



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, JANUARY 11, 2021 MEETING, 8:00 A.M.**

PURSUANT TO PUBLIC ACT 228 OF 2020, IN ORDER TO PROTECT THE PUBLIC HEALTH, THIS MEETING WILL BE CONDUCTED VIA ELECTRONIC COMMUNICATIONS. ANY MEMBER OF THE PUBLIC WISHING TO LISTEN AND/OR WATCH THE PROCEEDINGS OR PROVIDE PUBLIC COMMENT MAY DO SO BY USING THE FOLLOWING INTERNET CONNECTION OR PHONE NUMBER, MEETING ID NUMBER AND PASSCODE:

Jim Ferro is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87898651127>

Meeting ID: 878 9865 1127

Passcode: 477952

One tap mobile

+13126266799,,87898651127#,,, \*477952# or

+16468769923,,87898651127#,,, \*477952#

Dial-in phone audio:

+1 312 626 6799 or

+1 646 876 9923

Meeting ID: 878 9865 1127

Passcode: 477952

Those with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Clerk, Jackie Smith, at [jsmith@adatownshipmi.com](mailto:jsmith@adatownshipmi.com) or 616-676-9191 at least 24 hours prior to the meeting.

**AGENDA**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes of December 14, 2020 Regular Meeting
- IV. Farmers Market Annual Report
- V. Review and Approve Proposed Budget for FY 2021-22
- VI. Discussion of Residential Parking Issues in the Village
- VII. DDA Financial Report, 12/31/20
- VIII. Board Member Comment
- IX. Public Comment
- X. Adjourn Meeting

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 14, 2020, MEETING, 8:00 A.M.**

**Draft**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 14, 2020, 8:00 a.m. via video/audio-conferencing, in conformance with Public Act 228 of 2020 concerning temporary authorization of remote participation in public meetings.

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:01 a.m. by Chairperson, Bowersox.

**BOARD MEMBERS PRESENT:** Bowersox, Coe, Harrison, Idema, Knapp, Leisman, Norman, Wright

**BOARD MEMBERS ABSENT:** VanderWulp

**STAFF AND OFFICIALS PRESENT:** Buckley, Ferro, Moran, Suchy

**PUBLIC PRESENT:** 0

**II. APPROVAL OF AGENDA**

It was moved by Idema, supported by Harrison, to approve the agenda as presented. Motion passed unanimously.

**III. APPROVAL OF MINUTES OF THE NOVEMBER 9, 2020 MEETING**

It was moved by Harrison, supported by Idema, to approve the November 9, 2020 minutes as presented. Motion passed by unanimous roll call vote.

**IV. STAFF/COMMITTEE UPDATES**

**A. POTENTIAL ITEMS FOR INCLUSION IN FY21-22 BUDGET**

Ferro projected a screen share of his staff memo and the revenue and expenditure report included in the packet. Ferro said the proposed annual budgets for the next fiscal year need to be prepared by January 8 and requests DDA input on some items to consider including; staffing consideration, capital projects, and marketing and promotion.

Ferro stated the DDA indicated last month they wish to consider the type of skill and experience desired for the vacant DDA Coordinator position before recruiting for the position. Ferro said it would be advisable for the DDA Board to undertake a strategic planning process to develop direction regarding the role of the DDA in the community and the initiatives you wish to undertake.

There was some Board discussion regarding event inactivity due to Covid and what to possibly expect in the number of events in the immediate future and how and when to budget for the DDA position. The Board also discussed the upcoming retirement of the Planning Director and how that would affect/modify the type of DDA position description to fill for the budget.

Ferro stated you should budget something for the next fiscal year that is a higher percentage of resources than what is currently being budgeted for the DDA, and provided our health environment will be back to 'normal' by mid-year, there will be someone providing more staff resources to the DDA.

Harrison asked Leisman what the Township's perspective was on Ferro's position. Leisman stated he and Suchy have discussed the position, as well as space needs related issues, and the coordination for a lot of different things. Leisman said there will be some major changes made and it makes sense to budget something for that position.

