



ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, DECEMBER 9, 2024, MEETING, 8:00 A.M.
ASSEMBLY ROOM, ADA TOWNSHIP OFFICES
7330 THORNAPPLE RIVER DR SE, ADA, MI

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES OF NOVEMBER 12, 2024, REGULAR MEETING
- IV. APPROVAL OF PAYABLES – none
- V. UNFINISHED BUSINESS
 - a. None
- VI. NEW BUSINESS
 - a. Update on Recommendation for DDA Director Appointment
 - b. Consider Approval of Ada Farmers Market Branding Guide – Raquel Valverde
 - c. Downtown Banner Update – *Verbal Update*
 - d. Beers at the Bridge – *Verbal Update*
- VII. REPORTS AND COMMUNICATIONS
 - a. DDA Financial Report, November 30, 2024
 - b. Farmers Market Social Media & Marketing Report – Tara Heerspink
 - c. Farmers Market Manager Report – Raquel Valverde
 - d. Township Department Head Staff Reports
- VIII. BOARD MEMBER COMMENT
- IX. PUBLIC COMMENT
- X. ADJOURN MEETING



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF NOVEMBER 12, 2024, REGULAR MEETING, 8:00 A.M.**

DRAFT

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Tuesday, November 12, 2024, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Cloutier, Coe, Harrison, Idema, Knapp, Leisman, Turan

BOARD MEMBERS ABSENT: Frost, Vogl

STAFF AND OFFICIALS PRESENT: Buckley, Said, Suchy, Treasurer Moran,
Farmers Market Coordinator Valverde

PUBLIC PRESENT: 5

II. APPROVAL OF AGENDA

Knapp requested an adjustment to the agenda to add item VI f., Banner Update. Moved by Harrison, supported by Turan, to add an agenda item under New Business, VI f., Banner Update. It was moved by Harrison, supported by Idema, to approve the agenda in its entirety. Motion carried.

III. APPROVAL OF MINUTES OF OCTOBER 14, 2024, REGULAR MEETING

Moved by Coe, supported by Turan, to approve the October 14, 2024, Regular Meeting minutes. Motion carried.

IV. APPROVAL OF PAYABLES - none

V. UNFINISHED BUSINESS - none

VI. NEW BUSINESS

- a. Consider Extended Consulting Proposal from Tara Heerspink for Content Strategy Development & Management at a Monthly Rate of \$600, Not to Exceed \$1,800 over Three Months**

Interim DDA Director, Manager Suchy, presented the proposal. Suchy said he and Haley discussed the interim period with her departure and making sure no momentum was lost for the market moving forward with the connection to the vendors. He referred to Haley's memo outlining a potential extension with Tara's contract for 3 months at \$600/per month. The memo explains with the recent resignation of the DDA Director, staff recommend extending Tara's contract through February 11, 2025. This extension would provide continuity and essential support for Raquel, our Farmers Market Coordinator, who has taken over management of the Farmers Market communication strategy. Tara's continued engagement will bridge the

gap until a new DDA Director is hired and allow for uninterrupted support of the Farmers Market's marketing and community engagement efforts. The goal is to establish an off-season marketing plan.

Suchy said that staff is supportive of the contract extension and made note that the DDA is not currently paying the Director salary, so the cost is offset by the savings of the salary.

There was DDA discussion regarding the volume/level of activity and/or frequency of the social media posts. Suchy said he will meet with Tara and have her provide a content update of what is being posted, and what is being done, as a report mechanism to the DDA.

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

Motion carried.

b. Farmers Market Committee Update – Raquel Valverde, Farmers Market Coordinator

Valverde informed that last month the Farmers Market staff and vendors had an end of the season potluck/meeting. There was discussion on forming the new farmers market committee and vendors shared interest in being a part of the committee. She shared the vendor names (Ridgeview Farm, Frozen Creek Farms, Better Place Farm, Starlight Farms, Sister Hawk Farm, and Blackwolf Woodworking & Iron) and said she thought they would be a good group on the committee since they come from all aspects of the Farmer's Market. She also informed that the meeting dates for the Farmers Market committee would be on Tuesday's, once a month during the off season.

Valverde said there were other items discussed for the committee to review, such as the market hours, the parking (too far distance for some), and review of the branding (for approval for next season). The new committee should be in place within the next two weeks.

Valverde touched base on the different types of social media ads/notifications and how they work. There was brief DDA discussion about the importance of the off-season media activity and reviewing options on introducing a food stamp program for the market.

c. Beers at the Bridge Update -- Verbal Update

Suchy explained that the follow up Beers at the Bridge committee meeting did not have two board members in attendance to have discussion to bring a report back to the Board. There was a request from Baton Collective to look at a way the Township and the DDA could reimagine the event (that involves removing the fencing). Further discussions need to take place with the committee.

Suchy will reach out to Knapp and Harrison and the committee to get together again within the next two weeks to reconnect and have the conversation update to provide to the DDA at the next meeting.

Suchy said there was financial discussion regarding the August cancelled event and whether refunding sponsorships would take place. The conversation evolved so that if the committee were to do something, the recommendation would be to discount next year's sponsorship.

d. DDA Director Recruitment -- Verbal Update

Suchy mentioned all the shared locations the DDA Director job is posted and has received 15 applications. He will get with the recruitment committee and review the applications, identify candidates to interview, set aside dates for interviews, at the December 9th DDA meeting the committee will make a

recommendation to the DDA Board, lastly the DDA will make a recommendation to the Township Board. The plan is to have new DDA Director on board January 2, 2025.

e. Right Place Strategic Planning – Verbal Update

Suchy spoke with Travis Alden from the Right Place and Travis wanted to plan sessions for the first quarter of 2025. Travis indicated that they would do multiple work sessions starting with the first existing objectives document that was created a couple years ago and move forward from there.

Suchy said Travis asked if the DDA wanted to do the sessions as part of a regular board meeting or is there a desire to do a separate meeting entirely (sessions could run 2-3 hours). The last time the DDA went through the sessions they were separated from the regular board meetings. Suchy will send out an email to DDA members requesting their preferences.

Harrison asked for clarification that the Right Place simply acts as the facilitator. Suchy shared the history of the Right Place in that they opened up a place-matters group to provide value to Right Place members and the Township supports the Right Place with annual funding. The Right Place leans into the place-making and community development side of things.

f. Banner Update

Suchy said the DDA board approved Fully Promoted to move forward and replace the banners downtown. Suchy explained the last banner proof the DDA reviewed had the ‘Village’ language on it and the DDA board indicated to Fully Promoted that they wanted to see the word ‘Township’, instead of Ada Village the DDA wanted Ada Township. Fully Promoted ended up printing the banners with the word ‘Village’ and the banners have been installed.

Suchy explained Fully Promoted offered to print more at a 10% cost reduction and Suchy requested the DDA to discuss their options.

There was DDA discussion regarding the incorrect banners already installed and whether to leave them up until next year, to have new/correct banners made for the spring at the cost of Fully Promoted, and/or Fully Promoted to issue a credit for the already installed banners and apply cost to next year’s order.

DDA members concurred to have Suchy follow up with Fully Promoted and ask for a credit for the full amount of the banners to be applied for future work and DDA will pay installation cost.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, October 31, 2024

Suchy referred to the Financial Report in the packet. He noted the one thing that was productive was when the DDA Board attended the TIF presentation which also turned into a financial conversation and financial review of how we present financials and what they mean. Suchy said that moving forward with any new DDA member joining the board, staff will do a better job on-boarding to make sure that everyone is aware and understand the reports and what their purpose is.

b. Farmers Market Report/Staff Reports

Idema asked for clarification on the planning department report. Planning Director Said explained that staff are working on zoning ordinance rewrite language and his report supplies samples of sections they have worked on (including new charts and tables).

Harrison shared that he appreciates the planning department's zoning ordinance review, and he feels Ada does a good job at setting community standards.

Harrison asked what Ada has done on a residential scale for solar energy. Said explained Ada has not undertaken a specific ordinance for solar energy requirements, and he further explained how permits requesting solar panel placement are regulated.

VIII. BOARD MEMBER COMMENT

Leisman said it has been an interesting 4 years, and he went over all that changes in Ada and the addition of several new buildings (Village East apartments, Mosaic property, Ada Pharmacy building, Luna's building, the software lab building, the library, the hotel block, Garage Bar, etc.). He said that all of that has come to fruition in the DDA area over the past 4 years. Leisman made note that this DDA Board represents a nice blend of how we have kept up with changes and yet had some stability. He said it has been a really good 4 years, and he wished everyone all the best.

IX. PUBLIC COMMENT - none

X. ADJOURN MEETING

Moved by Harrison, supported by Turan, to adjourn the meeting at 8:47 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb



MEMORANDUM

Date: 12/2/24

TO: Downtown Development Authority Board Members
FROM: Julius Suchy, Township Manager
RE: Recommendation to Appoint Kevin Austin as Downtown Development Authority Director

Background:

The memo below has been provided to the Township Board for consideration of the appointment of Kevin Austin as the next Ada Township DDA Director. The Township Board appoints department directors with a recommendation from the Township Manager. I am happy to provide additional information, or interview committee members can provide further information if they would like to. There is no action required of the DDA Board.

A committee was established to select candidates and complete interviews for the Downtown Development Authority (DDA) Director position. The current DDA Director, Haley Stichman, announced her resignation effective November 1, 2024. The committee consisted of Tom Korth (Supervisor and incoming DDA Board Member), Justin Knapp (DDA Board Chair), Margaret Idema (DDA Board Member), and me.

The committee interviewed five candidates (listed below) for the position on Thursday, November 21st, Friday, November 22nd, and Monday, November 25th.

- Kevin Austin, Zoning Administrator – Georgetown Township
- Molly Campbell, Executive Director – I Understand Nonprofit Organization
- Hana Jaquays, Assistant City Manager for Economic Development, Deputy Treasurer, DDA Director – City of Walled Lake
- Heather Grit, Kent District Library Branch Librarian & Social Media Manager & Interim Director Creston Neighborhood Association
- Donna Ramsey, Event Project Manager – The Event Lounge

Following the interviews, the committee discussed the candidates and recommended appointing Kevin Austin, current Zoning Administrator for Georgetown Township, to the position. The committee had an excellent group of candidates. While all candidates were great in their own regard, the committee was unanimous in its recommendation of Mr. Austin for the position. The committee specifically liked his passion for traditional neighborhood design and downtown development, his understanding of Tax Increment Finance, his ability to effectively communicate, his ability to research and identify solutions to complex issues, and his previous employment experience with the Township, which included time as an intern and a part-time project manager after completion of his internship.

I have contacted Mr. Austin and notified him that he is our top candidate. He indicated he is still interested in the position and wants to proceed. If the Township Board approves Mr. Austin's appointment as DDA Director, then I can begin the background review and negotiations to finalize the process of making him our next Downtown Development Authority Director.

I have provided Mr. Austin with a copy of our personnel manual and a fringe benefit summary to review while we complete the background review. If the background review is successful, then I prepare a formal offer. Due to the nature of negotiations, I would request the ability to handle negotiations directly with Supervisor Korth so that this may proceed and not have to come back to the Township Board for final approval. In previous appointments of Directors, we have used the Personnel Committee, but that Committee will have three new members and new board appointments have not yet been addressed. The salary range posted for the position is \$72,021.11 to \$93,627.44.


I have enclosed a copy of Mr. Austin's application materials.


Recommendation:

The DDA Director Selection Committee and I recommend appointing Kevin Austin as the next Ada Township Downtown Development Authority Director, contingent upon a successful background review and salary negotiations.

Requested Motion: Motion to Appoint Kevin Austin as Ada Township Downtown Development Authority Director Contingent Upon Successful Background Review and Negotiation.

Kevin Austin

 Austn927@gmail.com

 (616) 238 2430

 914 Hollywood St NE, Grand Rapids, MI 49505

November 03, 2024

Ada Township

7330 Thornapple River Drive, PO Box 370,

Ada, MI 49301

Dear Mr. Julius Suchy,

I am contacting you regarding your township's advertised need for a Downtown Development Authority Director and would like you to consider my attached resume as my formal application.

As the head of the Building and Zoning Department for one of the largest municipalities in Ottawa County, I have honed my knowledge and skills within public administration and municipal government. I have planned and overseen multiple ordinance amendments, evaluated and approved over 22 separate commercial developments, presented guidance and reports to all decision-making bodies within the township, and supported adjacent departments during collaborative projects. I have recently implemented major procedural reorganization to address deficiencies with our contracted services to ensure effective service provision for our residents and responsible use of the departmental budget. I pride myself on cultivating a work environment of trust and collaboration, which allows my employees the ability to feel supported and establishes confidence in all our working partners. Professional communication is one of my strongest attributes as I specialize in connecting with partners and residents through attentive dialogue and intentional investment in relationships. Prior to my time in Georgetown, I had the wonderful opportunity to work for your township as a Special Projects Manager. This role afforded me the opportunity to gain significant familiarity with your residents, decisionmakers, and inspiring built environment. I was entrusted with diverse tasks ranging from evaluating contracted service delivery, grant preparation, acquisitions, and utility rate assessments. In addition to valuable professional development, I was able to establish professional relationships with township employees which I continue to value in a spirit of collaboration in my current role.

My time working alongside the Department of State instilled a passion in me for public service that has forged my path today. Planning and participating in multiple outreach programs cultivated many critical skills such as resource management and communication. Effective leadership was a skill I refined while being appointed to multiple supervisory positions of as many as 32 individuals. My work history has afforded me the opportunity to immerse myself in cultures and cities which utilize central downtown areas to make immense improvements to the holistic health of their communities. Given the opportunity, I know that I will be an asset to your community with my abilities to coordinate effectively with multiple partners while aggregating interests to serve Ada Township and all those who are invested in this community.


