



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, NOVEMBER 13, 2023, MEETING, 8:30 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 9, 2023, REGULAR MEETING
- IV. APPROVAL OF PAYABLES – none
- V. UNFINISHED BUSINESS
  - a. Review Updated Winter Wonderland Installation Quote from Surface Renew
- VI. NEW BUSINESS
  - a. Review the Beers at the Bridge Event/Financial Report and Consider a Recommendation for the 2024 Concert Series
  - b. Review Parking Related Material for the Ada Central Business District
  - c. Discussion Regarding the Recap Report for Progressive Tastings
- VII. REPORTS AND COMMUNICATIONS
  - a. DDA Financial Report, October 31, 2023
  - b. Director/Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



**DRAFT**

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE OCTOBER 9, 2023, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, October 9, 2023, 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:** Bowersox, Coe, Frost, Idema, Knapp, Leisman, Turan, Vogl

**BOARD MEMBERS ABSENT:** Harrison

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

**PUBLIC PRESENT:** 4

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF SEPTEMBER 11, 2023, REGULAR MEETING**

Moved by Vogl, supported by Frost, to approve the minutes of September 11, 2023, Regular Meeting as presented. Motion carried.

**IV. APPROVAL OF PAYABLES – none**

**V. UNFINISHED BUSINESS - none**

**VI. NEW BUSINESS**

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

Stichman stated that the DDA Board has budgeted \$2,500 this fiscal year for support of the Ada Business Association's Tinsel, Treats & Trolleys event that happens the first Friday of December. The DDA has contributed to this event for the past 4 years. Stichman noted the recognition for the Township's Bridge Lighting sponsorship; township logo in brochure, signage on bridge, serve as Director on trolley, and the ABA e-newsletter and social media platforms.

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

**b. Review and Approve Recommendation for Winter Wonderland Installation**

Stichman said the DDA has budgeted a total of \$26,500 for the Winter Wonderland holiday lighting display. Total costs last year equated to \$16,559.32 (approximately \$11,000 less than the \$28,000 that was budgeted).

Stichman updated the Board on some of the past technical difficulties and the potential changes to eliminate those issues. She referred to the staff memo that provides details regarding the status and estimated costs for each component of Winter Wonderland; garland on downtown poles, and the winter lights display. She went over quotes from West Michigan Holiday Lighting/Surface Renew LLC, Display Sales, and RRR Lawn and Landscape.

Stichman recommended the DDA Board consider replacing the garland this year to mitigate maintenance issues that we continue to see from year to year. Purchasing through West Michigan Holiday Lighting will streamline the garland and lighting installation process (they also provide a lifetime warranty and service calls). The total cost for the project would be \$37,404. Stichman said that West Michigan Holiday Lighting is willing to work with us to get the cost down for next year while still being able to honor its warranty. Additional conversations will need to be had with Tim at West Michigan Holiday Lighting after the Board reviews and approves the best path forward.

There was DDA discussion regarding the breakdown of costs from West Michigan Holiday Lighting/Surface Renew, the amount of replacement garland needed (all or some), and the idea of one company to do all the work was well received by the DDA members. Leisman made note that it would be helpful to see one itemized invoice (including warranty information) to see exactly what the DDA is purchasing, and Stichman confirmed that she would have an itemized invoice at the November meeting.

Moved by Leisman, supported by Vogl, to approve the proposal from West Michigan Holiday Lighting as described by the DDA Director for the Winter Wonderland Holiday Lighting display in an amount not to exceed \$38,000. Motion carried.

**VII. REPORTS AND COMMUNICATIONS**

**a. DDA Financial Report, September 30, 2023**

Stichman referred to the financial outline and mentioned a few main points: Special Event receipts totaling \$5,000 includes Beers at the Bridge sponsorship revenues for the 2023 concert series, community events expenditures \$9,647.61 includes payment for the 2023 Beers at the Bridge Concert Series (fencing, security, beer, portable restrooms, etc.), phone allowance expenditure, office supplies/services, operating supplies/services, contract services, membership & dues (includes annual membership to Michigan Downtown Association), and the farmers market activity included expenditures totaling \$3,682.13, which includes Market Manager payments for July/August as well as payment for website hosting.

Stichman said she would have an event report that will include all the financials/final numbers for the Beers at the Bridge Concert Series 2023 and will present it to the DDA at the November meeting.

**b. Director/Staff Reports**

Stichman provided a Farmer's Market summary received from Stephanie Karrip, Market Manager, and said she and Stephanie would have a full season report presented to DDA at the November or December meeting.

Frost inquired about any new parking study update. Planning Director Said explained that the intern, Harry, collected information on building square footage as it currently exists and total parking inventory. Said noted that the gathered information has not been formalized as it was collected in preparation for the parking study to be done next spring/summer and he offered to share the data collected with the DDA.

**VIII. BOARD MEMBER COMMENT**

Coe inquired about the Square Peg events and how they are going. Stichman explained that she is de-briefing now with Cynthia Hegadorn to get a wrap up from the summer events and she plans to have a report available at the next DDA meeting.

Idema shared concern about upkeep of the sidewalks during fall with the nuts dropping from trees. Stichman will check with our Buildings, Facility and Grounds Director regarding sidewalk maintenance.

Stichman provided an update on the Fall Festival with Brats and Bonfires. She said though it was raining, the rain did not deviate the event and there were people at the park, the church and the history center, and an arts activity fair at the church (plenty of indoor spaces to get out of the rain).

**IX. PUBLIC COMMENT - none**

**X. ADJOURN MEETING**

Moved by Bowersox, supported by Idema, to adjourn the meeting at 8:44 a.m.  
Motion carried.

Respectfully submitted:

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Dawn Marie Coe, DDA Secretary

rs:eb





## MEMORANDUM

Date: 11/9/23

**TO:** Downtown Development Authority Board Members  
**FROM:** Haley Stichman, DDA Director  
**RE:** Review Updated Winter Wonderland Installation Quote from Surface Renew

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Background:

At the last meeting in September, discussion was had regarding the winter lighting display in the Downtown. Board members approved the staff recommendation to replace the entirety of downtown garland and contract with West Michigan Holiday Lighting/Surface Renew for the purchase and installation. Supervisor Leisman noted that it would be helpful to see one itemized invoice (including warranty information) to outline exactly what the DDA is purchasing as the invoice included last month showed multiple additional items for consideration. I worked with Tim McConnell from Surface Renew to get an accurate count of all the light poles in the downtown. Attached is an updated invoice from Surface Renew that includes all items to be purchased, installed, and stored at the end of the season. Surface Renew doesn't have any formal written warranty at this time, however, Tim McConnell provided an email to serve as the warranty. He will be working with his legal counsel to get something more formal in place for next year.

Recommendation:

None.

*Requested Motion: No action required.*



## Surface Renew LLC

4544 48th Ave Suite A  
Hudsonville, MI 49426



mysurfacerenew.com  
support@mysurfacerenew.com

## Estimate

Order No.

Date

1974318

Start

End

Customer Info.	Service Location	Job Info.
Ada Township Downtown Developmen	Primary Address	Technician:
7330 Thornapple River Dr SE Ada, MI 49301	7330 Thornapple River Dr SE Ada, MI 49301	Sales Rep:
Phone: (616) 676-9191 (616) 227-8979	Haley Stichman (616) 676-9191	PO #:
		Lead Source:

QTY	Description	Price	Amount
150	Trees - (14) Trees - Near Bronson and Thornapple River: (150) strands trunk & branch	23.80	3,570.00
	wrap		
104	Trees - Landscaping Trees Near Ada and Fulton: (104) Strands	28.50	2,964.00
85	Lighted Garland - (85) Large light posts	252.00	21,420.00
60	Lighted Garland - (60) Smaller light posts	189.00	11,340.00
	Takedown & Storage - Takedown and Storage of Materials - Please Note that take	2,287.00	
	down cost is \$2,287 . This cost will be due at the time of take down (typically scheduled		
	in January).		
1	One Time Discount 2023	-1,294.00	-1,294.00

Notes:

\*Please note that the takedown cost of \$2,287, will be due at the time of takedown in January\*

Subsequent Years: \$20,534 + takedown

DISCOUNT	\$1,294.00
SUBTOTAL	\$38,000.00
TAX	
TOTAL	\$38,000.00
ADDITIONAL	
GRAND TOTAL	
	Due Upon Receipt

Signature

Date

Thank you for your business

## Haley Stichman

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**From:** Tim McConnell <tim@mysurfacerenew.com>  
**Sent:** Thursday, October 12, 2023 3:06 PM  
**To:** Haley Stichman  
**Subject:** Warranty on Garland

Hi Haley, as mentioned we do not have an actual written warranty, please allow this email to serve as a warranty. For the garland and lights, we offer a full warranty for the lifetime of the working relationship. As long as we are installing, and taking down the lights, we repair them as needed at no additional cost to you. This goes for service and as well as the products themselves. The only sticking point to the warranty is that we put them up and take them down.

As for Surface Renew (West Michigan Holiday Lighting) we have been in business for 10 years, this year we are on track to hit 1.6 million in revenue during our 9 month season. We are projecting 2.3 million in sales next year and I am currently in the process of opening up another location in West Bloomfield on the East side of the state. We have a full staff of 15 people, with anticipation of growing to over 22 next year. Not only will we be around for the long term, we will be expanding when we grow the West Bloomfield location to mirror our West Michigan home. If you have any other questions about the business, feel free to ask.

Best,

Tim McConnell (Owner)  
616.649.0034 (Office)  
616.581.4094 (Mobile)

Surface Renew LLC  
4544 48<sup>th</sup> Ave Suite A  
Hudsonville, MI 49426



## MEMORANDUM

Date: 11/9/23

**TO:** Downtown Development Authority Board Members  
**FROM:** Haley Stichman, DDA Director  
**RE:** Review Beers at the Bridge Event/Financial Report and Consider Recommendation for 2024

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### Background:

I've prepared the attached Event and Financial Reports for the 2023 Beers at the Bridge Summer Concert Series. The total event revenue equated to \$84,041 and expenditures were \$81,919.55 for a net of \$2,121.45. Total event expenditures came in above the \$70,000 budgeted for FY23-24. This was expected with the increase in certain expenses due to the location change and inclusion of sound management. Special events revenue also came in higher than the budgeted amount of \$78,000 for FY23-24. This brings the BATB portion of the fund balance to \$105,608.63 surplus.

The Beers at the Bridge committee met in September to debrief and discuss the location for next year. With the success of the event this year and the expected renovations to Leonard Field in the coming years, the committee is recommending to the DDA Board that we make River Street/Legacy Park the permanent home for the Beers at the Bridge Concert Series. This will be dependent upon approval from CDV5 for the use of River Street. I'm not anticipating any issues and am expecting a final response from CDV5 prior to the DDA Board Meeting on Monday. Overall, there was positive feedback from CDV5 and the community regarding the location change. Based on some survey feedback from a few businesses/sponsors, we understand there are some concerns to address regarding the use of River St for community events (not just BATB). While taking away the fencing for the event would be against MLCC regulations, we can ensure that businesses located along River Street, particularly the restaurants, are better able to participate. The goal of the event is to positively impact our community.

### Recommendation:

With the success of the event this year and the expected renovations to Leonard Field in the coming years, the committee is recommending to the DDA Board that we make River Street/Legacy Park the permanent home for the Beers at the Bridge Concert Series. Township staff doesn't believe that we would be able to host 3,000 people in Leonard Field after the renovations take place.

*Requested Motion: Motion to designate River Street/Legacy Park as the new home for the Beers at the Bridge Summer Concert Series, dependent upon final approval from CDV5.*





# 2023 BATB SUMMER CONCERT SERIES RECAP



# EXECUTIVE SUMMARY

The Beers at the Bridge Summer Concert Series concluded on August 18, with a successful turnout of approximately 3,080 attendees. Attendance remained consistent throughout the three events, with June being the most popular month, drawing in 3,600 visitors (according to Place.ai data). The revenue from beer, cider, and sangria sales for the season hit \$43,533, surpassing last year's record by 9%. Swag sales generated \$1,208 in revenue. Sponsorships equated to an additional \$39,300 in revenue, which is a 7% increase from last year. This brings total revenue for the event series to \$84,041. Total expenditures equated to \$81,919.55. Below are some key takeaways:

- Gross sales in June increased by 17% from the previous year. Although it didn't surpass June 2018's record, we believe the earlier cutoff time for beer sales (8:00 p.m.) was the reason.
- July's beer sales broke the previous record set in 2017, with a total of \$13,414 (\$5,436 via credit card), representing a 44% increase compared to the 2017 and 2018 July events.
- August's beer, cider, and sangria sales totaled \$13,385, with 40% of sales made via credit card (\$5,308). This revenue was consistent with July's beer sales and overall attendance.
- We had a total of 52 sponsors this year, which is about an 8% increase from last year. Despite the lack of a presenting sponsor, sponsorship revenue continued to increase.
- Net of revenue and expenditures equals \$2,121.45.

The feedback from the community about the new venue and band selection was overwhelmingly positive. We hosted three different bands for each the events - June 16: The Soul Syndicate, July 21: Megan Rae Band, and August 18: Thirsty Perch Blues Band.

**THE CONSISTENT ATTENDANCE NUMBERS SPEAK VOLUMES ABOUT THE ADA COMMUNITY'S UNWAVERING COMMITMENT TO THIS EVENT SERIES.**

## 2023 SPONSORS:



## WHAT WENT RIGHT?

- Venue allowed the community to enjoy the space as they saw fit.
- More than 3,000 people came and enjoyed the event.
- The event helped foster a connection with the community.
- Story StRoll/youth activities were engaging & entertaining for attendees.
- Promotional efforts were commendable & contributed to a good turnout.
- Emergency management planning was implemented, including a first-aid station and fire truck blocking entrance at Thornapple and River St.
- Smooth planning & execution were evident in the run-of-show.
- There was a good attempt at composting & recycling, with plans to improve next year.
- Kate Landis was an outstanding volunteer sponsor.
- There were dedicated hotspots at each ticket booth for credit card transactions.
- Additional signage put up for pedestrian crossings, composting, security, etc.

## CHALLENGES/CHANGES FOR THE FUTURE

- Heavy lines for beer in June- additional tap added in July/August.
- Beer ran out at 8 p.m. during June event, which may have contributed to a decrease in revenue.
- Staff working 14-16 hour days- consider having additional volunteers onsite for event set-up.
- Lack of clarity on social district & event boundary leading to confusion among attendees.
- Issues with communication to the crowd as speaker placement on River St. didn't work well.
- The walkie-talkies didn't work well for staff communication.
- Placement of sponsor banners was ineffective; using a digital advertising method may be a better alternative.
- Condensing down to two ticket booths may work, and reduce the number of volunteers needed.
- Consider adding more drink options such as wine or seltzer to cater to a broader audience.
- Additional signage needed at ticket booths denoting cash/credit card sales.
- New cash boxes should be purchased.

# SPONSOR FEEDBACK

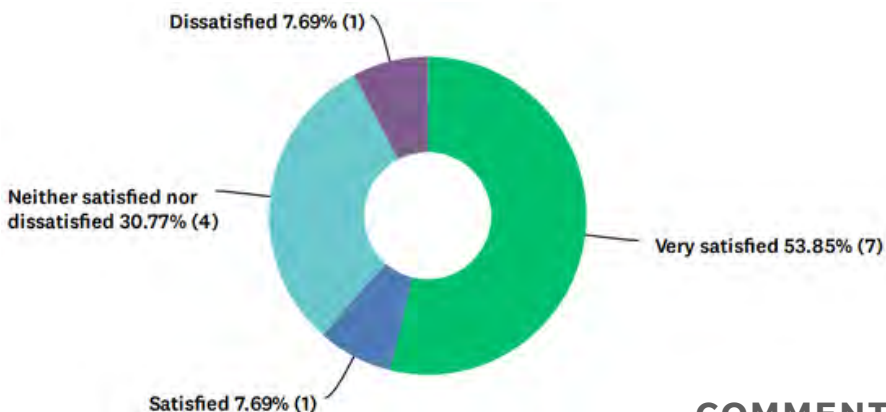
On September 22, the 2023 Beers at the Bridge event survey was created and distributed via email to all sponsors. To-date responses (as of 11/7) total: 13

## Full Survey Results

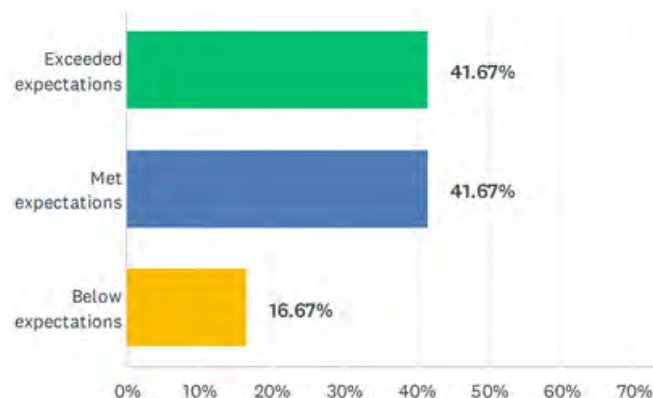
### Main Sponsor Objectives:

- Community engagement
- Build brand awareness
- Gain new business
- Meet community members

### How satisfied were you with the event series?



### How successful was the change in venue to Legacy Park?



### COMMENTS

It's a good event for the community and people like it. I wasn't a huge fan of the move to Legacy Park, but I understand it's temporary so we're not too concerned going forward. Sales during the event hours were definitely impacted at the restaurant, but not necessarily in a good way.

it is good to see live music and a community event

As a consumer it is FANTASTIC. As a partner with the ABA your team is also FANTASTIC. Everyone loves the community and has such pride in what they do. Also, Mark, Erin and Lizzie are pretty fantastic and they pulled off a successful season! We did miss you Haley.

If the twp can invest in a sound system for the outdoor performance area I think it will result in a better product

Given how significant the impact was to our dine-in guests, the benefit of bringing a few early and a few late guests into the restaurant did not offset the negative impacts to our core guest experience.

I like how everything flowed and the amount of space!

Parking was hugely affected. Our dinner rush wasn't as robust as it could have been since there were food choices inside.

Better space, more room for families to spread out, but the bridge location (as in the name) is iconic and was missed! I personally would enjoy less kids screaming and running around since we use it as an adult date night out. ;)

we figured it would be good

THIS VENUE IS PERFECT.

I would love to see it stay at Legacy park. Much more space and activities for the kids with the play equipment. Also, easier access to businesses if you want to grab food or drink with them



# NUMBERS & REVENUE

June 16	July 21	August 18
Total Guests in Attendance: 3,600	Total Guests in Attendance: 3,080	Total Guests in Attendance: 3,081
Avg. Dwelling Time: 121 mins.	Avg. Dwelling Time: 106 mins.	Avg. Dwelling Time: 115 mins.
Beer Revenue: \$16,734 30% of sales were via credit card (\$5,028)	Beer Revenue: \$13,414 40.5% of sales were via credit card (\$5,436)	Beer Revenue: \$13,385 (40% of sales were via credit card \$5,308)
Swag Revenue: \$441 50% of sales were via credit card (\$221)	Swag Revenue: \$464 64% of sales were via credit card (\$301)	Swag Revenue: \$279 (66% of sales were via credit card \$185)
Total Sponsorship Revenue: \$39,300 (collected to date as of 11/6/23); \$1500 in-kind sponsorships		

# SOCIAL MEDIA STRATEGY/ HIGHLIGHTS

Here are some of the tasks we accomplished to promote the event and engage with our sponsors and attendees:

- Designed highlight posts for each sponsor subset to boost brand awareness and provide a space for the public, sponsors, and DDA to interact.
- Published numerous promotional posts in the weeks leading up to the event.
- After the first event, shared all sponsor posts within the event discussion to generate excitement for those who attended.
- Shared public information about the event, including hours of ticket sales, available food and drink offerings, and public parking information.
- Promoted the opportunity to volunteer at the event.