Suchy said Ferro is currently the Planning Director but due to significant needs his position branched into different areas and whoever the replacement is, the Township will make sure the DDA has staff support and is in a position to succeed.

Harrison referred to Ferro's memo and the contract services for strategic planning facilitator. Harrison said the DDA has a need for two different skill sets; someone with vision/sets goals and organizational skills. Ferro has a proposed budget amount of \$10,000. Harrison stated we should put the \$10,000 in the budget and let the Township Board know that this is something we see value in and also see value in including them in the same process.

Idema asked if they could reach out to other DDA's to find out who they have used successfully for strategic planning. Suchy stated we can identify a number of firms and he can reach out to other communities to see who they have used for strategic planning with DDA. Harrison agreed and said let's get some names, skill sets, portfolios and bring someone in to help DDA get the vision which will drive staffing support and budgets.

Coe shared a couple potential capital projects to consider. Coe asked if we should survey local businesses to check on them and see how they are doing during this Covid time to show personal attention and time that the DDA cares. Coe said another capital projects idea is for the beautification of the Village. There is concern that some buildings need improvements (specific concern was the Speedway facility) and if we have some funds budgeted in case we need to do something; like allocate funding for building renovations. Norman suggested a community beautification slush fund. There was discussion regarding the Speedway façade and possible grant/s and or loans for building façade improvements and that could be further discussed with the strategic planning organization.

Suchy stated he noticed the CIP didn't include signage and does anticipate at some point in 20/21 the DDA might be looking at signage and should be included. Ferro stated he has in his notes to add \$4,000 for community entrance signs.

Harrison stated another great draw for local businesses and families to enjoy would be the addition of a splash pad to the downtown area. He said they are very popular and maybe DDA should consider cost for that in the budget. The splash pad idea was very well received by all Board members. Suchy stated the Parks and Rec. plan will be going through an update next year and that would be the perfect time to have that conversation with the community regarding a splash pad, more pickle ball courts and/or other amenities that they would like to see.

Ferro touched base on Capital Projects listed in his memo; general streetscape furnishings, benches, refuse receptacles, bike racks, dog bag dispensers and has \$30,000 in the proposed budget. Ferro said we could add the urns that have been discussed and bump the amount to \$40,000.

There was discussion on whether to budget for staff to support marketing and promotional needs or for outside consultants. Coe suggested Seyferth for marketing purposes. Leisman said Seyferth was instrumental coordinating the bridge lighting and the new holiday decorations. Ferro confirmed that the Board agreed to allow budget funds for marketing.

## **B. LIBRARY/COMMUNITY CENTER PROJECT UPDATE**

Ferro stated the library project is going well. Ferro reported that final trade inspections are complete, the code-required signage has been installed, and the furniture is starting to be delivered. Ferro stated we are still on target for an occupancy permit by December 23<sup>rd</sup>. In early January KDL will start their staff move in, as well as shelving and library materials. Ferro said they are still on target for late January completion of the building and ready to be occupied.

Idema asked if Ferro met with Bill Payne about the need for additional funding. Ferro stated Bill has the final number he needs and he is committed to getting that accomplished.

## **C. SIDEWALK JOINT GRINDING, SCHEDULE**

Ferro stated he was notified last week that they would be starting today, 12/14, and they should be out there now.

## **D. ADA VILLAGE GENERAL STORE LIQUOR LICENSE**

Ferro stated the DDA Board recommended approval for a redevelopment area liquor license for the Ada Village General Store and were notified last week by the Liquor Control Commission that the license was denied. Ferro said we still have one license that could be potentially issued to another dining establishment in the Village. Wright asked the reason for denial. Ferro stated it was in reference to not satisfying the statutory requirement in that it would be a business engaged in dining entertainment. Norman asked if the DDA should have a formal notification to Ada Village General Store that rescinds our approval based on the denial. Harrison agreed the DDA should have a formal action rescinding our support to make it clear in the record. Leisman stated part of that could be Jim or Julius confirming that the applicant is not appealing further.