I'd like to commend your community for re-emphasizing the importance of traditional neighborhood design in local municipal development. I am a passionate advocate of this type of development pattern which has a proven record of improving vibrancy, enhancing economic sustainability, and, if capitalized on, can make tangible quality of life advances for your residents. To say that I am eager to serve a community that values a place-oriented environment would be a massive understatement. I would like to thank you for the opportunity to be considered and look forward to hearing from you.


Sincerely,




Kevin J. Austin

Kevin Austin

 Austn927@gmail.com

 (616) 238-2430

 914 Hollywood St NE
Grand Rapids, MI
49505

SKILLS

Leadership

Communication

Time Management

Public Speaking

Team Building

Adaptability

Multi-tasking

Problem solving

Decision-making

Critical thinking

Teamwork

Attention to Detail

Professional Writing

EDUCATION

B.A. from Grand Valley State
University in Public
Administration

Zoning Administrator
Certificate from MSU
Extension

Master Citizen Planner

RESUME

I am a dedicated public servant that has obtained essential work experiences in municipal government. I have aided the development and maintenance of three separate municipalities while accepting progressive responsibilities. I have previously led and maintained the readiness of a diplomatic cadre and participated in multi-cultural community outreach programs. I have immense passion for public service and feel a calling towards this field. I am ready to apply my knowledge and experience in complex leadership roles.

EXPERIENCE

ZONING ADMINISTRATOR

Georgetown Township, Michigan, November 2022 – Present

- Serve as the head of the Building and Zoning Department of Georgetown Township.
- Evaluate and develop ordinance amendments to improve current ordinance and accomplish desired goals.
- Work collaboratively with adjacent agencies to revise operating procedure and improve effective service delivery for permitting and environmental assessments.
- Act as Direct Supervisor for Code Enforcement personnel and Deputy Zoning Administrator.
- Evaluate departmental budget to improve continued education and regional collaboration.
- Manage township requirements under the MS4 Storm Sewer Permit.
- Communicate township goals and developmental requirements to commercial entities during development meetings.
- Present requests and engage in informative dialogue during formal meetings for the Township Board, Planning Commission and ZBA.

SPECIAL PROJECTS MANAGER

Ada Township, Michigan, August 2022 – November 2022

- Process data to help reassess commercial utility accounts and construct materials for the committee.
- Develop rental policy for municipal building spaces.
- Engage and advise residents on remediating complaints while adhering to policies and ordinances.

MANAGEMENT INTERN FOR ADA TOWNSHIP

Ada Township, Michigan, February 2022 – August 2022

- Conduct cost assessments and present recommendations to the city council on equipment purchases.
- Conduct research on Transportation Alternative Program grants and advise committees on its implementation.
- Develop thorough assessments of contracted streetscape services utilizing map imagery and categorization.
- Aid in recruiting processes including suitability assessments.
- Participate in Master Plan engagements to establish vision and goals.

PROFESSIONAL AFFILIATIONS

Michigan Township Association
Michigan Association of Planning
MSU Extension
Strong Towns
Lower Grand Rapids Organization
of Watersheds

INTERN FOR THE SPARTA RECREATIONAL AUTHORITY

Village of Sparta, Michigan, May 2021 – August 2021

- Conduct cost analysis and aid in the creation of a web platform for a new municipal facility.
- Research and create reports for city council detailing the process of city incorporation.
- Consult adjacent municipalities for best practice guidance.
- Construct operational expense reports for the Sparta Sports Park.

PART-TIME BANQUET SERVER

Amway Grand Plaza Hotel, August 2018 – November 2022

- Work in a team to provide pleasant, professional, and efficient customer service to patrons during official events.

ASSISTANT MARINE DETACHMENT COMMANDER

U.S. Embassy Amman, Jordan, January 2017 – February 2018

- Represent the detachment at strategic planning meetings with higher echelon agencies and departments.
- Demonstrate detailed knowledge of complex embassy working relationship of over 25 separate departments.
- Disseminated knowledge acquired through training courses, seminars, and other events.
- Participated in numerous outreach events with city agencies.
- Conduct performance evaluation for 12 team members.

Date: 12/9/24



TO: Ada Township Board

FROM: Raquel Valverde, Farmers Market Coordinator

RE: Proposal for New Branding for the Ada Farmers Market

Background:

The Farmers Market branding has remained unchanged for several years, and an update is necessary to modernize its appearance, better reflect our offerings, and align with our mission. In November 2024, the Farmers Market Committee held its first meeting to discuss branding improvements. The new branding aims to incorporate nature-inspired colors, updated design elements, and cohesive typography to strengthen community engagement and market identity. The proposed changes include:

- Adjusting the main color to a true darker red and introducing complementary natural tones.
- Removing the word “village” from the logo, as the Committee agreed makes the design look less busy and cleaner, avoiding unnecessary visual noise.
- Expanding design elements to include imagery such as honey, eggs, chicken, and more craft staples.
- Replacing the tomahawk steak in the design with a more recognizable T-bone steak or could be an addition.
- Updating secondary typography to align with the township’s branding.

If approved, the new branding will launch in May 2025 to coincide with the start of the Farmers Market season.

Recommendation:

The Committee and staff recommend approval of the proposed branding updates to begin implementation in early 2025. This update will ensure the Farmers Market remains visually appealing, relevant, and engaging for the community and vendors.

Requested Motion: Motion to Approve the Proposed Farmers Market Branding Updates for Implementation in Preparation for the May 2025 Market Season.

ADA FARMERS MARKET BRANDING PROPOSAL



Title Font: Ada Village Regular

A B C D E F G H I J K L M N O P
Q R R S T U V W X Y Z , - ; . : -
0 1 2 3 4 5 6 7 8 9 \$! ? * + - ↓

Text Font: Century School Book Regular

Example Text Set:

MAIN SEASON:

June 6 - October 31, 2024

Example Text Set 2:

Come Visit Us!
7239 THORNAPPLE RIVER DR.

Text Font: Avenir Roman

Example Text Set:

MAIN SEASON:

June 6 - October 31, 2024

Example Text Set 2:

Come Visit Us!
7239 THORNAPPLE RIVER DR.



Logo



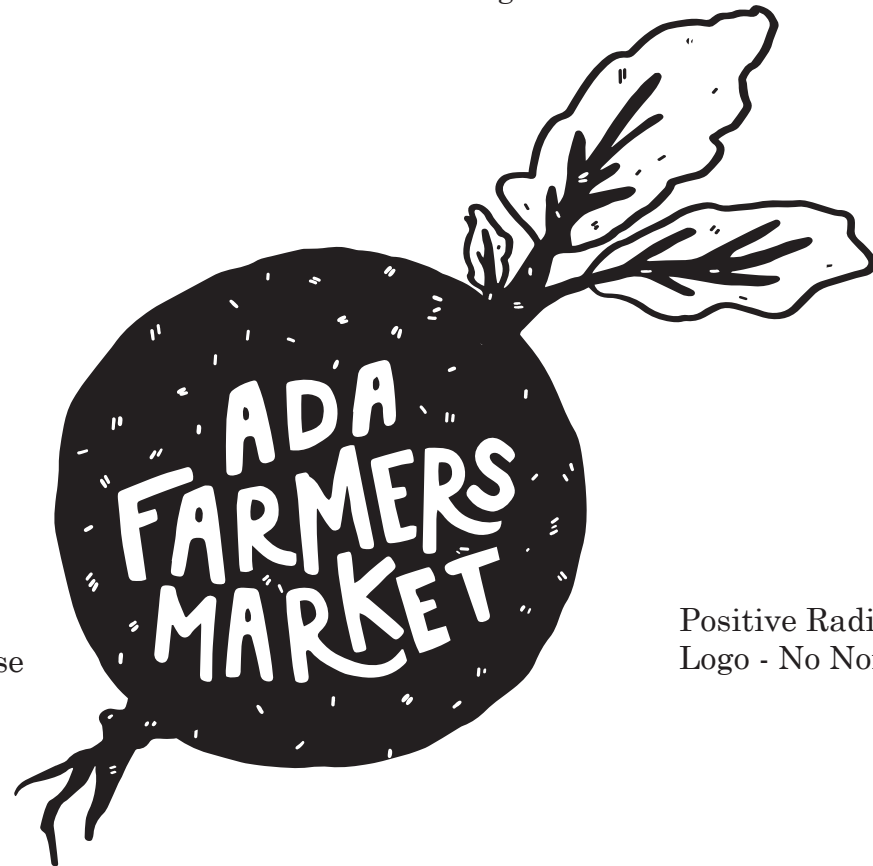
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Negative Round Logo - No Noise



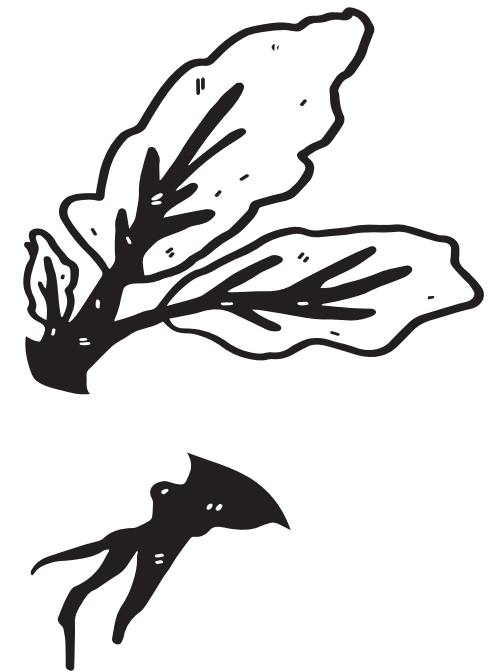
Positive Round Logo - With Noise



Positive Radish Logo - With Noise



Positive Radish Logo - No Noise



Radish Leaf & Root - With Noise



Color Logo



Positive Round Logo - No Noise



Negative Round Logo - No Noise



Positive Round Logo - With Noise

Leaf Color Option 1



Leaf Color Option 2



Positive Radish Logo - With Noise



Positive Radish Logo - No Noise

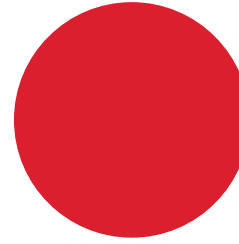


Radish Leaf & Root - With Noise

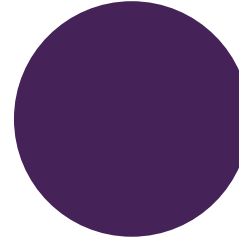




Primary Colors

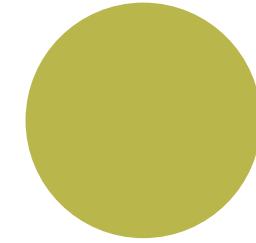


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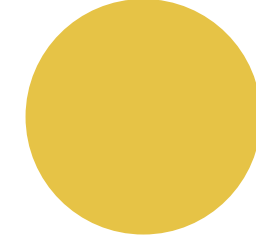


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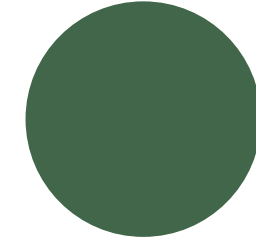
Secondary Colors



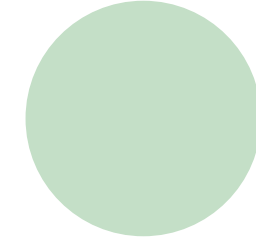
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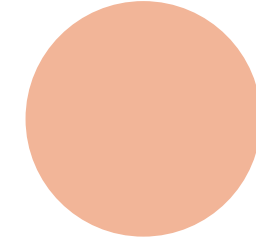
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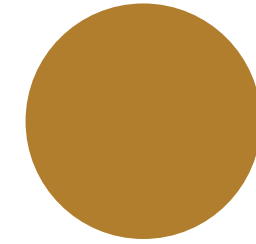
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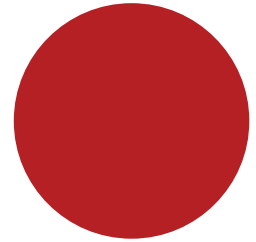
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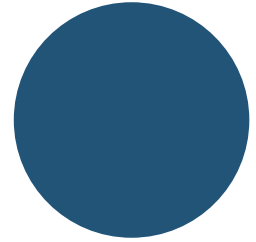
Color Scheme



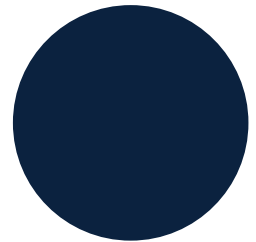
Primary Colors



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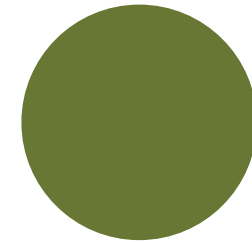


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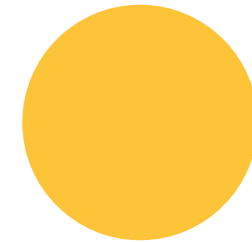


