



TOWNSHIP

**TENTATIVE AGENDA
ADA TOWNSHIP REGULAR BOARD MEETING
MONDAY, August 13, 2018
12:00 P.M.
ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DRIVE**

- I. CALL TO ORDER**
 - A. PLEDGE OF ALLEGIANCE
 - B. MOMENT OF SILENCE
 - C. NOTE THOSE PRESENT AND ABSENT

- II. APPROVAL OF AGENDA**

- III. SPECIAL PRESENTATION – ADA TWP FINANCIAL STATEMENTS – FISCAL YEAR ENDING 03/31/18**
 - A. MOTION TO ACCEPT & RECEIVE FISCAL YEAR ENDING 03/31/18 TOWNSHIP FINANCIAL STATEMENTS

- IV. GENERAL TOWNSHIP BUSINESS**

MOTION TO APPROVE MINUTES AND ACCEPT REPORTS/COMMUNICATIONS UNDER CONSENT AGENDA

 - A. APPROVAL OF BOARD MEETING MINUTES:
 - 1. TOWNSHIP BOARD MINUTES – 07/23/18

 - B. RECEIVE AND FILE VARIOUS REPORTS AND COMMUNICATIONS:
 - 1. GVMC TRANSPORTATION NEWSLETTER – SUMMER 2018
 - 2. GVMC BOARD MINUTES – 06/07/18
 - 3. REGIS BOARD MINUTES – 04/25/18
 - 4. BUILDING TRENDS REPORT – 07/18/18
 - 5. MIKA MEYERS – LOCAL LAW BULLETIN – 07/18
 - 6. AT&T ANNUAL VIDEO REPORT – 07/20/18
 - 7. ANDRUS THANK YOU NOTE – 07/12/18
 - 8. UTILITY ADVISORY BOARD MINUTES – 05/17/18
 - 9. PLANNING COMMISSION MINUTES – 06/21/18
 - 10. GRAND VALLEY ESTATES WATER SUPPLY PFAS REPORT – 07/30/18
 - 11. GRAND RAPIDS WATER SYSTEM PFAS TALKING POINTS – 08/03/18
 - 12. FIRE DEPARTMENT ACTIVITY REPORT – 07/18
 - 13. COMCAST CHANNEL LINE-UP CHANGES – 08/01/18

- V. APPROVAL OF WARRANTS**
 - A. TOWNSHIP GENERAL WARRANTS
 - B. PAY APPLICATION 6 – SETTLERS GROVE PROJECT
 - C. PAY APPLICATION 7 – SETTLERS GROVE PROJECT
 - D. PAY APPLICATION 3 – MUSEUM ADDITION PROJECT
 - E. PAY APPLICATION 3 – ADA PARK, TENNIS & PICKLEBALL COURT IMPROVEMENT PROJECT

- VI. PUBLIC COMMENT**

- VII. BOARD COMMENT**

VIII. UNFINISHED BUSINESS

- A. RESOLUTION R-081318-1 MICHIGAN TITANIUM ROAD CLOSURE REQUEST

IX. NEW BUSINESS

- A. BUILDINGS & GROUNDS REPLACEMENT VEHICLE
- B. TOWN HALL ASSEMBLY ROOM AUDIO VISUAL UPGRADES
- C. CONSUMERS ENERGY EASEMENT – FIRE STATION 1
- D. KCRC WORK ORDER – 2 MILE RD. SPOT GRAVEL REPAIRS
- E. FIREWORK PERMIT APPLICATION
- F. RESOLUTION R-081318-2, AUTHORIZING THE APPLICATION FOR SPECIAL LICENSE

X. OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

XI. ADJOURNMENT

A Copy of the above information is available upon request M-F 8AM-5PM at the Ada Township Clerk's Office, excluding Holidays)If you would like to be on the Ada Township e-mail information list please inform the Clerk or e-mail the Clerk at jsmith@adatownshipmi.com.

SiegfriedCrandallPC

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July 17, 2018

To the Board of Trustees
Township of Ada

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township of Ada for the year ended March 31, 2018. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 5, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township of Ada are described in Note 1 to the financial statements. No new accounting policies were adopted, and, except as discussed in Note 16 to the financial statements, the application of existing policies was not changed during fiscal year 2018. We noted no transactions entered into by the Township of Ada during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were fair value of investments and capital asset depreciation.

Management's estimate of the fair value of investments is based on the net asset value of the investment pool shares. Management's estimate of capital asset depreciation is based on the estimated useful lives of the Township's capital assets. We evaluated the key factors and assumptions used to develop the fair value of investments and capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 17, 2018.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Township of Ada's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the budgetary comparison schedule of the Ada Downtown Development Authority (supplementary information), which accompanies the financial statements but is not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township of Ada as of and for the year ended March 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Township of Ada's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Township of Ada's internal control to be a material weakness.

Material audit adjustments and financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e. maintaining internal accounting records), and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e. external financial reporting).

Condition: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Correct investment balances
- Accrue receivables in the governmental funds
- Correct tax revenue recognition
- Reclassify capital assets of the enterprise funds
- Accrue additional payables
- Correct accrued payroll
- Correct the classification of debt service payments
- Reallocate bond proceeds and costs related to the Envision Ada project
- Correct the liability balances of the Tax Fund
- Convert the fund-based data necessary to prepare the government-wide financial statements.

As is the case with many small and medium-sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot, by definition, be considered part of the Township's internal controls. This is a repeat finding.

Cause: This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP, and, instead, relies, at least in part, on assistance from its external auditor for assistance with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Township's internal control to be a significant deficiency.

Cash account reconciliations:

Condition and criteria: Policies and procedures related to cash account reconciliations do not effectively assure that reconciling items are identified, and that necessary adjustments are recorded, in a timely manner.

Effect: When cash reconciliations are not performed in a timely manner, errors and irregularities might not be recognized and resolved in a timely manner, and management's ability to make informed decisions is diminished.

Cause: Policies and procedures have not been implemented to promptly identify and compare all bank activity and general ledger transactions and to make necessary changes and corrections in a timely manner.

Auditor's Recommendation: We recommend that procedures be established to promptly identify all differences between bank account activity and general ledger transactions to ensure that all reconciling items are explained and supported and any entries necessary to correct the general ledger balances be made in a timely manner. In addition, bank reconciliations, which are prepared by the Township **Treasurer**, should be reviewed for accuracy and completeness by the Township Supervisor, on a monthly basis.

Management Response: Management agrees that timely cash reconciliations will improve accounting controls over the Township's cash accounts, which will enhance management's ability to make informed decisions.

The Township of Ada's responses to the internal control findings described above were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Restriction on Use

This information is intended solely for the use of the Board of Trustees of the Township of Ada and the State of Michigan Department of Treasury and is not intended to be, and should not be, used by anyone other than these specified parties.

Siegfried Crandall P.C.



July 17, 2018

Siegfried Crandall P.C.
246 E. Kilgore Road
Portage, MI 49002

This representation letter is provided in connection with your audit of the financial statements of the Township of Ada, Michigan, which comprise the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information as of March 31, 2018, and the respective changes in financial position and, where applicable, cash flows, for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of July 17, 2018, the following representations made to you during your audit.

Financial statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 5, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by U.S. GAAP to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, transfers, leasing arrangements, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) We are not aware of any pending or threatened litigation, claims or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

Information Provided

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Township from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Trustees or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Township and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Township's financial statements communicated by employees, former employees, regulators, or others.

- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you the identity of the Township's related parties and all the related party relationships and transactions of which we are aware.

Government - specific

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have a process to track the status of audit findings and recommendations.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 21) The Township has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 23) There are no (except as disclosed) violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 24) As part of your audit, you assisted with preparation of the detail depreciation schedules, journal entries other than proposed audit entries, the financial statements, and certain end-of-year filings with the State of Michigan. We acknowledge our responsibility as it relates to those nonattest services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the depreciation schedules, journal entries other than proposed audit entries, the financial statements, and certain end-of-year filings with the State of Michigan.
- 25) The Township has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 26) The financial statements include all component units and properly disclose any joint ventures and other related organizations.

- 27) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 28) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to financial statement users.
- 29) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, assigned, and unassigned) are properly classified and, if applicable, approved.
- 30) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 31) Revenues are appropriately classified in the statement of activities within program revenues or general revenues.
- 32) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 33) Deposits and investment securities are properly classified as to risk and are properly disclosed and valued.
- 34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 35) We have appropriately disclosed the Township's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
- 36) We are following GASB Statement No. 54, Paragraph 18, to determine the fund balance classifications for financial reporting purposes.
- 37) Tax abatement agreements have been properly disclosed in the notes to the financial statements, including the gross amount and specific taxes abated. There are no commitments other than to reduce taxes, and, the Township is not subject to any tax abatement agreements entered into by other governmental entities.
- 38) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

39) With respect to the budgetary comparison schedule of the Ada Downtown Development Authority (supplementary information), on which an in-relation-to opinion is issued, we acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Signed: 
Title: Township Clerk

Signed:  7/30/2018
Title: Township Treasurer

Township of Ada
Kent County, Michigan

FINANCIAL STATEMENTS

Year ended March 31, 2018

CONTENTS

| | <i>Page</i> |
|--|-------------|
| INDEPENDENT AUDITOR'S REPORT | 3 - 4 |
| MANAGEMENT'S DISCUSSION AND ANALYSIS | 5 - 12 |
| BASIC FINANCIAL STATEMENTS | |
| Government-wide financial statements: | |
| Statement of net position | 13 |
| Statement of activities | 14 |
| Fund financial statements: | |
| Balance sheet - governmental funds | 15 |
| Statement of revenues, expenditures, and changes in fund balances - governmental funds | 16 |
| Statement of net position - proprietary funds | 17 |
| Statement of revenues, expenses, and changes in net position - proprietary funds | 18 |
| Statement of cash flows - proprietary funds | 19 - 20 |
| Statement of fiduciary assets and liabilities - agency fund | 21 |
| Notes to financial statements | 22 - 34 |
| REQUIRED SUPPLEMENTARY INFORMATION | |
| Budgetary comparison schedules: | |
| General Fund | 35 - 36 |
| Public Safety Fund | 37 |
| Trails Fund | 38 |
| Parks and Land Preservation Fund | 39 |
| Parks and Recreation Fund | 40 |
| Parks, Recreation, and Land Preservation Fund | 41 |
| SUPPLEMENTARY INFORMATION | |
| Balance sheet - component unit | 42 |
| Statement of revenues, expenditures, and changes in fund balances - component unit | 43 |
| Budgetary comparison schedule - component unit | 44 |

INDEPENDENT AUDITOR'S REPORT

Township Board of Trustees
Township of Ada, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township of Ada, Michigan, as of and for the year ended March 31, 2018, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, as listed in the contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township of Ada, Michigan, as of March 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required supplementary information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Ada, Michigan's basic financial statements. The component unit financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The component unit financial statements (supplementary information) are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Siegfried Crandall P.C.

July 17, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Township of Ada's (the Township) financial performance provides a narrative overview of the Township's financial activities for the fiscal year ended March 31, 2018. Please read it in conjunction with the Township's financial statements.

FINANCIAL HIGHLIGHTS

- The Township's total net position increased by \$1,515,445 (3 percent) as a result of this year's activities. The net position of the governmental activities increased by \$1,019,101, and the net position of the business-type activities increased by \$496,344.
- Of the \$31,163,064 total net position reported, \$7,461,227 (24 percent) is available to be used to meet the Township's ongoing obligations to its citizens and customers, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$3,399,933, which represents 153 percent of the actual total General Fund expenditures for the current fiscal year.

Overview of the financial statements

The Township's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents combining statements and statements concerning the component unit. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
 - Governmental funds statements explain how general government services, like public safety, were financed in the short-term, as well as what remains for future spending.
 - Proprietary funds statements offer short-term and long-term financial information about the activities the government operates like a business, such as the sewer and water systems and construction code inspection services.
 - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as an agent for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2018 and 2017 is also presented.

Government-wide financial statements

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Township's net position and how it has changed. Net position (the difference between the Township's assets and liabilities) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's capital assets.

The government-wide financial statements are divided into three categories:

- *Governmental activities* - Most of the Township's basic services are included here, such as police and fire protection and general government. Property taxes and state shared revenue finance most of these activities.
- *Business-type activities* - The Township charges fees to customers to help it cover the costs of certain services it provides. The Township's sewer and water systems and construction code inspection operations are reported here.
- *Component unit* - The Township includes one other entity in its report - the Ada Downtown Development Authority. Although legally separate, this "component unit" is important because the Township is financially accountable for it.

Fund financial statements

The fund financial statements provide more detailed information about the Township's most significant funds - not the Township as a whole. Funds are accounting devices that the Township uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law and by bond agreements.
- The Township Board establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and other revenues (like the public safety millage).

The Township has three types of funds:

- *Governmental funds.* Most of the Township's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Proprietary funds.* Services for which the Township charges customers a fee are generally reported in proprietary funds. Proprietary funds statements, like the government-wide statements, provide both long-term and short-term financial information. In fact, the Township's enterprise funds are the same as its business-type activities but provide more detail and additional information, such as cash flows.
- *Fiduciary funds.* These funds are used to account for the collection and disbursement of resources, primarily taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes. The Township's fiduciary balances are reported in a separate Statement of Fiduciary Assets and Liabilities. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE**Net position**

Total net position at the end of the fiscal year was \$31,163,064. Of this total, \$20,804,494 represents an investment in capital assets and \$2,897,343 is restricted for various purposes. Consequently, unrestricted net position was \$7,461,227, or 24 percent of the total.

Condensed financial information
Net position

| | <i>Governmental activities</i> | | <i>Business-type activities</i> | | <i>Totals</i> | |
|----------------------------------|--------------------------------|----------------------|---------------------------------|----------------------|----------------------|----------------------|
| | <i>2018</i> | <i>2017</i> | <i>2018</i> | <i>2017</i> | <i>2018</i> | <i>2017</i> |
| Current and other assets | \$ 12,411,123 | \$ 8,008,341 | \$ 4,242,834 | \$ 5,244,187 | \$ 16,653,957 | \$ 13,252,528 |
| Capital assets | <u>11,099,963</u> | <u>11,198,927</u> | <u>15,125,405</u> | <u>13,014,281</u> | <u>26,225,368</u> | <u>24,213,208</u> |
| Total assets | <u>23,511,086</u> | <u>19,207,268</u> | <u>19,368,239</u> | <u>18,258,468</u> | <u>42,879,325</u> | <u>37,465,736</u> |
| Current and other liabilities | 470,139 | 540,544 | 376,555 | 446,279 | 846,694 | 986,823 |
| Long-term debt outstanding | <u>7,671,706</u> | <u>4,316,584</u> | <u>3,197,861</u> | <u>2,514,710</u> | <u>10,869,567</u> | <u>6,831,294</u> |
| Total liabilities | <u>8,141,845</u> | <u>4,857,128</u> | <u>3,574,416</u> | <u>2,960,989</u> | <u>11,716,261</u> | <u>7,818,117</u> |
| Net position: | | | | | | |
| Net investment in capital assets | 8,642,260 | 8,731,927 | 12,162,234 | 10,734,261 | 20,804,494 | 19,466,188 |
| Restricted | 2,897,343 | 2,002,594 | - | - | 2,897,343 | 2,002,594 |
| Unrestricted | <u>3,829,638</u> | <u>3,615,619</u> | <u>3,631,589</u> | <u>4,563,218</u> | <u>7,461,227</u> | <u>8,178,837</u> |
| Total net position | <u>\$ 15,369,241</u> | <u>\$ 14,350,140</u> | <u>\$ 15,793,823</u> | <u>\$ 15,297,479</u> | <u>\$ 31,163,064</u> | <u>\$ 29,647,619</u> |

Changes in net position

The Township's total revenues for the current fiscal year amounted to \$10,596,324, compared to \$9,020,324 in the prior year. Charges for services account for more than 45 percent of the Township's revenues, while property taxes account for nearly 26 percent of the total revenues. State grants accounts for about 12 percent of the Township's revenues. Capital grants accounted for more than 13 percent of total revenues in the current year.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The total cost of the Township's programs for fiscal year 2018, covering a wide range of services, totaled \$9,080,879. Nearly 42 percent of the Township's costs relates to the provision of utility services. Public works and public safety (police, fire protection, and inspections) represent 17 and 14 percent of total expenses, respectively.

*Condensed financial information
Changes in net position*

| | <i>Governmental activities</i> | | <i>Business-type activities</i> | | <i>Totals</i> | |
|------------------------------------|--------------------------------|----------------------|---------------------------------|----------------------|----------------------|----------------------|
| | <i>2018</i> | <i>2017</i> | <i>2018</i> | <i>2017</i> | <i>2018</i> | <i>2017</i> |
| Program revenues: | | | | | | |
| Charges for services | \$ 282,885 | \$ 259,267 | \$ 4,494,001 | \$ 4,308,904 | \$ 4,776,886 | \$ 4,568,171 |
| Operating grants and contributions | 40,386 | 11,699 | - | 31,194 | 40,386 | 42,893 |
| Capital grants and contributions | 1,386,206 | 25,589 | - | - | 1,386,206 | 25,589 |
| General revenues: | | | | | | |
| Property taxes | 2,744,899 | 2,674,054 | - | - | 2,744,899 | 2,674,054 |
| State grants | 1,269,575 | 1,362,431 | - | - | 1,269,575 | 1,362,431 |
| Franchise fees | 284,977 | 272,630 | - | - | 284,977 | 272,630 |
| Interest | 62,921 | 41,264 | 30,474 | 33,292 | 93,395 | 74,556 |
| Total revenues | 6,071,849 | 4,646,934 | 4,524,475 | 4,373,390 | 10,596,324 | 9,020,324 |
| Expenses: | | | | | | |
| General government | 1,329,939 | 1,309,179 | - | - | 1,329,939 | 1,309,179 |
| Public safety | 996,859 | 973,124 | 237,661 | 204,777 | 1,234,520 | 1,177,901 |
| Public works | 1,527,124 | 842,442 | - | - | 1,527,124 | 842,442 |
| Recreation and culture | 956,378 | 953,780 | - | - | 956,378 | 953,780 |
| Community and economic development | 149,027 | 118,294 | - | - | 149,027 | 118,294 |
| Interest and issuance costs | 93,421 | 234,639 | - | - | 93,421 | 234,639 |
| Sewer | - | - | 1,772,030 | 1,765,303 | 1,772,030 | 1,765,303 |
| Water | - | - | 2,018,440 | 1,845,322 | 2,018,440 | 1,845,322 |
| Total expenses | 5,052,748 | 4,431,458 | 4,028,131 | 3,815,402 | 9,080,879 | 8,246,860 |
| Changes in net position | \$ 1,019,101 | \$ 215,476 | \$ 496,344 | \$ 557,988 | \$ 1,515,445 | \$ 773,464 |
| Net position, end of year | \$ 15,369,241 | \$ 14,350,140 | \$ 15,793,823 | \$ 15,297,479 | \$ 31,163,064 | \$ 29,647,619 |

Governmental activities

Governmental activities increased the Township's net position by \$1,019,101 in the current year, compared to a \$215,476 increase in the prior year. Expenses increased by \$621,290; however, revenues also increased, by \$1,424,915, enabling a larger increase in net position in the current year.

Revenues increased primarily due to a \$1,360,617 increase in capital contributions, related to the Envision Ada infrastructure improvement project. Private contributions, in the amount of \$878,045, were recognized, along with contributions from the Ada Downtown Development Authority, in the amount of \$451,942. Expenses increased due to a \$684,682 increase in public works expenses, related to costs associated with the Envision Ada project.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The following schedule shows the costs of the Township's three largest programs, as well as the net cost (total cost less fees generated by the activities and intergovernmental aid). The net cost shows the burden that was placed on the Township's taxpayers by each of these functions.

| | <i>Total cost of services</i> | <i>Net cost of services</i> |
|--------------------|-----------------------------------|---------------------------------|
| General government | \$ 1,329,939 | \$ 1,178,694 |
| Public safety | 996,859 | 995,221 |
| Public works | 1,527,124 | 132,300 |
| Other | <u>1,198,826</u> | <u>1,037,056</u> |
| Totals | <u>\$ 5,052,748</u> | <u>\$ 3,343,271</u> |

The total cost of governmental activities this year was \$5,052,748 compared to \$4,431,458 in the prior year. However, the amount that our taxpayers paid for these activities through general revenues was \$3,343,271. Some of the cost was paid by:

- Those who directly benefited from the programs (\$282,885), or
- Other governments and individuals that subsidized certain programs with grants and contributions (\$1,426,592).

The Township paid for the \$3,343,271 "public benefit" portion with \$4,362,372 in general revenues, such as property taxes, state grants, and interest income.

Business-type activities

Business-type activities increased the Township's net position by \$496,344 in the current year compared to an increase of \$557,988 in the prior year. Net position has increased because customer charges are sufficient to cover all operating and nonoperating costs, including depreciation.

Net position increased in the current year even though expenses increased by \$212,729 (5.6 percent), as revenues also increased, by \$151,085 (3.5 percent). Revenues increased due to a small increase in utility rates. The increase in expenses is related to an increase in costs associated with contracted services.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**Governmental funds**

As of March 31, 2018, the Township's governmental funds reported combined ending fund balances of \$12,080,124, which represents an increase of \$4,472,245 compared to last year's balances.

The General Fund is the primary operating fund of the Township. Its fund balance at the end of the fiscal year was \$3,575,383, though unassigned fund balance amounted to \$3,399,933. Revenues exceeded expenditures by \$463,868, though net transfers out, amounting to \$173,603, caused the fund balance to increase by a net amount of \$290,265 in the current year.

In addition, these other changes in fund balances should be noted:

- The fund balance of the Public Safety Fund at the end of the fiscal year was \$865,473, an increase of \$3,414. Revenues exceeded expenditures in the current year, as revenues of \$887,030 (primarily property taxes) were sufficient to cover the fund's expenditures (\$883,616). The fund accounts for operating and capital costs of the Township's fire department and policing services.
- The fund balance of the Trails Fund at the end of the fiscal year was \$661,640, an increase of \$188,354, as revenues of \$546,163 and a \$70,000 transfer from the General Fund exceeded expenditures of \$427,809. The fund's expenditures include debt service and trail improvement and maintenance costs.
- The fund balance of the Parks and Land Preservation Fund at the end of the fiscal year was \$1,119,469, a decrease of \$13,888. The fund's revenues (\$5,817) were insufficient to cover the fund's expenditures (\$19,705) in the current year. The fund's restricted tax millage has expired, but the remaining fund balance is restricted for parks and land preservation costs.
- The fund balance of the Parks and Recreation Fund at the end of the fiscal year was \$101,871, a decrease of \$462,732. Fund balance decreased as revenues (\$2,541) were insufficient to cover expenditures (\$465,273) in the current year. The fund's restricted tax millage has expired, but the remaining fund balance is restricted for parks and recreation costs. Once the fund balance is depleted, all parks and recreation costs will be financed by the new Parks, Recreation, and Land Improvement Fund.
- The fund balance of the Parks, Recreation, and Land Improvement Fund, a new special revenue fund, at the end of the fiscal year was \$635,080. Revenues, primarily property taxes, of \$691,983 exceeded expenditures of \$1,903 and a \$55,000 transfer to the General Fund in the current year.
- The fund balance of the Envision Ada Fund, a capital project fund was \$5,121,208 at the end of the fiscal year, an increase of \$3,831,752. Bond proceeds of \$4,720,000, and a \$300,000 transfer from the General Fund, caused the fund balance to increase, though fund balance was reduced by \$834,200, as prior year bond proceeds were reallocated to the business-type activities due to a change in the project's cost estimates. The fund's resources financed infrastructure improvement costs, associated with the Envision Ada project, which amounted to \$1,536,142 in the current year. The remaining fund balance is expected to be used to finance additional infrastructure improvement costs in the subsequent year.

Proprietary funds

The Sewer Fund generated operating income of \$300,901 and net position increased by \$262,743. The increase in net position is due to the fact that user charges were set to cover the full cost of providing services. Total net position is \$7,258,773 at year end, of which \$1,950,019 is unrestricted.

The Water Fund generated operating income of \$179,558 and net position increased by \$195,437. The increase in net position is due to the fact that user charges have been set to cover the full cost of providing services. Total net position is \$8,140,102 at year end, of which \$1,286,622 is unrestricted.

General Fund budgetary highlights

The General Fund budget was amended during the current year to reduce revenues, by \$51,808, primarily to reduce property taxes. Expenditures were increased by \$282,705, primarily to increase debt service costs by \$264,530, to account for payments on bonds that were issued in the current year.

Total actual revenues were \$358,557 more than budgeted primarily because state grant revenues were \$115,539 more than planned, as state distributions were higher than expected, and intergovernmental revenues, in the amount of \$151,942, were not included in the budget. Total expenditures were \$451,603 less than the amounts appropriated, as every function was under budget.

These conditions, along with net other financing sources being \$196,397 more than budgeted, resulted in a \$1,006,557 positive budget variance, with a \$290,265 increase in fund balance compared to a budgeted decrease of \$716,292.

CAPITAL ASSETS AND DEBT ADMINISTRATION**Capital assets**

The Township's investment in capital assets for its governmental and business-type activities as of March 31, 2018, amounts to \$26,225,368, net of accumulated depreciation. This investment includes a broad range of assets, including land, sewer and water facilities, buildings, and equipment.

| | <u>Governmental activities</u> | <u>Business-type activities</u> | <u>Totals</u> |
|---------------------------------------|------------------------------------|-------------------------------------|----------------------|
| Land and assets not being depreciated | \$ 3,379,502 | \$ 424,131 | \$ 3,803,633 |
| Facilities | - | 14,688,295 | 14,688,295 |
| Buildings and improvements | 6,927,460 | 4,151 | 6,931,611 |
| Equipment | 452,179 | 8,828 | 461,007 |
| Vehicles | 340,822 | - | 340,822 |
| | <u>\$ 11,099,963</u> | <u>\$ 15,125,405</u> | <u>\$ 26,225,368</u> |
| Totals | | | |

The major capital asset events during the current fiscal year included the following:

- Water system improvements amounted to \$1,802,160
- Sewer system improvements amounted to \$808,368
- Settlers Grove Park improvements, in progress at year end, amounted to \$396,303
- Election equipment, with a value of \$73,874 was acquired with the assistance of a \$56,219 state grant

More detailed information about the Township's capital assets is presented in Note 5 of the notes to the basic financial statements.

Debt

At the end of the fiscal year, the Township had bonds outstanding in the amount of \$10,715,000, which represents a net increase of \$3,905,000. Bonds were issued to finance Envision Ada infrastructure improvements, in the amount of \$4,720,000, and debt was reduced by principal payments of \$815,000. All debt is backed by the full faith and credit of the Township.

Other noncurrent liabilities, totaling \$110,340, represent accrued compensated absences.

More detailed information about the Township's noncurrent obligations is presented in Note 7 of the notes to the basic financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Township's 2019 fiscal year budget does not anticipate significant changes in the amounts or composition of its major revenue sources. The Township has budgeted expenditures for the upcoming year at amounts sufficient to support its ongoing programs and activities. The Township anticipates continued construction costs related to the Envision Ada Project.

CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

George Haga, Township Supervisor
Township of Ada
7330 Thornapple River Drive
P.O. Box 370
Ada, Michigan 49301

Phone: (616) 676-9191

You may also send an e-mail to any of the addresses noted below:

George Haga
Township Supervisor
ghaga@adatownshipmi.com

Jacqueline Smith
Township Clerk
jsmith@adatownshipmi.com

Kevin Moran
Township Treasurer
kmoran@adatownshipmi.com

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET POSITION

March 31, 2018

| | <u>Primary government</u> | | | <u>Component unit</u> |
|--------------------------------------|--------------------------------|---------------------------------|----------------------|---|
| | <u>Governmental activities</u> | <u>Business-type activities</u> | <u>Totals</u> | <u>Ada Downtown Development Authority</u> |
| ASSETS | | | | |
| Current assets: | | | | |
| Cash | \$ 11,213,988 | \$ 3,424,445 | \$ 14,638,433 | \$ 381,163 |
| Investments | 922,815 | 86,937 | 1,009,752 | - |
| Receivables | 274,320 | 726,161 | 1,000,481 | 1,715 |
| Inventory | - | 5,291 | 5,291 | - |
| Total current assets | <u>12,411,123</u> | <u>4,242,834</u> | <u>16,653,957</u> | <u>382,878</u> |
| Noncurrent assets: | | | | |
| Capital assets not being depreciated | 3,379,502 | 424,131 | 3,803,633 | 161,794 |
| Capital assets, net of depreciation | <u>7,720,461</u> | <u>14,701,274</u> | <u>22,421,735</u> | <u>-</u> |
| Total noncurrent assets | <u>11,099,963</u> | <u>15,125,405</u> | <u>26,225,368</u> | <u>161,794</u> |
| Total assets | <u>23,511,086</u> | <u>19,368,239</u> | <u>42,879,325</u> | <u>544,672</u> |
| LIABILITIES | | | | |
| Current liabilities: | | | | |
| Payables | 359,799 | 376,555 | 736,354 | 2,911 |
| Bonds payable | <u>716,850</u> | <u>158,150</u> | <u>875,000</u> | <u>-</u> |
| Total current liabilities | <u>1,076,649</u> | <u>534,705</u> | <u>1,611,354</u> | <u>2,911</u> |
| Noncurrent liabilities: | | | | |
| Compensated absences | 110,340 | - | 110,340 | 690 |
| Bonds payable | <u>6,954,856</u> | <u>3,039,711</u> | <u>9,994,567</u> | <u>-</u> |
| Total noncurrent liabilities | <u>7,065,196</u> | <u>3,039,711</u> | <u>10,104,907</u> | <u>690</u> |
| Total liabilities | <u>8,141,845</u> | <u>3,574,416</u> | <u>11,716,261</u> | <u>3,601</u> |
| NET POSITION | | | | |
| Net investment in capital assets | 8,642,260 | 12,162,234 | 20,804,494 | - |
| Restricted for: | | | | |
| Public safety | 865,473 | - | 865,473 | - |
| Recreation and culture | 2,031,870 | - | 2,031,870 | - |
| Unrestricted | <u>3,829,638</u> | <u>3,631,589</u> | <u>7,461,227</u> | <u>541,071</u> |
| Total net position | <u>\$ 15,369,241</u> | <u>\$ 15,793,823</u> | <u>\$ 31,163,064</u> | <u>\$ 541,071</u> |

See notes to financial statements

Township of Ada
STATEMENT OF ACTIVITIES
 Year ended March 31, 2018

| | Net (expenses) revenues and changes in net position | | | | | | Component unit | |
|---------------------------------------|---|---|---|---|--------------------------------|---------------------------------|----------------------|---|
| | Primary government | | | Ada Downtown Development Authority | | | | |
| | Operating grants and contributions | Capital grants and contributions | Governmental activities | Business-type activities | Totals | | | |
| Functions/Programs | Expenses | Charges for services | Operating grants and contributions | Capital grants and contributions | Governmental activities | Business-type activities | Totals | Ada Downtown Development Authority |
| Governmental activities: | | | | | | | | |
| General government | \$ 1,329,939 | \$ 95,026 | \$ - | \$ 56,219 | \$ (1,178,694) | \$ (1,178,694) | | |
| Public safety | 996,859 | 1,638 | - | - | (995,221) | (995,221) | | |
| Public works | 1,527,124 | 52,951 | 11,886 | 1,329,987 | (132,300) | (132,300) | | |
| Recreation and culture | 956,378 | 120,815 | 28,500 | - | (807,063) | (807,063) | | |
| Community and economic development | 149,027 | 12,455 | - | - | (136,572) | (136,572) | | |
| Interest and fees on long-term debt | 93,421 | - | - | - | (93,421) | (93,421) | | |
| Total governmental activities | 5,052,748 | 282,885 | 40,386 | 1,386,206 | (3,343,271) | (3,343,271) | | |
| Business-type activities: | | | | | | | | |
| Sewer | 1,772,030 | 2,018,847 | - | - | - | 246,817 | 246,817 | |
| Water | 2,018,440 | 2,201,252 | - | - | - | 182,812 | 182,812 | |
| Inspections | 237,561 | 273,902 | - | - | - | 36,241 | 36,241 | |
| Total business-type activities | 4,028,131 | 4,494,001 | - | - | - | 465,870 | 465,870 | |
| Total primary government | \$ 9,080,879 | \$ 4,776,886 | \$ 40,386 | \$ 1,386,206 | (3,343,271) | 465,870 | (2,877,401) | |
| Component unit: | | | | | | | | |
| Downtown Development Authority | \$ 623,836 | \$ 10,115 | \$ 757 | \$ - | \$ - | \$ - | \$ - | \$ (612,964) |
| | | General revenues: | | | | | | |
| | | Property taxes | | | 2,744,899 | - | 2,744,899 | 316,918 |
| | | State shared revenue | | | 1,108,213 | - | 1,108,213 | - |
| | | Local community stabilization share revenue | | | 161,362 | - | 161,362 | 121,853 |
| | | Franchise fees | | | 284,977 | - | 284,977 | - |
| | | Unrestricted interest income | | | 62,921 | 30,474 | 93,395 | 3,282 |
| | | Total general revenues | | | 4,362,372 | 30,474 | 4,392,846 | 444,053 |
| | | Changes in net position | | | 1,019,101 | 496,344 | 1,515,445 | (168,911) |
| | | Net position - beginning | | | 14,350,140 | 15,297,479 | 29,647,619 | 709,982 |
| | | Net position - ending | | | \$ 15,369,241 | \$ 15,793,823 | \$ 31,163,064 | \$ 541,071 |

See notes to financial statements

BALANCE SHEET - governmental funds

March 31, 2018

| | Special revenue | | | | | | Capital Project | Total governmental funds |
|--|---------------------|-------------------|-------------------|-----------------------------|----------------------|--|---------------------|--------------------------|
| | General | Public Safety | Trails | Parks and Land Preservation | Parks and Recreation | Parks, Recreation, and Land Preservation | Envision Ada | |
| ASSETS | | | | | | | | |
| Cash | \$ 3,282,044 | \$ 208,075 | \$ 656,127 | \$ 1,124,419 | \$ 96,970 | \$ 628,537 | \$ 5,217,816 | \$ 11,213,988 |
| Investments | 126,910 | 766,374 | - | - | 29,531 | - | - | 922,815 |
| Receivables | 249,369 | 11,333 | 5,863 | - | - | 7,755 | - | 274,320 |
| Total assets | \$ 3,658,323 | \$ 985,782 | \$ 661,990 | \$ 1,124,419 | \$ 126,501 | \$ 636,292 | \$ 5,217,816 | \$ 12,411,123 |
| LIABILITIES AND FUND BALANCES | | | | | | | | |
| Liabilities - payables | \$ 82,940 | \$ 120,309 | \$ 350 | \$ 4,950 | \$ 24,630 | \$ 1,212 | \$ 96,608 | \$ 330,999 |
| Fund balances: | | | | | | | | |
| Restricted for: | | | | | | | | |
| Public safety | - | 99,099 | - | - | - | - | - | 99,099 |
| Recreation and culture | 175,450 | - | - | 1,119,469 | 70,818 | 635,080 | - | 2,000,817 |
| Arboretum | - | - | - | - | 31,053 | - | - | 31,053 |
| Public works | - | - | - | - | - | - | 5,121,208 | 5,121,208 |
| Assigned for: | | | | | | | | |
| Debt service | - | - | 661,640 | - | - | - | - | 661,640 |
| Capital purchases | - | 766,374 | - | - | - | - | - | 766,374 |
| Unassigned | 3,399,933 | - | - | - | - | - | - | 3,399,933 |
| Total fund balances | 3,575,383 | 865,473 | 661,640 | 1,119,469 | 101,871 | 635,080 | 5,121,208 | 12,080,124 |
| Total liabilities and fund balances | \$ 3,658,323 | \$ 985,782 | \$ 661,990 | \$ 1,124,419 | \$ 126,501 | \$ 636,292 | \$ 5,217,816 | \$ 12,411,123 |

Reconciliation of the balance sheet to the statement of net position:

Total fund balance - total governmental funds \$ 12,080,124

Amounts reported for governmental activities in the statement of net position (page 13) are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 11,099,963

Expense accruals:
Interest payable (28,800)
Compensated absences (110,340)

Bonds payable are not due and payable in the current period and, therefore, are not reported in the funds. (7,671,706)

Net position of governmental activities \$ 15,369,241

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

Year ended March 31, 2018

| | Special revenue | | | | | | Capital Project | Total governmental funds |
|---|---------------------|-------------------|-------------------|-----------------------------|----------------------|--|---------------------|--------------------------|
| | General | Public Safety | Trails | Parks and Land Preservation | Parks and Recreation | Parks, Recreation, and Land Preservation | Envision Ada | |
| REVENUES | | | | | | | | |
| Property taxes | \$ 855,928 | \$ 866,907 | \$ 448,991 | \$ - | \$ - | \$ 593,193 | \$ - | \$ 2,765,019 |
| Licenses and permits | 284,977 | - | - | - | - | - | - | 284,977 |
| State grants | 1,182,734 | 9,804 | 93,256 | - | - | 24,167 | - | 1,309,961 |
| Intergovernmental | 151,942 | - | - | - | - | - | 300,000 | 451,942 |
| Charges for services | 80,659 | - | - | - | - | 49,569 | - | 130,228 |
| Interest and rentals | 66,891 | 8,681 | 2,949 | 5,817 | 2,184 | 22,078 | 17,784 | 126,384 |
| Other | 63,136 | 1,638 | 967 | - | 357 | 2,976 | 878,045 | 947,119 |
| Total revenues | 2,686,267 | 887,030 | 546,163 | 5,817 | 2,541 | 691,983 | 1,195,829 | 6,015,630 |
| EXPENDITURES | | | | | | | | |
| Current: | | | | | | | | |
| General government | 1,273,719 | - | - | - | - | - | - | 1,273,719 |
| Public safety | - | 857,569 | - | - | - | - | - | 857,569 |
| Public works | 386,105 | - | - | - | - | - | 1,536,142 | 1,922,247 |
| Recreation and culture | - | - | 11,759 | 13,280 | 432,748 | 1,903 | - | 459,690 |
| Community and economic development | 147,397 | - | - | - | - | - | - | 147,397 |
| Debt service: | | | | | | | | |
| Principal | 274,558 | - | 390,000 | - | - | - | - | 664,558 |
| Interest and fees | 77,853 | - | 26,050 | - | - | - | - | 103,903 |
| Bond issuance costs | - | - | - | - | - | - | 13,735 | 13,735 |
| Capital outlay | 62,767 | 26,047 | - | 6,425 | 32,525 | - | - | 127,764 |
| Total expenditures | 2,222,399 | 883,616 | 427,809 | 19,705 | 465,273 | 1,903 | 1,549,877 | 5,570,582 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | 463,868 | 3,414 | 118,354 | (13,888) | (462,732) | 690,080 | (354,048) | 445,048 |
| OTHER FINANCING SOURCES (USES) | | | | | | | | |
| Bond proceeds | - | - | - | - | - | - | 4,720,000 | 4,720,000 |
| Bond premium | - | - | - | - | - | - | 141,397 | 141,397 |
| Reallocation of prior year bond proceeds | - | - | - | - | - | - | (834,200) | (834,200) |
| Transfers in | 196,397 | - | 70,000 | - | - | - | 300,000 | 566,397 |
| Transfers out | (370,000) | - | - | - | - | (55,000) | (141,397) | (566,397) |
| Net other financing sources (uses) | (173,603) | - | 70,000 | - | - | (55,000) | 4,185,800 | 4,027,197 |
| NET CHANGES IN FUND BALANCES | 290,265 | 3,414 | 188,354 | (13,888) | (462,732) | 635,080 | 3,831,752 | 4,472,245 |
| FUND BALANCES - BEGINNING | 3,285,118 | 862,059 | 473,286 | 1,133,357 | 564,603 | - | 1,289,456 | 7,607,879 |
| FUND BALANCES - ENDING | \$ 3,575,383 | \$ 865,473 | \$ 661,640 | \$ 1,119,469 | \$ 101,871 | \$ 635,080 | \$ 5,121,208 | \$ 12,080,124 |
| Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities: | | | | | | | | |
| Net change in fund balance - total governmental funds | | | | | | | | \$ 4,472,245 |
| Amounts reported for governmental activities in the statement of activities (page 14) are different because: | | | | | | | | |
| Capital assets: | | | | | | | | |
| Assets acquired | | | | | | | | 526,627 |
| Assets disposed, net | | | | | | | | (8,167) |
| Provision for depreciation | | | | | | | | (617,424) |
| Long-term debt: | | | | | | | | |
| Bond proceeds | | | | | | | | (4,720,000) |
| Bond premium | | | | | | | | (141,397) |
| Amortization of premium | | | | | | | | 7,517 |
| Reallocation of prior year bond proceeds | | | | | | | | 834,200 |
| Principal payments on long-term debt | | | | | | | | 664,558 |
| Changes in other assets/liabilities: | | | | | | | | |
| Net decrease in prepaid expenses | | | | | | | | (8,358) |
| Net increase in compensated absences | | | | | | | | (7,400) |
| Net decrease in interest payable | | | | | | | | 16,700 |
| Change in net position of governmental activities | | | | | | | | \$ 1,019,101 |

See notes to financial statements

Township of Ada

STATEMENT OF NET POSITION - proprietary funds

March 31, 2018

| | <u>Sewer</u> | <u>Water</u> | <u>Nonmajor fund</u> | <u>Totals</u> |
|--|---------------------|---------------------|--------------------------|----------------------|
| ASSETS | | | | |
| Current assets: | | | | |
| Cash | \$ 1,706,571 | \$ 1,326,662 | \$ 391,212 | \$ 3,424,445 |
| Investments | - | 86,937 | - | 86,937 |
| Receivables | 439,500 | 265,281 | 21,380 | 726,161 |
| Inventory | - | 5,291 | - | 5,291 |
| Total current assets | <u>2,146,071</u> | <u>1,684,171</u> | <u>412,592</u> | <u>4,242,834</u> |
| Noncurrent assets: | | | | |
| Capital assets not being depreciated | - | 424,131 | - | 424,131 |
| Capital assets, net of depreciation | <u>7,508,682</u> | <u>7,192,592</u> | <u>-</u> | <u>14,701,274</u> |
| Total noncurrent assets | <u>7,508,682</u> | <u>7,616,723</u> | <u>-</u> | <u>15,125,405</u> |
| Total assets | <u>9,654,753</u> | <u>9,300,894</u> | <u>412,592</u> | <u>19,368,239</u> |
| LIABILITIES | | | | |
| Current liabilities: | | | | |
| Payables | 155,528 | 203,383 | 17,644 | 376,555 |
| Bonds payable | <u>112,336</u> | <u>45,814</u> | <u>-</u> | <u>158,150</u> |
| Total current liabilities | 267,864 | 249,197 | 17,644 | 534,705 |
| Noncurrent liabilities - bonds payable | <u>2,128,116</u> | <u>911,595</u> | <u>-</u> | <u>3,039,711</u> |
| Total liabilities | <u>2,395,980</u> | <u>1,160,792</u> | <u>17,644</u> | <u>3,574,416</u> |
| NET POSITION | | | | |
| Net investment in capital assets | 5,308,754 | 6,853,480 | - | 12,162,234 |
| Unrestricted | <u>1,950,019</u> | <u>1,286,622</u> | <u>394,948</u> | <u>3,631,589</u> |
| Total net position | <u>\$ 7,258,773</u> | <u>\$ 8,140,102</u> | <u>\$ 394,948</u> | <u>\$ 15,793,823</u> |

See notes to financial statements

Township of Ada

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - proprietary funds

Year ended March 31, 2018

| | <u>Sewer</u> | <u>Water</u> | <u>Nonmajor fund</u> | <u>Totals</u> |
|--|---------------------|---------------------|--------------------------|----------------------|
| OPERATING REVENUES | | | | |
| Charges for services: | | | | |
| Utility charges | \$ 1,928,471 | \$ 2,012,943 | \$ - | \$ 3,941,414 |
| Inspection fees | - | - | 273,902 | 273,902 |
| Hydrant rentals | - | 78,499 | - | 78,499 |
| | <u>1,928,471</u> | <u>2,091,442</u> | <u>273,902</u> | <u>4,293,815</u> |
| Total operating revenues | | | | |
| OPERATING EXPENSES | | | | |
| Personnel costs | 61,463 | 79,244 | 18,539 | 159,246 |
| Supplies | 10,346 | 27,984 | - | 38,330 |
| Contracted services: | | | | |
| Sewage treatment | 1,179,351 | - | - | 1,179,351 |
| Water purchases | - | 1,249,010 | - | 1,249,010 |
| Inspections | - | - | 219,122 | 219,122 |
| Other | 48,138 | 217,803 | - | 265,941 |
| Utilities | 55,045 | 25,299 | - | 80,344 |
| Repairs and maintenance | 89,872 | 117,547 | - | 207,419 |
| Depreciation | 178,707 | 188,677 | - | 367,384 |
| Miscellaneous | 4,648 | 6,320 | - | 10,968 |
| | <u>1,627,570</u> | <u>1,911,884</u> | <u>237,661</u> | <u>3,777,115</u> |
| Total operating expenses | | | | |
| OPERATING INCOME | <u>300,901</u> | <u>179,558</u> | <u>36,241</u> | <u>516,700</u> |
| NONOPERATING REVENUES (EXPENSES) | | | | |
| Connection fee revenue | 58,376 | 78,186 | - | 136,562 |
| Connection fees remitted to the City of Grand Rapids | (58,376) | (78,186) | - | (136,562) |
| Tap and other fees | 32,000 | 31,624 | - | 63,624 |
| Interest revenue | 15,926 | 12,625 | 1,923 | 30,474 |
| Interest expense | (86,084) | (28,370) | - | (114,454) |
| | <u>(38,158)</u> | <u>15,879</u> | <u>1,923</u> | <u>(20,356)</u> |
| Net nonoperating revenues (expenses) | | | | |
| CHANGES IN NET POSITION | 262,743 | 195,437 | 38,164 | 496,344 |
| NET POSITION - BEGINNING | <u>6,996,030</u> | <u>7,944,665</u> | <u>356,784</u> | <u>15,297,479</u> |
| NET POSITION - ENDING | <u>\$ 7,258,773</u> | <u>\$ 8,140,102</u> | <u>\$ 394,948</u> | <u>\$ 15,793,823</u> |

See notes to financial statements

STATEMENT OF CASH FLOWS - proprietary funds

Year ended March 31, 2018

| | <u>Sewer</u> | <u>Water</u> | <u>Nonmajor fund</u> | <u>Totals</u> |
|---|---------------------|---------------------|--------------------------|---------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | |
| Receipts from customers and users | \$ 1,874,539 | \$ 2,150,968 | \$ 272,294 | \$ 4,297,801 |
| Payments to vendors and suppliers | (1,396,355) | (1,620,008) | (222,344) | (3,238,707) |
| Payments to employees | (40,483) | (54,624) | (14,021) | (109,128) |
| Net cash provided by operating activities | <u>437,701</u> | <u>476,336</u> | <u>35,929</u> | <u>949,966</u> |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | | | | |
| Reallocation of prior year bond proceeds | 254,497 | 579,703 | - | 834,200 |
| Connection fees | 58,376 | 78,186 | - | 136,562 |
| Connection fees paid to City of Grand Rapids | (58,376) | (78,186) | - | (136,562) |
| Tap and other fees | 32,000 | 31,624 | - | 63,624 |
| Acquisition of capital assets | (676,348) | (1,802,160) | - | (2,478,508) |
| Decrease in payables | (132,020) | - | - | (132,020) |
| Principal payments on capital debt | (106,373) | (44,069) | - | (150,442) |
| Interest payments on capital debt | (86,900) | (27,761) | - | (114,661) |
| Net cash used in capital and related financing activities | <u>(715,144)</u> | <u>(1,262,663)</u> | <u>-</u> | <u>(1,977,807)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | |
| Net increase in investment | - | (908) | - | (908) |
| Interest received | 15,926 | 12,625 | 1,923 | 30,474 |
| Net cash provided by investing activities | <u>15,926</u> | <u>11,717</u> | <u>1,923</u> | <u>29,566</u> |
| NET INCREASE (DECREASE) IN CASH | (261,517) | (774,610) | 37,852 | (998,275) |
| CASH - BEGINNING | <u>1,968,088</u> | <u>2,101,272</u> | <u>353,360</u> | <u>4,422,720</u> |
| CASH - ENDING | <u>\$ 1,706,571</u> | <u>\$ 1,326,662</u> | <u>\$ 391,212</u> | <u>\$ 3,424,445</u> |

See notes to financial statements

STATEMENT OF CASH FLOWS - proprietary funds (Continued)

Year ended March 31, 2018

| | <u>Sewer</u> | <u>Water</u> | <u>Nonmajor fund</u> | <u>Totals</u> |
|---|-------------------|-------------------|--------------------------|-------------------|
| Reconciliation of operating income to net cash provided by operating activities: | | | | |
| Operating income | \$ 300,901 | \$ 179,558 | \$ 36,241 | \$ 516,700 |
| Adjustments to reconcile operating income to net cash provided by operating activities: | | | | |
| Depreciation | 178,707 | 188,677 | - | 367,384 |
| (Increase) decrease in receivables | (53,932) | 59,526 | (1,608) | 3,986 |
| Increase in payables | 12,025 | 48,575 | 1,296 | 61,896 |
| Net cash provided by operating activities | \$ 437,701 | \$ 476,336 | \$ 35,929 | \$ 949,966 |

See notes to financial statements

Township of Ada

STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES - *agency fund*

March 31, 2018

ASSETS

Cash \$ 4,951

LIABILITIES

Due to other governmental units \$ 4,951

See notes to financial statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Township of Ada, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

Reporting entity:

As required by generally accepted accounting principles, these financial statements present the Township (the primary government, located in Kent County) and its component unit described below, for which the Township is financially accountable. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the primary government.