## Top Performing Post



Ada Township Downtown Development Authority with Gravel Bottom Craft Brewery. ...

Published by Haley Stichman · Paid Partnership · April 14 ·

Save the dates for the upcoming Beers at the Bridge Summer Concert Series! Concerts will take place at Legacy Park this year (7430 River Street, Ada, MI 49301), as Leonard Field will be undergoing construction this summer. We expect to be back at the newly renovated Leonard Field in 2024!

June 16: Beers at the Bridge Summer Concert Series: The Soul Syndicate

July 21: Beers at the Bridge Summer Concert Series: The Megan Rae Band

August 18: Beers at the Bridge Summer Concert Series: Thirsty Perch Blues Band

#adavillage #summer #summertime #music #community #communityevent #summerconcerts #discoverada

### How is my post performing?

Facebook post reach ①

8,544

Higher than typical

Typically 413-826

### What's affecting my post reach? ①

The more interactions your post receives, the higher in Feed it may appear.

### Paid and organic interactions

Link clicks ①

207

Higher than typical

Typically 4-23

Facebook post comments ①

11

Higher than typical

Typically 0-2

Facebook post shares ①

3

Higher than typical

Typically 0-2

Facebook post reactions ①

263

Higher than typical

Typically 3-16



# SOCIAL MEDIA STATISTICS

June 17	July 15*	August 19*
Facebook Followers: 1421	Facebook Followers: 1469	Facebook Followers: 961
Users Reached: 18,487	Users Reached: 13,942	Users Reached: 18,284
Total posts: 8 3 promotional 4 sponsor 1 volunteer	Total posts: 13 3 promotional 9 sponsor 1 volunteer	Total posts: 12 9 promotional 3 sponsor

Ada Township Downtown Development Authority created an event. ...  
Published by Haley Stichman · April 14 ·



**BEERS AT THE BRIDGE**  
JULY 21 | 6-9 PM  
LOCATED AT LEGACY PARK  
\*VENUE CHANGE THIS YEAR\*


PRESENTED BY 

**LIVE MUSIC**  \*NO OUTSIDE ALCOHOL ALLOWED\*

**FRI, JUL 21**  
**Beers at the Bridge Summer Concert Series: The Megan Rae Band**  
7430 River St SE, Ada, MI 49301, United States  
82 Went · 759 Interested

16 2 comments

## Facebook Event:



April 14 ·

Post reach ⓘ  
**10,713**

# VOLUNTEER RECAP

We were thrilled to have The Landis Agency - Farm Bureau Insurance back as our volunteer sponsor again this year. Kate Landis and her family went above and beyond in securing volunteers and jumping into volunteer positions when needed.

To ensure the success of the events series, we relied on a dedicated team of volunteers who assisted Township staff. This year, we had a total of 178 slots available across all three events. With about 40 unfilled, our staff members had to adapt and help out as needed. This required staff and volunteers to work multiple shifts.

## **Future Plans: Volunteer Database and Appreciation Event**

As part of our plans for the future, we will be collaborating with the Township and other Ada stakeholders to establish a volunteer database/program for community events. Additionally, we aim to host a volunteer appreciation event to recognize those who generously offer their time and effort to serve the Ada community.



**OVER  
100  
VOLUNTEER  
SPOTS  
FILLED**



**200+  
HOURS**



PHOTOS





## 2023 BATB REVENUE AND EXPENDITURE REPORT

GL Number	Description		\$
<b>Fund 248 - DDA FUND</b>			
<b>Revenues</b>			
<b>Department 026.000: CONTRIBUTIONS</b>			
<b>248-026.000-654.001</b>			
	<b>BEERS AT THE BRIDGE</b>		
03/09/2023	CR BEERS AT THE BRIDGE 03/09/2023	600.00	BEERS AT THE BRIDGE 03/09/2023
03/13/2023	CR BEERS AT THE BRIDGE 03/13/2023	300.00	BEERS AT THE BRIDGE 03/13/2023
03/14/2023	CR BEERS AT THE BRIDGE 03/14/2023	3,100.00	BEERS AT THE BRIDGE 03/14/2023
03/15/2023	CR BEERS AT THE BRIDGE 03/15/2023	300.00	BEERS AT THE BRIDGE 03/15/2023
03/17/2023	CR BEERS AT THE BRIDGE 03/17/2023	3,000.00	BEERS AT THE BRIDGE 03/17/2023
03/20/2023	CR BEERS AT THE BRIDGE 03/20/2023	300.00	BEERS AT THE BRIDGE 03/20/2023
03/23/2023	CR BEERS AT THE BRIDGE 03/23/2023	900.00	BEERS AT THE BRIDGE 03/23/2023
03/27/2023	CR BEERS AT THE BRIDGE 03/27/2023	3,300.00	BEERS AT THE BRIDGE 03/27/2023
03/30/2023	CR BEERS AT THE BRIDGE 03/30/2023	1,300.00	BEERS AT THE BRIDGE 03/30/2023
03/31/2023	CR BEERS AT THE BRIDGE 03/31/2023	300.00	BEERS AT THE BRIDGE 03/31/2023
04/11/2023	CR BEERS AT THE BRIDGE 04/11/2023	1,000.00	BEERS AT THE BRIDGE 04/11/2023
04/13/2023	CR BEERS AT THE BRIDGE 04/13/2023	1,100.00	BEERS AT THE BRIDGE 04/13/2023
04/17/2023	CR BEERS AT THE BRIDGE 04/17/2023	300.00	BEERS AT THE BRIDGE 04/17/2023
04/18/2023	CR BEERS AT THE BRIDGE 04/18/2023	300.00	BEERS AT THE BRIDGE 04/18/2023
04/24/2023	CR BEERS AT THE BRIDGE 04/24/2023	1,500.00	BEERS AT THE BRIDGE 04/24/2023
04/25/2023	CR BEERS AT THE BRIDGE 04/25/2023	1,500.00	BEERS AT THE BRIDGE 04/25/2023
04/28/2023	CR BEERS AT THE BRIDGE 04/28/2023	500.00	BEERS AT THE BRIDGE 04/28/2023
05/01/2023	CR BEERS AT THE BRIDGE 05/01/2023	1,300.00	BEERS AT THE BRIDGE 05/01/2023
05/08/2023	CR BEERS AT THE BRIDGE 05/08/2023	2,300.00	BEERS AT THE BRIDGE 05/08/2023
05/15/2023	CR BEERS AT THE BRIDGE 05/15/2023	900.00	BEERS AT THE BRIDGE 05/15/2023
05/17/2023	CR BEERS AT THE BRIDGE 05/17/2023	300.00	BEERS AT THE BRIDGE 05/17/2023
05/30/2023	CR BEERS AT THE BRIDGE 05/30/2023	300.00	BEERS AT THE BRIDGE 05/30/2023
06/06/2023	CR BEERS AT THE BRIDGE 06/06/2023	3,900.00	BEERS AT THE BRIDGE 06/06/2023
06/06/2023	AP ADA TOWNSHIP PETTY CASH/BEERS AT THE BRIDGE	(2,500.00)	Inv #: '05312023' Vendor '0157'
06/08/2023	CR BEERS AT THE BRIDGE 06/08/2023	1,524.00	BEERS AT THE BRIDGE 06/08/2023
06/12/2023	CR BEERS AT THE BRIDGE 06/12/2023	1,500.00	BEERS AT THE BRIDGE 06/12/2023
06/16/2023	CR BEERS AT THE BRIDGE 06/16/2023	300.00	BEERS AT THE BRIDGE 06/16/2023
06/20/2023	CR BEERS AT THE BRIDGE 06/20/2023	20,275.00	BEERS AT THE BRIDGE 06/20/2023
06/23/2023	CR BEERS AT THE BRIDGE 06/23/2023	1,000.00	BEERS AT THE BRIDGE 06/23/2023
07/05/2023	AP ADA TOWNSHIP PETTY CASH/BEERS AT THE BRIDGE	(2,400.00)	Inv #: 'STATEMENT' Vendor '0157'
07/25/2023	CR BEERS AT THE BRIDGE 07/25/2023	16,278.00	BEERS AT THE BRIDGE 07/25/2023
08/08/2023	AP ADA TOWNSHIP PETTY CASH/BEERS AT THE BRIDGE	(1,800.00)	Inv #: '08142023' Vendor '0157'
08/09/2023	CR BEERS AT THE BRIDGE 08/09/2023	300.00	BEERS AT THE BRIDGE 08/09/2023
08/15/2023	CR BEERS AT THE BRIDGE 08/15/2023	500.00	BEERS AT THE BRIDGE 08/15/2023
08/21/2023	CR BEERS AT THE BRIDGE 08/21/2023	15,464.00	BEERS AT THE BRIDGE 08/21/2023
09/11/2023	CR BEERS AT THE BRIDGE 09/11/2023	1,000.00	BEERS AT THE BRIDGE 09/11/2023
09/28/2023	CR BEERS AT THE BRIDGE 09/28/2023	4,000.00	BEERS AT THE BRIDGE 09/28/2023

<b>TOTAL EVENT REVENUE</b>	<b>\$ 84,041.00</b>
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### Expenditures

#### Department 272.000: GENERAL ADMINISTRATION

<b>248-272.000-906.001</b>			
	<b>COMMUNITY EVENTS</b>		
05/17/2023	AP SEYFERTH PR/COMMUNITY EVENTS	467.84	Inv #: 'INV-0002252' Vendor '4445'
06/06/2023	AP MICHELIS BREWING/COMMUNITY EVENTS	3,530.00	Inv #: '0059' Vendor '0094'
06/06/2023	AP WAGNER, ED/COMMUNITY EVENTS	1,500.00	Inv #: '06162023' Vendor 'MISC'
06/06/2023	AP THE SOUL SYNDICATE BAND, LLC/COMMUNITY EVENTS	1,875.00	Inv #: '06162023' Vendor 'MISC'
06/06/2023	AP AMAZON CAPITAL SERVICES, INC./COMMUNITY EVENTS	116.49	Inv #: '14G6YHTM1GCM' Vendor '3220'
06/06/2023	AP FULLY PROMOTED AND SIGN GOATS/COMMUNITY EVENTS	220.00	Inv #: '230622' Vendor '5558'
06/06/2023	AP FULLY PROMOTED AND SIGN GOATS/COMMUNITY EVENTS	2,272.00	Inv #: '230622' Vendor '5558'
06/06/2023	AP RAILTOWN BREWING COMPANY/COMMUNITY EVENTS	1,320.00	Inv #: '35953575' Vendor 'MISC'
06/06/2023	AP SEYFERTH PR/COMMUNITY EVENTS	1,066.14	Inv #: 'INV-0002501' Vendor '4445'
06/06/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS	150.00	Inv #: 'STATEMENT' Vendor '0324'
06/06/2023	AP YOUR BRAND CAFE/COMMUNITY EVENTS	2,585.30	Inv #: 'STATEMENT' Vendor 'MISC'
06/06/2023	AP FACEBOOK/COMMUNITY EVENTS	10.30	Inv #: 'STATEMENT' Vendor 'MISC'
06/20/2023	GJ BATB CC FEES-JUNE	167.90	JE# 120466
06/22/2023	AP ADA TOWNSHIP PETTY CASH/COMMUNITY EVENTS	37.68	Inv #: 'STATEMENT' Vendor '0157'
07/05/2023	AP CASCADE RENTAL CENTER/COMMUNITY EVENTS	7,824.58	Inv #: '105182' Vendor '3790'
07/05/2023	AP GOOD HANDS SECURITY SERVICES LLC/COMMUNITY EVENTS	612.00	Inv #: '2023-146' Vendor '0086'
07/05/2023	AP PHASE 3 GRAPHICS, INC/COMMUNITY EVENTS	396.44	Inv #: '54862' Vendor '1587'
07/05/2023	AP FENCE CONSULTANTS/COMMUNITY EVENTS	4,316.00	Inv #: '56456' Vendor '2458'
07/05/2023	AP BIG LOTS/COMMUNITY EVENTS	8.20	Inv #: 'STATEMENT' Vendor 'MISC'
07/05/2023	AP ERIN MCINTOSH/COMMUNITY EVENTS	17.68	Inv #: 'STATEMENT' Vendor 'MISC'
07/05/2023	AP FACEBOOK/COMMUNITY EVENTS	49.70	Inv #: 'STATEMENT' Vendor 'MISC'
07/05/2023	AP KENT COUNTY TREASURER/COMMUNITY EVENTS	159.00	Inv #: 'STATEMENT' Vendor '0391'
07/05/2023	AP PLUMMER'S DISPOSAL SERVICE/COMMUNITY EVENTS	1,160.00	Inv #: '120478' Vendor '3338'
07/05/2023	AP PHASE 3 GRAPHICS, INC/COMMUNITY EVENTS	350.00	Inv #: 'STATEMENT' Vendor '1587'
07/20/2023	AP MICHELIS BREWING/COMMUNITY EVENTS	3,050.00	Inv #: '07212023' Vendor '0094'
07/20/2023	AP MEGAN RAE BAND/COMMUNITY EVENTS	1,500.00	Inv #: 'STATEMENT' Vendor 'MISC'
07/20/2023	AP ED WAGNER/COMMUNITY EVENTS	1,500.00	Inv #: 'STATEMENT' Vendor 'MISC'
07/20/2023	AP RAILTOWN BREWING COMPANY/COMMUNITY EVENTS	2,040.00	Inv #: 'STATEMENT' Vendor 'MISC'
07/24/2023	GJ BATB CC FEES- JULY	186.32	JE# 120465

08/03/2023	AP MEGAN RAE BAND/COMMUNITY EVENTS	(1,500.00)	Inv #: 'STATEMENT' Vendor 'MISC'
08/03/2023	AP RANDY MACHER/COMMUNITY EVENTS	1,500.00	Inv #: 'STATEMENT' Vendor 'MISC'
08/08/2023	AP THIRSTY PERCH BLUES BAND/COMMUNITY EVENTS	1,300.00	Inv #: '080182023' Vendor 'MISC'
08/08/2023	AP ED WAGNER/COMMUNITY EVENTS	1,500.00	Inv #: '08182023' Vendor 'MISC'
08/08/2023	AP CASCADE RENTAL CENTER/COMMUNITY EVENTS	461.10	Inv #: '105182-2' Vendor '3790'
08/08/2023	AP CASCADE RENTAL CENTER/COMMUNITY EVENTS	7,853.20	Inv #: '105183' Vendor '3790'
08/08/2023	AP AMAZON CAPITAL SERVICES, INC./COMMUNITY EVENTS	105.75	Inv #: '1MKKGNFJIM4K' Vendor '3220'
08/08/2023	AP GOOD HANDS SECURITY SERVICES LLC/COMMUNITY EVENTS	612.00	Inv #: '2023-176' Vendor '0086'
08/08/2023	AP PLUMMER'S DISPOSAL SERVICE/COMMUNITY EVENTS	1,160.00	Inv #: '222909' Vendor '3338'
08/08/2023	AP FENCE CONSULTANTS/COMMUNITY EVENTS	4,316.00	Inv #: '56698' Vendor '2458'
08/08/2023	AP RAILTOWN BREWING COMPANY/COMMUNITY EVENTS	1,560.00	Inv #: 'STATEMENT' Vendor 'MISC'
08/08/2023	AP STAR INSURANCE CO/COMMUNITY EVENTS	1,184.00	Inv #: 'STATEMENT' Vendor '2231'
08/08/2023	AP STAPLES/COMMUNITY EVENTS	148.85	Inv #: 'STATEMENT' Vendor '5010'
08/08/2023	AP BEST BUY/COMMUNITY EVENTS	169.59	Inv #: 'STATEMENT' Vendor '4481'
08/08/2023	AP SUNRISE AGO/COMMUNITY EVENTS	174.58	Inv #: 'STATEMENT' Vendor 'MISC'
08/08/2023	AP FULLY PROMOTED AND SIGN GOATS/COMMUNITY EVENTS	220.00	Inv #: 'STATEMENT' Vendor '5558'
08/17/2023	AP MICHEL'S BREWING/COMMUNITY EVENTS	3,570.00	Inv #: '0063' Vendor '0094'
08/21/2023	GJ BATB CC FEES- AUGUST	181.74	JE# 120464
09/01/2023	AP SQAURE PEG EVENTS/COMMUNITY EVENTS	700.00	Inv #: '14308202023' Vendor '0558'
09/04/2023	AP AMAZON CAPITAL SERVICES, INC./COMMUNITY EVENTS	80.50	Inv #: '149PWY6LFF39' Vendor '3220'
09/04/2023	AP AMAZON CAPITAL SERVICES, INC./COMMUNITY EVENTS	32.72	Inv #: '1VQV4VHWKDX' Vendor '3220'
09/04/2023	AP GOOD HANDS SECURITY SERVICES LLC/COMMUNITY EVENTS	612.00	Inv #: '2023-199' Vendor '0086'
09/04/2023	AP PLUMMER'S DISPOSAL SERVICE/COMMUNITY EVENTS	1,160.00	Inv #: '225432' Vendor '3338'
09/04/2023	AP FENCE CONSULTANTS/COMMUNITY EVENTS	4,316.00	Inv #: '56922' Vendor '2458'
09/13/2023	CR MISCELLANEOUS RECEIPTS	(360.00)	Receipt #: 355879
09/19/2023	AP SEYFERTH PR/COMMUNITY EVENTS	1,153.21	Inv #: 'INV0002591' Vendor '4445'
09/19/2023	AP SEYFERTH PR/COMMUNITY EVENTS	1,308.94	Inv #: 'INV0002659' Vendor '4445'
09/19/2023	AP SEYFERTH PR/COMMUNITY EVENTS	1,302.82	Inv #: 'INV0002705' Vendor '4445'
09/19/2023	AP ADA MARKET/COMMUNITY EVENTS	1.99	Inv #: 'STATEMENT' Vendor 'MISC'
09/19/2023	AP AGO/COMMUNITY EVENTS	10.56	Inv #: 'STATEMENT' Vendor 'MISC'
09/19/2023	AP OFFICE MAX/COMMUNITY EVENTS	22.61	Inv #: 'STATEMENT' Vendor '0912'
09/19/2023	AP FEDEX KINKO'S ACCTS. RECEIVABLE/COMMUNITY EVENTS	151.68	Inv #: 'STATEMENT' Vendor '0919'
09/19/2023	AP AGO/COMMUNITY EVENTS	174.58	Inv #: 'STATEMENT' Vendor 'MISC'
09/20/2023	CR MISCELLANEOUS RECEIPTS	(1,020.00)	Receipt #: 356586
10/04/2023	AP CASCADE RENTAL CENTER/COMMUNITY EVENTS	7,980.40	Inv #: '105184' Vendor '3790'
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS	219.84	Inv #: 'STATEMENT' Vendor '0101'
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS	232.68	Inv #: 'STATEMENT' Vendor '0101'
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS	430.50	Inv #: 'STATEMENT' Vendor '0101'
10/13/2023	AP OFFICE MAX/COMMUNITY EVENTS	150.46	Inv #: 'STATEMENT' Vendor '0912'
10/13/2023	AP CITGO/COMMUNITY EVENTS	203.68	Inv #: 'STATEMENT' Vendor 'MISC'
10/13/2023	AP KENT COUNTY TREASURER/COMMUNITY EVENTS	269.00	Inv #: 'STATEMENT' Vendor '0391'
10/30/2023	CR MISCELLANEOUS RECEIPTS	(220.00)	Receipt #: 357839

TOTAL EVENT EXPENDITURES	\$ 81,919.55
NET OF REVENUES AND EXPENDITURES	\$ 2,121.45
OUTSTANDING SPONSORSHIP \$\$	\$ -



## MEMORANDUM

Date: 11.08.23

TO: Downtown Development Authority Board  
FROM: John D. Said AICP, Director of Planning  
RE: Parking in the Ada Central Business District area

The following comments and attachments are provided in response to the DDA Board's request for further information about parking in the Ada Central Business District area:

- The attached documents include aerial photos of commercial centers along 28th Street, with the Ada village area map superimposed over these aerial photos at the same scale. These maps are quite striking in their illustration of how short the distance really is from, say, the church lot to local businesses vis-à-vis the distance across the parking lot at Meijer, Centerpointe, or Woodland Mall. As well, the walk through our downtown is much more enjoyable and engaging than walking across a large expanse of asphalt at these big box commercial centers.
- The attachments also include the count of parking spaces in the village area done by Summer Intern Harry Hill. It needs to be noted that these numbers are provided for informational purposes only at this time. I would respectfully advise that, prior to any opining on this information, that we await the completion of the parking study (planned for 2024) by an outside professional firm, and to allow the results of that study guide any future policy regarding village-area parking. In my view, it would be premature to say **whether this is "enough" parking, trying to interpret a meaning to these numbers, how much total parking there should be, analysis of public and private parking, etc. etc.**
- The last of the attachments, and perhaps the most important one, is the DDA parking map. In my view, it is extremely important for everyone, especially DDA Board members, to familiarize themselves with this map, be educated about parking availability, and above all, be ambassadors for the community by providing helpful hints and tips to people in the area, and talking up the community. This awareness will help to minimize inaccurate perceptions in the community, and would be consistent with Township Staff efforts to regularly provided tips, information, etc. etc. to assist the DDA Board. Overall, the DDEA Board can take a lead role in closing the awareness/perception gap so that everyone understands that our village area system, including walkability and community parking that serve all, works well!
- A related informational tidbit; it would be helpful for all to remember that even for our large events throughout the year, which can draw over 3,000 people to the village area (biggest attendance at Beers at the Bridge presumably), everyone is able to find parking, and then walk to their destination.