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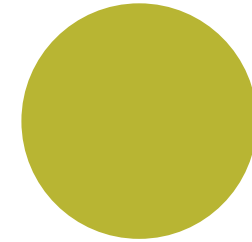
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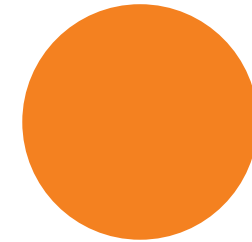
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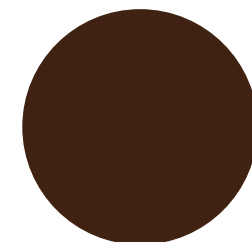
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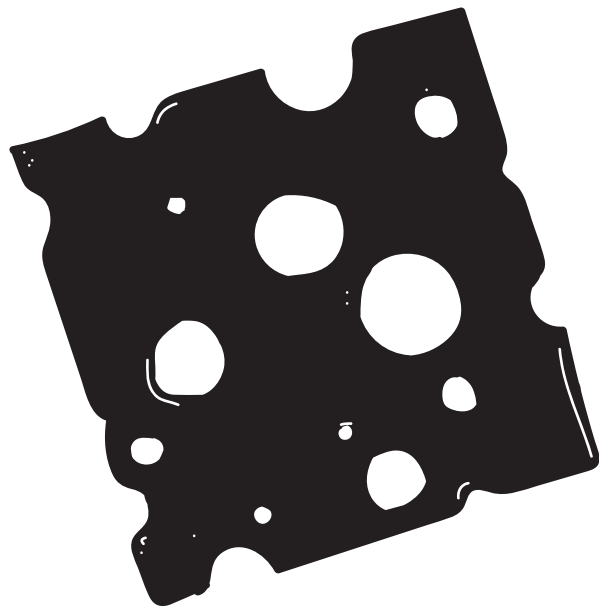
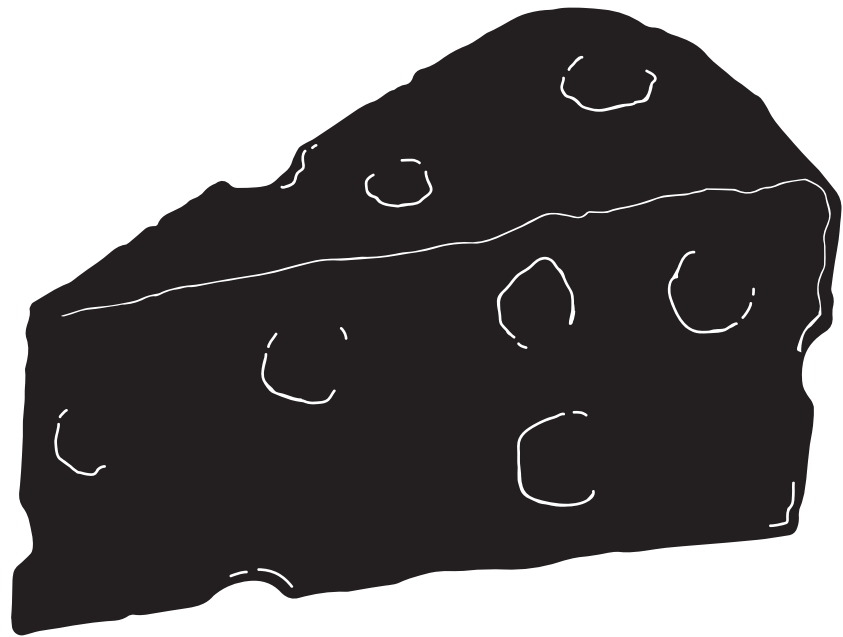
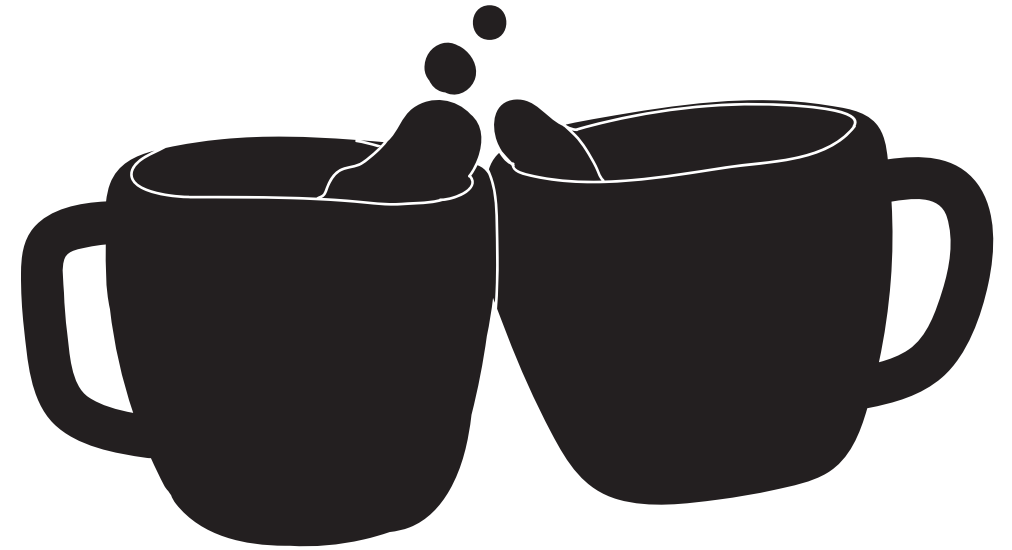


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Color Scheme

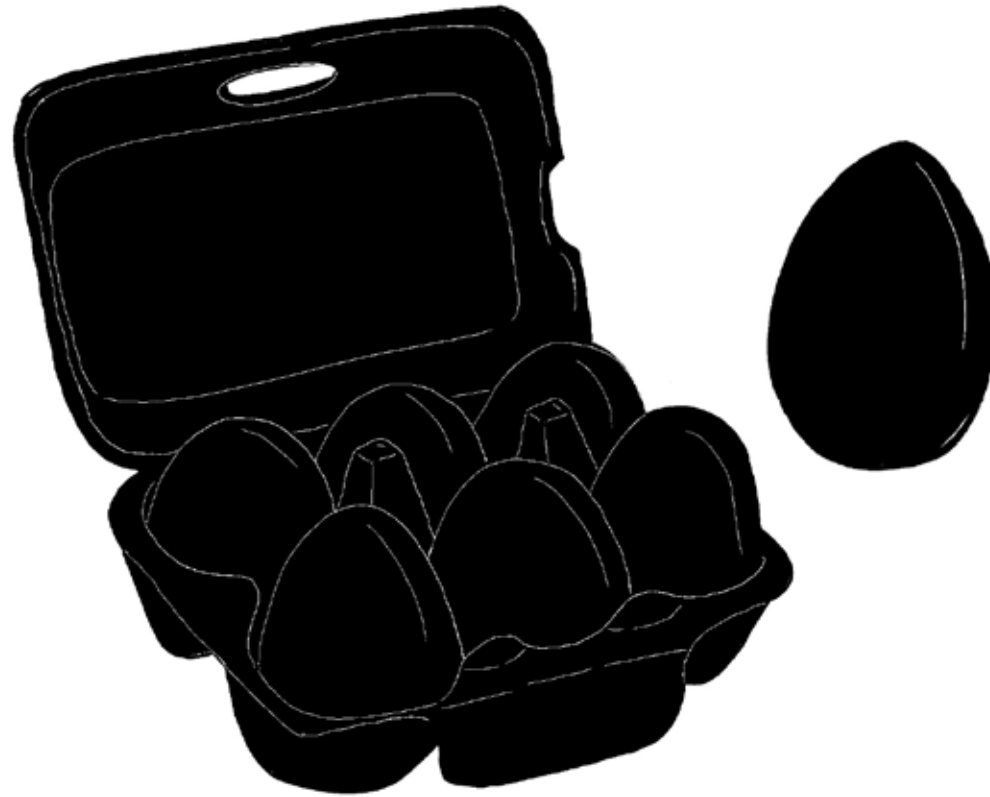
ADA
FARMERS
MARKET



Food Vectors

GABRIELLE EISMA

ADA
FARMERS
MARKET



Food Vectors



1.



2.



Poster Layouts



Mockups Outside

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Revenues						
Department 000.000:						
248-000.000-401.405	TAXES: DDA AD VAL					
06/03/2024	CR TAX DISTRIBUTION		1,261.68	Receipt #: 368074		
06/14/2024	CR TAX DISTRIBUTION		9.08	Receipt #: 368695		
248-000.000-401.405	TAXES: DDA AD VAL	254,000.00	254,000.00	1,270.76	252,729.24	0.50
248-000.000-665.000 INTEREST REVENUE						
04/30/2024	GJ INTEREST - APRIL 2024		2,127.00	JE# 120768		
05/22/2024	GJ INTEREST - FLAGSTAR CD 11/23-05/24		1,681.51	JE# 120777		
05/31/2024	GJ INTEREST - MAY 2024		2,597.66	JE# 120771		
06/30/2024	GJ INTEREST - JUNE 2024		2,467.07	JE# 120763		
248-000.000-665.000	INTEREST REVENUE	7,000.00	7,000.00	8,873.24	(1,873.24)	126.76
Total - Dept 000.000		261,000.00	261,000.00	10,144.00	250,856.00	3.89
Department 020.000: TAXES						
248-020.000-406.000	TAXES: DDA MILLAGE	375,000.00	375,000.00	0.00	375,000.00	0.00
248-020.000-437.000	TAXES: IFT	15,926.00	15,926.00	0.00	15,926.00	0.00
248-020.000-573.000 LOCAL COMMUNITY SABILIZATION						
10/30/2024	CR LOCAL COMMUNITY STABILZATION 10/30/2024		127,095.33	LOCAL COMMUNITY STABILZATION 10/30/2024		
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	125,000.00	125,000.00	127,095.33	(2,095.33)	101.68
Total - Dept 020.000		515,926.00	515,926.00	127,095.33	388,830.67	24.63
Department 026.000: CONTRIBUTIONS						
248-026.000-654.001	BEERS AT THE BRIDGE					
04/02/2024	CR BEERS AT THE BRIDGE 04/02/2024		300.00	BEERS AT THE BRIDGE 04/02/2024		
04/08/2024	CR BEERS AT THE BRIDGE 04/08/2024		900.00	BEERS AT THE BRIDGE 04/08/2024		
04/12/2024	CR BEERS AT THE BRIDGE 04/12/2024		300.00	BEERS AT THE BRIDGE 04/12/2024		
04/15/2024	CR BEERS AT THE BRIDGE 04/15/2024		600.00	BEERS AT THE BRIDGE 04/15/2024		
04/16/2024	CR BEERS AT THE BRIDGE 04/16/2024		300.00	BEERS AT THE BRIDGE 04/16/2024		
04/22/2024	CR BEERS AT THE BRIDGE 04/22/2024		300.00	BEERS AT THE BRIDGE 04/22/2024		
05/06/2024	CR BEERS AT THE BRIDGE 05/06/2024		900.00	BEERS AT THE BRIDGE 05/06/2024		
05/15/2024	CR BEERS AT THE BRIDGE 05/15/2024		800.00	BEERS AT THE BRIDGE 05/15/2024		
05/22/2024	CR BEERS AT THE BRIDGE 05/22/2024		500.00	BEERS AT THE BRIDGE 05/22/2024		
06/03/2024	CR BEERS AT THE BRIDGE 06/03/2024		6,000.00	BEERS AT THE BRIDGE 06/03/2024		
06/04/2024	AP STARTUP FUND BATB - JUNE		(2,500.00)	Inv #: 'STATEMENT' Vendor '0725'		
06/10/2024	CR BEERS AT THE BRIDGE 06/10/2024		1,000.00	BEERS AT THE BRIDGE 06/10/2024		
06/10/2024	AP Void Invoice STATEMENT 0725		2,500.00	Inv #: 'STATEMENT' Vendor '0725'		
06/10/2024	AP STARTUP FUND BATB - JUNE		(2,500.00)	Inv #: 'STATEMENT' Vendor '0157'		
06/13/2024	CR BEERS AT THE BRIDGE 06/13/2024		1,500.00	BEERS AT THE BRIDGE 06/13/2024		
06/24/2024	CR BEERS AT THE BRIDGE 06/24/2024		18,319.00	BEERS AT THE BRIDGE 06/24/2024		
07/01/2024	CR BEERS AT THE BRIDGE 07/01/2024		1,500.00	BEERS AT THE BRIDGE 07/01/2024		
07/02/2024	AP STARTUP FUND BATB - JULY		(1,800.00)	Inv #: '07012024' Vendor '0157'		
07/12/2024	CR BEERS AT THE BRIDGE 07/12/2024		800.00	BEERS AT THE BRIDGE 07/12/2024		
07/22/2024	CR BEERS AT THE BRIDGE 07/22/2024		18,846.00	BEERS AT THE BRIDGE 07/22/2024		
07/25/2024	GJ RAN CC 2 TIMES FOR BATB BEER TICKETS		(16.00)	JE# 120726		
08/01/2024	AP AUGUST BATB START UP		(1,800.00)	Inv #: 'STATEMENT' Vendor '0157'		
08/06/2024	CR BEERS AT THE BRIDGE 08/06/2024		300.00	BEERS AT THE BRIDGE 08/06/2024		
08/14/2024	CR BEERS AT THE BRIDGE 08/14/2024		500.00	BEERS AT THE BRIDGE 08/14/2024		

