Leisman, supported by Turan, to approve the agenda as amended. Motion carried.

III. APPROVAL OF MINUTES OF SEPTEMBER 9, 2024, REGULAR MEETING

Moved by Vogl, supported by Idema, to approve the September 9, 2024, Regular Meeting minutes. Motion carried.

IV. APPROVAL OF PAYABLES - none

V. UNFINISHED BUSINESS

a. Recommendation for Formal Charge and Structure of Farmers Market Committee

Stichman stated that after further discussions with Chair Knapp, Vice-Chair Vogl, and Farmers Market Coordinator Raquel, we have refined the goals of the Farmers Market Committee and are now recommending a formal charge for adoption. She referred to the outline with key points for committee structure, meeting schedule, and the process that meetings will be facilitated by a committee chair with committee members appointed by Chair Knapp.

Moved by Coe, supported by Cloutier, to approve the Farmers Market Committee structure, meeting schedule, and formal charge as outlined. Motion carried.

VI. NEW BUSINESS

a. Pedestrian Walkway-project/MI Neighborhood Grant Update

Stichman said staff began discussions on potential improvements to the pedestrian walkway between Nonna's and the Ada Barber Shop. The initial conversations stemmed from pedestrian safety concerns associated with the current brick pavers, which have begun to sink due to erosion of the underlying sand base. Although the BFG staff temporarily addressed a portion of this issue by repairing part of the sand base, the long-term safety and usability of the walkway remain concerns.

Stichman said initial cost estimates from RRR Lawn and Landscape revealed that re-laying the existing pavers after repairing the base would be more expensive than replacing the pavers entirely. This spurred conversations with staff about being more intentional with what can be done to invest in the walkway while also aligning with the DDA's objectives of beautification and placemaking to increase the district's appeal.

Stichman explained that the DDA Board authorized her to submit a grant application for the MI Neighborhood Program. The grant was seen as an opportunity to bridge the funding gap, unfortunately, the grant application was denied.

There was DDA discussion regarding project options: do not want to sacrifice project funding for Wayfinding and streetscape furniture, many other projects/locations to consider throughout Ada (check into other walkways), and possibly waiting to review for next year's budget.

Moved by Leisman, supported by Turan, to table the discussion of the Pedestrian Walkway-project/MI Neighborhood Grant update until the January, 2025 meeting. Motion carried.

b. Sponsorship of the Ada Business Association's Tinsel, Treats, and Trolleys

Stichman informed the DDA has budgeted \$2,500 for support of the Ada Business Association's Tinsel, Treats & Trolleys event at the covered bridge sponsorship level. The DDA has contributed for the past 5 years. The township collaborates with the ABA to facilitate the covered bridge lighting that kicks off this event every year.

Moved by Frost, supported by Vogl, to approve the sponsorship of the ABA's Tinsel, Treats, and Trolleys in the amount of \$2,500. Motion carried.

c. Review and Consider Approval of Recommendation for Winter Wonderland Installation

Stichman noted that in 2023, the DDA Board approved the purchase of replacement garland from West Michigan Holiday Lighting (WMHL)/Surface Renew to resolve persistent maintenance issues caused by the previous garland. The new garland came with a lifetime guarantee, contingent upon WMHL/Surface Renew managing installation, takedown, and storage. Additionally, the contract included unlimited service calls, which reduced some of the need for local staff interventions throughout the holiday season.

Stichman said the Board also decided to discontinue the use of Fraser Fir trees along Ada Dr., instead, WMHL/Surface Renew was contracted to install lights in the landscaping trees, which enhanced the seasonal aesthetic without the complexity of managing live trees. The total cost for the 2024 season, including garland installation and lighting of the landscaping trees, is \$20,534. Workorder #1975869 is in the packet for DDA review.

Stichman added that in response to discussions with staff and community partners about adding additional holiday lighting around the Covered Bridge and Leonard Field, we explored new ideas with WMHL/Surface Renew for this season. As part of these discussions, Workorder #1976194 is also included in the packet in the amount of \$11,170. The proposed enhancements/additions are listed below:

- Installation of LED lights along the roof outline (gutter line and peaks) of the Covered Bridge.

- Lighted garland and 60-inch wreaths around the bridge entrances.
- A 20-foot lit tree (photo provided for reference).

There was DDA discussion about the proposed enhancements and the placement/location of the 20-foot lit tree.

Moved by Leisman, supported by Turan, to approve workorder #1975869 and workorder #1976194 from West Michigan Holiday Lighting/Surface Renew for the Winter Wonderland Holiday Lighting display in an amount not to exceed \$32,000. Motion carried.

d. Beers at the Bridge Update – Verbal Update

Stichman gave a brief update on wrapping up the Beers at the Bridge season. She is meeting with the BATB committee this week to work out the final revenue and expenditure numbers and discuss some new ideas for the next season. Idema asked if there was any loss recorded from the August event cancellation. Stichman informed that based off revenue and expenditure numbers she has right now, she is not anticipating any loss.

Referring to the financial report in the packet, Cloutier asked about unused funds (with the idea of using unused funds for grants for the businesses). Stichman went over the numbers from the revenue and expenditure report and said when the final report is done, the DDA Board can discuss where any surplus funds go.

e. Discussion of DDA Director Resignation and Replacement

Stichman thanked the DDA Board for their support and giving her the ability to serve the Ada community and she appreciates the opportunity for this great experience. She informed that her last day would be November 1, 2024.

Manager Suchy shared the tentative plan for the search for Stichman's replacement with the potential start date for a new DDA Director January 2, 2025. Suchy said that he will work with Haley for a smooth transition and beginning November 2, 2024, he will step-in as Interim DDA Director. Leisman suggested a committee be formed to work with Suchy on the search for a DDA Director (assist with going through resumes, set up interviews) and report back to the DDA on status.

Moved by Leisman, supported by Vogl, to appoint a DDA Replacement Search Committee consisting of Idema, Knapp, Korth and Suchy. Motion carried.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, September 30, 2024

Stichman referred to the financial outline and noted a few main points: Beers at the Bridge revenue totaling \$1,000 and expenditures of \$21,979, Progressive Tasting expenditures \$533, operating supplies/services, landscaping and beautification expenses \$2,100, and maintenance & repair improvements. Financial activity for the Farmers Market included vendor registration and sponsorship revenue equaling \$610 and minimal expenditures for internet services, mileage and expenses.

b. Director/Staff Reports

Stichman updated that the street pole banners are printed and will be installed by Fully Promoted within the next couple weeks.

Stichman said as a follow up on the MDA training, she is looking to schedule it for October/early November and that Manager Suchy will be available for the DDA TIF presentation. She will send the possible dates to the DDA in a separate email.

Stichman mentioned previous conversations about updating the 2022 Key Objectives. She has reached out to Travis Alden, The Right Place, who helped facilitate this process in 2022, and he will be available in the first quarter of 2025 to help facilitate a review of an update as well. Stichman will advise the DDA when a date is established.

VIII. BOARD MEMBER COMMENT

Leisman said that he wanted to thank Haley for a great job as DDA Director, and that she has helped us professionalize what our DDA does. He complimented her hard work on all the events and said he really appreciates the work she has done and the attitude that she has brought to the Township.

IX. PUBLIC COMMENT - none

X. ADJOURN MEETING

Moved by Idema, supported by Vogl, to adjourn the meeting at 8:55 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



MEMORANDUM

Date: 11/1/24

TO: Julius Suchy, Township Manager
FROM: Haley Stichman, DDA Director
RE: Proposed Extension of Tara Heerspink's Contract for the Ada Farmers Market Marketing

Background:

In May, the DDA Board approved a contract with Tara Heerspink to help develop a comprehensive content strategy for the Ada Farmers Market. Tara's work has focused on increasing awareness, promoting participating vendors and sponsors, and boosting community involvement through tailored social media strategies. This initial contract was set for a 5-month period ending in October 2024, to align with the main Farmers Market season.

With the recent resignation of the DDA Director, staff recommend extending Tara's contract through February 11, 2025. This extension would provide continuity and essential support for Raquel, our Farmers Market Coordinator, who has taken over management of the Farmers Market communication strategy. Tara's continued engagement will bridge the gap until a new DDA Director is hired and allow for uninterrupted support of the Farmers Market's marketing and community engagement efforts. The goal is to establish an off-season marketing plan.

Tara has submitted an updated proposal for a three-month extension, at a rate of \$600 per month. This proposed extension would total \$1,800, covering November through early February. An additional \$1,800 can be allocated from the current DDA budget, outside the Farmers Market project. With \$5,000 budgeted for Marketing/Promotion (248-277.000.801.040) and only \$2,500 being spent on the LRCFA Farmers Market Branding Guide, the remaining funds can cover Tara's extended contract without exceeding the budget.

Recommendation:

It's recommended that the Board approve the extension of Tara Heerspink's contract through February 11, 2025. This will ensure that Farmers Market communications and engagement efforts continue seamlessly, supporting Raquel and preserving the momentum we have achieved this year.

Requested Motion: Motion to approve the extended consulting proposal from Tara Heerspink for Content Strategy Development & Management at a monthly rate of \$600, not to exceed \$1,800 over 3 months and authorize the Township Manager to execute the contract with Tara Heerspink.

Extended Marketing/Social Media Consultation Proposal

October 22, 2024

DDA Board Members,

As we approach the holiday season and look ahead to the off-season, I'm excited to present a proposal to extend our social media and marketing consultation services for Ada Farmers Market. Key focus areas of this extended service include:

1. Holiday season engagement strategies
2. Off-season content planning to maintain follower interest
3. Vendor spotlight series to showcase year-round products
4. Community involvement initiatives during slower months
5. Early promotion for the next market season

This tailored approach aims to continue to assist the new Market Manager with efforts to keep our market community engaged and thriving even when the physical market isn't in full swing.

I've attached a proposal outlining the strategies, timeline of contract, and expected outcomes. I'm confident that this extended service will continue to contribute to our market's growth and community presence.

I look forward to discussing this proposal with you and answering any questions you may have.

Best regards,

Tara Heerspink

Extended Marketing/Social Media Consultation Proposal

Ada Farmers Market

Contract Period of 3 months - November 11, 2024 - February 11, 2025

Parties

- Client: Ada Farmers Market
- Contractor: Tara Heerspink

Services

The Contractor agrees to provide the following marketing/social media services & consultations:

1. Holiday and off season social media strategy development
 - a. Weekly strategy meetings with Farmers Market Manager
 - b. Assist with creation of branded “freebies” ideas & lead magnets where applicable
 - c. Holiday campaign creation and assistance with implementation
 - d. Continued branding buildout & implementation into existing strategy
2. Buildout of E-newsletter - design and copywriting for email campaigns
3. Development of Spring promotion strategy for the next market season
4. End of month Instagram performance reports
5. Ad Management
 - a. Assist with set up and manage social media ad campaigns where applicable
 - b. Optimize ad performance and provide ad performance reports

Based on the extended marketing and social media consultation services proposed for the farmers market, here are the expected outcomes:

1. Increased off-season engagement: Higher social media interaction rates during traditionally slower months.
2. Stronger community presence: Enhanced brand awareness and community connection throughout the year.
3. Vendor support: Improved visibility for individual vendors.
4. Early season buzz: Increased anticipation and attendance for the market's reopening.
5. Expanded audience: Growth in follower count and reach across social media platforms.
6. Data-driven insights: Provide information on community/follower preferences and social media behavior to inform future strategies.

These outcomes aim to continue to support the Market Manager, maintain the market's momentum, support vendors, and ensure a strong start to the next season.

Payment Terms: \$600 per month.