Wright stated the DDA needs to set high level guidelines to be used in the future when a request comes before us to make a determination who should receive a liquor license. Norman agreed with the idea of guidelines. Suchy will work with Ferro to put something together before the January meeting.

## **E. DDA FINANCIAL REPORT, 11/30/20**

Ferro stated there has been very little financial activity with the DDA.

Idema shared a concern about the Farmer's Market and what vendors will be returning. Idema stated they did lose money this year and wondered if Jennie has plans how to "beef it up" for next season. Ferro said he spoke with Jennie and plan on her coming to the DDA Board Meeting in January. She typically does an annual report on the past market season and presents a proposed budget for the following year.

## **V. BOARD MEMBER COMMENT**

Norman stated the Christmas decorations look lovely and when you go through the Village when it's dark, it really does look festive!

Norman asked a procedural question; did George Haga automatically resign from DDA when he retired and does DDA need to appoint Ross Leisman. Ferro stated by statute the Chief Elected Official is a member of the DDA Board. The DDA Board welcomed Ross aboard and thanked George for the past years.

**VI. PUBLIC COMMENT - none**

**VII. ADJOURNMENT**

It was moved by Idema, supported by Coe, to adjourn meeting at 9:26 a.m. Motion passed unanimously.

Respectfully submitted:

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Devin Norman, Secretary

rs:eb

## 2020 Ada Farmers' Market Summary Report to the DDA

### Summary

The 2020 AFM's season ran from June 2nd and ended on October 27th, operating for 22 weeks on Tuesdays, from 9 a.m. until 2 p.m. We had one early close due to storms in September.

- The number of seasonal vendors decreased by three from last year.
- The percentage of returning vendors was down by 1 percent.
- The number of available vendor spaces remained 50. The Market filled 31 of these spaces between seasonal and daily vendors.

### Vendors

There are no new descriptions to characterize the unusual impacts on the market this year – at least not any already used. Nonetheless, while the Covid impact was significant on how the market operated, it was still viable with vendors in attendance reporting a successful season.

Seasonal vendor registration was down significantly. The largest reason communicated was a reluctance to follow our strict Covid guidelines – rules we adopted from MIFMA (Michigan Farmers Market Association). These included:

- Masks required in the market at all times
- Six feet of distance from the customer, using an extra table as a buffer
- Product displays only on the tables, without tablecloths
- Product to be sold separated from the display table
- No customers allowed to handle product
- Any product handled by a customer not allowed to be sold
- Sanitation remediation at each booth, including a handwashing station with specific SOPs

Many felt it was a bigger burden than they wanted to manage or just unnecessary. A few others reported a lack of staffing resources due to the pandemic, specifically those with store fronts who required more sanitation on site and were therefore unable to free up workers for a market booth.

### Vendor Stats

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<i>Returning Vendors</i>	15	18	21	25	25	25	24
<i>Daily Vendors</i>	11	12	14	9	8	16	14
<i>Regular Season Booths</i>	19	27	26	33	40	42	49
<i>Extended Season Booths</i>	12	9	14	8	9	9	7
<i>Seasonal Retention Rate</i>	84%	85%	72%	84%	71%	67%	73%

Seasonal Vendor Conversions (during the season)

<i>Seasonal to Daily</i>	0	2	1	1	0	2	4
<i>Daily to Seasonal</i>	1	0	1	0	0	0	0

*\*This number represents the individual vendor booths used but should be noted that they were used multiple times. The rate for a daily vendor is \$25 per day during the regular season and 10\$ per day during the extended season of October.*