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Revenues						
Department 026.000: CONTRIBUTIONS						
08/16/2024	CR BEERS AT THE BRIDGE 08/16/2024		1,800.00	BEERS AT THE BRIDGE 08/16/2024		
09/03/2024	CR BEERS AT THE BRIDGE 09/03/2024		1,000.00	BEERS AT THE BRIDGE 09/03/2024		
248-026.000-654.001	BEERS AT THE BRIDGE	80,000.00	80,000.00	50,349.00	29,651.00	62.94
248-026.000-654.008	PROGRESSIVE TASTINGS					
04/02/2024	CR MISCELLANEOUS RECEIPTS		446.13	Receipt #: 366020		
04/30/2024	CR MISCELLANEOUS RECEIPTS		1,189.68	Receipt #: 367029		
07/02/2024	CR MISCELLANEOUS RECEIPTS		396.56	Receipt #: 369029		
07/30/2024	CR MISCELLANEOUS RECEIPTS		594.84	Receipt #: 370513		
10/07/2024	CR MISCELLANEOUS RECEIPTS		545.27	Receipt #: 375492		
248-026.000-654.008	PROGRESSIVE TASTINGS	10,000.00	10,000.00	3,172.48	6,827.52	31.72
Total - Dept 026.000		90,000.00	90,000.00	53,521.48	36,478.52	59.47
Department 027.000: OTHER REVENUE						
248-027.000-675.000 MISC AND OTHER REVENUE						
09/27/2024	GJ MDA WORKSHOP, CASCADE (CORRECTION)		(300.00)	JE# 120786		
09/27/2024	CR MISCELLANEOUS RECEIPTS		300.00	Receipt #: 375151		
248-027.000-675.000	MISC AND OTHER REVENUE	0.00	0.00	0.00	0.00	100.00
Total - Dept 027.000		0.00	0.00	0.00	0.00	100.00
Department 028.000: FARMER'S MARKET						
248-028.000-675.000-FARMERMARKET MISC AND OTHER REVENUE						
04/18/2024	CR FARMER'S MARKET 04/18/2024		250.00	FARMER'S MARKET 04/18/2024		
05/20/2024	CR FARMER'S MARKET 05/20/2024		250.00	FARMER'S MARKET 05/20/2024		
05/29/2024	CR FARMER'S MARKET 05/29/2024		5,000.00	FARMER'S MARKET 05/29/2024		
06/03/2024	CR FARMER'S MARKET 06/03/2024		250.00	FARMER'S MARKET 06/03/2024		
06/13/2024	CR FARMER'S MARKET 06/13/2024		500.00	FARMER'S MARKET 06/13/2024		
248-028.000-675.000-FARMERMARKET	MISC AND OTHER REVENUE	3,000.00	3,000.00	6,250.00	(3,250.00)	208.33
248-028.000-675.001	REGISTRATIONS					
04/29/2024	GJ CHECK RETURNED		(305.00)	JE# 120746		
248-028.000-675.001	REGISTRATIONS	0.00	0.00	(305.00)	305.00	100.00
248-028.000-675.001-FARMERMARKET REGISTRATIONS						
04/08/2024	CR FARMER'S MARKET 04/08/2024		305.00	FARMER'S MARKET 04/08/2024		
04/09/2024	CR FARMER'S MARKET 04/09/2024		255.00	FARMER'S MARKET 04/09/2024		
04/10/2024	CR FARMER'S MARKET 04/10/2024		255.00	FARMER'S MARKET 04/10/2024		
04/15/2024	CR FARMER'S MARKET 04/15/2024		305.00	FARMER'S MARKET 04/15/2024		
04/18/2024	CR FARMER'S MARKET 04/18/2024		255.00	FARMER'S MARKET 04/18/2024		
04/19/2024	CR FARMER'S MARKET 04/19/2024		510.00	FARMER'S MARKET 04/19/2024		
04/22/2024	CR FARMER'S MARKET 04/22/2024		255.00	FARMER'S MARKET 04/22/2024		
04/25/2024	CR FARMER'S MARKET 04/25/2024		255.00	FARMER'S MARKET 04/25/2024		
04/29/2024	CR FARMER'S MARKET 04/29/2024		305.00	FARMER'S MARKET 04/29/2024		
05/07/2024	CR FARMER'S MARKET 05/07/2024		255.00	FARMER'S MARKET 05/07/2024		
05/15/2024	CR FARMER'S MARKET 05/15/2024		305.00	FARMER'S MARKET 05/15/2024		
05/22/2024	CR FARMER'S MARKET 05/22/2024		465.00	FARMER'S MARKET 05/22/2024		
05/23/2024	CR FARMER'S MARKET 05/23/2024		255.00	FARMER'S MARKET 05/23/2024		
05/28/2024	CR FARMER'S MARKET 05/28/2024		305.00	FARMER'S MARKET 05/28/2024		

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Revenues						
Department 028.000:	FARMER'S MARKET					
06/04/2024	CR FARMER'S MARKET 06/04/2024			305.00	FARMER'S MARKET 06/04/2024	
06/05/2024	CR FARMER'S MARKET 06/05/2024			305.00	FARMER'S MARKET 06/05/2024	
06/14/2024	CR FARMER'S MARKET 06/14/2024			75.00	FARMER'S MARKET 06/14/2024	
07/02/2024	CR FARMER'S MARKET 07/02/2024			125.00	FARMER'S MARKET 07/02/2024	
07/12/2024	CR FARMER'S MARKET 07/12/2024			50.00	FARMER'S MARKET 07/12/2024	
07/15/2024	CR FARMER'S MARKET 07/15/2024			510.00	FARMER'S MARKET 07/15/2024	
07/16/2024	CR FARMER'S MARKET 07/16/2024			250.00	FARMER'S MARKET 07/16/2024	
07/24/2024	CR FARMER'S MARKET 07/24/2024			115.00	FARMER'S MARKET 07/24/2024	
07/31/2024	CR FARMER'S MARKET 07/31/2024			150.00	FARMER'S MARKET 07/31/2024	
08/02/2024	CR FARMER'S MARKET 08/02/2024			25.00	FARMER'S MARKET 08/02/2024	
08/14/2024	CR FARMER'S MARKET 08/14/2024			890.00	FARMER'S MARKET 08/14/2024	
08/22/2024	CR FARMER'S MARKET 08/22/2024			60.00	FARMER'S MARKET 08/22/2024	
08/30/2024	CR FARMER'S MARKET 08/30/2024			535.00	FARMER'S MARKET 08/30/2024	
09/04/2024	CR FARMER'S MARKET 09/04/2024			50.00	FARMER'S MARKET 09/04/2024	
09/10/2024	CR FARMER'S MARKET 09/10/2024			25.00	FARMER'S MARKET 09/10/2024	
09/11/2024	CR FARMER'S MARKET 09/11/2024			255.00	FARMER'S MARKET 09/11/2024	
09/26/2024	CR FARMER'S MARKET 09/26/2024			280.00	FARMER'S MARKET 09/26/2024	
10/07/2024	CR FARMER'S MARKET 10/07/2024			110.00	FARMER'S MARKET 10/07/2024	
10/30/2024	CR FARMER'S MARKET 10/30/2024			110.00	FARMER'S MARKET 10/30/2024	
11/12/2024	CR FARMER'S MARKET 11/12/2024			195.00	FARMER'S MARKET 11/12/2024	
248-028.000-675.001-	FARMERMARKET REGISTRATIONS	10,000.00	10,000.00	8,705.00	1,295.00	87.05
Total - Dept 028.000		13,000.00	13,000.00	14,650.00	(1,650.00)	112.69
Total Revenues		879,926.00	879,926.00	205,410.81	674,515.19	23.34
Expenditures						
Department 272.000:	GENERAL ADMINISTRATION					
248-272.000-890.000	COMMUNITY EVENTS/PROMOTIONS					
09/04/2024	AP RENTALS - DDA			8,314.30	Inv #: '106370' Vendor '3790'	
09/04/2024	GJ CASCADE RENTAL INVOICE CORRECTION			(8,314.30)	JE# 120773	
248-272.000-890.000	COMMUNITY EVENTS/PROMOTIONS	0.00	0.00	0.00	0.00	100.00
248-272.000-890.001	BEERS AT THE BRIDGE					
04/01/2024	GJ SEYFERTH INVOICE CORRECTION			752.84	JE# 120793	
04/01/2024	GJ STAR INSURANCE INVOICE CORRECTIONS			1,104.00	JE# 120809	
04/01/2024	GJ STAR INSURANCE INVOICE CORRECTION			50.00	JE# 120810	
06/04/2024	AP BEER- BATB JUNE			5,235.00	Inv #: '0075' Vendor '0094'	
06/04/2024	AP BEER - BATB JUNE			1,770.00	Inv #: '35953744' Vendor '8847'	
06/05/2024	AP BATB CUPS			2,585.30	Inv #: 'STATEMENT' Vendor 'MISC'	
06/05/2024	AP BATB POSTERS			230.00	Inv #: 'STATEMENT' Vendor '5558'	
06/12/2024	AP BATB JUNE CONCERT - BARENAKED 90S			1,500.00	Inv #: 'STATEMENT' Vendor 'MISC'	
06/27/2024	AP SOUND MANAGEMENT FOR BATB - JUNE			1,750.00	Inv #: '06212024' Vendor 'MISC'	
06/27/2024	AP VIDEO WALL - BEERS AT THE BRIDGE, JUNE			1,300.00	Inv #: 'STATEMENT' Vendor 'MISC'	
07/02/2024	AP DDA SUPPLIES - BATB			43.47	Inv #: '11FW3T9WTDWM' Vendor '3220'	
07/02/2024	AP FENCING - BATB JUNE			1,000.00	Inv #: '138208' Vendor '5780'	
07/02/2024	AP DDA SUPPLIES-BATB			113.95	Inv #: '1K6C4K1GLVFN' Vendor '3220'	
07/02/2024	AP DDA SUPPLIES- BATB			78.69	Inv #: '1MWNGCCF4JYM' Vendor '3220'	
07/02/2024	AP BATB - SECURITY, JUNE			442.00	Inv #: '2024-115' Vendor '0086'	
07/02/2024	AP BANNER - BATB			350.00	Inv #: '58675' Vendor '1587'	
07/02/2024	AP BATB			293.46	Inv #: 'INV-0003233' Vendor '4445'	
07/02/2024	AP BEERS AT THE BRIDGE - JULY			2,000.00	Inv #: 'STATEMENT' Vendor 'MISC'	

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 272.000: GENERAL ADMINISTRATION						
07/03/2024	AP LIQUOR LICENSE - BATB		150.00	Inv #: 'STATEMENT' Vendor '4499'		
07/17/2024	AP BATB JULY VIDEO WALL		1,200.00	Inv #: 'STATEMENT' Vendor 'MISC'		
07/17/2024	AP BATB JULY BEERS		3,189.33	Inv #: 'STATEMENT' Vendor '0094'		
07/17/2024	AP BATB JULY BEER		1,380.00	Inv #: 'STATEMENT' Vendor '8847'		
07/17/2024	AP BATB JULY AUDIO		1,750.00	Inv #: 'STATEMENT' Vendor 'MISC'		
08/01/2024	AP BATB BARAICADES - RENTAL		1,000.00	Inv #: '139215' Vendor '5780'		
08/01/2024	AP BATB FAMILY AND KIDS TENT		2,100.00	Inv #: '14307122024' Vendor '0558'		
08/01/2024	AP BATB SUPPLIES		61.94	Inv #: '1DLF1R7NTGYM' Vendor '3220'		
08/01/2024	AP BATB SECURITY - JULY		442.00	Inv #: '2024-140' Vendor '0086'		
08/01/2024	AP RESTROOM RENTALS - JUNE BATB		860.00	Inv #: '236413093-001' Vendor '6654'		
08/01/2024	AP BATB STICKERS		1,385.00	Inv #: '240616' Vendor '5558'		
08/01/2024	AP BATB VOLUNTEER SHIRTS		738.00	Inv #: '240846' Vendor '5558'		
08/01/2024	AP BATB VOLUNTEER SHIRTS		500.00	Inv #: '240944' Vendor '5558'		
08/01/2024	AP BEERS AT THE BRIDGE		1,412.15	Inv #: 'INV-0003279' Vendor '4445'		
08/01/2024	AP BATB MUSIC - AUGUST		1,500.00	Inv #: 'STATEMENT' Vendor 'MISC'		
08/01/2024	AP BATB AUDIO - AUGUST		1,750.00	Inv #: 'STATEMENT' Vendor 'MISC'		
08/01/2024	AP SUPPLIES-BATB		92.21	Inv #: 'STATEMENT' Vendor '0919'		
08/01/2024	AP BATB TEMP FOOD PERMIT, JUNE		159.00	Inv #: 'STATEMENT' Vendor '0391'		
08/01/2024	AP SIGNS - BATB		341.38	Inv #: 'STATEMENT' Vendor '6041'		
08/01/2024	AP BATB WINE - JUNE		630.00	Inv #: 'STATEMENT' Vendor '0094'		
08/01/2024	AP SUPPLIES-BATB		12.15	Inv #: 'STATEMENT' Vendor '0912'		
08/01/2024	AP BATB		25.00	Inv #: 'STATEMENT' Vendor '5558'		
08/12/2024	AP Void Invoice STATEMENT MISC		(1,750.00)	Inv #: 'STATEMENT' Vendor 'MISC'		
08/12/2024	AP Void Invoice STATEMENT MISC		(1,500.00)	Inv #: 'STATEMENT' Vendor 'MISC'		
08/14/2024	AP BEER PURCHASE, BATB - AUGUST		5,359.00	Inv #: 'STATEMENT' Vendor '0094'		
08/14/2024	AP BEER PURCHASE, BATB - AUGUST		1,170.00	Inv #: 'STATEMENT' Vendor '8847'		
08/14/2024	AP VIDEO WALL RENTAL - BATB, AUGUST		1,200.00	Inv #: 'STATEMENT' Vendor 'MISC'		
08/14/2024	AP Void Invoice STATEMENT 0094		(5,359.00)	Inv #: 'STATEMENT' Vendor '0094'		
08/14/2024	AP Void Invoice STATEMENT 8847		(1,170.00)	Inv #: 'STATEMENT' Vendor '8847'		
08/20/2024	AP Void Invoice STATEMENT MISC		(1,200.00)	Inv #: 'STATEMENT' Vendor 'MISC'		
09/04/2024	AP RENTAL - BATB		7,731.30	Inv #: '106371' Vendor '3790'		
09/04/2024	GJ CASCADE RENTAL INVOICE CORRECTION		8,314.30	JE# 120773		
09/04/2024	AP RESTROOM RENTALS - BATB		1,850.40	Inv #: '235335349-001' Vendor '6654'		
09/04/2024	AP RESTROOM RENTALS - BATB		(942.00)	Inv #: '235335349-001' Vendor '6654'		
09/04/2024	AP RESTROOM RENTALS - BATB		(43.20)	Inv #: '235335349-001' Vendor '6654'		
09/04/2024	AP BEERS AT THE BRIDGE - JUNE		450.00	Inv #: '24071101417' Vendor '0391'		
09/04/2024	AP BEERS AT THE BRIDGE - JULY		300.00	Inv #: '24080701529' Vendor '0391'		
09/04/2024	AP BEERS AT THE BRIDGE SIGNAGE		96.00	Inv #: '59351' Vendor '1587'		
09/04/2024	AP BEERS AT THE BRIDGE		1,595.71	Inv #: 'INV-0003363' Vendor '4445'		
09/04/2024	AP BEERS AT THE BRIDGE TICKETS		60.49	Inv #: 'STATEMENT' Vendor '0912'		
09/04/2024	AP BEERS AT THE BRIDGE ICE		144.04	Inv #: 'STATEMENT' Vendor '3351'		
09/26/2024	AP BATB T SHIRTS		980.00	Inv #: '241214' Vendor '5558'		
09/26/2024	AP MEDIA RELATIONS SERVICES FOR BATB		1,442.87	Inv #: 'STATEMENT' Vendor '4445'		
10/07/2024	AP BATB SUPPLIES		27.32	Inv #: 'STATEMENT' Vendor '0005'		
10/07/2024	AP BATB TEMP FOOD PERMIT		159.00	Inv #: 'STATEMENT' Vendor '0996'		
10/23/2024	AP BEERS AT THE BRIDGE SALES TAX - JUNE		348.18	Inv #: 'L-000480401' Vendor '0101'		
10/23/2024	AP BEERS AT THE BRIDGE SALES TAX - JULY		422.76	Inv #: 'L-000480402' Vendor '0101'		
248-272.000-890.001	BEERS AT THE BRIDGE	80,000.00	80,000.00	60,964.04	19,035.96	76.21
248-272.000-890.002	WINTER WONDERLAND	29,000.00	29,000.00	0.00	29,000.00	0.00
248-272.000-890.003	FALL FESTIVAL/BRATS & BONFIRES					
11/13/2024	AP FALL FESTIVAL SUPPLIES		49.37	Inv #: 'STATEMENT' Vendor '0912'		