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 10/31/2024
 % Fiscal Year Completed: 58.63
 Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 10/31/24	ACTIVITY FOR MONTH ENDED 10/31/2024	Available Balance	% Used
Expenditures							
Department 272.000: GENERAL ADMINISTRATION							
248-272.000-890.001 BEERS AT THE BRIDGE							
10/07/2024	AP		406956	27.32	Inv #: 'STATEMENT' Vendor '0005'		
10/07/2024	AP		406958	159.00	Inv #: 'STATEMENT' Vendor '0996'		
10/23/2024	AP		407338	348.18	Inv #: 'L-000480401' Vendor '0101'		
10/23/2024	AP		407337	422.76	Inv #: 'L-000480402' Vendor '0101'		
248-272.000-890.001		80,000.00	80,000.00	59,810.04	957.26	20,189.96	74.76
248-272.000-890.002		29,000.00	29,000.00	0.00	0.00	29,000.00	0.00
248-272.000-890.003		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-272.000-890.004		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-272.000-890.005		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-272.000-890.006							
10/23/2024	AP		407419	2,500.00	Inv #: '4948' Vendor '0191'		
248-272.000-890.006		2,500.00	2,500.00	2,500.00	2,500.00	0.00	100.00
248-272.000-890.007		2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
248-272.000-890.008							
10/07/2024	AP		406960	30.00	Inv #: 'STATEMENT' Vendor 'MISC'		
10/07/2024	AP		406962	15.00	Inv #: 'STATEMENT' Vendor '5236'		
248-272.000-890.008		16,900.00	16,900.00	7,538.00	45.00	9,362.00	44.60
248-272.000-906.001		0.00	0.00	0.00	0.00	0.00	100.00
248-272.000-959.000		10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total - Dept 272.000		145,900.00	145,900.00	72,348.04	3,502.26	73,551.96	49.59
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-704.000 WAGES							
10/10/2024	PR		406754	2,920.25	1491		
10/24/2024	PR		407260	2,920.25	1493		
248-277.000-704.000		76,638.00	76,638.00	42,297.14	5,840.50	34,340.86	55.19
248-277.000-704.001							
10/10/2024	PR		406754	1,082.94	1491		
10/24/2024	PR		407260	1,073.33	1493		
248-277.000-704.001		28,110.00	28,110.00	15,699.99	2,156.27	12,410.01	55.85
248-277.000-704.005		200.00	200.00	0.00	0.00	200.00	0.00
248-277.000-707.001		8,800.00	8,800.00	5,979.00	0.00	2,821.00	67.94
248-277.000-715.000							

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 10/31/2024
 % Fiscal Year Completed: 58.63
 Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 10/31/24	ACTIVITY FOR MONTH ENDED 10/31/2024	Available Balance	% Used
Expenditures							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
10/10/2024	PR SUMMARY PR 10/10/2024		406754	242.68	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		407260	232.70	1493		
248-277.000-715.000	FICA - TOWNSHIP SHARE	6,900.00	6,900.00	3,792.63	475.38	3,107.37	54.97
248-277.000-716.000	FICA - MEDICARE TWP SHARE						
10/10/2024	PR SUMMARY PR 10/10/2024		406754	56.76	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		407260	54.41	1493		
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,400.00	1,400.00	914.93	111.17	485.07	65.35
248-277.000-719.000	RETIREMENT - EMPLOYER COST						
10/10/2024	PR SUMMARY PR 10/10/2024		406754	400.30	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		407260	399.36	1493		
248-277.000-719.000	RETIREMENT - EMPLOYER COST	10,487.00	10,487.00	6,002.37	799.66	4,484.63	57.24
248-277.000-719.001	MEDICAL, DENTAL INSURANCE						
10/10/2024	PR SUMMARY PR 10/10/2024		406754	856.15	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		407260	793.11	1493		
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	24,000.00	24,000.00	16,744.64	1,649.26	7,255.36	69.77
248-277.000-724.000	PHONE ALLOWANCE						
10/10/2024	PR SUMMARY PR 10/10/2024		406754	83.17	1491		
248-277.000-724.000	PHONE ALLOWANCE	930.00	930.00	581.75	83.17	348.25	62.55
248-277.000-740.000	OPERATING SUPPLIES/SERVICES						
10/07/2024	AP ADOBE SERVICES		406963	63.59	Inv #: 'STATEMENT' Vendor '5544'		
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	3,500.00	3,500.00	1,546.24	63.59	1,953.76	44.18
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,500.00	2,500.00	685.68	0.00	1,814.32	27.43
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES	5,500.00	5,500.00	6,000.00	0.00	(500.00)	109.09
248-277.000-800.000	CONTINUING EDUCATION						
10/07/2024	AP WORKSHOP - HALEY		406961	44.52	Inv #: 'STATEMENT' Vendor '5236'		
10/07/2024	AP CONFERENCE - HALEY		406959	100.00	Inv #: 'STATEMENT' Vendor 'MISC'		
10/07/2024	AP PAYMENT CREDIT - DDA		406957	(30.00)	Inv #: 'STATEMENT' Vendor '2033'		
248-277.000-800.000	CONTINUING EDUCATION	2,000.00	2,000.00	144.52	114.52	1,855.48	7.23
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION	350.00	350.00	0.00	0.00	350.00	0.00
248-277.000-801.000	CONTRACT SERVICE						
10/07/2024	AP TRAFFIC CONTROL		406845	2,575.00	Inv #: '141389' Vendor '5780'		
248-277.000-801.000	CONTRACT SERVICE	3,000.00	3,000.00	14,464.00	2,575.00	(11,464.00)	482.13
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE						
10/07/2024	AP SOCIAL MEDIA - FARMERS MARKET		406946	600.00	Inv #: '0043' Vendor '6558'		
10/23/2024	AP MARKETING CONSULTATION - FARMERS MARKET		407322	1,200.00	Inv #: '0045' Vendor '6558'		

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 10/31/2024
 % Fiscal Year Completed: 58.63
 Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 10/31/24	ACTIVITY FOR MONTH ENDED 10/31/2024	Available Balance	% Used
Expenditures							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-801.000	FARMERMARKET CONTRACT SERVICE	14,000.00	14,000.00	13,300.00	1,800.00	700.00	95.00
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION						
10/07/2024	AP STREETSCAPE MAINTENANCE		406856	1,149.00	Inv #: '4289' Vendor '8432'		
10/07/2024	AP STREETSCAPE MAINTENANCE		406855	1,050.00	Inv #: '4304' Vendor '8432'		
10/07/2024	AP STREETSCAPES		406945	975.00	Inv #: '4307' Vendor '8432'		
10/23/2024	AP STREETSCAPE ANNUALS		407324	3,950.00	Inv #: '4317' Vendor '8432'		
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION	37,000.00	37,000.00	41,224.77	7,124.00	(4,224.77)	111.42
248-277.000-801.020	I.T. MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-277.000-801.030	SNOW REMOVAL SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-277.000-801.040	MARKETING/PROMOTION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-277.000-820.000	MEMBERSHIP & DUES						
10/07/2024	AP MEMBERSHIP DUES		406844	650.00	Inv #: '3604' Vendor '3210'		
248-277.000-820.000	MEMBERSHIP & DUES	750.00	750.00	650.00	650.00	100.00	86.67
248-277.000-820.000	FARMERMARKET MEMBERSHIP & DUES						
10/07/2024	AP MEMBERSHIP DUES		406843	150.00	Inv #: 'STATEMENT' Vendor '4755'		
248-277.000-820.000	FARMERMARKET MEMBERSHIP & DUES	250.00	250.00	150.00	150.00	100.00	60.00
248-277.000-821.000	ENGINEERING	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	418.00	0.00	1,582.00	20.90
248-277.000-870.000	MILEAGE & EXPENSES						
10/07/2024	AP MILEAGE REIMBURSEMENT		406937	95.68	Inv #: 'STATEMENT' Vendor 'MISC'		
248-277.000-870.000	MILEAGE & EXPENSES	750.00	750.00	319.63	95.68	430.37	42.62
248-277.000-870.000	FARMERMARKET MILEAGE & EXPENSES	50.00	50.00	80.40	0.00	(30.40)	160.80
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENTS						
10/07/2024	AP DDA STREETSCAPES		406943	143.96	Inv #: '221425' Vendor '0605'		
10/28/2024	CR MISCELLANEOUS RECEIPTS		407438	(1,119.90)	Receipt #: 376159		
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMEN	15,000.00	15,000.00	9,998.24	(975.94)	5,001.76	66.65
248-277.000-974.000	IMPROVEMENTS						
10/07/2024	AP ROAD CLOSEURE FOR TRAIN MURAL REPAIRS		406949	2,601.07	Inv #: '141735' Vendor '5780'		
248-277.000-974.000	IMPROVEMENTS	122,000.00	122,000.00	2,851.07	2,601.07	119,148.93	2.34
248-277.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	0.00	0.00	775.00	0.00	(775.00)	100.00
Total - Dept 277.000		403,115.00	403,115.00	184,620.00	25,313.33	218,495.00	45.80
Department 279.000: OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS						

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP
 Balances as of 10/31/2024
 % Fiscal Year Completed: 58.63
 Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 10/31/24	ACTIVITY FOR MONTH ENDED 10/31/2024	Available Balance	% Used
Expenditures							
Department 279.000: OTHER TOWNSHIP EXPENSES							
10/10/2024	PR SUMMARY PR 10/10/2024		406754	15.58 1491			
10/24/2024	PR SUMMARY PR 10/24/2024		407260	11.88 1493			
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	363.36	27.46	636.64	36.34
248-279.000-999.000	PAYING AGENT FEES	650.00	650.00	0.00	0.00	650.00	0.00
Total - Dept 279.000		1,650.00	1,650.00	363.36	27.46	1,286.64	22.02
Department 905.000: OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	184,173.00	184,173.00	0.00	0.00	184,173.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	81,082.00	81,082.00	40,063.50	0.00	41,018.50	49.41
Total - Dept 905.000		265,255.00	265,255.00	40,063.50	0.00	225,191.50	15.10
Total Expenditures		815,920.00	815,920.00	297,394.90	28,843.05	518,525.10	36.45
NET OF REVENUES AND EXPENDITURES		64,006.00	64,006.00	(92,179.09)	99,017.55	156,185.09	



ADA FARMERS MARKET

OCTOBER
REPORT

2024



Where We Are Now

The extended season wrapped up on a beautiful day on October 29th! Many customers showed up from 9am-12:30pm and even some vendors sold out of a couple items. As mentioned in the last meeting, we had a total of 9 vendors, 2 sponsors and 3 daily vendors- which is an increase from last year's vendors!

Marketing

Last month, we successfully achieved our goal of maintaining steady engagement, impressions, and followers, even slightly surpassing our numbers from September. Additionally, our participation in the Pumpkin Prowl event was a success! We conducted an in-person giveaway, attracting around 10 participants—more than anticipated, considering many parents were busy.

This event provided a valuable opportunity for attendees to ask questions about the market and learn that it would run until October 29th, which is helpful insight for next year.

A few attendees were vendors interested in joining the market, reinforcing the benefit of participating in community events to keep the market visible; we are also excited to participate in the upcoming Santa Parade, which will be another great opportunity to promote the market within the community.

I'd also like to mention the approval to extend Tara Heerspink's contract for 2-3 months to help cover responsibilities with Haley's departure. For instance, Tara is assisting with a November giveaway centered around Thanksgiving, featuring 2-4 vendors, and she has been guiding me through the process. Additionally, we've developed a newsletter with Tara's support, set to be sent out on November 11th.

Farmers Market Committee

On October 24th, we held an end-of-season meeting with eight vendors to discuss their insights and suggestions about the market from a vendor's perspective. Key topics included market hours, parking, food trucks, marketing, signage, layout, and the formation of a vendor committee. We have received a total of five committee applications from dedicated community members: Jami Globe of Ridgeview Farm, Ruth Smiley of Frozen Creek Farms, Niki and Dean of Sister Hawk Farm, Gale and Geneen of Starlight Farms, and Michelle Vasquez of Blackwolf Woodworking & Iron. This group brings valuable experience and engagement within the community, making them an excellent choice for the committee.

The committee is expected to meet monthly, likely on a Tuesday, based on members' availability, though the time and location are still under discussion. Roles within the committee will be assigned at the first meeting.

Market Comments

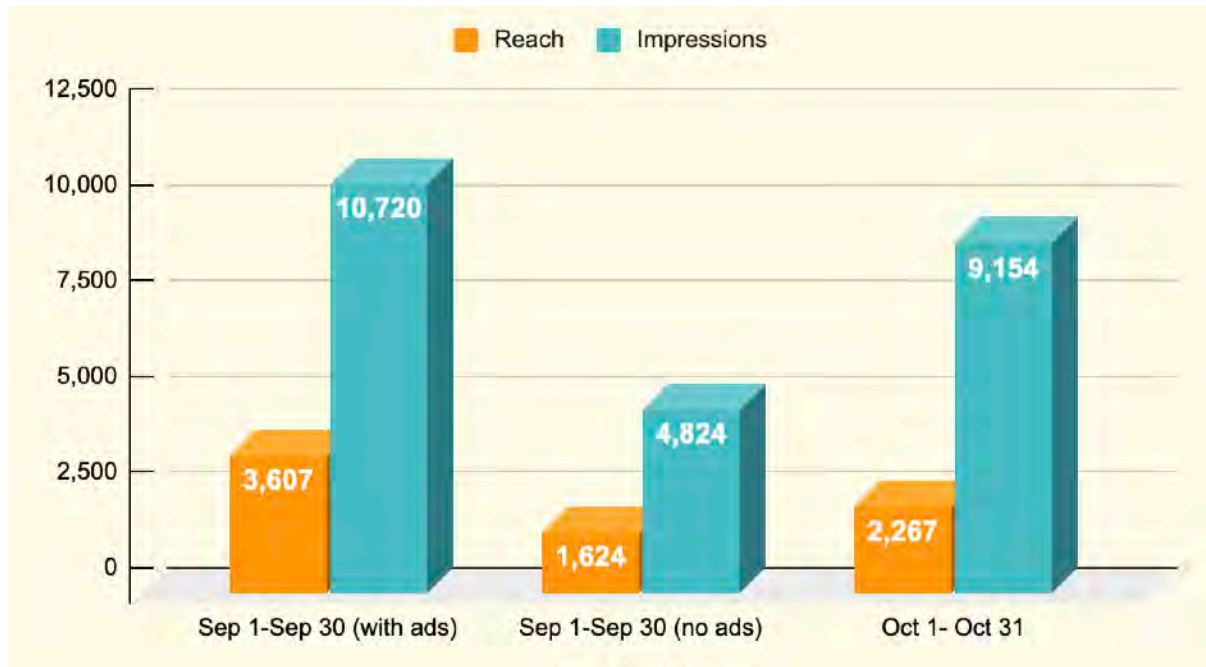
Market Hours: Potential change to market hours, especially during the summer. Several vendors suggested adjusting hours to 9am-1pm, as the foot traffic typically decreases from 1pm-2pm, and vendors who sell food are affected by having their products be sit out by the sun.