HEADLEY ST

THORNAPPLE RIVER DR

BRONSON ST

ADADR

UNNAMED

RIVER ST

SETTLERS DR

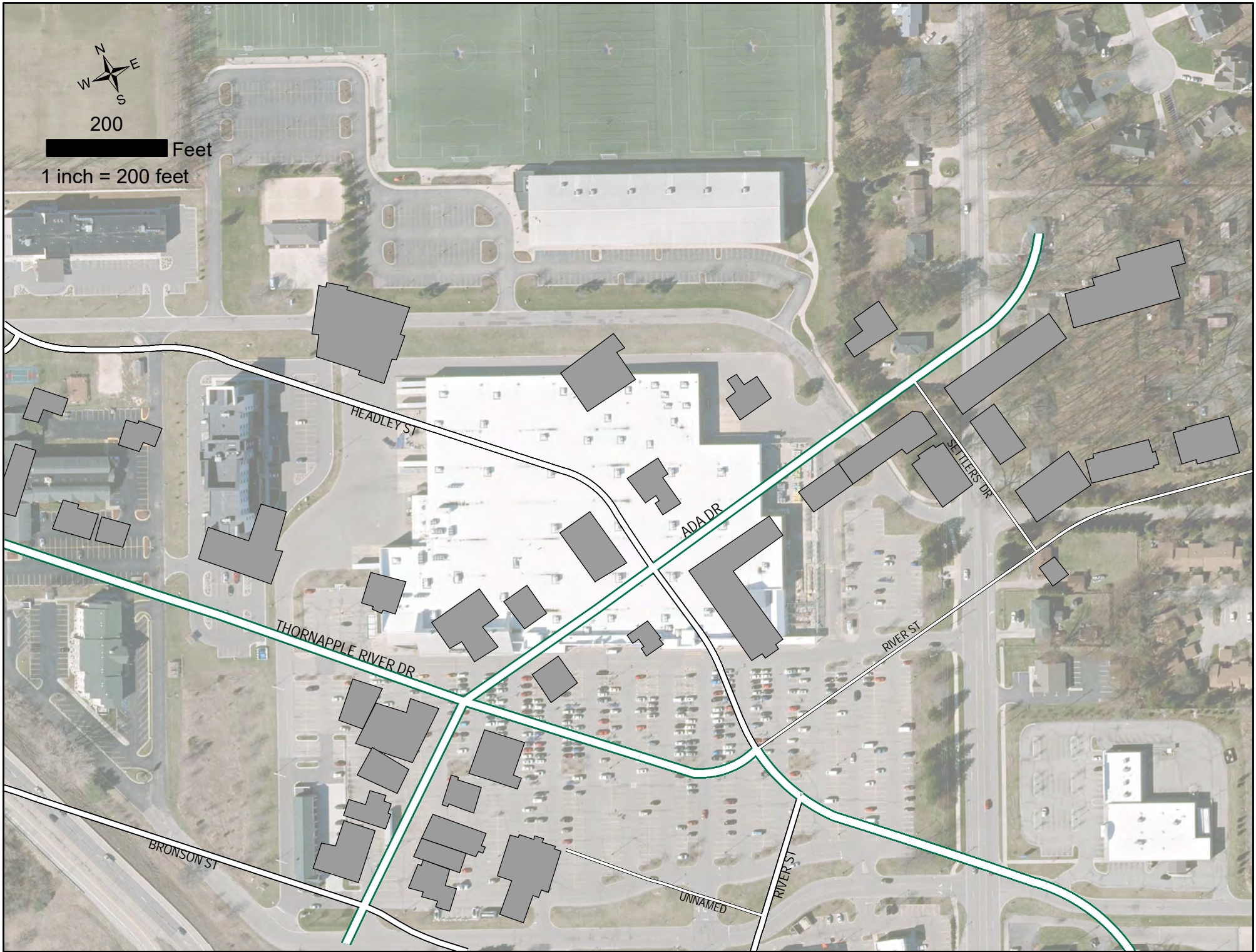
RIVER ST



200

Feet  
1 inch = 200 feet





200

Feet

1 inch = 200 feet





200

Feet

1 inch = 200 feet

HEADLEY ST

ADA DR

SETTLERS DR

THORNAPPLE RIVER DR

RIVER ST

BRONSON ST

UNNAMED

RIVER ST

<u>Locations</u>	<u>2017 Parking Study Block #</u>	<u>Description</u>	<u># of Spaces</u>
<b>On Street</b>			
Headley St			54
River St			100
Thornapple River Dr			26
Settlers St			8
Bronson St			98
Ada Dr			48
<b>Public Use Lots</b>			
7239 Thornapple River Dr		9 Ada Community Church	77
7330 Thornapple River Dr		4 Township Hall lot	29
7490 Thornapple River Dr		Leonard Park Lot	41
7215 Headley St		1 Library Lot	55
<b>Private Lots</b>			
Village Lot W Settlers	2A	Central New Village Lots	120
Village Lot E Settlers	2B		193
<b>Ada Dr Lots</b>			
	455	1 Chase Bank	28
	475	1 5/3rd Bank	36
	515 & 519	1 Norman Family Dental shared lot	62
	523 & 545	8 J.H. Realty shared lot	33
	518	3 Garage Bar	7
	555	8 555 Office Building	25
	552	3 Speedway	9
	577	7 Hardware store spaces backing up into Thornapple	4
	584	4 Lot behind Nonnas/ Town Hall	8
	583, 587, 597 Ada Dr Lot	7 Shared lot behind Scoopers, bike store, ect.	47
<b>Thornapple River Dr Lots</b>			
	7270	7 J. Peterson Homes/Siren & Proper Beauty lot	13
	7277	9 Blimpey & Hungry Howies lot	27
	7195	9 The Grand Salon	34
	7159	8 Fred L. Hanson	16
<b>Fulton Street Lots</b>			
	7128	10 Spectrum Health shared lot	203
	7100	10 Ago gas station	72
	7030	10 Big Steps Little Feet Day Care	75
	6990	10 Fire Station	22
<b>Headley Street Lots</b>			
	7125	10 Post Office	24

7210	9 Ada Family Dentistry	16
7144 none	Ada Historical Society	6

Total Spaces

1616

Total Public Lot Spaces	Total Public On-Street	Total Public	%Public
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202

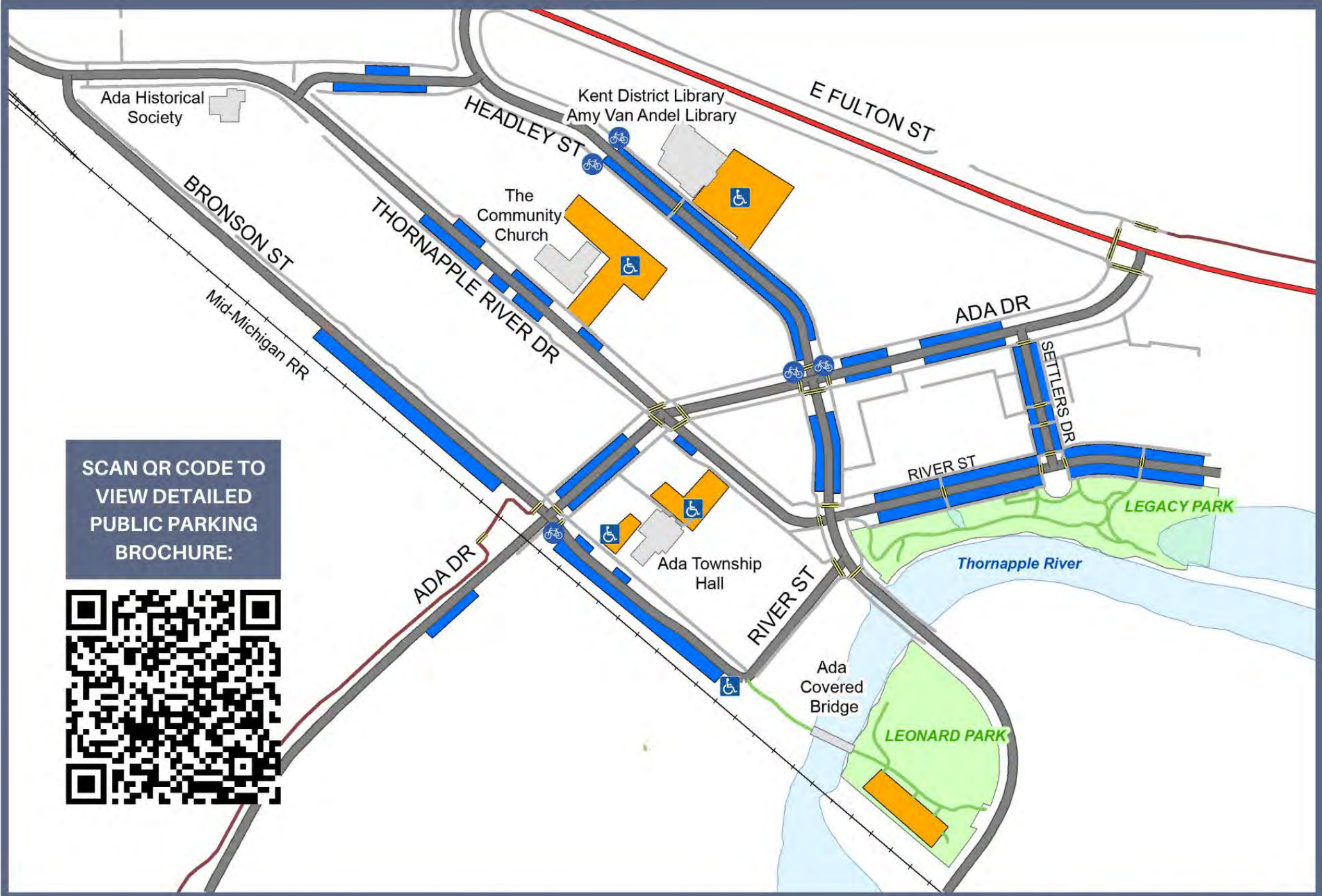
334

536 0.331683

Total Private	%Private
---------------	----------

1080 0.668317





SCAN QR CODE TO  
VIEW DETAILED  
PUBLIC PARKING  
BROCHURE:



# ADA VILLAGE Public Parking Map

## LEGEND

- ON-STREET
- OFF-STREET

- BARRIER-FREE
- BICYCLE





## MEMORANDUM

Date: 11/9/23

**TO:** Downtown Development Authority Board Members  
**FROM:** Haley Stichman, DDA Director  
**RE:** Discussion Regarding the Recap Report for Progressive Tastings

---

### Background:

The attached summary report provides a comprehensive overview of the Progressive Tastings event series that took place during the summer. As indicated in the executive summary, the series was successful, offering a delightful and distinctive platform for local businesses to come together and enhance Ada's presence. In addition to cultivating collaboration among Ada's businesses, each Progressive Tasting event served as a tool for direct promotion of local businesses and community activities while drawing in leaders from neighboring areas to broaden our outreach. Moreover, each route was designed to highlight the community's pedestrian-friendly attributes.

Cynthia Hagedorn will be in attendance at the Monday meeting to offer further insights into the summer event series and to address any inquiries from board members. The Board can anticipate a plan for next year to be presented at the meeting in December.

### Recommendation:

None at this time.

*Requested Motion: None at this time.*





# 2023 PROGRESSIVE TASTINGS REPORT





# EXECUTIVE SUMMARY

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A series of Progressive Tastings were hosted this Summer (June, July & August) with the aim to promote Ada's local food, beverage, retail options, and community organizations. Each tour was roughly 2/2.5 hours long and started at a non-consuming retail location for attendees to shop and explore prior to gathering for the tasting. After introductions, the group moved to three different restaurants in a consecutive order. Each location had 25 minutes to showcase their brand by introducing themselves; sharing their history, events, missions, and any other information they desired. Each restaurant location offered a small tasting of food/beverage that represented their location. The tours also included additional retail stops in between the consuming locations, increasing the impact for each tasting to six local businesses (a combination of restaurants and retail). Participants were given a total of 10 minutes at each retail location and business owners were encouraged to take a few minutes to talk about their business and offer coupons as an incentive for participants to come back and shop. During the specialty Chicks and Chocolate tasting, hosted in August, two restaurants were featured along with eight retail locations for a total impact of ten businesses.

The Progressive Tastings initiative was a success, providing a fun and unique opportunity for local businesses to collaborate and promote Ada's footprint. Along with featuring a combination of eateries and retail businesses, other organizations were also invited to participate as social and media hosts. Inviting leaders from surrounding communities to join the Progressive Tastings as social hosts helped to broaden the reach of promoting participating businesses and the community as a whole. These key leaders were able to learn more about our local businesses and activities supported by the Downtown Development Authority. As a result, additional progressive tastings are being considered for 2024 to increase business impact.

# STATS

6

Progressive Tastings

15

average number of tasting participants

20

local businesses highlighted

## Social Media



# PARTICIPANT FEEDBACK

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Participants were surveyed after the majority of tasting events. Responses received were overwhelmingly positive.

- Participants enjoyed hearing the background/history from the “hosts” / owners.
- Top reasons to join were wanting to meet new people, try new restaurants, and learn new things about Ada.
- Participants traveled from as far as Muskegon, Royal Oak, and Wayland.
- Many participants were surprised by the new retail options available and indicated they would be going back to shop.
- Even frequent visitors learned something new at the restaurant locations.
- Almost all participants said they would LOVE to attend future progressive tasting events.

## Testimonials

*“I had the expectation that this Progressive Tasting would be mostly about food. I loved the two restaurants that were on the route. I had never been to Zeytins new location and I will certainly be back. Turan was wonderful!. Mudpenny was great, too, and I don't drink wine! I saw the list of the stores we would be seeing, but I didn't know we would have the opportunity to shop. I spent a few hundred dollars in a couple of stores and got great deals! I was excited to start early Christmas shopping. This was the first Progressive Tasting I have been to in Ada. I can't wait to bring my husband and a few friends to the ones coming up.” - Chicks & Chocolate participant*

*“Learning about all the places [was my favorite part of the evening]. It is easy to go to a community to eat and shop, but I felt by going on this tour, I was welcomed into the community. I learned what was available to plan my shopping trip. There were stores that I might not have gone into but because of this tour, I learned what was available. We are most certainly coming back. I cannot wait to go on other tours to learn about other restaurants/stores.” - Art Groove participant*

# BUSINESS FEEDBACK

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Businesses were surveyed prior to the launch of the summer Progressive Tasting series. Here are some key takeaways from our business participants:

- A group size of 10-12 participants was effective for educational purposes and enabled hosts to discuss the food and drinks.
- Each theme was positively received, as it made the tours more enjoyable and informative.
- Businesses expressed interest in having local/Ada businesses and community leaders attend the tours, enabling them to help promote.
- Encourage the board to attend the tours to provide them with an insight into our activities.
- Issuing promotional and discount cards often leads to customers returning to shop or dine.

## Testimonials

*"[Progressive Tastings] bring in new people and allow us to show exactly what we do and provide. We would rather host people in our establishment than to place an ad somewhere and not know if our brand is getting noticed. We know this is not a money maker. We put this in our "marketing budget" We like the variety of themes. We certainly like the people you have invited. We are seeing their posts all over social media. That kind of outreach and endorsement is fantastic." - Ada Restaurant Owner*

*"I like the ability to get people excited about dishes they probably wouldn't order themselves. Finding out what people like and don't like to also show them we have things in the wheelhouse of their palate." - Ada Restaurant Owner*

*We would sponsor the hosts. We have seen them come back into our establishment with their friends. Again, this is great exposure for us. We like the local leaders to be a part of the tour because we can update or show them what we are doing, but the hosts from outside of Ada help us to spread the word. - Ada Restaurant Owner*

# THINGS WE LEARNED

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Key takeaways and other findings to implement in future Progressive Tasting events:

- To ensure a successful tour, it's crucial to maintain consistent marketing efforts and provide a list of all available tours in advance. This allows people to plan accordingly.
- Community members have expressed a desire for attending more than one tour per month.
- Additional time at retail locations should be taken into consideration. This was implemented towards the end of the series.
- Emphasizing the importance of staying together as a group from the beginning keeps the tour running smoothly.
- Water needs to be readily available at each location for the comfort of the attendees.
- People are interested in visiting community organizations like the Ada History Center and Library in addition to retail and restaurants.
- Attendees appreciated the "come back and shop" cards given out by the retail locations.
- Attendees took advantage of sales even if they didn't plan on shopping.
- Restaurants should consider offering a non-alcoholic beverage options besides water.
- Progressive Tastings not only introduced people to new places, but they also encouraged them to try new dishes they wouldn't have otherwise ordered. This led to customers returning to the same restaurant or trying out a new one.