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 272.000: GENERAL ADMINISTRATION						
248-272.000-890.003	FALL FESTIVAL/BRATS & BONFIRES	3,000.00	3,000.00	49.37	2,950.63	1.65
248-272.000-890.004	4TH OF JULY					
11/07/2024	AP CONSULTING - DDA		2,500.00	Inv #: '1976R' Vendor 'MISC'		
248-272.000-890.004	4TH OF JULY	1,000.00	1,000.00	2,500.00	(1,500.00)	250.00
248-272.000-890.005	SANTA PARADE	1,000.00	1,000.00	0.00	1,000.00	0.00
248-272.000-890.006	TINSEL, TREATS & TROLLEYS					
10/23/2024	AP SPONSORSHIP - TINSEL, TREATS, AND TROLLE		2,500.00	Inv #: '4948' Vendor '0191'		
248-272.000-890.006	TINSEL, TREATS & TROLLEYS	2,500.00	2,500.00	2,500.00	0.00	100.00
248-272.000-890.007	MUSIC ON THE LAWN					
05/09/2024	AP MOLT SPONSORSHIP - DDA BOARD		2,500.00	Inv #: 'STATEMENT' Vendor '0725'		
248-272.000-890.007	MUSIC ON THE LAWN	2,500.00	2,500.00	2,500.00	0.00	100.00
248-272.000-890.008	PROGRESSIVE TASTINGS					
04/01/2024	AP PROGRESSIVE TASTINGS		5,250.00	Inv #: '143003302924' Vendor '0558'		
04/01/2024	AP SUBSCRIPTION - PROGRESSIVE TASTING ADS		29.00	Inv #: 'STATEMENT' Vendor 'MISC'		
06/05/2024	AP PROGRESSIVE TASTINGS 04/25/24		392.00	Inv #: 'STATEMENT' Vendor 'MISC'		
06/05/2024	AP PROGRESSIVE TASTINGS 04/25/24		210.00	Inv #: 'STATEMENT' Vendor '1548'		
07/03/2024	AP PROGRESSIVE TASTINGS 05/23		140.00	Inv #: 'STATEMENT' Vendor '0094'		
07/03/2024	AP PROGRESSIVE TASTINGS 05/23		168.00	Inv #: 'STATEMENT' Vendor '1548'		
07/03/2024	AP PROGRESSIVE TASTINGS 05/23		168.00	Inv #: 'STATEMENT' Vendor 'MISC'		
07/03/2024	AP PROGRESSIVE TASTINGS 04-25		182.00	Inv #: 'STATEMENT' Vendor 'MISC'		
07/03/2024	AP PROGRESSIVE TASTINGS 04/25		392.00	Inv #: 'STATEMENT' Vendor '0094'		
08/01/2024	AP SUBSCRIPTION - DDA		29.00	Inv #: 'STATEMENT' Vendor 'MISC'		
09/04/2024	AP SUBSCRIPTION - DDA		29.00	Inv #: 'STATEMENT' Vendor '5236'		
09/04/2024	AP PROGRESSIVE TASTING		112.00	Inv #: 'STATEMENT' Vendor 'MISC'		
09/04/2024	AP PROGRESSIVE TASTING		168.00	Inv #: 'STATEMENT' Vendor 'MISC'		
09/04/2024	AP PROGRESSIVE TASTING		112.00	Inv #: 'STATEMENT' Vendor 'MISC'		
09/04/2024	AP PROGRESSIVE TASTING		112.00	Inv #: 'STATEMENT' Vendor 'MISC'		
10/07/2024	AP ADS - PROGRESSIVE TASTING		30.00	Inv #: 'STATEMENT' Vendor 'MISC'		
10/07/2024	AP SUBSCRIPTION - DDA		15.00	Inv #: 'STATEMENT' Vendor '5236'		
11/07/2024	AP PROGRESSIVE TASTINGS		182.00	Inv #: '100' Vendor 'MISC'		
11/07/2024	AP PROGRESSIVE TASTINGS - NONNA'S PANTRY		168.00	Inv #: 'STATEMENT' Vendor 'MISC'		
11/13/2024	AP PROGRESSIVE TASTINGS ADS		50.00	Inv #: 'STATEMENT' Vendor 'MISC'		
11/13/2024	AP PROGRESSIVE TASTINGS ADS		5.00	Inv #: 'STATEMENT' Vendor 'MISC'		
11/13/2024	AP PROGRESSIVE TASTINGS		182.00	Inv #: 'STATEMENT' Vendor 'MISC'		
248-272.000-890.008	PROGRESSIVE TASTINGS	16,900.00	16,900.00	8,125.00	8,775.00	48.08
248-272.000-906.001	COMMUNITY EVENTS					
04/01/2024	GJ SEYFERTH INVOICE CORRECTION		(752.84)	JE# 120793		
04/01/2024	AP BEERS AT THE BRIDGE 2024		752.84	Inv #: 'INV0003070' Vendor '4445'		
248-272.000-906.001	COMMUNITY EVENTS	0.00	0.00	0.00	0.00	100.00
248-272.000-959.000	CONTRIBUTIONS TO OTHER GOVN'T	10,000.00	10,000.00	0.00	10,000.00	0.00
Total - Dept 272.000		145,900.00	145,900.00	76,638.41	69,261.59	52.53

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-704.000 WAGES						
04/01/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 120698		(1,413.64)	JE# 120699		
04/11/2024	PR SUMMARY PR 04/11/2024		2,827.28	1465		
04/25/2024	PR SUMMARY PR 04/25/2024		2,920.25	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		2,920.25	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		2,920.25	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		2,920.25	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		2,920.25	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		2,920.25	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		2,920.25	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		2,920.25	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		2,920.25	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		2,920.25	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		2,920.25	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		2,920.25	1488		
10/10/2024	PR SUMMARY PR 10/10/2024		2,920.25	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		2,920.25	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		2,920.25	1494		
248-277.000-704.000	WAGES	76,638.00	76,638.00	45,217.39	31,420.61	59.00
248-277.000-704.001 WAGES - SUPPORT						
04/01/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 120698		(656.98)	JE# 120699		
04/11/2024	PR SUMMARY PR 04/11/2024		1,313.97	1465		
04/11/2024	PR SUMMARY PR 04/11/2024		15.51	1466		
04/25/2024	PR SUMMARY PR 04/25/2024		1,072.14	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		1,070.36	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		1,070.38	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		1,070.37	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		1,070.37	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		1,083.83	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		1,076.18	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		1,070.99	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		1,071.10	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		1,071.02	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		1,071.10	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		1,073.38	1488		
10/10/2024	PR SUMMARY PR 10/10/2024		1,082.94	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		1,073.33	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		1,275.95	1494		
11/21/2024	PR SUMMARY PR 11/21/2024		1,082.24	1496		
248-277.000-704.001	WAGES - SUPPORT	28,110.00	28,110.00	18,058.18	10,051.82	64.24
248-277.000-704.005 WAGES: OVERTIME						
248-277.000-704.005	WAGES: OVERTIME	200.00	200.00	0.00	200.00	0.00
248-277.000-707.001 WAGES - INTERN						
06/06/2024	PR SUMMARY PR 06/06/2024		825.00	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		1,032.00	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		1,155.00	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		1,042.50	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		675.00	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		690.00	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		559.50	1484		

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-707.001	WAGES - INTERN	8,800.00	8,800.00	5,979.00	2,821.00	67.94
248-277.000-715.000	FICA - TOWNSHIP SHARE					
04/01/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 120698		(119.83)	JE# 120699		
04/11/2024	PR SUMMARY PR 04/11/2024		0.96	1466		
04/11/2024	PR SUMMARY PR 04/11/2024		239.66	1465		
04/25/2024	PR SUMMARY PR 04/25/2024		232.68	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		239.99	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		232.52	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		289.25	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		296.62	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		314.40	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		297.50	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		279.93	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		275.39	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		267.32	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		238.06	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		232.80	1488		
10/10/2024	PR SUMMARY PR 10/10/2024		242.68	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		232.70	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		250.80	1494		
11/21/2024	PR SUMMARY PR 11/21/2024		57.05	1496		
248-277.000-715.000	FICA - TOWNSHIP SHARE	6,900.00	6,900.00	4,100.48	2,799.52	59.43
248-277.000-716.000	FICA - MEDICARE TWP SHARE					
04/11/2024	PR SUMMARY PR 04/11/2024		56.05	1465		
04/11/2024	PR SUMMARY PR 04/11/2024		0.22	1466		
04/25/2024	PR SUMMARY PR 04/25/2024		54.39	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		56.12	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		54.37	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		67.64	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		69.36	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		73.54	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		69.58	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		65.46	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		64.41	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		62.52	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		55.69	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		54.41	1488		
10/10/2024	PR SUMMARY PR 10/10/2024		56.76	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		54.41	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		58.65	1494		
11/21/2024	PR SUMMARY PR 11/21/2024		15.03	1496		
248-277.000-716.000	FICA - MEDICARE TWP SHARE	1,400.00	1,400.00	988.61	411.39	70.62
248-277.000-719.000	RETIREMENT - EMPLOYER COST					
04/11/2024	PR SUMMARY PR 04/11/2024		414.10	1465		
04/25/2024	PR SUMMARY PR 04/25/2024		399.07	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		399.07	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		399.06	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		399.05	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		399.06	1475		

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
07/03/2024	PR SUMMARY PR 07/03/2024		399.81	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		397.58	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		399.13	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		399.13	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		399.13	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		399.13	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		399.39	1488		
10/10/2024	PR SUMMARY PR 10/10/2024		400.30	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		399.36	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		419.45	1494		
11/21/2024	PR SUMMARY PR 11/21/2024		108.22	1496		
248-277.000-719.000	RETIREMENT - EMPLOYER COST	10,487.00	10,487.00	6,530.04	3,956.96	62.27
248-277.000-719.001	MEDICAL, DENTAL INSURANCE					
04/01/2024	PR SUMMARY PR 04/01/2024		2,339.00	1464		
04/11/2024	PR SUMMARY PR 04/11/2024		825.61	1465		
04/25/2024	PR SUMMARY PR 04/25/2024		793.74	1468		
05/09/2024	PR SUMMARY PR 05/09/2024		824.09	1469		
05/23/2024	PR SUMMARY PR 05/23/2024		793.28	1471		
06/06/2024	PR SUMMARY PR 06/06/2024		790.87	1473		
06/20/2024	PR SUMMARY PR 06/20/2024		789.38	1475		
07/03/2024	PR SUMMARY PR 07/03/2024		2,017.56	1477		
07/18/2024	PR SUMMARY PR 07/18/2024		793.42	1479		
08/01/2024	PR SUMMARY PR 08/01/2024		792.85	1480		
08/15/2024	PR SUMMARY PR 08/15/2024		790.63	1482		
08/29/2024	PR SUMMARY PR 08/29/2024		790.99	1484		
09/12/2024	PR SUMMARY PR 09/12/2024		794.12	1487		
09/26/2024	PR SUMMARY PR 09/26/2024		790.34	1488		
09/30/2024	PR SUMMARY PR 09/30/2024		1,169.50	1490		
10/10/2024	PR SUMMARY PR 10/10/2024		856.15	1491		
10/24/2024	PR SUMMARY PR 10/24/2024		793.11	1493		
11/07/2024	PR SUMMARY PR 11/07/2024		792.48	1494		
11/21/2024	PR SUMMARY PR 11/21/2024		122.49	1496		
248-277.000-719.001	MEDICAL, DENTAL INSURANCE	24,000.00	24,000.00	17,659.61	6,340.39	73.58
248-277.000-724.000	PHONE ALLOWANCE					
04/11/2024	PR SUMMARY PR 04/11/2024		83.27	1465		
05/09/2024	PR SUMMARY PR 05/09/2024		83.10	1469		
06/06/2024	PR SUMMARY PR 06/06/2024		82.88	1473		
07/03/2024	PR SUMMARY PR 07/03/2024		83.00	1477		
08/01/2024	PR SUMMARY PR 08/01/2024		83.09	1480		
09/12/2024	PR SUMMARY PR 09/12/2024		83.24	1487		
10/10/2024	PR SUMMARY PR 10/10/2024		83.17	1491		
11/07/2024	PR SUMMARY PR 11/07/2024		83.06	1494		
248-277.000-724.000	PHONE ALLOWANCE	930.00	930.00	664.81	265.19	71.48
248-277.000-726.000-FARMERMARKET	OFFICE SUPPLIES/SERVICES					
11/13/2024	AP PUMPKIN PROWL		37.00	Inv #: 'STATEMENT' Vendor 'MISC'		
248-277.000-726.000-FARMERMARKET	OFFICE SUPPLIES/SERVICES	0.00	0.00	37.00	(37.00)	100.00
248-277.000-740.000	OPERATING SUPPLIES/SERVICES					