Parking: We noted that our older and disabled clientele is affected by the limited parking spaces which is something to look at when doing the layout next season.

Marketing & Signage: We did a marketing workshop this 2024 season but was during the beginning of the season so it was discussed to do the workshop on January 2025 to better help our vendors with their social media and in return it can redirect clients into the market. Other things were, adding more signage, add a better placement for the banner, create more flyers, and discussing the branding on our first meeting in November to then bring it up again in the next board meeting in December and launch the new branding on May 2025!



AFM INSTAGRAM OCTOBER INSIGHTS



736



Growth is up from last month. Location is still similar from the previous months. Age range: 35-44 (35.80%) 25-34 (30.10%) 45-54 (17%)

2,267



Accounts reached- the number of unique users who have seen a post or story. Reach was compared to September with ads and no ads, considering that September reach was at 55% coming from ads, the 45% that wasn't, we had a +39.59% which is higher than August and comparable to the busy months.

9,154



Impressions (+89.75%) up from last month with no ads. Impressions is the number of times your content, whether a post or a story, was shown to users.



Top Performing Content



666 Impressions
615 Accounts Reached
30 Likes
3 Shares

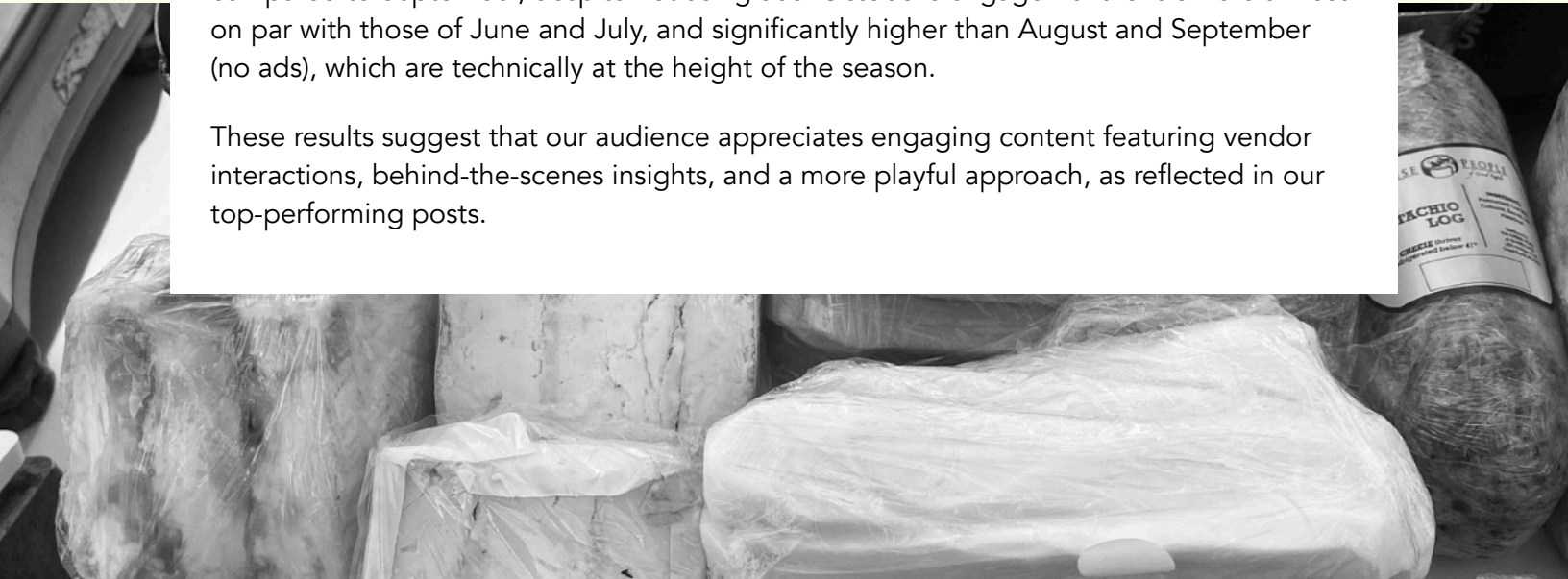


588 Impressions
486 Accounts Reached
36 Likes
9 Comments
3 Shares

Insights Overview for October 2024

Overall, our reach, followers, and impressions showed significant growth in October compared to September, despite not using ads. October's engagement levels were almost on par with those of June and July, and significantly higher than August and September (no ads), which are technically at the height of the season.

These results suggest that our audience appreciates engaging content featuring vendor interactions, behind-the-scenes insights, and a more playful approach, as reflected in our top-performing posts.





Township Manager Report for November 6, 2024

Submitted by Township Manager Julius Suchy

Kudos to the Clerks Office:

The Clerk's office was extremely busy with early voting and the presidential election on November 5th. Clerk Burton, Deputy Clerk McIntosh, Karen Brower and the rest of their team did an excellent job, and they should be applauded for their efforts. The team did an excellent job meeting the needs of Ada Township residents and ensuring a smooth process for all those who voted.

Thank you to the Clerk's office staff and everyone involved in making elections in Ada happen.

Management Intern Update:

Ryan Sennett, who has served as a management intern for the Township has accepted a full-time position with Cascade Township as their Planner/Zoning Administrator. It was a pleasure to work with Ryan through our management intern program and before he left, he was able to create an Ada Township Resolution database that includes record of every resolution the Township has approved going back to 1975. This will be extremely useful for staff to reference when researching items.

Pettis Avenue Phase II Open House:

The Township will hold an open house on Thursday, November 14th, from 5:00 to 6:30 PM, during which residents can come and ask questions about the Pettis Avenue Phase II project.

Before the meeting, all residents affected by the project will receive an invite to the open house and a map showing how the trail is preliminarily designed on their property. This will allow the Township to receive feedback and update the plan based on any concerns before bidding this winter.

Once bids have been received, the Township Board will review and consider approval, allowing construction to begin in the spring of 2025.

Trail Wayfinding Project Update:

Corbin Design has reviewed the shop drawings and sent their notes and markups to Metro Signs last week. The Corbin team is currently finalizing the artwork for the trailhead signage. Moira said she will reach out shortly with a proof for staff to review. The plan is for installation of all signage to occur prior to the end of November.

Connecting Community Campaign Update:

Reminder notices have been sent to individuals who have made a pledge but not yet fulfilled their pledge for the 2024 year. The campaign is also working on a banner sign that would be placed at Leonard Field Park to provide residents with an update of what is coming soon and additional information on how to engage with the campaign.

Potential Tall Grass Ordinance Update:

This item will be discussed once the new board is seated in December.

Hope Network Change in Service:

I have been in communication with Kent County regarding the issues with Hope Network funding and service continuity for Township residents. They are working to setup a meeting with all Townships in Kent County and Hope Network to discuss the current service issues.

I have requested additional information from Hope Network regarding the ride information for Ada Residents, specifically where are they being picked up, where are they being dropped off and how often. This is data that is needed for the Township to have the required conversation about extending future funding outside of the current Hope Network funding. I have not yet received this information.

I previously authorized Hope Network to operate with a cap of \$3,300 – their estimate for one month of rides for Township residents to try and eliminate any disruption in service while the issue is further reviewed. I will get an update from them on how much funding is left and whether that funding will cover the Township until the meeting with previously mentioned meeting is held.

Downtown Development Authority Director Recruitment Update:

DDA Director Stichman served her last day on Friday November 1st. In the weeks leading up to her departure we met multiple times so I can ensure items for the DDA are not slipping through the cracks. Until the new DDA Director is appointed I am also now the supervisor for Racquel, our AmeriCorps employee. As I have done with other employees who leave the Township – I completed an exit interview with her prior to her departure.

The position will remain open through November 12th and the committee will review candidates shortly after, schedule interviews and make a recommendation to the DDA Board and Township Board for appointment at the December 9th meeting.

Revize Website Update:

The staff is currently completing the sitemap creation for each department page. Once all the site maps are complete, they can be submitted to Revize and begin populating the website. This has been delayed slightly by the departure of Haley and my increased involvement in the DDA during the transition.

Committee Updates:

- Administrative Committee:
 - The draft Social Media policy and draft Rectangular Rapid Reflective Beacon policy has been shared with the committee and will be reviewed at an upcoming meeting.

- Building, Grounds, Utility Committee:
 - A meeting will be scheduled to review the following items:
 - Request from Friends of the Amy Van Andel Library for a mural sign instead of the previously approved directional signage

- Public Safety Committee:
 - A meeting will be scheduled to review the following items:
 - Further review the cost recovery ordinance

- Trail Committee:
 - There are no pending items for the trail committee

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor *SAB*
Date: November 4, 2024
Re: Assessing Department Update

Comments: Residential Land Values and Economic Condition Factors are almost completed and we will begin working on Agricultural, Commercial & Industrial next. The consumer price index (CPI) has been set at 3.1%

I am excited to be hosting Mid Michigan's Assessor Association Meeting in November at Roselle Park on Wednesday November 13, 2024. Kelly Crull from BS&A will be speaking.

Below is an update on our active MTT cases:

- Village East of Ada LLC – Valuation Appeal was filed on May 7, 2024. Answer was filed on June 10, 2024. Appraisal is currently being completed.
- Old National Bank – Valuation Appeal. (2022 & 2023) Appeal Tax years have been combined and will be heard together. Appraisals have been completed on this parcel by both parties. Waiting for hearing date to be set.

Thanks



Buildings, Facilities, and Grounds Report for November 12, 2024 **Submitted by Dennis Brinks BFG Director**

Streetscapes:

BFG is tasked with the fall cut backs of all the bump outs in the downtown area. Along with installing the Christmas Deer Décor and cleaning the cob webs under the Ada Covered Bridge.

Facilities:

At the Library, even though we have contracted preventative maintenance, there are certain mechanical items that wear and fail. On October 23, we experienced not only a mechanical failure of a sensor on one of the boilers, there was a software issue from the Building Management System and the Boiler Pumps. Hurst worked with Control Net, to make sure that the pressure differential is set correctly to eliminate the potential of the boilers not firing when the limit is set to turn on. In addition, it was found that the expansion tank's bladder was ruptured. This is a crucial piece of equipment on a boiler system so that it stops potential pipe eruptions in the system or any other boiler related equipment. Since this is such a dire emergency item to have in the system, I asked Township Manager Suchy to authorize the purchase. Below left is the old expansion tank and below right is the newly installed expansion tank.



We also are experiencing some door issues at the library and the one was already resolved by a simple adjustment. The other is the Handicap Button not working going out to the courtyard. On November

1st, I will have BFG look into this and if not corrected I'll contact Automatic Equipment. This company also replaced the outdoor Handicapped Button outside of Townhall.

I am also getting prices for vaulted sidewalk grinding. I asked our previous contractor if they wanted to quote, but they declined saying that wasn't profitable for them. There are 20 separate locations on just two streets, Bronson and Thornapple including the Township Hall property. I am also getting quotes for budget purposes, for the sidewalk replacement along Bronson Street from River to Ada Drive. Details to follow.

Parks:

I took the fourth quarter water samples to the laboratory and all three samples were clear (Roselle Resource Building, Ada Parks Office, Ada Park Shelter). Parks and Rec Director Deason and I worked with a well contractor to do an aquifer test and well test before the well is winterized to see if there is enough flow for more field irrigation. The results were not in our favor and the 1987 well is now out of commission. Fortunately, we have until April 1st to make a decision for supplying water to the Ada Park Pavilion, Drinking Fountain, and water to the BFG Garage.