## MEMORANDUM

Date: 11/9/23

**TO:** Ada Township DDA Board  
**FROM:** Haley Stichman, DDA Director  
**RE:** October 31, 2023, Financial Report

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October 2023 financial activity in the DDA Fund included the following items of mention:

- The DDA received a payment of \$127,512.01 from the State's Local Government Stabilization Fund, which is to offset loss of property tax revenue resulting from the personal property tax reform legislation enacted in 2014. This was lower than the budgeted amount of \$150,000.
- Community Events expenditures in the amount of \$13,522.93 includes payment for the 2023 Beers at the Bridge Concert Series (rentals, sales tax, misc. supplies, etc.) as well supplies for the Fall Festival and Tinsel Treats and Trolley's Sponsorship.
- Phone Allowance expenditure equaling \$75.77 for monthly allowance for DDA Director and additional support staff.
- Operating Supplies/Services totaling \$198.27 for monthly Adobe software subscription and invoice processing stamps for DDA Director.
- Continuing Education in the amount of \$49.00 for the DDA Director to attend The Right Place's Place Matters Summit.
- Contract Services totaling \$2,815.00 includes payment to RRR Lawn and Landscape for streetscape contract.
- Mileage & Expenses totaling \$73.88 for reimbursement to DDA Director to attend conferences and meetings.
- Paying Agent Fees in the amount of \$631.91 includes payment to The Bank of New York for capital improvement bond series.

Financial activity for the Farmers Market included vendor registration revenue totaling \$650. Expenditures totaled \$68.14, which includes payment for website hosting.

11/09/2023 02:32 PM  
User: HALEY  
DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
Balances as of 10/31/2023  
% Fiscal Year Completed: 58.47  
Fund 248 - DDA FUND

Page: 1/4

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	ACTIVITY FOR MONTH ENDED 10/31/2023	Available Balance	% Used
Revenues							
Department 000.000:							
248-000.000-401.405	TAXES: DDA AD VAL	139,000.00	139,000.00	11,739.46	0.00	127,260.54	8.45
248-000.000-401.406	TAXES: DDA IFT	0.00	0.00	3,623.27	0.00	(3,623.27)	100.00
248-000.000-665.000	INTEREST REVENUE	3,000.00	3,000.00	8,942.35	0.00	(5,942.35)	298.08
Total - Dept 000.000		142,000.00	142,000.00	24,305.08	0.00	117,694.92	17.12
Department 020.000: TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	403,000.00	403,000.00	4,742.21	0.00	398,257.79	1.18
248-020.000-437.000	TAXES: IFT	22,544.00	22,544.00	0.00	0.00	22,544.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION						
10/26/2023	CR LOCAL COMMUNITY STABILZATION 10/26/2023			127,512.01	LOCAL COMMUNITY STABILZATION 10/26/2023		
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	150,000.00	150,000.00	127,512.01	127,512.01	22,487.99	85.01
Total - Dept 020.000		575,544.00	575,544.00	132,254.22	127,512.01	443,289.78	22.98
Department 026.000: CONTRIBUTIONS							
248-026.000-654.000	SPECIAL EVENTS RECEIPTS	78,000.00	78,000.00	0.00	0.00	78,000.00	0.00
248-026.000-654.001	BEERS AT THE BRIDGE	0.00	0.00	70,791.00	0.00	(70,791.00)	100.00
Total - Dept 026.000		78,000.00	78,000.00	70,791.00	0.00	7,209.00	90.76
Department 028.000: FARMER'S MARKET							
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	1,000.00	3,950.00	0.00	(2,950.00)	395.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS						
10/24/2023	CR FARMER'S MARKET 10/24/2023			650.00	FARMER'S MARKET 10/24/2023		
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	9,785.00	5,055.00	650.00	4,730.00	51.66
Total - Dept 028.000		10,785.00	10,785.00	9,005.00	650.00	1,780.00	83.50
Total Revenues		806,329.00	806,329.00	236,355.30	128,162.01	569,973.70	29.31
Expenditures							
Department 272.000: GENERAL ADMINISTRATION							
248-272.000-906.001	COMMUNITY EVENTS						
10/04/2023	AP CASCADE RENTAL CENTER/COMMUNITY EVENTS			7,980.40	Inv #: '105184' Vendor '3790'		
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS			232.68	Inv #: 'STATEMENT' Vendor '0101'		
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS			219.84	Inv #: 'STATEMENT' Vendor '0101'		
10/04/2023	AP STATE OF MICHIGAN/COMMUNITY EVENTS			430.50	Inv #: 'STATEMENT' Vendor '0101'		
10/04/2023	AP BRAD RICK/COMMUNITY EVENTS			875.00	Inv #: 'STATEMENT' Vendor 'MISC'		
10/13/2023	AP CITGO/COMMUNITY EVENTS			203.68	Inv #: 'STATEMENT' Vendor 'MISC'		
10/13/2023	AP KENT COUNTY TREASURER/COMMUNITY EVENTS			269.00	Inv #: 'STATEMENT' Vendor '0391'		
10/13/2023	AP OFFICE MAX/COMMUNITY EVENTS			150.46	Inv #: 'STATEMENT' Vendor '0912'		
10/13/2023	AP TRACTOR SUPPLY COMPANY/COMMUNITY EVENTS			53.07	Inv #: 'STATEMENT' Vendor '3865'		
10/18/2023	AP ADA BUSINESS ASSOCIATION/COMMUNITY EVENTS			203.30	Inv #: '00004192' Vendor '0191'		



Balances as of 10/31/2023

% Fiscal Year Completed: 58.47

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	ACTIVITY FOR MONTH ENDED 10/31/2023	Available Balance	% Used
<b>Expenditures</b>							
Department 272.000: GENERAL ADMINISTRATION							
10/18/2023	AP ADA BUSINESS ASSOCIATION/COMMUNITY EVENTS			2,500.00	Inv #: '4491' Vendor '0191'		
10/18/2023	AP SANDY'S FUDGE/COMMUNITY EVENTS			625.00	Inv #: 'STATEMENT' Vendor '7028'		
10/30/2023	CR MISCELLANEOUS RECEIPTS			(220.00)	Receipt #: 357839		
248-272.000-906.001	COMMUNITY EVENTS	106,500.00	106,500.00	89,699.16	13,522.93	16,800.84	84.22
248-272.000-906.002	COMMUNITY SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
<b>Total - Dept 272.000</b>		<b>131,500.00</b>	<b>131,500.00</b>	<b>89,699.16</b>	<b>13,522.93</b>	<b>41,800.84</b>	<b>68.21</b>
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-704.000 WAGES							
10/12/2023	PR SUMMARY PR 10/12/2023			2,734.31	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			2,734.31	1444		
248-277.000-704.000	WAGES	70,434.00	70,434.00	27,190.12	5,468.62	43,243.88	38.60
248-277.000-704.001 WAGES - SUPPORT							
10/12/2023	PR SUMMARY PR 10/12/2023			928.98	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			927.31	1444		
248-277.000-704.001	WAGES - SUPPORT	26,237.00	26,237.00	13,625.19	1,856.29	12,611.81	51.93
248-277.000-704.005	WAGES: OVERTIME	500.00	500.00	0.00	0.00	500.00	0.00
248-277.000-707.001	WAGES - INTERN	4,400.00	4,400.00	3,888.75	0.00	511.25	88.38
248-277.000-715.000 FICA - TOWNSHIP SHARE							
10/12/2023	PR SUMMARY PR 10/12/2023			220.60	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			213.49	1444		
248-277.000-715.000	FICA - TOWNSHIP SHARE	6,030.00	6,030.00	2,643.68	434.09	3,386.32	43.84
248-277.000-716.000 FICA - MEDICARE TWP SHARE							
10/12/2023	PR SUMMARY PR 10/12/2023			51.57	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			49.91	1444		
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,225.00	1,225.00	640.36	101.48	584.64	52.27
248-277.000-719.000 RETIREMENT - EMPLOYER COST							
10/12/2023	PR SUMMARY PR 10/12/2023			366.18	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			366.16	1444		
248-277.000-719.000	RETIREMENT - EMPLOYER COST	10,000.00	10,000.00	4,150.50	732.34	5,849.50	41.51
248-277.000-719.001 MEDICAL, DENTAL INSURANCE							
10/04/2023	PR SUMMARY PR 10/04/2023			15.00	1442		
10/12/2023	PR SUMMARY PR 10/12/2023			661.53	1438		
10/26/2023	PR SUMMARY PR 10/26/2023			629.56	1444		
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	23,000.00	23,000.00	10,568.57	1,306.09	12,431.43	45.95
248-277.000-724.000 PHONE ALLOWANCE							
10/12/2023	PR SUMMARY PR 10/12/2023			75.77	1438		



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REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP  
Balances as of 10/31/2023  
% Fiscal Year Completed: 58.47  
Fund 248 - DDA FUND

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GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	ACTIVITY FOR MONTH ENDED 10/31/2023	Available Balance	% Used
Expenditures							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-724.000	PHONE ALLOWANCE	900.00	900.00	489.26	75.77	410.74	54.36
248-277.000-726.000	OFFICE SUPPLIES/SERVICES	0.00	0.00	0.00	0.00	0.00	100.00
248-277.000-740.000	OPERATING SUPPLIES/SERVICES						
10/13/2023	AP ADOBE SYSTEMS/OPERATING SUPPLIES/SERVICES			58.29	Inv #: 'STATEMENT' Vendor '5544'		
10/18/2023	AP INTEGRITY BUSINESS SOLUTION/OPERATING SUPPLIES/SERVICES			139.98	Inv #: '2515949-0' Vendor '1698'		
248-277.000-740.000	OPERATING SUPPLIES/SERVICES	7,000.00	7,000.00	2,333.49	198.27	4,666.51	33.34
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES							
10/13/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES			68.14	Inv #: 'STATEMENT' Vendor '4958'		
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,480.00	2,480.00	1,014.55	68.14	1,465.45	40.91
248-277.000-800.000	CONTINUING EDUCATION						
10/13/2023	AP THE RIGHT PLACE/CONTINUING EDUCATION			49.00	Inv #: 'STATEMENT' Vendor '3003'		
248-277.000-800.000	CONTINUING EDUCATION	2,500.00	2,500.00	199.00	49.00	2,301.00	7.96
248-277.000-801.000	CONTRACT SERVICE						
10/04/2023	AP RRR LAWN AND LANDSCAPE LLC/CONTRACT SERVICE			840.00	Inv #: '4007' Vendor '8432'		
10/18/2023	AP RRR LAWN AND LANDSCAPE LLC/CONTRACT SERVICE			1,975.00	Inv #: '4077' Vendor '8432'		
248-277.000-801.000	CONTRACT SERVICE	89,500.00	89,500.00	51,162.68	2,815.00	38,337.32	57.17
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,690.00	13,690.00	6,658.75	0.00	7,031.25	48.64
248-277.000-820.000	MEMBERSHIP & DUES	500.00	500.00	475.00	0.00	25.00	95.00
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	250.00	0.00	0.00	100.00
248-277.000-821.000	ENGINEERING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-277.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-277.000-870.000	MILEAGE & EXPENSES						
10/18/2023	AP HALEY STICHMAN/MILEAGE & EXPENSES			40.61	Inv #: 'STATEMENT' Vendor 'MISC'		
10/18/2023	AP HALEY STICHMAN/MILEAGE & EXPENSES			33.27	Inv #: 'STATEMENT' Vendor 'MISC'		
248-277.000-870.000	MILEAGE & EXPENSES	1,000.00	1,000.00	63.88	73.88	936.12	6.39
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	0.00	0.00	50.00	0.00
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	15,000.00	15,000.00	42.68	0.00	14,957.32	0.28
248-277.000-974.000	IMPROVEMENTS	122,000.00	122,000.00	67,886.00	0.00	54,114.00	55.64
Total - Dept 277.000		401,696.00	401,696.00	193,282.46	13,178.97	208,413.54	48.12
Department 279.000: OTHER TOWNSHIP EXPENSES							
248-279.000-719.002	LIFE INSURANCE, OTHERS						
10/12/2023	PR SUMMARY PR 10/12/2023			14.94	1438		

## REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Balances as of 10/31/2023

% Fiscal Year Completed: 58.47

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	ACTIVITY FOR MONTH ENDED 10/31/2023	Available Balance	% Used
Expenditures							
Department 279.000: OTHER TOWNSHIP EXPENSES							
10/26/2023	PR SUMMARY PR 10/26/2023			39.13	1444		
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	311.15	54.07	688.85	31.12
248-279.000-999.000 PAYING AGENT FEES							
10/04/2023	AP THE BANK OF NEW YORK MELLON/PAYING AGENT FEES			631.91	Inv #: '252-2578536' Vendor '4825'		
248-279.000-999.000	PAYING AGENT FEES	650.00	650.00	631.91	631.91	18.09	97.22
Total - Dept 279.000		1,650.00	1,650.00	943.06	685.98	706.94	57.16
Department 905.000: OTHER TOWNSHIP EXPENSES							
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	179,569.00	179,569.00	0.00	0.00	179,569.00	0.00
248-905.000-993.000	BOND INTEREST PAYMENTS	86,470.00	86,470.00	41,958.00	0.00	44,512.00	48.52
Total - Dept 905.000		266,039.00	266,039.00	41,958.00	0.00	224,081.00	15.77
Total Expenditures		800,885.00	800,885.00	325,882.68	27,387.88	475,002.32	40.69
NET OF REVENUES AND EXPENDITURES		5,444.00	5,444.00	(89,527.38)	100,774.13	94,971.38	

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## REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

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Balances as of 10/31/2023

% Fiscal Year Completed: 58.47

Fund 248 - DDA FUND

GL Number	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	ACTIVITY FOR MONTH ENDED 10/31/2023	Available Balance	% Used
<b>Revenues</b>							
Department 028.000: FARMER'S MARKET							
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	1,000.00	1,000.00	3,950.00	0.00	(2,950.00)	395.00
248-028.000-675.001-FARMERMARKET	REGISTRATIONS						
10/24/2023	CR FARMER'S MARKET 10/24/2023			650.00	FARMER'S MARKET 10/24/2023		
248-028.000-675.001-FARMERMARKET	REGISTRATIONS	9,785.00	9,785.00	5,055.00	650.00	4,730.00	51.66
Total - Dept 028.000		10,785.00	10,785.00	9,005.00	650.00	1,780.00	83.50
Total Revenues		10,785.00	10,785.00	9,005.00	650.00	1,780.00	83.50
<b>Expenditures</b>							
Department 277.000: DDA OPERATIONS/CONSTRUCTION							
248-277.000-740.000-FARMERMARKET OPERATING SUPPLIES/SERVICES							
10/13/2023	AP 1 & 1 INTERNET, INC/OPERATING SUPPLIES/SERVICES			68.14	Inv #: 'STATEMENT' Vendor '4958'		
248-277.000-740.000-FARMERMARKET	OPERATING SUPPLIES/SERVICES	2,480.00	2,480.00	1,014.55	68.14	1,465.45	40.91
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	13,690.00	13,690.00	6,658.75	0.00	7,031.25	48.64
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	250.00	0.00	0.00	100.00
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	0.00	0.00	50.00	0.00
Total - Dept 277.000		16,470.00	16,470.00	7,923.30	68.14	8,546.70	48.11
Total Expenditures		16,470.00	16,470.00	7,923.30	68.14	8,546.70	48.11
NET OF REVENUES AND EXPENDITURES		(5,685.00)	(5,685.00)	1,081.70	581.86	(6,766.70)	



## **Director Report for November 13, 2023**

**Submitted by DDA Director Haley Stichman**

### **Events/Sponsorships:**

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

The Beers at the Bridge Committee met in September to recap the entire event series. A full event report, including finalized revenues and expenditures, will be presented to the DDA Board on Monday, 11/13. There will be additional discussion regarding the venue for next year. The committee is recommending that Beers at the Bridge moves forward at Legacy Park in 2024. This will be dependent upon CDV5 approval for the use of River St. I anticipate having a final answer from CDV5 this week.

#### **Brats & Bonfires – Fall Festival – October 6 – 4-7 pm**

The Fall Festival featuring Brats & Bonfires was held on Friday, October 6. Unfortunately, with the rain, activities at Legacy Park wrapped up early. However, activities were able to continue at The Community Church and Ada History Center. And restaurants were full as the rain pushed everyone inside. The Community Church ended up hosting the band and an arts activity fair. The band playing at the Church wasn't as successful as we had hoped because the music level was simply too loud for the community to sit and enjoy the show. Although I would love to continue to bring live music to Ada for the Fall Festival/Brats & Bonfires, I don't think it will be feasible next year due to the unpredictability of weather. It's more manageable to accommodate a DJ. Expenditures for this event were minimal and equated to \$1,909.45, which came in under the \$3,000 budget. This leaves room for expansion next year.

#### **Winter Wonderland**

Logistics for Winter Wonderland are in process in collaboration with West Michigan Holiday Lighting and our BFG staff. I anticipate all lighting, garland, and holiday décor to be in place by the week of November 27 prior to the covered bridge lighting on December 1. There was some uncertainty as to whether we would be able to install additional lighting on the bridge/hold the Bridge Lighting event due to deterioration of the support structure that isn't expected to be replaced until March. Staff received confirmation from the civil engineer this week that we can move forward with the Bridge Lighting Ceremony without any harm being done to the bridge.

### **Upcoming Events:**

Ada Village Window Competition | December 1 – January 1

Tinsel, Treats & Trolleys | December 1 | 5:30 p.m. – 9 p.m.

Festival of Trees in Legacy Park | December 1st - January 1st

Winter Lights Walking Trail | December 1 – January 31

Ada Township Santa Parade | December 2 | 11 a.m.

Ada Chili & Beer Festival @ The Community Church | December 2 | 11 a.m. – 3 p.m.

Women's Night | December 9 | 6 p.m. – 9 p.m.

### **Farmers Market:**

The 2023 Farmers Market season wrapped up its 15<sup>th</sup> season on Tuesday, October 31. The goal is to present an annual report to the DDA Board in December/January.

### **Ada Arts Council:**

I have had the opportunity to join the Ada Arts Council Board as a founding member of the new organization. Currently, there is minimal commitment to attending monthly board meetings. We are looking at engaging with Lions and Rabbits Center for the Arts to work through a strategic planning process that will help define the Art Council's role within the community and how it will collaborate with the Downtown Development Authority as well as other organizations like the Ada Business Association and DiscoverAda/CDV5. The goal is to understand how the arts can be integrated into the many different initiatives/projects/programming that are already taking place downtown.

### **Streetscape Planting Management**

We have reached the end of the 2023 streetscape planting contract with RRR Lawn and Landscape. RRR Lawn and Landscape truly showcased their understanding of what it takes to complete the project. Staff have been pleased with the level of work completed this season, and the feedback from the community has been positive. Due to issues with the irrigation, we did experience a few setbacks at the beginning of the planting season, which caused a necessity to replace a portion of the plants. This need did contribute to an overall increase to the project, which put us at a total of \$24,586.68 for the 2023 planting season. The DDA budgeted a total of \$23,000 in FY23/24. I have been working with BFG Director, Dennis Brinks, to finalize the scope of work for the 2024 streetscape planting contract. Staff will be planning to provide a quote from RRR Lawn and Landscape to the DDA Board at its meeting in December.

### **Parking Study**

An update regarding parking information collected this summer is provided in the DDA Board packet for the November 13 meeting.