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
07/10/2024	AP FARMERS MARKET BUSKERS- 06.18			40.00	Inv #: 'STATEMENT' Vendor 'MISC'	
248-277.000-788.000-FARMERMARKET	PROGRAM SUPPLIES/SERVICES	5,500.00	5,500.00	6,000.00	(500.00)	109.09
248-277.000-800.000	CONTINUING EDUCATION					
09/04/2024	AP CON EDUCATION - HALEY			30.00	Inv #: 'STATEMENT' Vendor '2033'	
10/07/2024	AP WORKSHOP - HALEY			44.52	Inv #: 'STATEMENT' Vendor '5236'	
10/07/2024	AP CONFERENCE - HALEY			100.00	Inv #: 'STATEMENT' Vendor 'MISC'	
10/07/2024	AP PAYMENT CREDIT - DDA			(30.00)	Inv #: 'STATEMENT' Vendor '2033'	
11/13/2024	AP CONFERENCE - DDA			75.00	Inv #: 'STATEMENT' Vendor 'MISC'	
248-277.000-800.000	CONTINUING EDUCATION	2,000.00	2,000.00	219.52	1,780.48	10.98
248-277.000-800.000-FARMERMARKET	CONTINUING EDUCATION	350.00	350.00	0.00	350.00	0.00
248-277.000-801.000	CONTRACT SERVICE					
04/01/2024	AP 24/25 PREMIUMS			1,104.00	Inv #: '01DZLL 0930300' Vendor '2231'	
04/01/2024	AP PREMIUM FEES			50.00	Inv #: '01DZLL0930300' Vendor '2231'	
04/01/2024	GJ STAR INSURANCE INVOICE CORRECTIONS			(1,104.00)	JE# 120809	
04/01/2024	GJ STAR INSURANCE INVOICE CORRECTION			(50.00)	JE# 120810	
06/04/2024	GJ THORNAPPLE RIVER INVOICE CORRECTION			(235.00)	JE# 120808	
06/04/2024	AP W & F APPLICATION #1 - STREETSCAPES			235.00	Inv #: '161949' Vendor '0735'	
07/02/2024	AP SERVICES & ANALYTICS - DDA			10,500.00	Inv #: '12.5844' Vendor 'MISC'	
10/07/2024	AP TRAFFIC CONTROL			2,575.00	Inv #: '141389' Vendor '5780'	
248-277.000-801.000	CONTRACT SERVICE	3,000.00	3,000.00	13,075.00	(10,075.00)	435.83
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE					
06/04/2024	AP AMERICORPS HOST SITE FEE - DDA			10,000.00	Inv #: 'AMS INT9' Vendor 'MISC'	
08/01/2024	AP SOCIAL MEDIA CONSULTATION - DDA			1,500.00	Inv #: '0042' Vendor '6558'	
08/01/2024	AP SOCIAL MEDIA CONSULTATION - DDA			1,500.00	Inv #: '0042' Vendor '6558'	
08/12/2024	AP Void Invoice 0042 6558			(1,500.00)	Inv #: '0042' Vendor '6558'	
10/07/2024	AP SOCIAL MEDIA - FARMERS MARKET			600.00	Inv #: '0043' Vendor '6558'	
10/23/2024	AP MARKETING CONSULTATION - FARMERS MARKET			1,200.00	Inv #: '0045' Vendor '6558'	
248-277.000-801.000-FARMERMARKET	CONTRACT SERVICE	14,000.00	14,000.00	13,300.00	700.00	95.00
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION					
05/22/2024	AP STREETSCAPES			5,450.00	Inv #: '4179' Vendor '8432'	
06/04/2024	AP STREETSCAPE ANNUALS			18,051.77	Inv #: '4189' Vendor '8432'	
06/04/2024	AP STREETSCAPE MAINTENANCE			900.00	Inv #: '4194' Vendor '8432'	
07/02/2024	AP STREETSCAPE MAINTENANCE/TWP SEASONAL			900.00	Inv #: '4226' Vendor '8432'	
07/31/2024	AP Void Invoice 4213 8432			(900.00)	Inv #: '4213' Vendor '8432'	
07/31/2024	AP STREETSCAPE MAINTENANCE			900.00	Inv #: '4213' Vendor '8432'	
08/01/2024	AP STREETSCAPE MAINTENANCE			900.00	Inv #: '4213' Vendor '8432'	
08/01/2024	AP STREETSCAPE MAINTENANCE			900.00	Inv #: '4236' Vendor '8432'	
08/01/2024	AP STREETSCAPE MAINTENANCE			999.00	Inv #: '4242' Vendor '8432'	
08/01/2024	AP STREETSCAPE MAINTENANCE - 15 BED PLANTIN			2,850.00	Inv #: '4261' Vendor '8432'	
08/01/2024	AP STREETSCAPE MAINTENANCE - NEW BEDS, ADA			1,050.00	Inv #: '4264' Vendor '8432'	
09/04/2024	AP STREETSCAPES & SEASONAL COLOR			1,050.00	Inv #: '4269' Vendor '8432'	
09/04/2024	AP STREETSCAPES			1,050.00	Inv #: '4281' Vendor '8432'	
10/07/2024	AP STREETSCAPE MAINTENANCE			1,149.00	Inv #: '4289' Vendor '8432'	
10/07/2024	AP STREETSCAPE MAINTENANCE			1,050.00	Inv #: '4304' Vendor '8432'	
10/07/2024	AP STREETSCAPES			975.00	Inv #: '4307' Vendor '8432'	
10/23/2024	AP STREETSCAPE ANNUALS			3,950.00	Inv #: '4317' Vendor '8432'	

Balances as of 11/30/2024

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Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
248-277.000-801.010	LANDSCAPING/BEAUTIFICATION	37,000.00	37,000.00	41,224.77	(4,224.77)	111.42
248-277.000-801.020	I.T. MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
248-277.000-801.030	SNOW REMOVAL SERVICES	20,000.00	20,000.00	0.00	20,000.00	0.00
248-277.000-801.040	MARKETING/PROMOTION	5,000.00	5,000.00	0.00	5,000.00	0.00
248-277.000-820.000	MEMBERSHIP & DUES					
10/07/2024	AP MEMBERSHIP DUES			650.00		Inv #: '3604' Vendor '3210'
248-277.000-820.000	MEMBERSHIP & DUES	750.00	750.00	650.00	100.00	86.67
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES					
10/07/2024	AP MEMBERSHIP DUES			150.00		Inv #: 'STATEMENT' Vendor '4755'
248-277.000-820.000-FARMERMARKET	MEMBERSHIP & DUES	250.00	250.00	150.00	100.00	60.00
248-277.000-821.000	ENGINEERING	10,000.00	10,000.00	0.00	10,000.00	0.00
248-277.000-828.000	LEGAL SERVICES					
09/04/2024	AP LEGAL - GENERAL			418.00		Inv #: '25375' Vendor '2525'
248-277.000-828.000	LEGAL SERVICES	2,000.00	2,000.00	418.00	1,582.00	20.90
248-277.000-870.000	MILEAGE & EXPENSES					
06/05/2024	AP MDA SUMMER WORKSHOP LODGING			199.00		Inv #: 'STATEMENT' Vendor 'MISC'
07/03/2024	AP LODGING FEES			9.95		Inv #: 'STATEMENT' Vendor 'MISC'
07/03/2024	AP PARKING - HALEY			15.00		Inv #: 'STATEMENT' Vendor 'MISC'
10/07/2024	AP MILEAGE REIMBURSEMENT			95.68		Inv #: 'STATEMENT' Vendor 'MISC'
11/13/2024	AP CONFERENCE PARKING - DDA			8.00		Inv #: 'STATEMENT' Vendor 'MISC'
248-277.000-870.000	MILEAGE & EXPENSES	750.00	750.00	327.63	422.37	43.68
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES					
09/26/2024	AP MILEAGE REIMBURSEMENT			80.40		Inv #: 'STATEMENT' Vendor 'MISC'
11/20/2024	AP MILEAGE REIMBURSEMENT			91.12		Inv #: 'STATEMENT' Vendor 'MISC'
248-277.000-870.000-FARMERMARKET	MILEAGE & EXPENSES	50.00	50.00	171.52	(121.52)	343.04
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENTS					
04/01/2024	AP SIGNS - DDA			2,080.00		Inv #: 'INV00081447' Vendor '6897'
06/04/2024	GJ THORNAPPLE RIVER INVOICE CORRECTION			235.00		JE# 120808
06/04/2024	AP STREETScape CONCRETE BLOCKS			4,921.40		Inv #: '122314' Vendor '8988'
08/01/2024	GJ BUSH CONCRETE INVOICE CORRECTION			2,015.00		JE# 120792
08/01/2024	AP PARKING RE-STRIPE			437.50		Inv #: '3424' Vendor '1788'
09/04/2024	AP BARRICADES			1,520.28		Inv #: '128392A' Vendor 'MISC'
10/07/2024	AP DDA STREETSCAPES			143.96		Inv #: '221425' Vendor '0605'
10/28/2024	CR MISCELLANEOUS RECEIPTS			(1,119.90)		Receipt #: 376159
11/07/2024	AP BRICK PAVER REPAIRS			550.00		Inv #: '2647' Vendor '8547'
248-277.000-927.000	MAINTENACE & REPAIR/IMPROVEMENT	15,000.00	15,000.00	10,783.24	4,216.76	71.89
248-277.000-974.000	IMPROVEMENTS					

Balances as of 11/30/2024

% Fiscal Year Completed: 66.85

Fund 248 - DDA FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures						
Department 277.000: DDA OPERATIONS/CONSTRUCTION						
06/04/2024	AP DDA ADA DRIVE CONNECTOR			250.00	Inv #: '00197692' Vendor '4105'	
08/01/2024	GJ BUSH CONCRETE INVOICE CORRECTION			(2,015.00)	JE# 120792	
08/01/2024	AP STREETScape BED CONCRETE			2,015.00	Inv #: '122938' Vendor '8988'	
10/07/2024	AP ROAD CLOSEURE FOR TRAIN MURAL REPAIRS			2,601.07	Inv #: '141735' Vendor '5780'	
248-277.000-974.000	IMPROVEMENTS	122,000.00	122,000.00	2,851.07	119,148.93	2.34
248-277.000-974.004	DESIGN DEVELOPMENT CONTRACTOR					
06/04/2024	AP DDA ADA DRIVE CONNECTOR			775.00	Inv #: '00197373' Vendor '4105'	
248-277.000-974.004	DESIGN DEVELOPMENT CONTRACTOR	0.00	0.00	775.00	(775.00)	100.00
Total - Dept 277.000		403,115.00	403,115.00	191,786.28	211,328.72	47.58
Department 279.000: OTHER TOWNSHIP EXPENSES						
248-279.000-719.002 LIFE INSURANCE, OTHERS						
04/11/2024	PR SUMMARY PR 04/11/2024			15.68	1465	
04/25/2024	PR SUMMARY PR 04/25/2024			40.61	1468	
05/09/2024	PR SUMMARY PR 05/09/2024			15.64	1469	
05/23/2024	PR SUMMARY PR 05/23/2024			40.59	1471	
06/06/2024	PR SUMMARY PR 06/06/2024			15.60	1473	
06/20/2024	PR SUMMARY PR 06/20/2024			39.37	1475	
07/03/2024	PR SUMMARY PR 07/03/2024			15.63	1477	
07/18/2024	PR SUMMARY PR 07/18/2024			40.57	1479	
08/01/2024	PR SUMMARY PR 08/01/2024			15.63	1480	
08/15/2024	PR SUMMARY PR 08/15/2024			40.46	1482	
09/12/2024	PR SUMMARY PR 09/12/2024			15.68	1487	
09/26/2024	PR SUMMARY PR 09/26/2024			40.44	1488	
10/10/2024	PR SUMMARY PR 10/10/2024			15.58	1491	
10/24/2024	PR SUMMARY PR 10/24/2024			11.88	1493	
11/07/2024	PR SUMMARY PR 11/07/2024			4.56	1494	
11/21/2024	PR SUMMARY PR 11/21/2024			11.72	1496	
248-279.000-719.002	LIFE INSURANCE, OTHERS	1,000.00	1,000.00	379.64	620.36	37.96
248-279.000-999.000	PAYING AGENT FEES	650.00	650.00	0.00	650.00	0.00
Total - Dept 279.000		1,650.00	1,650.00	379.64	1,270.36	23.01
Department 905.000: OTHER TOWNSHIP EXPENSES						
248-905.000-991.000 BOND PRINCIPAL PAYMENTS						
248-905.000-991.000	BOND PRINCIPAL PAYMENTS	184,173.00	184,173.00	0.00	184,173.00	0.00
248-905.000-993.000 BOND INTEREST PAYMENTS						
08/01/2024	AP BOND SERIES 2017			40,063.50	Inv #: 'IMMS 5335268400' Vendor '4825'	
248-905.000-993.000	BOND INTEREST PAYMENTS	81,082.00	81,082.00	40,063.50	41,018.50	49.41
Total - Dept 905.000		265,255.00	265,255.00	40,063.50	225,191.50	15.10
Total Expenditures		815,920.00	815,920.00	308,867.83	507,052.17	37.86
NET OF REVENUES AND EXPENDITURES		64,006.00	64,006.00	(103,457.02)	167,463.02	

12/9/24

DDA Board Member,

I hope this letter finds you well. I'm pleased to present an overview of our initiatives from the first month of my extended contract (November 11- December 10) as we continue to grow and nurture our local farmers market's marketing initiatives, social media presence, and brand awareness.