Crack Filling went well. There was a rain day that pushed off the Ada Drive Path, but was rescheduled with other parking lots. Not every crack can be filled and I was educated that the crack needs to be at least 3/8 of an inch wide and 3/8 of an inch deep. If not, the product will not adhere and will peel up from the asphalt. Also, the areas that show a lot of cracks in a small concentrated area known as either alligatoring or spider webbing can not be crack filled. By doing this, it would lock in the moisture and create a pot hole, or when blowing out the cracks to prepare, it would force out the smaller pieces of asphalt and create a pot hole. I'm still working with the company on a punch list and will have any areas addressed next spring with the one-year warranty. Below left is an image of equipment blowing out the debris in the cracks and then preparing them with heat to let the rubber material adhere better. Below right is the smaller equipment applying the rubber product into the prepped cracks.



Trails:

I worked with the contractors for asphalt crack filling. The cracks were filled along Ada Drive Path from the Train Tunnel by Ada Drive to St. Roberts Church. This is also warranted for one year of application.

I will also set up a time this late fall to look at our trail system with the same contractor to get costs for crack filling certain sections of trails for next fiscal year. These sections would exclude the Mill and Fill projects along Grand River Avenue between E. Fulton Street and Knapp Street, and the Ada Drive trail west of St. Roberts church.

Thomet Construction will work on widening the opening at the E. Fulton Street Trail Connector. Below is an image of the existing opening. When completed I'll share the before and after pictures.



Thomet is also working on replacing the shingles at Fire Station #2, and the Roselle Park Shed. In addition to painting the Main Lift Station on E. Fulton by the Amy VanAndel Library.

BFG

Fall Clean Up went smoothly on October 26th. We had limited staff at this event, Assessor Boerman and I. Assessor Boerman counted 408 vehicles compared to 448 last year. We were not able to use the Ada Reformed Church parking lot as they were having a funeral that day, but I was able to fit Salvation Army and Shred-it on the school property. When the reports and invoices come in for this event I will share a more detailed memo with you, but all in all the event went well.

The first fall leaf pick up also went well with only one known location of missed bags, but Republic was able to get those the next day. The next bagged leaf collection is scheduled for Tuesday November 26. I also reached out to Thornapple Inc for our contracted fall leaf clean up, but they have been mulching the leaves while mowing.

I have been trying to contact the Railroad Maintenance Crew. I've left messages but I have yet to receive a call back regarding the hazard trees and broken tree limbs along the Railway, specifically along Bronson Street. I received another contact from Township Manager Suchy and emailed that contact but still no response.

I have also been working on the 2011 Ford Ranger replacement that was budgeted this year. Details to come.



Ada Township Fire Department



Activity Report

October 2024

Type	October	YTD
Medical	25	286
Vehicle accident	10	71
Structure fire Ada	2	13
Auto aid	7	41
Grass/ illegal burn	1	11
Fire alarm	11	104
Service call/ assist	2	17
Good intent / odor/gas	1	16
Hazardous condition/ CO	2	18
Other calls / wires	1	35
Vehicle fire	2	9
Total	64	621

Year	Month/October	YTD
2024	64	621
2023	52	568
2014	49	470

Auto aid	Received	Received	Given	Given
Department	October	YTD	October	YTD
Alto		0		1
Cannon	2	5		0
Cascade	1	10		12
GR Twp		3	2	4
Grattan		0		3
Lowell	1	3	4	14
Plainfield		0	1	4
Total		21		38

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
561	10-1	944 Bridgewalk Ct.	Med 1	Medical	1	11:17	4	
562	10-1	Bailey & Barron Dr.	Med 1	Medical	2	18:34	4	
563	10-1	7500 Fulton	Fire alarm	False	3	7:48	3	
564	10-1	Knapp & Egypt Valley	Vehicle accident	4 veehicles,2 w/trailers	1	8:49	6	
565	10-2	444 Ada Drive	Med 1	Medical	1	14:26	5	
566	10-3	7128 Fulton	Med 1	Medical	1	8:46	1	
567	10-3	401 Ada Drive	Vehicle accident	iPhone alert False	1	15:35	3	
568	10-5	5549 Forest Bend	Med 3	Assist AMR	4	15:36	5	
569	10-5	Fulton & Ada Drive	Vehicle accident	3 cars, 8 patients	2	17:25	10	
570	10-5	5901 Hall Street	Med 2	Medical	2	19:32	3	
571	10-7	2900 Egypt Valley	Structure fire	Exterior walls	3	1:46	9	From Cannon
572	10-8	4940 Cascade Rd	Fire alarm	Canceled	1	11:03	1	
573	10-8	5211 Cascade Rd	Fire alarm	Canceled	1	11:07	1	
574	10-8	9244 Downes	Med 2	Stage	1	11:53	2	
575	10-9	7430 River Street	Co alarm	Gas leak	3	5:13	2	
576	10-9	687 Lincoln Lake	Structure fire	Canceled	1	11:42	3	To Lowell
577	10-9	8730 Bailey	Med 1	Medical	1	14:25	4	
578	10-10	1229 Sargent	Structure fire	Kitchen fire	1	10:14	6	From Cascade & Lowell
579	10-14	6477 Ada Drive	Tech Rescue	Elevator stuck	1	15:29	4	
580	10-15	Fulton & Ada Drive	Vehicle accident	Two cars	1	8:43	5	
581	10-15	700 Kovi Oaks	Fire alarm	Burnt food	2	16:36	3	
582	10-16	7128 Fulton	Med 1	Medical	1	13:57	3	
583	10-16	Knapp & Grand River	Vehicle accident	Bicyclist struck	1	14:50	4	
584	10-17	2405 Pettis	CO alarm	Furnace problem	1	9:06	3	
585	10-17	510 Adapointe	Med 1	Medical	1	11:53	3	
586	10-18	2870 Grand River	Med 1	Medical	3	7:48	4	
587	10-18	1501 Woodworth	Structure fire	Canceled	2	19:48	5	To Plainfield
588	10-18	5151 McCabe	Structure fire	Bon fire	2	20:09	10	From Cannon
589	10-19	Dogwood & Conservation	Med 2	Medical	4	11:16	6	

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
590	10-19	Egypt Valley & Knapp	Vehicle accident	iPhone alert False	4	12:26	5	
591	10-19	6626 Knapp	Med 1	Class one	4	13:21	6	Lucas
592	10-20	365 Springreene	Med 1	Medical	3	6:34	3	
593	10-20	6807 N. Fox Meadow	Fire alarm	Canceled	4	9:42	3	
594	10-21	Fulton & Pettis	Med 2	Medical	1	11:44	5	
595	10-21	7423 River Street	Fire alarm	System maintenance	1	13:30	3	
596	10-21	Cascade & Spaulding	Vehicle accident	Two cars	3	7:19	4	
597	10-22	482 Abbey Mill	Med 1	Medical	1	10:21	4	
598	10-23	409 Pettis	Fire alarm	False	1	8:59	2	
599	10-23	Fulton & Bronson	Vehicle fire	Axel/ wheel area	1	11:37	5	
600	10-24	5694 Ada Dive	Vehicle accident	iPhone alert False	1	19:03	4	
601	10-25	2200 Pettis	Med 1	Medical	1	13:06	5	
602	10-25	Grand River & Carl	Vehicle fire	Axel/ wheel area	2	16:54	7	
603	10-25	2760 Montreux Pointe Ct	Fire alarm	Canceled	2	17:52	2	
604	10-26	2300 Grand River	Med 2	Medical	4	13:57	1	
605	10-26	11840 Fulton	Structure fire	HVAC problem	2	19:17	7	To Lowell
606	10-26	9032 Two Mile	Odor investigation		2	20:01	6	
607	10-27	Fulton & Bennett	Vehicle accident	iPhone alert False	3	4:08	5	
608	10-27	256 Deer Run	Med 1	Medical	3	7:34	5	
609	10-28	427 Stone Falls	Med 1	Medical	3	7:28	2	
610	10-28	7000 Four Mile	Med 2	Medical	1	8:53	3	
611	10-28	1200 Sargent	Odor investigation	Propane leak	1	12:46	3	
612	10-28	4981 Winter Ridge	Fire alarm	Canceled	2	20:03	2	
613	10-29	186 Taos	Med 1	Meical	3	15:00	5	
614	10-29	Rix & Adaridge	Vehicle accident	Property damage	1	15:00	6	
615	10-30	5060 Cascade	Med 1	Medical	1	10:23	3	
616	10-30	8233 Vergennes	Med 1	Medical	2	21:44	4	
617	10-31	668 Honeycreek	Fire alarm	False	3	4:15	4	
618	10-31	7581 Fase	Med 1	Medical	3	7:35		

#	Date	Location	Description	Detail	Shift	Time	#FF	Assist
619	10-31	860 Crahen	Tech rescue	Student in a tree	1	10:11	6	To GR Twp
620	10-31	7192 Bradfield	Fire alarm	Construction	1	10:11	6	
621	10-31	11024 Woodbushe	Med 1	Medical	1	12:01	2	To Lowell
622	10-31	1400 W. Main	Med 2	Medical	1	12:22	2	To Lowell
623	10-31	Pettis & Conservation	Wires down	Tree down	1	13:49	4	
624	10-31	4355 Leonard	Grass fire	Woods fire	2		7	To GR Twp

On the Cover

Our firefighters were recognized at the annual Kent County EMS awards ceremony this month.

Lifesaving Award: Neil Kuyvenhoven, Kyle Kalm, Brandon Holmes and Magnus Carlgren. Our team responded to an unresponsive female, her husband began CPR prior to our arrival. The AED and Lucas CPR compression device was attached. The patient made a full recovery and was present with her family at the ceremony.

Exceptional Care Award: A car driven by a young male passed a vehicle at a high rate of speed on Three Mile Road. Once the past vehicle noticed the vehicle was no longer in front of them at the upcoming stop sign, they turned around and found the vehicle. Located approximately 30 feet below the grade of the roadway and having struck a tree with the driver ejected from the vehicle. Once located, these residents began lifesaving measures on the patient. Ada FD along with deputies from Kent County and Grand Rapids Twp. worked to get the victim to the roadway for transfer to the ambulance.

Lifesaving Award: Kyle Kalm, Rory Velting, Nick Dewey and David Murray. Our team responded to a 21-year-old lawncare worker that collapsed during a footrace with a co-worker. The co-worker began CPR, firefighters shocked the patient and used the Lucas CPR compression device. The patient's condition had improved enough while enroute to the hospital that various procedures that were performed could be removed. The patient was released with a pacemaker and is doing very good.

Congratulations to our EMT Graduates

Four of our members recently completed their EMT training with Rockford Ambulance Service. Neil Kuyvenhoven, Callum Blackburn and Magnus Carlgren have completed all of their firefighting and medical training. Brian Murray completed his EMT training and begins the Fire Academy in Kentwood this month.

Fire Training

This month we covered a topic that is rarely used but one we train on annually, Hazardous Materials Response. We have equipment used to perform decontamination of responders after an incident. We are also able to perform skills at the first responder level, such as containment. On a large event we are supported by the City of Grand Rapids Haz Mat team. They have an entire truck dedicated to this type of response along with a special team trained in Haz mat response. We also discussed electric vehicle response, we have a new piece of equipment that can keep a vehicle from moving at an accident scene or vehicle fire.

Executive Director Report

Ada History Center – Kristen Wildes

October 2024

Week of October 7

- Display - hosted Tues open hours with Karey. Working on content for 2025's temporary exhibit. Helped prepare materials and plan our table for upcoming Ada Artisan Market.
- Collections - worked with Gary on tech and photo collections. Worked with Karey on new accessions.
- Admin- Processing votes for Executive Director title change. Helped with board packets and attended monthly board meeting. Registering participants for our Portraits art class. Worked with Jeanne and Art on final report for 2024 MACC grant. Hosted the ABA for their board meeting. Met with Chip Clark from Ada Arts Council. Worked with Liz F. on research for cemetery tour. Attended remote History Workshop *Consultation & Collaboration: Including Tribal Nations & Communities in Your Museum*. Working on project regarding Rodolphus Chaffee's headstone at Ada Cemetery. Working with Adeline, Gary B. and Mike Z on research projects. Working with Barb on fundraising initiatives. Working with Dennis on scheduling crack filling of our parking lot.
- Publicity - made social posts about 25 years of gardens, thank you notes from Goodwillie, Teresa Collins birthday, map behind the desk at the Ada Hotel, the new bill presented by Sen. Peters and Sen. Stabenow for federal recognition for the Grand River Bands of Ottawa Indians, and reminder about the Ada Artisan Market. Wrote and submitted article for November Our Home Ada magazine about the veterans memorial. Provided final edits & approvals for our upcoming article in Historical Society of Michigan's Chronicle magazine.