**Seasonal Vendor Product Mix**

	<u>Bakery</u>	<u>Produce</u>	<u>Meats</u>	<u>Other</u>
2020	1	5	1	8
2019	1	5	1	11
2018	2	6	2	11
2017	4	8	1	13
2016	6	8	3	14
2015	4	11	4	14
2014	7	15	2	11
2013	7	13	3	9

**Daily Vendor Product Mix**

	<u>Bakery</u>	<u>Produce</u>	<u>Meats</u>	<u>Other</u>
2020	1	3	0	8
2019	1	3	0	8
2018	1	5	0	8
2017	1	1	1	6
2016	1	3	0	4
2015	1	4	1	9
2014	0	3	0	9
2013	1	3	0	3

**Market Activities**

All special market activities were cancelled due to Covid restrictions.

**Special Programming**

Chef in the Market was cancelled due to Covid restrictions.

We did have a sponsor for the 2020 market – Anderson Replacement Windows. They contributed both sponsorship dollars and demonstrations/promotional giveaways at their booth.

**Market Operations**

The market layout was adjusted according to MIFMA guidelines. Booths were lined up along the north side of the church parking lot (parallel to Headley) and along the east side of the lot. The origin of the 90-degree angle, where folks customarily come in off Headley on the shared drive for Blimpy's parking lot, was closed

to foot traffic.

As a result of the changes, the entrance to the market was staged at the east end and traffic flowed in one direction, exiting out to Thornapple. For folks coming in off Thornapple, we guided them to the sidewalk along the east edge of the lot to separate them from traffic coming into the market.

We also painted directional arrows indicating flow and spots in front of the booths marking six feet of distance. Signs were posted at the entrance and exit points advising of both traffic patterns, along with our requirement for mask wearing in the market and hand sanitizing stations.

Church facilities were limited to vendor and market personnel access – no customers were allowed inside. This restriction was part of our negotiated agreement with the church earlier in the year so the market could operate during 2020. We were also responsible for stocking and cleaning the bathrooms and surfaces that were likely points of contact.

The biggest challenge this season was behavioral management of shoppers. Despite actions noted above to communicate changes in the market and information repeated in all media channels, a significant amount of time was spent reminding and explaining why the mask policy was in place. It was assumed being outside meant it was not necessary to wear a mask. Even a couple of local fire fighters seemed surprised a mask was necessary.

Several of our volunteers were recipients of some abrasive feedback when reminding shoppers about the policy. To their credit, their efforts to successfully remedy the situation were professional and polite. If following these guidelines again in 2021, additional information needs to be pushed out to the public ahead of time through more channels.

Traffic was essentially the same as the 2019 season. What did change was the amount of time spent in the market. Modifications to the layout and removal of extra market activities kept lingering to a minimum.

The extended season into October had four seasonal booths and a few daily vendors in rotation.

### **General Financial**

The following is a thumbnail sketch of the Market's 2020 finances, from February 1, 2020 through January 31, 2021:

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Total Revenues	\$6,675	\$7,560	\$8,970	\$11,115	\$8,985	\$10,519	\$11,597
Total Expenditures*	\$7,911	\$11,106	\$9,926	\$9,932	\$11,014	\$10,420	\$10,036
Net Income	(\$1,236)	(\$3,546)	(\$956)	\$1,183	(\$2,029)	\$99	\$1,561

Net income for the Market from 2009-2020 seasons, ending January 31, 2021, is expected to be \$7,576.

*\*Note: 2020 expenditures do not include a total of \$555 for the Market Manager's contract services for November, December of 2020, and January, which will be paid by mid-February.*



**Social Media**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Twitter Ratio*	1.16	1.21	1.8	1.21	1.14	1.13	.9

Facebook also continues to show consistent organic growth in the number of likes year over year. Twitter has not grown in tandem, indicating Facebook as the primary site for community engagement. It's likely we will keep Twitter as an occasional outreach going forward and concentrate on our Facebook followers.

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
FB fans/likes	3,567	2995	2715	2615	2445	2241	1946

The market continued posting to Instagram this year, but usage was intermittent and we did not track results.