Discretely presented component unit - Ada Downtown Development Authority:

The Authority was established pursuant to Public Act 197 of 1975, as amended, to correct and prevent deterioration and promote economic growth within the downtown district. The Township exercises oversight responsibility over the Authority, as the component unit's governing body is appointed by the Township Supervisor and its budget must be approved by the Township Board. The Township is also obligated to provide some of its tax revenues to the Authority, through tax increment financing, which represents a financial burden on the Township. Separate financial statements for the component unit have not been issued, as management believes that these financial statements, including disclosures, contain complete information so as to constitute a fair presentation.

Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Property taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting, and financial statement presentation (continued):

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Public Safety Fund, a special revenue fund, accounts for all financial resources used by the Township to provide police and fire protection services. Revenues are primarily derived from property taxes.

The Trails Fund, a special revenue fund, accounts for financial resources used by the Township to construct and improve the nonmotorized pathway system. Revenues are primarily derived from property taxes.

The Parks and Land Preservation Fund, a special revenue fund, accounts for financial resources used by the Township to maintain and improve recreational facilities and preserve land. Revenues are primarily derived from property taxes.

The Parks and Recreation Fund, a special revenue fund, accounts for financial resources used by the Township for parks and recreation purposes, including the acquisition and maintenance of park property. Revenues are primarily derived from property taxes.

The Parks, Recreation, and Land Improvement Fund, a special revenue fund, accounts for financial resources used by the Township for parks and recreation purposes, and to preserve land. Revenues are primarily derived from property taxes.

The Envision Ada Fund, a capital project fund, accounts for the financial resources used by the Township to make infrastructure improvements related to the "Envision Ada" project. Resources are primarily derived from bond proceeds.

The Township reports the following major proprietary funds:

The Sewer Fund accounts for the activities of the Township's sewage collection system.

The Water Fund accounts for the activities of the Township's water distribution system.

The Township also reports fiduciary funds, which account for assets held by the Township as an agent for individuals, private organizations, and other governments. The Township currently reports one fiduciary fund (the Tax Fund). Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting, and financial statement presentation (continued):

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds relate to charges to customers for services. Operating expenses for proprietary funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Assets, liabilities, and net position or equity:

Cash and investments - Cash consists of cash on hand, demand deposits, and highly-liquid, short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value with changes in value recognized in the operating statement of each fund. Realized and unrealized gains and losses are included in investment income.

Receivables - Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "due to/from other funds." No allowance for uncollectible accounts has been recorded, as the Township considers all receivables to be fully collectible.

Prepaid items - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide financial statements.

Inventory - Inventories, reported in the proprietary funds, are valued at the lower of cost or market. Cost is determined under the first-in, first-out method.

Capital assets - Capital assets, which include property, equipment, and infrastructure assets (e.g., sewer and water systems), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$3,000 (\$10,000 for infrastructure assets) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. Governments can elect to account for infrastructure assets of governmental activities either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

| | |
|----------------------------------|--------------|
| Buildings and improvements | 50 years |
| Equipment | 5 - 20 years |
| Vehicles | 5 - 10 years |
| Infrastructure - utility systems | 67 years |

Compensated absences - It is the Township's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. Vested compensated absences are accrued when earned in the government-wide and proprietary funds financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year end.

Net position - Net position represents the difference between assets and liabilities. The Township reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations attributable to the acquisition, construction, or improvement of those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, liabilities, and net position or equity (continued):

Net position flow assumption - Sometimes, the Township will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary funds financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund equity - Governmental funds report restricted fund balance when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The Township Board retains the authority to assign fund balance. Unassigned fund balance is the residual classification for the General Fund. When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use restricted fund balance first, followed by assigned fund balance, and, finally, unassigned fund balance.

Property tax revenue recognition - Property taxes are levied each December 1 (lien date) on the taxable valuation of property as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed. It is the Township's policy to recognize revenue from the tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general and special revenue funds. The budget document presents information by fund, function, department, and line-item. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year.

Excess of expenditures over appropriations - The following schedule sets forth the reportable budget variances:

| <u>Entity</u> | <u>Fund</u> | <u>Function</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance</u> |
|--------------------|--|---------------------------------------|-------------------------|---------------|-----------------|
| Primary government | Public Safety Parks, Recreation, and Land Preservation | Public safety | \$ 815,449 | \$ 857,569 | \$ 42,120 |
| | | Transfer out | - | 55,000 | 55,000 |
| | | Recreation and culture | - | 1,903 | 1,903 |
| Component unit | Operating | Public works | 300,000 | 451,942 | 151,942 |
| | | Community and economic development | 103,448 | 168,587 | 65,139 |

NOTE 3 - CASH AND INVESTMENTS

The components of cash and investments of the Township's funds and component unit consist of the following:

| | <u>Governmental funds</u> | <u>Proprietary funds</u> | <u>Agency fund</u> | <u>Component unit</u> | <u>Totals</u> |
|---------------------------|-------------------------------|------------------------------|------------------------|---------------------------|----------------------|
| Per financial statements: | | | | | |
| Cash | \$ 11,213,988 | \$ 3,424,445 | \$ 4,951 | \$ 381,163 | \$ 15,024,547 |
| Investments | <u>922,815</u> | <u>86,937</u> | <u>-</u> | <u>-</u> | <u>1,009,752</u> |
| Totals | <u>\$ 12,136,803</u> | <u>\$ 3,511,382</u> | <u>\$ 4,951</u> | <u>\$ 381,163</u> | <u>\$ 16,034,299</u> |
| Composition: | | | | | |
| Cash on hand | \$ 200 | \$ - | \$ - | \$ - | \$ 200 |
| Deposits | 11,213,788 | 3,424,445 | 4,951 | 381,163 | 15,024,347 |
| Investments | <u>922,815</u> | <u>86,937</u> | <u>-</u> | <u>-</u> | <u>1,009,752</u> |
| Totals | <u>\$ 12,136,803</u> | <u>\$ 3,511,382</u> | <u>\$ 4,951</u> | <u>\$ 381,163</u> | <u>\$ 16,034,299</u> |

Deposits - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township's investment policy does not specifically address custodial credit risk for deposits. At March 31, 2018, \$14,669,367 of the Township's bank balances of \$15,169,367 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Investments - State statutes and the Township's investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act. The Township's investment policy does not address credit risk or interest rate risk for investments.

The Township's investments consist of holdings in the Kent County Investment Pool, in the amount of \$1,009,752, which is a local government investment pool established under Michigan state statutes for participating Michigan municipalities. This pool, which is a nonrisk categorized qualifying investment, is carried at fair value. The fair value of the Township's position in the pool is the same as the value of its pool shares. The fund operates like a money market fund with each share valued at \$1 and is not rated (credit risk); it is not subject to regulatory oversight and is not registered with the SEC; the Pool issues a separate report, which is available at 300 Monroe Avenue N.W., Grand Rapids, Michigan 49503-2221.

Fair value measurement - The Township categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Kent County Investment Pool is measured at net asset value (or its equivalent) as a practical expedient, and, accordingly, has not been classified in the fair value hierarchy.

NOTE 4 - RECEIVABLES

Receivables as of March 31, 2018, for the Township's funds, and its component unit, were as follows:

| <u>Fund</u> | <u>Property taxes</u> | <u>Accounts</u> | <u>Intergovern- mental</u> | <u>Totals</u> |
|--|---------------------------|-------------------|--------------------------------|-------------------|
| Governmental: | | | | |
| General | \$ 10,798 | \$ 69,130 | \$ 169,441 | \$ 249,369 |
| Public Safety | 11,333 | - | - | 11,333 |
| Trails | 5,863 | - | - | 5,863 |
| Parks, Recreation, and Land Preservation | 7,755 | - | - | 7,755 |
| Total governmental | <u>\$ 35,749</u> | <u>\$ 69,130</u> | <u>\$ 169,441</u> | <u>\$ 274,320</u> |
| Proprietary: | | | | |
| Sewer | \$ - | \$ 439,500 | \$ - | \$ 439,500 |
| Water | - | 265,281 | - | 265,281 |
| Nonmajor | - | - | 21,380 | 21,380 |
| Total proprietary | <u>\$ -</u> | <u>\$ 704,781</u> | <u>\$ 21,380</u> | <u>\$ 726,161</u> |
| Component unit: | | | | |
| Ada Downtown Development Authority | \$ 1,715 | \$ - | \$ - | \$ 1,715 |

All receivables are considered fully collectible and are due within one year.

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2018, was as follows:

| | <i>Beginning balance</i> | <i>Increases</i> | <i>Decreases</i> | <i>Ending balance</i> |
|---|------------------------------|---------------------|---------------------|---------------------------|
| Governmental activities: | | | | |
| Capital assets not being depreciated: | | | | |
| Land | \$ 2,936,749 | \$ - | \$ - | \$ 2,936,749 |
| Construction in progress | - | 442,753 | - | 442,753 |
| Total capital assets not being depreciated | 2,936,749 | 442,753 | - | 3,379,502 |
| Capital assets being depreciated: | | | | |
| Buildings and improvements | 11,388,278 | 10,000 | - | 11,398,278 |
| Furniture, fixtures, and equipment | 1,662,188 | 73,874 | (30,000) | 1,706,062 |
| Vehicles | 1,289,627 | - | - | 1,289,627 |
| Subtotal | 14,340,093 | 83,874 | (30,000) | 14,393,967 |
| Less accumulated depreciation for: | | | | |
| Buildings and improvements | (3,984,873) | (485,945) | - | (4,470,818) |
| Furniture, fixtures, and equipment | (1,210,095) | (65,621) | 21,833 | (1,253,883) |
| Vehicles | (882,947) | (65,858) | - | (948,805) |
| Subtotal | (6,077,915) | (617,424) | 21,833 | (6,673,506) |
| Total capital assets being depreciated | 8,262,178 | (533,550) | (8,167) | 7,720,461 |
| Governmental activities capital assets, net | \$ 11,198,927 | \$ (90,797) | \$ (8,167) | \$ 11,099,963 |
| Business-type activities: | | | | |
| Capital assets not being depreciated - construction in progress | | | | |
| | \$ 132,020 | \$ 424,131 | \$ (132,020) | \$ 424,131 |
| Capital assets being depreciated: | | | | |
| Facilities | 19,998,747 | 2,186,397 | - | 22,185,144 |
| Buildings | 41,090 | - | - | 41,090 |
| Equipment | 97,323 | - | - | 97,323 |
| Subtotal | 20,137,160 | 2,186,397 | - | 22,323,557 |
| Less accumulated depreciation for: | | | | |
| Facilities | (7,141,033) | (355,816) | - | (7,496,849) |
| Buildings | (35,571) | (1,368) | - | (36,939) |
| Equipment | (78,295) | (10,200) | - | (88,495) |
| Subtotal | (7,254,899) | (367,384) | - | (7,622,283) |
| Total capital assets being depreciated | 12,882,261 | 1,819,013 | - | 14,701,274 |
| Business-type activities capital assets, net | \$ 13,014,281 | \$ 2,243,144 | \$ (132,020) | \$ 15,125,405 |

NOTES TO FINANCIAL STATEMENTS (Continued)**NOTE 5 - CAPITAL ASSETS (Continued)**

| | <u>Beginning balance</u> | <u>Increases</u> | <u>Decreases</u> | <u>Ending balance</u> |
|---------------------------------------|------------------------------|------------------|------------------|---------------------------|
| Component unit: | | | | |
| Capital assets not being depreciated: | | | | |
| Construction in progress | \$ - | \$ 161,794 | \$ - | \$ 161,794 |

Depreciation expense was charged to the Township's governmental activity functions as follows:

| | |
|-------------------------------|-------------------|
| Governmental activities: | |
| General government | \$ 38,307 |
| Public safety | 120,993 |
| Public works | 100 |
| Recreation and culture | <u>458,024</u> |
| Total governmental activities | <u>\$ 617,424</u> |

NOTE 6 - PAYABLES

Payables as of March 31, 2018, for the Township's funds, and its component unit, were as follows:

| <u>Fund</u> | <u>Accounts</u> | <u>Payroll</u> | <u>Interest</u> | <u>Totals</u> |
|--|-------------------|------------------|------------------|-------------------|
| Primary government: | | | | |
| Governmental funds: | | | | |
| General | \$ 57,240 | \$ 25,700 | \$ - | \$ 82,940 |
| Public Safety | 108,369 | 11,940 | - | 120,309 |
| Trails | - | 350 | - | 350 |
| Parks and Land Preservation | 4,640 | 310 | - | 4,950 |
| Parks and Recreation | 16,750 | 7,880 | - | 24,630 |
| Parks, Recreation, and Land Preservation | 1,212 | - | - | 1,212 |
| Envision Ada | <u>96,228</u> | <u>380</u> | - | <u>96,608</u> |
| Total governmental | <u>\$ 284,439</u> | <u>\$ 46,560</u> | <u>\$ -</u> | <u>\$ 330,999</u> |
| Proprietary funds: | | | | |
| Sewer | \$ 121,948 | \$ 1,680 | \$ 31,900 | \$ 155,528 |
| Water | 196,413 | 1,870 | 5,100 | 203,383 |
| Nonmajor | <u>17,644</u> | <u>-</u> | <u>-</u> | <u>17,644</u> |
| Total proprietary | <u>\$ 336,005</u> | <u>\$ 3,550</u> | <u>\$ 37,000</u> | <u>\$ 376,555</u> |
| Component unit: | | | | |
| Ada Downtown Development Authority | <u>\$ 971</u> | <u>\$ 1,940</u> | <u>\$ -</u> | <u>\$ 2,911</u> |

NOTE 7 - NONCURRENT LIABILITIES

At March 31, 2018, noncurrent liabilities consist of the following individual items:

Governmental activities:

| | |
|---|---------------------|
| Bonds: \$314,600 2011 Capital improvement bonds - payable in annual installments of \$13,000 to \$26,000, plus interest at 1.5% to 4.5%; final payment due May 2028 | \$ 231,400 |
| \$1,902,460 2016 Capital improvement bonds - payable in annual installments ranging from \$70,550 to \$134,560, plus interest at 2.0% to 3.0%; final payment due March 2036 | 967,083 |
| \$1,830,000 2017 General obligation refunding bonds - payable in annual installments ranging from \$440,000 to \$470,000, plus interest at 1.1% to 2.1%; final payment due May 2021 | 1,830,000 |
| \$4,720,000 2017 Capital improvement bonds - payable in an annual installment ranging from \$220,000 to \$255,000, plus interest at 2.0% to 3.0%; final payment due March 2032 | 4,500,000 |
| Premium - 2016 Capital improvement bonds | 8,829 |
| Premium - 2017 Capital improvement bonds | <u>134,394</u> |
| Total bonds | 7,671,706 |
| Accrued compensated absences | <u>110,340</u> |
| Total governmental activities noncurrent liabilities | <u>\$ 7,782,046</u> |

Business-type activities:

| | |
|---|---------------------|
| Bonds: \$290,400 2011 Capital improvement bonds - payable in annual installments ranging from \$12,000 to \$24,000, plus interest at 1.5% to 4.5%; final payment due May 2028 | \$ 213,600 |
| \$2,325,000 2011 Capital improvement bonds - payable in annual installments ranging from \$75,000 to \$170,000, plus interest at 1.70% to 4.65%; final payment due May 2031 | 1,830,000 |
| \$377,540 2016 Capital improvement bonds - payable in annual installments ranging from \$70,550 to \$134,560, plus interest at 2.0% to 3.0%; final payment due March 2036 | 1,142,917 |
| Premium - 2016 Capital improvement bonds | <u>11,344</u> |
| Total business-type activities noncurrent liabilities | <u>\$ 3,197,861</u> |

Component unit:

| | |
|------------------------------|---------------|
| Accrued compensated absences | <u>\$ 690</u> |
|------------------------------|---------------|

NOTE 7 - NONCURRENT LIABILITIES (Continued)

Noncurrent liability activity for the year ended March 31, 2018, is as follows:

| | <u>Beginning balance</u> | <u>Additions</u> | <u>Reallocation</u> | <u>Reductions</u> | <u>Ending balance</u> | <u>Amounts due within one year</u> |
|---|------------------------------|---------------------|---------------------|---------------------|---------------------------|--|
| Governmental activities: | | | | | | |
| Bonds: | | | | | | |
| 2007 Capital improvement bonds | \$ 390,000 | \$ - | \$ - | \$ (390,000) | \$ - | \$ - |
| 2011 CIP Bonds Series A (52%) | 247,000 | - | - | (15,600) | 231,400 | 15,600 |
| 2016 Capital improvement bonds | 1,831,910 | - | (825,869) | (38,958) | 967,083 | 41,250 |
| Premium - 2016 bonds | 17,674 | - | (8,331) | (514) | 8,829 | - |
| 2017 Refunding bonds | 1,830,000 | - | - | - | 1,830,000 | 440,000 |
| 2017 CIP Bonds, Series 2 | - | 4,720,000 | - | (220,000) | 4,500,000 | 220,000 |
| Premium - 2017 CIP Bonds | - | 141,397 | - | (7,003) | 134,394 | - |
| Total bonds | 4,316,584 | 4,861,397 | (834,200) | (672,075) | 7,671,706 | 716,850 |
| Compensated absences | 102,940 | 65,766 | - | (58,366) | 110,340 | - |
| Total governmental activities | \$ 4,419,524 | \$ 4,927,163 | \$ (834,200) | \$ (730,441) | \$ 7,782,046 | \$ 716,850 |
| Business-type activities: | | | | | | |
| Bonds: | | | | | | |
| 2011 CIP Bonds Series A (48%) | \$ 228,000 | \$ - | \$ - | \$ (14,400) | \$ 213,600 | \$ 14,400 |
| 2011 CIP Bonds Series B | 1,920,000 | - | - | (90,000) | 1,830,000 | 95,000 |
| 2016 Capital improvement bonds | 363,090 | - | 825,869 | (46,042) | 1,142,917 | 48,750 |
| Premium - 2016 bonds | 3,620 | - | 8,331 | (607) | 11,344 | - |
| Total business-type activities | \$ 2,514,710 | \$ - | \$ 834,200 | \$ (151,049) | \$ 3,197,861 | \$ 158,150 |
| Component Unit: | | | | | | |
| Compensated absences | \$ - | \$ 1,055 | \$ - | \$ (365) | \$ 690 | |

The reallocation column represents the reclassification of bond proceeds, received in the prior year, based on a change in the allocation of estimated costs.

NOTE 7 - NONCURRENT LIABILITIES (Continued)

At March 31, 2018, debt service requirements, excluding compensated absences, were as follows:

| <i>Year ended</i> <i>March 31:</i> | <i>Governmental activities</i> | | <i>Business-type activities</i> | |
|---------------------------------------|--------------------------------|---------------------|---------------------------------|-------------------|
| | <i>Principal</i> | <i>Interest</i> | <i>Principal</i> | <i>Interest</i> |
| 2019 | \$ 716,850 | \$ 189,878 | \$ 158,150 | \$ 109,701 |
| 2020 | 739,450 | 178,641 | 165,550 | 105,341 |
| 2021 | 761,742 | 165,584 | 173,258 | 100,590 |
| 2022 | 771,742 | 148,014 | 178,258 | 95,359 |
| 2023 | 316,633 | 134,256 | 188,367 | 89,584 |
| 2024 - 2028 | 1,608,775 | 527,528 | 1,066,225 | 342,583 |
| 2029 - 2033 | 1,558,917 | 299,093 | 1,021,083 | 128,319 |
| 2034 - 2036 | 1,054,374 | 64,000 | 235,626 | 14,300 |
| | <u>\$ 7,528,483</u> | <u>\$ 1,706,994</u> | <u>\$ 3,186,517</u> | <u>\$ 985,777</u> |

All debt is secured by the full faith and credit of the Township.

NOTE 8 - PROPERTY TAXES

The 2017 taxable valuation of the Township approximated \$952,884,000, on which ad valorem taxes levied consisted of .8573 mills for operating purposes, .8998 mills for fire/police protection, .6157 mills for parks, recreation, and land preservation, and .4655 mills for trails, raising approximately \$817,000 for operating purposes, \$857,000 for fire/police protection, \$587,000 for parks, recreation, and land preservation, and \$444,000 for trails. These amounts are recognized in the fund financial statements as property tax revenue.

NOTE 9 - TAX ABATEMENTS

The Township enters into property tax abatement agreements with local businesses for the purpose of attracting or retaining businesses within the Township. Each agreement was negotiated under a state law, which allows local units to abate property taxes for a variety of economic development purposes. The abatements may be granted to local businesses located within the Township or promising to relocate within the Township. Depending on the statute referenced for a particular abatement, the Township may grant abatements of up to 50% of annual property taxes through a direct reduction of the entity's property tax bill, not to exceed twelve years. Depending on the terms of the agreement and state law, abated taxes may be subject to recapture upon default of the entity. The Township has not made any commitments as part of the agreements other than to reduce taxes. The Township is not subject to any tax abatement agreements entered into by other governmental entities.

For the fiscal year ended March 31, 2018, the Township abated property taxes totaling \$33,070 under Public Act 198 of 1974, related to industrial facilities, which represents a 50% abatement of the millage rate on certain real and personal properties.

NOTE 10 - DEFINED CONTRIBUTION PENSION PLAN

The Township and its employees contribute to the Ada Township Group Pension Plan, a defined contribution pension plan, which is administered by a third-party administrator. The plan covers two classes of employees, as allowed under Internal Revenue Code Section 401(a). The first class of employees includes elected officials, the fire chief, and all full-time employees (40 hours per week). The second class of employees includes paid on-call firefighters.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 10% of covered payroll to the first class of qualifying employees. The Township contributes an amount equal to 5% of covered payroll to the second class of qualifying employees, with a required contribution of 6.2% of compensation by all covered employees in the second class. Covered employees may voluntarily contribute up to 10% of their compensation to the Plan. For the year ended March 31, 2018, the Township and eligible employees made contributions of \$110,831 and \$32,059, respectively. At March 31, 2018, the Township reported no accrued liability as part of the contributions to the plan.

The Township's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested on the day the employee is eligible to participate in the plan, which occurs after three months of service for the first class of employees and immediately for the second class of employees.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

NOTE 11 - DEFERRED COMPENSATION PLAN

The Township offers its employees a deferred compensation plan created in accordance with Internal Revenue Code, Section 457. The assets of the plans were held in trust (custodial account or annuity contract), as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with the provisions of GASB Statement No. 32, plan balances and activities are not reflected in the Township's financial statements.

NOTE 12 - INTERFUND TRANSFERS

During the year ended March 31, 2018, the General Fund transferred \$300,000 to the Envision Ada Fund, a capital project fund, to support infrastructure improvement costs incurred, and \$70,000 to the Trails Fund, to support debt service costs, for a total of \$370,000 in transfers to other funds.

The Envision Ada Fund, transferred \$141,397 to the General Fund, which represents the premium on the bonds issued during the year, which is to be used by the General Fund to make debt service payments on the bonds. The Parks, Recreation, and Land Preservation Fund also transferred \$55,000 to the General Fund, which represents that fund's share of debt service costs on the new bonds.

NOTE 13 - RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health and medical claims; injuries to employees; and natural disasters. The risks of loss arising from general liability, building contents, employees' health insurance, workers' compensation, and casualty are managed through purchased commercial insurance. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

NOTE 14 - ECONOMIC DEPENDENCY

For the fiscal year ended March 31, 2018, the Township received approximately 15% of its property tax revenue and 28% percent of its sewer and water utility revenue from one industrial property owner.

NOTE 15 - COMMITMENT

At March 31, 2018, the Township had the following contractual construction commitment:

| | <i>Project authorization</i> | <i>Expended through March 31, 2018</i> | <i>Committed</i> |
|--------------------------------------|----------------------------------|--|---------------------|
| Thornapple River Water Main Crossing | \$ 444,308 | \$ 381,120 | \$ 63,188 |
| Settlers Grove Park | <u>1,364,393</u> | <u>272,557</u> | <u>1,091,836</u> |
| Total | <u>\$ 1,808,701</u> | <u>\$ 653,677</u> | <u>\$ 1,155,024</u> |

These Envision Ada improvements are being funded through the issuance of capital improvement bonds.

REQUIRED SUPPLEMENTARY INFORMATION

Township of Ada

BUDGETARY COMPARISON SCHEDULE - General Fund

Year ended March 31, 2018

| | <u>Original budget</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance with final budget positive (negative)</u> |
|------------------------------------|----------------------------|-------------------------|------------------|---|
| REVENUES | | | | |
| Property taxes | \$ 884,959 | \$ 799,297 | \$ 855,928 | \$ 56,631 |
| Licenses and permits | 264,200 | 264,200 | 284,977 | 20,777 |
| State grants | 1,067,195 | 1,067,195 | 1,182,734 | 115,539 |
| Intergovernmental | - | - | 151,942 | 151,942 |
| Charges for services | 40,700 | 74,554 | 80,659 | 6,105 |
| Interest and rentals | 64,700 | 64,700 | 66,891 | 2,191 |
| Other: | | | | |
| Contributions | 1,000 | 1,000 | 6,195 | 5,195 |
| Special assessments | 51,264 | 51,264 | 52,951 | 1,687 |
| Miscellaneous | 5,500 | 5,500 | 3,990 | (1,510) |
| Total revenues | <u>2,379,518</u> | <u>2,327,710</u> | <u>2,686,267</u> | <u>358,557</u> |
| EXPENDITURES | | | | |
| General government: | | | | |
| Legislative | 33,987 | 34,189 | 30,590 | 3,599 |
| Supervisor | 90,986 | 91,646 | 56,779 | 34,867 |
| Elections | 9,183 | 9,183 | 1,730 | 7,453 |
| Assessor | 203,556 | 205,056 | 187,162 | 17,894 |
| Clerk | 179,389 | 179,899 | 180,119 | (220) |
| Board of review | 2,065 | 2,065 | 1,461 | 604 |
| Treasurer | 201,616 | 176,473 | 167,668 | 8,805 |
| Building and grounds | 124,312 | 137,312 | 127,088 | 10,224 |
| Cemeteries | 45,151 | 45,851 | 36,418 | 9,433 |
| General administration | 559,284 | 585,157 | 484,704 | 100,453 |
| Total general government | <u>1,449,529</u> | <u>1,466,831</u> | <u>1,273,719</u> | <u>193,112</u> |
| Public works: | | | | |
| Road maintenance and improvements | 378,985 | 380,622 | 324,873 | 55,749 |
| Street lighting | 48,202 | 48,202 | 61,232 | (13,030) |
| Total public works | <u>427,187</u> | <u>428,824</u> | <u>386,105</u> | <u>42,719</u> |
| Community and economic development | <u>221,341</u> | <u>221,341</u> | <u>147,397</u> | <u>73,944</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended March 31, 2018

| | <u>Original budget</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance with final budget positive (negative)</u> |
|--|----------------------------|-------------------------|---------------------|---|
| EXPENDITURES (Continued) | | | | |
| Debt service: | | | | |
| Principal | \$ 100,600 | \$ 320,600 | \$ 274,558 | \$ 46,042 |
| Interest | 61,575 | 106,105 | 77,853 | 28,252 |
| Capital outlay | 131,065 | 130,301 | 62,767 | 67,534 |
| Total expenditures | <u>2,391,297</u> | <u>2,674,002</u> | <u>2,222,399</u> | <u>451,603</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u>(11,779)</u> | <u>(346,292)</u> | <u>463,868</u> | <u>810,160</u> |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers in | - | - | 196,397 | 196,397 |
| Transfers out | <u>(370,000)</u> | <u>(370,000)</u> | <u>(370,000)</u> | <u>-</u> |
| Net other financing sources | <u>(370,000)</u> | <u>(370,000)</u> | <u>(173,603)</u> | <u>196,397</u> |
| NET CHANGES IN FUND BALANCES | (381,779) | (716,292) | 290,265 | 1,006,557 |
| FUND BALANCES - BEGINNING | <u>3,285,118</u> | <u>3,285,118</u> | <u>3,285,118</u> | <u>-</u> |
| FUND BALANCES - ENDING | <u>\$ 2,903,339</u> | <u>\$ 2,568,826</u> | <u>\$ 3,575,383</u> | <u>\$ 1,006,557</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Public Safety Fund

Year ended March 31, 2018

| | <u>Original budget</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance with final budget positive (negative)</u> |
|-------------------------------------|----------------------------|-------------------------|-------------------|---|
| REVENUES | | | | |
| Property taxes | \$ 927,707 | \$ 807,368 | \$ 866,907 | \$ 59,539 |
| State grant | - | - | 9,804 | 9,804 |
| Interest | 4,000 | 4,000 | 8,681 | 4,681 |
| Other | 1,000 | 1,000 | 1,638 | 638 |
| | <u>932,707</u> | <u>812,368</u> | <u>887,030</u> | <u>74,662</u> |
| Total revenues | | | | |
| EXPENDITURES | | | | |
| Public safety: | | | | |
| Police protection | 300,000 | 300,000 | 345,962 | (45,962) |
| Fire protection | 515,449 | 515,449 | 511,607 | 3,842 |
| | <u>815,449</u> | <u>815,449</u> | <u>857,569</u> | <u>(42,120)</u> |
| Total public safety | | | | |
| Capital outlay | 88,000 | 88,000 | 26,047 | 61,953 |
| | <u>903,449</u> | <u>903,449</u> | <u>883,616</u> | <u>19,833</u> |
| Total expenditures | | | | |
| NET CHANGES IN FUND BALANCES | 29,258 | (91,081) | 3,414 | 94,495 |
| FUND BALANCES - BEGINNING | <u>862,059</u> | <u>862,059</u> | <u>862,059</u> | <u>-</u> |
| FUND BALANCES - ENDING | <u>\$ 891,317</u> | <u>\$ 770,978</u> | <u>\$ 865,473</u> | <u>\$ 94,495</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Trails Fund

Year ended March 31, 2018

| | <u>Original budget</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance with final budget positive (negative)</u> |
|--|----------------------------|-------------------------|-------------------|---|
| REVENUES | | | | |
| Property taxes | \$ 474,070 | \$ 417,654 | \$ 448,991 | \$ 31,337 |
| State grant | - | - | 93,256 | 93,256 |
| Interest and rentals | 250 | 250 | 2,949 | 2,699 |
| Other | - | - | 967 | 967 |
| Total revenues | <u>474,320</u> | <u>417,904</u> | <u>546,163</u> | <u>128,259</u> |
| EXPENDITURES | | | | |
| Recreation and culture | 43,727 | 43,727 | 11,759 | 31,968 |
| Debt service: | | | | |
| Principal | 390,000 | 390,000 | 390,000 | - |
| Interest and fees | 75,275 | 75,275 | 26,050 | 49,225 |
| Total expenditures | <u>509,002</u> | <u>509,002</u> | <u>427,809</u> | <u>81,193</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | (34,682) | (91,098) | 118,354 | 209,452 |
| OTHER FINANCING SOURCES | | | | |
| Transfers in | 70,000 | 70,000 | 70,000 | - |
| NET CHANGES IN FUND BALANCES | 35,318 | (21,098) | 188,354 | 209,452 |
| FUND BALANCES - BEGINNING | <u>473,286</u> | <u>473,286</u> | <u>473,286</u> | <u>-</u> |
| FUND BALANCES - ENDING | <u>\$ 508,604</u> | <u>\$ 452,188</u> | <u>\$ 661,640</u> | <u>\$ 209,452</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Parks and Land Preservation Fund

Year ended March 31, 2018

| | <i>Original budget</i> | <i>Final budget</i> | <i>Actual</i> | <i>Variance with final budget positive (negative)</i> |
|-------------------------------------|----------------------------|-------------------------|---------------------|---|
| REVENUES | | | | |
| Interest and rentals | \$ 1,500 | \$ - | \$ 5,817 | \$ 5,817 |
| Other | 60,350 | - | - | - |
| Total revenues | <u>61,850</u> | <u>-</u> | <u>5,817</u> | <u>5,817</u> |
| EXPENDITURES | | | | |
| Recreation and culture | 27,031 | 27,031 | 13,280 | 13,751 |
| Capital outlay | 311,139 | 311,139 | 6,425 | 304,714 |
| Total expenditures | <u>338,170</u> | <u>338,170</u> | <u>19,705</u> | <u>318,465</u> |
| NET CHANGES IN FUND BALANCES | (276,320) | (338,170) | (13,888) | 324,282 |
| FUND BALANCES - BEGINNING | <u>1,133,357</u> | <u>1,133,357</u> | <u>1,133,357</u> | <u>-</u> |
| FUND BALANCES - ENDING | <u>\$ 857,037</u> | <u>\$ 795,187</u> | <u>\$ 1,119,469</u> | <u>\$ 324,282</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Parks and Recreation Fund

Year ended March 31, 2018

| | <i>Original budget</i> | <i>Final budget</i> | <i>Actual</i> | <i>Variance with final budget positive (negative)</i> |
|-------------------------------------|----------------------------|-------------------------|-------------------|---|
| REVENUES | | | | |
| State grants | \$ 1,575 | \$ 1,575 | \$ - | \$ (1,575) |
| Charges for services | 63,400 | - | - | - |
| Interest and rentals | 24,725 | - | 2,184 | 2,184 |
| Other: | | | | |
| Contributions | 1,000 | - | - | - |
| Miscellaneous | 3,075 | - | 357 | 357 |
| | <u>93,775</u> | <u>1,575</u> | <u>2,541</u> | <u>966</u> |
| Total revenues | | | | |
| EXPENDITURES | | | | |
| Recreation and culture | 456,018 | 456,018 | 432,748 | 23,270 |
| Capital outlay | 61,110 | 61,110 | 32,525 | 28,585 |
| | <u>517,128</u> | <u>517,128</u> | <u>465,273</u> | <u>51,855</u> |
| Total expenditures | | | | |
| NET CHANGES IN FUND BALANCES | (423,353) | (515,553) | (462,732) | 52,821 |
| FUND BALANCES - BEGINNING | <u>564,603</u> | <u>564,603</u> | <u>564,603</u> | <u>-</u> |
| FUND BALANCES - ENDING | <u>\$ 141,250</u> | <u>\$ 49,050</u> | <u>\$ 101,871</u> | <u>\$ 52,821</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Parks, Recreation, and Land Preservation Fund

Year ended March 31, 2018

| | <u>Original budget</u> | <u>Final budget</u> | <u>Actual</u> | <u>Variance with final budget positive (negative)</u> |
|---|----------------------------|-------------------------|-------------------|---|
| REVENUES | | | | |
| Property taxes | \$ 620,337 | \$ 552,309 | \$ 593,193 | \$ 40,884 |
| State grants | - | - | 24,167 | 24,167 |
| Charges for services | - | 63,400 | 49,569 | (13,831) |
| Interest and rentals | - | 26,225 | 22,078 | (4,147) |
| Other: | | | | |
| Contributions | - | 61,350 | 1,159 | (60,191) |
| Miscellaneous | - | 3,075 | 1,817 | (1,258) |
| | <u>620,337</u> | <u>706,359</u> | <u>691,983</u> | <u>(14,376)</u> |
| Total revenues | | | | |
| EXPENDITURES | | | | |
| Recreation and culture | <u>-</u> | <u>-</u> | <u>1,903</u> | <u>(1,903)</u> |
| EXCESS OF REVENUES OVER EXPENDITURES | | | | |
| | 620,337 | 706,359 | 690,080 | (16,279) |
| OTHER FINANCING USES | | | | |
| Transfer out | <u>-</u> | <u>-</u> | <u>(55,000)</u> | <u>(55,000)</u> |
| NET CHANGES IN FUND BALANCES | | | | |
| | 620,337 | 706,359 | 635,080 | (71,279) |
| FUND BALANCES - BEGINNING | | | | |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| FUND BALANCES - ENDING | | | | |
| | <u>\$ 620,337</u> | <u>\$ 706,359</u> | <u>\$ 635,080</u> | <u>\$ (71,279)</u> |

SUPPLEMENTARY INFORMATION

Township of Ada

BALANCE SHEET - component unit

March 31, 2018

| | <u><i>Downtown Development Authority</i></u> |
|---|--|
| ASSETS | |
| Cash | \$ 381,163 |
| Receivables | <u>1,715</u> |
| Total assets | <u><u>\$ 382,878</u></u> |
| LIABILITIES AND FUND BALANCE | |
| Liabilities - payables | \$ 2,911 |
| Fund balance - unassigned | <u>379,967</u> |
| Total liabilities and fund balance | <u><u>\$ 382,878</u></u> |
| Total fund balance | \$ 379,967 |
| <p>Amounts reported for the <i>component unit</i> in the statement of net position (page 13) are different because:</p> | |
| Capital assets used by the <i>component unit</i> are not financial resources and, therefore, are not reported in the funds. | 161,794 |
| Expense accrual - compensated absences | <u>(690)</u> |
| Net position (unrestricted) of the <i>component unit</i> | <u><u>\$ 541,071</u></u> |

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - component unit

Year ended March 31, 2018

| | <u>Downtown Development Authority</u> |
|--|---|
| REVENUES | |
| Property taxes | \$ 318,918 |
| State grant | 121,853 |
| Charges for services | 10,115 |
| Interest | 3,282 |
| Other | <u>757</u> |
| Total revenues | <u>454,925</u> |
| EXPENDITURES | |
| Current: | |
| Public works | 451,942 |
| Community and economic development | 168,587 |
| Capital outlay | <u>164,411</u> |
| Total expenditures | <u>784,940</u> |
| NET CHANGES IN FUND BALANCES | (330,015) |
| FUND BALANCES - BEGINNING | <u>709,982</u> |
| FUND BALANCES - ENDING | <u>\$ 379,967</u> |
| Net change in fund balance | \$ (330,015) |
| Amounts reported for the <i>component unit</i> in the statement of activities (page 14) are different because: | |
| Capital assets: | |
| Add - asset acquisitions | 161,794 |
| Net increase in compensated absences | <u>(690)</u> |
| Change in net position of <i>component unit</i> | <u>\$ (168,911)</u> |

Township of Ada

BUDGETARY COMPARISON SCHEDULE - Ada Downtown Development Authority

Operating Fund

Year ended March 31, 2018

| | <i>Original budget</i> | <i>Final budget</i> | <i>Actual</i> | <i>Variance with final budget positive (negative)</i> |
|-------------------------------------|----------------------------|-------------------------|-------------------|---|
| REVENUES | | | | |
| Property taxes | \$ 363,235 | \$ 363,235 | \$ 316,328 | \$ (46,907) |
| Tax increment financing | 40,000 | 2,560 | 2,590 | 30 |
| State grant | - | - | 121,853 | 121,853 |
| Charges for services | 9,000 | 9,000 | 10,115 | 1,115 |
| Interest | 1,000 | 1,000 | 3,282 | 2,282 |
| Other | - | - | 757 | 757 |
| Total revenues | <u>413,235</u> | <u>375,795</u> | <u>454,925</u> | <u>79,130</u> |
| EXPENDITURES | | | | |
| Public works | 300,000 | 300,000 | 451,942 | (151,942) |
| Community and economic development | 103,448 | 103,448 | 168,587 | (65,139) |
| Capital outlay | 173,375 | 173,375 | 164,411 | 8,964 |
| Total expenditures | <u>576,823</u> | <u>576,823</u> | <u>784,940</u> | <u>(208,117)</u> |
| NET CHANGES IN FUND BALANCES | (163,588) | (201,028) | (330,015) | (128,987) |
| FUND BALANCES - BEGINNING | <u>709,982</u> | <u>709,982</u> | <u>709,982</u> | - |
| FUND BALANCES - ENDING | <u>\$ 546,394</u> | <u>\$ 508,954</u> | <u>\$ 379,967</u> | <u>\$ (128,987)</u> |

**ADA TOWNSHIP BOARD MEETING
MINUTES
July 23, 2018**

Draft

Meeting was called to order by Supervisor Haga at 12:00 noon. Members present: Supervisor Haga, Clerk Smith, Trustees Jacobs, LeBlanc, and Proos. Trustee Hurwitz arrived at 12:08 p.m. Absent: Treasurer Moran. Also present: Parks Director Mark Fitzpatrick, DDA Coordinator Brian Hilbrands, Fire Chief David Murray, Sheriff's Deputy Ryan Roe, plus 13 community members.

APPROVAL OF AGENDA

Added to the agenda under New Business: Item E. Resolution R-072318-2 - M-21 non-motorized trail contract approval. **Moved by Jacobs, supported by LeBlanc, to approve the Agenda as amended. Motion carried.**

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA

Approval of Board Meeting Minutes and Accept Reports and Communications

Township Board Minutes - 6/25/18

Receive and File Various Reports/Communications

1. Ada Historical Society Minutes - 6-14-18; 2. Ada Fire Department Activity Report - 6-18; 3. Hope Network Transportation Services - 6-18; 4. Ada DDA Minutes - 6-11-18; 5. Parks, Rec & land Preservation Advisory Board Minutes - 4-12 & 5-7-18; 6. Parks Director Report - 7-12-18; 7. Traffic Control Reports. **Moved by Proos, supported by Jacobs, to approve the Minutes and accept the Reports and Communications under the Consent Agenda. Motion carried.**

Regarding the traffic reports, Supervisor Haga announced that Deputy Ryan Roe has taken another position with the Sheriff's Department and would no longer be the community officer for Ada. Also regarding the traffic reports, Clerk Smith commented that she was concerned about the excessive speeds on Alta Dale, a street that is hilly and curvy, has no sidewalk or trail, and contains a school. After Deputy Roe explained the 85th percentile theory, it would be possible for the Road Commission to raise the speed on Alta Dale. Treasurer Moran questioned that logic.

SPECIAL PRESENTATION - COMMUNITY CENTER/LIBRARY PROJECT UPDATE

Scott Rantala, and Mindy from OPM (partnering with Progressive), explained that the next step is to work through the feedback from the public forums held recently. Paul LeBlanc added that this was a great team and the process was fun.

APPROVAL OF WARRANTS

ADA TOWNSHIP GENERAL WARRANTS

Treasurer Moran reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$113,203.10; #205 \$38,545.26; #213 \$184,590.00; #214 \$509.62; #248 \$171.97; #590 \$202.04; #591 \$143.80; #592 \$123.30. Total all Hand Checks: \$337,489.09. Warrants: #101 \$31,544.41; #205 \$5,458.90; #208 \$10,358.58; #211 \$13,701.36; #213 \$11,914.84; #214 \$12,829.34; #401 \$9,071.48; #590 \$10,965.89; #591 \$27,304.86; #592 \$3,848.82. Total Warrants: \$136,998.48. Total All Checks and Warrants: \$474,487.57. **Moved by LeBlanc, supported by Jacobs, to approve the Warrant Report for July 23, 2018, in the total amount of \$474,487.57. Roll Call: Yes - Proos, Hurwitz, Jacobs, LeBlanc, Smith, Moran, Haga; No - 0. Motion carried.**

PAY APPLICATION 6 - SETTLERS GROVE PROJECT

PAY APPLICATION 7 - SETTLERS GROVE PROJECT

Moved by Proos, supported by LeBlanc, to postpone action on Pay Applications 6 and 7 for Settlers Grove Project until the August 13, 2018, meeting. Motion carried.