### **Ada Village Social District**

I will be leading businesses through a planning session for the social district on November 16. The goal of the session will be to garner feedback from these businesses for how they plan to strategically leverage the social district as a tool for their business. The feedback/plan will ultimately be presented to the Township Board along with a request to expand the hours of operation for our Social District. With a potential request to expand the footprint as well. I anticipate having the plan complete by the DDA Board's December meeting for members to discuss and consider making a recommendation to the Township Board.

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

No updates at this time.

### **Michigan Downtown Association:**

At the MDA's Annual Meeting on Friday, November 3, membership elected me to a 4-year board term. The term began November 3 and will end in November of 2027.





## **Township Manager Report for November 8, 2023**

**Submitted by Township Manager Julius Suchy**

### **Community Clean-Up Day:**

The event was held and was successful with over 400 vehicles participating. Staff will put together a report and present to council with details of the total impact on items collected and cost to the Township.

### **Pedestrian Safety Discussions with Kent County Road Commission:**

Staff met with Tim Haagsma, KCRC again to discuss the Township moving forward with the “must stop for pedestrian” signs at various pedestrian crossings throughout the Township. Mr. Haagsma provided guidance on some items needed for an ordinance the Township would need to adopt and additional considerations.

Staff has started putting together a draft policy that would allow the Township to approach pedestrian safety from a quantitative data foundation as we are sure to receive numerous requests when this initiative moves forward.

The tentative plan is to work through this process over the winter with the Planning Commission and the Board and have a plan to move forward in the Spring with actual installation of signs/flashing beacons or whatever options Ada Township decides to implement.

### **Request to DeVos Family Foundation for Trail Funding:**

I submitted a request to the DeVos Family Foundation for up to \$6.5 million dollars for the Pettis Phase II trail section as directed by the Township Board. I had a follow up conversation with their staff and indicated that the Township would welcome any opportunity to discuss our request further. I will provide an update to the board when one becomes available.

### **West Michigan Trails Summit:**

Mark Fitzpatrick and I attended the West Michigan Trails Summit held in Walker on October 24<sup>th</sup>. It was an opportunity for everyone regionally to get together and talk about trails, connections, wayfinding, and other items that other trail communities are also discussing and reviewing.

### **Fulton St. Trail Update:**

The concrete for the trail was poured this last weekend. The only remaining item for Wyoming Excavators is the block wall with the fencing. Staff anticipates a pay application being submitted for the November 20<sup>th</sup> board meeting.

### **Ada History Center Barn Repair Update:**

The barn restoration and painting work is complete except for the three windows that need to be replaced. They are being built off-site and will be installed when ready. Following payment by the Township to Thomet Construction, the Township will receive payment from the AHS as they had received a donation intended to help with some of the cost. I anticipate this to be in the \$8,000 range,

but will not know until I receive the final amount as was part of a larger donation that also included repair of the garden fence.

#### **Kent County State of the County:**

I attended the State of the County event last week. The event was a good opportunity to see the continued changes and progress that Kent County is making on several initiatives. Ada was featured when they discussed the Grand River Greenway trail.

#### **Grand Rapids Preliminary Utility Rate Recommendation:**

The City of Grand Rapids has provided a copy of their preliminary rate study for its wholesale and retail customers to review. Ada Township is a wholesale customer along with East Grand Rapids, Gaines Township, Caledonia Township, and Ottawa County.

The preliminary rate increase for Ada water rates is a 6.47% increase and a 3.12% increase for sewer rates. The highest increases for water rates in the study recommended East Grand Rapids water (10.88%), Ottawa County water (7.92%), and City of Grand Rapids Water (7.23%). On the sewer side Ada Township was the highest with the next highest being Gaines Township at a 2.22% increase.

Staff will review these rate recommendations with our engineer and determine if any feedback to Grand Rapids is necessary. Moore + Bruggink will review our rates and provide a recommendation for the upcoming fiscal year. Noted in the BGU Committee update below – there are funds budgeted for a full rate study, but that has not taken off yet, but the hope is to get that started in the next few months and have that project completed in 2024 in advance of the 2025 rates.

#### **Fire Department Personnel Update:**

Austin Litchfield, one of our full-time fire fighters has submitted his letter of resignation as he has accepted a full-time firefighting position with Cascade Township. His last day with the department will be November 22<sup>nd</sup>. Chief Murray and I will be working to get that position posted as soon as possible.

#### **River Street Property Site Usage Update:**

First Companies is currently using the River Street properties as a laydown site for the hotel and the A6 building that are currently under the construction. I have spoken to Loren Crandell, CDV5 and he has indicated that the goal is to have First Companies out of there by the end of November.

We have received complaints about dirt and debris in the roadway and on the path to the Covered Bridge and I have communicated them to Loren Crandall of CDV5 who has made sure they were taken care of.

#### **CRASE Training Provided to the Public:**

Deputy Chase and Deputy Dieppa have given several CRASE (Civilian Response to Active Shooter Events) presentations over the past several months and even provided it to Ada Township staff earlier this year. They have indicated that feedback to this training has always been positive. The request usually comes from a business or church and employees or security members are invited to attend. One of the things they explain at the beginning of the training is that the information they teach is applicable at work but even more so during day-to-day routines.

They are proposing hosting a CRASE training in Ada Township for the public. This will give those not employed, self-employed, retired, etc. an opportunity to attend. They thought it would be good to host

the first one the first week in January so we can promote it over the next two months. Staff will work with the KCSD on coordinating this event. Similar events will be held in Cascade and Grand Rapids Townships.

**Committee Updates:**

- Building, Grounds, Utility Committee:
  - Work is being completed on the following items:
    - A proposal contract from F&V for utility operations
      - Following up with legal counsel regarding questions from committee
      - Completing financial comparison
    - Moore+Bruggink will finalize H2S Study report and final report will be presented to Township Board at December 11<sup>th</sup> meeting
    - Full Utility Rate Study – I have a meeting scheduled with Baker Tilly for a proposal for a full rate study so the Township can look at fixing some of the rate issues we have run into over the years. This was budgeted in the current fiscal year but likely would not be complete until next year.
  - Public Safety Committee: Working to schedule meeting to discuss fire department staffing
- Trail Committee: No items currently pending for the committee
- Personnel Committee: Will be scheduling a meeting to discuss the upcoming employee reviews for the FY 2024-2025 budget year

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

- Maintenance Items –
  - BFG Director Brinks is working with mechanical companies to receive proposals for annual preventative maintenance proposals for the facility
- Library Foyer Signage Update:
  - DDA Director Stichman has taken the lead on working on this issue with KDL and the sign company.



**Moore+Bruggink**  
Consulting Engineers

November 6, 2023

Re: Ada Township Engineering  
Project No. 230102.01

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

Dear Mr. Suchy:

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

**Sewer Odors** – We met with the BGU Committee on October 17 to review the draft study. At the meeting, we discussed comments on the draft study from EGLE and the City of Grand Rapids that were in general agreement with the recommendations contained in the report. The review from F&V offered some detailed recommendations regarding pump speeds and adjustments that could be made at the Fulton Street lift station. The BGU Committee offered several final comments as well. We are incorporating the F&V and BGU Committee comments into the final report, which will be presented to the Township Board in December.

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

We are very happy to report that CL Trucking has completed their work and all punch list items. Lawn Doctor has also completed their work to reseed and fertilize (two times) over 130 lawns.

The Township is retaining \$25,000. The final pay recommendation (less the contractor's portion of the Lawn Doctor contract) will be submitted later this month.

**Hall/Fernridge Lift Station** – The lift station renovation plans are nearly complete. The forcemain broke in two spots over the past two years, and we have confirmed costs to epoxy line or replace the forcemain. We met with the BGU Committee in July to review the lift station plans, along with options to line or replace the forcemain. They requested additional information to determine the feasibility of placing a new and shorter forcemain along Hall Street that would pump to the west to the lift station at Cascade and Spaulding rather than line (or replace) the existing main that pumps to the east and discharges in the gravity sewer in Paradise Lake. This information is complete and will be submitted later this week for review. We will then need to meet with the BGU Committee to review the next steps.



### Trail Construction 2023

- **2023 Trail Repairs** – Ben Thomet completed the project on schedule and under budget. The final pay recommendation will be reviewed at the November 13 Township Board meeting.
- **2023 Fulton Street Trail from Legacy Park/Fulton Street Bridge** – Wyoming Excavators completed the final concrete pour last week Friday (November 3). They still need to place the cap stone along one section of the retaining wall and complete the installation of the fence. They will spend this week hydro-seeding and doing general cleanup of the site. The capstones and final sections of fence will be installed next week, and the project will likely be complete by November 17. The contract completion date is November 30.

Now that the trail is nearly complete, there has been increased graffiti on the bridge abutment walls along the river. We have solicited an engineering proposal for new trail/security lights under the bridge from Century A/E. The concept has been approved by MDOT and the proposal needs to be reviewed with the Trail Committee and Township Board.

### Trail Construction 2024 and Beyond

- **2024 Pettis Trail – Knapp Street to 3 Mile Road** – We have had good discussions regarding the required easements in this section with the Treebrook Association. This section will likely be part of the Grand River Greenways route through Ada Township, and they have additional funding that will be used to fund this section.



- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – We met with the Township Board/Trail Committee on October 17 to review various options and cost estimates. Julius Suchy has submitted a funding request to Amway that would allow the path to cross over the Grand River and then follow Amway property into the village.





- **2024 Rix Street from Adaridge to Ada Drive** – The preliminary design showing the trail constructed in the railroad right-of-way is complete, but was rejected by the railroad. We have also reviewed an option for the trail to be constructed close to the road on the southerly side of Rix. This alignment is acceptable to the KCRC, but doesn't really fit the character of the road, given the close proximity of the houses to the right-of-way.
- **2024 Kamp Twins** – This section will be rebid as a two-phase project later this winter. In accordance with the railroad requirements, the Township will break out the railroad crossing and bid the segments of trail on each side of the railroad right-of-way as the first phase that will be constructed next spring/summer. The second phase will be the widening/reconstruction of the railroad crossing. This will be bid and administered through the railroad and will likely be constructed next fall. The Township needs to authorize an agreement with the railroad, so the railroad can proceed with the design, bidding, and construction of the new railroad crossing.
- **2024+ Knapp Street Bridge** – As previously reported, we have reviewed the following options with the Trail Committee:
  - Option 1: 14-foot wide trail added to existing bridge = \$3.6 million
  - Option 2: Widen the bridge 34 to 20 feet for traffic and 14 feet for trail = \$5.2 million
  - Option 3: Standalone steel truss structure = \$3.7 million

Based on limited availability of KCRC bridge funds, Wayne Harrall suggested the Township proceed with Option 3. Julius Suchy has been working to secure additional funding for this option, and the Grand River Greenways has agreed to be the lead agency for this project, with the funding split between Ada Township and the Grand River Greenways. We met with the Grand River Greenways and Kent County Road Commission to continue discussions on this project. GRG has goal to construct this project in 2025.

### **Oxbow Development**

We are providing construction inspection of the water main and sanitary on behalf of Ada Township. Their contractor has completed the sanitary sewer and water main and is now placing taps for the water service connections. We continue to invoice the Township for our services, and you will be reimbursed by the developer.

Please call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.  
Township Engineer



## MEMORANDUM

Date: 11.06.23

TO: Julius Suchy, Township Manager  
FROM: John D. Said AICP, Director of Planning  
RE: Department Activities Summary Report, October 2023

### Planning Commission October 19 Meeting

As there were no applicants for the October 19 Planning Commission meeting, Staff and the Commission engaged in a retreat/workshop session to review the following:

- Follow up conversation regarding September 21 meeting training. Commissioners were appreciative of the opportunity and hope to do training on a yearly basis.
- Township Planning Commission process; meetings, applications, etc. Commissioners expressed satisfaction for the current process and timeframes.
- Zoning Ordinance update. Commissioners look forward to the process of updating the Zoning Ordinance for simplicity, transparency, and to support Master Plan goals.

A site plan review meeting was held on Oct. 31 regarding the upcoming request by St. Robert School for further expansion; this matter will be heard at the Nov. 16 Planning Commission meeting.

### Zoning Board of Appeals October 3 Meeting

The October 3 meeting was cancelled due to a lack of applicants.

### Other Activities/Information Code Enforcement

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

- 199 Deer Run Dr. NE; short-term rental of single-family home; illegal per Zoning Ordinance requirements for allowed uses in Rural Residential (RR) Zoning District. Property listing again appeared on Airbnb; therefore a new citation was issued and a court hearing has been requested.
- 285 Greentree; zoning compliance not obtained for existing accessory building; required for all buildings per Zoning Ordinance. Citations have been issued, and hearing at 63<sup>rd</sup> District Court is anticipated (the October 31 hearing is to be rescheduled).

- 5799 4 Mile; Staff coordinated removal of remaining excavator equipment which took place on October 5, and completed site cleanup with the Township Manager and Buildings-Facilities-Grounds Staff on October 17.
- Kent County Conservation League; Staff continues monitoring of this location to ensure compliance with applicable Zoning Ordinance requirements.

#### Michigan Association of Planning

Zoning Administrator and Director attended the Michigan Association of Planning (MAP) Annual Conference, as did Planning Commissioner Sara Easter. The conference was held in Traverse City, Michigan October 4-6.

The following additional activities and information from August are provided:

- Staff completed a landscape inspection of the Village East development on Mon. Oct. 2. Staff confirmed that all required plantings have been installed.
- Attended the Right Place's Fall Municipal Roundtable on Oct. 11. Various topics discussed included a County brownfield program, housing program information, and a review of the "Developers Day" event.
- The Brownfield Authority Board met on Monday October 16. Numbers shared with the Brownfield Board indicated that the program is nearly completed, which may result in termination of the Brownfield Authority in the near future.
- Attended Breakfast with the Legislators event on Oct. 23. Various topics presented included review of transportation projects and a future amphitheater in Downtown Grand Rapids.
- Had two meetings with the DDA Director to review opportunities for public art in Ada; one with representatives of Lions & Rabbits on Oct. 25, and one with Arts in Ada representative Chip Clark on Oct. 30.
- In addition to the meetings/activities noted above, attended/participated in the following Township meetings/events:
  - October 9 DDA Board
  - October 9 Township Board
  - October 23 Township Board
  - October 26 Fulton Street/Legacy Trail Progress meeting

#### Permit Activity

Permit summary activity from Cascade Township will be provided once it is received.

11/07/2023

OCT

**ADA TWP CATEGORY REPORT**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$2,680,141</i>	<i>\$1,026.00</i>	3
<b>Commercial, New Building</b>	<i>\$130,000</i>	<i>\$367.00</i>	1
<b>DECK</b>	<i>\$135,921</i>	<i>\$1,050.00</i>	6
<b>Detached Accessory Building</b>	<i>\$250,000</i>	<i>\$381.00</i>	1
<b>Res. Add/Alter/Repair</b>	<i>\$311,512</i>	<i>\$1,078.00</i>	5
<b>Res. Single Family</b>	<i>\$1,006,000</i>	<i>\$1,616.00</i>	1
<b>Residential - Other</b>	<i>\$275,341</i>	<i>\$785.00</i>	6
<b>RESIDENTIAL ADDITION</b>	<i>\$108,000</i>	<i>\$420.00</i>	2
<b>Roofing</b>	<i>\$334,579</i>	<i>\$1,360.00</i>	16
<b>Sign</b>	<i>\$17,849</i>	<i>\$255.00</i>	3
<b>Totals</b>	<b><i>\$5,249,343</i></b>	<b><i>\$8,338.00</i></b>	44

Permit.DateIssued in <Previous month> [10/01/23 -  
10/31/23] AND  
GovernmentUnitList.UnitName = Ada Township AND  
Permit.PermitNumber Starts With pb

11/07/2023

**ADA TWP CATEGORY REPORT YTD**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Commercial, Add/Alter/Repair</b>	<i>\$42,302,887</i>	<i>\$167,976.00</i>	29
<b>Commercial, New Building</b>	<i>\$11,830,000</i>	<i>\$24,511.00</i>	4
<b>Deck</b>	<i>\$721,844</i>	<i>\$4,060.00</i>	24
<b>DECK</b>	<i>\$180,921</i>	<i>\$1,225.00</i>	7
<b>DEMOLITION</b>	<i>\$139,300</i>	<i>\$595.00</i>	7
<b>Detached Accessory Building</b>	<i>\$1,368,357</i>	<i>\$4,747.00</i>	15
<b>Res. Add/Alter/Repair</b>	<i>\$4,957,322</i>	<i>\$12,923.00</i>	45
<b>Res. Single Family</b>	<i>\$13,755,439</i>	<i>\$30,978.00</i>	20
<b>Residential - Other</b>	<i>\$1,106,792</i>	<i>\$3,085.00</i>	23
<b>RESIDENTIAL ADDITION</b>	<i>\$1,755,539</i>	<i>\$3,142.00</i>	9
<b>Residential, Add/Alter/Repair</b>	<i>\$500,000</i>	<i>\$2,640.00</i>	1
<b>Roofing</b>	<i>\$1,686,974</i>	<i>\$7,687.00</i>	89
<b>Sign</b>	<i>\$40,102</i>	<i>\$765.00</i>	9
<b>Swimming Pool</b>	<i>\$1,709,350</i>	<i>\$2,800.00</i>	16
<b>Totals</b>	<b><i>\$82,054,826</i></b>	<b><i>\$267,134.00</i></b>	298

GovernmentUnitList.UnitName = Ada Township AND  
 Permit.DateIssued Between 1/1/2023 12:00:00 AM  
 AND 10/31/2023 12:00:00 AM AND  
 Permit.PermitNumber Starts With pb





**Ada Township Parks & Recreation Department**  
**Park Director's Report**  
**For November 6, 2023**  
**Submitted by Parks & Recreation Director Mark Fitzpatrick**

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

- The next PRLP Advisory Board meeting is on Thursday, November 9, 2023, at 8:30 am, in the room at Roselle Park.
- There is a seat open on the PRLP Board. People interested should contact Supervisor Leisman.

**Administrative Updates**

- We are still working to finalize the transition of the program registration and facility reservation software from RecPro to DaySmart. It appears that it will still be another 2-3 weeks before we can formally make that shift. Wesley and Courtney are managing that transition.
- Our Recreation Program Coordinator Wesley Deason was offered, and accepted, the position of Parks & Recreation Director. He will start on November 15.
- Director Mark Fitzpatrick will have his last day in the office on Tuesday, November 14. There will be a reception for him that afternoon from 3:00 pm to 7:00 pm in the building at Roselle Park.
- At the October 9 Township Board meeting, the new fee rates for rentals were approved. Those went into effect the next day. Renters that had already confirmed a reservation will be honored the old rate, while anyone making a request after that date will be charged the new rates.
- The request to approve a new process and permit for alcohol use by renters was sent back for further review regarding liability coverage and the approval process. An updated request is being submitted to the Board for the November 13 meeting.

**Updates on Township Parks and Preserves**

**Roselle Park**

- The parking lot project is now completed. A final pay ap from Redline Excavation LLC has been submitted and approved by OCBA. That pay ap will release the \$18,298.09 retainage. That is being submitted to the Board for the November 13 meeting.
- A volunteer stewardship workday is set for the afternoon of November 6 to work on the native plant gardens around the building. We are grateful to members of the *River City Wild Once* for their assistance.
- The new park bench being donated in memory of Orie Vander Boon will be placed next to the walkway into the building. The family has donated the funds.
- The building will be used for elections on Tuesday, November 7.