Our recent activities have been strategically aligned with our core mission of increasing awareness and connecting local community members with our market, as well as promoting our local vendors. I have assisted with creating targeted seasonal campaigns and innovative off season content strategies for both social media and our new e-newsletters. With these efforts we've seen continued growth and participation in our online presence during this off season. More importantly, by utilizing our vendor relationships and cross-promotional strategies, we've been able to leverage both our followers and our vendors' followers to increase overall brand awareness (for both vendor and Ada Farmers Market) during what is traditionally a slower time of year for many of our seasonal vendors.

In addition to these marketing efforts, I've been assisting with consulting on the market committee, providing insights and recommendations to further enhance our overall long term goals and strategy.

Looking ahead, my plans for the next 2 months include:

1. Continuing to grow our e-newsletter subscriptions.
2. Leveraging email marketing to bring about more brand awareness and education about our market and our local vendors via innovative design and copywriting.
3. Focusing on keeping our community members connected to vendors and their products during the winter months by building out social media campaigns and creative content strategies.
4. Maintaining top-of-mind awareness for our market during the off-season.
5. Working with the market manager and market committee on our 2025 strategic planning, offering guidance and suggestions that align with the market's vision and mission.
6. After our strategic planning session (January) I will be building out goals, objectives and implementation support with copywriting, layout, design and task designation.

These efforts are designed to keep our market relevant year-round and pave the way for even greater engagement and impact in the upcoming 2025 market season.

Best regards,

Tara Heerspink
Social Media & Marketing Consultant
Ada Farmers Market

Where We Are Now

For the month of November, one of the biggest things we wanted to accomplish was starting our newsletter, the Farmers Market Committee, Social Media Giveaway and contacting vendors for future posts on instagram.

Marketing

From a marketing standpoint, we successfully developed and published a newsletter that was well received by our audience. The newsletter featured a vendor spotlight on Visser, highlighting the products they offer and giving them valuable exposure. It also included details about our Thanksgiving giveaway, which saw participation from a total of 8 vendors. In addition, we collaborated with Top It Seed Mix, which boosted engagement on our social media platforms and helped broaden our reach.

Moving forward, we see collaboration as a promising strategy for future posts. The winner of the giveaway picked up their prize on December 2nd, expressed their happiness, and even took a photo to commemorate the moment, further adding to the positive impact of the event. This well-rounded approach helped us engage our audience, promote our vendors, and strengthen our community connections.

Tara Heerspink also provided her 30-day contribution report for the market, which is attached to this document.



Farmers Market Committee

On November 19th, we held our first Farmers Market Committee meeting, which included eight members: Jami Globe of Ridgeview Farm, Niki and Dean of Sister Hawk Farm, Geneene of Starlight Farms, Julius Suchy, Tea Heerspink and Michelle Vasquez of Blackwolf Woodworking & Iron. During the meeting, we focused on branding, making several changes and additions. The main color was adjusted to a darker, true red, removing the pink undertone, while both the primary and secondary colors were updated to reflect more natural, organic hues inspired by nature and food items. This approach is intended to attract more people and ensure the colors complement seasonal themes.

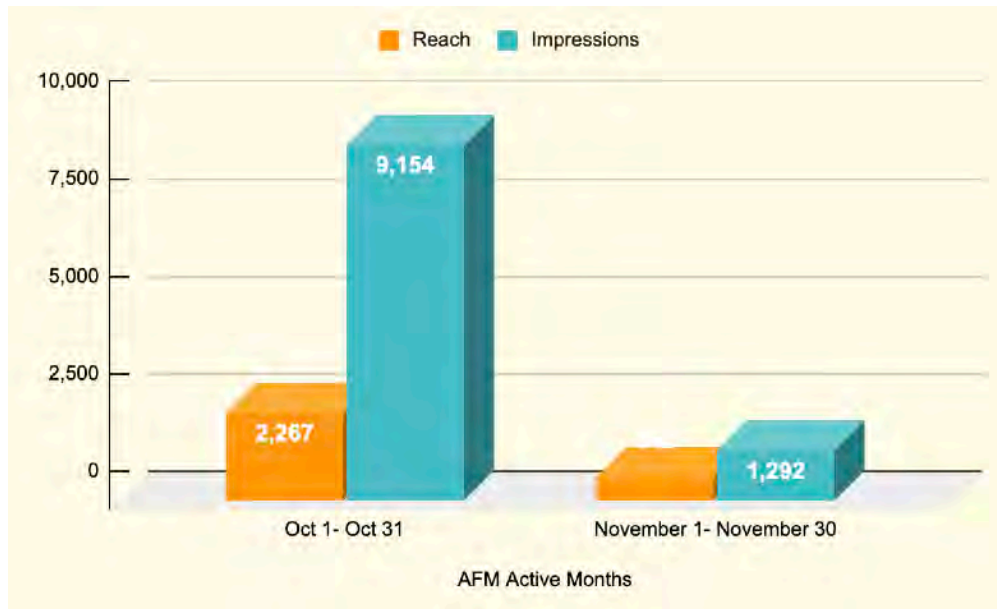
Additional craft elements were incorporated to diversify the design beyond the pencil motif, eggs, honey, rotisserie chicken were added- since they are offered at the market. A T-bone steak was added to the visuals, potentially replacing the tomahawk steak as it is more recognizable. The committee appreciated the updates to the logo, colors, and font. I also presented mockups showcasing how the new logo and colors align with the township's branding, offering a cohesive visual relationship. Lastly, we discussed plans for the Santa Parade, (Visser will participate) and reviewed the giveaway's interaction and engagement levels.

Updates

Marketing: I have reached out to the Cascade Community Foundation and scheduled a meeting on December 10th to discuss plans for the marketing workshop. The workshop is tentatively set for February 2025 and aims to equip our vendors with effective social media strategies, ultimately driving more traffic to the market. This collaboration will be a key step in enhancing our marketing efforts for the upcoming season.

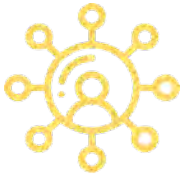


AFM INSTAGRAM November INSIGHTS



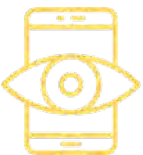
747

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



642

Accounts reached (-71.7%)— the number of unique users who have seen a post or story. Reach was compared to October, which was a good month for our social media, this month we only published three times (newsletter, a collaboration and our giveaway) but developed a social media plan to publish even without much content for the next months.



1,292

Impressions (-85.9%) up from last month with no ads. Impressions is the number of times your content, whether a post or a story, was shown to users.



Insights Overview for November 2024

Overall, we gained a total of eight new followers this month, showing an improvement compared to last month. While our engagement numbers are naturally lower now that the season has ended, we still managed to maintain activity—an encouraging sign compared to the same period last year, when our reach was only 29 and impressions were 62.

Looking ahead, we anticipate even greater engagement in the coming months now that we have an established social media plan in place. This strategy will help us keep our audience connected and engaged during the off-season, building momentum for future growth.

Additionally, our Thanksgiving giveaway went well, with the winner picking up their prize. We were also grateful to have 8 vendors contribute an item to the giveaway, helping to further engage the community and highlight our market offerings.



Mockups





Township Manager Report for December 4, 2024

Submitted by Township Manager Julius Suchy

Progressive Tastings – The Holiday Pop Event Cancelled:

The DDA has hosted a series of Progressive Tastings over the past few years and had another event scheduled for December 14th. Due to a lack of ticket sales and the transition of the DDA Director, the event was canceled. The Progressive Tastings Series will return in February 2025 once a new DDA Director can support the event.

Grand River Greenway Trail Update:

The trail committee provided feedback, and the consensus was to support Kent County's proposed plan to have the trail located on the west side of Pettis Avenue. The committee looked at a mid-block crossing but determined that crossing at a signalized intersection at Pettis Avenue and Knapp Street is the better option.

Knapp Street Bridge Update:

Following receipt of the soil testing report, a meeting was scheduled with our engineer, Mr. Groenenboom, and Kent County to discuss the potential outcome of the report and potential next steps. The soils in the proposed pathway area are poor, which will increase the project's costs. The current project costs \$7,500,000, with the Township funding \$4,000,000 and the Grand River Greenway funding \$3,500,00.

Mr. Groenenboom will provide options for mitigating the potential cost increase so that the project can proceed as anticipated in 2025/2026.

Pettis Avenue Phase II Meeting with KCRC Update:

Engineer Steve Groenenboom, Trail Committee Chair Jeff VandenBerge, and I met with Tim Haagsma from the KCRC regarding the Pettis Avenue Phase II Trail and how it will interact with the intersection at Honey Creek Ave.

After our meeting, it was agreed that Engineer Groenenboom would provide preliminary plans showing the road width on Honey Creek Ave. narrowed to allow for easier crossing. The KCRC was also receptive to warning signage from each direction before the pedestrian crossing through Honey Creek Ave.

Trail Wayfinding Project Update:

Staff is reviewing updated trail kiosk design layouts before providing feedback. Once this feedback is completed, the installation schedule will be updated. These signs were anticipated to be installed in November, but they will likely be installed in mid-December.

Connecting Community Campaign Update:

Two large banner signs have been placed at Leonard Field Park and the River Street vacant lots to provide residents with an updated rendering of Covered Bridge Park and a QR code that directs people to the Connecting Communities website.

The campaign has received \$6,176,576 in pledges, with the original donation for the land purchase increasing to \$8,276,576. The campaign has approximately another \$250,000 - \$300,000 to raise to meet its goal.

New Elected Official Informational Meeting:

I met with Supervisor Korth, Clerk DeMarco, and Trustee Damstra on Wednesday, December 4th, to review introductory information regarding ongoing projects, trail updates, and information on various boards and commissions. I will schedule another meeting with the group to discuss budget information, the Downtown Development Authority, and other items.

Downtown Development Authority Board to Undertake Strategic Planning:

In 2022, the DDA went through a process to review its function and identify priorities for the upcoming years. The DDA Board has scheduled a review of these priorities/objectives in early January once the new DDA Director is in place. Travis Alden will facilitate the strategic planning session from the Right Place, as he did in 2022 – this is at no cost to the Township.

Hope Network Change in Service:

I have communicated with Kent County regarding the issues with Hope Network funding and service continuity for Township residents. They are working to set up a meeting with all Townships in Kent County and Hope Network to discuss the current service issues. A meeting date had been scheduled but had to be canceled due to conflicts. Rescheduling the meeting with the holidays and conflicting schedules has been difficult.

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

I previously authorized Hope Network to operate with a cap of \$3,300—their estimate for one month of rides for Township residents—to try to eliminate any disruption in service while the issue is further reviewed.

Revize Website Update:

I submitted a draft sitemap to Revize to begin migrating information to our new website. I have a follow-up call scheduled to review the submission and discuss potential changes or recommended improvements from the Revize team.

I will continue to work with department heads and staff to work through the new website design process over the next few months before the website goes live in the spring of 2025.

Committee Updates:

- Administrative Committee:
 - With the election of a new Supervisor and Clerk, I will have to reshare the draft Social Media policy and draft the Rectangular Rapid Reflective Beacon policy for review and consideration.

- Building, Grounds, Utility Committee:
 - A meeting will be scheduled to review the following items:
 - Request from Friends of the Amy Van Andel Library for a mural sign instead of the previously approved directional signage
 - Update on the Utility Rate Study being completed by Municipal Analytics

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

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

Executive Director Report

Ada History Center – Kristen Wildes

November 2024

Week of November 4

- Display - continuing research for next year's temporary exhibit about change in Ada. Working with Spaces to Experiences to build a quote for the work they will do in design and installation of the exhibit.
- Collections - worked with Gary on photo collection. Worked with Karey on new accessions. Worked A LOT on organization and housing in collections storage.
- Admin - conducted an oral history with Cheryl Collins. Prepared and submitted monthly report to Julius. Met with lecture speaker to prepare for Thursday presentation. Picked up t-shirt order from Fandangled in Lowell. Prepared gifts for next week's season ending celebration for the volunteer master gardener crew. Met with Karey on volunteer coordination. Prepping everything I need to be out of town next week. Met with Liz about cemetery tour research. Prepared my committee reports for next week's board meeting. Worked the Veterans Lecture event. Helping Ada Parks Dept with a submission about the Vintage Baseball game. Bernie is working with Ada Township to discern the boundaries of our property. Submitted query to Historical Society of Michigan for an article about Kreigh Collins.
- Publicity- Made social posts about all the memorials on the property, being closed for elections day, and about the veterans lecture on Thursday night. The Historical Society of Michigan's Chronicle article came out! (see attached) Compiled 2 more history posts for Ada Congregational Church's 175th. The next Our Home Ada magazine is out with our Veterans memorial article.