Draft

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Jacobs stated that the tennis and pickleball courts look wonderful. Clerk Smith thanked Deputy Roe for his service to Ada Township. She also stated the Clerk's Office is working diligently toward the August 7 election. Trustee LeBlanc asked about the audio visual system. Supervisor Haga stated he is waiting for one more bid. Trustee Proos asked about any action regarding the Grand River/Knapp sign.

UNFINISHED BUSINESS

ADA DRIVE/THORNAPPLE RIVER DRIVE/BRONSON INTERSECTION IMPROVEMENTS

Steve Groenenboom, Moore & Bruggink, explained the process of placing cones to mark the intersection changes. There was discussion about the possible improvements to the two intersections. **Moved by LeBlanc, supported by Moran, to direct our engineer to prepare a bid package regarding improving the Ada/Thornapple River and the Ada/Bronson intersections.** Trustee Proos that he had received several complaints about losing a left turn lane, as well as the expense, etc. He asked about a flashing light. Trustee LeBlanc commented on the improved visibility. **Roll Call: Yes - Jacobs, Hurwitz, LeBlanc, Proos, Moran, Smith, Haga. No - 0. Motion carried.**

NEW BUSINESS

APPOINTMENT TO DDA CITIZENS COUNCIL

DDA Coordinator Brian Hilbrands explained he had received three applications. The recommendation is to appoint Tom Mulligan. **Moved by LeBlanc, supported by Jacobs, to appoint Tom Mulligan to the DDA Citizens Council as recommended. Motion carried.**

2018 MILLAGE RATES

Supervisor Haga presented information regarding the taxable value and the total revenue anticipated by accepting the Headlee roll-back or accepting the rates allowed by holding a hearing. **Moved by Proos, supported by Jacobs, to accept the rates allowed without a hearing. Motion carried.**

RESOLUTION R-072318-1 - ROAD CLOSURE REQUEST TO HOLD MICHIGAN TITANIUM 2018 TRIATHLON

Moved by Proos, supported by Moran, to postpone action on this item until the August 13 board meeting. Motion carried.

TRAILS AND PARKING LOT IMPROVEMENTS CONTRACT AWARD

Steve Groenenboom, Moore & Bruggink, explained this request for several items to be bid together. **Moved by Proos, supported by Moran, to approve the bid from Jordan Intercoastal, in an amount not to exceed \$445,000. Roll Call: Yes - Proos, Jacobs, LeBlanc, Hurwitz, Haga, Moran, Smith. No - 0. Motion carried.**

RESOLUTION R-072318-2 - M-21 NON-MOTORIZED TRAIL CONTRACT APPROVAL

Supervisor Haga explained this resolution required by MDOT. **Moved by Proos, supported by LeBlanc, to approve R-072318-2, which is a resolution to approve the M-21 non-motorized**

trail contract approval. Roll Call: Yes, LeBlanc, Jacobs, Proos, Hurwitz, Smith, Haga, Moran. No - 0. Resolution adopted.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Jacqueline Smith
Ada Township Clerk

Date

JS

GVMC Transportation Newsletter

Contents

- Certification Review.....01
- Policies and Practices.....02
- Clean Air Action Update....03
- Upcoming Events.....04
- Membership List.....04
- Staff Directory.....04

Filming the commercial for the Clean Air Action Program

Federal Certification Review Summary

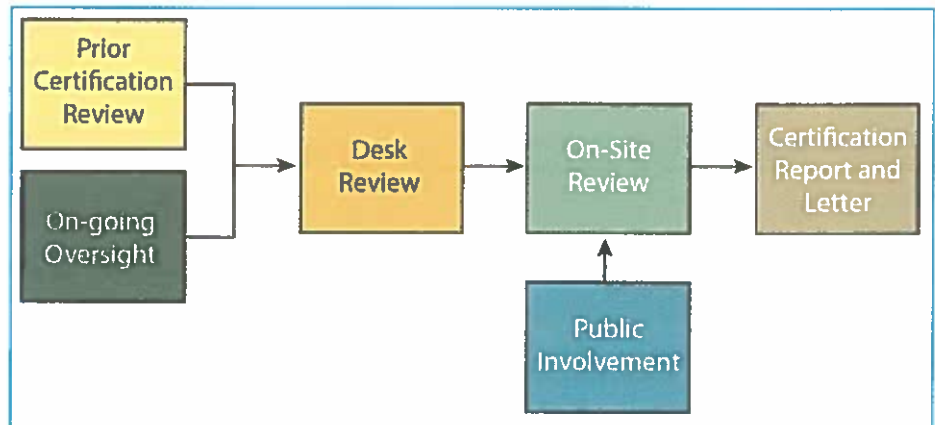
June 19-21 Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) representatives came to GVMC to complete the on-site portion of their certification review of the MPO's planning process. These reviews occur every four years for MPOs serving transportation management areas (TMAs) - urbanized areas with a population of over 200,000 - to certify that the MPO, in coordination with its state and local planning partners, is carrying out the metropolitan planning process in adherence to federal statutes and regulations. FHWA and FTA develop a report of findings documenting the final certification decision, which serves as the basis for providing ongoing allocations of Federal

funds to the region. The certification process involves several components. The first is reviewing the previous Certification Report to provide a baseline measure for how the MPO and partners have performed in the past and the progress the MPO has made to address previous Federal actions.

FHWA and FTA representatives also draw on their knowledge of MPO procedures based on their routine oversight and contact with the MPO.

FHWA and FTA then began their "desk review" in late winter/early spring, reviewing all the

Continued on Page 2



Federal Certification Components.

Source: USDOT Transportation Management Area Certification Review Primer

Certification (from Page 1)

MPO documents and materials provided on the website, and requesting supplemental information if necessary. This desk review helped the Federal Review Team to set the agenda for the on-site review to focus on discussion about particular elements of the planning process.

The agenda included multiple opportunities for public and stakeholder input, including an open house hosted by the Federal Review Team at Rapid Central Station and a block of time for Technical and Policy Committee members to provide comments directly to the Federal Team. Additionally, if anyone wanted to give their input, but was not able to attend either of these opportunities, the Federal Team was (and is) accepting comments directly – see the call-out box for details.

Discussion topics for the one-and-a-half-

day on-site review included performance-based planning and programming, public participation, MTP and TIP documents and development processes, transit planning, the new travel demand model under development, and environmental justice and Title VI.

The final step in the process will be the completion of the Certification Report and Letter. The report will provide details about the topics identified during the Certification Review process and key findings that support Federal actions, if any, listed in the Report. The three types of actions that can be used to evaluate the MPO's performance are Corrective Actions (fails to meet compliance), Recommendations (meets compliance, but suggests improvements), and Commendations (exceeds expectations). FHWA/FTA will finalize GVMC's Report in October, 2018.

Provide Your Feedback to the Federal Team!

Andrea Dewey
FHWA, MI Division
315 W Allegan St. Rm 201
Lansing, MI 48933
Andrea.Dewey@dot.gov
(515) 702-1823

Krishina Welch
FTA, Region V
200 W Adams St. Ste 320
Chicago, IL 60606
Krishina.Welch@dot.gov
(312) 353-3853

Accepting comments until July 20th

Policies and Practices Update

For the past several months GVMC Staff, in coordination with MDOT staff, have been working on revamping the Policies and Practices document to ensure it adheres to the latest transportation legislation. Since the original creation of the document, multiple federal transportation bills have been passed, which include new directives and processes—one of the most important of these being the introduction of performance measures.

The purpose of the Policies and Practices document is to promote performance-based planning and programming as required by federal law. To address how the MPO will incorporate federal transportation performance measures (TPMs) into the planning process, as well as other recent policy changes, new sections have been added to the draft document including TPM Targets, Safety Project Eligibility, Transit Asset Management, Freight, General Program Accounts, and Regionally

Significant Projects. Other preexisting sections have also been updated.

The document ensures a transparent and clearly defined process is identified for the development and maintenance of the Metropolitan Transportation Plan, Transportation Improvement Program, and related activities at the MPO. The Policies and Practices document is for the use of local jurisdictions and MPO, MDOT, FHWA, and FTA staff.

Staff convened the TPSG Committee on Wednesday, July 18, 2018 at 9:30 am at GVMC's office to review the draft document. It is the intention of GVMC staff to have this document approved by the TPSG, Technical, and Policy Committees before the development of the FY2020-2023 TIP.

If you have any questions about the document, please contact Darrell Robinson at robinsond@gvmc.org or (616) 776-7609.

Busy Season for Clean Air Action Program

It's been a hot summer so far, and the Michigan Department of Environmental Quality has issued *TEN* Clean Air Action Days for West Michigan.

The annual Clean Air Action luncheon was held on Friday, May 4, at Arnie's Restaurant in Grand Rapids. Nearly forty representatives from West Michigan MPOs, MDOT, the MDEQ, the local media, and other interested parties attended to hear presentations about air quality. Our speakers included Jim Haywood, MDEQ Senior Meteorologist, who gave an overview of air quality forecasting from last summer; Dr. Sherry

Kuo, Mercy Health Pulmonologist, who discussed the effects of air pollution on the respiratory system; and Roger Morgenstern, Consumers Energy Senior Public Information Director, who spoke about Consumers Energy's involvement with Circuit West, which will feature enhancements to the electric distribution grid, data and grid analysis for energy efficiency improvements, renewable energy and distributed generation, charging stations for electric vehicles, and outage response tools and system protection.

Staff is also continuing to work to educate

the public about air quality through a media campaign, rotating our display to different locations in the area, and attending various community events. Last spring, staff worked with the Macatawa Area Coordinating Council and the West Michigan Shoreline Regional Development Commission to develop a new commercial that encourages carpooling and waiting to mow the lawn on Action Days. The commercial focuses on the importance of taking part in a voluntary emission reduction activity on an Action Day to help people in a sensitive group—such as the elderly—breathe a little easier. The

commercial is airing on WZZM, WOOD, and before movies at Celebration Cinema North and Celebration Woodland. Our jingle is also on the radio again this year – on WGRD (97.9) and WLHT (95.7).

If you have any community events that you would like GVMC staff to attend to talk to the public about air quality, or if you would like to host the Clean Air Action display at your location, please email andrea.faber@gvmc.org. To learn more about the Clean Air Action program and what you can do to make a positive difference in our air quality, please visit our website at wmcac.org.



CAA Luncheon speakers from left to right: Roger Morgenstern, Dr. Sherry Kuo, Jim Haywood



CAA commercial talent from left to right: Pat Carew, Jason Bolt, Betty Clouse, and Barb Bryant

Upcoming Events

| | |
|----------------------|--|
| July 25-27 | Michigan Transportation Planning Association Conference Detroit, MI |
| August 14, 15, or 16 | MDOT "Training Wheels" Course Grand Rapids, MI |
| August 14-15 | NHI Course: Performance Based Planning & Programming Washington, D.C. |
| August 22-24 | Michigan Public Transit Association Annual Conference Crystal Mt. Resort, MI |
| September 20-22 | 2018 Planning Michigan Conference Grand Rapids, MI |
| September 23-26 | APTA 2018 Annual Meeting Nashville, TN |
| September 24-28 | 2018 AMPO Annual Conference San Antonio, TX |
| Sept. 25-Oct. 31 | NHI Course: Developing Quality Crash Modification Factors Web-Based (Free) |

GVMC MPO Members

| | |
|---------------------------------------|-------------------------------|
| Ada Township | Algoma Township |
| Allendale Township | Alpine Township |
| Caledonia Charter Township | Byron Township |
| Cannon Township | Cascade Charter Township |
| City of East Grand Rapids | Gaines Charter Township |
| City of Cedar Springs | City of Hudsonville |
| City of Kentwood | City of Lowell |
| City of Rockford | City of Walker |
| City of Grand Rapids | Gerald R. Ford Int'l Airport |
| City of Wyoming | Courtland Township |
| Michigan Department of Transportation | City of Grandville |
| Jamestown Township | Grand Rapids Charter Township |
| Georgetown Township | ITP-The Rapid |
| Plainfield Township | Kent County |
| Nelson Township | Lowell Township |
| Ottawa County Road Commission | Ottawa County |
| Village of Caledonia | Kent County Road Commission |
| Village of Sparta | Tallmadge Township |
| | Village of Sand Lake |

We'd love to hear from you...

Please contact us with any questions you have!

| Staff Member | Contact Information |
|---|---|
| Abed Itani <i>Transportation Director</i> | 616.776.7606 itania@gvmc.org |
| Mike Brameijer <i>Pavement and Asset Management</i> | 616.776.7663 mike.brameijer@gvmc.org |
| Andrea Faber <i>Clean Air Action MTP Public Involvement Consultation</i> | 616.776.7603 andrea.faber@gvmc.org |
| Laurel Joseph <i>Nonmotorized EJ Transit Coordination Land Use</i> | 616.776.7610 laurel.joseph@gvmc.org |
| Darrell Robinson <i>TIP Freight Planning</i> | 616.776.7609 robinsond@gvmc.org |
| George Yang <i>Safety Congestion Management Modeling</i> | 616.776.7696 yangg@gvmc.org |
| Mike Zonyk <i>GIS Demographic Data Traffic Monitoring</i> | 616.776.7669 zonym@gvmc.org |

GRAND VALLEY METRO COUNCIL

Board Meeting

June 7, 2018

8:30 a.m.

Kent County Commission Chambers

MINUTES

1. Call to Order

Mike DeVries called the meeting to order at 8:30 a.m.

Members Present:

| | |
|----------------------|---------------------------|
| Rob Beahan | Cascade Township |
| Ken Bergwerff | Jamestown Township |
| Wayman Britt | Kent County |
| Mike Burns | City of Lowell |
| Mike DeVries | Grand Rapids Township |
| David Dewey | Village of Sand Lake |
| Deb Diepenhorst | Cannon Township |
| Brian Donovan | City of East Grand Rapids |
| Joshua Eggleston | City of Wayland |
| Adam Elenbaas | Allendale Township |
| George Haga | Ada Township |
| Carol Hennessey | Kent County |
| Jim Holtvluer | Ottawa County |
| Mark Huizenga | City of Walker |
| Steve Kepley | City of Kentwood |
| Mike Krygier | Courtland Township |
| Greg Madura | Alpine Township |
| Karen McCarthy | At-Large |
| Brenda McNabb-Stange | City of Hastings |
| John Niemela | City of Belding |
| Steven Patrick | City of Coopersville |
| Jack Poll | City of Wyoming |
| Megan Sall | City of Wyoming |
| Julius Suchy | Village of Sparta |
| Al Vanderberg | Ottawa County |
| Cameron VanWyngarden | Plainfield Township |
| Patrick Waterman | City of Hudsonville |
| Lynee Wells | City of Grand Rapids |
| Duane Weeks | Village of Middleville |
| Mike Womack | City of Cedar Springs |

Members Absent:

| | |
|----------------|----------------------|
| Rick Baker | At-Large |
| Thad Beard | City of Rockford |
| Rosalynn Bliss | City of Grand Rapids |
| Robyn Britton | Nelson Township |
| Tom Butcher | GVSU |
| Dan Carlton | Georgetown Township |
| Rob DeWard | Gaines Township |
| Jason Eppler | City of Ionia |
| Kevin Green | Algoma Township |
| Jerry Hale | Lowell Township |
| Brian Harrison | Caledonia Township |
| Tom Hooker | Byron Township |
| John Hoppough | City of Greenville |
| Diane Jones | Kent County |
| Steve Maas | City of Grandville |
| Mike Verhulst | City of Grand Rapids |
| Open | Tallmadge Township |
| Open | At-Large Member |
| Open | At-Large Member |

Others Present:

| | |
|----------------------|----------------------------|
| John Weiss | Grand Valley Metro Council |
| Gayle McCrath | Grand Valley Metro Council |
| Abed Itani | Grand Valley Metro Council |
| Wendy Ogilvie | Grand Valley Metro Council |
| Jason Moore | Grand Valley Metro Council |
| Laurel Joseph | Grand Valley Metro Council |
| Andrea Faber | Grand Valley Metro Council |
| Mark Rambo | City of Kentwood |
| Chris Brown | GVMC |
| Laura Collins | Consumers Energy |
| Steve Stubleski | Consumers Energy |
| Josnelly Aponte | Consumers Energy |
| Megan Cogswell-Roets | Consumers Energy |

2. Minutes

**MOTION – To Approve the May 2018 GVMC Board Minutes. MOVE – Beahan.
SUPPORT – McNabb-Stange. MOTION CARRIED.**

3. Public Comment

None

4. Oath of Office

The Oath of Office was administered to Megan Sall of the City of Wyoming and Josh Eggleston of the City of Wayland.

Megan commented that she was glad to be back with the City of Wyoming again and looked forward to continuing her work with the City and Metro Council.

Josh stated that he is originally from the area and the position with Wayland offered him and his family the opportunity to come back home. Josh also added he looks forward to working with the Metro Council and all its members.

5. Transportation Budget

8:40 – Motion to Open Public Hearing. MOVE – Poll. SUPPORT – McNabb-Stange. MOTION CARRIED.

There were no public comments.

8:41 – Motion to Close Public Hearing. MOVE – Vanderberg. SUPPORT – Poll. MOTION CARRIED.

Executive Director John Weiss reported approval of the Transportation budget is the first step in authorization of the overall GVMC budget. The Transportation budget is mandated to be passed by the MPO and forwarded to MDOT in June. It will come back again in August when GVMC Board Members get their first review of the full proposed 2018/19 budget, which will be voted on for final authorization in September.

Director of Transportation Planning Abed Itani explained the budget and its process. He and his staff met with MDOT and Federal Highway to determine the mandates for the next year's activities & budget. The memo in the agenda packet gives full details on activities as well as funding sources and will be available for viewing on the GVMC website. The same dues structure will be used as in the past. ITP activities are also included in the budget such as rideshare and special planning services. The GVMC Transportation Policy Committee has already unanimously approved the budget.

MOTION – To Approve the Proposed GVMC 2018/19 Transportation Budget. MOVE – Kepley. SUPPORT – McNabb-Stange. MOTION CARRIED.

6. GVMC At-Large Vacancies

There are currently two At-Large position vacancies. If you know of anyone interested in serving, please contact John Weiss or Mike DeVries.

7. Consumers Energy Rate Request Presentation

John Weiss reported that as part of GVMC's commitment to keeping its members informed of emerging issues he has asked Consumers Energy to address the Board regarding the recent request for rate increase.

Karen McCarthy of Consumers Energy presented on the rate increase request which is going before the Michigan Public Service Commission. Joining Karen were Laura Collins, Steve Stubleski, Josnelly Aponte, and Megan Cogswell-Roets.

The rate increase will follow a 10 month procedure as it moves through the Michigan Public Service Commission. Rate increases requested included Metered Lighting 15.8%, Unmetered Lighting 9.9% and Experimental LED Lighting of 61.8%.

Rate making elements in the process include revenue requirement, a cost study to determine the cost responsibility of each class, and rate design.

Many GVMC members voiced questions and frustrations over the cost of replacement of LED lights, the increase of 61.8%, and the expected ROI.

Steve Stubleski explained that 61.8% is not the ultimate expected rate for LED, which would be closer to 7%. Consumers Energy will work to change that number in the rate request.

Megan Cogswell-Roets stated she would be happy to meet with communities on an individual basis and do an analysis to determine what their expected outcome will be. She can be reached at 517.243.9295.

Questions were also asked regarding examples of what Consumers Energy is doing to cut expenses to help defray costs. It was reported the representatives did not have specific examples with them at this time, however the organization does prioritize its investments to accomplish those first which will cut costs. Additionally, the entire organization has undergone the LEAN process.

The final decision should be made by March 2019.

8. July GVMC Board Meeting – Cancelled

The July Board Meeting is cancelled due to its proximity to the Independence Day Holiday and difficulty getting a quorum present.

A luncheon will be held at the Stadium Club of Fifth Third Ballpark to present the Asset Management project results. If there is a need for a Board Meeting in July, it will take place during the luncheon. WMSRDC Board members, representatives from SEMCOG and the Governor's office will be joining us.

9. Adjourn 9:45 a.m.

REGIS Board of Directors Meeting
Wednesday April, 25 2018
9:30 a.m.

GVMC Offices,
678 Front Ave NW Suite 200
Grand Rapids, MI

1. Call To Order

S. Warren, the *Chair* called the meeting of the Board of Directors to order at 9:33 a.m. Introductions were made.

Members Present:

Steve Warren, *Chair*
Sue Becker
Mike Burns
Matt Butts
Mike Devries
Brian Donovan
Paul Gerndt
Matt McKernan
Mark Rambo
Dan Strikwerda
Julius Suchy
Frank Wash
Cameron VanWyngarden

Kent County Road Commission
Alpine Township
City of Lowell
City of Grandville
Grand Rapids TWP
East Grand Rapids
City of Wyoming
Gaines Charter TWP.
City of Kentwood
City of Hudsonville
Village of Sparta
City of Walker
Plainfield TWP.

Others Present:

Chris Brown GVMC
Greg Carlino GVMC
Jessa Challa GVMC
Jing Han GVMC
Jason Moore GVMC
Kerri Smit GVMC
John Weiss GVMC

2. Approval of Minutes

The approval of the January 24th, 2018 REGIS Board Meeting Minutes. With no questions or changes, Warren called for approval:

MOTION by J. Suchy **SUPPORT** by C. Vanwyngarden, to approve the minutes of the Wednesday, January 24th, 2018 REGIS Board of Directors Meeting.

3. Mid-year Budget Review

C. Brown went over the financial statements. REGIS capital fund as of March 31st is \$241,913, which stays accruing interest. REGIS profit, revenue over expenses so far is \$119,698. REGIS revenue from providing services to the transportation and environmental departments is \$60,000 for the first half. There is a major capital project, Citrix Upgrade which is a bigger expense.

J. Weiss added that this was clearly the goal to have \$60,000 coming from outside the members, five years ago 100% of the revenues were from members. The Pilot program has brought a lot of revenue and will continue.

Accepted by the REGIS Board of Directors

4. 2017 Annual Report

J. Moore began power point presentation. J. Weiss explained the financials growth and revenue are expected in 2018 because of the Pilot project and the department projects. J. Moore explained the Environmental project. They have been working with LGROW and the SAW grant that they received. J. Weiss finished by saying they are marking the river heights in there as well.

J. Moore introduced the REGIS staff and added highlights, the Statewide Infrastructure Pilot, we also have reached out to member organizations, taken a leadership role in IMAGIN. J. Moore will be doing a presentation with the state on SEMCOG at the June conference.

J. Weiss discussed State Wide Pilot Program. B. Donovan explained that they used REGIS data in terms of age in pipes and water mains and for their roads to help determine their millage. J. Moore reviewed the 2017 goals and Web Based GIS platforms and a look ahead to 2018.

5. REGIS Rebate Resolution

S. Warren noted that the rebate resolution was located in the agenda packet. J. Weiss discuss. Last year we rebated based on the 2016/2017 numbers \$100,000. Based on the revenue coming in so far, non-dues related revenues our recommendation this year is to increase to \$150,000. We feel it is comfortable to make a resolution, the executive committee has approved this and if the REGIS board approves then it will go to the Metro Council Board next week for final approval

With no questions or changes, Warren called for approval:

MOTION by B. Donovan **SUPPORT** by D. Strikwerda, to approve the Rebate Resolution.

6. New Requested web based GIS additions/enhancements

J Moore provided a recap of the single source project and provide a demo of the online map tool that is now available on GVMC's website.

7. REGIS Advisory & Technical Committee Update

a. Citrix Software Upgrade XenApp 6.5 to XenApp 7x Status Update

P. Gerndt mentioned that the Advisory Committee met last week and decided to have more use case scenarios and how GIS and REGIS is being used. Last week Kari Oliver from Kentwood came in to present on how the City of Kentwood utilizes REGIS for Data Driven Approaches to Crime and Traffic Safety (DDACTS)

J. Moore then began to explain the Citrix upgrade project will be a pretty big change but we will try to make it as seamless as possible. We are currently working through Trivalent and they have sub-contracted with Petersma Associates, they used our VMware environment to create 6 new virtual machines. History will be wiped out with new install. That will be the biggest hit on the user. The maps will still be there, they will never be deleted. We will be testing all 6 servers by our staff. This does not affect eREGIS just ArcMap users. You will be using ArcMap 10-2. Everything will be set up the same way.

8. Upcoming GIS Networking Events

- a. IMAGIN Meetups – Next up 4/17/18 Open to all to come and learn about GIS, a social meeting.
- b. West Michigan GIS – May 15th, Noon @ GVMC – Mark Holmes will be coming in to give the final update on the State Wide Pilot Program. J. Weiss began to discuss the pilot program and noted that the Governor will be here on Friday.
- c. IMAGIN Conference – June 17th -19th in Traverse City. Over 150 attend this conference and will be a great crowd to get the word out about REGIS.

9. Round Table

J. Moore played J. Challa's Aquinas College video for the board.

F. Wash thanked REGIS for the help on the Gypsy Moth.

M. Butts City of Grandville brought on a new DPW Director this month

M. Rambo – good job to the REGIS team

S. Warren – Shout out to the townships for the record high funds

P. Gernat – Thanks to J. Moore and J. Han for the Asset Management Application should going live next month. REGIS maps will be available live through our website.

D. Strikwerda – DPW in Hudsonville is using REGIS maps.

10. Adjournment

With no further items of discussion Warren adjourned the meeting of the REGIS Board of Directors at 10:23 a.m. Next meeting will be Wednesday, July 25th.



MEMORANDUM

Date: 07/18/18

TO: Ada Township Board
FROM: Jim Ferro, Planning Director
RE: Building Permit Trends

Following is a comparison of building permit data for the first half of calendar year 2018, compared to the same period in 2017:

| | Jan-Jun, 2017 | Jan-Jun, 2018 | % Change |
|--|---------------|---------------|----------|
| Total Permits Issued: | 184 | 236 | 28.26% |
| Total Construction Value: (\$ million) | \$23.04 | \$50.74 | 120.23% |
| New Single Family Dwelling Units: | 16 | 18 | 12.50% |
| Total New SF Dwelling Unit Value: (\$ million) | \$8.97 | \$9.81 | 9.36% |
| New Attached Single Family Dwelling Units | 8 | 87 | 987.50% |
| Total Attached Single Family Dwelling Unit Value: (\$ million) | \$2.84 | \$22.34 | 688.01% |
| Commercial/Industrial Value: (\$ million) | \$5.87 | \$9.78 | 66.56% |
| Residential Add./Alter./Repairs: | | | |
| # Permits: | 122 | 90 | -26.23% |
| Value: (\$ million) | \$5.27 | \$8.61 | 63.42% |

The following trends are evident from the above data:

- Total permit volume is 28% higher than year-ago volume and declared construction value is over 2X the same period last year.
- The number of new detached single-family home starts through June is slightly above the prior year, with 18 permits issued thus far this year, compared to 16 last year.
- Construction of attached housing is more than 10 times above last year's level. Permits for 8 attached townhome units in the Riverpoint of Ada were issued in the first half of last year. In the first six months of 2018, permits were issued for 72 attached condominium units in The Knoll development on Spaulding Ave., as well as 13 additional townhome units in Riverpoint of Ada and two attached condo units in the Bronson Street residences development.
- Commercial and industrial construction valuation in 2018 is over 66% higher than in 2017. Significant projects in the first half of 2018 included a remodeling/addition project at St. Robert of Newminster Parish for its new elementary school, a new 22,000 square foot commercial building at the corner of Headley Street and Ada Drive, a new 5,000 square foot commercial building on Settler's Street, a new classroom building at Big Steps Little Feet Child Care Center, and the Averill Museum addition.

ADA TWP CATEGORY REPORT YTD

| Category | Estimated Cost | Permit Fee | Number of Permits |
|------------------------------|----------------|-------------|-------------------|
| Basement Finish | \$384,599 | \$2,128.00 | 10 |
| Commercial, Add/Alter/Repair | \$1,565,876 | \$5,907.00 | 18 |
| Commercial, New Building | \$2,100,000 | \$8,138.00 | 2 |
| Deck | \$161,918 | \$1,400.00 | 10 |
| Demolish | \$42,300 | \$350.00 | 7 |
| Detached Accessory Building | \$501,298 | \$1,603.00 | 7 |
| Res. Add/Alter/Repair | \$3,263,042 | \$6,650.00 | 37 |
| Res. Single Family | \$11,802,624 | \$20,187.00 | 24 |
| Roofing/Siding | \$2,887,237 | \$10,141.00 | 56 |
| Sign | \$67,700 | \$588.00 | 8 |
| Swimming Pool | \$265,195 | \$750.00 | 5 |

Totals **\$23,041,789** **\$57,842.00** 184

Permit: Permit Number Starts With PB172 AND
 Permit: Date Issued Between <Prompt For Value> AND
 <Prompt For Value>

JAN - JUN, 2018

07/10/2018

JAN - JUN 2018

ADA TWP CATEGORY REPORT YTD

| Category | Estimated Cost | Permit Fee | Number of Permits |
|------------------------------|----------------|-------------|-------------------|
| Basement Finish | \$216,109 | \$1,252.00 | 6 |
| Commercial, Add/Alter/Repair | \$2,903,615 | \$6,831.00 | 15 |
| Commercial, New Building | \$6,478,191 | \$12,215.00 | 4 |
| Deck | \$150,350 | \$1,800.00 | 12 |
| Demolish | \$138,100 | \$650.00 | 13 |
| Detached Accessory Building | \$324,391 | \$1,881.00 | 8 |
| Res. Add/Alter/Repair | \$7,281,348 | \$6,233.00 | 30 |
| Res. Single Family | \$32,150,913 | \$66,556.00 | 104 |
| Roofing/Siding | \$755,685 | \$3,226.00 | 31 |
| Sign | \$57,511 | \$400.00 | 8 |
| Swimming Pool | \$281,445 | \$750.00 | 5 |

Totals **\$50,737,658** **\$101,794.00** **236**

Permit.DateIssued Between <Prompt For Value> AND
 <Prompt For Value> AND
 Permit.Number Starts With PB182

ADA TWP - Permit Report by Category/ Fee

| Permit | Applicant | Address | Issue Date | Project Value | Permit Fee | Work Description |
|------------------------------------|-----------------------|---------------------------|------------|---------------|------------|--------------------------|
| Basement Finish | | | | | | |
| PB18200807 | LEBLANC ANDREW | 784 WEST WOODMEADE CT ; | 06/20/2018 | 25,000 | 173.00 | FINISHED BASEMENT |
| Deck | | | | | | |
| PB18200935 | MONTPELL CONSTRUCTI | 527 VILLAGE SPRINGS DR SE | 06/27/2018 | 22,000 | 150.00 | WOOD DECK |
| Demolish | | | | | | |
| PB18200741 | DESIGN BUIL D CONCEP1 | 8060 VERGENNES ST SE | 06/01/2018 | 7,500 | 50.00 | DEMOLITION OF HOUSE |
| Detached Accessory Building | | | | | | |
| PB18200746 | HOEKZEMA KEVIN F | 603 PETTIS AVE NE | 06/01/2018 | 46,380 | 236.00 | DETACHED ACCESSORY BUI |
| Res. Add/Alter/Repair | | | | | | |
| PB18200780 | TWEEDY ADAM | 409 ALTA DALE AVE SE | 06/11/2018 | 135,000 | 443.00 | ADDITION & INTERIOR REMO |
| PB18200902 | POWER HOME SOLAR | 2821 BOYNTON AVE NE | 06/26/2018 | 26,444 | 150.00 | ROOF MOUNTED - PHOTOVOL |
| PB18200919 | BRINKS BUILDERS, TIM | 544 ADAPOINTE DR SE | 06/25/2018 | 43,000 | 150.00 | INTERIOR REMODEL |
| Res. Single Family | | | | 204,444 | 743.00 | |
| PB18200756 | JOHNSON DUWAYNE | 5268 KNOLL POND DR SE | 06/05/2018 | 183,488 | 563.00 | TOWNHOUSE |
| PB18200757 | JOHNSON DUWAYNE | 5266 KNOLL POND DR SE | 06/05/2018 | 160,566 | 517.00 | TOWNHOUSE |
| PB18200758 | JOHNSON DUWAYNE | 5264 KNOLL POND DR SE | 06/05/2018 | 160,566 | 517.00 | TOWNHOUSE |
| PB18200760 | JOHNSON DUWAYNE | 5262 KNOLL POND DR SE | 06/05/2018 | 183,488 | 563.00 | TOWNHOUSE |
| PB18200772 | JOHNSON DUWAYNE | 5259 KNOLL POND | 06/05/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200775 | JOHNSON DUWAYNE | 5257 KNOLL POND | 06/05/2018 | 151,461 | 499.00 | TOWNHOUSE |
| PB18200776 | JOHNSON DUWAYNE | 5255 KNOLL POND | 06/05/2018 | 151,461 | 499.00 | TOWNHOUSE |

ADA TWP - Permit Report by Category/ Fee

| | | | | | | |
|------------|---------------------|------------------------|------------|---------|----------|---------------------------|
| PB18200777 | JOHNSON DUWAYNE | 5253 KNOLL POND | 06/05/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200811 | JOHNSON DUWAYNE | 5280 KNOLL POND DR SE | 06/12/2018 | 173,288 | 543.00 | TOWNHOUSE - BLDG E |
| PB18200812 | JOHNSON DUWAYNE | 5278 KNOLL POND DR SE | 06/12/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG E |
| PB18200813 | JOHNSON DUWAYNE | 5276 KNOLL POND DR SE | 06/12/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG E |
| PB18200814 | JOHNSON DUWAYNE | 5274 KNOLL POND DR SE | 06/12/2018 | 173,288 | 543.00 | TOWNHOUSE - BUILDING E |
| PB18200823 | JOHNSON DUWAYNE | 5286 KNOLL POND DR SE | 06/14/2018 | 151,461 | 499.00 | TOWNHOUSE |
| PB18200824 | JOHNSON DUWAYNE | 5284 KNOLL POND DR SE | 06/14/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200825 | JOHNSON DUWAYNE | 5294 KNOLL POND DR SE | 06/14/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200827 | JOHNSON DUWAYNE | 5288 KNOLL POND DR SE | 06/14/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200828 | JOHNSON DUWAYNE | 5290 KNOLL POND DR SE | 06/14/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200829 | JOHNSON DUWAYNE | 5292 KNOLL POND DR SE | 06/14/2018 | 151,461 | 499.00 | TOWNHOUSE |
| PB18200830 | JOHNSON DUWAYNE | 5267 KNOLL PLACE DR SE | 06/12/2018 | 183,488 | 563.00 | TOWNHOUSE |
| PB18200831 | JOHNSON DUWAYNE | 5265 KNOLL PLACE DR SE | 06/12/2018 | 160,566 | 517.00 | TOWNHOUSE |
| PB18200832 | JOHNSON DUWAYNE | 5263 KNOLL PLACE DR SE | 06/12/2018 | 160,566 | 517.00 | TOWNHOUSE |
| PB18200833 | JOHNSON DUWAYNE | 5261 KNOLL PLACE DR SE | 06/12/2018 | 183,488 | 563.00 | TOWNHOUSE |
| PB18200843 | ASHBY CUSTOM HOMES | 7338 SCHOOLHOUSE DR SE | 06/21/2018 | 575,000 | 723.00 | RESIDENCE W/FINISHED BASI |
| PB18200845 | ASHBY CUSTOM HOMES | 652 GREENSLATE DR SE | 06/21/2018 | 650,000 | 763.00 | RESIDENCE W/FINISHED BASI |
| PB18200849 | JOHNSON DUWAYNE | 5266 KNOLL PLACE DR SE | 06/19/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200850 | JOHNSON DUWAYNE | 5264 KNOLL PLACE DR SE | 06/19/2018 | 151,461 | 499.00 | TOWNHOUSE |
| PB18200851 | ORION CONSTRUCTION | 5262 KNOLL PLACE DR SE | 06/19/2018 | 151,461 | 499.00 | TOWNHOUSE |
| PB18200852 | JOHNSON DUWAYNE | 5260 KNOLL PLACE DR SE | 06/19/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200856 | NORTH COVE HOMES LL | 8623 FULTON ST SE | 06/28/2018 | 433,154 | 1,063.00 | RESIDENCE W/FINISHED BASI |
| PB18200874 | INSIGNIA HOMES | 7100 ADA DEPOT DR SE | 06/20/2018 | 305,000 | 647.00 | RESIDENCE W/PARTIAL FINIS |
| PB18200875 | INSIGNIA HOMES | 7098 ADA DEPOT DR SE | 06/20/2018 | 305,000 | 647.00 | RESIDENCE W/PARTIAL FINIS |
| PB18200876 | JOHNSON DUWAYNE | 5251 KNOLL PLACE DR SE | 06/27/2018 | 183,488 | 563.00 | TOWNHOUSE - BLDG H |
| PB18200877 | JOHNSON DUWAYNE | 5249 KNOLL PLACE DR SE | 06/27/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG H |

ADA TWP - Permit Report by Category/ Fee

| | | | | | | |
|------------|-----------------|------------------------|------------|---------|--------|--------------------|
| PB18200878 | JOHNSON DUWAYNE | 5247 KNOLL PLACE DR SE | 06/27/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG H |
| PB18200879 | JOHNSON DUWAYNE | 5245 KNOLL PLACE DR SE | 06/27/2018 | 183,488 | 563.00 | TOWNHOUSE - BLDG H |
| PB18200880 | JOHNSON DUWAYNE | 5250 KNOLL PLACE DR SE | 06/27/2018 | 173,288 | 543.00 | TOWNHOUSE - BLDG K |
| PB18200881 | JOHNSON DUWAYNE | 5252 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG K |
| PB18200882 | JOHNSON DUWAYNE | 5254 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG K |
| PB18200883 | JOHNSON DUWAYNE | 5256 KNOLL PLACE DR SE | 06/27/2018 | 173,288 | 543.00 | TOWNHOUSE - BLDG K |
| PB18200884 | JOHNSON DUWAYNE | 5244 KNOLL PLACE DR SE | 06/27/2018 | 173,288 | 543.00 | TOWNHOUSE - BLDG J |
| PB18200885 | JOHNSON DUWAYNE | 5242 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG J |
| PB18200886 | JOHNSON DUWAYNE | 5240 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG J |
| PB18200887 | JOHNSON DUWAYNE | 5238 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG J |
| PB18200888 | JOHNSON DUWAYNE | 5236 KNOLL PLACE DR SE | 06/27/2018 | 151,461 | 499.00 | TOWNHOUSE - BLDG J |
| PB18200889 | JOHNSON DUWAYNE | 5234 KNOLL PLACE DR SE | 06/27/2018 | 173,288 | 543.00 | TOWNHOUSE |
| PB18200895 | JOHNSON DUWAYNE | 5208 KNOLL PLACE DR SE | 06/28/2018 | 183,488 | 563.00 | TOWNHOUSE - BLDG I |
| PB18200896 | JOHNSON DUWAYNE | 5210 KNOLL PLACE DR SE | 06/28/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG I |
| PB18200897 | JOHNSON DUWAYNE | 5212 KNOLL PLACE DR SE | 06/28/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG I |
| PB18200898 | JOHNSON DUWAYNE | 5214 KNOLL PLACE DR SE | 06/28/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG I |
| PB18200899 | JOHNSON DUWAYNE | 5216 KNOLL PLACE DR SE | 06/28/2018 | 160,566 | 517.00 | TOWNHOUSE - BLDG I |
| PB18200900 | JOHNSON DUWAYNE | 5218 KNOLL PLACE DR SE | 06/28/2018 | 183,488 | 563.00 | TOWNHOUSE - BLDG I |

9,888,204 28,105.00

Roofing/Siding

| | | | | | | |
|------------|----------------------|-----------------------|------------|--------|-------|----------------------------------|
| PB18200762 | SUMMIT POINT ROOFINC | 6266 DUNBARTON ST SE | 06/04/2018 | 10,000 | 65.00 | Tear off and re roof |
| PB18200819 | SUMMIT POINT ROOFINC | 1135 LASALETTE DR SE | 06/08/2018 | 9,000 | 65.00 | Tear off and re roof |
| PB18200820 | SUMMIT POINT ROOFINC | 5528 HIGHBURY DR SE | 06/08/2018 | 10,000 | 65.00 | Tear off and re roof |
| PB18200859 | PREMIER ROOFING & EX | 5672 HIGHBURY DR SE | 06/15/2018 | 10,500 | 65.00 | RE ROOF |
| PB18200860 | PREMIER ROOFING & EX | 6268 REDINGTON CT SE | 06/15/2018 | 11,300 | 65.00 | RE-ROOFING |
| PB18200872 | HOME DEPOT USA INC | 818 ARGO AVE SE | 06/18/2018 | 10,000 | 65.00 | Complete tear off and re-shingle |
| PB18200891 | SUMMIT POINT ROOFINC | 670 GRAND RIVER DR NE | 06/18/2018 | 10,000 | 65.00 | Tear off and re roof |

ADA TWP - Permit Report by Category/ Fee

| | | | | | | |
|------------|----------------------|--------------------|------------|--------|-------|-----------------------|
| PB18200930 | SUMMIT POINT ROOFING | 5215 ADA DR SE | 06/25/2018 | 10,000 | 65.00 | Tear off and re roof |
| PB18200932 | IRISH ROOFING AND EX | 6800 ADASIDE DR SE | 06/25/2018 | 10,000 | 65.00 | Re roof entire house. |

| | | | | | | |
|-------------|--------------------|----------------------|------------|-------|-------|---------------------------------|
| Sign | | | | | | |
| PB18200922 | VALLEY CITY SIGN | 7437 RIVER ST SE | 06/28/2018 | 2,687 | 50.00 | SIGN - ZEYTTIN BAR & RESTAURANT |
| PB18200941 | UNIVERSAL SIGN INC | 452 ADA DR SE | 06/27/2018 | 4,000 | 50.00 | WALL SIGN - SUITE 245 - PRO |
| PB18200949 | VALLEY CITY SIGN | 983 SPAULDING AVE SE | 06/28/2018 | 810 | 50.00 | REPLACE FACE FOR EXISTING SIGN |

| | | | | | | |
|----------------------|---------------------|--------------------------|------------|--------|--------|------------------------|
| Swimming Pool | | | | | | |
| PB18200817 | FOX, GEORGE MORENCY | 5458 EGYPT CREEK BLVD NE | 06/12/2018 | 46,100 | 150.00 | INGROUND SWIMMING POOL |
| PB18200936 | FOX GEORGE | 500 STEKETEE AVE NE | 06/27/2018 | 62,845 | 150.00 | INGROUND SWIMMING POOL |

| Permit | Applicant | Address | Issue Date | Project Value | Permit Fee | Work Description |
|--------|-----------|---------|------------|---------------|------------|------------------|
|--------|-----------|---------|------------|---------------|------------|------------------|

| | | | | | | |
|-----------------------|--------------------|---------------------|------------|--------|-------|---------|
| Roofing/Siding | | | | | | |
| PB18200649 | BALCOM, RYAN JAMES | 5775 HIGHBURY DR SE | 06/05/2018 | 16,800 | 65.00 | RE ROOF |

| | | | | | |
|-----------|----------------|--------------------|-------------------|------------------|------------------|
| 73 | Permits | Value Total | 10,417,570 | 30,557.00 | Fee Total |
|-----------|----------------|--------------------|-------------------|------------------|------------------|


 Mika Meyers PLC

Local Government Law Bulletin | July 2018

Changes Ahead for Tax Increment Entities Under New State Law

While financing public infrastructure improvements through the use tax increment financing by downtown development authorities, local development finance authorities, and corridor improvement authorities is not new in Michigan, those entities will be established and will operate under a new statute as a result of legislation approved by the state legislature and signed by the Governor earlier this year.

In March, the Governor signed PA 57 of 2018 known as the "Recodified Tax Increment Finance Act." Act 57 repeals nine existing statutes that authorized municipalities to establish tax increment entities, such as downtown development authorities, local development finance authorities, corridor improvement authorities, water resource improvement authorities, tax increment finance authorities, as well as four lesser known and utilized types of authorities, and places all of those authorities under Act 57. Act 57 does not repeal or make changes to the State's Brownfield Redevelopment Financing Act.

Act 57 does not make substantive changes to the process by which a tax increment entity, such as a downtown development authority, is established or adopts its development plan and tax increment financing plan. There is no change in the ability of affected taxing jurisdictions to opt out of existing or newly established tax increment entities or tax increment financing plans, or require authorities and their plans to "sunset" after a certain period of time, which were features of previously introduced bills over the past several years. However, Act 57 does make substantive changes in the way a tax increment entity operates, most notably with respect to annual reporting, publication of certain required information, and failure to comply with the statute's reporting requirement.

In order to provide "transparency" as to a tax increment entity's operations, under the Recodified Tax Increment Finance Authority Act an authority is required to create a website or utilize a municipality's existing website to regularly maintain all authority records and documents. The authority's webpage must also include: authority board meeting minutes; annual budgets, including encumbered and unencumbered fund balances; annual audits; currently adopted development and tax increment financing plans; a current listing of authority staff with contact information; a current listing of contracts and other documents related to management of the authority with a description of the contracts and services provided to the authority; and an "updated synopsis" of activities of the authority.

The updated synopsis of the activities of the authority must include information regarding the authority's accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately

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 Crystal M. Steinebach
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 Sheba L. Wilburn



Changes Ahead for Tax Increment Entities Under New State Law, continued from page 1

preceding fiscal year; a list of authority projects and investments, including active and completed projects for the immediately preceding fiscal year; and a list of authority events and promotional campaigns for the immediately preceding fiscal year. Most importantly, the synopsis must disclose and provide information on the accumulation of tax increment revenues that are not expended within five years of receipt. Under the statute, an authority is required to detail the reasons for accumulating the funds, the proposed uses for the accumulated funds, and the time frame for the use of those funds. If any tax increment revenues have not been expended within 10 years of receipt, an authority must disclose the total amount of those funds and provide a written explanation of why those funds have not been expended.