**Leonard Field Park**

- The Riverfront Improvement Project should be completed in the next 2 weeks. The railings, light post and tables remain to be installed. The first rounds of reimbursement submittals have been sent to the DNR. Final submittals will be made after the final payment to the contractor is made.
- The Township closed on the purchase agreement for the properties on River Street.
- The concept plan for "Covered Bridge Park", which incorporates both sides of the river, had another rendition which is being used for the "Connecting Community" capital campaign.
- Repairs to the Covered Bridge has been put off to the spring to allow for a better bidding process.

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

- The trail connection from Legacy Park, around the new housing unit, and up to and along Fulton Street is progressing well and expected completion by the end of November.

### **Ada Township Park**

- The bathrooms at the Shelter closed November 1 as part of managing the seasonal well and water supply.
- We are hoping to order the new name tags for the Arboretum trees this week.
- Discussions have started again regarding updating the maintenance building.

### **Carl Creek Crossings Preserve**

- Several of the staff did a site visit as part of their training. Items noticed that need future attention included reducing invasive plants and coordinating with the adjacent condo association regarding their access for irrigation water.

### **Carl Creek Wetlands Preserve**

- Staff also did a site visit to this site as part of their training. Items noticed included the need for a workday to clear the pathway post signs. A lot of turkeys were seen during the site visit.
- Kent Conservation District is still expected to treat some of the invasives plants this fall.
- Staff from LCWM will conduct their annual site inspection this month and generate a letter to adjacent residents.

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

- No further discussions with Cascade Township and Kent Conservation District have been held to jointly reduce the Oriental Bittersweet in both the GRNA and Cascade's McGraw Park. Further discussions are expected and possible a grant application for support funds.
- Reviews are underway to see how the new Oxbow property trail can merge with the GRNSA trail.

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

- The trail maintenance project has been completed by the contractor, Thomet Construction. That included asphalt repairs, enhancing thresholds to boardwalks and replacing bad boards on the boardwalks. A similar project will be set up for 2024.
- An extension was granted to Wyoming Excavators to the end of November for the trail connection from Legacy Park up to and along Fulton.
- The "Wayfinding" plan was presented by the Corbin design group at a joint meeting of the Township Board and Trail Committee on October 17. The construction phase of the project is to go out for bids this winter so work can be completed in 2024.
- The BFG staff rented a new blower to be used on the Toolcat for removing leaves. After a few weeks as a rental, a determination to purchase one will be made.

### **Updates on Recreation, Stewardship and Education Programs**

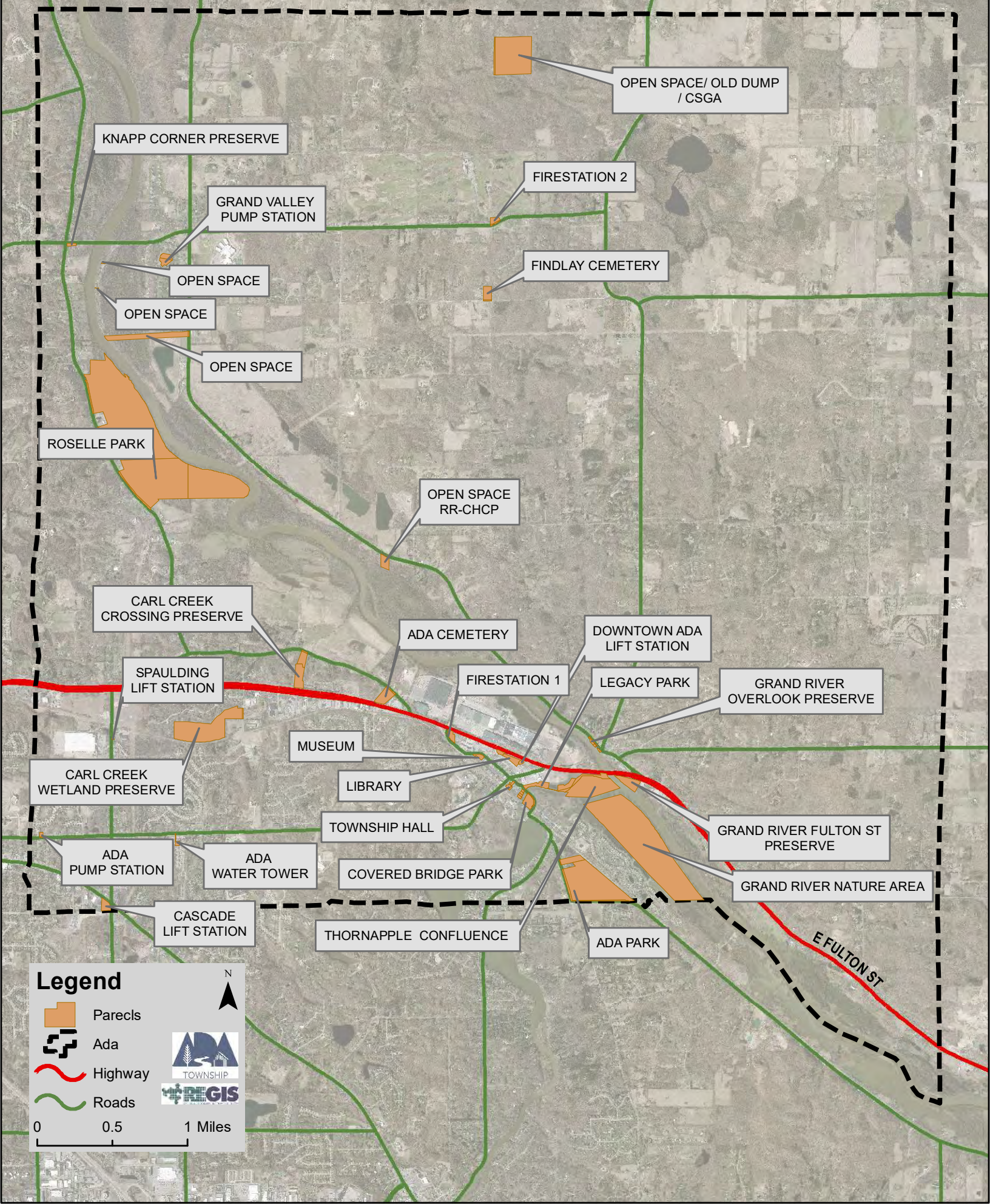
- The photography club program at the library finished for the fall and will start up again in January.
- AYSO youth soccer at Ada Park wrapped up October 28.
- We hosted a workshop on managing invasive plants at Ada Park on October 4. Kent and Ottawa Conservation Districts led the instructional sessions. Several staff from Kent County Parks participated.
- A family program on "Animals of the Night" was held at Roselle Park on October 12.
- We assisted with the community events of "*Fall Festival*" on October 6, "*Pumpkin Prowl*" on October 27. These were partnered with the ABA and utilized Legacy Park.
- We are setting up for the upcoming events of "*Tinsel Treats and Trolleys*" on December 1, and the *Santa Parade* on December 2.
- We facilitated the Ada Community Clean-Up Day on Saturday, October 21 at the Ada Christian School, 8:00 am – 2:30 pm. About 400 residents participated.
- The winter edition of the Adaview will be mailed out late November.

### **Parting words**

- As I retire from my position of Director of Parks & Recreation, I want to express my gratitude for the opportunity to serve this community and thank all those that joined me along the journey.
- As noted in past discussions, I will be available on a contract for services basis in the future.

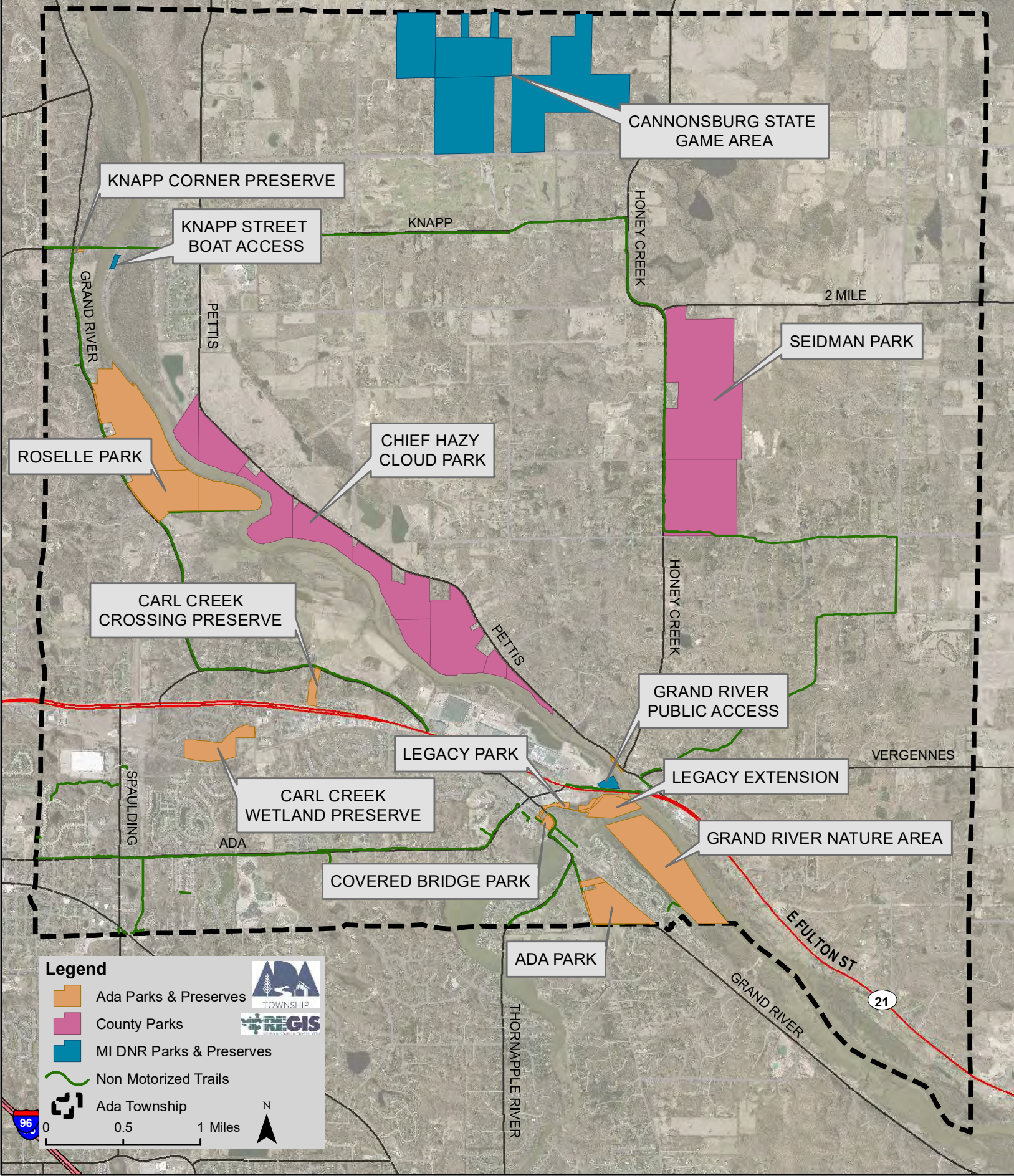


# Ada Township Properties





# Parks within Ada Township







## **Buildings, Facilities, and Grounds Report for Nov. 13, 2023**

**Submitted by Dennis Brinks BFG Director**

### **BFG:**

Staff is currently reviewing an update to the previous 2<sup>nd</sup> shift maintenance job posting to try and showcase more flexibility in the position in hopes of attracting a different candidate pool. We also have an individual out on medical leave and staff is working to make sure all the needs are being met. We also have a Community Service Worker who is giving us 100 hours. He is more than half way through his hours as of Nov 3, 2023 and has been using a backpack blower in Ada Park to keep the paths, tennis courts, and pickle ball courts free of debris. He has also used a wheelbarrow and tools to move multiple cubic yards of tree shredding from Wittenbach Tree Service and placed them along the paths of Ada Park. He will also help us place the Veteran Flags in the cemeteries this Thursday in remembrance.

With elections this week, the BFG is also stepping up and helping the Clerks Office. I've met with both Clerk Smith and Deputy Clerk McIntosh to review the needs of the department on this important day.

I am also making sure that the next couple of months are staffed for holidays.

BFG Staff will also assist the DDA in cleaning the Ada covered bridge of cobwebs and making sure the electric works along the street lights for the lighting festival.

I also wanted to share with the board that I received the results from my most recent exam to be a certified playground inspector. Great news!!!! I passed. I will need to recertify in 3 years. This will help the township in properly maintaining and documenting our playground needs at our current 3 locations.

With the Township Managers approval, I was able to acquire a rental unit for our ToolCat. The piece of equipment is called a buffalo turbine. It attaches to the front of the ToolCat and hydraulically spins the turbine to blow a large volume of air. This rental was also a trial piece of equipment to see if it would fit the BFG needs. So far, this turbine is great. What would have taken two weeks to blow off certain areas of trails now can be completed in two hours. I would highly recommend the board to purchase this Buffalo Turbine in the near future – memo to follow. This is also a budgeted item.

I followed up with the contractor who will be installing the dump bed in the 2023 Chevy. They are waiting on their schedule and will call me when we can bring the truck to Truck and Trailer, Dutton MI for that install.

### **Streetscapes:**

The downtown areas have had its irrigation winterized. Note: The Township will need to budget funds to replace certain sections of irrigation lines for next year.

Haley and I also did a walking tour of part of the streetscapes to get a better understanding of the responsibilities of the contractors and the BFG Staff in addition to talking about next year's plan for flowers, flower boxes and irrigation.

I have contacted D&S, the hydrant painter, and with the colder weather we need to schedule this with him next year spring to start that project.

To note, with the colder weather here, the BFG needed to remove the digital speed signs around town. The cold weather makes it troublesome for the battery life and we may get a couple hours of working time with those signs. So, we had removed them and stored them like we have in the past.

### **Library:**

Follow up...I met a few contractors due to the HVAC units needing some help beyond what my crew or I can do. I am still receiving quotes as I've reached out to 4 different companies. I also followed up with DHE/Johnson Controls to set up a time to fix the compressor issue and that has been fixed. There was an alarm that called out a couple weeks after it was fixed for the same Low Oil Lock Out on RTU 2. Staff is frustrated with the fact that it was fixed, paid for the service, but it still failed. I expressed my frustrations with DHE and they said they have copied the service manager on the email and will contact York (manufacture of RTU). That was on September 26<sup>th</sup> and still no response as of Oct. 4. Staff will continue to work through this issue.

I've asked another company to do some preventative work at the library with winter approaching. Hurst Mechanical has gone through the boilers and cleaned out the water traps, cleaned the ignitor among other things. We also had an issue with the communication of the BMS and the equipment. I'm working with our contact to figure this out, but at least we have heat in the library. Hurst was also asked to do a PM on the humidifiers and the snow melt system. They cycled it a few times after cleaning it all and everything is working well.

### **Trails:**

With the cold weather approaching, we are starting to place snow markers on the trail systems.

As I mentioned before, this Buffalo Turbine is amazing to keep the leaves off the trails and other certain properties.

### **Parks:**

I had BFG Staff aerate the ball fields in Ada Park. This included all the soccer fields, and the two diamond outfields. For around \$200, the BFG crew did this project for all the open recreation fields in Ada Park. The quotes that came in for contracted service were around \$500 for just a section of one of the soccer fields. This saved the Township quite a bit of money and the park will have a healthier lawn in the spring.

We also had all the parks irrigation winterized for the season. This includes Roselle, Leonard, Legacy and Ada which includes the parks shelter. A week before the parks were winterized, I had collected the last quarter well water samples to have them tested. Still clean water. Next spring will be a little more involved to start up the water again as it needs to be chlorinated and bacteriological tests done before it is turned on for the public – this is done on an annual basis.

Attached are some pictures I took of Chop Tree Service and All State Crane fishing out the tree from the river just north of the Ada Covered Bridge. Chop wanted to pull it in one section, but I was told that it was just too heavy for the 40-ton crane. Chop did have their social media person there filming the entire process. The pictures are included below.










**Budget Prep:**

Continuing to familiarize myself with the operational and CIP budgets and what was projected, what has not been purchased and what is needed in the future.

**Facilities Checklists:**

I have been working on building/facility checklists for staff to keep a history of the maintenance needs and what has been completed. This will give the BFG staff a starting point of tracking the maintenance of what is being done on our buildings. Once the buildings have been worked through, I will continue on with checklists for the grounds portion of the BFG.

# Memo

To: Julius Suchy, Township Manager  
From: Stephanie Boerman, Assessor   
Date: November 2, 2023  
Re: Assessing Department Update

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Comments: Residential, Agricultural & Industrial Land Values and Economic Condition Factors have been set and we are currently working on setting Commercial values. The inflation rate multiplier (IRM) has been set at 5.1%, however the State law indicates the IRM cannot go higher than 5% so we will have the 5% increase this year.

I am excited to be hosting Mid Michigan's Assessor Association Meeting in November at Roselle Park on Wednesday November 15, 2023. Cindy Dodge from Michigan Township Association will be speaking.

Below is an update on our active MTT cases:

- Old National Bank – Valuation Appeal. (2022) Appraisals have been completed on this parcel by both parties. We are waiting on the response from the Judge in regards to the motion for summary disposition that was filed.
- Old National Bank – Valuation Appeal. (2023) Answer to petition was filed on August 22, 2023.
- Quartier LLC – Valuation Appeal. Answer to petition was filed on June 22, 2023. A settlement has been reached and I am waiting on the stipulation to sign.
- Michael & Marcia Milanowski – Valuation Appeal. Answer to petition was filed on July 21, 2023. This case will be proceeding as the parties could not agree on a settlement option.

Thanks



November 8, 2023

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

**RE: October 2023 Monthly Utility Report**

Dear Julius:

Summarized below are the activities for the wastewater and water system operations for Ada Township, October 2023.

## UTILITY REPORT

### ADMINISTRATIVE

- Filed the completed October Monthly Operation Report (MOR) for the Grand Valley Estates water supply with the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- Attended developer and board meetings.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Work with Lee's Trenching to get tapping fees for 6466 Ada Drive.
- Finalize the Part 41 permits for Fase Street.
- Worked with contractors on irrigation taps for Oxbow. They are tapping internally vs tapping on Fase Street under bike path.

### WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance on October 6 and October 27, 2023.
- Met onsite with contractors at Hall Street Lift Station for electrical problems with the transfer switch during storms.
- Met with Moore and Bruggink at 7159 Headley to go over sewer that was changed and not updated in Regis.
- Working with Moore and Bruggink to get radar unit installed at Hall Street lift station and remove old bubbler system due to failing air compressors.

### WATER OPERATIONS

- Started flushing and pumping down hydrants for the winter.
- Took routine bacteria water samples.
- Daily open and close gate at the Ada Drive water tower for contractors working on upgrades to the AT&T mobile network.

2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.588.2900  
F: 616.977.1005  
[www.fv-operations.com](http://www.fv-operations.com)

## EMERGENCY CALLS

October 2023 after-hours emergency call outs.

- Reset SCADA computer with the Win911 failure.
- Water service was hit and broke at Ada Vista by excavators. Contractor made a temporary repair to the 2" blue poly line. The week of Thanksgiving, Forest Hills Public Schools plans to replace the line with copper pipe or ductile iron depending on the size their engineer decides.
- Sanitary Sewer Overflow (SSO) off Springreene: filed paperwork online with EGLE; communicated with Kent County Health Department and press release with MLive. Found roots in channel of manhole upstream plugging line with wipes and waste. Cut roots, water jetted line, and televised to verify roots removed for flow.