*\*Ratios larger than 1 indicate a Follower/Friend ratio acknowledges value of the account holder in the social media environment. Less than one is typical of new accounts or those who are in acquisition phase of either Friends or Followers. The larger the ratio, the larger your value can be in the Twitter world. The ratio is calculated by dividing the number of followers by those the account holder follows.*

**Miscellaneous**

Monthly market articles with the local publication *Our Home Ada* continue to be part of our awareness outreach. Storylines are crafted each month targeting a monthly/seasonal theme with an appropriate recipe. There are no metrics used to track responses to articles posted, per the magazine's market support manager, so the quantitative impact of this activity is unknown.

**Budget for 2021**

There are no major expenses anticipated for 2021. One small plastic sandwich board will need replacing and we will need two fencing stakes for the small orange market flags.

Minor expenses for the 2020 season included:

- Two tents repaired early in the season (replaced rusting struts)
- Parking lot renumbered and directional guides for traffic painted on the lot

The budget below includes line items from a 'normal' market. It's unclear at this point whether or not we will be able to add back in the extra market activities (such as Music in the Market and Kids in the Market). Consider them optimistic treats in the overall budget that might be trimmed.

**Preliminary 2021 Budget**

**Revenues**

Registration Fees from Vendors (35 seasonal vendors spaces x \$270)	\$ 9450
Registration Fees from Daily Vendors	<u>\$ 300</u>
<b>Total Revenue</b>	<b>\$ 9785</b>

**Expenses**

Website Hosting	\$ 240
Buskers Comp for Music in the Market	\$ 700
Supplies for Kids in the Market	\$ 50
Chef in the Market	\$ 50
Advertising & Promotion	\$ 250
Market Manager	\$ 8145
Incidentals for Market Manager (software, mileage, etc.)	\$ 50
Miscellaneous (Repair, restock)	\$ 100
2020 Vendor Kickoff	<u>\$ 50</u>
<b>Total Expenses</b>	<b>\$ 9785</b>
Net Income	\$ 0

Month	Hours	Compensation @ \$15/HR
April	40	600
May	47	705
June	80	1200
July	72	1080
August	80	1200
September	80	1080
October	70	1050
November	20	300
December	10	150
January	7	105
February	15	225
March	30	450

8145

**DDA PROPOSED BUDGET DETAIL, FY 21-22**

GL Number	Description of 2021-22 Budget Revenues	2021-22 REQUESTED
DDA Millage revenue:		\$358,532
DDA TIF Revenue:		\$61,095
Local Government Stabilization Fund		\$150,000
Special Event Receipts		\$84,000
Interest Revenue		\$3,000
<b>TOTAL REVENUE:</b>		\$656,627

GL Number	Description of 2021-22 Budget Expenditures	2021-22 REQUESTED
<b>DDA:</b>		
<b>DEPT 170.000 DDA OPERATIONS/CONSTRUCTION</b>		
Personnel Costs (Assumes \$55,000/yr for 9 months beginning July 1 plus 30% fringe benefits	\$53,625	\$53,625
<b>248-170.000-740.000</b>	<b>OPERATING SUPPLIES/SERVICES</b>	\$14,500
Personnel Recruitment Expenses	\$500	
Misc. Supplies	\$500	
Parking Space Striping	\$1,500	
Street Sweeping	\$2,000	
Garland Hanging and Removal	\$2,000	
Holiday tree purchase, install, takedown	\$5,500	
Deer herd expansion		
Printing	\$2,500	
<b>248-170.000-800.000</b>	<b>CONTINUING EDUCATION</b>	\$160
MI Downtown Assn. Conference	\$160	