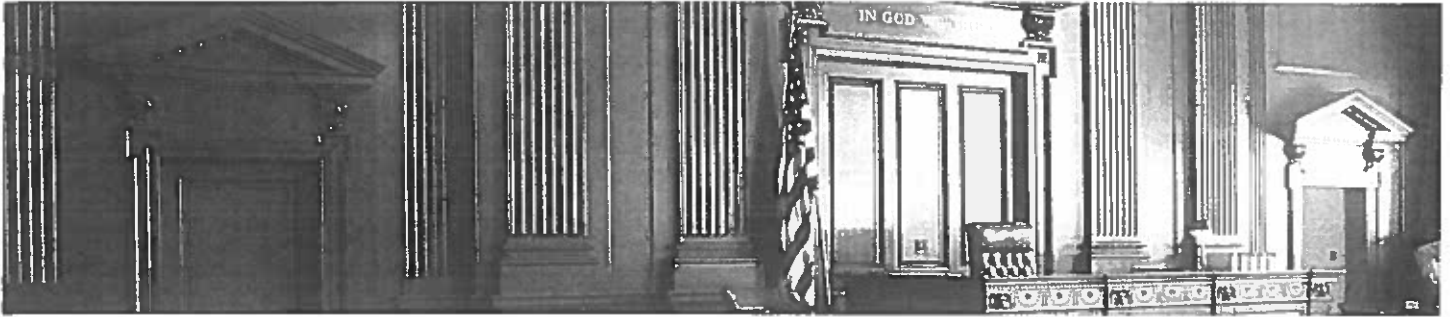
The information, including the synopsis, must be provided within 180 days following the close of the authority's fiscal year after January 1, 2019. So, for example, if an authority's fiscal year ends June 30, the authority must comply with the reporting requirements by December 30, 2019.

The statute requires an authority to hold not less than two informational meetings each year on the authority's activities (and provide notice of the meetings on the website and to affected taxing jurisdictions whose millage is subject to capture by the authority not less than 14 days prior to the informational meeting).

Further, an authority will be required to file certain information with the Michigan Department of Treasury on an annual basis, if the authority is capturing tax increment revenues. Information that must be filed with the Department of Treasury includes: amendments to existing development plans and tax increment financing plans; authority fund balances for encumbered and unencumbered accounts; tax increment revenues generated and affected taxing jurisdictions from which the revenues were generated; and the initial and current assessed values of the authority's district by property tax classification and amounts on hand in authority accounts, the source of the revenues on hand, and any expenditures from authority funds. The report must be filed with the Michigan Department of Treasury at the same time the authority's audit is done.

The statute establishes actual enforcement mechanisms for failure to comply with Act 57's reporting requirements. For example, an authority that fails to report as required will be precluded from capturing any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness or "other obligations" for a period in which an authority is determined to be in noncompliance. Further, an authority could not amend or approve a tax increment financing plan during such period of noncompliance. If an authority is determined to be in noncompliance for a period of two consecutive years, the authority is prohibited from capturing tax increment revenues in excess of the amounts necessary to pay bonded indebtedness or other obligations without approval, in the form of a resolution, adopted by the governing body of the municipality establishing the authority and the governing bodies of all of the affected taxing jurisdictions. All other tax increment revenues not necessary for paying debt service or other obligations would need to be returned to the affected taxing jurisdictions as "surplus revenues" under the applicable part of the statute for that type of tax increment entity, unless the authority is expressly permitted to retain those revenues by affected taxing jurisdictions. The Michigan Department of Treasury is authorized to monitor and enforce the reporting requirements under the statute, as well as promulgate rules and regulations under the statute.

The provisions of Act 57 become effective January 1, 2019. Authorities are advised to begin gathering the necessary information and preparing a webpage to comply with the requirements of the statute. Moreover, authorities will need to schedule, as part of the annual meeting schedule, and plan for the required semi-annual public informational meetings.



Court of Appeals Affirms a Public Body's Authority to Self-Cure Open Meetings Act Violations

On March 13, 2018, the Michigan Court of Appeals issued a published opinion in *Lockwood et al v Township of Ellington et al*, affirming the authority of public bodies to ratify, or not ratify, decisions made in violation of the Open Meetings Act ("OMA") at their discretion.

The case arose out of a November 1, 2016 meeting of the Ellington Township Board. It was uncontested that no notice of the November 1, 2016 meeting was posted at the Township Hall as required under the OMA. During the November 1, 2016 meeting, the board appointed and verified the appointments of two individuals to the Planning Commission.

Shortly thereafter, a new board took office, and at a special board meeting on November 22, 2016, the new board concluded that the November 1, 2016 meeting was held in violation of the OMA and therefore the events of that meeting, including the appointments to the Planning Commission, would be added to the December meeting agenda. At the December meeting, the new board chose not to ratify the Planning Commission appointments and instead resolved to accept applications for the vacancies which were eventually filled by two different individuals.

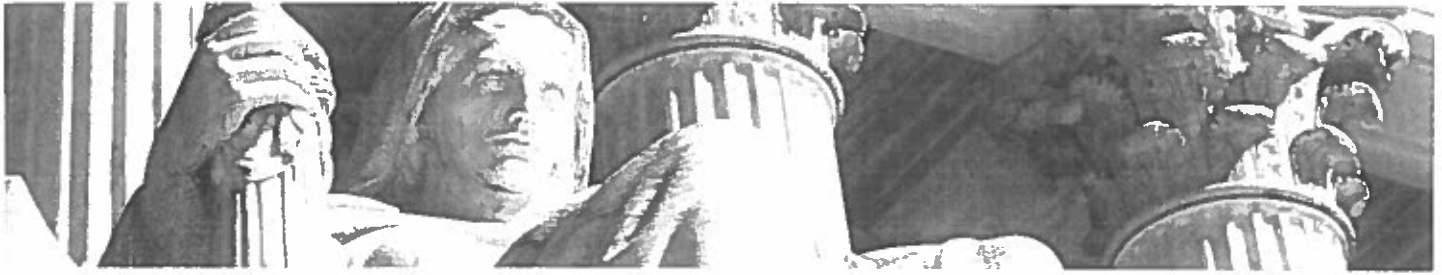
The ousted appointees filed a lawsuit alleging that the OMA does not vest a public body with the power of invalidation. Rather, according to the plaintiffs, the OMA provides only that an action may be commenced in the circuit court to challenge the validity of a decision of a public body made in violation of the OMA. In response, the Township argued that nothing in the OMA limits a public body's abilities to reenact, or not reenact, an illegal decision.

The trial court sided with the ousted appointees and determined that the incoming board did not have the authority to remove the previously appointed Planning Commission members even though their appointments took place at an illegal meeting. On

appeal, however, the Court of Appeals reversed and vacated the trial court's judgment. The Court of Appeals held that "the board was *permitted* by the OMA to correct the deficiency in the procedure by ratifying the decisions made during the November 1, 2016 meeting, [however,] there is nothing in the OMA to suggest that it was *required* to ratify the decisions made during that meeting." Therefore, the Court continued, "if an action taken at a meeting held in violation of the OMA is not ratified, it is not valid, and has no force or effect." The Court concluded that the Township was authorized to self-correct any procedural violations on its own without first being sued, and that because the appointments made at the November 1, 2016 board meeting were violative of the OMA and never ratified, they had no force or effect.

The *Lockwood* case clarifies that any municipal board actions taken in violation of the OMA are null and void unless the board reenacts or ratifies those actions, and that when a public body discovers a procedural deficiency, it can self-correct the deficiency rather than wait to be sued at the taxpayers' expense.

Mika Meyers has a depth of experience in dealing with OMA issues. If you have any questions about the implications of this case to your municipality or you discover a procedural deficiency with regard to a meeting subject to the OMA, we would be pleased to advise you of available options and remedies to stave off costly litigation.



Announcements

Brad Fowler, an associate of the firm, was awarded the Grand Rapids Bar Association's "3-in-10" Award at the Association's annual meeting on May 17, 2018. The "3-in-10" Award is given to an attorney in their first 10 years of practice who has demonstrated outstanding professional achievement, exceptional public service and significant contributions to the legal profession.

Randy Velzen, a member of the firm, was recently elected President of the Grand Rapids Bar Association. He has served on the local bar organization for many years, and most recently as the President-Elect.

If you have any questions or need further information regarding anything in this issue of the *Local Government Law Bulletin*, please contact one of the following members of our local government practice group.

Richard M. Wilson, Jr.
Scott E. Dwyer
William A. Horn
Mark A. Van Allsburg
George V. Saylor, III
James F. Scales
Ross A. Leisman
Andrea D. Crumback
Mark E. Nettleton
Ronald M. Redick

Joshua D. Beard
Bradley A. Fowler
Michael J. Huff
Benjamin C. Dilley
James R. Brown
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*This newsletter is provided as an informational
courtesy, and should not be acted upon without
professional advice.*



Yvette Collins
Director
AT&T Michigan
221 N. Washington Square
Lansing, MI 49833
Office: (517) 334 3708
Fax: (517) 334-3429

July 20, 2018

Ms. Kavita Kale
Executive Secretary
Michigan Public Service Commission
PO Box 30221
Lansing, MI 48909

Dear Ms. Kale:

Michigan Bell Telephone Company, doing business as AT&T Michigan ("AT&T"), submits its Eleventh Annual Video Report to the Michigan Public Service Commission ("MPSC") and franchising entities in the State of Michigan regarding its deployment progress, as required by Michigan's Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended) or "Video Act". AT&T is separately providing a copy to each Clerk in the Michigan Communities where AT&T has launched its U-verseSM TV service.

If you have any questions, please contact me on (517) 334-3708.

Sincerely,


Yvette Collins
Director - External/Regulatory Affairs
AT&T Michigan

Enclosures

cc: Clerks in Franchised Communities
Ms. Robin Ancona, Michigan Public Service Commission Staff
Mr. Ryan McAnany, Michigan Public Service Commission Staff
Ms. Yvette Collins, AT&T Michigan

RECEIVED

JUL 23 2018

ADA TOWNSHIP CLERK



11th Annual

AT&T Michigan

Annual Video Report

July 20, 2018

STATUS OF AT&T'S VIDEO SERVICE DEPLOYMENT IN MICHIGAN

Michigan Bell Telephone Company, doing business as AT&T Michigan ("AT&T"), submits its Eleventh Annual Video Report to the Michigan Public Service Commission ("MPSC" or "Commission") and franchising entities in the State of Michigan regarding its deployment progress, as required by Michigan's Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended) or "Video Act".¹

On January 1, 2007, Michigan's Video Act became effective. AT&T launched its Internet Protocol TV ("IPTV") service called AT&T U-verse® TV on May 21, 2007 in parts of over 50 communities in the Detroit and Ann Arbor areas. AT&T has now obtained franchise agreements and provides its U-verse TV service in 341 communities.

Section 9(2) of the Video Act provides that it is a defense to an alleged violation of Section 9(1) of the Video Act if a provider has met either of two conditions: (1) within 3 years at least 25% of households with access to the provider's video service are low-income households; or (2) within 6 years and from that point forward at least 30% of households with access to the provider's video service are low-income households. AT&T has met both conditions.²

With respect to Section 9(3) of the Video Act: (1) AT&T provided access to its video service to over 50% of the households in its telecommunications service area within 6 years of the date it began providing video service, and (2) AT&T Michigan no longer has more than 1,000,000 telecommunications access lines in the state.³

AT&T recently completed its eleventh year of providing video service in the state. In Michigan, AT&T currently provides access to its video service to over 50% of the households in its telecommunications service area (however, AT&T's subscription rate is less than 30%). Of these households with access to AT&T's video service in Michigan, over 35% are low-income households as defined by the Video Act. AT&T does not deny access to service to any group of potential residential subscribers because of race or income.

Since its launch in 2007 through the end of the 1st quarter of 2018, AT&T has paid more than \$194 million to the local governments, made up of \$151 million in video franchise fees and \$43 million in public, education and government (PEG) fees.

¹ See Section 9(4) of the Video Act: "Each provider shall file an annual report with the franchising entity and the commission regarding the progress that has been made toward compliance..."

² See Section 9 (2) of the Video Act: "It is a defense to an alleged violation of subsection (1) if the provider has met either of the following conditions: (a) Within 3 years of the date it began providing video service under this act, at least 25% of households with access to the provider's video service are low-income households. (b) Within 5 years of the date it began providing video service under this act and from that point forward, at least 30% of the households with access to the provider's video service are low-income households."

³ "If a video service provider is using telecommunication facilities to provide video services and has more than 1,000,000 telecommunication access lines in this state, the provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication service area in the state within 3 years of the date it began providing video service under this act and to a number not less than 50% of these households within 6 years. A video service provider is not required to meet the 50% requirement in this subsection until 2 years after at least 30% of the households with access to the provider's video service subscribe to the service for 6 consecutive months."

AT&T'S INVESTMENT IN MICHIGAN'S WORKFORCE AND INFRASTRUCTURE

AT&T invests billions to build the advanced networks that create jobs and fuel economic growth. From 2014 through 2016, AT&T invested more than \$1.4 billion in its Michigan wireless and wireline networks.

AT&T'S U-verse® TV PRODUCT

U-verse delivers both real-time video programming and on-demand and interactive content that IPTV makes possible. AT&T extends its U-verse TV brand across screens with Uverse.com and the U-verse App for smartphones and tablets.

U-verse TV includes:

- Ability to access to more than 266 IPTV National HD channels.
- Ability to record up to 4 shows at once with Total Home DVR⁴.
- Ability to stream shows virtually anywhere they go, on their phones, tablets or computers.
- AT&T's deployment of Public, Educational, and Government (PEG) continues with communities who have requested AT&T to carry their PEG programming on U-verse TV.

AT&T's U-verse offers multiple combinations of TV, Internet and Voice packages to customize the customer's experience. U-verse TV offers several programming packages including U-basic, U-200, U-200 Latino, U-300, U-300 Latino, U-450, and U-450 Latino packages, plus U-family, a family-friendly programming option. The customer may choose from a variety of subscription options that feature a wide variety of channels, including music, local, movie and sports programming, as well as premium Spanish-language and international packages.

⁴ Total Home DVR (Digital Video Recorder). See: <https://www.att.com/esupport/article.html#!/u-verse-tv/KM1009866> for more details. An AT&T U-verse customer can record 4 shows at once on a single DVR, record and play back shows from any room in the home, pause a recorded show in one room and pick it up in another and program the DVR remotely from the computer or wireless phone.

⁵ MultiScreen. See: https://www.att.com/Common/merger/files/pdf/U-verse_MultiScreen.pdf

ADDITIONAL AT&T U-verse® TV INFORMATION

For additional information on AT&T U-verse TV customers may visit the websites below or call 800-ATT-2020.

<https://www.att.com/tv/u-verse.html>

Customers may find the following AT&T websites helpful for further information regarding channel lineup and the availability of AT&T U-verse TV.

- AT&T U-verse TV channel lineup:

<https://www.att.com/channellineup/u-verse/channel-lineup.jsp>

- AT&T U-verse TV availability: <https://www.att.com/tv/u-verse.html>

Ada Township -

7.12.18

Karen and I were bicycling through town last weekend... I needed to use the Leonard Field bathroom. It was perfectly clean and fresh-smelling. That restroom was the cleanest facility I've used in years, public or merchant's.

Your kindness is special -
and so are you!

Thank you for having the public bathrooms open and clean!

Barry + Karen Andrus

Utility Advisory Board
May 17th, 2018
8:00 a.m.
Minutes

Call to Order:

Present: Tom Almonte, Ed Robinette, George Haga, Tim Bradshaw, Nicole Pasch, Jeff Mccaull, Chuck Schroeder, Molly Eastman, Sam Giffel, Dave Harran, Wayne Jernberg, Mike Grenier, Kevin Gritters

Also Present: Izamar Contreras, Kolene Allen

Call to Order

Tom Almonte called the meeting to order at 8:00 a.m.

Public Comment

None

Approval of Minutes

Motion made by Tom Almonte, supported by Wayne Jernberg, to approve the minutes.

MOTION CARRIED.

Hydrant Fee Billing

Sam Giffel stated that if a customer community is interested in participating in the hydrant fee billing to contact her. There is a fee of \$384.24 for the operation, maintenance, and use of each fire hydrant.

Wright Township-Proposed Adjustment to Urban Utility Boundary

Molly Eastman presented the proposed adjustment to the Urban Utility Boundary. The first map in the package shows the current map, in order to adjust the service there needs to be an adjustment of boundaries. Kevin Gritters was present on behalf of Wright Township.

Wayne Jernberg stated that an adjustment to the USD needs to be approved by the hydraulic engineer or Assistant Manager for review. The process begins with a request followed by a memo to the UAB chair. More time is needed to review the proposed maps. Wayne Jernberg, Arden Postman, and Chuck Schroeder will be review boundary maps before the next meeting.

Water and Sanitary Sewer System-Preliminary Budget as presented to City Commission

Molly Eastman presented the Public Service Department preliminary proposal for the next five years. For FY19, the middle column shows 5.5 million. 20 million is being transfer to capital funds. Expenditures will increase in the next 5 years. Net earnings are stable compare to 2017 and 2018 due to coverage ratio falling.

Motion made by Tom Almonte, supported by Tim Bradshaw to approve budget.

MOTION CARRIED.

Public Comment

None

Next Meeting

August 16th, 2018

Update from Members

Molly Eastman will have a preliminary timeline for the rate study next meeting. Per Mike Lunn, Environmental Services submitted a PFAs plan to the MDEQ on May 1st. More updates to come. Jeff McCaul stated that the Water System recently received a 1 million dollar grant to assist in Lead Service Replacements.

Adjournment

The Utility Advisory Board was adjourned at 9:04 a.m.

**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE JUNE 21, 2018 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, June 21, 2018, 7:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

I. CALL TO ORDER

II. ROLL CALL

Present: Butterfield, Burton, Carter, Easter (arrived late), Jacobs, Leisman,

Absent: Lunn

Staff Present: Ferro, Bajdek, Winczewski

Public Present: 4 Members

III. APPROVAL OF AGENDA

Moved by Jacobs, supported by Carter, to approve the agenda as written. Motion passed unanimously.

IV. APPROVAL OF MINUTES OF MAY 17, 2018 MEETING

Carter stated that the study mentioned on page two should state that it was in Grand Traverse County.

Moved by Carter, supported by Jacobs, to approve the minutes of the May 17, 2018 meeting as amended.

Motion passed unanimously.

V. PUBLIC HEARINGS

- I. Request for Conditional Rezoning from Industrial (I) District to Low Density Single Family Residential (R-1) District, and Request for Special Use Permit for a private, non-profit, K-12 school on a 1.7 acre-site, 155 Spaulding Ave SE, Parcel No. 41-15-30-300-018, Dana Roefer, for Journey Academy

Dana Roefer, co-founder of Journey Academy, stated that Journey Academy is a non-traditional, K-9 school. They have out-grown their current space and are requesting a Conditional Re-Zoning for a minimum of 2 years and maximum of 3 years. They will have 2 units that will tie together with a vestibule. The school will be around 4,300 sq. feet and fenced around the back.

Planning Director, Ferro, stated that this is a unique process the Township is using that is provided for in the state zoning law but the Township has never used it before. Given the unique circumstances of what is proposed, this is a good fit. Journey Academy is planning to use this property that is currently zoned Industrial only for a limited period of time. Ordinarily, in the absence of this type of a process, the Township wouldn't consider re-zoning property that is surrounded by industrial use permanently to a residential zoning district. However, to accommodate this request the Township needed to come up with a zoning district that allows for school use which is only permitted in the residential district. The conditional re-zoning process allows the Township to accept limitations and conditions that are offered by the applicant to be placed on the zoning request so that what is being proposed here is re-zoning of property for a limited period of time and only for a single use, and not all of the other uses that are allowed in a residential district. The proposed re-zoning ordinance states all the conditions that have been proposed by the applicant and makes the re-zoning subject to those conditions. The uses are proposed for a three-year period ending August 13, 2021. By that deadline, the school use will be terminated and the school improvements will be removed from the property. At that time, it is the Township's intention to initiate re-zoning the property back to Industrial zoning.

Ferro noted that Amway has provided a signed consent letter to the planning department indicating they

are aware and supportive of this proposal.

Ferro stated there are three modular units on the site plan. Two modular buildings that are connected with a common space in between them. The 1.7 acres is part of a larger, 30+ acre parcel that Amway owns which has one existing small building on it, close to Spaulding Avenue. The proposed school building will sit to the south and west of the existing building. The applicant is planning to connect to public sewer and water which is available at Spaulding Avenue. The site improvements proposed are minimal. There will be some additional paving on site for drop-off zones. There will be some landscape improvements.

Leisman opened the public hearing at 7:13 p.m. There were no comments. Public hearing was closed at 7:13 p.m.

Ferro stated the criteria used for considering re-zoning requests were included in the staff report to the Planning Commission. The four factors to consider are 1. Whether the property has physical characteristics suitable for the proposed zoning. 2. The compatibility of uses permitted in the proposed zoning with existing and future uses in the surrounding area. 3. Adequacy of public facilities to serve the proposed use. 4. Compatibility of the proposed zoning with the Township Master Plan.

Ferro stated that if this were being considered as permanent re-zoning to R-1, the re-zoning would not be compatible with the Master Plan. But, given the short-term nature of the proposed use and the anticipated re-zoning of the property back to Industrial use, this will not be a conflict with the Master Plan.

Ferro recommended approval of the proposed conditional re-zoning to the R-1 residential district.

Ferro also recommended approval of the special use permit, subject to the conditions stated in his memo to the Planning Commissioners.

Jacobs stated that the paperwork mentions several times that Journey Academy is a K-12 school but when Ms. Roefer spoke, she said K-9.

Ms. Roefer stated that there are 2 ninth graders enrolled this fall which will make them eleventh graders by the end of the 3-year plan.

Jacobs asked if there will be buses. Ms. Roefer stated it will be private drop-off only.

Jacobs stated that it should be written in the ordinance that this is a Non-Profit, K-12, school.

Leisman stated that a part of Section 2 (b) should be omitted which states "after which date the Township intends to initiate re-zoning of the lands to the Industrial (I) zoning district." Section 5 should be modified to add that at the end of the three-year time period, the property will automatically revert back to an (I) Industrial zoning district.

Easter asked if there will be signage. Ms. Roefer stated they have not talked about signage yet.

Leisman stated a 5th condition should be added that the Planning Department will approve the fencing.

Moved by Jacobs, Supported by Easter to recommend approval to the Township Board for Conditional Rezoning from Industrial (I) District to Low Density Single Family Residential (R-1) District subject to the following conditions:

1. Adding in the ordinance a reference to K-12 in section 2 (a).
2. Striking the last clause of section 2 (b).
3. Adding in section 5 that the property will automatically revert back to an (I) Industrial zoning

district no later than August 14, 2021.

Motion passed unanimously.

Moved by Jacobs, supported by Easter to approve the Special Use Permit, subject to the following conditions:

1. Approval of the special use permit is conditioned upon approval of the re-zoning by the Township Board.
2. The site shall be developed substantially as shown on the plans submitted by the applicant, Sheets C-1 through C-5, dated 6/11/2018, prepared by LRE Engineers and Surveyors and Sheets A1.0, dated 6/1/2018 and A2.0, dated 5/23/2018, prepared by Pioneer Construction.
3. Public water and sewer connection permits shall be approved by the Utility Director, prior to issuance of a building permit.
4. Any exterior lighting, either pole-mounted or building-mounted, shall be "cutoff"-style fixtures.
5. Fencing height, style and location of fencing on the site shall be subject to approval by the Planning department.

Motion passed unanimously.

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

1. Site Plan Review, office addition (main level - 2,342 sq. ft., lower level – 2582 sq. ft.), office renovation and site improvements, 6160 East Fulton St., Parcel No. 41-15-29-420-008, Dan Vos Construction Co.

Travis Tate, Civil Engineer for Dan Vos Construction summarized the site plan stating that they are planning to renovate and add to their office building, parking lot, and driveways. Three additions are planned for the main and lower levels. A new security gate will be added, new lighting for the parking area and driveways, new retaining walls on the NE and SW sides of the building. There will be a Walk Bridge from the parking lot to the building. Mr. Tate stated they are also adding a storm water detention pond on the east side of the property which will be surrounded by the driveways and parking lot. There will be several catch basins and a couple of roof drains will go into those catch basins. Mr. Tate stated they are planning on re-doing their sidewalk/entryway of their building. They will also be adding new landscaping.

Zoning Administrator, Bajdek, stated the site currently consists of 3 buildings and a contractor yard. The office building is situated closest to the E. Fulton Street right-of-way, at the northern extent of the property. A tool crib and workshop building, as well as a warehouse and carpenter shop are located south of the office building; the contractor yard occupies the majority of the southern portion of the site.

Bajdek stated the additions that are proposed are to the east, south, and west of the existing office building. There is an in-fill addition beneath the cantilever office at the west side of the structure and an enclosed porch occupies a portion of the area under the office currently.

Bajdek stated reconfiguration of the parking lot is proposed to improve interior traffic flow. Other site improvements include the construction of a retaining wall and steps, enclosed dumpster area, and façade improvements.

Bajdek stated that all the dimensional standards for the Industrial Zoning district have been satisfied.

Bajdek stated a storm water retention pond, serving approximately one acre of the site is planned. Storm water management does not currently exist on the site. Storm water calculations have been submitted and were reviewed by the Township's consulting engineer. The Township's consulting engineer has requested that additional information be provided to justify the portion of the reconfigured parking lot that is not planned to flow into the proposed retention pond. A stream/creek meanders along the northwestern portion of the property.

Bajdek stated the site is connected to public water and sewer. A new 2" water service is planned as well as a 6" fire protection service. The existing service would be disconnected and abandoned. The tool crib and workshop building are being planned to be disconnected from the septic system and connected to the existing sewer lateral that services the office building.

Access to the site is through a shared driveway with the property to the east. That access drive is proposed to be extended to the south side of the site to the contractor yard and a gate is proposed to create a fully contained fenced-in yard.

Bajdek stated there are currently 55 off-street parking spaces. A total of 85 spaces are proposed. Only 8 existing spaces are planned to remain as-is. 57 spaces are required. An exception is required by the Planning Commission due to the proposed total number of parking spaces provided exceeding the minimum standards by greater than 25 percent.

Bajdek stated landscaping renovation of the site is planned. Only a conceptual plan has been provided at this time. Staff is recommending that the complete landscape plan be reviewed and approved administratively, prior to the issuance of a building permit and/or construction of any site improvements.

Bajdek stated that a photometric plan has been submitted, indicating 9 pole-mounted exterior lighting fixtures to illuminate the northern portion of the property. Fixture specifications have been submitted and they qualify as "full-cutoff." No wall-mounted lighting fixtures are specified on the plan at this time.

Bajdek stated that staff is recommending approval, subject to the conditions as listed in the staff memo.

Easter asked why there is a need for more parking than is required.

Dan Blundy of Dan Vos Construction stated that they periodically have large meetings that would require more parking spaces.

Moved by Burton, supported by Butterfield to recommend approval of the site plan subject to the following conditions:

1. A storm water permit application shall be submitted and a permit issued by the Township, in compliance with the storm water ordinance, prior to issuance of a building permit and/or construction of any site improvements.
2. A complete landscape plan shall be submitted, subject to review and approval of the Planning Department, prior to issuance of a building permit and/or construction of any site improvements.
3. Any pole and/or building mounted exterior lighting fixtures shall qualify as "full-cutoff" control of light emission, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval for all lighting fixtures, prior to building permit issuance.
4. Connection and abandonment permits for the new water service connections and service abandonment shall be issued by the Township, prior to their installation.
5. An exception approval from the Planning Commission to allow the proposed total number of parking spaces provided to exceed the minimum standards by greater than 25 percent.

Motion carried unanimously.

VIII. COMMISSION MEMBER/STAFF REPORTS

1. Draft Amendment to PVM District Regulations, to add provisions concerning duration of development plan approval.

Ferro stated that when PVM District Regulations were adopted in 2011, the Township neglected to include a provision that addresses how long a plan approval is valid. That is an oversight that is overdue to be corrected. Since 2011, there are only 3 plans that have been approved that have not started. It is recommended that the Planning Commission set a date for the required public hearing.

Leisman recommended to hold a public hearing at the July or August meeting; the Planning department can decide which meeting.

2. Planning Commission Annual Report to Township Board.

Moved by Butterfield, supported by Jacobs to approve the Planning Commission Annual Report to be submitted to the Township Board. Motion carried unanimously.

3. Communication from Cascade Charter Township, Master Plan update process.

No comments.

IX. PUBLIC COMMENT

None.

X. ADJOURNMENT

Motion by Jacobs, supported by Easter, to adjourn meeting. Motion passed unanimously.
Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Jacqueline Smith

Ada Township Clerk



August 3, 2018

Grand Valley Estates Water Customers,

The Michigan Department of Environmental Quality (MDEQ) has begun a statewide initiative to test drinking water from all schools that use well water and community water supplies. The test is looking for a group of manmade chemicals called per-and polyfluoroalkyl substances (PFAS). MDEQ is taking this precautionary step of testing these drinking water sources to determine if public health actions are needed.

It is not uncommon to find low levels of PFAS in drinking water supplies, as PFAS can be found in fire-fighting foams, stain repellants, nonstick cookware, waterproof clothing, food wrappers, and many other household products. They do not break down in the environment and move easily into water.

The EPA set a LHA level for two PFAS in drinking water, perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS). The LHA level is 70 parts per trillion (ppt, equal to 70 ng/L) for PFOA and PFOS combined, or individually if only one is present. The EPA has not set health advisory levels for other PFAS compounds. The State of Michigan is using 70 ppt for decision making purposes.

Grand Valley Estates Water System was tested by AECOM, MDEQ's contractor. The test results can be found on the Michigan PFAS Action Response Team website, www.michigan.gov/pfasresponse. The results show that of the PFOA and PFOS tested, less than 10 parts per trillion (PPT) were found in the water. The level is below the U.S. Environmental Protection Agency's (EPA) lifetime health advisory (LHA). Frequently Asked Questions and Answers regarding PFAS is attached for your reference.

Grand Valley Estates Water System is committed to providing our customers with quality drinking water. As your water supplier, we are working closely with MDEQ to maintain the quality of your water.

For health-related questions, contact the Michigan Department of Health and Human Services (MDHHS) at 1-800-648-6942 or visit one of the websites below.

For information on PFAS including possible health outcomes, visit these websites:

- State of Michigan PFAS Action Response Team (MPART) website serving as the main resource for public information on PFAS contamination in Michigan www.michigan.gov/pfasresponse
- Agency for Toxic Substances and Disease Registry (ASTDR) website including health information, exposure, and links to additional resources www.atsdr.cdc.gov/pfas
- United States Environmental Protection Agency (U.S. EPA) website including basic information, U.S. EPA actions, and links to informational resources www.epa.gov/pfas

Sincerely,

George Haga
Utility Director

Comprehensive PFAS Frequently Asked Questions and Answers

PFAS 101

What are Per- and polyfluoroalkyl substances (PFAS) and why are they harmful?

Per- and polyfluoroalkyl substances (PFAS) are a large group manmade chemicals that are resistant to heat, water, and oil. PFAS have been classified by the U.S. Environmental Protection Agency (EPA) as an emerging contaminant on the national landscape. For decades, they have been used in many industrial applications and consumer products such as carpeting, waterproof clothing, upholstery, food paper wrappings, personal care products, fire-fighting foams, and metal plating. They are still used today. PFAS have been found at low levels both in the environment and in blood samples of the general U.S. population.

These chemicals are persistent, which means they do not break down in the environment. They also bioaccumulate, meaning the amount builds up over time in the blood and organs. Studies in animals who were exposed to PFAS found links between the chemicals and increased cholesterol, changes in the body's hormones and immune system, decreased fertility, and increased risk of certain cancers. Studies in which animals were given high levels of PFAS showed effects including low birth weight, delayed puberty onset, elevated cholesterol levels, and reduced immunologic responses to vaccination. Animal studies help scientists understand what could happen in people.

How does PFAS get into drinking water?

PFAS can get into drinking water when products containing them are used or spilled onto the ground or into lakes and rivers. PFAS move easily through the ground, getting into groundwater that is used for some water supplies or for private drinking water wells. When spilled into lakes or rivers used as sources of drinking water, they can get into drinking water supplies. PFAS in the air can also end up in rivers and lakes used for drinking water.

How could I be exposed to PFOA, PFOS and other PFAS compounds?

The main way people are exposed to these chemicals is by swallowing them. PFAS chemicals are sometimes found in drinking water and in cooking or food packaging products. PFAS can be swallowed along with the water or food, from there they can enter the bloodstream.

Touching products made with PFAS or touching water that contains PFAS is not the main way people are exposed to these chemicals. The PFAS chemicals do not easily absorb into the skin.

What is the lifetime health advisory (LHA) level?

The U.S. Environmental Protection Agency (EPA) has set a lifetime health advisory (LHA) level for two PFAS in drinking water: perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS). The PFOA and PFOS LHA is the level, or amount, below which no harm is expected from these chemicals. The LHA level is 70 parts per trillion (ppt) for PFOA and PFOS individually or combined. The LHA, protective of everyone, especially pregnant women, young children, and the elderly. Currently, the EPA has not set health advisory levels for the other PFAS chemicals.

Health Effects and Recommendations

Are PFAS found in people?

People and animals worldwide have PFAS in their blood. Most people in the United States have one or more PFAS compounds in their blood, most frequently PFOA and PFOS.

The National Health and Nutrition Examination Survey (NHANES) is a program conducted by the U.S. Centers for Disease Control and Prevention to assess the health and nutritional status of adults and children in the United States. Data from previous NHANES surveys show the levels of PFOA and PFOS are decreasing in the blood of the U.S. residents. This is most likely due to major manufacturers of PFOA and PFOS phasing out production of these two chemicals in the last decade, and replacing them with other PFAS chemicals.

New PFAS have been developed and are in use and may be less persistent in the environment. However, more scientific research is needed to determine if these new PFAS could be a health concern.

How can PFAS affect people's health?

Some scientific studies suggest that certain PFAS may affect human health. The National Center for Environmental Health (NCEH)/Agency for Toxic Substances and Disease Registry (ATSDR) is working to better understand how PFAS might affect people's health. Although more research is needed, some studies in people have shown that certain PFAS may:

- affect growth, learning, and behavior of infants and older children
- lower a woman's chance of getting pregnant
- interfere with the body's natural hormones
- increase cholesterol levels
- affect the immune system and
- increase the risk of certain types of cancer

At this time, scientists are still learning about the health issues related to mixtures of PFAS. If you are concerned about PFAS in your drinking water, please contact the MDHHS Toxicology Hotline at 800-648-6942 or the CDC/ATSDR: <https://www.cdc.gov/cdc-info/>.

Is it safe to eat fish in these areas?

Fish are being collected from local lakes and rivers and tested for some of the PFAS chemicals. The fish are analyzed to determine the levels of PFAS in fish and make recommendations on how much is safe to eat. Some information is already available in the State of Michigan Eat Safe Fish guides, which are available at www.michigan.gov/eatsafefish.

Can I bathe or swim in water containing PFAS?

The PFAS chemicals do not easily absorb into the skin. It is safe to bathe, as well as do your laundry and household cleaning. It is also safe to swim in and use water recreationally. Getting water with PFAS on your skin will not harm you.

Should I have my blood tested?

Blood tests are available that can measure the amount of PFAS in blood at the time it is collected. However, the test cannot tell you how much PFAS was in your blood in the past or if the PFAS has or will cause a medical condition.

It's important to know that most people in the United States have measurable amounts of PFAS in their blood, especially PFOA and PFOS. There is no medical treatment to remove PFAS from blood.

If you're thinking about having your blood tested for PFAS, talk to your doctor.

Is there anything I can do to protect my animals?

The Michigan Department of Agriculture and Rural Development recommends you use the same drinking water precautions for pets that you take for yourself. Contact a veterinarian if you suspect that your pet or livestock is experiencing liver, kidney, immune response, or reproductive issues and you suspect that your animal has had PFAS exposure. There may be other causes, apart from PFAS, that may contribute to these health issues. Work with your veterinarian to perform an exam and any necessary tests.

Water Testing and Results

My water has a funny taste. Is it PFAS?

No, PFAS chemicals do not have any taste or color. If your water is from a municipal or community water supply and has an unusual taste or color, contact your water supplier. If you have a private drinking water well and your water has an unusual taste or color, contact your health department.

Who can I call if I have questions about PFAS in my drinking water?

The State of Michigan Environmental Assistance Center can be contacted at 800-662-9278. Representatives may be reached to assist with your questions Monday – Friday, 8:00 AM to 4:30 PM.

Is PFAS a problem even if my home receives municipal water?

There is concern regardless of if you have a private drinking water well or are on a municipal or community water system. Municipal and community water systems are being proactively tested for PFAS chemicals. PFOA and PFOS results will be posted at www.michigan.gov/pfasresponse.

Filters or Alternate Water

What are the different types of filtration systems or filters available to me?

MDHHS recommends filters certified by NSF, International. These filters are certified to reduce the amount of PFOA and PFOS in drinking water. In order to be certified, a water filter must undergo extensive testing and meet strict NSF P473 (<http://bit.ly/2gmEFTI>) requirements set by the American National Standard Institute for drinking water units - health effects. Reverse osmosis systems must also meet all of the requirements in the NSF/ANSI 58 standard (<http://bit.ly/2gmEFTI>). To meet these requirements a filter must be able to reduce PFOA and PFOS below the EPA LHA level. Certified products must be retested periodically and their manufacturing facilities must be inspected every year. To date,

several point-of-use filtrations systems have been certified. No whole house filtration systems have been certified.

How long do the filtration cartridges last and how do I get a replacement?

It depends on the filtrations system you are using. The filtration systems provided by MDHHS last approximately 6 months or 800 gallons of water.

To get replacement filters, contact your local health department (include link to directory of LHDs).

Next Steps

What is being done about this issue?

State and local agencies are actively working to obtain more information about PFAS as quickly as possible. Additional testing is ongoing, which will help us answer more questions and determine next steps.

What is the state doing about this situation and which agencies are involved?

The Governor has formed the Michigan PFAS Action Response Team, comprised of ten state departments, including the Michigan Department of Military and Veterans Affairs (MDMVA), Michigan Department of Environmental Quality (MDEQ) and the Michigan Department of Health and Human Services (MDHHS), to ensure that public health is protected. For more information, visit www.michigan.gov/pfasresponse.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



C. HEIDI GRETHER
DIRECTOR

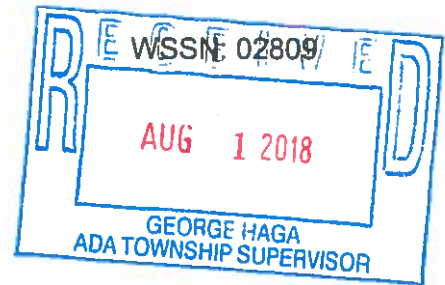
July 30, 2018

VIA E-MAIL

GRAND VALLEY ESTATES
7330 THORNAPPLE RIVER DR SE
PO BOX 370
ADA, MICHIGAN

Dear Water Supply Owner/Operator:

SUBJECT: GRAND VALLEY ESTATES
Per- and Polyfluoroalkyl Substances (PFAS)



As you may be aware, the Michigan PFAS Action Response Team (MPART) has undertaken a proactive effort to investigate sources and locations of PFAS contamination in Michigan, to protect our drinking water, and to inform the public about PFAS. This involves the work of ten state departments, in coordination with local and federal officials.

One vital piece of this effort is the ongoing collaboration between the Michigan Department of Environmental Quality (MDEQ) and our water supply partners. It is through your generous participation that we are able to set and achieve our goal: to proactively test all community water supplies and schools that are classified as non-transient non-community water supplies for PFAS contamination. Once complete, this study will be an invaluable tool in determining the extent of PFAS in Michigan's drinking water, and empowering the MPART in the pursuit of their mission. We thank you for your continuing partnership, collaboration, and dedication to the residents of our great state.

This letter is intended to provide the results of PFAS analyses in samples collected from the GRAND VALLEY ESTATES, WSSN # 02809 (water supply) on the date(s) indicated below.

The table below summarizes the sampling results. A copy of the laboratory report is enclosed for your review. The analyses of these samples reported less than 10 parts per trillion (ppt) for perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA). Your water supply may have returned results greater than non-detect (ND) for the total amount of PFAS analytes tested for. An ND result means the analyte was not detected. Neither the MDEQ nor the United States Environmental Protection Agency (USEPA) have any guidance values for these other analytes at this time. If additional guidance and/or comparison values are developed for these or other PFAS chemicals in the future, we may reevaluate this water supply.

GRAND VALLEY ESTATES

Page 2

July 30, 2018

| Date Collected | Sampling Location | PFOS + PFOA (ppt) | LHA (ppt) PFOS + PFOA | Total Tested PFAS (ppt) |
|------------------------|-------------------|-------------------|-----------------------|-------------------------|
| 6/5/2018 9:00:00 AM | TP100 | ND | 70 | ND |

ND – The parameter was not detected based on the laboratory's analytical report. See Official lab results for test method used.

Currently, there is no regulatory drinking water standard for any of the PFAS chemicals. However, in May 2016 the USEPA established a non-regulatory Lifetime Health Advisory (LHA) for two of these chemicals, PFOS and PFOA. The LHA for PFOS and PFOA is 70 ppt combined, or individually if only one of them is present. The USEPA recommends that this LHA applies to both short-term (i.e., weeks to months) scenarios during pregnancy and lactation, as well as to lifetime-exposure scenarios. The LHA is the level, or amount, below which no harm is expected from these chemicals. The Michigan Department of Health and Human Services (MDHHS), as well as the MDEQ, have used this LHA of 70 ppt to inform decisions on actions that should be taken or are recommended to reduce exposure and prevent increased risk to public health from these PFAS contaminants. The USEPA has not set health advisory levels for the other PFAS compounds because not enough is known about them.

Additional information on the health effects of PFAS can be found on the Agency for Toxic Substances and Disease Registry (ATSDR) website listed at the end of this correspondence.

The concentrations of PFOS and PFOA in these samples are well below the USEPA LHA of 70 ppt and are not expected to result in adverse health effects as long as the concentrations are shown to remain below the LHA over time.

Because of the detection of low levels found in the water supply, we have the following recommendations for your consideration. These recommendations are essentially the same actions we have advised public water systems to follow for the past 30-plus years when a new contaminant has been confirmed as present in their drinking water.

1. Inform the public of these sample results through posting on your website or other means. The MDEQ, in collaboration with the MDHHS, has developed a toolkit containing communication templates to help notify the consumers of your water supply on the presence of PFAS in the drinking water and the response measures that are being initiated. This is a resource available to you if you choose and can be modified to fit your needs. The toolkit is available at www.michigan.gov/pfasresponse and click on "visit news and education."
2. Please continue with your regularly scheduled monitoring. The MDEQ recommends you also continue monitoring for PFAS on an annual basis to demonstrate the concentrations are consistently and reliably below any existing LHA.

These recommendations are based on the best available and most current information and may change depending on additional information related to site conditions; the availability of new

July 30, 2018

data; or other new information as it becomes available. We may recommend further action at that time.

As part of the MDEQ's proactive statewide sampling initiative, the results of this sampling will be posted online on the MPART website within two weeks of this notification. The results can be found online by going to the MPART website address listed below, and by clicking on "Michigan PFAS Sites," and scrolling down and selecting "Public Water Supply Information." We recommend you inform your consumers as soon as possible. If you need assistance, please contact me.

For information on PFOS, PFOA, and other PFAS, including possible health outcomes, you may visit these websites:

- **State of Michigan PFAS Action Response Team (MPART)** website serving as the main resource for public information on PFAS contamination in Michigan:
www.michigan.gov/pfasresponse
- **United States Environmental Protection Agency (USEPA)** website including basic information, USEPA actions, and links to informational resources:
www.epa.gov/pfas
- **Agency for Toxic Substances and Disease Registry (ATSDR)** website including health information, exposure, and links to additional resources:
www.atsdr.cdc.gov/pfas

Thank you once again for your continued collaboration with this investigation. The ongoing partnership between the MDEQ and Michigan's public water supplies plays an integral role in the state's continued efforts to ascertain and address the incidence of PFAS in drinking water for Michiganders.

If you have any questions concerning this sampling, please contact me at the telephone number below; by email at DEQ-PFAS-DrinkingWater@michigan.gov; or by mail at DEQ-DWMAD, P.O. Box 30817, Lansing, Michigan 48909-8311.

Sincerely,

Lois Elliott Graham

Lois Elliott Graham, R.S., M.S.A.
Drinking Water and Municipal Assistance Division
810-730-8674

Enclosure

cc: Ms. Sara Simmonds, Kent County Health Department
Mr. Steven Crider, Supervisor, Drinking Water Unit, MDHHS
Mr. Luke Dehtiar, MDEQ



IV.B.11

Water System

- We welcome this proactive approach by the MDEQ and share its commitment to our community's health.
- We are proud of the high-quality and safe drinking water that we provide our customers every day, and we take this responsibility very seriously. Our customers should be confident in the system's water quality and safety.
- We get our water from Lake Michigan and treat it before it is delivered to our customers.
- We recently sampled the City water system's Lake Michigan source water and tap water to parallel similar testing the Michigan Department of Environmental Quality is conducting across the state. The MDEQ conducted sampling at the same locations as our testing, and we expect the agency's results soon.
- Our test results showed that our tap water was well below the lifetime health advisory limits established by the U.S. Environmental Protection Agency and MDEQ as well as regulatory limits being discussed. Specifically, our results were:
 - EPA 357 (only approved method for testing of drinking water) – non-detect for tap water
 - Isotope dilution (source water) – PFOS 1.40 parts per trillion (ppt), PFOA 1.09 ppt, 22 other compounds were non-detect
 - Isotope dilution (tap water) – PFOS 1.81 ppt, PFOA 1.38, 21 other compounds were non-detect
- The reporting limit for MDEQ testing is 2 ppt. One ppt is equal to 1 drop of water in 18 million gallons of water.
- Our test results showed what was expected: PFAS-related compounds have been in use around Lake Michigan for decades and a very small

amount is present. We expect PFAS levels to remain relatively consistent since Lake Michigan is a stable source of water.