Sincerely,

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



Stephanie M Kozal  
Project Manager



## Ada Fire Department



Activity Report October 2023

Type	October	YTD
Medical	24	251
Vehicle accident	5	79
Structure fire Ada	1	7
Structure fire auto aid	7	58
Grass/ illegal burn	1	9
Fire alarm	6	81
Service call/ assist	2	11
Good intent / odor/gas	3	13
Hazardous condition/ CO	0	15
Other calls / wires	2	47
Vehicle fire	1	2
Total	52	561

Year	Month/Oct	YTD
2023	52	561
2022	60	517
2013	40	482

Auto aid	Received	Received	Given	Given
Department	October	YTD	October	YTD
Cannon		2	1	1
Cascade	1	11	1	14
GR Twp		6	2	8
Grattan		0	1	2
Lowell		1	5	21
Plainfield		0	0	7
Total		19	10	63

#	Date	Address	Description	Detail	Shift	Time	#FF	Assist
517	10-1	3161 Grand River	Vehicle accident	Car vs tree	3	1:42	8	
518	10-1	452 Ada Drive	Med 2	Medical	2	17:07	6	
519	10-1	3480 Trail West	Structure fire	Canceled	2	18:11	9	To Gr Twp.
520	10-1	7277 Thornapple River	Med 1	Medical	2	22:35	2	
521	10-2	570 Prestwick	Assist ambulance	Forced entry	1	12:56	4	To Gr Twp.
522	10-2	8839 Vergennes	Med 1	Medical	1	13:35	5	
523	10-2	7128 Fulton	Med 1	Medical	1	14:45	2	
524	10-2	5880 Two Mile	Med 1	Medical	2	22:23	6	
525	10-3	1111 LaSalette	Lock out	Child in car	1	9:03	3	
526	10-3	5111 Knapp	Vehicle accident	Property damage	1	14:49	5	
527	10-3	Three Mile & McCabe	Vehicle accident	Two bicycles	2	19:28	9	
528	10-4	7949 Alten Oaks	Fire alarm	False	1	14:556	0	
529	10-4	1172 Dogwood meadows	Med 2	Medical	2	18:49	3	
530	10-5	989 Maple Hill	Med 1	Medical	1	12:23	3	
531	10-5	7575 Fulton	Med 1	Medical	1	12:37	1	
532	10-6	Three Mile & Gd. River	Car fire	No fire	2	17:35	7	
533	10-6	7423 Three Mile	Brush fire	Unattended fire	2	20:34	5	
534	10-6	4803 Luxemburg	Med 1	Medical	2	23:11	5	
535	10-7	6291 Winter Run Ct.	Med 1 / ECHO	SAVE Patient talking	2	21:10	4	AED / LUCAS
536	10-8	2626 Honeycreek	Med 1	Canceled	2	16:05	2	
537	10-9	444 Ada Drive	Fire alarm	Testing	1	9:19	0	
538	10-10	11221 Grand River	Structure fire	Chimney fire	1	8:57	4	To Lowell
539	10-10	8657 Conservation	Med 1	Medical	2	23:33	4	
540	10-11	1770 Grand River	Vehicle accident	Property damage	1	9:50	3	
541	10-11	1064 McCabe	Med 1	Medical	2	17:23	2	
542	10-12	6750 Old Darby Trail	Med 1	Medical	1	13:32	4	
543	10-12	6210 Knapp	Med 1	Medical	2	17:23	8	
544	10-14	6925 Two Mile	Fire alarm	Canceled	2	21:10	1	
545	10-15	701 N. Jefferson	Structure fire	Kitchen / canceled	2	19:54	6	To Lowell

#	Date	Address	Description	Detail	Shift	Time	#FF	Assist
546	10-16	2641 Chatham Woods	Structure fire	Kitchen / Canceled	1	10:14	4	To Cascade
547	10-16	Headley & River Street	Vehicle accident	Property damage	2	17:25	5	
548	10-17	11262 Barnsley	Med 3	Lift assist	3	6:40	3	To Lowell
549	10-17	99 Ada Hills Drive	Gas line break	Construction crew		11:51	4	
550	10-18	545 Ada Drive	Odor investigation	Electrical problem	2	16:11	4	
551	10-18	211 E. Main	Structure fire	Electrical	2	16:39	4	To Lowell
552	10-18	6055 Four Mile	Med 1 Echo	Medical/ Lucas	2	19:35	5	To Cannon
553	10-19	495 Pettis	Med 1	Medical	1	11:48	4	
554	10-20	2200 Pettis	Fire alarm	Construction	3	2:52	7	
555	10-21	682 Spaulding	Med 1	Medical	2	16:29	5	
556	10-22	4413 Causeway	Structure fire	Canceled	4	14:09		To Grattan
557	10-23	1077 Buttrick	Med 1	Medical	1	8:51	2	
558	10-24	8590 Bennett	Odor investigation	Skunk	3	5:03	4	
559	10-26	791 Flat River	Structure fire	Fatal	3	00:31	11	To Lowell
560	10-26	7192 Bradfield	Fire alarm	False	3	2:10	1	
561	10-26	6000 Grand River	Wires down	With fire	3	6:59	2	
562	10-26	6011 Grand River	Structure fire	No fire/ wires down	3	7:00	2	From Cascade
563	10-26	6750 Old Darby Trail	Med 1	Medical	1	15:59	3	
564	10-27	5410 Ada Drive	Med 1	Medical	1	8:44	3	
565	10-27	7403 Leonard	Med 3	Medical	4	14:24	4	
566	10-27	Dispatch error						
567	10-28	4810 Spring Ridge	Fire alarm	Canceled	2	18:38	3	
568	10-29	8811 Vergennes	Med 1	Medical	2	21:09	5	
569	10-30	5750 Ada Drive	Wires down	Tree down	2	16:31	2	



## **Grant Awarded**

Early this year application was made for a MI Fire Equipment Grant. This month we were approved for a \$ 10,000 grant. These funds are to cover purchases made after August 1, 2022. The funds will cover firefighter boots, helmets and equipment purchased for the new engine 4.

## **On the Cover**

All month long our team has visited each of the schools and preschool in our area. From spraying the fire hose & touring the truck to stop drop and roll our crews taught hundreds of students the importance of fire safety. This year we were assisted by Nozzle the Clown for an assembly to the third graders at each of the elementary schools. Nozzle is retired Fire Inspector Tom Kelly from the Kentwood Fire Department. For years Tom has performed to students and was a regular on the Bozo Show and has created his own Fire Prevention guide for the kids to take home.

## **Drivers Training Course**

Keystone Church on Spaulding was the site of our annual drivers training course. Each of the members maneuvered the trucks through several different forward and backward scenarios. This takes up a good portion of the parking lot and allows the space to operate most of the equipment at the same time.

## **Medical Training**

Buzz Goodblood was in the station to provide our team with more continuing education credits. This month we covered head injuries, both treating and recognizing symptoms that would come with a head injury.

## **Worknight Dinner**

It was a great night to share a meal with all of you and give you the opportunity to meet our team. I hope you had the chance to chat with the guys and check out the equipment that we are all so proud of. We do have the best equipment in the County which translates to the guys being proud to do the job and have support from you our board members.

## **Tools for Veterans**

In a retail store located in the Tanger Outlets near Howell is Tools for Veterans, they accept tool donations restore and resell them with a portion going to local Veteran organizations. When I visited, they mentioned how they are expanding to include First Responder. They planned to have a display with a firefighter in gear but could not locate any old gear. Our department had a set of outdated gear to donate and will have an info board on display stating the items are from the Ada Township Fire Department.

## **Pumpkin Prowl & Halloween at the Fire Station**

Our team was on sight of the annual Pumkin Prowl located on River Street. We were giving tours of the fire truck as well as assisting with traffic. Halloween night was another celebration held at the Fire Station, a tradition that has been going on since the 1960's or before. The trats for the night included candy supplied by the Fire Fighters association and the American Legion, cider and doughnuts provided by F & V Operations.

# Museum Manager Report

Ada History Center – Kristen Wildes

October 2023

## Week of October 1

- Display - met with Mindy from Spaces to Experiences to talk about the next temporary exhibit and fix the sound on the river bridge. Helped with Centennial Property plaque presentation on Conservation St.
- Collections - Worked with Gary on photos and Karey on new accessions. Conducting research on Lucius Lyon and Mary Ada Smith.
- Admin - met with fundraising committee. Met with Allied Security to resolve barn monitoring issues. Prepared & submitted monthly Museum Manager report to Julius. Talked with Jeanne about Charitable Solicitation Renewal and 990 report. Coordination on some elements for Fall Festival. Registered to attend next ABA luncheon. Registered to be eligible for another Calvin intern next semester. Working the Fall Festival this afternoon with Jeanne & Rhonda.
- Publicity - worked with Rhonda on upcoming social media series. With Mike Z, prepared & submitted next Our Home Ada article. Updated website with upcoming events. Working on presentation for Ada Congregational Church for their 175th birthday. Prepared next AdaView info and submitted. Social posts made: Centennial presentation, 2 about Fall Festival, GR Magazines fall tour including Ada.

## Week of October 9

- Display - sent info to Spaces to Experiences to request a quote for the 2024 temporary exhibit. Visited East Congregational Church to photograph Kreigh Collins painting from 1930s.
- Collections - worked with Gary on photographs and on extending our wi-fi network to the barn. Worked with Karey on new accessions and Sheri on backlog accessioning.
- Admin - ordered badge and shirt for new volunteer Rhonda. Worked on job description for Volunteer Coordinator. Coordinating with barn repairs/painting happening this week. Coordination with Aleisha about garden fence repairs expected end of month. Working with Barb on letter for year-end appeal and annual report. Copied board packet and attended board meeting. Working with Marie on sign-up sheets. Met with Tom H about upcoming volunteering. Coordinating with committee about Ada Artisan Market this Saturday. Working with State of Michigan to establish AHS as a vendor to receive payments from the MACC grant.
- Publicity - Social media posts made about: Indigenous Peoples Day, Roselle Park & about Ada Depot Dr. Working with Betty Jo on sticker for use in fundraising. Working with Rhonda on new social media series Streets Smarts. Finalized 2 presentations, one for Clark Retirement Home and one for Ada Congregational Church to be given this month.

### Week of October 16

- Display - hosted 6 visitors during closed hours.
- Collections - met with an artist to share our historic images for potential future project. Met with a student about crafting some behind the scenes projects. Worked with Gary on photo collection and Karey on new accessions.
- Admin - working through email difficulties to take next steps with MACC on grant award. Spoke with Jeanne about several financial matters. Received 990 draft from Art and began submission for Charitable Solicitation License renewal. Met with Jan about membership and accessing the new database system. Briefly met with Dennis about the new woodpecker hole, the barn work, and a few other notes. Exchanging texts with Aleisha about the garden fence and barn work. Emailing with potential new volunteer and marketing committee about new inquiry we received. Working with Barb on year-end appeal letter.
- Publicity - attended DDA monthly luncheon with speaker about using social media. Made social posts about Mary Ada Smith Miller and her gravesite and a Streets Smart about Bradfield St. with Rhonda. Wrote draft for November Month@theMuseum email. Sent DiscoverAda our events for November. Gave presentation at Clark Retirement Community. Sent email to membership about History Hounds Lectures from Hist Soc of MI.

### Week of October 23

- Display - Received quote Spaces to Experiences for new temporary exhibit. Will utilize budgeted funds for temporary exhibit components with additional capital funds used for some permanent hardware (riser boxes, acrylic shields, hanging system) that will be reused for future exhibits.
- Collections - Worked with Sheri on past accessions and Gary on photo collections. Clarified an accessioning process question with the GR Public Museum and Lowell Museum.
- Admin - Met with potential new volunteer. Exchanged emails with two other volunteer prospects. Consulted with programs committee. Met with Roger about installation of a wifi extender to the barn. Met with Jason from Westmaas Electric about installation of 2 track lights to better light the temporary exhibit room. Working with Art about 990 so I can submit Charitable Solicitation Renewal to State of MI. Worked with Phil on new passwords for our internet. Worked on connectivity issues with our thermostats, problem resolved. Prepared for DAR visit - Bernie & Marilyn helped open & close. Working my way through requirements from MACC for receiving grant awards: getting agreement signed, letters to our legislators, logos and links on our website. Mailed updated membership contact list to the board.
- Publicity - Social media posts made about 5 year anniversary of our ribbon cutting, Ada Park focus on people with disabilities, and Streets Smarts series about Bronson Street. Communicating with Keith from Manitou Films and set up a meeting for next week. Received wreath sale form, made copies, posted on website and emailed to membership.

### Week of October 30

- Display - received and returned contract to Spaces to Experiences for 2024 temporary exhibit about Kreigh Collins. Met with Mark F about interpretive signage for Leonard Field, etc.
- Collections - worked with Karey on new accessions and Sheri on past collections processing. Working with Lydia on purchase of a stereocard from an Ada photographer from the late 1800s.

- Admin - met with Katelyn, a potential student volunteer. Working with Barb on year-end appeal letter and met with fundraising committee. Prepared board reports. Working with contractor installing an extender for our wifi to reach the barn so we can use the credit card machine there. After receiving copy of 990 from Art, submitted the renewal for our Charitable Solicitation license to State of Michigan. Exchanged emails with committee for Vintage Baseball game next spring. Received some information from Julius on having an independent contractor per our request at the last board meeting. Working with Aleisha on year end gardening matters and a celebration to thank those volunteers. Working with Frank/Marian/Dale about upcoming wreath sale.
- Publicity - made social media posts about our wreath sale, Halloween, our MACC grant award, and Streets Smarts series about Buttrick. Added wreath sale info to our website, in an email to members, and as a Facebook event. Met with Mike about future research article. Met with committee and Keith from Manitou Films about a potential project, scheduling a follow-up. Recorded a podcast with Liz from DiscoverAda and Kim from ABA. Working on signage for TT&T. Emailed out Month@theMuseum for November. Working with Rhonda on research for Streets Smarts social series. Working with GR Label on an "I heart Ada" sticker per Betty Jo & the fundraising committee.



# Ada Township Treasurer's Report 2<sup>nd</sup> Quarter Ending September 30, 2023

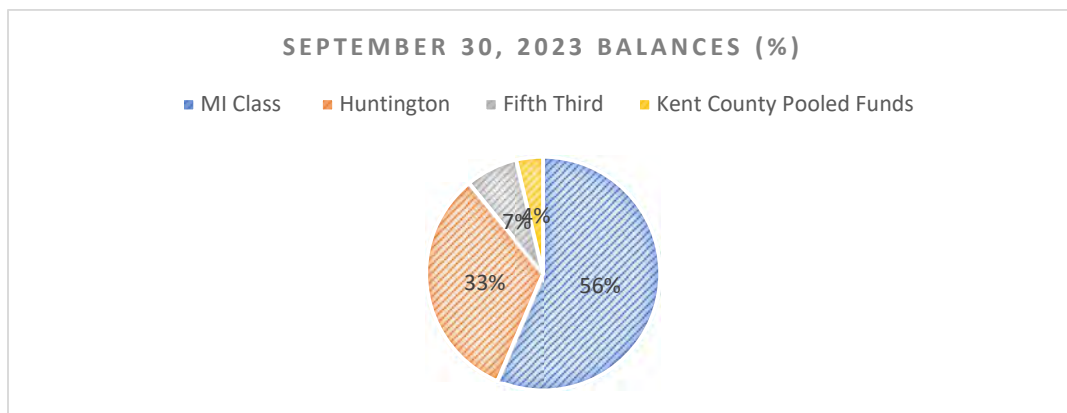
## I) Quarterly Finance Meeting

The Finance Committee met on October 27, 2023. The committee, which consists of Trustee Dan Carter, Manager Julius Suchy, and Treasurer Kevin Moran, reviewed the September bank reconciliations and discussed improvements to the reconciliation process.

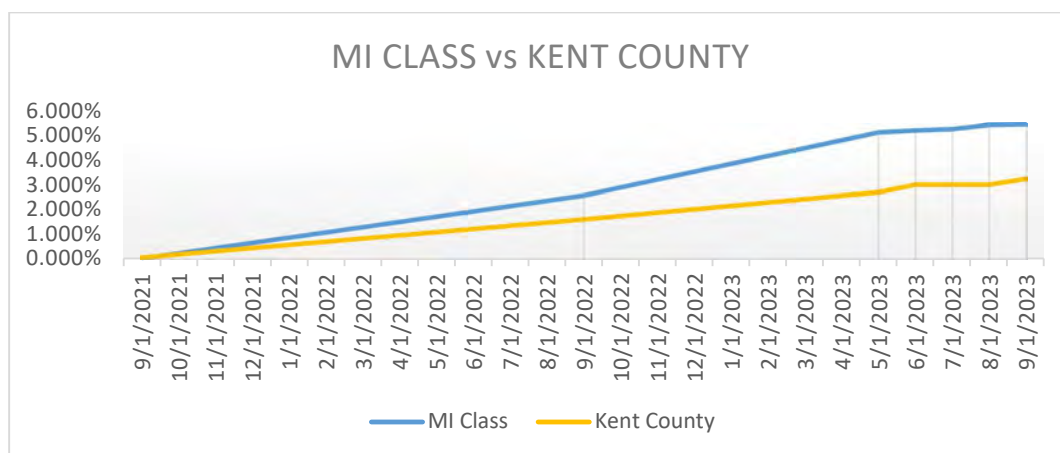
The committee also discussed and approved the transfer of funds from the Kent County Pooled Fire Contingency Fund into the Public Safety Fund in order to cover the purchase of the fire department's newest fire truck from earlier this year.

The topic that continues to be the focus of the committee is diversification risk. With the transfer of funds from the Kent County pooled funds back to the Public Safety Fund, it will reduce the percentage of the township's overall funds held at the county and increase the funds held at Huntington Bank.

The graph below represents the balances held at each financial institution as a percent of total funds as of September 30, 2023.

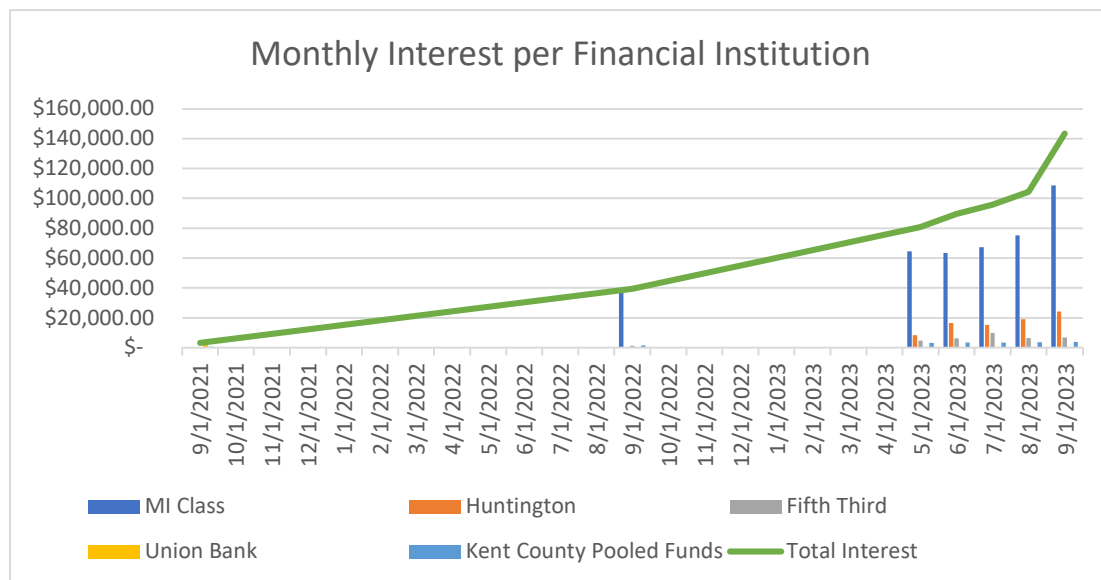


The decrease at the county has been intentional as their rates have lagged those at Michigan Class.