Week of October 13

- Display - dedicated a lot of time to research and writing for next year's temporary exhibit. Created PowerPoint and coordinated with John Said to give Ada Past/Present/Future presentation at Ada Congregational Church.
- Collections - worked with Karey on new accessions. Took in new artifacts: a book illustrated by Kreigh Collins *Americans All* and 2 logo'd flags from Ada Township.
- Admin - met with Karey to coordinate plans for and staff the portraits class. Met with Karey on volunteer coordination. Worked with Liz F. on research for cemetery tour. Compiled & placed internal order for logo'd t-shirts. Prepared and submitted intern proposal to be shared through Calvin for a potential winter intern. Helping with research on some buildings on Thornapple River Drive. Worked briefly with Barb on fundraising matters. Contractors came to seal cracks in our parking lot, per the Township.
- Publicity - make social media posts about Indigenous Peoples Day, The Post restaurant, Rix restaurant, updated our profile pic with a fall shot of the dam, Kreigh Collins' Mitzi McCoy comics, a post and a story about the portraits class. Prepared flyer for Veterans event, awaiting editing from programs committee. Updated Facebook events and our website with the event.

Week of October 21

- Display - lots of researching and writing for next year's temporary exhibit. Spoke with Mindy at Spaces to Experiences on some preliminary ideas. Sent the panel content to several editors. Gave representatives from Ada Hotel a tour of the museum. Wrote and installed new temporary exhibit in the KDL case, about Kreigh Collins.
- Collections - working on backlog and cleaning up photo collection files. Worked with Karey on new accessions.
- Admin - Gave lecture with John Said at Ada Congregational Church. Place order for Ada History Center logo t-shirts. Walked the Ada cemetery with Liz F. who has been conducting research for a cemetery tour. Prepared, mailed, and uploaded thank you letters to our governor, state senator, and state representative regarding the MACC grant award. Spoke with and emailed representatives of the Thornapple Association and the company running the Ada dam, researching for next year's exhibit. Worked a bit with Barb on fundraising. Received renewed Charitable Solicitation License from the state. Providing support to Ethan from Ada Parks regarding recognition for the vintage baseball event. Communicated with Chip from Ada Arts Council. Communicated with Bernie about several things, Sandy about paperwork, Mark from the Robinson Family Association, Kate from Calvin about a future inter, and Gary B about genealogy research.
- Publicity - wrote and scheduled all the social media content for November. Prepared draft and scheduled November's Month@theMuseum emailing. Finalized the Veterans lecture flyer, had printed, and distributed.

Week of October 28

- Display - research, writing, editing, and design for next year's temporary exhibit about Iconic Ada.
- Collections - received donation of new items. Worked with Karey on new accessions and Gary on technology for collections management. Working with Addie K. on photo scans.
- Admin - working with Liz F on cemetery tour research and communicating with area organizations about software for oral histories. With Bernie & Jeanne, submitted final report for 2024's MACC grant. Met with programs committee. Working with Barb and fundraising committee. Met with Karey about volunteer coordination. Griffin came and all is well, a little mice activity in the basement. Supplying info to Ada Congregational Church about their Blue Star Banner for Veterans Day. Consulting with Jeanne on a Centennial Properties question. Spoke with Wesley from Parks & Rec about a sign at Roselle Park. Spoke with 2 members and 1 visitor who each came in with research questions. Met with former volunteer Mary about her experience working for the National Parks. Edited letter for Bernie.
- Publicity - made social media posts about the new entry stairs, Kreigh Collins' love of magic, Halloween. Wrote and submitted article for December Our Home Ada. Working on article requested by Historical Society of Michigan about Kreigh Collins. Sent Month@theMuseum email with wreath sale flyer attached. Copied wreath sale flyer and put it on our website and Facebook. Reviewed draft of township's next AdaView.



**Parks & Recreation Department
Director's Report November 5th, 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, November 21st, 2024 at 8:30am in the Roselle Park Resource Building.

Administrative Items:

- At the October 21st PRLP Advisory Board meeting a proposal for Design Services for the new Covered Bridge Park and downtown trail infrastructure was presented by Progressive Companies. After careful review and consideration, this proposal was recommended for approval by the PRLP Board to the Township Board. The Township Board approved the Design Services Proposal at the October 28th Township Board Meeting.
- Parks & Recreation staff had the opportunity to attend the West Michigan Recreation & Parks Association quarterly meeting on October 23rd and tour the newly designed and renovated Ottawa Sands County Park. This gathering focused on managing park facilities as well as winter programming ideas and initiatives throughout our region of the state.
- Parks & Recreation staff will be meeting on November 13th to discuss strategic planning for events and programs for the 2025 calendar year.

Special Events & Programs:

- Introduction to drawing workshops in partnership with local artist Scott Kenyon will be offered over the coming winter months out at the Roselle Park Resource Building.
- A new parent-child cornhole league is scheduled to take place on Tuesday evenings out at the Roselle Park Resource Building from January – March. This program is aimed at continuing to provide services to the community through the winter months.



- A Daddy-Daughter Dance is scheduled for February 1st at the Roselle Park Resource Building. Parks & Recreation staff are currently working on organizing and coordinating the event's activities and festivities.
- Preparations for the covered bridge lighting ceremony as well as the Festival of Trees at Legacy Park are underway. Staff will be decorating a sponsored tree this year as well as installing new decorative elements throughout the park.



Ongoing Projects:

- I have been meeting with a variety of tree care contractors to obtain quotes to have seasonal trimming, cleaning, and maintenance done at Ada Park. Once this project is awarded the work will be completed in the winter months.
- I have created a draft of a new and comprehensive set of park rules and guidelines that will be reviewed by Township Manager Suchy and the PRLP Programs & Facilities Committee. Once this material has been refined it will be my intention to seek approval from the PRLP Advisory Board to make a recommendation to the Township Board to adopt these new standards.
- Seasonal winterization of the Ada Park restrooms has been completed. They are now closed and will re-open April 1st.
- The Ada Park pond is scheduled to be re-stocked with fish on November 7th.



MEMORANDUM

Date: 11.05.24

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

Planning Commission

October 17 Meeting

The following actions took place at the October 17 Planning Commission meeting:

- Review and approval of a land Division of a platted lot creating 2 parcels in the VR Zoning District, Citizens Plat of the Village of Ada, 7172 Thornapple River Drive SE; applicant Joel Harner for property owners Dan and Sherrill Gardiner.
- Review and approval of a site plan for a proposed addition at 6210 E. Fulton Street; applicant Dan Vos Construction/Dale Roseboom for property owner Ada Valley Meats.
- Election of Rob VanderVennen as Planning Commission Chair, to succeed Chair Tom Korth, who is the presumptive Township Supervisor-elect, and election of Steve Kluting as Planning Commission Secretary, to succeed Rob VanderVennen.
- Review of the Michigan Planning Association Conference, which was held in late September in Grand Rapids, by attendees Planning Commissioner James Moyer, Planner/Zoning Administrator, and Director.

Zoning Board of Appeals

October 1 Meeting

The following actions took place at the October 1 Zoning Board of Appeals meeting:

- Review and approval of lot size variances in the VR zoning district, Citizens Plat of the Village of Ada, 7172 Thornapple River Drive SE; applicant Let Us, Inc. for Daniel and Sherrill Gardiner.

Other Activities/Information

Zoning Ordinance Update

Article reorganizational revisions are continuing; the next set of draft portions, concerning Residential Districts and corresponding specific use requirements, are attached for reference. Due to the reformatting of these requirements using charts and tables, the existing requirements total about 16.5 pages, whereas the total page count with the revised format totals about 7 pages (consisting only of Residential District requirements). A question contemplated in the Residential Districts is whether the Township is interested in expanding housing types in these areas to

correspond to the policy recommendations in the Master Plan to increase housing variety (as determined by the Township, including where appropriate infrastructure is present).

Code Enforcement

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

- 8831 Bailey Dr. NE (Murphy); front yard accessory building constructed without permit and no zoning approval. Property owner's attorney has been working on proposal to combine the illegal structure with an existing structure to move towards compliance. The property owner needs to apply for Township approval by December 3 (90 days from date of signed order) to avoid further Township action.
- 8460 Conservation Street NE (Kent County Conservation League); citation issued for exceeding Zoning Ordinance limit of three (3) early shooting events per year. Hearing scheduled at 63rd District Court for Tuesday, December 10.
- In response to Township Board direction at the September 9 Board meeting, Staff researched other communities to determine if they have tall grass restrictions. This information will be presented to the Board for direction on option to create a tall grass ordinance.

Additional Items

The following additional activities and information from October are provided:

- Staff and the Zoning Board of Appeals (ZBA) Chair met with newly appointed ZBA member Justin Ellixson-Andrews on October 2 for an orientation session about ZBA functions, duties, and procedures. Staff also met with newly appointed Planning Commission (PC) member Blaine Cooper-Surma on October 15 to review PC roles, responsibilities, and procedures.
- Director participated in Tackling Toxicity and Cultivating Civility Online learning session on October 10.
- Environmental Report regarding the Kent County Conservation League (KCCL) site at 8460 Conservation has been received, and will be reviewed with the Township's attorney at a meeting on November 6.
- Planning Director and Historical Museum Director met with members of Ada Congregational Church on Sunday, October 20 for a conversation and presentation about Ada's past, present, and future. (The presentation file size is too large to include in this report; anyone interested in obtaining a copy, please let me know.)
- Work on a draft "compatible renewable energy ordinance" (CREO) remains to be completed; once done it will be brought forward for Township Board consideration. This is being done in accordance with Public Act 233 of 2023, which exempts large scale large-scale solar and wind power projects from local zoning authority. The Act mandates local permitting only if the affected local unit of government has adopted a CREO.
- Brownfield termination documentation has been provided to the appropriate State agencies, following termination of the Brownfield Plan and Brownfield Authority.
- Director attended meeting of the Michigan State University Urban and Regional Planning

Alumni Advisory Board on October 9 in East Lansing. Discussion at the meeting focused on curriculum requirements and internship opportunities for students.

- In addition to the meetings/activities noted above, the Director attended the following Township meetings/events:
 - October 14 DDA Board meetings
 - October 14 Township Board meeting
 - October 21 Parks, Recreation, and Land Preservation Advisory Board meeting

Permit Activity

Permit summary activity from Cascade Township for October is attached to this report. An interesting statistic to note for October: permits were issued for 7 new residential single-family dwellings with an average construction cost of \$839,286.

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

Article 4. Residential Districts

Section 78-19 Intent and Purpose

This article outlines the Residential Districts and contains basic information pertaining to the land use regulation and spatial requirements for buildings and lots of record.

- A. *R-1 Low Density Single-Family Residential (R-1)*. This district is established with the intention of limiting certain portions of the township exclusively for low density, single-family dwellings; particularly those areas which will not be served with public water and sewer utilities, and consequently will require the provision of complete on-site well and septic services. Certain complementary religious, educational and recreational facilities may also be permitted as special uses in this district. (78-201)
- B. *R-2 Single-Family Residential (R-2)*. This district is established with the intention of limiting certain portions of the township to use for single-family dwellings. Such areas generally are or will be served with the full complement of urban type services. Certain complementary religious, educational and recreational facilities may also be permitted as special uses. (78-221)
- C. *R-3 Medium Density Single-Family Residential (R-3)*. This district is established with the intention of limiting certain portions of the township to use for medium density single-family dwellings. Such areas generally are or will be served with the full complement of urban type services. Certain complementary religious, educational and recreational facilities may also be permitted as special uses. (78-241)
- D. *R-4 Medium Density Multiple-Family Residential (R-4)*. This district is established with the intention of limiting certain portions of the township to use for two-family and multiple-family developments. Certain related and complementary uses are also permitted. (78-261)
- E. *V-R Village Residential (V-R)*. This district is intended to provide opportunities for living in a compact, traditional village environment, in single-family dwellings on small lots, within walking distance of commercial support services. (78-291)

Section 78-20 Use Requirements

Land and/or buildings in the Residential Districts shall only be used in accordance with *Table* _____.

- A. *Permitted Use (P)*. This use is authorized by-right, subject to all other applicable provisions of the Zoning Ordinance.
- B. *Special Land Use (SU)*. This use is subject to review and permitting in accordance with Article _____.
- C. *Site Plan (SP)*. This use is subject to review and permitting in accordance with Article _____.
- D. *Other*. See referenced section for additional specific use requirements.

When the use is not indicated with any letter in the corresponding zoning district, the use is prohibited.