- We will continue to aggressively sample and test our water in accordance with state regulatory requirements and release our results. We also will continue to use the best available methods and technology in our water testing.
- We had our water tested for PFAS on our own in 2014, 2015 and 2017, and the results were non-detect all three times.
- Our Water System serves the cities of Grand Rapids, East Grand Rapids, Walker and parts of Kentwood as well as the townships of Ada, Cascade, Grand Rapids and Tallmadge and areas in Ottawa County, including the City of Coopersville, Allendale Township and portions of Grand Haven and Robinson Townships.

Wastewater plant

- Our PFAS evaluation plan has been approved by the MDEQ and our request for an extension has been granted.
- Our Water Resource Recovery Facility has 79 significant industrial users that have industrial wastewater discharge permits. We are engaging potential sources to ensure a successful program in response to the MDEQ requirement. We hosted a meeting with the first group of users that may have the potential to discharge PFAS and are engaging various sewer user groups and professional organizations.
- The approved plan has a tiered system of evaluating potential dischargers of PFAS. We have initiated communication with the first tier group of permitted users.
- Any reference to a surveyed user or potential source in our system and their relation to PFAS remains a potential source until survey and/or sampling documentation demonstrates the user is not a source. At

this time, the number of potential sources is unknown and is being evaluated in the plan.

- Due to the number of permitted users we have, the need to collect survey and sample information, meet and explain the complexity of the PFAS sampling requirements and the fact there are a limited number of labs in the country that can analyze for these parameters, we filed for a deadline extension, which was granted.
- Once a source has been identified, the industrial pre-treatment program may need to develop a PFAS minimization plan to reduce or eliminate sources as directed by the MDEQ. Industrial wastewater discharge permits may need to be revised depending on state and federal regulations that may be promulgated to address the reduction and elimination of PFAS compounds in wastewater. We also need to get contracts in place to develop sampling and testing protocols and perform the analyses.
- We continue to develop the list of potential sources. At this time, we are starting with the permitted significant industrial users and prioritizing those that may have used or are currently using related manufacturing practices that have been associated with PFAS. We expect the list to adapt as we develop the program over time.
- The sampling and analysis of tiered potential sources is an undertaking that will span many years due to the widespread use of PFAS compounds.
- We anticipate the need for industrial users and the City to do multiple analyses for PFAS compounds. Each test, including sample collection, could exceed \$5,000. Users will be responsible for the costs associated with the testing.

Ada Township
Fire Department



July 2018

Activity Report

July 2018 Activity Report

| Type | July | YTD |
|--------------------|-----------|------------|
| Medical | 29 | 176 |
| Vehicle accident | 5 | 33 |
| Structure fire | 5 | 39 |
| Vehicle fire | | 3 |
| Grass fire | | 10 |
| False alarms | 5 | 43 |
| Service calls | | 12 |
| Good intent call | 5 | 10 |
| Hazardous Cond. CO | | 10 |
| Other calls wires | 1 | 16 |
| Total | 50 | 352 |

| Shift | Incidents | Arrival | Responders |
|--------|-----------|---------|------------|
| First | 14 | 4 | 3 |
| Second | 21 | 6 | 5 |
| Third | 9 | 10 | 4 |
| Fourth | 6 | 8 | 4 |

| Year | Month | YTD | |
|------|-------|-----|--------------|
| 2018 | 50 | 352 | Current |
| 2017 | 52 | 367 | One year |
| 2013 | 42 | 352 | Five year |
| 2008 | 49 | 292 | Ten year |
| 2003 | 38 | 301 | Fifteen year |

| Auto aid | Received | Received | Given | Given |
|------------|----------|----------|-------|-------|
| Department | July | YTD | July | YTD |
| Cannon | | 5 | | |
| Cascade | 1 | 10 | 2 | 10 |
| G R Twp. | | 2 | | 4 |
| Grattan | | 1 | | 3 |
| Lowell | 1 | 2 | 1 | 12 |
| Plainfield | | 1 | | 2 |

On the cover: The view from the ground up of the East GR aerial truck used during high angle rescue training at Amway this month.

July 2018 Incident Report

| # | Date | Location | Description | Detail | Shift | Time | Arrive | #FF's | Assist |
|-----|------|-------------------------|--------------------|-------------------|-------|-------|--------|-------|----------------------|
| 314 | 7-1 | 141 Deer run | Med 3 | Lift assist | 4 | 13:11 | 8 | 3 | |
| 315 | 7-2 | 7575 Fulton | Med 1 | Medical | 3 | 7:07 | 4 | 3 | |
| 316 | 7-2 | 518 Ada Drive | Structure fire | Basement | 2 | 20:55 | 2 | 11 | |
| 317 | 7-3 | Thornapple & Story book | Unknown fire | Camel hump bridge | 3 | 2:20 | 8 | 3 | |
| 318 | 7-3 | 1226 Knoll pond | Med 1 | Medical | 1 | 12:25 | 6 | 4 | |
| 319 | 7-3 | 4915 Ada Drive | Med 1 | Medical | 2 | 16:57 | 5 | 4 | |
| 320 | | Dispatch error | | | | | | | |
| 321 | 7-5 | Fulton & Longleaf | Vehicle accident | Rollover | 1 | 8:32 | 3 | 6 | |
| 322 | 7-5 | 5505 Fulton | Burn complaint | Permitted | 2 | 21:20 | 2 | 1 | |
| 323 | 7-6 | 6242 Scotthille | Odor investigation | Faulty fan | 3 | 00:20 | 14 | 3 | |
| 324 | 7-6 | Fulton & Sargent | Vehicle accident | Property damage | 1 | 14:21 | 1 | 1 | |
| 325 | 7-8 | 6587 Waybridge | Structure fire | Oven fire | 4 | 10:25 | - | 4 | To Cascade |
| 326 | 7-8 | 2578 Orange Ct. | Structure fire | Grill fire | 2 | 18:44 | - | 7 | To Cascade |
| 327 | 7-9 | 7128 Fulton | Med 1 | Medical | 1 | 9:54 | 1 | 2 | |
| 328 | 7-9 | 1010 Maple Hill | Wires down | Pole to house | 1 | 13:01 | 2 | 4 | |
| 329 | 7-10 | 5854 Egypt Creek | Fire alarm | False | 1 | 11:15 | - | 2 | |
| 330 | 7-10 | 7575 Fulton | Structure fire | Electrical | 2 | 19:38 | 3 | 8 | From Cascade, Lowell |
| 331 | 7-11 | 2731 Egypt Valley | Med 2 | Medical | 3 | 6:43 | 15 | 3 | |
| 332 | 7-12 | 369 Stone Falls | Med 2 | Stage | 2 | 20:07 | 7 | 4 | |
| 333 | 7-12 | 8771 Conservation | Med 1 | Medical | 2 | 21:13 | 6 | 4 | |
| 334 | | Dispatch error | | | | | | | |
| 335 | 7-14 | 6789 Two Mile | Vehicle accident | One car | 4 | 14:47 | 6 | 5 | |
| 336 | 7-14 | 45 Honey creek | Med 1 | Medical | 2 | 22:35 | 7 | 4 | |
| 337 | 7-15 | 9232 Fulton | Med 1 | Medical | 4 | 13:11 | 7 | 3 | |
| 338 | 7-15 | 2125 Grand Valley | Fire alarm | Power outage | 2 | 17:40 | 10 | 3 | |
| 339 | 7-15 | 5188 Clear Springs | Med 1 | Medical | 2 | 18:43 | 3 | 6 | |
| 340 | 7-15 | 270 Honey creek | Med 1 | Medical | 2 | 18:56 | 6 | 6 | |
| 341 | 7-15 | 7922 E. Dogwood Meadow | Med 1 | Medical | 2 | 21:33 | 10 | 7 | |
| 342 | 7-17 | 404 Pettis | Med 1 | Stage | 3 | 1:29 | 6 | 6 | |
| 343 | 7-17 | Knapp & Pettis | Med 2 | Medical | 1 | 15:31 | 5 | 4 | |
| 344 | 7-18 | 4831 Luxemburg | Med 0 | Medical | 1 | 9:03 | 10 | 3 | |
| 345 | 7-18 | 5144 Winter ridge | Fire alarm | False | 1 | 9:25 | 6 | 3 | |

July 2018 Incident Report

| # | Date | Location | Description | Detail | Shift | Time | Arrive | #FF's | Assist |
|-----|------|--------------------------|--------------------|--------------|-------|-------|--------|-------|-----------|
| 346 | 7-18 | 7683 Knapp | Med 2 | Medical | 2 | 17:52 | 7 | 5 | |
| 347 | 7-19 | 7351 Bronson | Med 2 | Medical | 2 | 17:11 | 8 | 3 | |
| 348 | 7-20 | 6381 Duxbury | Med 3 | Medical | 3 | 00:00 | 10 | 4 | |
| 349 | 7-20 | 5101 Spring Ridge | Fire alarm | False | 1 | 12:00 | - | - | |
| 350 | 7-21 | 7349 Conservation | Med 1 | Medical | 2 | 23:31 | 8 | 6 | |
| 351 | 7-22 | 624 Riverside | Structure fire | Stand by | 3 | 5:21 | - | 5 | To Lowell |
| 352 | 7-22 | 986 Bridgecrest | Med 1 | Medical | 4 | 14:52 | 9 | 5 | |
| 353 | 7-23 | 5901 Hall Street | Fire alarm | Heat sensor | 2 | 23:41 | 14 | 7 | |
| 354 | 7-23 | Fulton & Bronson | Vehicle accident | Car vs. semi | 1 | 13:21 | 1 | 6 | |
| 355 | 7-24 | 5392 Maple Hill | Med 1 | Medical | 3 | 00:42 | 7 | 2 | |
| 356 | 7-24 | Cascade & Clifford | Vehicle accident | Two car | 1 | 15:54 | 4 | 3 | |
| 357 | 7-24 | 7100 Fulton | Med 1 | Medical | 2 | 17:25 | 3 | 2 | |
| 358 | 7-25 | 3100 Honeycreek | Med 1 | Medical | 1 | 12:34 | 3 | 3 | |
| 359 | | Dispatch error | | | | | | | |
| 360 | 7-27 | 4987 Meadow Springs | Med 1 | Medical | 2 | 19:35 | 5 | 4 | |
| 361 | 7-29 | 2894 Pettis | Med 2 | Medical | 4 | 15:58 | 12 | 3 | |
| 362 | 7-30 | Grand River & 3 mile | Odor investigation | Unfound | 3 | 7:00 | 12 | 4 | |
| 363 | 7-30 | 4987 Meadow Spring Trail | Med 1 | Medical | 1 | 10:04 | 4 | 4 | |
| 364 | 7-30 | 2155 Egypt Valley | Illegal burn | Hay bales | 2 | 17:42 | 10 | 4 | |
| 365 | 7-30 | 9280 Two Mile | Med 0 | Disregarded | 2 | 23:05 | - | 4 | |
| 366 | 7-30 | 9280 Two Mile | Med 1 | Medical | 2 | 23:23 | 4 | 2 | |

July 2018

Training – Fire

For the month of July we set up training in two different locations. The first portion of training was at Fire Station Two where we used the maze located upstairs to do search and rescue operations. This was an opportunity to also use breathing apparatus and use the buddy breathing system.

The second location was Forest Hills Eastern where crews would dress a hydrant, advance hose line and flow water. All of these are some basic skills that are not used on a regular basis but vital to our operations.

Training – Rescue

With the hot days of summer upon us we used this as an opportunity to practice our water rescue skills. We launched the Cascade Fire Department boat into the Grand River and removed victims from the river to the boat for transportation. Skills such as back boarding, deployment of rescue ropes and equipment were some of the activities used.

Training – High angle rescue

We teamed up with East Grand Rapids PSO and Amway Protection Services and used an aerial ladder truck to perform high angle rescues. This night we simulated getting victims from the top of silos to the ground. The use of the stokes basket and webbing then attaching it to the aerial for lowering the patient safely to the ground was the event of the evening. This also gave our team the chance meet and work with Protection Services along with East Grand Rapids.

Construction Update

Progress continues on the barracks addition to the fire station. The roof and windows are installed with the brick work to be completed this week. On the interior, walls are up and the HVAC install is underway. Next week the dry wall and fire suppression should begin. The storage and garage portion is awaiting Consumers Power who will need to relocate underground lines. The new power lines are expected in 2- 3 weeks.



The Community

July 4th breakfast

The month began with our annual July 4th Pancake Breakfast. We served a record 900 guests in just 2 ½ hours. The Firefighters Association purchased some new equipment to help provide faster service to the many guests.

Fireworks

Our team along with Cascade Fire Department and East Grand Rapids protected the school and church along with the surrounding grounds during the display. Only one small grass fire occurred and was quickly extinguished without the crowd even noticing. We also assisted the Sheriff's Department in traffic control both before and after the event.

July 4th festivities

One of the events during the July 4th festivities is the annual car show. With hot temperatures during the day the number of show car entries was 55 down from an average of 75. For both the parade and festivities a firefighter with medical supplies used a Gator to monitor the day's events in case of an emergency.

Hospice of Michigan

The second annual Hospice of Michigan event at Roselle Park was a event our members provided a fire truck for. Kids of all ages enjoyed checking out the truck and asking questions of our firefighters.

St. Matthews VBS

The highlight of the week long Vacation Bible School at St. Matthews in Ada was hosing down the instructors followed by a good soaking for all the kids as well.

Ada Christian VBS

For the past few years we have been invited to the closing day of the Ada Christian VBS. A large slip and slide is the highlight of the week and we add a little water to get people moving. It wasn't just the kids enjoying this ride.



IV.B.13

August 1, 2018

Mr. George Haga, Supervisor
Ada Township
P.O. Box 370
Ada, MI 49301

RE: Important Information—Channel Lineup Changes

Dear Mr. Haga:

We are committed to keeping you and our customers abreast of the expiration of upcoming programming agreements. We regularly inform our customers in their bills and annual notices that we maintain a website (www.xfinitytv.com/contractrenewals) and toll-free number ((866) 216-8634) that are updated regularly to provide notice of the programming contracts that are set to expire in the coming months and the channels we might lose the rights to continue carrying.

As part of our ongoing commitment to keep you informed, we wanted to update you that Comcast's right to continue carrying beIN Sports' beIN and beIN en Español expired on July 31, 2018. As a result, we lost authorization to continue carrying these beIN networks as part of our lineup on August 1, 2018.

We want to carry these beIN Sports networks and provide our customers with the best value for beIN programming. To date, however, beIN Sports has been unwilling to provide an agreement that would enable us to carry its content in a way that reflects the value of these networks in a very competitive marketplace.

Since we lost authorization to carry this beIN Sports programming, we are preparing to activate www.ComcastFacts.com to help keep our customers informed during this period. We will continue to provide updates to you and our customers as we work to reach an agreement with beIN.

Sincerely,

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512

ADA TOWNSHIP
WARRANTS FOR BOARD APPROVAL
ON BOARD MEETING DATE: August 13, 2018

HAND CHECKS

| | | |
|------------------------------|--|---------------------|
| #101 | # 46812, 46820, 46825-46829, 46836-46840, 46842, 46843 | \$ 29,469.09 |
| #205 | # 46825, 46827, 46829, 46841 | \$ 2,203.88 |
| #208 | # | |
| #211 | # | |
| #213 | # | |
| #214 | # 46825, 46827, 46828, 46829, 46841 | \$ 2,042.62 |
| #248 | # 46824 | \$ 150.00 |
| #249 | # | |
| #401 | # | |
| #590 | # 46821, 46822, 46823 | \$ 4,148.55 |
| #591 | # 46821, 46822, 46823 | \$ 2,753.41 |
| #592 | # 46821, 46823 | \$ 1,278.51 |
| #701 | # | |
| TOTAL ALL HAND CHECKS | | \$ 42,046.06 |

WARRANTS

| | | |
|-----------------------|---------------------------|----------------------|
| #101 | GENERAL FUND | \$ 234,223.96 |
| #205 | PUBLIC SAFETY FUND | \$ 29,589.70 |
| #208 | PARK FUND | \$ 3,004.41 |
| #211 | TOWNSHIP TRAILS | \$ 3,023.10 |
| #213 | PARKS & OPEN SPACE | |
| #214 | PARKS & RECREATION | \$ 6,931.21 |
| #248 | DDA FUND | \$ 3,984.80 |
| #301 | ENVISION ADA | \$ 91,187.50 |
| #401 | CAPITAL PROJECT | \$ 18,161.76 |
| #590 | SEWER OPERATION FUND | \$ 111,044.92 |
| #591 | WATER OPERATION FUND | \$ 169,058.39 |
| #592 | GRAND VALLEY ESTATES FUND | \$ 254.14 |
| #701 | ESCROW ACCT | |
| TOTAL WARRANTS | | \$ 670,463.89 |

TOTAL ALL CHECKS & WARRANTS

\$ 712,509.95

Vendor Name

Description

Amount

Check #

Check Date

| | | | | |
|--------------------------------|--|------------|-------|------------|
| 1. ADA TOWNSHIP | UTILITIES | 119.62 | | |
| 2. CONSUMERS ENERGY | ELECTRIC SERVICES-7380 FULTON EAST | 2,904.14 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-5465 HALL ST | 182.27 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-7852 THORNAPPLE CLUB DR | 67.88 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-801 PATTERSON | 75.85 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-290 SPAULDING | 336.03 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-6245 FULTON EAST | 177.97 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-5200 CASCADE RD | 112.08 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-5554 ADA DR | 71.85 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-4861 ADA DR | 2,430.68 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-5458 GRAND VALLEY CT | 1,126.79 | 46821 | 08/02/2018 |
| | ELECTRIC SERVICES-5824 KNAPP ST | 43.72 | 46821 | 08/02/2018 |
| | TOTAL | 7,529.26 | | |
| 3. DTE ENERGY | GAS SERVICES-7380 E FULTON | 34.88 | 46822 | 08/02/2018 |
| | GAS SERVICES-4861 ADA DR | 34.88 | 46822 | 08/02/2018 |
| | GAS SERVICES-5465 HALL ST | 41.45 | 46822 | 08/02/2018 |
| | TOTAL | 111.21 | | |
| 4. ETNA SUPPLY COMPANY DBA | METER IN THE PIT FOR ADA & AMWAY IRRIGATION QUOTAT | 175.00 | | |
| | BLUE & GREEN MARKING PAINT QUOTE# S102688668 | 239.52 | | |
| | TOTAL | 414.52 | | |
| 5. GODWIN PLUMBING, INC. | SUPPLIES | 12.16 | | |
| 6. GRAND RAPIDS CITY TREASURER | W/S USAGE & SERVICE CHARGE | 265,973.30 | | |
| 7. JETT PUMP & VALVE L.L.C. | BOOSTER STATION VALVE SERVICE | 317.50 | | |
| 8. KENT COMMUNICATIONS, INC | PROCESS & MAIL WATER BILLS | 295.56 | | |
| | ESTIMATED UTILITY POSTAGE | 540.00 | 46823 | 08/02/2018 |
| | TOTAL | 835.56 | | |
| 9. MEEK SAM | MILEAGE EXPENSE | 55.62 | | |

Vendor Name Description Amount Check # Check Date

| | | | | |
|----------------------|--|-----------|--|--|
| 10. MOORE & BRUGGINK | SITE CONSTRUCTION SEWER INSPECTION AT CASCADE TRAI | 9,820.84 | | |
| | SITE CONSTRUCTION INSP THE KNOWLS WATER & SEWER IN | 677.12 | | |
| | SITE CONSTRUCTION INSP MARKETPLACE SQUARE & RIVER | 845.40 | | |
| | TOTAL | 11,343.36 | | |

| | | | | |
|----------------------|---------------------|--------|--|--|
| 11. VERIZON WIRELESS | SCADA LINE SERVICES | 42.08 | | |
| | SCADA LINE SERVICES | 267.81 | | |
| | TOTAL | 309.89 | | |

| | | | | |
|------------------|--|----------|--|--|
| 12. ADA TOWNSHIP | WATER SERVICES-STREET IRRIGATION, BRONSON | 254.28 | | |
| | WATER SERVICES-SETTLERS GROVE PARK | 113.74 | | |
| | WATER SERVICES-FIRE #1 | 835.62 | | |
| | WATER SERVICES-ADA PARK | 68.00 | | |
| | WATER SERVICES-MUSEUM | 112.40 | | |
| | WATER SERVICES-LEONARD FLD | 1,399.22 | | |
| | WATER SERVICES-TOWNSHIP HALL | 492.04 | | |
| | WATER SERVICES-STREET IRRIGATION, SETTLERS GROVE | 53.31 | | |
| | WATER SERVICES-STREET IRRIGATION, HEADLEY | 3,695.18 | | |
| | WATER SERVICES-STREET IRRIGATION, HEADLEY | 1,212.32 | | |
| | TOTAL | 8,236.11 | | |

| | | | | |
|-----------------------------|-------------------------------|--------|-------|------------|
| 13. ADA TOWNSHIP PETTY CASH | FARMERS MARKET BUSKERS & MISC | 150.00 | 46824 | 08/02/2018 |
| 14. AFLAC | EMPLOYEE PREMIUMS | 383.08 | 46836 | 08/08/2018 |

| | | | | |
|---------------------------|---------------------------------------|--------|--|--|
| 15. BAHSOUS, KAMAL | UB REFUND FOR ACCOUNT: ARGO-000875-02 | 143.79 | | |
| 16. BATTERIES PLUS BULBS | GARAGE LIGHTS - PARKS | 44.75 | | |
| 17. BESTROM SERVICES, INC | COFFEE SERVICES-FIRE | 29.55 | | |
| | COFFEE SERVICES-TWP HALL | 87.90 | | |
| | TOTAL | 117.45 | | |

| | | | | |
|---------------------|---------------------------------|----------|--|--|
| 18. BS & A SOFTWARE | ASSESSING SUPPORT & BS&A ONLINE | 6,609.00 | | |
| 19. CALVIN COLLEGE | KNAPP CORNER PROJECT | 150.00 | | |

| | | | | |
|--------------------|---------------------------------------|------|--|--|
| 20. CAMPBELL, BRAD | UB REFUND FOR ACCOUNT: CLIF-000869-02 | 6.92 | | |
|--------------------|---------------------------------------|------|--|--|

Vendor Name

21. CONSUMERS ENERGY

| Description | Amount | Check # | Check Date |
|---|-----------------|---------|------------|
| ELECTRIC SERVICES-MUSEUM | 93.95 | 46826 | 08/02/2018 |
| ELECTRIC SERVICES-MUSEUM | 189.61 | 46826 | 08/02/2018 |
| ELECTRIC SERVICES-LEONARD FLD | 35.20 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-FIRE #2 | 171.80 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-FINDLAY CEMETERY | 24.36 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-COVERED BRIDGE | 74.46 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-ROSELLE PARK | 341.30 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, M-21 BRIDGE | 35.94 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-LEONARD FLD | 39.26 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-ROSELLE PARK | 48.39 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-ADA PARK | 274.26 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-ADA PARK | 244.56 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-FIRE #1 | 637.56 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-ADA DR STORAGE BLDG | 25.77 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, HEADLEY NEW | 169.98 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, HEADLEY | 147.71 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, BRONSON | 96.20 | 46825 | 08/02/2018 |
| ELECTRIC SERVICES-TOWNSHIP HALL | 875.14 | 46826 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, THORNAPPLE RIVER | 78.01 | 46826 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS, BRONSON 2 | 90.36 | 46826 | 08/02/2018 |
| ELECTRIC SERVICES-STREET LIGHTS | 4,766.97 | | |
| ELECTRIC SERVICES-STREET LIGHTS | 35.43 | | |
| ELECTRIC SERVICES-SIRENS | 24.35 | | |
| ELECTRIC SERVICES-SIRENS | 300.00 | 46837 | 08/08/2018 |
| TOTAL | 8,820.57 | | |

22. CONSUMERS LIFE INSURANCE COMPANY

| | | | |
|------------------------------------|--------|-------|------------|
| LIFE INSURANCE COVERAGE - AUG 2018 | 393.35 | 46838 | 08/08/2018 |
|------------------------------------|--------|-------|------------|

23. CONTINENTAL LINEN SERVICE

| | | | |
|-----------------------------|---------------|--|--|
| LINEN/RUG SERVICES-TWP HALL | 102.18 | | |
| LINEN/RUG SERVICES-FIRE | 102.18 | | |
| LINEN/RUG SERVICES-TWP HALL | 127.75 | | |
| TOTAL | 332.11 | | |

24. CUSTODIAL HOUSEKEEPING STAFFING, IN

| | | | |
|----------------------------|--------|--|--|
| JANITORIAL SERVICES - JULY | 500.00 | | |
|----------------------------|--------|--|--|

25. DECO DESIGN STUDIO

| | | | |
|---------------------|--------|--|--|
| ADA VILLAGE BANNERS | 300.00 | | |
|---------------------|--------|--|--|

26. DELTA DENTAL

| | | | |
|-------------------------|----------|-------|------------|
| DENTAL PREMIUMS-PREPAID | 1,628.89 | 46839 | 08/08/2018 |
|-------------------------|----------|-------|------------|

27. DEYOUNG, ARLENE

| | | | |
|--|-------|--|--|
| REFUND - YOUTH PRGRAM REGISTRATION FEE | 72.00 | | |
|--|-------|--|--|

Vendor Name Description Amount Check # Check Date

| | | | | |
|---|---|----------|-------|------------|
| 28. DISCOVERY & TAX ENFORCEMENT DIVISIO | BEERS AT THE BRIDGE - BEER SALES TAX | 1,049.82 | 46812 | 07/19/2018 |
| 29. DTE ENERGY | GAS SERVICES-FIRE #2 | 36.76 | 46827 | 08/02/2018 |
| | GAS SERVICES-TOWNSHIP HALL | 41.18 | 46827 | 08/02/2018 |
| | GAS SERVICES-ADA PARK | 37.41 | 46827 | 08/02/2018 |
| | GAS SERVICES-FIRE #1 | 37.41 | 46827 | 08/02/2018 |
| | GAS SERVICES-MUSEUM | 38.31 | 46827 | 08/02/2018 |
| | GAS SERVICES-LEONARD FLD | 35.50 | 46827 | 08/02/2018 |
| | GAS SERVICES-ROSELLE PARK | 3.63 | 46827 | 08/02/2018 |
| | TOTAL | 230.20 | | |
| 30. EAST BELTLINE TOWING & SERVIC | KABOTA RETURN TO ADA PARK | 250.00 | | |
| | MOVE BATHHOUSE | 110.00 | | |
| | TOTAL | 360.00 | | |
| 31. FIRST COMMUNICATIONS | TELEPHONE SERVICES | 335.36 | | |
| 32. GILSON | MAILING LABELS | 340.28 | | |
| | BUSINESS CARDS - JACKIE | 42.02 | | |
| | TOTAL | 382.30 | | |
| 33. GODWIN HARDWARE, INC | SUPPLIES-FIRE | 74.21 | | |
| | SUPPLIES-FIRE | 204.98 | | |
| | TOTAL | 279.19 | | |
| 34. GRAND RAPIDS TOWNSHIP | ASSESSING SERVICES | 1,521.00 | | |
| 35. HIBRANDS, BRIAN | REIMBURSEMENTS - AUGUST IN ADA SUPPLIES | 54.70 | | |
| 36. HOLSINGER, KEVIN | UB REFUND FOR ACCOUNT: GFCT-001094-01 | 31.80 | | |
| 37. IMPACT ENTERPRISES, INC | T-SHIRTS AND PLAQUES FOR SOFTBALL LEAGUES | 627.50 | | |
| 38. INTEGRITY BUSINESS SOLUTION | SUPPLIES- GEN & ELECTIONS | 75.46 | | |
| 39. INTREPID WEB, LLC | WEBSITE UPDATES | 437.50 | | |
| 40. JOHN MALLINDINE | OUTLET AND DATA LINE RELOCATION | 250.00 | | |

Vendor Name Description Amount Check # Check Date

41. KENT COUNTY ROAD COMMISSION
 SUREFACE TREATMENTS 178,246.54
 GENERAL ROAD 404.20
 TOTAL 178,650.74

42. KENT COUNTY TREASURER
 TOWNSHIP LAW - JUNE 25,218.02
 43. KENT COUNTY TREASURER
 TAXES REFUNDED 3,492.93

44. KUIPER LANDSCAPE MGMT
 STREETSCAPE MAINTENANCE-6 OF 8 2,244.24
 45. LEPARD, MARGARET
 MILEAGE REIMBURSEMENTS FOR PARK GATES OP 152.60
 MILEAGE REIMBURSEMENTS FOR PARK GATES OP 152.60
 TOTAL 305.20

46. MARK FITZPATRICK
 REIMBURSEMENTS 33.07
 47. MICHIELS BREWING LLC
 BEERS AT THE BRIDGE 3,990.00

48. MIKA MEYERS, PLC
 ENVISION ADA 394.07
 49. MILLER, JOHNSON, SNELL, & CUMM
 GENERAL MATTERS 4,635.36
 EMPLOYMENT 1,620.00
 MTT-OPGERICHT 1952-LLC 1,123.50
 FLAGSTAR BANK TAX APPEAL 609.15
 TOTAL 7,988.01

50. MOORE & BRUGGINK INC
 ADA THORNAPPLE RV DRIVE INTERSECTION 11,725.00
 51. MOORE MEDICAL CORP
 SUPPLIES-FIRE 157.50

52. MORAN, KEVIN
 REFUND - YOUTH PROGRAM REGISTRATION FEE 129.60
 53. NATIONAL HOSE TESTING SPECIALITIES
 2018 GROUND LADDER TESTING 369.00

54. NYE UNIFORM CO.
 UNIFORM ALLOWANCE - MURRAY 10.50
 UNIFORM ALLOWANCE - MURRAY 87.98
 TOTAL 98.48

55. ORKIN PEST CONTROL
 PEST CONTROL 109.98

Vendor Name

Description

Amount

Check #

Check Date

56. PLUMMER'S DISPOSAL SERVICE

4TH OF JULY
 HANDICAP RESTROOM-ROSELLE PARK

640.00
 88.00
 TOTAL 728.00

57. PRIORITY HEALTH

HEALTH PREMIUMS/CLAIMS TAX

18,513.47

46840

08/08/2018

58. PROGRESSIVE AE

COMMUNITY CENTER & LIBRARY
 SETTLER'S PARK

3,367.86
 1,666.34

TOTAL

5,034.20

59. RAILROAD MANAGEMENT COMPANY, LLC

PUBLIC TRAIL CROSSING

2,663.22

60. RAYNOR OVERHEAD DOOR

GARAGE DOOR REPAIR - PARKS

265.00

61. SECANT TECHNOLOGIES

ENDPOINT PROTECTION

1,273.50

62. SEYFERTH PR

COMMUNITY CENTER & LIBRARY COORDINATION & MANAGEME

8,000.00

63. SHRED-IT GRAND RAPIDS

SHREDDING SERVICES

76.16

64. SIEGFRIED GRANDALL

AUDITING SERVICES
 COMPUTER MAINTENANCE

3,250.00
 1,500.00

TOTAL

4,750.00

65. SPARTAN STORES, LLC

YOUTH PROGRAM SUPPLIES

122.93

66. SPRINT

MOBILE TELEPHONE SERVICES

24.52

67. STANDARD SUPPLY & LUMBER CO, INC

TRAIL BOARDWALK REPAIRS

69.12

68. SUNSHINE MEDICAL SUPPLY

SUPPLIES-FIRE

107.45

69. SUPERFLEET MASTERCARD

FUEL SERVICES - PARKS
 FUEL SERVICES - FIRE

284.20
 1,122.12

TOTAL

1,406.32

46841
 46841

08/08/2018
 08/08/2018

70. SUPPLY GEEKS

SUPPLIES-GEN AND PLANNING

36.03

Vendor Name

Description

Amount

Check #

Check Date

71. THE BANK OF NEW YORK MELLON
 SERIES 2016 25,912.50
 SERIES 2017 65,275.00
 TOTAL 91,187.50

72. THE TREE MD
 2018 TREE CARE 1,080.00

73. THORNAPPLE, INC
 HEADLEY STREETScape - SPRINKLER ACTIVATION 60.00
 THORNAPPLE RV STREETScape - ACTIVATION & REPAIRS 223.00
 GENERAL STREETScape IRRIGATION REPAIRS 152.00
 BRONSON STREETScape - ACTIVATION & REPAIRS 254.00
 HEADLEY STREETScape - SPRINKLER ACTIVATION & REPAIR 81.50
 IRRIGATION REPAIRS - GENERAL 166.00
 IRRIGATION REPAIRS - GENERAL 36.00
 FIRE #1 SPRINKLER ACTIVATION & REPAIRS 143.00
 THORNAPPLE STREETScapeS - IRRIGATION REPAIRS 496.00
 TOWNSHIP HALL IRRIGATION REPAIRS 265.50
 ADA PARK SPRINKLER ACTIVATION & REPAIRS 123.00
 LEONARD FLD SPRINKLER ACTIVATION & REPAIRS 168.00
 TOWNSHIP HALL - IRRIGATION REPAIRS 186.50
 MUSEUM IRRIGATION REPAIRS 150.00
 MUSEUM - IRRIGATION REPAIRS 342.00
 TOWNSHIP HALL - IRRIGATION REPAIRS 426.25
 THORNAPPLE RV STREETScape - IRRIGATION REPAIRS 280.50
 HEADLYE STREETScape - IRRIGATION REPAIRS 181.50
 ADA DR IRRIGATION REPAIRS 96.00
 HEADLEY/ADA DR IRRIGATION REPAIRS 34.00
 IRRIGATION - ADA DR/ THORNAPPLE RV PLANTER 609.24
 FIRE #1 IRRIGATION REPAIRS 74.00
 FIRE #1 IRRIGATION REPAIRS 96.00
 STREETScape IRRIGATION - STUCK ZONE 77.00
 MOWING CONTRACT 3 OF 6 7,080.00
 ADA TOWNSHIP HALL - LEAK FIX 134.20
 TOTAL 11,935.19

74. U.S. POSTAL SERVICE
 POSTAGE 1,800.00 46820 07/30/2018

75. UNUM
 LONG TERM DISABILITY PREMIUM-AUG 2018 463.53 46842 08/08/2018

Vendor Name

Description

Amount

Check #

Check Date

76. VIRGINIA MAC ANASPIE

MARKET MASTER-JUNE
MARKET MASTER-JULY

1,080.00
1,350.00
TOTAL 2,430.00

77. VISION SERVICE PLAN

EMPLOYEE VISION PREMIUM-AUGUST
PREVENTATIVE MAINTENANCE & FILTERS

348.87
1,222.38
LISTING SERVICES 14.00

78. VP & L HEATING & COOLING

YOUTH PROGRAMS - GARDEN BOOKS

36.52
18.00
DINNER-JACKIE

79. YELLOW PAGE CO.

70.00
70.00
WEB SERVICES

80. AGEX BOOKSTORE

CREDIT CARD FEES
DOMAIN BUY SERVICE FOR ADAMICHIGAN.ORG
DOMAIN RENEWAL OF ADAMICHIGAN.ORG (3 YEAR)

85.88
69.99
90.48
TOTAL 160.47

81. BLUE TRACTOR COOK SHOP

811.60
854.56
41.93
50.00
DINNER - DEB & JACKIE

46828
46829
46828
46828
TOTAL 1,758.09

82. CONSTANT CONTACT

59.85
43.71
TOTAL 103.56

83. FIRST BANK

46828
46828
TOTAL 103.56

84. GODDADDY.COM

46829
46829
TOTAL 103.56

85. GRAND TRAVERSE RESORT AND SPA

46828
46829
46828
46828
TOTAL 1,758.09

86. HOBBY LOBBY

59.85
43.71
TOTAL 103.56

87. LEAVE NO TRACE CENTER

103.56
TOTAL 103.56

46829
46829
TOTAL 103.56

| Vendor Name | Description | Amount | Check # | Check Date | |
|--|-------------------------|---------------------------------|---------|------------|------------|
| 88. MEIJER | YOUTH PROGRAM SUPPLIES | 92.89 | 46828 | 08/02/2018 | |
| | SUPPLY RETURN - PARKS | (13.23) | 46829 | 08/02/2018 | |
| | YOUTH PROGRAM SUPPLIES | 88.08 | 46828 | 08/02/2018 | |
| | RETURN-PARKS | (19.95) | 46829 | 08/02/2018 | |
| | YOUTH PROGRAM SUPPLIES | 45.91 | 46828 | 08/02/2018 | |
| | YOUTH PROGRAM SUPPLIES | 86.67 | 46828 | 08/02/2018 | |
| | YOUTH PROGRAM SUPPLIES | 80.96 | 46828 | 08/02/2018 | |
| | TOTAL | 361.33 | | | |
| | 89. MI STATE POLICE | BACKGROUND CHECKS | 20.00 | 46829 | 08/02/2018 |
| | | BACKGROUND CHECK | 10.00 | 46829 | 08/02/2018 |
| TOTAL | | 30.00 | | | |
| 90. MMTA | | FALL CONFERENCE - GINA | 305.00 | 46828 | 08/02/2018 |
| | FALL CONFERENCE - KEVIN | 305.00 | 46828 | 08/02/2018 | |
| | TOTAL | 610.00 | | | |
| | 91. MOUNTAIN GRD LODGE | LODGING - FIRE CHIEF CONFERENCE | 176.23 | 46829 | 08/02/2018 |
| CEMETERY CLASS-JACKIE | | 35.00 | 46828 | 08/02/2018 | |
| YOUTH PROGRAM SUPPLIES--PRESCHOOL FIELDTRIPS | | 30.29 | 46829 | 08/02/2018 | |
| DINNER-FIRECHIEF CONFERENCE | | 22.00 | 46829 | 08/02/2018 | |
| TOTAL PURCHASE CARD VENDOR: 1003 FIRST BANK | 3,507.87 | | | | |
| TOTAL - ALL VENDORS | 712,509.95 | | | | |

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: ADA TOWNSHIP
7330 THORNAPPLE RIVER DR
ADA, MI 49301

PROJECT: SETTLERS GROVE PARK

FROM CONTRACTOR: KATERBERG VERHAGE, INC.
3717 MICHIGAN ST NE
GRAND RAPIDS, MI 49525

VIA ARCH / ENG / CM:
PROGRESSIVE AE
1811 4 MILE RD NE
GRAND RAPIDS, MI 49525

CONTRACT FOR: SITEWORK/LANDSCAPING

APPLICATION NO.: 6
PERIOD TO: 5/31/2018
PROJECT NOS.:
CONTRACT DATE: 8/19/2017

Distribution to: OWNER
CONSTRUCTION
MANAGER
ARCHITECT
CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

| | | |
|---|----|--------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 1,360,860.00 |
| 2. Net Change By Change Orders | \$ | 5,210.53 |
| 3. CONTRACT SUM TO DATE | \$ | 1,366,070.53 |
| 4. TOTAL COMPLETE & STORED TO DATE | \$ | 489,201.20 |
| 5. RETAINAGE: | | |
| a. <u>10</u> % of completed work | \$ | 48,920.12 |
| b. <u>10</u> % of stored material | \$ | - |
| Total Retainage | \$ | 48,920.12 |
| 6. TOTAL EARNED LESS RETAINAGE | \$ | 422,281.08 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT | \$ | 362,763.18 |
| 8. CURRENT PAYMENT DUE | \$ | 59,517.90 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE | \$ | 943,789.45 |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|--------------------|-------------|
| Total changes approved in previous months by Owner | \$ 5,210.53 | \$ - |
| Total approved this month | \$ - | \$ - |
| TOTALS | \$ 5,210.53 | \$ - |
| NET CHANGES by Change Order | \$ 5,210.53 | \$ - |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature]
By: KATERBERG VERHAGE, INC. Date: 7/11/18

State of: MICHIGAN
County of: KENT
Subscribed and sworn to before me this 11th day of July
Notary Public: [Signature]
My Commission expires: March 30, 2020



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations & the data comprising this application, the Construction Manager & Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 59,517.90

CONSTRUCTION MANAGER: _____ Date: _____
By: _____

ARCHITECT: [Signature] Date: 7/11/18

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| Settlers Grove Park | | | | | | | | | | |
|--|--------------|------|---------------|---------------|--------------|--------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| PHASE 1 DESCRIPTION | BID Quantity | Unit | BID Unit Cost | BID Extension | May Quantity | May Invoice | QUANTITY COMPLETED TO DATE | \$ AMOUNT COMPLETED TO DATE | QUANTITY BALANCE TO FINISH | \$ AMOUNT BALANCE TO FINISH |
| 1. General Conditions | 1 | LS | \$20,155.00 | \$ 20,155.00 | 20% | \$ 4,031.00 | 75% | \$ 15,116.25 | 25% | \$ 5,038.75 |
| 2. Large Tree Removal 19'-36" | 4 | EA | \$ 600.00 | \$ 2,400.00 | 0 | \$ - | 4 | \$ 2,400.00 | 0 | \$ - |
| 3. Small Tree Removal 6'-18" | 28 | EA | \$ 275.00 | \$ 7,700.00 | 0 | \$ - | 28 | \$ 7,700.00 | 0 | \$ - |
| 4. Site Grading | 1 | LS | \$ 60,500.00 | \$ 60,500.00 | 20% | \$ 12,100.00 | 75% | \$ 45,375.00 | 25% | \$ 15,125.00 |
| 5. 4" Concrete Sidewalk | 1,842 | SF | \$ 6.92 | \$ 12,746.64 | 0 | \$ - | 0 | \$ - | 1,842 | \$ 12,746.64 |
| 6. 6" Concrete Sidewalk | 3,173 | SF | \$ 7.97 | \$ 25,288.81 | 0 | \$ - | 0 | \$ - | 3,173 | \$ 25,288.81 |
| 7. Brick Pavers on Concrete Base | 988 | SF | \$ 28.50 | \$ 28,158.00 | 0 | \$ - | 0 | \$ - | 988 | \$ 28,158.00 |
| 8. 6" Concrete Curb - Planter at Park Entrance | 42 | LF | \$ 36.00 | \$ 1,512.00 | 0 | \$ - | 0 | \$ - | 42 | \$ 1,512.00 |
| 9. 6" Concrete Curb - Flush at Plaza | 76 | LF | \$ 30.00 | \$ 2,280.00 | 0 | \$ - | 0 | \$ - | 76 | \$ 2,280.00 |
| 10. Concrete Ramp - 4" Concrete | 1,325 | SF | \$ 9.30 | \$ 12,322.50 | 0 | \$ - | 883 | \$ 8,211.90 | 442 | \$ 4,110.60 |
| 11. Concrete Steps: Lineal Foot of Nosing (includes cheek walls) | 437 | LF | \$ 135.00 | \$ 58,995.00 | 0 | \$ - | 340 | \$ 45,900.00 | 97 | \$ 13,095.00 |
| 12. Concrete Landing at Steps - 6" Concrete | 245 | SF | \$ 11.00 | \$ 2,695.00 | 0 | \$ - | 0 | \$ - | 245 | \$ 2,695.00 |
| 13. Stair Exterior Railing | 99 | LF | \$ 66.00 | \$ 6,534.00 | 0 | \$ - | 0 | \$ - | 99 | \$ 6,534.00 |
| 14. Ramp Exterior Railing | 156 | LF | \$ 66.00 | \$ 10,296.00 | 0 | \$ - | 0 | \$ - | 156 | \$ 10,296.00 |
| 15. 6" Wide Ramp Curb - Concrete | 167 | LF | \$ 31.50 | \$ 5,260.50 | 0 | \$ - | 167 | \$ 5,260.50 | 0 | \$ - |
| 16. 10" Wide Retaining Wall - Concrete | 333 | LF | \$ 188.00 | \$ 62,604.00 | 0 | \$ - | 391 | \$ 73,508.00 | (58) | \$ (10,904.00) |
| 17. 18" Wide Retaining/Seal Wall - Concrete | 125 | LF | \$ 192.00 | \$ 24,000.00 | 0 | \$ - | 100 | \$ 19,200.00 | 25 | \$ 4,800.00 |
| 18. 10" Wide Ramp Wall - Concrete | 132 | LF | \$ 142.00 | \$ 18,744.00 | 0% | \$ - | 132 | \$ 18,744.00 | 0 | \$ - |
| 19. Restroom Building Construction | 1 | LS | \$ 229,300.00 | \$ 229,300.00 | 20% | \$ 45,860.00 | 75% | \$ 171,975.00 | 25% | \$ 57,325.00 |
| 20. Sanitary Sewer Service | 1 | LS | \$ 1,800.00 | \$ 1,800.00 | 0% | \$ - | 100% | \$ 1,800.00 | 0% | \$ - |
| 21. Water Service | 1 | LS | \$ 1,800.00 | \$ 1,800.00 | 0% | \$ - | 100% | \$ 1,800.00 | 0% | \$ - |
| 22. Electrical Service (ALLOWANCE) | 1 | EA | \$ 5,000.00 | \$ 5,000.00 | \$0.00 | \$ - | \$650.00 | \$ 660.00 | \$4,350.00 | \$ 4,350.00 |
| 23. Landscape Boulders - 3' (15 Boulders) | 14 | TON | \$ 400.00 | \$ 5,600.00 | 0 | \$ - | 14 | \$ 5,600.00 | 0 | \$ - |
| 24. Landscape Boulders - 4' (12 Boulders) | 20 | TON | \$ 367.00 | \$ 7,340.00 | 0 | \$ - | 20 | \$ 7,340.00 | 0 | \$ - |
| 25. Landscape Boulders - 5' (10 Boulders) | 26 | TON | \$ 350.00 | \$ 9,100.00 | 0 | \$ - | 26 | \$ 9,100.00 | 0 | \$ - |
| 26. 3.5" Caliper Tree | 3 | EA | \$ 595.00 | \$ 1,785.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 1,785.00 |
| 27. 8' Height Ornamental Tree | 13 | CY | \$ 355.00 | \$ 4,615.00 | 0 | \$ - | 0 | \$ - | 13 | \$ 4,615.00 |
| 28. Planting Area - Shrubs | 1 | LS | \$ 18,395.00 | \$ 18,395.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 18,395.00 |
| 29. Planting Area - Perennials | 1 | LS | \$ 24,385.00 | \$ 24,385.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 24,385.00 |
| 30. Planting Area - Groundcover | 1 | LS | \$ 9,595.00 | \$ 9,595.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 9,595.00 |
| 31. Seeding and Restoration | 1 | LS | \$ 4,640.00 | \$ 4,640.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 4,640.00 |
| 32. Landscape Mulch (Shredded Hardwood) 4" deep | 64 | CY | \$ 40.00 | \$ 2,560.00 | 0 | \$ - | 0 | \$ - | 64 | \$ 2,560.00 |
| 33. Drive Access - Turf Reinforcement | 2,550 | SF | \$ 6.50 | \$ 16,575.00 | 0 | \$ - | 0 | \$ - | 2,550 | \$ 16,575.00 |

| | | | | | | | | | | |
|---|--------|-----|-----------------|--------------|--------------|---------------|-----|---------------|--------|--------------|
| 10. Invasive Species Removal (ALLOWNACE) | 1 | LS | \$ 2,500.00 | \$ 2,500.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 2,500.00 |
| 11. Native Seed Installation | 1 | LS | \$ 5,185.00 | \$ 5,185.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 5,185.00 |
| 12. Bandway Weir | 3 | EA | \$ 24,845.00 | \$ 74,535.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 74,535.00 |
| 13. Retaining Wall at River Bank | 80 | LF | \$ 323.00 | \$ 25,840.00 | 0 | \$ - | 0 | \$ - | 80 | \$ 25,840.00 |
| 14. Concrete Sidewalk - 6" | 10,822 | SF | \$ 6.94 | \$ 75,104.68 | 0 | \$ - | 0 | \$ - | 10,822 | \$ 75,104.68 |
| 15. 10" Wide Retaining Wall - Concrete | 37 | LF | \$ 230.00 | \$ 8,510.00 | 18 | \$ 4,140.00 | 18 | \$ 4,140.00 | 19 | \$ 4,370.00 |
| 16. Decorative Concrete at Overlook | 314 | SF | \$ 21.15 | \$ 6,641.10 | 0 | \$ - | 0 | \$ - | 314 | \$ 6,641.10 |
| 17. Seawall at Trail Head | 20 | LF | \$ 258.15 | \$ 5,163.00 | 0 | \$ - | 0 | \$ - | 20 | \$ 5,163.00 |
| 18. Composite Decking with Handrail | 760 | SF | \$ 69.25 | \$ 52,630.00 | 0 | \$ - | 0 | \$ - | 760 | \$ 52,630.00 |
| 19. Electrical Service For Stage | 1 | LS | \$ 1,500.00 | \$ 1,500.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 1,500.00 |
| 20. Landscape Boulders - 3' (17 Boulders) | 16 | TON | \$ 400.00 | \$ 6,400.00 | 0 | \$ - | 0 | \$ - | 16 | \$ 6,400.00 |
| 21. Landscape Boulders - 4' (14 Boulders) | 23 | TON | \$ 367.00 | \$ 8,441.00 | 0 | \$ - | 0 | \$ - | 23 | \$ 8,441.00 |
| 22. Landscape Boulders - 5' (11 Boulders) | 28 | TON | \$ 350.00 | \$ 9,800.00 | 0 | \$ - | 0 | \$ - | 28 | \$ 9,800.00 |
| 23. 3.5" Caliper Tree | 8 | EA | \$ 685.00 | \$ 5,480.00 | 0 | \$ - | 0 | \$ - | 8 | \$ 5,480.00 |
| 24. 8' Height Ornamental Tree | 9 | EA | \$ 360.00 | \$ 3,240.00 | 0 | \$ - | 0 | \$ - | 9 | \$ 3,240.00 |
| 25. Tree Relocation (8" Oak) | 20 | EA | \$ 440.00 | \$ 8,800.00 | 0 | \$ - | 18 | \$ 7,920.00 | 2 | \$ 880.00 |
| 26. Seeding and Restoration | 1 | LS | \$ 9,615.00 | \$ 9,615.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 9,615.00 |
| 27. Irrigation | 1 | LS | \$ 8,025.00 | \$ 8,025.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 8,025.00 |
| 28. Landscape Edging - Aluminum | 30 | LF | \$ 6.50 | \$ 195.00 | 0 | \$ - | 0 | \$ - | 30 | \$ 195.00 |
| 29. Fountain Aerator | 1 | LS | \$ 6,675.00 | \$ 6,675.00 | 0% | \$ - | 0% | \$ - | 100% | \$ 6,675.00 |
| 30. Liter Receptacle | 5 | EA | \$ 1,890.00 | \$ 9,450.00 | 0 | \$ - | 0 | \$ - | 5 | \$ 9,450.00 |
| 31. Bench | 4 | EA | \$ 2,140.00 | \$ 8,560.00 | 0 | \$ - | 0 | \$ - | 4 | \$ 8,560.00 |
| 32. CO #2 Footing changes at overlook deck | 1 | LS | \$ 3,900.00 | \$ 3,900.00 | 0 | \$ - | 0 | \$ - | 1 | \$ 3,900.00 |
| 33. CO #2 21AA Aggregate Under Sidewalk for HD Concrete Areas | 1,000 | SF | \$ 0.56 | \$ 560.00 | 0 | \$ - | 0 | \$ - | 1,000 | \$ 560.00 |
| Subtotal Phase 2 Items | | | \$ 474,445.28 | \$ 4,140.00 | | \$ 18,135.00 | | \$ 451,850.28 | | |
| GRAND TOTAL | | | \$ 1,366,070.53 | \$ 66,151.00 | | \$ 469,201.20 | | \$ 892,409.33 | | |
| Retainage | | | | 10% | \$ 6,613.10 | | 10% | \$ 46,920.12 | | |
| Current Payment Due | | | | | \$ 59,517.90 | | | \$ 422,281.08 | | |