<b>248-170.000-801.000</b>	<b>CONTRACT SERVICE</b>			\$45,000
Snow Removal		\$20,000		
Strategic Planning Consultant		\$10,000		
Marketing/Promotion Consultant		\$15,000		
<b>248-170.000-820.000</b>	<b>MEMBERSHIP &amp; DUES</b>			\$125
Michigan Downtown Assn.		\$125		
<b>248-170.000-828.000</b>	<b>LEGAL SERVICES</b>			\$2,000
		\$2,000		
<b>248-170.000-870.000</b>	<b>MILEAGE &amp; EXPENSES</b>			\$650
Misc. Mileage		\$200		
Misc. Lodging		\$450		
<b>248-170.000-974.000</b>	<b>IMPROVEMENTS</b>			\$67,000
Village Gateway Sign		\$27,000		
Village Streetscape Furnishings		\$40,000		
<b>248-299.000-906.001</b>	<b>COMMUNITY EVENTS</b>			\$82,500
Beers at the Bridge Expenses		\$80,000		
Tinsel, Treats & Trolleys Contribution		\$2,500		
<b>248-900.000-719.002</b>	<b>OTHER TOWNSHIP EXPENSES</b>			\$250
Life Insurance Premium, Others		\$250		
<b>248-990.000-991.000</b>	<b>BOND PRINCIPAL PAYMENTS</b>			\$165,755
DDA Millage share		\$122,590		
DDA TIF Revenue Share		\$43,165		
<b>248-990.000-995.000</b>	<b>BOND INTEREST PAYMENTS</b>			\$96,553
DDA Millage share		\$71,409		
DDA TIF Revenue share		\$25,144		
<b>TOTAL, DDA</b>				\$528,118

**FARMERS MARKET PROPOSED BUDGET DETAIL, FY 2021-22**

GL Number	Description of 2021-22 Budget Revenues	2021-22 REQUESTED
Vendor Registration Fees		\$9,785
Sponsorship fee		\$1,000
<b>TOTAL REVENUES:</b>		\$10,785

GL Number	Description of 2021-22 Budget Expenditures	2021-22 REQUESTED
<b>248-170-740</b>	<b>OPERATING SUPPLIES/SERVICES:</b>	\$1,630
Web Site Hosting (\$70/quarter)	\$280	
Market Busker Compensation	\$700	
Chefs in the Market program supplies (propane, cooking oil, sampling supplies)	\$50	
Tent parts/Misc.	\$100	
Kids in the Market Supplies	\$50	
Advertising/Promotion	\$400	
2016 Season Vendor Kickoff Event	\$50	
<b>248-170-801</b>	<b>CONTRACT SERVICES</b>	\$8,145
Mkt Mgr. Services	\$8,145	
<b>248.170.870</b>	<b>MILEAGE AND EXPENSES</b>	\$50
Market Mgr. Mileage/Expenses	\$50	
<b>TOTAL EXPENDITURES</b>		\$9,825