(new - **OR DO WE JUST REFER TO BLACKED-OUT SQUARES??**)

Table ____ Schedule of Uses: Agricultural and Rural Districts

Use	R-1	R-2	R-3	R-4	V-R	Other (specific use requirements)
Single-family dwellings	P	P	P	P	P	
Two-family or multiple-family dwellings		SU??	SU??	SP OR SU??	SU??	Sec. ____ (with specific conditions)
Accessory dwelling units??		SU??	SU??	SU??	SU??	Sec. ____ (with specific conditions)
Parks, playgrounds, community centers, governmental, administration or service buildings, and other public service facilities owned and operated by a governmental agency	SU	SU	SU	SU	SU	
Cemeteries	SU	SU	SU	SU		
Family day care homes	P	P	P	P	P	
Group day care homes	SU	SU	SU	SU	SU	Sec. ____
Adult day care homes	SU	SU	SU	SU	SU	Sec. ____
Day care centers, only in conjunction with and as accessory to: a house of worship, public school, or private school	P	P	P	P	P	
Antenna towers and communication services masts	SU	SU	SU	SU		Sec. ____
Adult foster care family homes	P	P	P	P	P	Sec. ____
Adult foster care group homes	SU	SU	SU	SU	SU	Sec. ____
Nursing homes, senior citizen housing and similar type facilities				SU		
Nursery schools				SU		
Trade and vocational, music, dance, and performing arts schools				SU		
Professional offices				SU		
Funeral homes				SU		
Mobile home parks				SU		Sec. ____
Antenna towers and communication services masts				SU	SU	Sec. ____
Schools, churches, government buildings					SU	
Private heliports					SU	Sec. ____

(78-202, 78-222, 78-242, 78-262, 78-292)

Section 78-21 Spatial Requirements

All lots of record shall meet the minimum area and width requirements of *Table ____*. New lots of record shall not be created, except in conformance with these requirements. All placement of buildings shall conform to the minimum spatial and dimensional requirements listed in *Table ____*. NA = not applicable.

OR BLACK OUT CELLS

Table ____ Lot Requirements: Residential Districts						
Requirement		R-1	R-2	R-3	R-4	V-R
Minimum Area (unless otherwise indicated)	Single-Family	1 acre	19,000 sq. ft.	(2)	(3)	7,000 sq.ft. min./10,000 sq.ft. max.
	Non-Residential(1)	(1)	1 acre(1)	(1)	(1)	15,000
Minimum Width (ft.) (unless otherwise indicated)	Single-Family	150	120	(2)	(3)	50 min./70 max.
	Non-Residential(1)	(1)	200(1)	(1)	(1)	120

(1) Non-residential means any permitted or special land use that is not a dwelling; specific use requirements include minimum lot sizes for these uses.

(2) In the R-3 District, the minimum lot area and width for a single-family dwelling shall be 15,000 square feet and 100 feet, respectively. In those cases where both public sewer and water are available, the minimum lot area and width shall be 13,500 square feet and 90 feet, respectively.

(3) In the R-4 District, minimum lot area and width requirements are as follows:

- Single-family dwelling: 15,000 square feet and 150 feet, respectively. In those cases where both public sewer and water are available, the minimum lot area and width shall be 13,500 square feet and 90 feet, respectively.

- Two-family dwellings: 28,000 square feet and 120 feet, respectively. In those cases where both public sewer and water are available, the minimum lot area and width shall be 18,000 square feet and 100 feet, respectively.

- Multiple-family: The minimum lot area for multifamily dwellings shall be 14,000 square feet per dwelling unit. In those cases where both public sewer and water are available, the minimum lot area for multifamily dwellings shall be 4,356 square feet per dwelling unit. Unless otherwise provided, the minimum lot area and width for all other permitted uses shall be 15,000 square feet and 100 feet, respectively.

(78-204 78-224, 78-244, 78-264, 78-294)

Table ____ Principal Building Requirements: Residential Districts						
Requirement		R-1	R-2	R-3	R-4	V-R
Min. Front Setback (ft.)	Dwelling units	40	35	30	25	(2)
Min. Side Setback (ft.)	Dwelling units	25/35 on street side of corner lots	10/25 total side yards	10/25 on street side of corner lots	(1)	7/10 on street side of corner lots
	All other uses					20
Min. Rear Setback (ft.)	Dwelling units	50	50	50	30	40
Maximum Height (ft.)		35	35	35	40	35

(1) In the R-4 District, side yard requirements are as follows:

- Single-family and two-family dwellings: the total side yards shall be not less than 25 feet and no side yard shall be less than ten feet.
- Multiple-family and all other permitted uses: Each side yard shall be not less than 20 feet. Multifamily buildings shall be located at least 20 feet from all other buildings.

(2) In the V-R District, front yard setback requirements are as follows: not less than 15 feet, nor greater than 25 feet. A house greater than one story in height shall have a front yard of not less than 20 feet. An attached garage with doors facing the front lot line shall have a front yard of not less than five feet greater than the front wall of the home.

(78-204 78-224, 78-244, 78-264, 78-294)

Section 78-22 Other Development Standards

A. In the V-R (Village Residential) District, no attached or detached accessory building intended for storage of vehicles shall be hereafter erected except in compliance with the following standard: No attached garage or detached garage constructed in a side yard shall have more than two garage stalls, with a maximum width of 20 feet, with garage doors facing the front lot line.

(78-295)

B. Other standards applicable to all development in these districts shall include, but are not necessarily limited to, the following:

- (1) General provisions contained in article I.
- (2) Landscaping requirements and standards contained in article XXV.
- (3) Sign regulations contained in article XXVI.
- (4) Off-street parking and loading regulations contained in article XXVII.
- (5) Public street access and private road and driveway standards contained in article XXVIII.

(78-205, 78-225, 78-245, 78-266, 78-296)

Article __. Specific Use Requirements

Section 78-__ Intent and Purpose

- A. *Applicability.* Specific requirements apply to all land uses listed in this article. These requirements apply in addition to all the regulations of the zoning district in which the use is located, as well as all other applicable requirements in this ordinance.
- B. *Special Land Uses.* A use identified in this ordinance as a special land use shall be established only per the procedures and standards of Article _____. All standards listed in this article, in addition to the general standards for special land uses listed in Section 78-____, shall be met.

(new)

Section 78-__ Adult day care homes

In addition to applicable Special Use requirements, adult day care homes are subject to the following provisions:

- A. The use shall require approval of a special use by the Planning Commission, in accordance with applicable special use standards.
- B. The facility shall be located a minimum of 1,500 feet from any other adult day care home, group day care home, adult foster care home, substance abuse treatment facility or community correction facility.
- C. A fenced area of adequate size shall be provided for the safety of those in care while outdoors, subject to Planning Commission review and approval as part of the Special Use request.
- D. Identifying signs on the property shall comply with applicable requirements
- E. Off-street parking for family members and other persons associated with the services provided, and pickup and drop-off areas shall be located to provide for safe ingress and egress of vehicles and for the safety of persons using the facility, subject to Planning Commission review and approval as part of the Special Use request.
- F. The property and residence exterior shall be maintained in a manner compatible with the surrounding neighborhood.

(78-152, 78-157, 78-162, 78-172)

Section 78-__ Adult foster care group homes

In addition to applicable Special Use requirements, adult foster care group homes are subject to the following provisions:

- A. In the R-1, R-2, R-3 and R-4 Zoning Districts, the minimum lot area shall be 20,000 square feet, and the minimum lot width shall be 150 feet, for adult foster care group homes.
- B. The use shall require approval of a special use by the Planning Commission, in accordance with applicable special use standards.
- C. The facility shall be located a minimum of 1,500 feet from any other adult foster care group home, group day care home, substance abuse treatment facility or community correction facility.
- D. The facility shall have a maximum capacity of 12 persons.
- E. Identifying signs on the property shall comply with applicable requirements
- F. The size, design, architectural character, and exterior materials of the facility shall be compatible with the character of the surrounding area, subject to Planning Commission review and approval as part of the special use request.

G. Off-street parking shall be provided in a quantity sufficient to accommodate employee and visitor needs, and shall be located and screened by landscaping so as to be least visually objectionable from adjacent roads and properties, subject to Planning Commission review and approval as part of the Special Use request.

(78-152, 78-157, 78-162, 78-172, 78-202, 78-222, 78-242, 78-262)

Section 78- Antenna towers and communication services masts

In addition to applicable Special Use requirements, antenna towers and masts for cellular phone and other personal communications services are subject to the following provisions:

A. The use shall require approval of a special use by the Planning Commission, in accordance with applicable special use standards, as well as the following:

1. The application for special use approval for the tower shall include a visual impact analysis, prepared by the applicant, which includes graphic depictions of the anticipated visual appearance of the tower from important vantage points in the surrounding area. Methods used in preparing the analysis shall be reviewed and approved by the zoning administrator.
2. A cellular phone or other personal communications services antenna tower shall be exempt from building height limits and the height limits contained in the height exceptions provisions of article I; provided, however, that the tower height shall be the minimum height necessary to serve its intended function.
3. It is not feasible to provide equivalent service by locating the antenna on an existing tower or other existing structure in the township.
4. The tower will not have an adverse impact on significant views from properties within one-quarter mile of the tower site. For purposes of this section, a significant view is defined as a view from a residential property which has one or more of the following characteristics:
 - a. A view from a residence and its immediate perimeter which encompasses landscape features substantially free of human-made alteration, as a result of the unique topographic siting of the home.
 - b. A view which is a dominant feature of a residential building site, and which contributes significantly to the value of the residential building site, as evidenced by the siting of a home on the site, the size, number and orientation of windows on the home, and the location and orientation of improved outdoor spaces on the home site, such as patios and decks.

The fact that the proposed tower may be visible from a residence shall not alone be considered an adverse impact on a significant view.

5. The tower and any ancillary building housing equipment needed for operation of the tower shall be of a size, type, color and exterior materials which are aesthetically and architecturally compatible with the surrounding area, and as minimally obtrusive as possible. Landscape screening may be required by the planning commission to accomplish screening of ancillary equipment buildings.
6. The applicant shall provide documentation of any lighting to be installed on the tower. If tower lighting is required or proposed, the tower may not be approved unless the planning commission determines that it will not have significant adverse aesthetic impact on properties and residents of the surrounding area.
7. The applicant shall provide documentation of conformance with the following requirements, as applicable: Federal Aviation Administration, Michigan Airport Zoning Act (Public Act 23 of 1950, MCL 259.432 et seq.), the Michigan Tall Structures Act (Public Act 259 of 1959, MCL 259.481 et seq.), and the Gerald R. Ford International Airport Zoning Ordinance height and lighting requirements
8. The owner/operator of the tower shall agree to permit use of the tower by other communications services providers, including local government agencies, on reasonable terms, so long as such use does not conflict with the owner/operator's use of the tower.

9. If, for any reason, the tower ceases operation or is abandoned, the township may order its removal from the site by the owner of the tower, within three months of notification by the township.
10. If the height required for the tower to serve its intended function decreases from the installed height, due to technological advancement, additional tower installations at other locations, or other factors, the tower shall be lowered to such decreased minimum height.

(78-152, 78-157, 78-162, 78-172)

Section 78- Banks with drive-through

In addition to the applicable Special Use requirements, banks, savings and loans, mortgage lenders and other financial services with drive-through facilities are subject to the following provisions:

- A. Only one ingress/egress driveway, or one pair of one-way driveways, shall be permitted along any street.
- B. No portion of a drive-through facility, including roof canopy, service island, or access driveway serving the facility, shall be located nearer than 100 feet to an existing dwelling on an adjoining lot.
- C. Landscaping, fencing, earth berms or other measures shall be employed to ensure that adjoining properties are not affected by headlight glare from vehicles using the drive-through facilities.

(78-312)

Section 78- Day care centers

In addition to the applicable Special Use requirements, day care centers are subject to the following provisions, subject to review and approval by the Planning Commission as part of the Special Use review:

- A. A fenced area of adequate size must be provided, to provide for the safety of those in care while outdoors.
- B. Off-street parking for all employees of the facility and off-street pickup and drop off areas shall be provided, subject to approval by the Planning Commission as part of the.

(78-312)

Section 78- Dwellings, Multiple-Family

- A. Each multifamily development shall provide an adequately drained recreation area of not less than ten percent of the gross area of the development.

(78-165)

- B. In the _____ and R-4 Districts, no multifamily building shall contain more than eight dwelling units.