SWORN STATEMENT
(Under the Construction Lien Act of 1980)

STATE OF MICHIGAN
COUNTY OF: KENT

APPLICATION #6: 5/31/2018

Kristen VanVuuren, being duly sworn, deposes and says: KATERBERG VERHAGE INC. is the subcontractor for an Improvement to the following described real property situated in KENT County, Michigan, described as SETTLERS GROVE PARK. That the following is a statement of each subcontract, supplier, and laborer, for which payment of wages, fringe benefits and withholdings is due but unpaid, with whom the subcontractor has subcontracted for performance under the contract with the owner or lessee thereof, and that the amounts due to the person as of the date hereof are correctly and fully set forth opposite their names, as follows.

| NAME OF SUBCONTRACTOR SUPPLIES OR LABORER | TYPE OF IMPROVEMENT FURNISHED | TOTAL CONTRACT PRICE | AMOUNT ALREADY PAID | AMOUNT OWING | BALANCE TO COMPLETE |
|--|----------------------------------|-------------------------|------------------------|---------------------|------------------------|
| THOMET CONSTRUCTION | BUILDING CONSTRUCTION | \$ 229,997.87 | \$ 56,158.00 | \$ 40,000.00 | \$ 133,839.87 |
| VAN LAAN CONCRETE CONSTRUCTION | CONCRETE CONSTRUCTION | \$ 298,182.00 | \$ 153,455.92 | \$ 18,046.17 | \$ 126,659.91 |
| ADVANCED METALS | METAL SIGN | \$ 15,300.00 | \$ - | \$ - | \$ 15,300.00 |
| | | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - |
| KATERBERG VERHAGE INC. | Labor/Equip./Materials | \$ 824,810.68 | \$ 203,541.11 | \$ - | \$ 621,069.55 |
| TOTALS | | \$ 1,368,070.53 | \$ 413,155.03 | \$ 58,046.17 | \$ 896,869.33 |

That the subcontractor has not procured material from, or subcontracted with, any person other than those set forth herein and owes no money for the improvement other than the sums set forth herein. Deponent further says that he or she makes the foregoing statement as the SUBCONTRACTOR, or as PRESIDENT of the SUBCONTRACTOR for purposes of representing to the owner or lessee of the described property herein and his or her agents that the described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth and except for claims of construction liens by laborers which may be provided pursuant to section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being section 570.1109 of the Michigan Compiled Laws.

WARNING TO OWNER:

An owner of lessee of the property described herein may not rely on this sworn statement to avoid the claim of a subcontractor, supplier, or laborer who has provided a Notice of Furnishing or a laborer who may provide a Notice of Furnishing pursuant to section 109 of the Construction Lien Act to the designee or to the owner or lessee if the designee is not named or has died.



Deponent

WARNING TO DEPONENT:

A person, who with intent to defraud, gives a false sworn statement is subject to criminal penalties as provided in section 110 of the Construction Lien Act, Act No. 497 of the Public Acts, being section 570.1110 of the Michigan Compiled Laws.

Subscribed and sworn to before me this 11th day of July

2018.


Notary Public
Kent County, Michigan
My Commission Expires: March 30, 2020

ROSS D PHILLIPS
Notary Public - Michigan
Ottawa County
My Commission Expires Mar 30, 2020
Acting in the County of Kent

George Haga

From: Mike Oezer <oezerm@progressiveae.com>
Sent: Wednesday, July 11, 2018 2:17 PM
To: George Haga; Jim Ferro
Subject: Settlers Grove Payment Requests
Attachments: Settlers Grove Pay App No 6 071118.pdf; Settlers Grove Pay App No 7 071118.pdf

George \ Jim,

Please see the attached 2 payment requests for the Settlers Grove park project:

| | | |
|--------------|---|---------------------|
| Pay App No 6 | - | \$59,517.90 |
| Pay App No 7 | - | <u>\$223,793.54</u> |
| Total Amount | | \$283,311.44 |

Pay App No 6 is for May 2018 and Pay App No 7 is for June 2018. The May application was delayed on submittal by an accounting correction that has now been resolved.

We understand that these will be presented at the July 23, 2018 Ada Township Board Meeting.

Regards,
Michael J. Oezer, PE
Senior Civil Engineer
office 616.447.3393
cell 616.291.6567
progressiveae.com



Confidentiality and Proprietary Rights Notice: This e-mail message and any attachments are considered the intellectual property of Progressive AE and are intended solely for the confidential viewing and use of the intended recipient and may be protected against use or disclosure under Federal and State laws. If you have received this message in error or are otherwise not an intended recipient, please immediately notify the sender and promptly delete this message and any attachments from your computer system.

K.C

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: ADA TOWNSHIP
 7330 THORNAPPLE RIVER DR
 ADA, MI 49301

PROJECT: SETTLERS GROVE PARK

FROM CONTRACTOR: KATERBERG VERHAGE, INC.
 3717 MICHIGAN ST NE
 GRAND RAPIDS, MI 49525

VIA ARCH / ENG / CM:
 PROGRESSIVE AE
 1811 4 MILE RD NE
 GRAND RAPIDS, MI 49525

CONTRACT FOR: SITEWORK/LANDSCAPING

APPLICATION NO.: 7
 PERIOD TO: 6/30/2018
 PROJECT NOS.:
 DISTRIBUTION TO: OWNER
 CONSTRUCTION
 MANAGER
 ARCHITECT
 CONTRACTOR

CONTRACT DATE: 8/19/2017

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

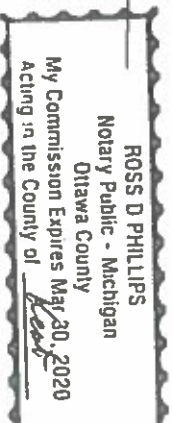
- 1. ORIGINAL CONTRACT SUM \$ 1,360,860.00
- 2. Net Change By Change Orders \$ 5,210.53
- 3. CONTRACT SUM TO DATE \$ 1,366,070.53
- 4. TOTAL COMPLETE & STORED TO DATE \$ 717,860.69
- 5. RETAINAGE:
 - a. 10% of completed work \$ 71,786.07
 - b. 10% of stored material \$ -
- Total Retainage \$ 71,786.07
- 6. TOTAL EARNED LESS RETAINAGE \$ 646,074.62
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 422,281.08
- 8. CURRENT PAYMENT DUE \$ 223,793.54
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 719,995.91

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|--------------------|-------------|
| Total changes approved in previous months by Owner | \$ 5,210.53 | \$ - |
| Total approved this month | \$ - | \$ - |
| TOTALS | \$ 5,210.53 | \$ - |
| NET CHANGES BY Change Order | \$ 5,210.53 | \$ - |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: *[Signature]*
 By: KATERBERG VERHAGE, INC. Date: 7/11/18

State of: MICHIGAN
 County of: KENT
 Subscribed and sworn to before me this 11th day of July
 Notary Public: *[Signature]*
 My Commission expires: March 30, 2020



CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations & the data comprising this application, the Construction Manager & Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 223,793.54

CONSTRUCTION MANAGER: _____ Date: _____
 By: _____
 ARCHITECT: *[Signature]* Date: 7/11/18
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| Settlers Grove Park | | | | | | | | | | |
|---------------------|----------|------|---------------|---------------|---------------|--------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| PHASE 1 DESCRIPTION | | | | | | | | | | |
| BID | Quantity | Unit | BID Unit Cost | BID Extension | June Quantity | June Invoice | QUANTITY COMPLETED TO DATE | \$ AMOUNT COMPLETED TO DATE | QUANTITY BALANCE TO FINISH | \$ AMOUNT BALANCE TO FINISH |
| 1. | 1 | LS | \$20,155.00 | \$ 20,155.00 | 15% | \$ 3,023.25 | 90% | \$ 18,139.50 | 10% | \$ 2,015.50 |
| 2. | 4 | EA | \$ 600.00 | \$ 2,400.00 | 0 | \$ - | 4 | \$ 2,400.00 | 0 | \$ - |
| 3. | 28 | EA | \$ 275.00 | \$ 7,700.00 | 0 | \$ - | 28 | \$ 7,700.00 | 0 | \$ - |
| 4. | 1 | LS | \$ 60,500.00 | \$ 60,500.00 | 20% | \$ 12,100.00 | 95% | \$ 57,475.00 | 5% | \$ 3,025.00 |
| 5. | 1,842 | SF | \$ 6.92 | \$ 12,746.64 | 1,842 | \$ 12,746.64 | 1,842 | \$ 12,746.64 | 0 | \$ - |
| 6. | 3,173 | SF | \$ 7.97 | \$ 25,288.81 | 1,000 | \$ 7,970.00 | 1,000 | \$ 7,970.00 | 2,173 | \$ 17,318.81 |
| 7. | 988 | SF | \$ 28.50 | \$ 28,158.00 | 988 | \$ 28,158.00 | 988 | \$ 28,158.00 | 0 | \$ - |
| 8. | 42 | LF | \$ 36.00 | \$ 1,512.00 | 42 | \$ 1,512.00 | 42 | \$ 1,512.00 | 0 | \$ - |
| 9. | 76 | LF | \$ 30.00 | \$ 2,280.00 | 76 | \$ 2,280.00 | 76 | \$ 2,280.00 | 0 | \$ - |
| 10. | 1,325 | SF | \$ 9.30 | \$ 12,322.50 | 442 | \$ 4,110.60 | 1,325 | \$ 12,322.50 | 0 | \$ - |
| 11. | 437 | LF | \$ 135.00 | \$ 58,995.00 | 97 | \$ 13,095.00 | 437 | \$ 58,995.00 | 0 | \$ - |
| 12. | 245 | SF | \$ 11.00 | \$ 2,695.00 | 245 | \$ 2,695.00 | 245 | \$ 2,695.00 | 0 | \$ - |
| 13. | 99 | LF | \$ 66.00 | \$ 6,534.00 | 0 | \$ - | 0 | \$ - | 99 | \$ 6,534.00 |
| 14. | 156 | LF | \$ 66.00 | \$ 10,296.00 | 0 | \$ - | 0 | \$ - | 156 | \$ 10,296.00 |
| 15. | 167 | LF | \$ 31.50 | \$ 5,260.50 | 0 | \$ - | 167 | \$ 5,260.50 | 0 | \$ - |
| 16. | 333 | LF | \$ 188.00 | \$ 62,604.00 | 0 | \$ - | 391 | \$ 73,508.00 | (58) | \$ (10,904.00) |
| 17. | 125 | LF | \$ 192.00 | \$ 24,000.00 | 0 | \$ - | 100 | \$ 19,200.00 | 25 | \$ 4,800.00 |
| 18. | 132 | LF | \$ 142.00 | \$ 18,744.00 | 0 | \$ - | 132 | \$ 18,744.00 | 0 | \$ - |
| 19. | 1 | LS | \$ 229,300.00 | \$ 229,300.00 | 20% | \$ 45,860.00 | 95% | \$ 217,835.00 | 5% | \$ 11,465.00 |
| 20. | 1 | LS | \$ 1,800.00 | \$ 1,800.00 | 0% | \$ - | 100% | \$ 1,800.00 | 0% | \$ - |
| 21. | 1 | LS | \$ 1,800.00 | \$ 1,800.00 | 0% | \$ - | 100% | \$ 1,800.00 | 0% | \$ - |
| 22. | 1 | EA | \$ 5,000.00 | \$ 5,000.00 | \$ - | \$ - | \$ 650.00 | \$ 650.00 | \$ 4,350.00 | \$ 4,350.00 |
| 23. | 14 | TON | \$ 400.00 | \$ 5,600.00 | 0 | \$ - | 14 | \$ 5,600.00 | 0 | \$ - |
| 24. | 20 | TON | \$ 367.00 | \$ 7,340.00 | 0 | \$ - | 20 | \$ 7,340.00 | 0 | \$ - |
| 25. | 26 | TON | \$ 350.00 | \$ 9,100.00 | 0 | \$ - | 26 | \$ 9,100.00 | 0 | \$ - |
| 26. | 3 | EA | \$ 595.00 | \$ 1,785.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 1,785.00 |
| 27. | 13 | CY | \$ 355.00 | \$ 4,615.00 | 10 | \$ 3,550.00 | 10 | \$ 3,550.00 | 3 | \$ 1,065.00 |
| 28. | 1 | LS | \$ 18,395.00 | \$ 18,395.00 | 100% | \$ 18,395.00 | 100% | \$ 18,395.00 | 0% | \$ - |
| 29. | 1 | LS | \$ 24,385.00 | \$ 24,385.00 | 100% | \$ 24,385.00 | 100% | \$ 24,385.00 | 0% | \$ - |
| 30. | 1 | LS | \$ 9,595.00 | \$ 9,595.00 | 100% | \$ 9,595.00 | 100% | \$ 9,595.00 | 0% | \$ - |
| 31. | 1 | LS | \$ 4,840.00 | \$ 4,840.00 | 75% | \$ 3,480.00 | 75% | \$ 3,480.00 | 25% | \$ 1,360.00 |
| 32. | 64 | CY | \$ 40.00 | \$ 2,560.00 | 64 | \$ 2,560.00 | 64 | \$ 2,560.00 | 0 | \$ - |
| 33. | 2,550 | SF | \$ 6.50 | \$ 16,575.00 | 0 | \$ - | 0 | \$ - | 2,550 | \$ 16,575.00 |
| 34. | 341 | LF | \$ 6.50 | \$ 2,216.50 | 341 | \$ 2,216.50 | 341 | \$ 2,216.50 | 0 | \$ - |

| PHASE 2 DESCRIPTION | BID Quantity | Unit | BID Unit Cost | BID Extension | June Quantity | June Invoice | QUANTITY COMPLETED TO DATE | \$ AMOUNT COMPLETED TO DATE | QUANTITY BALANCE TO FINISH | \$ AMOUNT BALANCE TO FINISH |
|---|--------------|------|---------------|---------------|---------------|---------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| 35. Playground Surfacing | 2,545 | SF | \$ 3.15 | \$ 8,016.75 | 0 | \$ - | 0 | \$ - | 2,545 | \$ 8,016.75 |
| 36. Irrigation | 1 | LF | \$ 25,000.00 | \$ 25,000.00 | 1 | \$ 25,000.00 | 1 | \$ 25,000.00 | 0 | \$ - |
| 37. Bike Rack | 5 | EA | \$ 920.00 | \$ 4,600.00 | 0 | \$ - | 0 | \$ - | 5 | \$ 4,600.00 |
| 38. Liter Receptacle | 3 | EA | \$ 1,890.00 | \$ 5,670.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 5,670.00 |
| 39. Bench | 1 | EA | \$ 2,140.00 | \$ 2,140.00 | 0 | \$ - | 0 | \$ - | 1 | \$ 2,140.00 |
| 40. Park Sign (ALLOWANCE) | 1 | EA | \$ 3,000.00 | \$ 3,000.00 | 0 | \$ - | 0 | \$ - | 1 | \$ 3,000.00 |
| 41. Play Equipment | 1 | LS | \$ 51,855.00 | \$ 51,855.00 | 50% | \$ 25,927.50 | 50% | \$ 25,927.50 | 50% | \$ 25,927.50 |
| 42. Cafe Table and Chairs, w/ Umbrella (4 seats) | 3 | EA | \$ 9,635.00 | \$ 28,905.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 28,905.00 |
| 43. Cafe Table and Chairs, w/ Umbrella (6 seats) | 3 | EA | \$ 11,700.00 | \$ 35,100.00 | 0 | \$ - | 0 | \$ - | 3 | \$ 35,100.00 |
| 44. CO #1 Small Tree Removal, 6"-18" | 8 | EA | \$ 275.00 | \$ 2,200.00 | 0 | \$ - | 8 | \$ 2,200.00 | 0 | \$ - |
| 45. CO #1 Large Tree Removal, 18"-36" | (1) | EA | \$ 600.00 | \$ (600.00) | 0 | \$ - | (1) | \$ (600.00) | 0 | \$ - |
| 46. CO #1 Type II Undercut for "M" Retaining Wall | 77.33 | CY | \$ 25.00 | \$ 1,933.25 | 0 | \$ - | 77 | \$ 1,933.25 | 0 | \$ - |
| 47. CO #2 Limestone In sandblasted walls | 1 | LS | \$ 1,635.00 | \$ 1,635.00 | 0 | \$ - | 1 | \$ 1,635.00 | 0 | \$ - |
| 48. CO #2 Increased height for lower "M" wall | 1 | LS | \$ 2,910.30 | \$ 2,910.30 | 0 | \$ - | 1 | \$ 2,910.30 | 0 | \$ - |
| 49. CO #2 Add insulation board at restroom | 1 | LS | \$ 1,575.00 | \$ 1,575.00 | 0 | \$ - | 1 | \$ 1,575.00 | 0 | \$ - |
| 50. CO #2 HVAC upgrade at restroom | 1 | LS | \$ 2,132.00 | \$ 2,132.00 | 0 | \$ - | 1 | \$ 2,132.00 | 0 | \$ - |
| 51. CO #2 Add drinking fountain | 1 | LS | \$ 9,055.00 | \$ 9,055.00 | 0 | \$ - | 0 | \$ - | 1 | \$ 9,055.00 |
| | 1 | | | | | | 0 | \$ - | 1 | \$ - |
| | 1 | | | | | | 0 | \$ - | 1 | \$ - |
| | 1 | | | | | | 0 | \$ - | 1 | \$ - |
| | 1 | | | | | | 0 | \$ - | 1 | \$ - |
| Subtotal Phase 1 Items | | | | \$ 891,625.25 | | \$ 249,659.49 | | \$ 699,725.69 | | \$ 191,899.56 |
| PHASE 2 DESCRIPTION | BID Quantity | Unit | BID Unit Cost | BID Extension | June Quantity | June Invoice | QUANTITY COMPLETED TO DATE | \$ AMOUNT COMPLETED TO DATE | QUANTITY BALANCE TO FINISH | \$ AMOUNT BALANCE TO FINISH |
| 1. General Conditions | 1 | LS | \$ 14,758.00 | \$ 14,758.00 | | \$ - | 0% | \$ - | 100% | \$ 14,758.00 |
| 2. Large Tree Removal | 10 | EA | \$ 600.00 | \$ 6,000.00 | | \$ - | 8 | \$ 3,800.00 | 4 | \$ 2,400.00 |
| 3. Small Tree Removal | 44 | EA | \$ 275.00 | \$ 12,100.00 | | \$ - | 9 | \$ 2,475.00 | 35 | \$ 9,625.00 |
| 4. Site Grading | 1 | LS | \$ 20,850.00 | \$ 20,850.00 | | \$ - | 0% | \$ - | 100% | \$ 20,850.00 |
| 5. Excavate Slope | 1 | LS | \$ 11,225.00 | \$ 11,225.00 | | \$ - | 0% | \$ - | 100% | \$ 11,225.00 |
| 6. Geoweb/Topsail | 450 | SY | \$ 23.25 | \$ 10,462.50 | | \$ - | 0 | \$ - | 450 | \$ 10,462.50 |
| 7. Reeds Weed/Boulder Stabilization | 75 | LF | \$ 445.00 | \$ 33,375.00 | | \$ - | 0 | \$ - | 75 | \$ 33,375.00 |
| 8. Live Staking | 580 | SY | \$ 28.75 | \$ 16,675.00 | | \$ - | 0 | \$ - | 580 | \$ 16,675.00 |
| 9. Natural Streambank Restoration | 75 | LF | \$ 30.00 | \$ 2,250.00 | | \$ - | 0 | \$ - | 75 | \$ 2,250.00 |
| 10. Invasive Species Removal (ALLOWANCE) | 1 | LS | \$ 2,500.00 | \$ 2,500.00 | | \$ - | 0% | \$ - | 100% | \$ 2,500.00 |
| 11. Native Seed Installation | 1 | LS | \$ 5,185.00 | \$ 5,185.00 | | \$ - | 0% | \$ - | 100% | \$ 5,185.00 |

| | | | | | | | | | | | | |
|------------------------|---|--------|-----|--------------|-----------------|---------------|---|----|---------------|---|--------|---------------|
| 12. | Bendway Weir | 3 | EA | \$ 24,845.00 | \$ 74,535.00 | \$ - | - | 0 | \$ - | - | 3 | \$ 74,535.00 |
| 13. | Retaining Wall at River Bank | 80 | LF | \$ 323.00 | \$ 25,840.00 | \$ - | - | 0 | \$ - | - | 80 | \$ 25,840.00 |
| 14. | Concrete Sidewalk - 6" | 10,822 | SF | \$ 6.94 | \$ 75,104.88 | \$ - | - | 0 | \$ - | - | 10,822 | \$ 75,104.88 |
| 15. | 10" Wide Retaining Wall - Concrete | 37 | LF | \$ 230.00 | \$ 8,510.00 | \$ - | - | 18 | \$ 4,140.00 | - | 19 | \$ 4,370.00 |
| 16. | Decorative Concrete at Overlook | 314 | SF | \$ 21.15 | \$ 6,641.10 | \$ - | - | 0 | \$ - | - | 314 | \$ 6,641.10 |
| 17. | Seawall at Trail Head | 20 | LF | \$ 256.15 | \$ 5,163.00 | \$ - | - | 0 | \$ - | - | 20 | \$ 5,163.00 |
| 18. | Composite Decking with Handrail | 760 | SF | \$ 69.25 | \$ 52,630.00 | \$ - | - | 0 | \$ - | - | 760 | \$ 52,630.00 |
| 19. | Electrical Service For Stage | 1 | LS | \$ 1,500.00 | \$ 1,500.00 | \$ - | - | 0% | \$ - | - | 100% | \$ 1,500.00 |
| 20. | Landscape Boulders - 3' (17 Boulders) | 16 | TON | \$ 400.00 | \$ 6,400.00 | \$ - | - | 0 | \$ - | - | 16 | \$ 6,400.00 |
| 21. | Landscape Boulders - 4' (14 Boulders) | 23 | TON | \$ 367.00 | \$ 8,441.00 | \$ - | - | 0 | \$ - | - | 23 | \$ 8,441.00 |
| 22. | Landscape Boulders - 5' (11 Boulders) | 28 | TON | \$ 350.00 | \$ 9,800.00 | \$ - | - | 0 | \$ - | - | 28 | \$ 9,800.00 |
| 23. | 3.5" Caliper Tree | 8 | EA | \$ 685.00 | \$ 5,480.00 | \$ - | - | 0 | \$ - | - | 8 | \$ 5,480.00 |
| 24. | 8' Height Ornamental Tree | 9 | EA | \$ 360.00 | \$ 3,240.00 | \$ - | - | 0 | \$ - | - | 9 | \$ 3,240.00 |
| 25. | Tree Relocation (8" Oak) | 20 | EA | \$ 440.00 | \$ 8,800.00 | \$ - | - | 18 | \$ 7,920.00 | - | 2 | \$ 880.00 |
| 26. | Seeding and Restoration | 1 | LS | \$ 9,615.00 | \$ 9,615.00 | \$ - | - | 0% | \$ - | - | 100% | \$ 9,615.00 |
| 27. | Irrigation | 1 | LS | \$ 8,025.00 | \$ 8,025.00 | \$ - | - | 0% | \$ - | - | 100% | \$ 8,025.00 |
| 28. | Landscape Edging - Aluminum | 30 | LF | \$ 6.50 | \$ 195.00 | \$ - | - | 0 | \$ - | - | 30 | \$ 195.00 |
| 29. | Fountain Aerator | 1 | LS | \$ 6,675.00 | \$ 6,675.00 | \$ - | - | 0% | \$ - | - | 100% | \$ 6,675.00 |
| 30. | Litter Receptacle | 5 | EA | \$ 1,890.00 | \$ 9,450.00 | \$ - | - | 0 | \$ - | - | 5 | \$ 9,450.00 |
| 31. | Bench | 4 | EA | \$ 2,140.00 | \$ 8,560.00 | \$ - | - | 0 | \$ - | - | 4 | \$ 8,560.00 |
| 32. | CO #2 Footing changes at overlook deck | 1 | LS | \$ 3,900.00 | \$ 3,900.00 | \$ - | - | 0 | \$ - | - | 1 | \$ 3,900.00 |
| 33. | CO #2 21AA Aggregate Under Sidewalk for HD Concrete Areas | 1,000 | SF | \$ 0.56 | \$ 560.00 | \$ - | - | 0 | \$ - | - | 1,000 | \$ 560.00 |
| Subtotal Phase 2 Items | | | | | \$ 474,445.28 | \$ - | - | | \$ 18,135.00 | | | \$ 451,850.28 |
| GRAND TOTAL | | | | | \$ 1,366,070.53 | \$ 248,659.49 | | | \$ 717,860.69 | | | \$ 643,749.84 |
| Retainage | | | | | | 10% | | | \$ 24,865.95 | | | \$ 71,786.07 |
| Current Payment Due | | | | | | | | | \$ 223,793.54 | | | \$ 646,074.82 |

SWORN STATEMENT
(Under the Construction Lien Act of 1980)

STATE OF MICHIGAN
COUNTY OF: KENT

APPLICATION #7: 6/30/2018


Kristen VanVuuren, being duly sworn, deposes and says: KATERBERG VERHAGE INC. is the subcontractor for an improvement to the following described real property situated in KENT County, Michigan, described as SETTLERS GROVE PARK. That the following is a statement of each subcontract, supplier, and laborer, for which payment of wages, fringe benefits and withholdings is due but unpaid, with whom the subcontractor has subcontracted for performance under the contract with the owner or lessee thereof, and that the amounts due to the person as of the date hereof are correctly and fully set forth opposite their names, as follows.

| NAME OF SUBCONTRACTOR SUPPLIES OR LABORER | TYPE OF IMPROVEMENT FURNISHED | TOTAL CONTRACT PRICE | AMOUNT ALREADY PAID | AMOUNT OWING | BALANCE TO COMPLETE |
|--|----------------------------------|-------------------------|------------------------|---------------------|------------------------|
| THOMET CONSTRUCTION | BUILDING CONSTRUCTION | \$ 229,997.87 | \$ 136,158.00 | \$ - | \$ 93,839.87 |
| VAN LAAN CONCRETE CONSTRUCTION | CONCRETE CONSTRUCTION | \$ 298,162.00 | \$ 169,502.09 | \$ 40,312.47 | \$ 88,347.44 |
| ADVANCED METALS | METAL SIGN | \$ 15,300.00 | \$ - | \$ - | \$ 15,300.00 |
| | | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - |
| KATERBERG VERHAGE INC. | Labor/Equip./Materials | \$ 824,610.66 | \$ 371,888.13 | \$ - | \$ 452,722.53 |
| TOTALS | | \$ 1,366,070.53 | \$ 677,548.22 | \$ 40,312.47 | \$ 648,209.84 |

That the subcontractor has not procured material from, or subcontracted with, any person other than those set forth herein and owes no money for the improvement other than the sums set forth herein. Deponent further says that he or she makes the foregoing statement as the SUBCONTRACTOR, or as PRESIDENT of the SUBCONTRACTOR for purposes of representing to the owner or lessee of the described property herein and his or her agents that the described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth and except for claims of construction liens by laborers which may be provided pursuant to section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being section 570.1109 of the Michigan Compiled Laws.

WARNING TO OWNER:

An owner of lessee of the property described herein may not rely on this sworn statement to avoid the claim of a subcontractor, supplier, or laborer who has provided a Notice of Furnishing or a laborer who may provide a Notice of Furnishing pursuant to section 109 of the Construction Lien Act to the designee or to the owner or lessee if the designee is not named or has died.

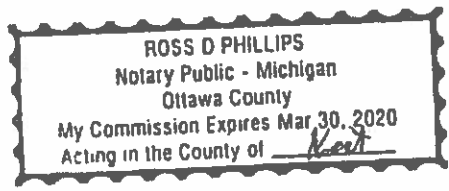

Deponent

WARNING TO DEPONENT:

A person, who with intent to defraud, gives a false sworn statement is subject to criminal penalties as provided in section 110 of the Construction Lien Act, Act No. 497 of the Public Acts, being section 570.1110 of the Michigan Compiled Laws.

Subscribed and sworn to before me this 11th day of July 2018.


Notary Public
Kent County, Michigan
My Commission Expires: March 30, 2020



APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 3 PAGES

TO OWNER:

Ada Township, Michigan
7330 Thornapple River Dr SE
Ada MI 49301

PROJECT: Averill Historical Museum
Expansion

APPLICATION NO: 3

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

FROM CONTRACTOR:

JKB & Associates, Inc
916 Chicago Dr Ste C
Jenison MI 49428

VIA ARCHITECT: Dixon Architecture

PERIOD TO: 7/31/2018

PROJECT NOS:

General Contracting

CONTRACT DATE 03/27/18

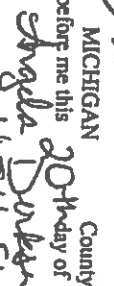
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract:
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: jkb Construction Inc.

By:  Date: 7-20-18

State of: MICHIGAN County of: OTTAWA
Subscribed and sworn to before me this 20th day of July, 2018.
Notary Public: 
My Commission expires: 4-24-18



1. ORIGINAL CONTRACT SUM \$ 594,000.00
 2. Net change by Change Orders \$ (7,928.80)
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 586,071.20
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 351,254.70
 5. RETAINAGE:
 - a. 0.05 % of Completed Work \$ 17,562.74 (Column D + E on G703)
 - b. % of Stored Material \$ Included in above (Column F on G703)
- Total in Column I of G703) \$ 17,562.74
- Total Retainage (Lines 5a + 5b or (Line 4 Less Line 5 Total) \$ 333,691.97
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 182,796.63
 8. CURRENT PAYMENT DUE \$ 150,895.34
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 252,379.24

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|--------------|
| Total changes approved in previous months by Owner | | |
| Total approved this Month | | (\$7,928.80) |
| TOTALS | \$0.00 | (\$7,928.80) |
| NET CHANGES by Change Order | | (\$7,928.80) |

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 150,895.34

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By:  Date: 7/20/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
 APPLICATION DATE: 7/20/2018
 PERIOD TO: 7/31/2018
 ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | E THIS PERIOD | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H % (G+C) | I BALANCE TO FINISH (C-G) | J RETAINAGE (IF VARIABLE RATE) |
|---------------|--|----------------------|-----------------------------------|-------------|------------------|---|---|--------------|------------------------------|-----------------------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | | | | | | | |
| | General Conditions | \$44,893.00 | | \$22,446.50 | \$8,979.00 | | \$31,425.50 | 70.00% | \$13,467.50 | \$1,571.28 |
| | Clean up/Dumpsters | \$500.00 | | | | | \$1,999.00 | 100.00% | \$500.00 | \$0.00 |
| | Concrete-Soil Testing | \$1,999.00 | | \$1,999.00 | | | \$14,390.00 | 76.14% | \$0.00 | \$99.95 |
| | Site Work/Excavating | \$18,900.00 | | \$14,390.00 | | | \$4,510.00 | 100.00% | \$0.00 | \$719.50 |
| | Demo Existing Cond Ex Museum | \$7,000.00 | | \$7,000.00 | | | \$7,000.00 | 100.00% | \$0.00 | \$350.00 |
| | Asphalt Patching | \$475.00 | | | | | \$475.00 | | \$475.00 | \$0.00 |
| | Concrete Foundations | \$44,885.00 | | \$20,800.00 | | | \$20,800.00 | 46.34% | \$24,085.00 | \$1,040.00 |
| | Stone & Tile | \$2,500.00 | | \$2,500.00 | | | \$2,500.00 | 100.00% | \$0.00 | \$125.00 |
| | Framing Lumber | \$34,182.00 | | \$34,182.00 | | | \$34,182.00 | 100.00% | \$0.00 | \$1,709.10 |
| | Aluminum Clad Entry Doors 111-122a | \$12,225.00 | | | \$12,225.00 | | \$12,225.00 | 100.00% | \$0.00 | \$61.25 |
| | Doors / Hardware / Hollow Metal Frames | \$4,570.00 | | | \$2,285.00 | | \$2,285.00 | 50.00% | \$5,200.00 | \$114.25 |
| | Finish Trims | \$5,200.00 | | | \$8,760.00 | | \$8,760.00 | 100.00% | \$0.00 | \$438.00 |
| | Exterior Concrete Masonry Allowance | \$8,760.00 | | | | | \$900.00 | | \$0.00 | \$0.00 |
| | Caulking | \$900.00 | | | | | \$8,300.00 | | \$8,300.00 | \$0.00 |
| | Landscaping | \$8,300.00 | | | | | \$20,048.00 | | \$20,048.00 | \$2,338.00 |
| | Framing / Finish Carpentry | \$66,800.00 | | \$33,400.00 | \$13,360.00 | | \$46,760.00 | 70.00% | \$0.00 | \$0.00 |
| | Windows | \$20,745.00 | | | \$20,745.00 | | \$20,745.00 | 100.00% | \$0.00 | \$1,037.25 |
| | Window Shades | \$858.00 | | | | | \$858.00 | | \$858.00 | \$0.00 |
| | Fire Rated Glass - Frames | \$660.00 | | | | | \$660.00 | | \$660.00 | \$0.00 |
| | 1 hr Rated HM Door Frame | \$1,000.00 | | | | | \$1,000.00 | | \$1,000.00 | \$0.00 |
| | Steel Railings | \$7,990.00 | | | | | \$7,990.00 | | \$7,990.00 | \$0.00 |
| | Casework | \$11,473.00 | | | \$11,473.00 | | \$11,473.00 | 100.00% | \$0.00 | \$573.65 |
| | Bath Accessories | \$1,670.00 | | | | | \$1,670.00 | | \$1,670.00 | \$0.00 |
| | Drywall - Acoustical | \$21,574.00 | | | \$16,180.00 | | \$16,180.00 | 75.00% | \$5,394.00 | \$809.00 |
| | Insulation | \$7,216.00 | | | | | \$7,216.00 | | \$7,216.00 | \$0.00 |
| | Siding | \$18,983.00 | | | | | \$18,983.00 | | \$18,983.00 | \$0.00 |
| | Siding Labor Allowance | \$6,152.00 | | | | | \$6,152.00 | | \$6,152.00 | \$0.00 |
| | Roofing | \$14,324.00 | | \$5,600.00 | \$8,724.00 | | \$14,324.00 | 100.00% | \$0.00 | \$716.20 |

| | | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------|---------------------|------------|---------------------|--------------------|
| Roofing Labor Allowance | \$2,165.00 | | \$2,165.00 | | \$2,165.00 | 100.00% | \$0.00 | \$108.25 |
| Signage | \$200.00 | | | | \$200.00 | | \$200.00 | \$0.00 |
| Painting | \$12,890.00 | | | | \$12,890.00 | | \$12,890.00 | \$0.00 |
| Flooring | \$11,701.00 | | | | \$11,701.00 | | \$11,701.00 | \$0.00 |
| HVAC | \$34,500.00 | | | | \$34,500.00 | | \$4,630.00 | \$1,493.50 |
| Plumbing | \$19,900.00 | \$13,900.00 | \$29,870.00 | \$13,900.00 | \$29,870.00 | 86.58% | \$6,000.00 | \$695.00 |
| Electrical | \$48,340.00 | \$20,000.00 | \$13,500.00 | \$4,000.00 | \$33,500.00 | 69.30% | \$14,840.00 | \$1,675.00 |
| Electrical Romex Cable instead of Conduit | \$4,000.00 | | | | \$4,000.00 | 100.00% | \$0.00 | \$200.00 |
| Communication - AV | \$25,570.00 | | | | \$25,570.00 | | \$6,000.00 | \$0.00 |
| Contingency Fund | \$6,000.00 | | | | \$6,000.00 | | \$6,000.00 | \$0.00 |
| P & O | \$54,000.00 | \$16,200.00 | \$14,500.00 | | \$30,700.00 | 56.85% | \$23,300.00 | \$1,535.00 |
| Change Order 1 | (\$7,928.80) | | (\$7,928.80) | | (\$7,928.80) | 100.00% | \$0.00 | (\$396.44) |
| GRAND TOTALS | \$586,071.20 | \$192,417.50 | \$158,837.20 | \$0.00 | \$351,254.70 | 60% | \$234,816.50 | \$17,562.74 |

Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certification of Document's Authenticity

SWORN STATEMENT

DATED: 07/20/18

OWNER: Ada Township, Michigan
 LENDER: _____
 State of Michigan)
 County of Oakland)

COMPANY NAME: JKB & Associates, Inc
 PERSON SUBMITTING: Jack Brown
 ADDRESS OF IMPROVEMENTS: 7330 Thornapple River Dr, Ada MI 48301

TELEPHONE: 818-531-9022
 CELLPHONE: 818-437-2072
 FAX: 818-718-2313

The undersigned President or Owner of the company identified above (the "Contractor," the builder or general contractor for the construction of certain improvements at the property described herein, hereby swears and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date set forth above, and the remaining amount required to complete the particular item of work, as follows:

| SUBCONTRACTOR/PERSON OR LABORER | DESCRIPTION OF WORK OR MATERIAL | ORIGINAL CONTRACT AMOUNT | CHANGE ORDERS (IF ANY) | ADJUSTED CONTRACT AMOUNT | PREVIOUS PAYMENTS AND/OR DRAWS | AMOUNT OF THIS REQUEST | RETAINAGE (IF ANY) | BALANCE TO COMPLETE |
|---------------------------------|--|--------------------------|------------------------|--------------------------|--------------------------------|------------------------|---------------------|----------------------|
| 1 JKB | General Conditions | 44,883.00 | - | 44,883.00 | 21,324.17 | 8,530.05 | 1,571.28 | 13,487.50 |
| 2 JKB | Clean up/Dumpsters | 500.00 | - | 500.00 | - | - | - | 500.00 |
| 3 PSI | Concrete Soil Testing | 1,988.00 | - | 1,988.00 | 1,988.05 | - | - | 0.00 |
| 4 Kalerberg Vantage | Site Work/ Excavating | 18,900.00 | - | 18,900.00 | 13,670.50 | - | - | 4,510.00 |
| 5 JKB | Demo Existing Cond Ex Museum | 7,000.00 | - | 7,000.00 | 6,950.00 | - | - | 350.00 |
| 6 JKB | Asphalt Patching | 475.00 | - | 475.00 | - | - | - | 475.00 |
| 7 DeYoung Concrete | Concrete Foundations | 44,885.00 | - | 44,885.00 | 19,780.00 | - | - | 24,085.00 |
| 8 JKB | Stone & Tile | 2,500.00 | - | 2,500.00 | 2,375.00 | - | - | 125.00 |
| 9 Standale Lumber | Framing Lumber | 34,182.00 | - | 34,182.00 | 32,472.90 | - | - | 1,709.10 |
| 10 Pella Windows | Aluminum Clad Entry Doors | 12,225.00 | - | 12,225.00 | - | 11,913.75 | 611.25 | (0.00) |
| 11 Standale Lumber | Doors / Hardware / Hollow Metal Frames | 4,570.00 | - | 4,570.00 | - | 2,170.75 | 114.25 | 2,285.00 |
| 12 JKB | Finish Trim | 5,200.00 | - | 5,200.00 | - | - | - | 5,200.00 |
| 13 JKB | Exterior Concrete Masonry Allowance | 8,780.00 | - | 8,780.00 | - | - | - | 8,780.00 |
| 14 Custom Caulking | Caulking | 900.00 | - | 900.00 | - | 8,322.00 | 438.00 | - |
| 15 Majestic Landscaping | Landscaping | 8,300.00 | - | 8,300.00 | - | - | - | 8,300.00 |
| 16 JKB | Framing / Finish Carpentry | 88,800.00 | - | 88,800.00 | 31,730.00 | - | - | 57,070.00 |
| 17 Pella Windows | Windows | 20,745.00 | - | 20,745.00 | - | 12,682.00 | 2,338.00 | 20,040.00 |
| 18 Triangle Window Fashions | Window Shades - Frames | 898.00 | - | 898.00 | 19,707.75 | - | 1,037.25 | 888.00 |
| 19 Sair | 1 hr Rated HM Door Frame | 1,000.00 | - | 1,000.00 | - | - | - | 1,000.00 |
| 20 Metal Works | Steel Railing | 7,990.00 | - | 7,990.00 | - | - | - | 7,990.00 |
| 21 Fastwood | Casework | 11,473.00 | - | 11,473.00 | - | 10,889.35 | 573.65 | (0.00) |
| 22 Brykhusen | Bath Accessories | 1,570.00 | - | 1,570.00 | - | - | - | 1,570.00 |
| 23 Brykhusen Wall & Ceiling | Drywall - Acoustical | 21,574.00 | - | 21,574.00 | 1,870.00 | - | - | 5,394.00 |
| 24 Brykhusen Wall & Ceiling | Installation | 7,218.00 | - | 7,218.00 | - | 15,371.00 | 888.00 | 5,394.00 |
| 25 JKB | Siding | 18,983.00 | - | 18,983.00 | - | - | - | 7,218.00 |
| 26 JKB | Siding Labor Allowance | 6,152.00 | - | 6,152.00 | - | - | - | 18,983.00 |
| 27 JKB | Roofing | 14,324.00 | - | 14,324.00 | 5,320.00 | - | - | 8,152.00 |
| 28 JKB | Roofing Labor Allowance | 2,185.00 | - | 2,185.00 | - | 8,287.80 | 718.20 | 0.00 |
| 29 JKB | Sigraze | 200.00 | - | 200.00 | - | - | - | 200.00 |
| 30 Work Brothers | Interior Painting | 12,890.00 | - | 12,890.00 | - | - | - | 12,890.00 |
| 31 Tom & Country Carpet | Flooring | 11,701.00 | - | 11,701.00 | - | - | - | 11,701.00 |
| TOTAL PAGE 1: | | \$ 401,890.00 | \$ - | \$ 401,890.00 | \$ 135,201.62 | \$ 98,651.20 | \$ 12,380.88 | \$ 194,478.50 |

SWORN STATEMENT (PAGE 2)

| NO. | SUBCONTRACTOR SUPPLIER OR LABORER | DESCRIPTION OF WORK OR MATERIAL | ORIGINAL CONTRACT AMOUNT | CHANGE ORDERS (P AMT) | ADJUSTED CONTRACT AMOUNT | PREVIOUS PAYMENTS AND/OR DRAWS | AMOUNT OF THIS REQUEST | RETAINAGE (P AMT) | BALANCE TO COMPLETE |
|-----|-----------------------------------|---|--------------------------|-----------------------|--------------------------|--------------------------------|------------------------|-------------------|---------------------|
| 31 | T & B Concepts | HVAC | 34,500.00 | - | 34,500.00 | - | 28,378.50 | 1,483.50 | 4,630.00 |
| 33 | Byron Plumbing | Plumbing | 19,900.00 | - | 19,900.00 | 13,205.00 | - | 895.00 | 6,000.00 |
| 36 | 360 Electric | Electrical | 48,340.00 | - | 48,340.00 | 18,000.00 | 12,825.00 | 1,875.00 | 14,840.00 |
| 43 | 360 Electric | Electrical Romex Cable instead of Conduit | 4,000.00 | - | 4,000.00 | - | 3,800.00 | 200.00 | - |
| 46 | 360 Electric | Communication - AV | 25,570.00 | - | 25,570.00 | - | - | - | 25,570.00 |
| 47 | JKB | Contingency Fund | 6,000.00 | - | 6,000.00 | - | - | - | 6,000.00 |
| 49 | JKB | PAO | 34,000.00 | - | 34,000.00 | 15,380.00 | 13,775.00 | 1,535.00 | 22,390.00 |
| 51 | JKB | Change Order #1 | - | (7,928.80) | (7,928.80) | - | (7,532.36) | (396.44) | (0.00) |
| 52 | | | | | | | | | |
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| 58 | | | | | | | | | |
| | TOTAL PAGE 2: | | \$ 182,310.00 | \$ (7,928.80) | \$ 184,381.20 | \$ 47,595.00 | \$ 51,244.14 | \$ 5,202.06 | \$ 80,340.00 |
| | GRAND TOTAL: | | \$ 984,000.00 | \$ (7,928.80) | \$ 986,071.20 | \$ 182,786.02 | \$ 150,885.34 | \$ 17,582.74 | \$ 234,818.50 |

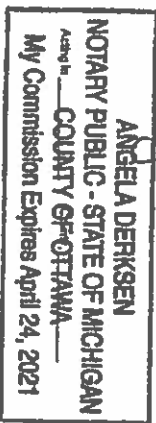
WARNING TO DEBENTOR: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 487 OF THE PUBLIC ACTS OF 1960, AS AMENDED, BEING SECTION 676.1119 OF THE MICHIGAN COMPILLED LAWS.