# Ada Township Treasurer's Report 2<sup>nd</sup> Quarter Ending September 30, 2023

Two years ago, rates at Kent County actually exceeded the rates at MI Class. Since then, rates in general have risen significantly and the focus by those who manage the Kent County Pooled Fund has waned. The impact of a 2.215% difference in rates on \$1,000,000 is approximately \$22,150 annually. The overall impact of increased rates can best be viewed by the chart below.



## II) APT US&C (Association of Public Treasurers of the United States & Canada) Annual Conference

In August, I attended my first APT US&C Annual Conference. This conference serves as a summit on public treasury and finance from all over the country. Gina Olszewski has attended this conference when it was held in South Bend, Indiana, Salt Lake City, Utah, and right here in Grand Rapids, Michigan. Not only was I impressed with the scope of the conference and the opportunity to learn from your peers in other states, but to be introduced to cutting edge vendors like NPPFA Benefits and Intellipay that may not be in located in Michigan, but are addressing issues we all share in a more efficient way!

## III) Summer Tax Season

Summer Taxes were due on September 14, 2023. This tax season we processed over 5,000 transactions and collected and dispersed over \$27,000,000! We observed an increase in foot traffic as well as the increased use of cash. You will be able to find out more about this summer's tax collection in our upcoming Ada View.

It is also worth noting that with all the transactions processed over those 76 days, the only discrepancy we had was for \$.02. We have since accounted for that discrepancy! I offer a great deal of gratitude to Gina Olszewski, who has been accurately processing the majority of those transactions on behalf of Ada Township for almost 19 years. Her experience is invaluable!

**ADA TOWNSHIP TREASURER'S  
INVESTMENT REPORT  
July 31, 2023**

	Name	Bank Rating	Account #	Purchase Date	Maturity Date	Annualized Rate of Return	June Interest	June Principal	Market Value 6/30/2023	Par Value	Purchases	July Interest	July Principal	Market Value 7/31/2023	Par Value
<b>Cash</b>															
	Huntington Bank	****													
	General Account		4928	-	-	2.75%	\$ 16,428.46	\$ -	\$ 9,866,857.74	\$ 9,866,857.74		\$ 15,248.78	\$ -	\$ 9,487,133.46	\$ 9,487,133.46
	Tax Checking		4931	-	-	0.00%	\$ -	\$ -	\$ 57,940.56	\$ 57,940.56		\$ -	\$ -	\$ 1,785,978.50	\$ 1,785,978.50
	<b>Total</b>						\$ 16,428.46	\$ -	\$ 9,924,798.30	\$ 9,924,798.30		\$ 15,248.78	\$ -	\$ 11,273,111.96	\$ 11,273,111.96
<b>Pooled Funds</b>															
	Michigan Class (General Fund)		1			5.27%	\$ 2,606.97	\$ -	\$ 608,489.03	\$ 608,489.03	\$ 585,025.49	\$ 2,731.85	\$ -	\$ 611,220.88	\$ 611,220.88
	Michigan Class (Water)		2			5.27%	\$ 10,425.23	\$ -	\$ 2,433,335.85	\$ 2,433,335.85	\$ 2,895,931.62	\$ 10,924.59	\$ -	\$ 2,444,260.44	\$ 2,444,260.44
	Michigan Class (Tax proceeds)		4			5.27%	\$ -	\$ -	\$ 0.06	\$ 0.06	\$ 1,000,000.00	\$ 732.19	\$ -	\$ 1,000,732.25	\$ 1,000,732.25
	Michigan Class (2020 Bond proceeds)		6			5.27%	\$ 2,253.77	\$ -	\$ 526,048.07	\$ 526,048.07		\$ 2,361.74	\$ -	\$ 528,409.81	\$ 528,409.81
	Michigan Class (2021 Trail Bond proceeds)		7			5.27%	\$ 47,917.87	\$ -	\$ 11,184,454.40	\$ 11,184,454.40		\$ 50,213.19	\$ -	\$ 11,234,667.59	\$ 11,234,667.59
	Michigan Class (Fire Dept Contingency)		8			5.27%	\$ 325.55	\$ -	\$ 75,986.85	\$ 75,986.85	\$ 75,000.00	\$ 341.14	\$ -	\$ 76,327.99	\$ 76,327.99
	Michigan Class (Fire Dept Repair)		9			5.27%	\$ 10.82	\$ -	\$ 2,532.86	\$ 2,532.86	\$ 2,500.00	\$ 11.42	\$ -	\$ 2,544.28	\$ 2,544.28
	<b>Kent County</b>				-	<b>3.03%</b>	<b>\$ 3,424.69</b>	<b>\$ -</b>	<b>\$ 1,406,942.26</b>	<b>\$ 1,406,942.26</b>		<b>\$ 3,496.49</b>	<b>\$ -</b>	<b>\$ 1,410,438.75</b>	<b>\$ 1,410,438.75</b>
	<b>Total</b>						\$ 66,964.90	\$ -	\$ 16,237,789.38	\$ 16,237,789.38		\$ 70,812.61	\$ -	\$ 17,308,601.99	\$ 17,308,601.99
<b>Government Securities</b>															
	Fifth Third														
	Great Lakes Water Authority		069-195164	6/29/2022	7/1/2025	3.63%	\$ -	\$ -	\$ 403,370.10	\$ 430,000.00	\$ 414,974.51	\$ 4,373.10	\$ -	\$ 404,535.40	\$ 430,000.00
	Fedl Natl Mtg Assn Ser 21-77 CL EB (Trail Bond proceeds)		069-195164	10/13/2021	10/25/2050	1.25%	\$ 843.55	\$ 9,951.09	\$ 619,012.59	\$ 1,000,000.00	\$ 998,472.22	\$ 833.19	\$ 6,025.29	\$ 609,770.29	\$ 1,000,000.00
	Money Market		069-195164			4.94%	\$ 5,437.59		\$ 1,327,664.15	\$ 1,327,664.15	\$ 71,647.49	\$ 5,356.21		\$ 1,346,037.15	\$ 1,346,037.15
	<b>Total</b>						\$ 6,281.14	\$ 9,951.09	\$ 2,350,046.84	\$ 2,757,664.15		\$ 7,974.61	\$ 6,025.29	\$ 2,360,342.84	\$ 2,776,037.15
<b>Certificates of Deposit</b>															
	JPMorgan Chase Bank	****													
	Trail Bond proceeds		069-195164	12/21/2021	7/30/2026	1.31%	\$ -	\$ -	\$ 392,008.50	\$ 450,000.00	\$ 441,315.00	\$ 1,785.21	\$ -	\$ 395,001.00	\$ 450,000.00
	<b>Total</b>						\$ -	\$ -	\$ 392,008.50	\$ 450,000.00		\$ 1,785.21	\$ -	\$ 395,001.00	\$ 450,000.00
<b>Bank Ratings from Bankrate.com</b>															
		*****				Superior									
		****				Sound									
		***				Performing									
<b>Totals</b>		**				Below peer group	\$ 89,674.50	\$ -	\$ 28,904,643.02	\$ 29,370,251.83		\$ 95,821.21	\$ -	\$ 31,337,057.79	\$ 31,807,751.10
		*				Lowest rated									
<i>Prepared by: Kevin Moran, Treasurer</i>															
<i>Updated: 11/7/2023</i>															

Note: The interest rate shown is for the month for the cash accounts whereas the rate of interest for the certificates of deposit is for the term negotiated.

**ADA TOWNSHIP TREASURER'S  
INVESTMENT REPORT  
August 31, 2023**

	Name	Bank Rating	Account #	Purchase Date	Maturity Date	Annualized Rate of Return	July Interest	July Principal	Market Value 7/31/2023	Par Value	Purchases	August Interest	August Principal	Market Value 8/31/2023	Par Value
<b>Cash</b>															
	Huntington Bank	****													
	General Account		4928	-	-	2.75%	\$ 15,248.78	\$ -	\$ 9,487,133.46	\$ 9,487,133.46		\$ 19,069.57	\$ -	\$ 9,562,198.72	\$ 9,562,198.72
	Tax Checking		4931		-	0.00%	\$ -	\$ -	\$ 1,785,978.50	\$ 1,785,978.50		\$ -	\$ -	\$ 11,314,098.61	\$ 11,314,098.61
	<b>Total</b>						\$ 15,248.78	\$ -	\$ 11,273,111.96	\$ 11,273,111.96		\$ 19,069.57	\$ -	\$ 20,876,297.33	\$ 20,876,297.33
<b>Pooled Funds</b>															
	Michigan Class (General Fund)		1			5.44%	\$ 2,731.85	\$ -	\$ 611,220.88	\$ 611,220.88	\$ 585,025.49	\$ 2,832.42	\$ -	\$ 614,053.30	\$ 614,053.30
	Michigan Class (Water)		2			5.44%	\$ 10,924.59	\$ -	\$ 2,444,260.44	\$ 2,444,260.44	\$ 2,895,931.62	\$ 11,326.75	\$ -	\$ 2,455,587.19	\$ 2,455,587.19
	Michigan Class (Tax proceeds)		4			5.44%	\$ 732.19	\$ -	\$ 1,000,732.25	\$ 1,000,732.25	\$ 3,500,000.00	\$ 6,206.64	\$ -	\$ 4,506,938.89	\$ 4,506,938.89
	Michigan Class (2020 Bond proceeds)		6			5.44%	\$ 2,361.74	\$ -	\$ 528,409.81	\$ 528,409.81		\$ 2,448.64	\$ -	\$ 530,858.45	\$ 530,858.45
	Michigan Class (2021 Trail Bond proceeds)		7			5.44%	\$ 50,213.19	\$ -	\$ 11,234,667.59	\$ 11,234,667.59		\$ 52,061.68	\$ -	\$ 11,286,729.27	\$ 11,286,729.27
	Michigan Class (Fire Dept Contingency)		8			5.44%	\$ 341.14	\$ -	\$ 76,327.99	\$ 76,327.99	\$ 75,000.00	\$ 353.71	\$ -	\$ 76,681.70	\$ 76,681.70
	Michigan Class (Fire Dept Repair)		9			5.44%	\$ 11.42	\$ -	\$ 2,544.28	\$ 2,544.28	\$ 2,500.00	\$ 11.78	\$ -	\$ 2,556.06	\$ 2,556.06
	<b>Kent County</b>				-	<b>3.03%</b>	<b>\$ 3,496.49</b>	<b>\$ -</b>	<b>\$ 1,410,438.75</b>	<b>\$ 1,410,438.75</b>		<b>\$ 3,623.65</b>	<b>\$ -</b>	<b>\$ 1,414,062.40</b>	<b>\$ 1,414,062.40</b>
	<b>Total</b>						\$ 70,812.61	\$ -	\$ 17,308,601.99	\$ 17,308,601.99		\$ 78,865.27	\$ -	\$ 20,887,467.26	\$ 20,887,467.26
<b>Government Securities</b>															
	Fifth Third														
	Great Lakes Water Authority		069-195164	6/29/2022	7/1/2025	3.63%	\$ 4,373.10	\$ -	\$ 395,001.00	\$ 430,000.00	\$ 414,974.51	\$ -	\$ -	\$ 406,629.50	\$ 430,000.00
	Fedl Natl Mtg Assn Ser 21-77 CL EB (Trail Bond proceeds)		069-195164	10/13/2021	10/25/2050	1.25%	\$ 833.19	\$ 6,025.29	\$ 609,770.29	\$ 1,000,000.00	\$ 998,472.22	\$ 826.92	\$ 7,870.46	\$ 598,316.28	\$ 1,000,000.00
	Money Market		069-195164			4.94%	\$ 5,356.21		\$ 1,346,037.15	\$ 1,346,037.15	\$ 71,647.49	\$ 5,674.93		\$ 1,360,409.46	\$ 1,360,409.46
	<b>Total</b>						\$ 7,974.61	\$ 6,025.29	\$ 2,350,808.44	\$ 2,776,037.15		\$ 6,501.85	\$ 7,870.46	\$ 2,365,355.24	\$ 2,790,409.46
<b>Certificates of Deposit</b>															
	JPMorgan Chase Bank	****													
	Trail Bond proceeds		069-195164	12/21/2021	7/30/2026	1.31%	\$ 1,785.21	\$ -	\$ 404,535.40	\$ 450,000.00	\$ 441,315.00	\$ -	\$ -	\$ 395,271.00	\$ 450,000.00
	<b>Total</b>						\$ 1,785.21	\$ -	\$ 404,535.40	\$ 450,000.00		\$ -	\$ -	\$ 395,271.00	\$ 450,000.00
<b>Bank Ratings from Bankrate.com</b>															
	*****														
	****														
	***														
	**														
	*														
<b>Totals</b>							\$ 95,821.21	\$ -	\$ 31,337,057.79	\$ 31,807,751.10		\$ 104,436.69	\$ -	\$ 44,524,390.83	\$ 45,004,174.05
<i>Prepared by: Kevin Moran, Treasurer</i>															
<i>Updated: 11/7/2023</i>															

*Note: The interest rate shown is for the month for the cash accounts whereas the rate of interest for the certificates of deposit is for the term negotiated.*

**ADA TOWNSHIP TREASURER'S  
INVESTMENT REPORT  
September 30, 2023**

	Name	Bank Rating	Account #	Purchase Date	Maturity Date	Annualized Rate of Return	August Interest	August Principal	Market Value 8/31/2023	Par Value	Purchases	September Interest	September Principal	Market Value 9/30/2023	Par Value
<b>Cash</b>															
	Huntington Bank	****													
	General Account		4928	-	-	3.00%	\$ 19,069.57	\$ -	\$ 9,562,198.72	\$ 9,562,198.72		\$ 24,204.18	\$ -	\$ 8,492,967.75	\$ 8,492,967.75
	Tax Checking		4931		-	0.00%	\$ -	\$ -	\$ 11,314,098.61	\$ 11,314,098.61		\$ -	\$ -	\$ 4,003,285.39	\$ 4,003,285.39
	<b>Total</b>						\$ 19,069.57	\$ -	\$ 20,876,297.33	\$ 20,876,297.33		\$ 24,204.18	\$ -	\$ 12,496,253.14	\$ 12,496,253.14
<b>Pooled Funds</b>															
	Michigan Class (General Fund)		1			5.47%	\$ 2,832.42	\$ -	\$ 614,053.30	\$ 614,053.30	\$ 585,025.49	\$ 2,766.87	\$ -	\$ 616,820.17	\$ 616,820.17
	Michigan Class (Water)		2			5.47%	\$ 11,326.75	\$ -	\$ 2,455,587.19	\$ 2,455,587.19	\$ 2,895,931.62	\$ 11,064.70	\$ -	\$ 2,466,651.89	\$ 2,466,651.89
	Michigan Class (Tax proceeds)		4			5.47%	\$ 6,206.64	\$ -	\$ 4,506,938.89	\$ 4,506,938.89	\$ 6,506,938.89	\$ 41,188.30	\$ -	\$ 6,548,127.19	\$ 6,548,127.19
	Michigan Class (2020 Bond proceeds)		6			5.47%	\$ 2,448.64	\$ -	\$ 530,858.45	\$ 530,858.45		\$ 2,392.03	\$ -	\$ 533,250.48	\$ 533,250.48
	Michigan Class (2021 Trail Bond proceeds)		7			5.47%	\$ 52,061.68	\$ -	\$ 11,286,729.27	\$ 11,286,729.27		\$ 50,857.13	\$ -	\$ 11,337,586.40	\$ 11,337,586.40
	Michigan Class (Fire Dept Contingency)		8			5.47%	\$ 353.71	\$ -	\$ 76,681.70	\$ 76,681.70	\$ 75,000.00	\$ 345.52	\$ -	\$ 77,027.22	\$ 77,027.22
	Michigan Class (Fire Dept Repair)		9			5.47%	\$ 11.78	\$ -	\$ 2,556.06	\$ 2,556.06	\$ 2,500.00	\$ 11.46	\$ -	\$ 2,567.52	\$ 2,567.52
	<b>Kent County</b>				-	<b>3.26%</b>	<b>\$ 3,623.65</b>	<b>\$ -</b>	<b>\$ 1,414,062.40</b>	<b>\$ 1,414,062.40</b>		<b>\$ 3,909.52</b>	<b>\$ -</b>	<b>\$ 1,417,971.92</b>	<b>\$ 1,417,971.92</b>
	<b>Total</b>						\$ 78,865.27	\$ -	\$ 20,887,467.26	\$ 20,887,467.26		\$ 112,535.53	\$ -	\$ 23,000,002.79	\$ 23,000,002.79
<b>Government Securities</b>															
	Fifth Third														
	Great Lakes Water Authority		069-195164	6/29/2022	7/1/2025	3.63%	\$ -	\$ -	\$ 406,629.50	\$ 430,000.00	\$ 414,974.51	\$ -	\$ -	\$ 405,391.10	\$ 430,000.00
	Fedl Natl Mtg Assn Ser 21-77 CL EB (Trail Bond proceeds)		069-195164	10/13/2021	10/25/2050	1.25%	\$ 826.92	\$ 7,870.46	\$ 598,316.28	\$ 1,000,000.00	\$ 998,472.22	\$ 818.72	\$ 7,583.13	\$ 575,544.12	\$ 1,000,000.00
	Money Market		069-195164			4.94%	\$ 5,674.93		\$ 1,360,409.46	\$ 1,360,409.46	\$ 71,647.49	\$ 5,965.55		\$ 1,374,776.86	\$ 1,374,776.86
	<b>Total</b>						\$ 6,501.85	\$ 7,870.46	\$ 2,365,355.24	\$ 2,790,409.46	\$ 0.03	\$ 6,784.27	\$ 7,583.13	\$ 2,355,712.08	\$ 2,804,776.86
<b>Certificates of Deposit</b>															
	JPMorgan Chase Bank	****													
	Trail Bond proceeds		069-195164	12/21/2021	7/30/2026	1.31%	\$ -	\$ -	\$ 395,271.00	\$ 450,000.00	\$ 441,315.00	\$ -	\$ -	\$ 395,910.00	\$ 450,000.00
	<b>Total</b>						\$ -	\$ -	\$ 395,271.00	\$ 450,000.00		\$ -	\$ -	\$ 395,910.00	\$ 450,000.00
<b>Bank Ratings from Bankrate.com</b>															
	*****					Superior									
	****					Sound									
	***					Performing									
<b>Totals</b>	**					Below peer group	\$ 104,436.69	\$ -	\$ 44,524,390.83	\$ 45,004,174.05		\$ 143,523.98	\$ -	\$ 38,247,878.01	\$ 38,751,032.79
	*					Lowest rated									
<i>Prepared by: Kevin Moran, Treasurer</i>															
<i>Updated: 11/7/2023</i>															

*Note: The interest rate shown is for the month for the cash accounts whereas the rate of interest for the certificates of deposit is for the term negotiated.*