(78-264)

Section 78- Farm markets

In addition to applicable Site Plan (in the AGP District) and Special Use (in RP-1, RP-2, and RR Districts) requirements, farm markets are subject to the following provisions:

- A. The use shall only be permitted on a lot or contiguous lots in the same ownership having a minimum area of 20 acres.
- B. A minimum of 40 percent of the land area of the subject property, or 10 acres, whichever is less, shall be in active use for the production of agricultural products offered for sale at the farm market.
- C. Any building or structure in excess of 100 square feet in area used for the display and sale of farm products shall be located a minimum of 50 feet from the front lot line, and 50 feet from a side lot line.
- D. A minimum of 50 percent of the products marketed and offered for retail sale on the farm market premises shall be produced on and by the affiliated farm operation. For purposes of this measurement, the following procedures shall be used:
 1. The affiliated farm operation means agricultural land under the same ownership or control (e.g., leased) as the land on which the farm market is located.
 2. The percentage of products produced on and by the affiliated farm shall be measured based on the amount of retail floor space used to display products during the affiliated farm's marketing season, or over

a five-year timeframe. If the use of this measure is not practical or feasible, the relative percentage of gross retail sales in dollars of products produced on and by the affiliated farm over a five-year period shall be used, and the farm market operator shall be required to record and maintain sales data in a manner that accurately measures this percentage.

3. For farm products that are processed on the farm market premises, at least 50 percent of the products' main or "namesake" ingredient must be produced on and by the affiliated farm. (For example, the apples used in preparing apple pies, the fruit in fruit preserves, the apple juice in fermented cider.)
- E. The maximum building floor area that may be used for the display and sale of products offered for retail sale at the farm market shall be 3,000 square feet.
- F. The farm market shall have driveway access to a public road meeting the requirements of the Kent County Road Commission.
- G. Area used for off-street parking of customer vehicles shall be located no less than 30 feet from a front or side lot line. Where feasible, off-street parking areas shall be located to the side or rear of the building used for the farm market, and shall be screened from view from the public road, by either existing or installed plant materials. Parking within the public road-right-of-way shall be prohibited.
- H. Farm products may be processed on the farm market premises, in accordance with applicable local, state and federal law, to produce value-added products that are offered for sale on the premises. Such processing may include, but is not limited to the following: wineries and cideries, with or without a tasting room, licensed in accordance with requirements of the Michigan Liquor Control Commission, cider press, preparation and sale of baked goods, fruit preservation, cheese production.
- I. Ancillary activities or uses intended for customer attraction, amusement, entertainment or recreation shall be limited to the following:
 1. Customer self-harvest or "u-pick" operations.
 2. Community-supported agriculture (CSA) operations, in which the farm operation may sell "subscriptions" or "memberships" to the general public, which entitles the subscriber or member to a share of the farm production.
 3. The creation and operation of a corn maze.
 4. Horse- or tractor-drawn wagon rides.
 5. Operation of a farm animal petting farm.

The conduct of any other ancillary activities or uses intended for customer attraction, amusement or recreation at a farm market is permitted only with approval of a Special Use by the planning commission, and are subject to the following provisions:

(78-152, 78-157, 78-162, 78-172)

Section 78-__ Farm market ancillary activities

Farm market ancillary activities or uses intended for customer attraction, amusement, entertainment or recreation conducted at a farm market, shall be subject to applicable Special Use requirements, and the following provisions:

- A. Special events that are either open to the general public or limited to private groups only for cultural, educational, philanthropic or social activities may be held on the premises of the farm market, subject to the following limitations:
 - (1) The total number of such events shall be limited to no more than 20 per calendar year.
 - (2) Special events shall not be held between 11:00 p.m. and 9:00 a.m.
 - (3) Sufficient off-street parking to accommodate the number of vehicles generated by the special event shall be provided, in either a paved or gravel-surfaced parking area, or a mowed field or lawn area.

- B. A special event shall not involve any uses or activities which generate noise that is discernible beyond the property lines of the farm market premises.
- C. The limits specified above shall not be applicable to students in group visits sponsored by public or private elementary or secondary schools.
- D. A special use permit application may be submitted for an individual special event or ancillary activity, or for any number of special events or ancillary activities, subject to the above limitations.

(78-152)

Section 78- Group day care homes

In addition to applicable Special Use requirements, group day care homes are subject to the following provisions:

- C. The facility is not closer than 1,500 feet to another adult day care home, a group day care home, adult foster care home, substance abuse treatment facility or community correction facility.
- D. A fenced area of adequate size must be provided, to provide for the safety of those in care while outdoors.
- E. Identifying signs on the property shall comply with applicable regulations of this chapter.
- F. Off-street parking shall be provided for family members and other persons associated with the services provided. Pickup and drop off area for vehicles must be located so as to provide for safe ingress and egress of vehicles and safety of persons using the facility.
- G. The property and residence exterior shall be maintained in a manner compatible with the surrounding neighborhood.

(78-152, 78-157, 78-162, 78-172)

Section 78- Landscape contractor business

In addition to applicable Special Use requirements, landscape contractor businesses are subject to the following provisions:

- A. Such businesses shall be secondary to primary agricultural or single family residential uses.
- B. Minimum parcel size shall be 20 acres.
- C. All buildings and all areas used for storage or operation of machinery, equipment, motor vehicles, trailers and stockpiled materials shall be located a minimum of 200 feet from a dwelling unit on any surrounding property.
- D. All machinery and equipment, except for motor vehicles and trailers used in the conduct of the business, shall be stored within a completely enclosed building.
- E. Motor vehicles, trailers, and stockpiled materials such as topsoil, wood mulch, bark or stone shall be stored in locations which minimize views of such materials from adjoining properties and adjoining public roads. Permanent landscape screening shall be installed as needed to accomplish this objective.
- F. Vehicular access shall be located to provide safe access to the site. Where practical, vehicular access on a corner lot shall be provided from the road having the least traffic volume.
- G. Retail sales on the premises to the general public of materials other than nursery stock field-grown on the premises shall be prohibited.
- H. Processing of raw materials on the site, such as shredding of topsoil, wood or bark, shall be prohibited.
- I. For purposes of this use, the term "landscape contractor" shall refer to a business that installs or maintains landscape materials, including trees, shrubs, lawns, perennial and annual plantings and similar materials.

(78-152, 78-157, 78-162)

Section 78- Mobile Home Parks

Mobile home parks shall be subject to the following requirements as part of the required Special Use process:

- A. The applicable Special Use and Site Plan Review Standards of this Chapter.
- B. *Minimum area and minimum densities.* Each mobile home park shall be at least ten acres in size. Each mobile home park shall contain a minimum of 50 mobile home lots at first occupancy and may have a maximum of six single-wide mobile homes per gross acre or four double-wide mobile homes per gross acre.

- C. *Buffer zones.* All mobile home yards shall have a minimum 50-foot buffer from any street right-of-way line that borders the park and a 50-foot buffer where the park boundary is adjacent to neighborhood properties. There shall be a greenbelt planting strip with a width of no less than 20 feet along all property lines. Such planting strip may be located within the 50-foot buffer area. The greenbelt planting strip shall contain at least one straight or staggered row of trees, spaced not more than 20 feet apart and at least three rows of shrubs at least three feet high at planting spaced not more than eight feet apart with a mature height of not less than 12 feet. Alternative screening devices may be utilized if they provide screening as effectively as the required landscaping described above and if approved by the planning commission.
- D. *Minimum lot area and width.* Each mobile home lot shall have:
- (1) A minimum lot area of 4,350 square feet; and
 - (2) A minimum width of 50 feet at the front setback line.
- E. *Minimum mobile home size.* No mobile home in any mobile home park shall contain less than 600 square feet of living area nor have outside dimensions of less than 12 feet in width and 50 feet in length.
- F. *Yard requirements.* The front yard of each mobile home lot shall be no less than 20 feet as measured from the nearest edge of the street pavement to the nearest wall of the mobile home. The rear yard of each lot shall be no less than 15 feet. The nonentry side of a mobile home shall have a side yard of no less than ten feet and the entry side shall have a side yard of no less than 26 feet. In no event shall a mobile home be closer than 30 feet to another mobile home. In the case of a double wide mobile home, side yard requirements shall be met by the provision of larger lots sufficient in size to meet these requirements.
- G. *Corner lots.* Where a mobile home lot is bounded by two streets, the front yard requirement shall be met for each street. No fence, structure or planting over 30 inches in height shall be located on any corner lot within the required front yards.
- H. *Street requirements.* If two-way traffic is to be accommodated the street pavement width shall be no less than 22 feet. If only one-way traffic is to be accommodated the street pavement width shall be not less than 15 feet.
- I. *Parking.* Off-street parking shall be provided with two parking spaces for each mobile home. Each parking space shall be no less than 200 square feet in area and shall be paved and properly drained. Each parking area shall be conveniently located in relation to the mobile home for which it is provided. In addition to the two required off-street parking spaces, one additional parking space is permitted on the mobile home lot provided it is a well-drained paved area containing at least 200 square feet of area.
- J. *Access from major streets.* Each mobile home park shall have a minimum of two access streets that enter from a state highway, primary or local street, subject to review and approval by the zoning administrator, and shall provide a continuous route of travel throughout the park.
- K. *Mobile home sale prohibited.* The business of selling new or used mobile homes as a commercial operation on the same site, and/or in connection with, a mobile home park is prohibited. Mobile homes located on lots within the mobile home park may be sold by the owner or operator of the park provided no more than two are offered for sale at any one time. This section shall not prohibit the sale of a new or used mobile home by a resident of a mobile home park.
- L. *Underground utilities.* All public and private utilities shall be installed underground.
- M. *Site improvements.* Each mobile home shall be provided with a mobile home pad of six inch thick concrete running the full length and width of the mobile home. In lieu of such pad, concrete piers six inches thick may be provided if they run the full length of the mobile home and are not spaced more than ten feet apart. Each such pad or pier shall be equipped with hurricane anchors or tie down equipment which shall be connected to the mobile home to secure the home during high winds. Skirting shall be installed along the base of each mobile home sufficient to completely screen the undercarriage and supports from view.
- N. *Sidewalk.* Paved sidewalks shall be provided throughout each mobile home park. Sidewalks shall be:
- (1) A minimum of 36 inches in width;
 - (2) Raised a minimum of six inches above road grade in front of each site;
 - (3) Adjacent to each street; and
 - (4) Laid out such that they connect the recreation area, common open spaces, and the community building with mobile home sites.
- O. *Streets and parking areas.* All streets and parking areas in a mobile home park shall be paved and properly drained.

- P. *Refuse disposal.* Each mobile home park shall provide a system of garbage and rubbish storage, collection and disposal, subject to review and approval by the zoning administrator.
- Q. *Lighting.* Each mobile home park shall be provided with sufficient lighting to illuminate all parking bays, streets and sidewalks.
- R. *Central television antenna.* Each mobile home park shall have a master underground television antenna/access system. Exterior antennas shall not be permitted on individual mobile home lots.
- S. *Ground cover.* All exposed ground surfaces in the mobile home park shall be provided with turf, designated landscape planting areas, and/or decorative hardscape such as ornamental stone.
- T. *Drainage.* An adequate storm drainage system, including storm sewers, drain inlets, manholes, culverts, bridges, and other appurtenances, as needed, shall be provided. The requirements for each mobile home park shall be established by the township engineer.
- U. *Recreation vehicle storage.* All mobile home yards shall contain a storage area for the storage of campers, trailers, motor homes, boats, snowmobiles and other recreation vehicles. The storage of these vehicles in the mobile home park is specifically prohibited except in the storage area. The storage area shall be screened around its perimeter by solid type fence at least five feet in height or by some other screening device which is approved by the planning commission.
- V. *Recreation area.* Each mobile home park shall include a recreation area or areas of not less than ten percent of the gross park area. This area may be located within the required 50-foot buffer area but not within the required 20-foot greenbelt planting strip. All recreation areas shall be well drained, accessible to all residents of the mobile home park, improved with playground equipment, and other facilities maintained for various age groups. In no case shall any playground equipment be located closer than 50 feet to any mobile home.
- W. *Community building.* Each mobile home park shall have a community building or buildings to provide common facilities, such as laundry and toilet facilities, and a tornado shelter or shelters of sufficient size to provide a refuge for all mobile home park residents. Such buildings may also house offices and other facilities necessary for the management of a mobile home park.
- X. *Water and sewer service.* Each mobile home in a mobile home park shall be provided with water and sewer service approved by the county health department and the township engineer. Each mobile home park shall be connected to public water and/or sewer systems as these systems become available.
- Y. *Retail sales.* A building or portion thereof for retail sales of groceries and sundries may be permitted, subject to planning commission approval, provided the retail sales area/building is located within the central area of the park and is not adjacent to a public street; and provided further that there shall be no signs of any type advertising such business, any article being sold within, or any item. Such business shall be intended only for the occupants of the park

(78-262)

Section 78- Private heliports

In addition to applicable Special Use requirements, private heliports are subject to the following provisions:

- A. The proposed heliport and all appurtenant facilities and equipment shall be constructed, operated and maintained in accordance with the applicable State and Federal rules, regulations and guidelines
- B. The proposed heliport and all appurtenant facilities and equipment shall conform to National Fire Protection Association Standard 418, Standards for Heliports, 2006 Edition, with the exception that Sec. 9.1.2, exempting certain heliports from the requirement to be equipped with portable fire extinguishers, shall not apply. Portable fire extinguishers shall be required at all heliports, at a location and stored in a manner approved by the fire chief.
- C. The touchdown and lift-off area (TLOF), as defined in Federal Aviation Administration Advisory Circular 150/5390-2B, or any successor advisory circular, shall be a minimum of:
 - (1) 300 feet from any adjoining property boundary.
 - (2) 500 feet from any building on property in the surrounding area, other than property owned by the applicant.
 - (3) 2,650 feet from the TLOF of any other heliport facility in Ada Township.
- D. The use shall be located on a lot or lots in common ownership having a minimum lot area of 20 acres.