ON RECEIPT OF THIS SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNERS OR LESSEES DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, OR TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 108 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SECTION 108 OR 109A, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT, IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR WHO IS NAMED IN THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST.

DATED 7-20-18 DEBENTOR [Signature]

Note: Addendum listing all subcontractors, laborers and material suppliers for this project is attached hereto and made a part of this sworn statement.

Subscribed and sworn to before me this 20th day of July, 2018.
Angela Derksen
 County: _____
 My commission expires April 24, 2021



For a Notarization Commission, paid to the undersigned, the receipt whereof is hereby certified and acknowledged, the undersigned hereby waives, releases and relinquish any and all claim of lien which the undersigned may have or may have hereafter upon the premises described in the above sworn statement, in favor and behalf, general or particular, of contractor, or otherwise.

Date: _____ By: _____



523 ada drive se, suite 200 po box 404 ada, mi 49301
p. (616) 682-4570 www.dixonarch.com

July 22, 2018

George Haga, Supervisor
Ada Township
7171 Thornapple River Drive SE
Ada, MI 49301

RE: Averill Museum Addition, Contractor Pay Application #3

Dear Mr. Haga:

Dixon Architecture has received Payment Application #3, dated 7-20-2018, for the Averill Museum addition. During this period of time, the following scope of work has been completed on the site:

- Completion of rough carpentry
- Installation of doors and windows
- Procurement of cabinetry
- Start of drywall installation
- Continued install of mechanical and electrical systems

Based on the schedule which was issued at the beginning of the project, the builder looks to be approximately 2 weeks behind schedule. I understand there was delivery delay with the windows as well as extraordinary hot temperatures which slowed some activities. The builder is scheduled to turn over the building to the Township and Historic Society on August 31, 2018.

Upon review of the Payment Application, my discussions with JKB Construction, and walking the site, I am comfortable recommending payment of **\$150,895.34** for the work to date. Please let me know if you have any questions. Thank you.

DIXON ARCHITECTURE

A handwritten signature in black ink that reads "Ken Dixon". The signature is stylized and cursive.

Ken Dixon
Principal Architect

Averill Museum Addition
Photo Log - 7/22/2018



View from Parking Lot



View from Meeting Room Interior

VE

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

She

To: Ada Township
7330 Thornapple River Drive
Ada, MI 49301
FROM: APEX Contractors, Inc.
4101 27th Street, Dorr, MI 49323

PROJECT: Ada Park Tennis & Pickleball Improvements
VIA: Oboyle, Cowell, Blalock & Associates
521 South Riverview Drive
Kalamazoo, MI 49004

APPLICATION NO: 3
PERIOD TO: 7/24/18
ARCHITECT: Wes Steer
PROJECT NO: 51801
PO NO:
CONTRACT DATE: May 5, 2018
OWNER
ARCHITECT
CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

| CHANGE ORDER SUMMARY | | ADDITIONS | DEDUCTIONS |
|--|---------------|-------------|-------------|
| Change Orders approved in previous months by owner | | \$ - | |
| TOTAL | | \$ - | |
| APPROVED THIS MONTH | | | |
| Number | Date Approved | | |
| 1 | 7/14/2018 | \$ 3,500.00 | |
| TOTALS | | \$ 3,500.00 | \$ - |
| Net change by Change Orders | | \$ 3,500.00 | \$ 3,500.00 |

The undersigned Contractor certifies that to the best of the Contractor's Knowledge information and belief the Work covered by this application for payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: APEX Contractors, Inc.

By:  President

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the Quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM..... \$ 320,100.00
- 2. Net change by change Orders..... \$ 3,500.00
- 3. CONTRACT SUM TO DATE (LINE 1+2)..... \$ 323,600.00
- 4. TOTAL COMPLETED & STORED TO DATE..... \$ 323,600.00
(Column G on G703)
- 5. RETAINAGE:
 - a. 10% of Completed Work \$ -
 - b. 10% of Stored Material \$ -
 Total Retainage(line 5a+5b) \$ -
- 6. TOTAL EARNED LESS RETAINAGE (LINE 4 LESS LINE 5 TOTAL) \$323,600.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 228,690.00
- 8. CURRENT PAYMENT DUE..... \$ 94,910.00
- 9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ -
(Line 3 less Line 6)

State of: Michigan County of: Allegan
Subscribed and sworn to before me this 24th day of July, 2018
Notary Public: *Julie Ann Medler*
My Commission expires: April 5, 2019

AMOUNT CERTIFIED..... \$94,910.00

ARCHITECT: *Wes Steer* Date: *8/2/18*

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G703 APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached
 In tabular items below, amounts are stated to the nearest dollar.
 Use Column for contracts where variable retainage for the items may apply.

APPLICATION NUMBER: **3 WSS**
 APPLICATION DATE: 7/24/18
 PERIOD TO: 7/24/18
 ARCHITECT'S PROJECT NO: 51801

| A | B | C | D | E | F | G | H | I |
|---------|--|-----------------|----------------|--------------|--|---|-------------------------|-----------|
| ITEM NO | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | THIS PERIOD | MATERIALS PRESENTLY STORED NOT IN DORE | TOTAL COMPLETED AND STORED TO DATE (D+E+F+) | BALANCE TO FINISH (C-G) | RETAINAGE |
| 1 | General Conditions, bonding, insurance | \$ 10,000.00 | \$ 10,000.00 | - | | \$ 10,000.00 | \$ - | \$ - |
| 2 | Demolition | \$ 9,000.00 | \$ 9,000.00 | - | | \$ 9,000.00 | \$ - | \$ - |
| 3 | Excavation | \$ 32,100.00 | \$ 32,100.00 | - | | \$ 32,100.00 | \$ - | \$ - |
| 4 | Concrete flatwork | \$ 165,000.00 | \$ 165,000.00 | - | | \$ 165,000.00 | \$ - | \$ - |
| 5 | Fencing | \$ 48,000.00 | \$ 30,000.00 | 18,000.00 | | \$ 48,000.00 | \$ - | \$ - |
| 6 | Nets, net posts & equipment | \$ 14,500.00 | \$ 8,000.00 | 6,500.00 | | \$ 14,500.00 | \$ - | \$ - |
| 7 | Color coating | \$ 37,000.00 | | 37,000.00 | | \$ 37,000.00 | \$ - | \$ - |
| 8 | Landscaping | \$ 4,500.00 | | 4,500.00 | | \$ 4,500.00 | \$ - | \$ - |
| 9 | Change order 1 | \$ 3,500.00 | | 3,500.00 | | \$ 3,500.00 | \$ - | \$ - |
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| 30 | | | | | | | | |
| | | \$ 323,600.00 | \$ 254,100.00 | \$ 69,500.00 | \$ - | \$ 323,600.00 | \$ - | \$ - |

VIA DOCUMENT G703-APPLICATION AND CERTIFICATE FOR PAYMENT-MAY

G703-1983

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20005

2 August 2018

Mr. George Haga
Ada Township
7330 Thornapple River Drive
Ada, MI 49301



Re: Ada Township Park – Tennis & Pickleball Court Improvements
Ada Township, Michigan

Dear George:

Attached you will find Application and Certificate for Payment No. 3 from APEX Contractors, Inc. for the referenced project. This application is a request for final payment for the project work.

We have observed the work represented by this application and to the best of our knowledge, it has been completed according to the contract documents. We would, therefore, recommend payment to the Contractor for \$94,910.00.

If you have any questions regarding this recommendation, please do not hesitate to call.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Wes Steer". The signature is written in a cursive, slightly slanted style.

Wesley S. Steer, LLA, ASLA

WSS/sjb

Attachment

copies: APEX Contractors, Inc.



**BOARD OF COUNTY ROAD COMMISSIONERS
KENT COUNTY**

1500 Scribner Avenue NW
Grand Rapids MI 49301
Telephone 242-6900 FAX 242-6980

ADA TOWNSHIP RESOLUTION NO. R-~~072348-1~~ 081318-1

Request to Construct, Operate, Use, and/or Maintain within the Right-of-Way; or to Close a Roadway under the jurisdiction of the Kent County Road Commission.

PRESENT:

ABSENT:

RESOLVED THAT: Tris 4 Health, LLC, 808 Valley N.W., Grand Rapids, MI 49504

IS HEREBY AUTHORIZED to make application to the Kent County Road Commission on behalf of the TOWNSHIP OF ADA, In the County of Kent, State of Michigan for the necessary permit to:

Conduct the "Michigan Titanium" in Ada Township on August 19, 2018 with special road closures and times:

- Road Closure in Ada Township on Grand River Drive from Stiles Creek Dr/Grand River Dr. to Grand River Dr. to 3-Mile Rd.-on the 19th from 9 am until August 20th 2 am.
- Including approval from Kent County Road Commission and Kent County Sheriff's Department for "Michigan Titanium".

And that the TOWNSHIP OF ADA, County of Kent, State of Michigan will faithfully fulfill all permit requirements.

The following resolution was offered by Board Member Jacobs and seconded by Board Member LeBlanc.

Yes:

No:

Absent:

Resolution adopted July 23, 2018

I, HEREBY CERTIFY that the Township Board of the TOWNSHIP OF ADA approved the request on July 23, 2018.

Jacqueline Smith
Ada Township Clerk

CERTIFICATION

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on Monday, July 23, 2018.

Dated: July 23, 2018

Jacqueline Smith
Ada Township Clerk

Michigan Titanium

INTRODUCTION

Thank you for considering approval of the Michigan Titanium 2018 Triathlon.

Who we are – Tris4Health, LLC

We are a group of triathletes who are passionate about growing our community healthy. The owners of Tris4Health, LLC are: Andrew Vidro (President), Ann Vidro (Treasurer and Secretary), and Doug Tuttle (Co-Director). As we ourselves have progressed in the triathlon sport and as triathlon participation continues to hit all-time highs across the country, we felt it was time to bring a USAT Sanctioned Full Iron event to West Michigan. There are no other events at this caliber in the area. We feel this event will not only bring top athletes from across the country it will also encourage the beginner athlete to participate by providing training classes and mentors.

What the Michigan Titanium is:

This triathlon event is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice through the seasoned triathlete. This USA Triathlon sanctioned event promises heart pounding excitement from start to the finish. We will offer two events: Full Iron – 140.6 ,1/2 Iron – 70.3 and Olympic.

BENEFITS

Give back to the community. A portion of all proceeds will be donated to: YMCA is focused on raising much needed financial support for children, teens and families who are unable to afford the full cost of participation in a YMCA program or activity.

Be involved with one of the fastest growing sports in the country. The general excitement for the sport of triathlon received a boost of popularity when triathlon debuted at the 2000 Olympic Games in Sydney, Australia. It is estimated that approximately 150,000 people participate in multi-sport in the United States each year. And the numbers continue to grow!

Positions Plainfield with a healthy lifestyle and lifelong fitness associated with swimming, biking and running. Like no other, the sports of swimming, biking and running embrace the concepts of maintaining a healthy and active lifestyle. You can often see participants at local races that range in age from 10-85 years old! All three sports require aerobic power, excellent endurance and tactical thinking.

REQUEST

We are requesting approval of the following:

- 1.) To hold this annual event in the Grand Rapids Township area on August 19, 2018 and for years to come.
- 2.) Attached are maps of the course, suggested parking areas and street closings. The transition area will be the only area where the streets will need to be completely closed. The run and bike routes will be on the side of the road and will not require any re-routing of traffic. The road closure is to prevent thru traffic in the areas of the run.
- 3.) Specific road closures and times: Run Course
 - a. Grand River Dr from Stiles Creek Dr/ Grand River Dr to Grand River Dr to 3 Mile Rd 19th from 9 am until August 20th 2am
- 4.) We request a letter from the Ada Township stating the above has been approved.

Meet the Team

Andy Vidro, USAT Certified Race Director

Andy's role with Tris4Health is President.

Andy is responsible for handling the technical side of the race ensuring all details are followed and sanctioning rules are adhered to. He also oversees all operations of the race.

Andy represents Cranson Insurance as an insurance executive. He has also been involved with several businesses on the East side of the state and locally, successfully promoting and improving their market share.

Andy has always enjoyed organized sports, 5k's, 10k's and half-marathons. Since entering the triathlon world, he has taken home several wins including:

Ann Vidro, CPA – USAT Certified Race Director

Ann's role with Tris4Health is Secretary and Treasurer.

Enthusiastic and focused, Ann has a passion for the details and the drive to ensure each athlete has a positive experience during their race. She has participated in organized races since 1996, and joined the triathlon world five years ago. She also recently completed her first half Marathon. A small business owner and resident in the Grand Rapids area for several years, Ann enjoys giving back to the local community in many ways. She actively leads a weekly bible study group for women, holds a position of Treasurer for Grand Rapids Initiative for Leaders and sits on the Alumni Board for Davenport University.

Doug Tuttle, Co-Director

Doug's role with Tris4health is Co-director of Michigan Titanium

After several unhealthy years and strong encouragement from my brother and a good friend (after many years of not having to worry about weight), I decided to join them for their workouts during the winter while they trained for their triathlon season. That June I completed my first triathlon and like so many others I was hooked. Four years later, I have competed in several road races and triathlons including Sprint, Olympic and Half-Ironman distances. In September 2010 I accomplished a major goal when I finished the Wisconsin Ironman and heard Mike Reilly announce "Doug Tuttle, You are an Ironman!" During my races, I take full advantage of the Aid Stations, and I am excited to be the Aid Station Coordinator and a part of the committee for the inaugural Grand Rapids Triathlon. I am married to my lifelong best friend Susan and we have 3 children (Corydon, Ella & Raleigh) who are up and coming triathletes. I am a third generation co-owner of Johnson Carpet One in Grandville.

ANDY VIDRO
Tris4Health LLC | 616-805-3059 | andy@grandrapidsstriathlon.com

Monday, October 09, 2017

George Haga
Supervisor
Ada Township

Dear George Haga:

We would like to be added to the agenda. I have attached documents for the meeting

I'm also enclosing copies of:

- Race Maps.
- Road Closure descriptions

If you have questions, please call me at 616-805-3059. I look forward to hearing from you soon.

Sincerely,

ANDY VIDRO

MICHELIGAN TITANUM

August 19, 2018

Triathletes

- Triathlete's average income is \$124,000 per year. Eighty-five percent of triathletes have attended or graduated from a four-year college; and 28% hold a Master's degree or higher. A recent USAT survey of multisport athletes found that triathletes spend an average of \$3,500 on sporting goods/athletic purchases per year including:
 - 35% value their bike at \$2,000-4,000

Michigan Titanium

Triathlon Participation, Growth Trends and Demographics

(updated July 2010 from USAT Website)

Triathlon participation in the United States is at an all-time high, following unprecedented growth over the past decade. USA Triathlon can easily track the surge through its membership numbers, which approached 133,000 annual members in March 2010. To put that into perspective, annual membership hovered between 15,000 and 21,000 from 1993-2000.

At the end of 1999, annual membership stood at 19,060. Those numbers had more than doubled to 40,299 by the end of 2002 and doubled again to 84,787 by the end of 2006. Much of the growth in 2006 could be owed to mandatory youth memberships, but adult memberships still soared at a 15 percent rate over the previous year. The growth during 2007 continued at close to a 16 percent rate, bringing membership to 100,674.

After rising to 107,231 at the end of 2008, annual membership jumped nearly 20 percent to 128,653 to close 2009.

Additionally, 312,489 one-day memberships to compete in USAT sanctioned events were purchased in 2009, growing from just over 100,000 in 2000.

MICHIGAN TITANIUM

Distances

| <u>Event:</u> | <u>Swim:</u> | <u>Bike:</u> | <u>Run:</u> | <u>Total:</u> |
|---------------|--------------|--------------|-------------|---------------|
| Full Iron | 2.4 miles | 112 miles | 26.2 miles | 140.6 miles |
| ½ Iron | 1.2 miles | 56 miles | 13.1 miles | 70.3 miles |
| Olympic | 1500 m | 40k | 10k | 51.50 kilo |

Aquabike – for both the both the Full and Half

Main Race Area



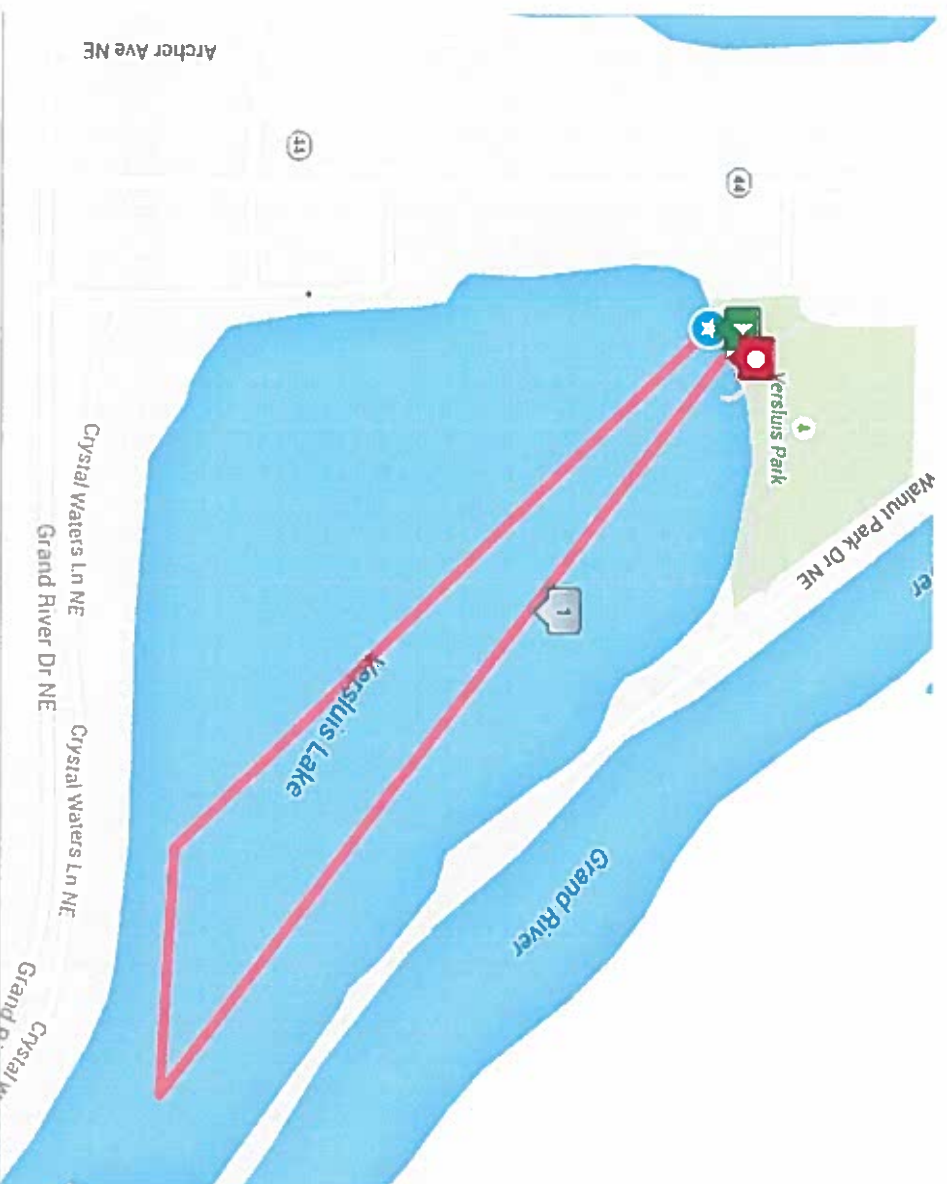
- Key
- Transition Area
 - Swimmers
 - Bikers
 - Runners

By definition "transition" is the change between the three triathlon disciplines, and the "transition area" is a fenced off area containing the bike racks. It is where you place all your equipment before your race for changing over from swimming to cycling and cycling to running. For many races there is a single transition area.

Swim Course – 1.2 Miles Loop

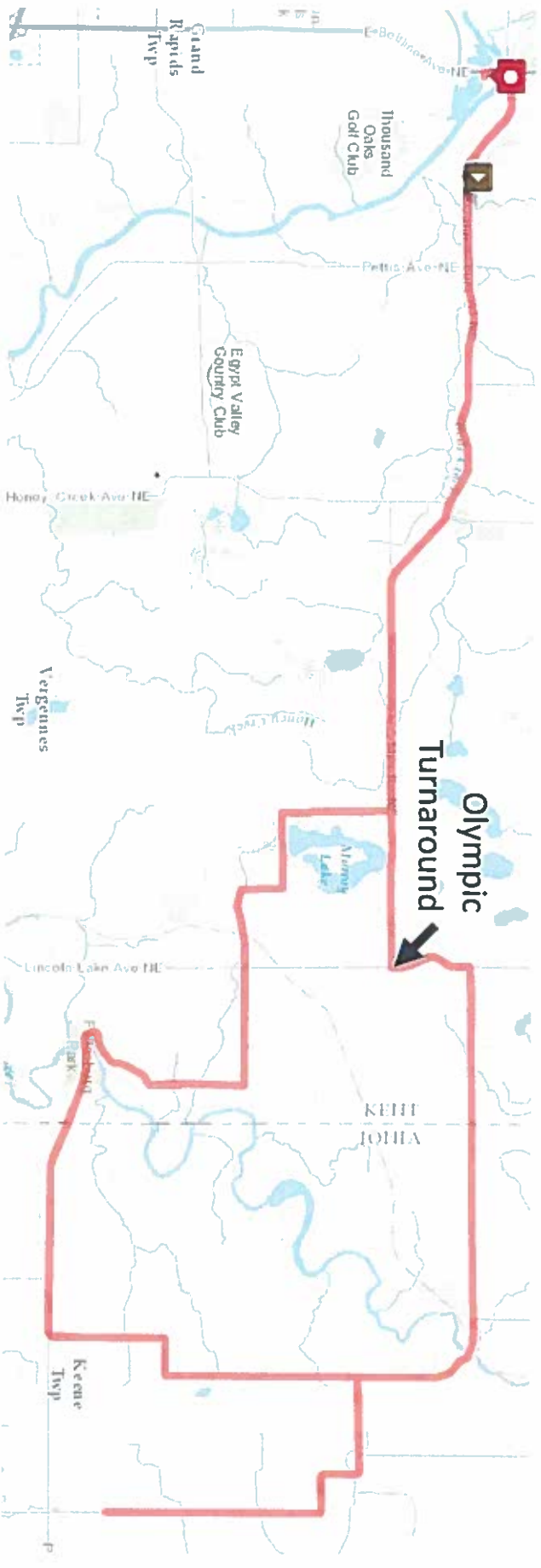
Two Loops – Full

One Loop – ½



Bike Course – 56 Mile Loop

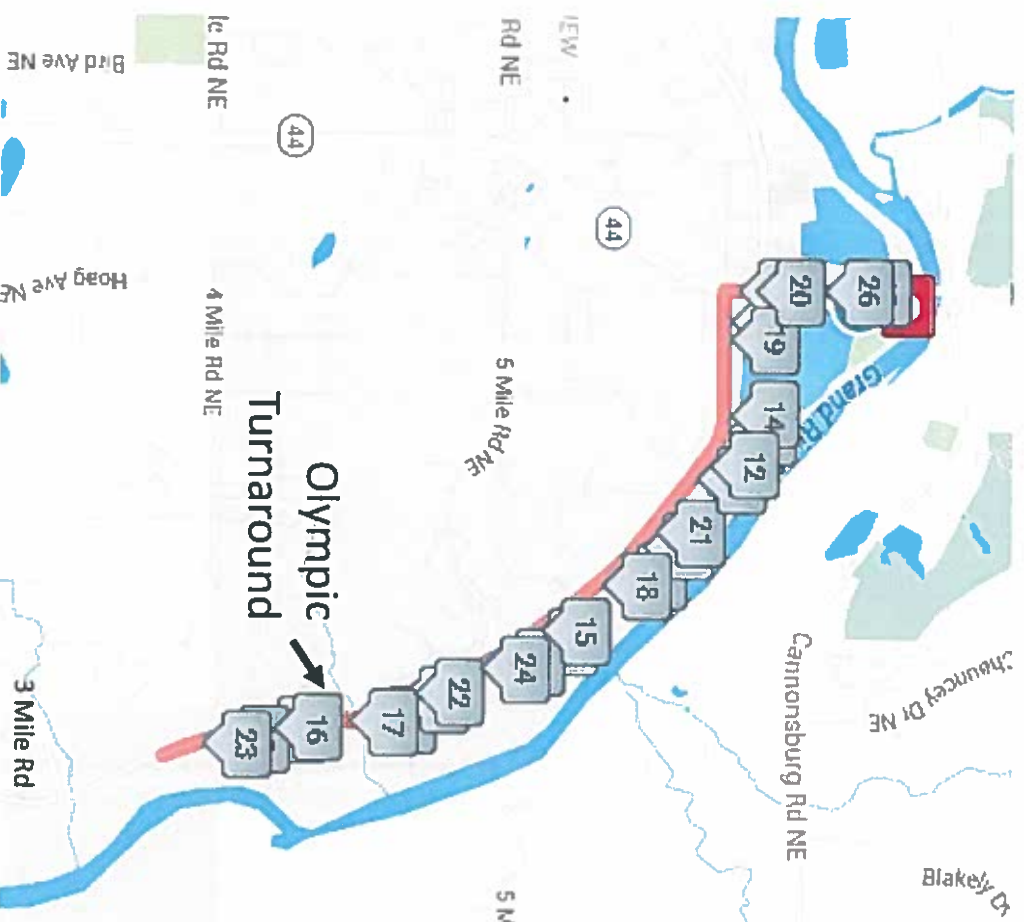
- Full Iron – Two Laps
- Half Iron – One Lap
- Olympic – 20k out & back



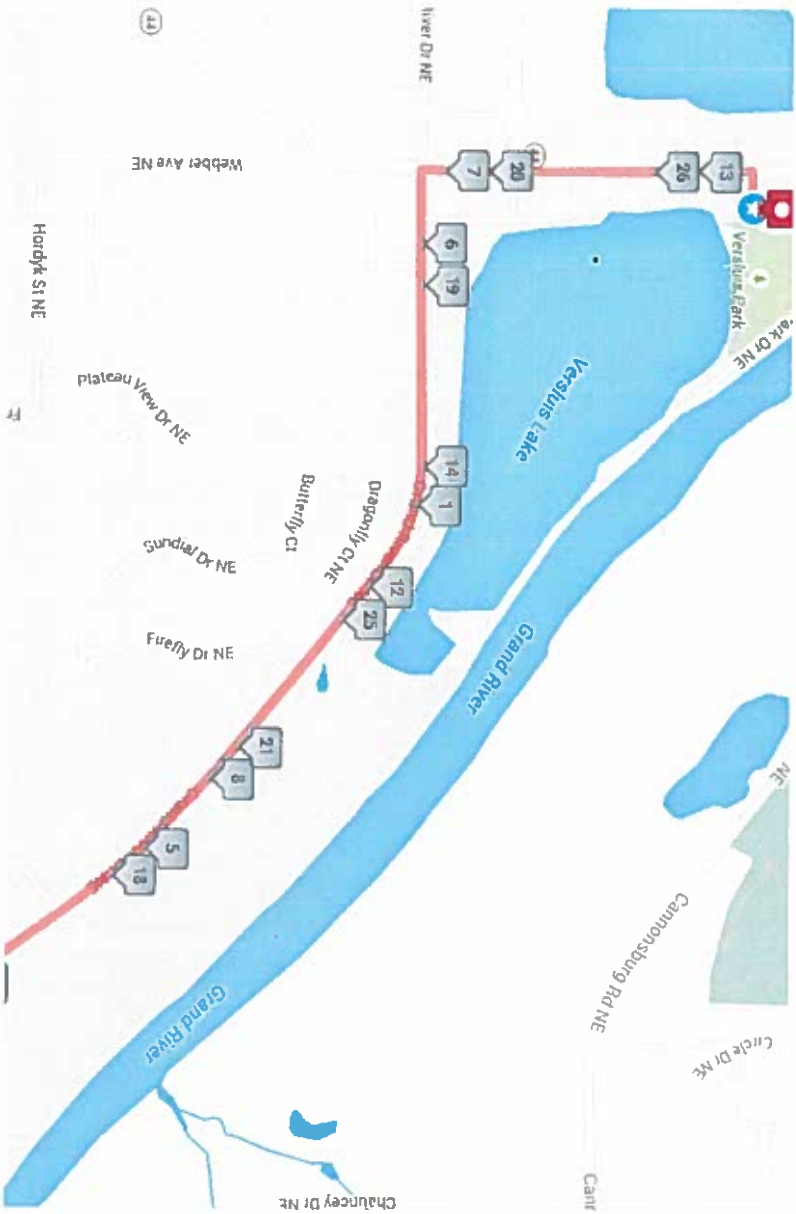
Run Course – 6.55 Mile Loop

4 loops – Full

2 loops – 1/2



Run Course in Plainfield Township



Run Course in Ada Township



Michigan Titanium

August 19, 2018

Ada, MI

A portion of all proceeds will benefit:



The YMCA is focused on raising much needed financial support for children, teens and families who are unable to afford the full cost of participation in a YMCA program or activity.

- Help a child attend day camp for the first time
- Help a struggling teen find employment
- Enable a child to participate in a recreation or fitness activity
- Enable a struggling family to use a child care facility
- Help youth gain the confidence and skills to avoid addiction, violence, and isolation

Each YMCA association offers unique programs to serve the needs of their community; each community has children, teens, and families that need your help. We encourage you to invest in a child today. No Risks. Only Returns.



Ada Township Fire Department



July 31, 2018

To: George Haga
From: David Murray
RE: B&G Pickup truck

Below is a summary of quotes obtained to replace the current Chevrolet Suburban used by the Buildings and Grounds Department. The proposed vehicle is a ¾ ton regular cab, long box 4 wheel drive truck. Options include bed liner, running boards, plow and tow package silver in color. Added equipment will include front plow mounting hardware and a new back blade plow, an amber/red work light with mount. The lights will be installed in house.

It is recommended to purchase from Ed Koehn Ford and use the below mentioned suppliers for the aftermarket accessories all of which we have worked with in the past.

| Supplier | Truck | Price |
|------------------|---|---------------------|
| Betten Baker | Dodge ¾ ton 4x4 | \$ 36,986.00 |
| Tinney Chevrolet | Chevrolet ¾ ton 4 x4 | \$ 31,013.61 |
| Ed Koehn Ford | Ford F250 ¾ ton 4x4 | \$ 26,838.72 |
| | | |
| | Plow | |
| Hoekstra | Front plow hook up, new rear mount plow | \$ 5,002.76 |
| | | |
| | Work/emergency lights | |
| Marks Body shop | Amber/ Red light & mount | \$ 508.90 |
| | | |
| | Decals | |
| Extreme Graffix | Ada logo | \$ 199.48 |
| | | |
| | | Total |
| | | \$ 32,549.86 |



Extreme Graffix Inc.
 510 68th ST SW
 Grand Rapids, MI 49548
 Ph: (616) 455-0388
 FAX: (616) 455-1719
 Email: sales@extremegraffix.com
 Web: http://www.extremegraffix.com

Estimate #: 23386

Estimate Date: 7/31/2018 10:01:00AM
 Entered By: Jeff Fenton
 Salesperson: Jeff Fenton

Prepared For: ADA TOWNSHIP

Office Phone: (616) 676-2376

Contact: DAVID MURRAY, FIRE CHIEF
 Email: dmurray@adatownshipmi.com

2 Door & Bedside Truck Logo/Lettering Pkg., Installed.

| Item # | Product | Quantity | Regular Price | Unit Price | Subtotal |
|--------|--|----------|---------------|------------|----------|
| 1 | Graphic Installation Description: 2 DOOR AND BEDSIDES LOGO/LETTERING PKG. BLUE CUT VINYL INSTALLATION INCLUDED | 1 | \$199.48 | \$199.48 | \$199.48 |

| | |
|------------------|-----------------|
| Subtotal: | \$199.48 |
| Taxes: | \$6.61 |
| Total: | \$206.09 |

Payment Terms: Balance due upon receipt.

ATTN: DAVID MURRAY
 ADA TOWNSHIP
 Grand Rapids, MI

Estimate Accepted As Is. Please proceed with Order.
 Changes required, please contact me.
 Accepted By: _____

 (Today's Date)

Mark's BODY SHOP

Mark DeHoek mark-time@sbcglobal.net
 6503 S. Division Ave. • Grand Rapids, MI 49548
 616-455-3025 or 888-455-3025 • FAX 616-455-3788
 www.mbs-onlinesales.com

Quote

To ADA TWP. FIRE DEPT.

Quote # **12855**

Address _____

Date **7/24/2018**

City _____

State _____

Zip _____

Prices Good For 30 Days

Contact DAVE

Phone _____

**Freight Extra unless
specified otherwise**

| Qty | Part | Description | Labor | Unit Price | Ext. Price |
|-----|------|--|--------|------------|------------|
| 1 | | ACARI 22" LOW PROFILE MOUNT KIT | | 278.95 | 278.95 |
| 1 | | CODE 3 MICRO REFLEX BAR, RED / AMBER | | 229.95 | 229.95 |
| 1 | | CODE 3 C-3100 SPEAKER | | 179.95 | 179.95 |
| 1 | | ANTENNA CABLE | | 17.95 | 17.95 |
| 1 | | INSTALL MATERIALS | | 50.00 | 50.00 |
| | | LABOR TO INSTALL ABOVE PLUS CUSTOMER SUPPLIED RADIO AND SIREN, LIGHT SWITCHES TO FORD UPFITTER SWITCHES | 600.00 | | |

| | |
|-------------|------------------|
| Labor Total | \$600.00 |
| Ext. Total | \$756.80 |
| Grand Total | \$1356.80 |

**Ed Koehn Ford Lincoln
Fleet Price Quote**

Provided to: Ada Township/Dave Murray

Vehicle: 2019 Ford F-250 4x4 Reg Cab Silver 6.2L V8

MSRP: \$39,365.00

Discount: \$4,158.28

Customer Price: \$35,206.72

Rebates/Concessions: \$8,490.00

Pre-Tax Price: \$26,716.72

Final Price: **\$26,838.72** (includes plate transfer, title fee, document fee)

Valid Until: 09/01/2018

Salesperson: Matt Babcock



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111

Invoice No. E301003934
Date 6/19/2018
Order Type Service Estimate
Customer ID ADA TOWNSHIP - 12875
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

ESTIMATE

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise.

Return Policy

No returns without invoice No return on electrical parts No return on special orders. 25% restocking charge on returns No returns after 30 days.

PLEASE NOTE

| | |
|---------------|-----------------|
| LABOR | 990.00 |
| PARTS | 3,951.00 |
| MISC | 0.00 |
| SUBLET | 0.00 |
| SUBTOTAL | 4,941.00 |
| SHOP SUPPLIES | 61.76 |
| HAZARD FEE | 0.00 |
| TAX | 0.00 |
| TOTAL | 5,002.76 |

Please Remit Payment to:
HOEKSTRA TRUCK EQUIPMENT
PO BOX 2246
GRAND RAPIDS, MI 49501-2246
6162416664
6162411111

SIGNATURE _____

DATE/TIME _____



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111

Invoice No. E301003934
Date 6/19/2018
Order Type Service Estimate
Customer ID ADA TOWNSHIP - 12875
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

BILL TO
ADA TOWNSHIP
6990 E FULTON
ADA, MI 49301

DELIVER TO
ADA TOWNSHIP
6990 E FULTON
ADA, MI 49301
P: (616) 676-9191

| DATE PROMISED | DATE INVOICE | SALES TYPE | UNIT ID | TERMS | CUSTOMER REFERENCE | | | |
|---------------------|--------------|--------------|---------|-----------------|--------------------------|------------|-------------|--------------|
| 6/19/2018 9:27:14AM | | SSNOW | SNOW | NET30 | BACK BLADE / DAVE | | | |
| YEAR | MAKE | MODEL | VIN | CUSTOMER UNIT # | COMPONENT S/N | IN SERVICE | ODOMETER IN | ODOMETER OUT |
| | | | SNOW | | | 1/1/2015 | 0 | 0 |

JOB #1 E110 **SSNOW** INSTALL PLOW WIRING - FORD
SERVICE INSTALL PLOW WIRING - FORD,

ESTIMATE

| QTY | ITEM | DESCRIPTION | UNIT PRICE | EXTD PRICE |
|-----|--------------|------------------------------|------------|------------|
| 1 | 3012/29760-2 | MODULE | 110 00 | 110 00 |
| 1 | 3012/69826-1 | ADAPTER KIT RELAY | 36 00 | 36 00 |
| 1 | 3012/73973 | FORD LIGHT HRNS HALOGEN 2017 | 180 00 | 180 00 |
| 1 | 3012/96500 | MULTI FUNC PLOW CONTROL | 320 00 | 320 00 |
| | LABOR E110 | INSTALL PLOW WIRING - FORD | 90 00 | 180 00 |

JOB #2 E122 **SSNOW** INSTALLATION OF MOUNT - FORD
SERVICE INSTALLATION OF MOUNT - FORD

| QTY | ITEM | DESCRIPTION | UNIT PRICE | EXTD PRICE |
|-----|------------|------------------------------|------------|------------|
| 1 | 3012/31270 | FORD F250SD-550SD 2017 MOUNT | 435 00 | 435 00 |
| | LABOR E122 | INSTALATION OF MOUNT - FORD | 90 00 | 180 00 |

JOB #3 E130 **SSNOW** ARCTIC BACK BLADE INSTALL
SERVICE ARCTIC BACK BLADE INSTALL

| QTY | ITEM | DESCRIPTION | UNIT PRICE | EXTD PRICE |
|-----|--------------------|---------------------------|------------|------------|
| 1 | 3016/ARC51965-96-M | ARCTIC 8' PLOW PARTNER | 2,870 00 | 2,870 00 |
| | LABOR E130 | ARCTIC BACK BLADE INSTALL | 90 00 | 630 00 |



To: Ada Township Board
From: George Haga, Township Supervisor
Date: August 6, 2018
Subject: Assembly Room Audio Visual

Three providers of Audio Visual were requested to provide a solution for improving the AV and sound system in the Assembly Room.

Proposals were received from three providers as follows:

| | |
|----------------------|-------------|
| MOSS | \$13,566.94 |
| Division 16 | \$16,466.86 |
| Central Interconnect | \$17,323.97 |

MOSS

Making Technology Work

Townhall Assembly Room AV Proposal

QUOTE #828001852 V1

PREPARED FOR
ADA Township

PREPARED BY
Tim Loiselle

July 25, 2018



Prepared For:
ADA Township
George Haga

P: (616) 676-9191
E: ghaga@adatownshipmi.com

Prepared by:
MOSS
Tim Loiselle
561 Century Ave SW
Grand Rapids, MI 49503

P: 616-451-1967
E: tim.loiselle@mosstele.com

Date Issued:
Jul 25, 2018
Expires:
Jul 19, 2018
ERate SPIN #:
Special Contract Ref #
N/A

Solution Summary

MOSS is pleased to present you with the following audiovisual solutions proposal for your project.

The following proposal is a turn key solution for updating the audiovisual system in the Township Assembly room. Because the current system uses iPads at each board members seat, and those iPads don't perform to the boards liking, MOSS technicians will remove each iPad and replace with a PC monitor. Each monitor will be connected to the AV system and display the same content that is shown on the overhead projectors. Another area of concern for the board members, is the public's ability to hear discussion between member's and constituents. MOSS will update the room speakers with two line array column speakers.