PERIOD ENDING 12/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ADA TOWNSHIP DDA  
 INCLUDING FARMERS MARKET

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020	ACTIVITY FOR MONTH 12/31/2020		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	NORMAL		(ABNORMAL)	INCREASE (DECREAS NORMAL (ABNORMAL)			
Fund 248 - DDA FUND									
Revenues									
Dept 000.000									
248-000.000-401.405	TAXES: DDA AD VAL	22,977.00		1,436.12		0.00		21,540.88	6.25
248-000.000-401.406	TAXES: DDA IFT	29,124.00		0.00		0.00		29,124.00	0.00
248-000.000-665.000	INTEREST REVENUE	7,550.00		2,344.70		0.00		5,205.30	31.06
Total Dept 000.000		59,651.00		3,780.82		0.00		55,870.18	6.34
Dept 020.000 - TAXES									
248-020.000-406.000	TAXES: DDA MILLAGE	328,047.00		172.67		0.00		327,874.33	0.05
248-020.000-423.000	TAXES: IFT	23,122.00		0.00		0.00		23,122.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	140,185.00		149,289.01		0.00		(9,104.01)	106.49
Total Dept 020.000 - TAXES		491,354.00		149,461.68		0.00		341,892.32	30.42
Dept 026.000 - CONTRIBUTIONS									
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	84,000.00		(450.00)		0.00		84,450.00	(0.54)
Total Dept 026.000 - CONTRIBUTIONS		84,000.00		(450.00)		0.00		84,450.00	(0.54)
Dept 028.000 - FARMER'S MARKET									
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00		1,000.00		0.00		0.00	100.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	6,600.00		5,675.00		0.00		925.00	85.98
Total Dept 028.000 - FARMER'S MARKET		7,600.00		6,675.00		0.00		925.00	87.83
TOTAL REVENUES		642,605.00		159,467.50		0.00		483,137.50	24.82
Expenditures									
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION									
248-170.000-704.000	WAGES	43,255.00		2,168.02		0.00		41,086.98	5.01
248-170.000-704.001	WAGES - SUPPORT	8,574.00		16,182.82		1,616.35		(7,608.82)	188.74
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,213.00		1,103.57		97.30		2,109.43	34.35
248-170.000-716.000	FICA - MEDICARE TWP SHARE	752.00		258.11		22.75		493.89	34.32
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,183.00		1,835.14		161.64		3,347.86	35.41
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,473.00		2,051.47		170.92		421.53	82.95
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	10,940.00		1,933.75		1,063.75		9,006.25	17.68
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,740.00		344.44		0.00		1,395.56	19.80
248-170.000-800.000	CONTINUING EDUCATION	560.00		0.00		0.00		560.00	0.00
248-170.000-801.000	CONTRACT SERVICE	19,000.00		20,000.00		20,000.00		(1,000.00)	105.26
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	7,920.00		6,765.00		0.00		1,155.00	85.42
248-170.000-820.000	MEMBERSHIP & DUES	368.00		125.00		0.00		243.00	33.97
248-170.000-828.000	LEGAL SERVICES	2,000.00		0.00		0.00		2,000.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	850.00		0.00		0.00		850.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00		0.00		0.00		300.00	0.00
248-170.000-974.000	IMPROVEMENTS	27,300.00		0.00		0.00		27,300.00	0.00

PERIOD ENDING 12/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ADA TOWNSHIP DDA  
 INCLUDING FARMERS MARKET

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	NORMAL	12/31/2020 (ABNORMAL)	MONTH 12/31/2020 INCREASE (DECREAS	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND							
Expenditures							
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		134,428.00		52,767.32	23,132.71	81,660.68	39.25
Dept 299.000 - GENERAL ADMINISTRATION							
248-299.000-906.001	COMMUNITY EVENTS	78,770.00		1,104.00	0.00	77,666.00	1.40
Total Dept 299.000 - GENERAL ADMINISTRATION		78,770.00		1,104.00	0.00	77,666.00	1.40
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00		182.19	19.82	(182.19)	100.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	0.00		100,000.00	0.00	(100,000.00)	100.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00		100,182.19	19.82	(100,182.19)	100.00
Dept 990.000 - BOND ISSUANCE							
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	161,151.00		0.00	0.00	161,151.00	0.00
248-990.000-995.000	BOND INTEREST PAYMENTS	101,387.00		50,693.53	0.00	50,693.47	50.00
Total Dept 990.000 - BOND ISSUANCE		262,538.00		50,693.53	0.00	211,844.47	19.31
TOTAL EXPENDITURES		475,736.00		204,747.04	23,152.53	270,988.96	43.04
Fund 248 - DDA FUND:							
TOTAL REVENUES		642,605.00		159,467.50	0.00	483,137.50	24.82
TOTAL EXPENDITURES		475,736.00		204,747.04	23,152.53	270,988.96	43.04
NET OF REVENUES & EXPENDITURES		166,869.00		(45,279.54)	(23,152.53)	212,148.54	27.13
BEG. FUND BALANCE		650,573.62		650,573.62			
END FUND BALANCE		817,442.62		605,294.08			