- E. The facility shall not be used for arrival or departure of a helicopter between the hours of 10:00 p.m. and 7:00 a.m.
- F. The facility shall be limited to private, not-for-hire personal use, and shall not be used for any commercial or business use.
- G. The facility shall be accessory to and ordinarily located on a lot occupied by the principal dwelling of the facility owner. The planning commission may approve a location on a lot that is adjacent to or separated by a public or private road right-of-way from the owner's dwelling lot, if it determines that such a location best conforms with the special use approval standards in article XXI of this chapter.
- H. A helicopter shall not remain in operation on the ground for a period of time greater than that necessary for startup/shutdown, loading and otherwise essential ground operations (generally no longer than five minutes).
- I. As a condition of special use permit approval, the planning commission may impose limits on:
 - (1) The size and type of rotorcraft permitted to use the facility.
 - (2) The frequency of helicopter operations permitted at the facility.
 - (3) the location, design, type, size, and use of any exterior lighting, buildings, fuel storage or other equipment or facilities associated with the heliport.
- J. The above provisions shall not apply to emergency operations conducted by law enforcement and public safety agencies or emergency medical service providers.

(78-152, 78-157, 78-162, 78-172)

Section 78- Radio and television stations with or without towers

In addition to applicable Special Use requirements, radio and television stations are subject to the following provisions:

- A. All buildings shall be at least 100 feet from all property lines.
- B. All masts, towers, aerials and transmitters shall be at least a distance equal to the height of such structures from all property lines.

(78-152, 78-157, 78-162)

Section 78- Roadside market stands

Roadside market stands are subject to the following provisions:

- A. Retail sales conducted on the premises shall be limited to agricultural products grown or produced on the premises.
- B. A building or structure used for the display and sale of farm products shall not exceed 1,200 square feet in area.
- C. Any building or structure in excess of 100 square feet in area used for the display and sale of farm products shall be located a minimum of 50 feet from the front lot line, and 20 feet from a side lot line.
- D. The operation of a roadside market stand may not include ancillary activities or uses intended for customer attraction, amusement, entertainment or recreation, including, but not limited to corn mazes, petting farms, zoos, or wagon rides.

(78-152, 78-157, 78-162, 78-172)

Section 78- Schools, churches, government buildings

In addition to applicable Special Use requirements, schools, churches, and government buildings are subject to the following provisions:

- A. The size, nature and character of the proposed use shall be harmonious and compatible with adjoining properties and the surrounding neighborhood.
- B. The proposed use shall provide adequate open space between it and adjoining properties.
- C. Adequate parking facilities shall be provided for the proposed use.
- D. No traffic congestion or hazards shall be caused by the proposed use.

(78-152, 78-157, 78-162, 78-172)

ADA TWP CATEGORY REPORT

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$42,495,760</i>	<i>\$175,352.00</i>	8
DECK	<i>\$157,188</i>	<i>\$875.00</i>	5
DEMOLITION	<i>\$20,000</i>	<i>\$85.00</i>	1
Detached Accessory Building	<i>\$124,000</i>	<i>\$1,307.00</i>	3
Res. Add/Alter/Repair	<i>\$855,000</i>	<i>\$1,399.00</i>	5
Res. Single Family	<i>\$5,875,000</i>	<i>\$11,682.00</i>	7
Residential - Other	<i>\$209,978</i>	<i>\$820.00</i>	6
Roofing	<i>\$328,422</i>	<i>\$1,445.00</i>	17
Sign	<i>\$27,902</i>	<i>\$170.00</i>	2
Swimming Pool	<i>\$258,200</i>	<i>\$525.00</i>	3
Totals	<i>\$50,351,450</i>	<i>\$193,660.00</i>	57



ADA TWP CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Commercial, Add/Alter/Repair	<i>\$79,928,410</i>	<i>\$292,150.00</i>	37
DECK	<i>\$559,089</i>	<i>\$4,970.00</i>	29
DEMOLITION	<i>\$100,460</i>	<i>\$595.00</i>	7
Detached Accessory Building	<i>\$787,072</i>	<i>\$3,133.00</i>	9
Res. Add/Alter/Repair	<i>\$6,732,294</i>	<i>\$14,258.00</i>	60
Res. Single Family	<i>\$27,089,628</i>	<i>\$50,714.00</i>	33
Residential - Other	<i>\$2,030,856</i>	<i>\$4,086.00</i>	27
RESIDENTIAL ADDITION	<i>\$853,224</i>	<i>\$3,821.00</i>	9
Roofing	<i>\$3,990,454</i>	<i>\$13,260.00</i>	156
Roofing/Siding	<i>\$15,000</i>	<i>\$85.00</i>	1
Sign	<i>\$107,514</i>	<i>\$1,190.00</i>	14
Swimming Pool	<i>\$1,344,790</i>	<i>\$2,100.00</i>	12
Totals	<i>\$123,538,79</i>	<i>\$390,362.00</i>	394



November 7, 2024

Re: Ada Township Engineering
Project No. 240102.01

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

Dear Mr. Suchy:

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

Sewer Odors – The new impellers have been installed. F&V is monitoring H₂S levels in the outlet manholes to see if there is a drop in the H₂S. Hopefully, these will help mitigate the sewer odors.

Hall/Ferridge Lift Station – Plans for the lift station renovations and new forcemains are complete. We will submit the plans to EGLE along with a permit request next week. We will take bids in December/January.

Knapps Corner Drainage – I met with Attorney Patrick Drueke to discuss the proposed gravity drain line through Ada Township that is proposed by the Kent County Drain Commissioner.

Trail Construction 2023

- **2023 Fulton Street Trail from Legacy Park/Fulton Street Bridge** –The project has a one-year warranty. It was completed in one year ago, and Dennis Brinks has confirmed there are no warranty issues. The contractor will be removing the silt fence later this month
- **2023 Village East Residential Trail** – This section of trail was constructed by the Wheeler Development Group as part of a development agreement with the Township. The agreement requires the Township maintain this section of trail between Legacy Park and Fulton Street after the East Residential buildings are complete.

There are several areas that are eroding and other design issues that need to be addressed before the Township can accept this section. We have expressed our concerns to the developer. They are of the opinion that Ada accepted the trail when you issued the occupancy permits. I have tried repeatedly to set a meeting with the developer regarding these issues, but have not been able to make contact with them. It might be time for the Township to consider legal action on this matter.



Trail Construction 2024/2025

- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. The Township Board decided at their June meeting to focus on the 4.5 miles of trail along Grand River Drive from Fulton Street to Knapp Street. We will prepare construction documents later this fall and anticipate bidding the project in January 2025, with early spring 2025 construction.
- **2025 Pettis Trail – Cannonsburg Road to Knapp Street** – The Grand River Greenway Committee has contracted with LRE Engineers for the design/construction engineering services of this 3.5-mile section. LRE has submitted preliminary plans for review by the GRG Committee and Ada Township. The preliminary plans show the entire path being constructed in road right of way on the west side of Pettis. This gets particularly challenging as the trail approaches the Pettis/Knapp intersection. Two years ago, we proposed the trail be constructed on the east side of Pettis far back from the road in easement areas.
- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – AT&T has begun work to place their lines underground, and Comcast's sub-contractor will be starting soon. There will not be any cost to the Township for either the AT&T or Comcast work.

The next step in the design is to have an open house review with the residents. This is scheduled for November 14 at Roselle Park from 5:00 – 6:30. After that meeting, we will incorporate any revisions into the final set of plans. We can likely receive bids sometime in January for an early spring start on construction.

- **2025 Rix Street from Adaridge to Ada Drive** – Township Manager Suchy hopes to discuss this project with Forest Hills Schools to consider alternate routes that would utilize a portion of the Ada Vista campus to access the Adaridge neighborhood.
- **2025 Kamp Twins** – We met with representatives from MDOT, the railroad, and the KCRC on September 18 for a safety review of the railroad crossing. Based on this meeting, it was determined that crossing gates or flashing signals will not be required. The KCRC has applied to MDOT for funding to remove and replace the existing crossing with a wider crossing that will accommodate the road as well as the new trail. We are waiting to hear if the funding request has been approved.
- **2025 Thornapple River Pedestrian Bridge** The new bridge will be 30' downstream from the existing bridge. MTC did the soil borings, and they are preparing their report and will recommend the type and depth of foundation to be used. Final plans will be complete by the end of this year, and we will take bids in January or February.

We are also working on the hydraulic modeling. The results of the modeling will be submitted to EGLE later this month.

- **Knapp Street Bridge** – We are working with the Grand River Greenway organization on this project. Last month scuba divers from Edge Engineering (our sub-consultant), discovered four snuffbox mussels within the project limits. They have



calculated there may be 21 snuffbox mussels that need to be relocated next spring. We are preparing an action plan that needs to be approved by EGLE and the US Fish and Wildlife Department.

We have also started the hydraulic modeling of the new bridge. While there are limited wetlands along the project (a good thing), most of the project will be constructed within the 100-year floodplain and floodway. We hope to submit the permit application to EGLE by the end of December.

Soil borings for the project are complete, and they show there is a layer of peat/muck below the existing roadway and proposed trail. This will require significant lengths of boardwalk supported on deep steel piles. This is good from an EGLE permitting standpoint as it minimizes fill adjacent to the river, but it will result in additional project costs. We are currently working through design options and cost implications for various types and spans of boardwalk systems, including steel, concrete, and timber. We met with the KCPD last week to review conceptual layouts for various types of elevated walks. We are preparing cost estimates of each type to determine budgetary impacts of each.

- **Conservation Boardwalk** – MTC has complete the muck probe and soil borings that were authorized at the October Township Board meeting. They will prepare a report that lays out various options to correct the settlement that is occurring.

Please call if you have any questions.

Sincerely,

Steven C. Groenenboom, P.E.
Township Engineer



November 6, 2024

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

RE: October 2024 Monthly Utility Report

Dear Julius:

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

UTILITY REPORT

ADMINISTRATIVE

- The October Monthly Operation Report (MOR) for the Grand Valley Estates water supply for the Michigan Department of Environment, Great Lakes, and Energy (EGLE) was filed November 6, 2024.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Complete Distribution System Materials Inventory (CDSMI) for EGLE is filed online with EGLE for both water systems.
- Both tapping fees for 5511 Ada Drive and 5479 Ada Drive are paid and we are moving forward with connection of both water and sewer by Lee's Trenching. The builder is Eastbrook Homes.

WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance in October
- Provided water jet maintenance around Adaway, Winthrop Court, Scarborough Court, Scarborough Drive, Rippling, and Adaway Court.
- Worked with a customer for water concerns in Egypt Creek Estates. Customer will call a plumber to pull the toilet. No bacteria was found in the drinking water.

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 water bacteria samples.
- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Worked with water customers that had meter installation changes.
- Started the lead and copper samples for the fall monitoring period. We are 75% complete.
- Elevated storage tank washed at Grand Valley Estates. Now this will be on the same rotation as the Ada Drive tank (Photo 1).
- Began flushing and winterizing fire hydrants. Grand Valley Estates is complete. Now we are working through the different pressure districts in the Ada water system.
- Worked with Raymer on routine maintenance for the wells. Found a problem with the Well 1 motor. Raymer has a spare in place while ours is assessed for repair costs (Photo 2).
- Water main extension has passed at the Forest Hills Eastern Athletic Fields.
- Worked with Julius and Diane about a meter reading issue. Sent letters to customers affected by error (25) and addressed customer concerns and complaints directly.



Photo 1

EMERGENCY CALLS/OUT-OF-SCOPE

- Adjusted pressure reducing valve at Bradfield due to pressure fluctuations.
- Vactor cleaned lift stations for routine maintenance.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

Stephanie M Kozal
Project Manager



Photo 2