Thank you for giving MOSS the opportunity to quote you on this project.

| Video Equipment | | | | |
|------------------|--|----------|-----|-------------------|
| Part # | Description | Price | Qty | Ext. Price |
| 24o | HP 24" LED/LCD Monitor | \$179.99 | 10 | \$1,799.90 |
| HD-DA4-4K-E | Crestron 1-to-4 4K HDMI Distribution Amplifier | \$300.00 | 3 | \$900.00 |
| TSW-760-B-S | Crestron 7" Touch Screen, Black Smooth | \$840.00 | 1 | \$840.00 |
| TSW-760-TTK-B-S | Crestron Tabletop Kit for TSW-760, Black Smooth | \$120.00 | 1 | \$120.00 |
| HD-TX-101-C-E | Crestron DM Lite – HDMI over CATx Transmitter, Surface Mount | \$198.00 | 1 | \$198.00 |
| HD-RX-101-C-E | Crestron DM Lite – HDMI over CATx Receiver, Surface Mount | \$198.00 | 1 | \$198.00 |
| Subtotal: | | | | \$4,055.90 |

| Sound System | | | | |
|------------------|--|------------|-----|-------------------|
| Part # | Description | Price | Qty | Ext. Price |
| Minx Min 12 | Cambridge Audio Ultra Compact Satellite Speaker | \$89.99 | 2 | \$179.98 |
| CBT 50LA-1 | JBL Constant Beamwidth Technology Line Array Column Loudspeaker | \$363.60 | 2 | \$727.20 |
| CSA2120 | JBL 2x210W Amplifier | \$356.15 | 1 | \$356.15 |
| MX415RLPDF/N | Shure 15" Shock-Mounted Gooseneck, Red LED Ring on top, Less Preamp, Dual Flexible, No Capsule | \$144.00 | 10 | \$1,440.00 |
| 900xl | Kramer Stereo Power Amplifier (10 Watts per Channel) | \$174.00 | 1 | \$174.00 |
| Core110f | QSC Digital Signal Processor | \$2,160.00 | 1 | \$2,160.00 |
| MTC-CBT-FM1 | JBL CBT Flush Mount | \$28.80 | 2 | \$57.60 |
| Subtotal: | | | | \$5,094.93 |

| Installation Materials | | | | |
|----------------------------|---|---------|-----|-----------------|
| Part # | Description | Price | Qty | Ext. Price |
| C-MHM/MHM-10 | Kramer Flexible High-Speed HDMI Cable with Ethernet - 10' | \$13.86 | 2 | \$27.72 |
| C-MHM/MHM-15 | Kramer Flexible High-Speed HDMI Cable with Ethernet - 15' | \$19.80 | 10 | \$198.00 |
| C-MHM/MHM-3 | Kramer Flexible High-Speed HDMI Cable with Ethernet -3' | \$8.58 | 1 | \$8.58 |
| AVS-project materials-misc | Project Materials | \$30.00 | 1 | \$30.00 |
| Subtotal: | | | | \$264.30 |

| Quote Summary | | Amount |
|------------------------|--|------------|
| Video Equipment | | \$4,055.90 |
| Sound System | | \$5,094.93 |
| Installation Materials | | \$264.30 |
| Installation Services | | \$3,375.00 |

| Quote Summary | | Amount |
|-----------------------|-----------|--------------------|
| Professional Services | | \$255.00 |
| | Subtotal: | \$13,045.13 |
| | Shipping: | \$521.81 |
| | Total: | \$13,566.94 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

MOSS

ADA Township

Tim Loiselle

Signature / Name

07/25/2018

Date

George Haga

Signature / Name

1/1/0001 12:00:00 AM

Date

Initials

Purchase Terms and Conditions

ADA Township of , , (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment (hardware, installation materials, software, licenses, extended warranties) and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified due to a change in MOSS's costs, unless there is written agreement of both parties to extend the initial pricing.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.**
 - A. Unless stated otherwise, upon execution of the agreement from CLIENT, MOSS will render an invoice for a down payment of 50% of the entire contract, which shall be due before implementation. Additional invoices will be rendered on the date of shipment of CLIENT'S Equipment either to MOSS or directly to the work site.
 - B. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date. Credit card payments will be accepted with a 3% service charge added.
 - C. CLIENT agrees to pay as a late charge, one and a half percent (1.5 %) per month on the unpaid balance of any invoice from MOSS, beginning on the first day after the due date of such invoice.
4. **SECURITY INTEREST.** MOSS shall retain a purchase money security interest in the Equipment until all applicable charges are paid in full. MOSS is authorized to file a financing statement to perfect its security interest.
5. **PROJECT ACCEPTANCE.**
 - A. All equipment provided by MOSS as indicated in our proposal and "Scope of Work" has been installed and tested at each site;
 - B. all required submittals, system documentation and testing has been completed per the proposal or CLIENT requirements, and turned over to CLIENT;
 - C. any damage to CLIENT facilities resulting from MOSS's installation has been repaired to CLIENT's satisfaction
 - D. all refuse resulting from the installation has been removed from CLIENT's site;
 - E. any other specific requirements that may be outlined in the bid specification documents
6. **CHANGE ORDERS.** All equipment, parts or labor added or deleted from this project after the initial purchase order, will initiate a change order. Change orders may be initiated by the CLIENT, CLIENT's representative, or MOSS and all change orders will be in writing and approved and signed by all parties before work commences.
 - A. Changes in the work may increase or decrease the project value and must be submitted in writing by a MOSS lump sum, unit pricing, or time & materials proposal.
 - B. For any lump sum additions to this contract, MOSS shall render an invoice on the date of the change order acceptance.
 - C. Time and Materials charges shall be invoiced upon the successful completion of MOSS's standard installation tests or monthly based upon job progress. These changes may affect the previously agreed upon completion date.
7. **TAXES.** CLIENT shall pay all taxes imposed upon MOSS due to the assembly, sale, delivery or installation of the Equipment not including any taxes imposed on the net income of MOSS, and MOSS shall be responsible to pay all taxes to the proper taxing authorities.
8. **TITLE AND RISK OF LOSS.** Title to the Equipment shall pass to CLIENT upon receipt at CLIENT site, at which time CLIENT shall bear all risk of loss, damage, or theft. CLIENT shall provide a secure space for any required storage of equipment on site.
9. **CANCELLATION.** If CLIENT cancels the purchase, or any portion thereof, at any time prior to the delivery of the Equipment, CLIENT shall render to MOSS as liquidated damages and not as a penalty 20% of the purchase price of that portion of the purchase canceled by CLIENT, or the amount of liquidated damages or restocking fee MOSS must pay manufacturer, if greater.
10. **SOFTWARE and FIRMWARE UPDATES.** Manufacturer's software or firmware updates can be installed by MOSS at our standard labor rates. MOSS is not responsible for deficiencies in manufacturer provided software.
11. **PROPRIETARY INFORMATION.** "Proprietary Information" shall mean all information, knowledge or data (including without limitation financial, business, and product strategy information; product specifications; product designs; procedures; studies; tests; and reports) in written, electronic, tangible, oral, visual or other form, disclosed by, or obtained from, CLIENT or MOSS, conceived, created, acquired, or first reduced to practice relating to this Order.
 - A. Unless either party has received express written consent from the other party to the contrary, Both parties shall:
 - 1) use the Proprietary Information solely for the purposes of this Order, and not for any other purpose;
 - 2) safeguard the Proprietary Information to prevent its disclosure to or use by third parties;
 - 3) not disclose the Proprietary Information to any third party; and
 - 4) not reverse engineer, disassemble, or decompile the Proprietary Information.
 - B. Parties may disclose the Proprietary Information to officers, directors, employees, contract workers, consultants, agents, affiliates or subcontractors who have a need to know such Proprietary Information for the purposes of performing this Order.
 - C. Parties are not restricted from using or disclosing any information that, as proven by written contemporaneous records

kept in the ordinary course of business:

- 1) is or may hereafter be in the public domain through no improper act or omission of either Party or a third party;
- 2) is received by either Party without restriction as to disclosure by the other Party, or from a third Party having a right to disclose it;
- 3) was known to either Party on a non-confidential basis prior to the disclosure by the other Party; or
- 4) was independently developed by the employees of either party without access to any of the other Party's Proprietary Information.

LIMITED WARRANTY

12. **LIMITED WARRANTY.** MOSS represents and warrants to CLIENT, and only to CLIENT as the original purchaser, that:
- A. the Equipment is free from defects in material and workmanship, fully merchantable and of good quality;
 - B. MOSS has good title to all Equipment, free and clear of all liens and encumbrances, and will transfer such title to CLIENT in conformity with any specifications, drawings, samples or descriptions furnished by either party and approved by CLIENT and in compliance with all applicable laws;
 - C. the Equipment will conform to industry standards and be installed and tested in a workmanlike and timely manner in accordance to the manufacturer's specifications, and for the period that the manufacturer has warranted to MOSS for its goods ("Warranty Period").

When MOSS is providing installation services for the Equipment, the Warranty Period shall commence upon completion of the installation; otherwise it shall commence upon delivery of the Equipment. If, under normal and proper use, the Equipment proves to have such a material defect and CLIENT notifies MOSS within the Warranty Period, MOSS will, at its option, repair or replace the Equipment or defective component thereof without an Equipment charge to CLIENT. Replacement parts or products may be new or equivalent to new in performance. Labor involved in troubleshooting or replacing faulty equipment is not covered under the manufacturer's Equipment warranty. The warranty provided to CLIENT by MOSS does not include damages, defects, malfunctions, or failures caused by:

- 1) CLIENT's failure to follow MOSS's installation, operation or maintenance instructions;
- 2) CLIENT's modification of the Equipment;
- 3) CLIENT's abuse, misuse or negligent acts; or
- 4) Power failure or surges, lightning, fire, sprinkler leakage, flood, accident, actions of third party, and other events outside MOSS's control.
- 5) CLIENT failure to provide the proper operating environment for the Equipment as specified by MOSS or the equipment manufacturer, including electrical and telecommunications connections, or failure to provide MOSS with access to the Equipment to enable MOSS to perform maintenance or repair work.

THE FORGOING LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED OR ARISING BY OPERATION OF LAW, COURSE OF DEALING OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

NON-CONFORMING EQUIPMENT. MOSS will deliver only Equipment that conforms in all respects to the requirements of this Agreement. To make a claim that Equipment is nonconforming, CLIENT must inspect Equipment prior to completion of installation, and upon making a timely claim may reject Equipment for defects revealed thereby. A failure to timely object shall be deemed as CLIENT's acceptance of the Equipment. If Equipment is nonconforming, CLIENT will inform MOSS about the nonconformity as soon as reasonably practicable after CLIENT has discovered same, and may, at its sole option, permit MOSS to re-work, replace or otherwise remedy a nonconformity in accordance with any reasonable deadline CLIENT and MOSS establish; or reject nonconforming Equipment, return them to MOSS and request redelivery of conforming Equipment.

LIABILITY

13. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its services, reliance on its services, or on information obtained therefrom, interruptions of service, breach, compromise, unauthorized access to any records, files, data, systems, or other assets, valuables and resources; errors, defects, viruses, malware, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, MOSS shall not be liable for:
- A. any direct damages resulting from the loss of any of Client's data or third-party data, breach of security or loss of privacy of data on Client's systems or third-party systems that may occur on systems installed, serviced, and/or managed by MOSS, or any direct or indirect damages resulting therefrom;
 - B. the malfunction, performance or compromise of any system, network or other resource related to or associated with MOSS services in any capacity, and any Client or third-party damages, claims, losses or expenses resulting therefrom;
 - C. any personal injury (whether of a physical or psychological nature) or death of any person, whether associated with Client or otherwise, that may in any capacity or by any theory be associated with services provided by MOSS, and any Client or third party damages, claims, losses or expenses resulting therefrom; or
 - D. any property damage occurring to CLIENT's property or property of third parties.

Despite the foregoing limitation of liability, should MOSS be found liable to Client for damages caused by MOSS's performance or non-performance of its obligations to CLIENT:

- A. The maximum liability of MOSS and its directors, officers, employees, agents, independent contractors or suppliers for loss or damage caused by or arising in connection with its performance or non-performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
- B. MOSS shall not be liable to CLIENT for any indirect, incidental, consequential or punitive damages, including without limitation, lost profits, sustained or incurred regarding this Agreement regardless of the form of action, whether in contract,

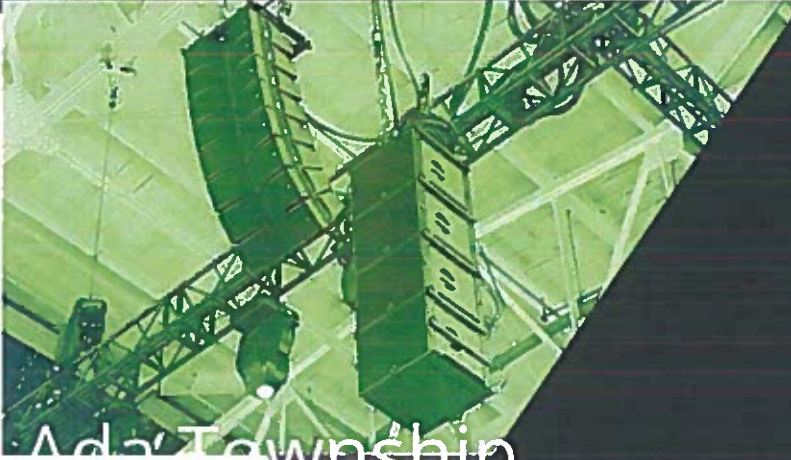
tort, strict liability or otherwise, and whether such damages are foreseeable. Any legal action against MOSS arising from, or regarding, performance or non-performance, must be brought by CLIENT within one (1) year after the cause of action arises.

GENERAL

14. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and describe the circumstances causing such a delay and mutually agree to reschedule the remainder of the project.
15. **MODIFICATION.** No modification or waiver of any provision of this Agreement will be accepted unless authorized in writing by an authorized representative of both parties. Variances from this Agreement in any CLIENT order will be of no effect.
16. **OMISSIONS.** Each party reserves the right to correct clerical or stenographic errors or omissions in this Agreement. If any term or provision of the Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision hereof shall be valid and enforced to the fullest extent permitted by law.
17. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. No delay or failure by MOSS to exercise any right or remedy shall impair in any manner whatsoever any of such rights or remedies or be construed to be a waiver or acquiescence therein. Based on MOSS's acceptance of this Agreement in Kent County, Michigan, CLIENT agrees that exclusive jurisdiction and venue for any litigation of a dispute arising under this Agreement shall be in courts whose jurisdiction includes Kent County, Michigan. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
18. ASSIGNMENT.
MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party.
19. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.

AUDIO / VISUAL / LIGHTING

www.DIVISION16AV.com



a proposal for

George Haga

ghaga@adatownshipmi.com
Thornapple River Drive
Ada, Michigan, 49301

Prepared on
7/18/2018 by
Chris Iteen










6908 Hammond Ave SE
Caledonia, Michigan, 49316
www.D16av.com | (616) 541-4459

About Us

At Division 16, our focus is not about selling products, it's about selling solutions. We're problem solvers at heart, and take pride in finding the best solution for whatever your problem may be. From concept to creation, we strive to provide an experience matched by none. Division16av.com








Video

| Items | | | Unit Sell | Total |
|---|--|---------------------------------------|-------------------|-------------------|
|  | Pakedge | SX-24P | | |
| | 24 Port Managed Switch with 24 PoE or 12 PoE+ Ports | | \$1,218.75 | \$1,218.75 |
| | Qty: 1 | | | |
|  | Visionary | D4100 | | |
| | A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE | | \$681.25 | \$2,043.75 |
| | Qty: 3 | | | |
|  | Visionary | E4100 | | |
| | A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE | | \$681.25 | \$1,362.50 |
| | Qty: 2 | | | |
|  | Binary | B-230-HDSPLTR-1X8 | | |
| | Binary 230 Series HDMI Splitter - 1x8 | | \$149.93 | \$299.86 |
| | Qty: 2 | | | |
| | Misc Hardware and Cables | | \$500.00 | \$500.00 |
| | Qty: 1 | | | |
|  | D16AV | Display | | |
| | 24" Display monitors | | \$232.00 | \$2,320.00 |
| | Qty: 10 | | | |
|  | Labor | Estimate Labor and programming | | |
| | Qty: 10 | | \$55.00 | \$550.00 |
|  | Labor | Shipping | | |
| | Qty: 1 | | \$100.00 | \$100.00 |

Video Total : \$8,394.86

Areas & Items

Sound System

| Items | | Unit Sell | Total |
|---|--|-------------------|-------------------|
|  | QSC AD-S802T-BK 2.75" Full-range (x8) element column surface speaker, 70/100V transformer with 8Ω bypass, 150° horizontal x 20° vertical coverage, includes pan/tilt wall mount and input weather input cover. Available in black Qty: 2 | \$372.90 | \$745.80 |
|  | QSC SPA2-200 SPA Series EnergyStar 2ch Commercial Amplifier Qty: 1 | \$450.00 | \$450.00 |
|  | QSC CORE110F Unified Series Core with 24 local I/O channels Qty: 1 | \$2,255.00 | \$2,255.00 |
|  | Shure MX418DS 18" GOOSE NECK MICROPHONE Qty: 10 | \$254.62 | \$2,546.20 |
|  | QSC SL-QUD-110-P Qty: 1 | \$125.00 | \$125.00 |
| | QSC SL-QSE-110-P Qty: 1 | \$250.00 | \$250.00 |
| | Misc Hardware and Cables Qty: 1 | \$500.00 | \$500.00 |
|  | Labor Shipping Qty: 1 | \$100.00 | \$100.00 |
|  | Labor Estimate Labor and Programming Qty: 20 | \$55.00 | \$1,100.00 |

Sound System Total : \$8,072.00

Financial Summary

| | |
|----------------|-------------|
| Subtotal Parts | \$14,616.86 |
| Subtotal Labor | \$1,850.00 |
| Total | \$16,466.86 |

Grand Total **\$16,466.86**

Project Terms

I accept this proposal and hereby authorize Division 16 A/V to proceed with the installation of the included systems at our facilities, as described in the totality of this document. I further authorize Division 16 A/V to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Division 16 A/V. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless the client and Division 16 A/V agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by the client or their staff, construction, other building trades or any other party, and additional costs may be incurred by the client from Division 16 A/V. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by the client and Division 16 A/V. This proposal is valid only if accepted in writing by the client and deposit payment received no later than 30 days after the quote was received. Scope of Work Division 16 A/V will install and commission the equipment listed below. Division 16 A/V will support all manufacturers' warranties for a term of up to one year from a turnover date without the charge of a service call. Any and all defects shall be handled as an advanced replacement for first 30 days. After this period shipping to and from shall be at owner's expense. After first year all service calls shall be billed on a T&M basis. Any modifications to the scope of work listed above must be approved by Division 16 A/V, and a written change order completed before the requested work will be performed.

Customer Responsibilities The customer will be responsible for the following: Providing access to the worksite. Notifying Division 16 A/V Project Manager of any events that may interfere with the installation schedule.

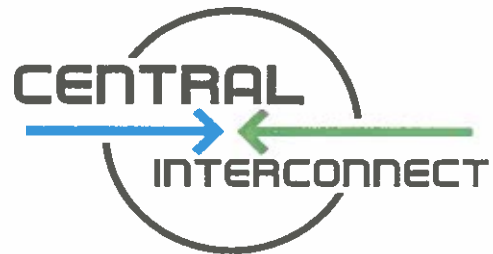
Notes & Assumptions This proposal has been prepared under the following assumptions: 1. This proposal is based on all work being performed at a regular hourly rate, unless noted. If there is a need to accelerate the schedule, Division 16 A/V will provide a quote, with overtime, for the requested shortened schedule. 2. If additional start-up time is required (beyond that which is stated in the scope of work), it will be billed on a T&M basis. 3. All changes by an authority having jurisdiction or authorization to do so will alter this proposal. 4. Any painting of electrical conduit, equipment, etc. will be done by others. 5. Where the price of material, equipment, or energy increases prior to acceptance of a quote, the quote sum may be adjusted. 6. No allowances are included in this proposal. 7. Nothing in this quote should be construed as a substitute for a consultation with a tax professional.

Pricing Pricing for the services outlined in the above scope of work is shown above. The quoted price does not include sales, use excise or other similar taxes. Client shall pay, in addition to the prices quoted, the amount of any present or future tax applicable to the sale or use of the goods and services provided hereunder.

Project Schedule Upon receipt of a signed contract a Division 16 A/V Project Manager will contact you to set up the installation schedule.

Payment Schedule

Payment for product sale is due before ordering. Payment for installation is as follows Installs under \$2000 payment is due at the start of the project. 30% Due at Contract Signing 40% Due for product ordering 20% Due at site install 10% Due on job completion. Financing options hamptonridgefinancial.com/division16av



Ada Township Assembly Room AudioVisual System
Monitors, Cabling & DA's
v4.0
July 24, 2018



1425 Coit Ave NE
Grand Rapids, MI 49505

Phone 616.458.2999
Fax 616.458.6524

Quotation

Ada Township
7330 Thornapple River Dr.
Ada, MI 49301

7/24/2018
Townhall Assembly Room AV

| Proposed Ship Date | Person Contacted | Phone # | Customer PO# |
|------------------------------------|--------------------------|--|---|
| | George Haga | (616) 676-9191 | |
| Qty | | Each | Extended |
| Base Bid - AV Video Only | | | |
| 10 | NewEgg / HP | 24o | 24" LED / LCD Monitor HDMI 1920x1080 |
| 3 | Crestron | HD-DA4-4K-E | DA4 HD 4K HDMI Distribution Amp 1:4 |
| 1 | <u>Existing</u> Vivitek | 16:9 3000 Lumen | Existing Projectors and Screens |
| 2 | Crestron | DM-RMC-4K-100-C-1G | DM8G Receiver & Controller |
| 1 | Crestron | TSW-760-B-S | 7" Touch Screen Controller |
| 1 | Crestron | TSW-760-TTK-B-S | Table top kit for TSW-760 |
| 1 | <u>Existing</u> Crestron | DMPS-300-C | Presentation Scaling Switcher w/ Control |
| 1 | Central | Misc | Cables, Setup, Programming & Installation |
| | | Base Bid Video System - Total Installed Price | \$9,807.91 |
| Add - Sound System Upgrades | | | |
| 2 | Cambridge Audio | Minx Min 12 | Ultra-compact satellite speaker |
| 2 | JBL | CBT 50LA-1 | Small Line Array Column Speaker w/ Mount |
| 1 | JBL | CSA2120 | 2x120W Amplifier 4/8 Ohms |
| 1 | QSC | Q-SYS Core 110f | 16x8 Audio DSP |
| 10 | Audio Technica | Pro 47T | Cardioid Condenser Gooseneck Microphone 12.4" |
| 1 | Central | Misc | Cables, Setup, Programming & Installation |
| | | Sound System Upgrades Add - Total Installed Price | \$7,516.06 |
| | | Complete System - Total Installed Price | \$17,323.97 |

* Cancellations Subject to a 20% Restocking Charge
This quotation is hereby accepted on this date _____
and submitted as an order

Quote is Valid for 30 Days

Accepted by: Name & Title

Michael J. Smith

Direct 616-732-1034
msmith@centralinterconnect.com

George Haga

From: Blake G. Conklin <Blake.Conklin@cmsenergy.com>
Sent: Wednesday, August 1, 2018 7:28 AM
To: George Haga
Subject: Consumers Energy Easement for 6690 Fulton - Fire Station
Attachments: 6990 Fulton St E_Ada Township_ESMT.PDF

Good Afternoon –

Attached for review and signature please find the easement for the relocated electric line across the fire station's property

It will need to be printed (one-sided), signed, notarized, and mailed to my address below.

I am a notary and I can meet you at your convenience to notarize and collect the easement. Let me know if you have any questions.

Thank you,

Blake Conklin
Consumers Energy
Right-of-Way Agent
Operations Support – Real Estate
4000 Clay Avenue SW
Grand Rapids, Michigan 49548
O: 616-530-4285 | C: 616-260-4669

EASEMENT FOR ELECTRIC FACILITIES

SAP# 1044604691
Design# 10953589
Agreement# MI00000037545

Ada Township, A Michigan municipal corporation, 7330 Thornapple River DR SE, Ada MI 44301, (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the Township of Ada, County of Kent, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall about the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or

man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____ Owner: Ada Township a Michigan municipal corporation

By: George Haga
Its: Supervisor

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,
on _____ by George Haga, Supervisor, of Ada Township, a Michigan municipal corporation,
on behalf of the corporation.

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

Prepared By: Madison Lefke 7/31/2018
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

After recording, return to:
Carrie Main, EP7-471
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Parcel No: 41-15-28-477-040

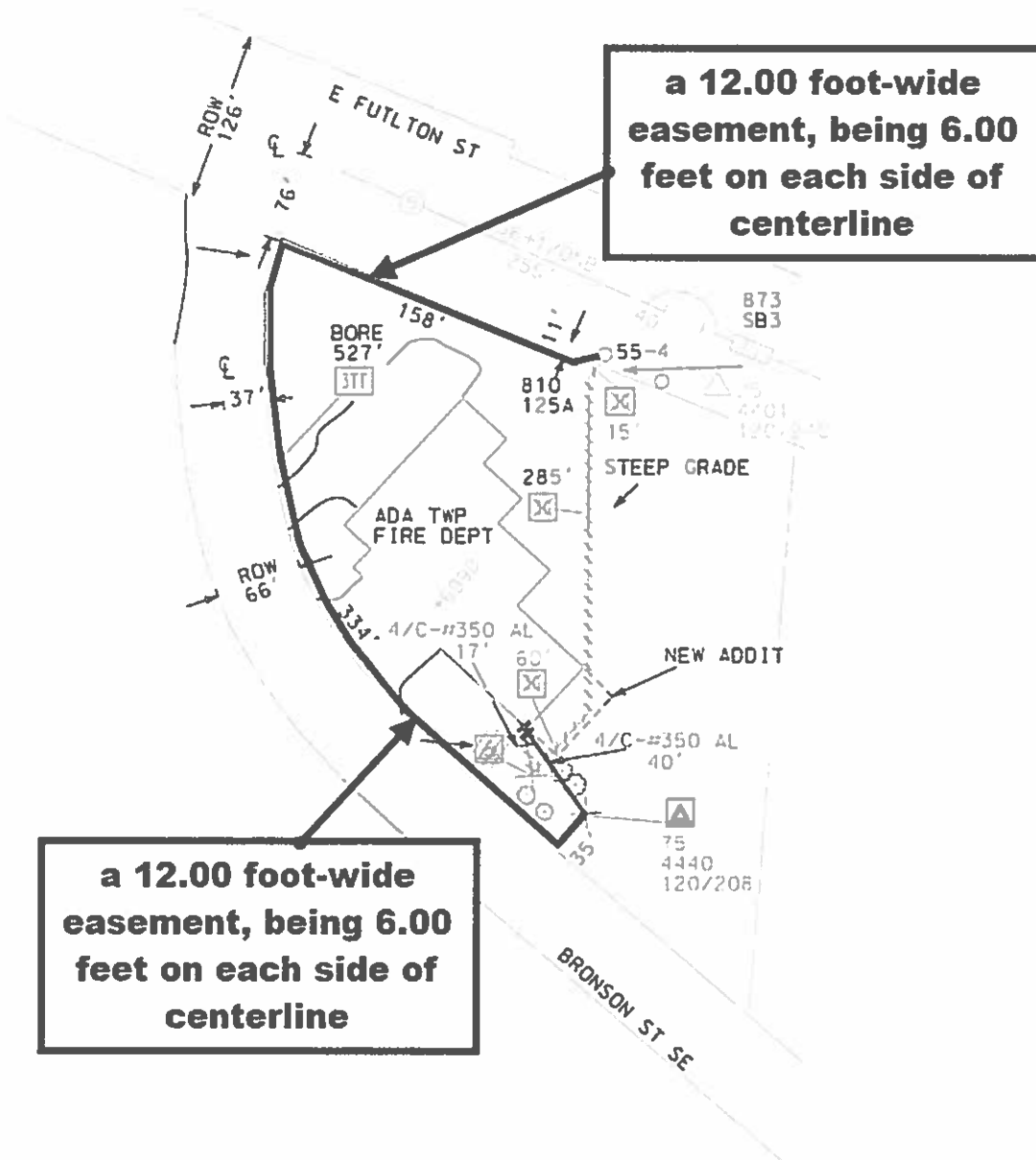
Part of the SE 1/4 commencing at SE corner of section thence along E section line 250.5 feet thence 66° 41' West along centerline of Fulton St (100 ft wide) 1402.9 ft thence S 02° 29' W to Southerly ling of said street and beginning of this description- thence S 02° 29' W to Northeasterly line of Bronson St (66 ft wide) thence Northerly along northeasterly and Easterly of Branson ST relocated to said line of Fulton St thence Southeasterly along said line of Fulton St to beginning. Also part of SE 1/4 commencing 906.94 ft S 88° 11' 03" W along S section line and 445.87 feet N 50° 24' 23" W along centerline of Bronson St from SE corner of section thence N 50° 24' 53" W along said center line 90.15 ft thence N 00° 31' 26" E 282.67 FT thence S 89° 25' 34" E 70.0 ft thence S 00° 31' 26" W 339.48 ft to the beginning Section 28 T7N R10W 1.57 Acres.

Commonly known as: 6990 Fulton St E Ada, Michigan 49301

EXHIBIT B

Easement Area

A 12 foot-wide strip of land, being 6 feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.





**KENT COUNTY ROAD COMMISSION
LOCAL ROAD CONSTRUCTION AUTHORIZATION**

Date: 7-30-18

Project: MINOR CONSTRUCTION

Work Order Number: _____

Township: Ada

Length: 3 Miles

Type of Work: Spot gravel repairs.

Location: 2 Mile Rd (Pettis Ave to Honey Creek Ave)

Do Sanitary Sewers exist on project? Yes No System Date: _____

FINANCING
TOTAL BUDGET ESTIMATE: \$ 18,181.82

| | K.C.R.C Share | Township Share | | |
|-----------------|----------------------|-----------------------|--|--|
| | \$ 8,181.82 | \$ 10,000.00 | | |
| Expended | \$ | | | |
| Expended | \$ | | | |
| Expended | \$ | | | |

Note: Estimate Cost Valid Until December 31, 2018

At a meeting of the _____ Township Board held on _____, the above estimate was approved. The Road Commission is authorized to proceed to accomplish the work and to bill the Township for all direct costs charged to the project plus an administrative overhead charge of seven and one half percent (7.5%) of the total direct costs so charged, and the Township hereby agrees to pay same in full. Direct costs include any payments for engineers and other consultants, materials, force account labor and fringes, equipment rental, advertising, and printing. The overhead cost is included in the above estimate.

Remarks: _____

Approved by: _____ Date: _____

Note: For correct processing, please return this work order to the attention of the Maintenance Department of the K.C.R.C. Fax Number 242-6983.

Working to keep Kent County moving



**KENT COUNTY ROAD COMMISSION
LOCAL ROAD CONSTRUCTION AUTHORIZATION**

Date: 7-30-18

Project: MINOR CONSTRUCTION

Work Order Number: _____

Township: Ada

Length: 3 Miles

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**FINANCING
TOTAL BUDGET ESTIMATE: \$ 18,181.82**

| | K.C.R.C Share | Township Share | | |
|----------|----------------------|-----------------------|--|--|
| | \$ 8,181.82 | \$ 10,000.00 | | |
| Expended | \$ | | | |
| Expended | \$ | | | |
| Expended | \$ | | | |

Note: Estimate Cost Valid Until December 31, 2018

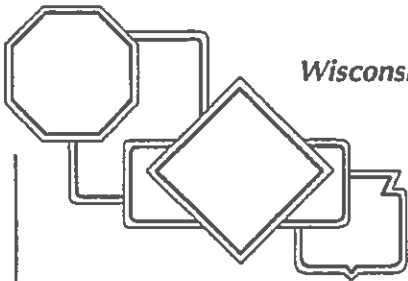
At a meeting of the _____ Township Board held on _____, the above estimate was approved. The Road Commission is authorized to proceed to accomplish the work and to bill the Township for all direct costs charged to the project plus an administrative overhead charge of seven and one half percent (7.5%) of the total direct costs so charged, and the Township hereby agrees to pay same in full. Direct costs include any payments for engineers and other consultants, materials, force account labor and fringes, equipment rental, advertising, and printing. The overhead cost is included in the above estimate.

Remarks: _____

Approved by: _____ Date: _____

Note: For correct processing, please return this work order to the attention of the Maintenance Department of the K.C.R.C. Fax Number 242-6983.

Working to keep Kent County moving



Dust Control on Unpaved Roads

Gravel and other unpaved surfaces can provide good, economical roads for low traffic volumes. The dust they produce, however, causes air pollution, slows plant growth, and damages the road surface. Although paving is the only permanent solution to dust problems, using effective controls can significantly reduce dust and can cut required maintenance.

Unpaved roads are the largest source of particulate air pollution in the country. According to the Environmental Protection Agency, unpaved roads produce almost five times as much particulate matter as construction activities and wind erosion (the next two largest sources) combined. In addition to polluting the air, dust can be a health problem for nearby residents. It also settles on plants up to 500 feet from the road edge, slowing their growth and reducing crop yields.

A single vehicle traveling an unpaved road once a day for a year will produce one ton of dust per mile, according to an Iowa study. This translates to losing 100 tons of fine particles a year for each mile of road with an average of 100 vehicles a day.

When these fines are lost as dust, it damages the gravel surface and exposes the larger aggregate pieces. These are then scattered by vehicles or washed away. The unstable road surface becomes rough, developing potholes and washboarding. These hold water which infiltrates and damages the base. In addition, the eroded material damages ditches and drainage systems. Repairs can be frequent and expensive.

Successful treatment can significantly reduce dust conditions and help preserve road surfaces. Studies show that control measures can reduce dust by 30% to 80% and cut aggregate loss by 25% to 75%. However, such treatments are temporary and repeat applications may be necessary.



Dust is a major source of air pollution and degrades unpaved road surfaces.

Where and when to use dust control

Dust control measures can be relatively costly for their short life spans. It is best to apply them where they will be most effective and economical. Take into account the cost of materials and application, traffic speed, daily traffic counts, road structure, localized problems, and future plans for the road.

Cost In evaluating costs, consider the price of the product to be applied, surface preparation costs, and application costs. You may save money by applying dust controls along just the center strip of the road and by spot-treating on a cost-share basis with roadside residents. Studies report that you can expect a 25% to 75% cost reduction in blading and re-graveling by using a dust control program.

Speed The amount of dust produced is related to vehicle speed. Cutting average vehicle speeds from 40 mph to 35 mph will reduce dust emissions by 40%. However, applying dust control measures will usually be less costly and more effective than speed enforcement. Therefore, you may choose to use dust control on roads where vehicle speeds are higher.

Traffic counts Extremely low volume roads probably do not justify the costs for dust control. Higher volume roads are too difficult to maintain with temporary dust control. The Transportation Research Board recommends you apply dust control on roads which carry between 15 and 500 vehicles per day on average.

Road structure Dust control will be both helpful and cost effective on unpaved roads which are already in good shape — having proper crown, adequate drainage, a good mix of fines and aggregates, and a well-compacted surface. It will not solve problems caused by poor construction, bad drainage, or lack of maintenance. When the subgrade is granular with a high amount of fines, or when surface material has fines of less than 5% or more than 30%, dust control may work but will not be cost effective.

Localized problems Spot treatment may be useful where dust is causing problems — near residences or at intersections, for example — even if the road does not meet other selection guidelines.

Future plans Dust control may be useful when the gravel surface is a temporary stage before paving. Roads treated with calcium chloride have provided excellent subgrades for higher-class pavements.

Selecting dust control agents

When selecting materials for dust control consider these basic requirements:

- environmentally compatible
- easily applied with common road maintenance equipment
- workable and responsive to maintenance
- reasonably effective at controlling dust
- not degrading to ride quality
- relatively harmless to vehicles using road
- posing little hazard or inconvenience to adjacent residents
- cost competitive

The most common dust control agents are chlorides, asphalt products, and lignin. The accompanying chart gives details on these products. The general characteristics of these and other treatments used for dust control are described here.

Chlorides

Calcium chloride and magnesium chloride are the two most commonly used dust control agents (75% to 80% of the time). These *hygroscopic* (water attracting) agents increase the moisture content of the surface by attracting moisture from the atmosphere. This helps form a crust and hold the road fines into the aggregate surface. In addition, calcium chloride retards the evaporation of moisture and tightens the compacted soil, strengthening the road. These inorganic chemicals are environmentally safe and fairly economical. While their performance depends on temperature, relative humidity, and traffic, the effectiveness generally lasts 6 to 12 months. Sugar beet extract, another hygroscopic agent, has also been used for dust control.

Calcium chloride is corrosive to vehicles and application equipment, and can create a slippery surface when applied. Because it is soluble in water, it is easily leached away. When dissolving solid calcium chloride to make your own liquid, be very careful of the tremendous heat that is generated.

A mix of 50% calcium chloride and 50% regular road salt (sodium chloride) can be an economical way to extend the benefits of calcium chloride. Sodium chloride provides some stabilization of the aggregate surface and the calcium chloride controls dust.

Magnesium chloride has many of the same advantages and disadvantages of calcium chloride. It is more sensitive to temperature, needing temperatures above 70° F and relative humidity above 32% to be effective. Magnesium chloride tends to create a harder surface than calcium chloride but you need 18% to 20% more material to produce comparable results.

Asphalt and lignin

Petroleum products and lignin sulfonate (a residue of paper production) are the other major group of commonly used dust control agents. These are *adhesives and binders* that physically glue soil particles together. These products, which are used about 20% of the time, form a hard crust. They are also waterproof which helps stabilize soil. In this category are also organic and petroleum resins, vegetable oils including soybean soapstocks, and hybrid products like a bitumen-lignin mix.

Asphalt emulsions can work on a broad range of soil types and are very good at waterproofing an aggregate surface. They do cause tracking of the asphalt which can be nuisance for auto owners and nearby residents. Periodic re-grading of the road tends to be more expensive and more difficult when it has been treated with asphalt.

Continues inside on page 3



Pre-wet the surface with water at rates ranging from 0.03 to 0.3 gal./sq. yd. to reduce surface tension, to develop the capillary action that allows maximum penetration of the dust control product, and to ensure uniform application. If a dust coat has already developed, regrade and moisten.

Choose dry calcium chloride for smaller applications. The bags are easy to store and the dry material requires less specialized equipment to apply. Store dry calcium chloride covered on an impermeable base. Wisconsin statutes require proper storage. Liquid calcium chloride, which is less expensive, easier to handle, and easier to apply, is best for larger projects.

Apply calcium chloride or other agent evenly over the road's surface. The applications should overlap each other by 6 to 12 inches, and should overlap the crown at the center of the road which carries the most traffic.

Follow dry applications with enough water to ensure that the pellets or flakes are completely dissolved. When applying liquids, avoid runoff or puddling. Use several light sprays if the surface is tight. If areas are left uncovered by poor driving of the distributor, stop and add water before beginning to spread again. If penetration is poor, you may need to use a mix-in-place procedure.

Allow the treated road to cure up to four hours — until vehicles can drive on the road without picking up treated material on their wheels. Curing may take longer on roads with finer grained materials. If necessary, compact the treated area after curing is completed.

Treat the road a second time before the first one becomes totally ineffective. Make the second treatment in late summer or early fall if the first was in the spring. Apply about half as much calcium chloride as the first time and reblade as necessary.

Special application procedures for sulfite liquors
Sulfite liquor application rates have to be controlled by the spreader operator to eliminate ponding on the road surface and to prevent any runoff into surface water or wetlands. If in doubt, the operator should shut off application of liquor 100 feet or more before and after reaching culverts, stream crossings, bridges, wetlands, etc. Sulfite liquor should also not be applied to frozen or impervious surfaces or on any paved road surfaces.

Mixing in place

When penetration is poor or you are applying products to help stabilize the base, you will need to mix the agent in place on the road. This process is recommended for applying untreated lignin sulfonate. As with spreading, be sure to properly shape crown, shoulders, and ditches to promote drainage.

Scarify the top one to two inches of the road to loosen the aggregate. Prepare the surface by removing potholes and washboards and adding any necessary aggregate or fines. Mix thoroughly scarified materials using a pulverizer. It may take several passes to break aggregates down to sizes less than 1.5 inches. Moisten the surface with from 0.03 to 0.3 gal./sq. yd. of water. Re-mix scarified materials after watering, to ensure optimum moisture content.

Apply the dust control agent uniformly. Use longitudinal blade mixing coupled with rotary mixing by the pulverizer. Add water as necessary.

Blade the mixture into a windrow along one edge of the road, then spread the windrow in two equal lifts. Each lift should be compacted with a sheepsfoot roller until the tamping feet "walk out." Finally, blade the mixture for crown and compact it with a rubber-tired roller. Allow the mix to cure long enough to prevent excessive pickup from traffic.

Maintenance for calcium chloride-treated road

During dry periods, water the road periodically to reactivate the chemical's hygroscopic properties. Apply water at the rate of 0.1 to 0.2 gal./sq. yd.

Usually only a light blading is needed, preferably after a rainfall. Studies show that maintenance can be cut by 25% to 75% on calcium chloride-treated roads.

The grader should blade lightly from edges toward the center and then feather the material back toward the edges. It is a good practice to blade in short sections so the area can be compacted before it dries out. Blading in dry conditions is not recommended as it can loosen aggregate and dissipate calcium chloride.

Asphalt application and maintenance

Prepare the road surface, reshape crown, and clean ditches and culverts before applying asphalt products.

Use a diluted, slow setting asphalt emulsion (SS-1h, or CSS-1h), or a cutback (SC-70, SC-250, MC-70, or MC-250). (Note that cutback use is restricted in Wisconsin. See below.) Use lower viscosity products on unpaved roads with tightly bonded surfaces, such as silt-clay, or on aggregate roads with a silt-clay binder. Use higher viscosity asphalts for loose, open, coarse-grained road surfaces.

Apply at a rate of 0.1 to 0.5 gal./sq. yd. Use only as much asphalt as can be absorbed in about 24 hours. Slightly damp surfaces will absorb more material than very dry surfaces. The tighter the surface, the lower the recommended application rate. Dilution rates are normally from 1:1 to 2:1 with higher dilution rates for tighter surfaces.

Continues on back panel, page 6.

2016 Permit for Fireworks Other than Consumer or Low Impact

| | |
|------------------------|--|
| Authority: 2011 PA 256 | The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board. |
|------------------------|--|

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

| | | | |
|--|--|--|--|
| TYPE OF PERMIT(S) (Select all applicable boxes) | | FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. | |
| <input type="checkbox"/> Agricultural or Wildlife Fireworks <input checked="" type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks | | PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION) | |
| <input type="checkbox"/> Public Display <input checked="" type="checkbox"/> Private Display | | | |
| <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes | | | |
| NAME OF PERSON PERMIT ISSUED TO Jeff Snyder | | AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| ADDRESS OF PERSON PERMIT ISSUED TO 2280 Grand River Dr NE, Ada, MI 49301 | | | |
| NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Jeff Snyder | | | |
| ADDRESS 2280 Grand River Dr NE, Ada, MI 49301 | | | |
| NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) | | | |
| Max 500 - 1.3g Single Shot Devices (max 3") Max 50 - 1.3g Multi-Shot Devices (max 3") Max 500 - 2.5-3" 1.3g Display Shells Max 500 - 1 3/4" Consumer 1.4g Reloadable Shells Max 250 - 1 3/4" Consumer 1.4g Comets Max 250 - 1 3/4" Consumer 1.4g Mines Max 250 - Consumer 1.4g Multi-Shot Aerial Devices | | | |
| EXACT LOCATION OF DISPLAY OR USE 2280 Grand River Dr NE, Ada, MI 49301 | | | |
| CITY, VILLAGE, TOWNSHIP Ada Township | | DATE 9/1/2018, 9/2 Rain | TIME Dusk-10:30 PM |
| BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | AMOUNT \$1,000,000 | |

| | |
|---|--|
| Issued by action of the Legislative Body of a | |
| <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____ | |
| (Signature and Title of Legislative Body Representative) | |

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

Jeff Snyder

2280 Grand River Dr NE
Ada, MI 49301

Ada Township Board

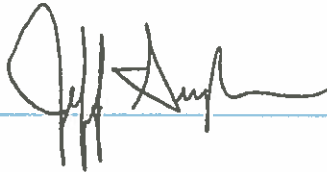
7330 Thornapple River Dr
Ada, MI 49301

Dear Boardmembers,

Attached for your consideration is a request for a permit to conduct a fireworks display at an event to be held September 1, 2018 at 2280 Grand River Dr NE. Please see the included materials which provide proof of insurance, proof of qualification, application for fireworks display permit (Michigan State Police form FM-51), permit for fireworks display (Michigan State Police form FM-49), and aerial site plan.

Please contact me if you have any questions.

Sincerely,



Jeff Snyder

Table of Contents

Letter to Ada Township Board 1

Table of Contents 2

FM-51 Application for Fireworks Display Permit 3

Additional Detail Regarding Storage 4

Aerial Site Plan 5

Certificate of Insurance 6

Display Operator Certification 7

FM-49 Permit for Fireworks Display 8

2016 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

| | | |
|------------------------|---|--|
| Authority: 2011 PA 256 | The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board. | |
|------------------------|---|--|

TYPE OF PERMIT(S) (Select all applicable boxes)

| | | |
|---|--|---|
| <input type="checkbox"/> Agricultural or Wildlife Fireworks | <input checked="" type="checkbox"/> Articles Pyrotechnic | <input checked="" type="checkbox"/> Display Fireworks |
| <input type="checkbox"/> Public Display | <input checked="" type="checkbox"/> Private Display | |
| <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes | | |

| | | | |
|--|----------------------------|--|--|
| NAME OF APPLICANT Jeff Snyder | | ADDRESS OF APPLICANT 2280 Grand River Dr NE, Ada, MI 49301 | AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Aaron Enzer | | ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 13001 E Austin Rd, Manchester, MI 48158 | |
| IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) | | ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) | TELEPHONE NUMBER |
| NAME OF PYROTECHNIC OPERATOR Jeff Snyder | | ADDRESS OF PYROTECHNIC OPERATOR 2280 Grand River Dr NE, Ada, MI 49301 | AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| NO. YEARS EXPERIENCE 10+ | NO. DISPLAYS 50+ | WHERE Michigan, Indiana, Wisconsin, North Dakota, Pennsylvania | |
| NAME OF ASSISTANT Drew Espenshade | | ADDRESS OF ASSISTANT 13001 E Austin Rd, Manchester, MI 48158 | AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| NAME OF OTHER ASSISTANT | | ADDRESS OF OTHER ASSISTANT | AGE OF OTHER ASSISTANT 18 YEARS OR OLDER YES <input type="checkbox"/> NO |

EXACT LOCATION OF PROPOSED DISPLAY
2280 Grand River Dr NE, Ada, MI 49301

| | |
|---|---|
| DATE OF PROPOSED DISPLAY 9/1/2018, Rain Date 9/2/2018 | TIME OF PROPOSED DISPLAY Dusk-10:30 |
|---|---|

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

None, fireworks product will be brought from company storage in time for display setup.

| | |
|---|---|
| AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$1,000,000 | NAME OF BONDING CORPORATION OR INSURANCE COMPANY The Partners Group Ltd |
|---|---|

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
11225 SE 6th Street, Suite 110, Bellevue, WA 98004

| NUMBER OF FIREWORKS | KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed) |
|---------------------|---|
| Max 500 | 1.3g Single Shot Devices (max 3") |
| Max 50 | 1.3g Multi-Shot Devices (max 3") |
| Max 500 | 2.5-3" 1.3g Display Shells |
| Max 500 | 1 3/4" Consumer 1.4g Reloadable Shells |
| Max 250 | 1 3/4" Consumer 1.4g Comets |
| Max 250 | 1 3/4" Consumer 1.4g Mines |
| Max 250 | Consumer 1.4g Multi-Shot Aerial Devices |
| | Maximums notes as final show has yet to be designed |

| | |
|---|-----------------------|
| SIGNATURE OF APPLICANT  | DATE 7/2/18 |
|---|-----------------------|

Additional Detail Regarding Storage

All storage and transportation of fireworks that are regulated by the Bureau of Alcohol, Tobacco, Firearms, and Explosives and the Department of Transportation will be handled according to all federal regulations. Storage will be as outlined in ATF Publication 5400.7 Subpart K. Prior to the day of display, all federally regulated fireworks will be stored in an approved explosives magazine at:

ACE Pyro, LLC
13001 E Austin Rd
Manchester, MI 48158

On the day of the display the fireworks will be transported to the display site. Any fireworks that are unused after the display will be returned to the storage magazine.

Aerial Site Plan



THE PYROTECHNICS GUILD INTERNATIONAL, INC.



Certifies That

JEFF SNYDER

Has successfully completed the PGII Display
Fireworks Operator Certification and Safety Program,
requiring attendance at lectures and demonstrations, a
passing score on a written examination, and
documented display fireworks shooting experience.



Performance by the holder of this certificate is beyond
the control of the PGII. This organization makes no
warranty as to the holder's future performance.

Fred Hopper, PGII Course Administrator

8 February 2011
Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Resolution R-081318-

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by Supervisor George Haga on 08/13/2018 at 12:00 P.M.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Ada Township
(Name of Organization)

for a Special License to serve alcohol on August 17, 2018, October 19, 2018
(Event Date or Dates)

to be located at 6990 East Fulton, Ada, MI 49301
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on 08/13/2018
(Date)

Jacqueline Smith, Township Clerk

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date