Week of November 11

Out for vacation

Week of November 18

- Display - continued writing and editing content for next year's temporary exhibit, CHANGE. Finalized content for contract for design, fabrication, and installation from Spaces to Experiences.
- Collections - worked with Gary on photo collection, Karey on new accessions.
- Admin - worked with Liz F on research for cemetery tour and on a new system for housing, organization, and access to our oral history collection. Prepped and opened for DAR meeting. Visited workshop of artist Chris LaPorte. Worked open hours with Karey. Met with Fundraising committee. Worked with Jeanne on corrections to the final report for the MACC 2024 grant. Responded to three research requests and request for letter of support for Plainfield Grand Rogue Historical Society. With Parks, set date for 2025 Vintage Baseball game. Working with Brian R. on a possible children's program. Met with Karey about volunteer coordination. Was added to the townships Pumble communication platform after invited by Wesley from Parks.
- Publicity - made social media posts about 50 years of volunteers with Marilyn D and Mike Z, and several postings and stories about the start of the wreath sale. Drafted Month@theMuseum for December, had edited and scheduled to be emailed at end of month. Scheduled email to membership about Historical Society of Michigan's History Hounds lectures for December. Ordered holiday cards from AHS. Working with a member of VanderBoon family and Parks Dept on a possible panel for Roselle Park.

Week of November 25

- Display - research, writing, editing, and design for next year's temporary exhibit about change. Worked with FHC student Jake B. who designed and painted our windows for the village holiday window competition. It looks fantastic!
- Collections - received donation of year end and campaign gifts. Worked with Karey on new accessions and Gary on photo collection and technology for collections management.
- Admin - working with Liz F on cemetery tour research. Met with programs committee. Working with Barb and fundraising committee on documents for next year's campaign and for year-end appeal. Met with Karey about volunteer coordination. Supplied info to Ada Congregational Church and staffed the old church facility for their Christmas Carols and Candles service. Provided weekly updates to AHS board members and committee chairs.
- Publicity - made social media post about Thanksgiving. Working on article requested by Historical Society of Michigan about Kreigh Collins. Sent info about Historical Society of Michigan's History Hounds lecture series for December to our members. Sent Month@theMuseum email for December.

Memo

To: Julius Suchy, Township Manager
From: Stephanie Boerman, Assessor *SAB*
Date: December 2, 2024
Re: Assessing Department Update

Comments: Residential, Agricultural, and Industrial Land Values and Economic Condition Factors have been set and we are currently working on setting Commercial values.

December Board of Review is scheduled for 12/10/2024. We have three petitions for the Board of Review.

Personal property season will begin in the next few weeks. We will begin our canvas the week of Christmas and all statements will be mailed to business owners on December 27, 2024. Tax Day is December 31st so we will be conducting a canvass on that day for all equipment that is in Ada Township on Tax Day.

We will also be conducting our year end visits for all the open permits that we have, to determine percent complete for 2025 valuation purposes

Below is an update on our active MTT cases:

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

Thanks



Buildings, Facilities, and Grounds Report for December 8, 2024

Submitted by Dennis Brinks BFG Director

Streetscapes:

BFG completed the fall cut backs of all the bump outs in the downtown area. Along with installing the Christmas Deer Décor and cleaning the cob webs under the Ada Covered Bridge. In addition to resetting the GFI's on the street light lit garland after rain events. BFG also helped set up for Tinsel Treats and Trollies.

Manager Suchy and I had a follow up discussion regarding the trees along Ada Drive between Bronson Street and Thornapple River Drive. This will be discussed further in a memo regarding a Tree Risk Assessment.

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

Facilities:

The library experienced some colder temperatures the week of November 25th. After troubleshooting what I could do, I reached out to the two contractors. The mechanical side of things were working properly. The software needed some corrections and afterwards, the heating system was working properly.

We also had a roof leak at the library. There was a separation of a seam near the access hatch that dripped onto the 2nd floor of the NE corner room. From there we also learned that the drain seal in the mechanical room had failed. This leak goes down to the server room of the main floor, fortunately near the door and not near any electronics. I followed up with Erhart Construction and they had sent that roofer over that same day as it worked in their schedule. BFG will repair the drain seal in the mechanical room.

BFG helped with Christmas decorations at Townhall.

Experienced two accidental gun shots at the Roselle Resource Building. Officer Chase filed a report and did an investigation. BFG was able to place some cardboard over the two small holes and a quote is being received, directly from Pella.

Parks:

BFG made sure that our Parks especially Legacy and Ada Parks are looking great for the Festival of Trees and other events that come up.

BFG

The second fall leaf pick up went well with only one known location of missed bags. My Republic contact was on leave and BFG staff was able to pick up the 6 bags the next day.

Working on replacing the Ford Ranger with a 2024 F250. Details to follow.

I reached out to Thornapple Inc for our contracted fall leaf clean up. They have been mulching the leaves while mowing, but the BFG staff had been blowing the leaves along Bronson Street to the grass islands near the railroad. BFG staff, Thornapple Inc, and I worked together for just over an hour to vacuum those leaves just prior to the snow arrival.

Helping out the planning department with removing political and advertising signs in the Right of Ways.

Helped Clerks office with the large November election, in addition to logistics help with the columbaria.



**Parks & Recreation Department
Director's Report December 4th, 2024
Submitted By: Director of Parks & Recreation – Wesley Deason**

Parks, Recreation, and Land Preservation Advisory Board

- The next PRLP Advisory Board meeting is scheduled for Thursday, December 19th 2024 at 8:30am in the Roselle Park Resource Building.
- The November meeting was cancelled due to a light agenda. The Director's Report and other informative materials were shared electronically.

Administrative Items:

- On December 16th Township staff and the Connecting Community Campaign chairs representing the Design Committee will be meeting with Progressive Companies to discuss and review design updates for Covered Bridge Park.
- Parks & Recreation staff had the opportunity to attend the MParks joint meeting on Friday, November 22nd. This meeting was held in Wyoming and was well attended by more than 75 representatives from Parks & Recreation agencies across the state. This meeting provided a collaborative educational opportunity to discuss programming, special events, trails, park maintenance, and a variety of other topics.
- Budget preparations and discussions have begun internally for our department. I will continue to work with the Parks & Recreation team over the next month to get our request submitted to Township Manager Suchy.

Special Events & Programs:

- Planning and preparations have begun for our 2025 Music on the Lawn Summer Concert Series, with several bands and dates identified.
- A Daddy-Daughter Dance is scheduled for February 1st at the Roselle Park Resource Building. Parks & Recreation staff are currently working on organizing and coordinating the event's activities and festivities. We have received positive feedback for this event via our social media platforms.
- At our strategic planning meeting for the 2025 season, Parks & Recreation staff identified a variety of new programs and initiatives for the coming year. One program we are excited to offer is a new youth flag football league scheduled to start in April.



- A special thanks to our Township team members Courtney Marek & Cassie Rodriguez for their efforts in creating our tree décor for this year's Festival of Trees in Legacy Park.

Ongoing Projects:

- Seasonal tree care work has been identified for Ada Park. I have met with a variety of contractors and made a recommendation to request approval to the Township Board to move forward with this project. If this project is approved, work will be scheduled to be completed in the winter months.
- A new draft of Park Rules & Guidelines has been established and reviewed by the Programs & Facilities Committee. I am currently working on incorporating their feedback and will be setting up another meeting for final review. Once final review is completed this item will be taken to PRLP for consideration for recommendation to the Township Board.
- I am currently collaborating with Musco Lighting to assess the logistical, operational, and financial requirements for relocating the stadium lights from Leonard Field to the Ada Park ball diamonds. To facilitate this project, the fencing at the Ada Park ball fields will need to be replaced in advance to ensure the lights are properly installed. I am working with several fencing contractors to gather quotes for the full replacement cost, enabling us to plan effectively for the next budget cycle.





MEMORANDUM

Date: 12.03.24

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

Planning Commission

November 21 Meeting

The following actions took place at the November 21 Planning Commission meeting:

- Review and approval of PVM District Development Plan amendments, with departures, for proposed Village House and Duplex Lots; R-3 zoning district; 7552, 7554, 7556, 7560, 7562 Watermill Dr. SE; Oxbow Ada, LLC.
- Review and approval of a Preliminary Planned Unit Development (PUD) for proposed Senior Citizen Housing/Assisted Care Living Facility; R-4 zoning district; 6447 and 6501 E. Fulton Street; Holland Home.

Zoning Board of Appeals

November 12 Meeting

The November 12 Zoning Board of Appeals meeting was cancelled due to a lack of applicants.

Other Activities/Information

Zoning Ordinance Update

Article reorganizational revisions have been delayed due to other Staff assignments. With authorization provided by the Township Board, the Director will work with the Township Manager on applying for a grant to assist in covering expenses associated with the Zoning Ordinance rewrite.

Code Enforcement

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

- 8831 Bailey Dr. NE (Murphy); front yard accessory building constructed without permit and no zoning approval. Property owner's attorney has submitted an application for special use review and approval, which will be heard at the Planning Commission meeting on December 19. As a result, the Township Attorney will pursue an adjournment of this matter with the 63rd District Court until the special use request is decided on by the Planning Commission.
- 8460 Conservation Street NE (Kent County Conservation League; KCCL); the Township's Attorney met with the Manager and Director on November 6 to review the environmental report results from the area around KCCL. Subsequently, the attorney

reached out to KCCL representatives, and has scheduled a meeting with them, the Township Manager, Supervisor, and Director, for December 4 to further discuss this matter; a hearing is currently scheduled at the 63rd District Court for Tuesday, December 10.

- 2085 Shady Drive; Township Staff has sent a letter to the property owner regarding an illegal accessory dwelling (in an accessory building) on the property, after receiving confirmation of such from Kent County Health Department Staff. Steps to achieve compliance on this property will continue.

Additional Items

The following additional activities and information from November are provided:

- Staff met with the new Planning Commission Chair in an orientation meeting to review meeting procedures and related responsibilities of the Chair.
- Staff held a site plan review meeting with various Department representatives and the Holland Home project team to review their plans prior to the November 21 Planning Commission meeting.
- Director, Manager, and (former) DDA Director attended The Right Place's Place Matters Summit workshop in Sparta on November 13. Presentations focused on activation strategies for public places, such as scheduling musical events (which is already well-established in Ada at Legacy Park).
- Director attended the Pettis Ave. pathway open house with area residents, where the proposed pathway routing for the remaining Pettis connection segment was discussed, at Roselle Park on November 14. Resident inquiries focused on topics such as driveway access, construction coordination, and project notification; the Township's consulting engineer addressed these questions with residents.
- The Manager and Director attended a meeting of township representatives (Ada, Cascade, and Grand Rapids Township) with Forest Hills Public Schools superintendent and administrative staff on November 20. Township development updates and housing supply/pricing were the primary topics of conversation.
- Director attended the Fall 2025 Municipal Roundtable meeting of The Right Place, which was held November 21 at the Wyoming City Hall. Updates concerning municipal projects and grant funding cycles were presented.
- Work on a draft "compatible renewable energy ordinance" (CREO) remains to be completed; once done it will be brought forward for Township Board consideration. This is being done in accordance with Public Act 233 of 2023, which exempts large scale solar and wind power projects from local zoning authority. The Act mandates local permitting only if the affected local unit of government has adopted a CREO.
- In addition to the meetings/activities noted above, the Director attended the following Township meetings/events:
 - November 12 DDA Board meeting
 - November 12 Township Board meeting

- November 21 Ada Business Association (ABA) lunch meeting
- November 25 Township Board meeting

Permit Activity

Permit summary activity from Cascade Township for November has not yet been provided; it will be forwarded once received.

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



December 4, 2024

Re: Ada Township Engineering
Project No. 240102.01

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

Dear Mr. Suchy:

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

Sewer Odors – The new impellers have been installed, and we have nothing new to report, but I have spoken with a friend who lives on Ada Drive, and they still notice the H₂S odors at times during certain weather conditions.

Hall/Fernridge Lift Station – Plans for the lift station renovations and new forcemain are complete and will be submitted to EGLE along with a permit request later today. We will likely take bids sometime in January, with construction starting late March.

Knapps Corner Drainage – I had an initial meeting with Attorney Patrick Drueke in October to discuss the proposed gravity drain line through Ada Township that is proposed by the Kent County Drain Commissioner. We have had several additional discussions, and I will be returning an affidavit to Patrick later this week regarding the impact of the storm outlet on Ada Township.

Trail Construction 2023

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

There are several areas that are eroding and other design issues that need to be addressed before the Township can accept this section. We have expressed our concerns to the developer. They are of the opinion that Ada accepted the trail when you issued the occupancy permits. I have tried repeatedly to set a meeting with the



developer regarding these issues, but have not been able to make contact with them. It might be time for the Township to consider legal action on this matter.

Trail Construction 2024/2025

- **2024 Trail Maintenance** – The Township uses a portion of the yearly trail millage proceeds to fund maintenance of the trail system. The Township Board decided at their June meeting to focus on the 4.5 miles of trail along Grand River Drive from Fulton Street to Knapp Street. We will prepare construction documents later this winter and anticipate bidding the project in February or March, with early spring 2025 construction.
- **2025 Pettis Trail – Cannonsburg Road to Knapp Street** – The Grand River Greenway Committee has contracted with LRE Engineers for the design/construction engineering services of this 3.5-mile section. LRE submitted preliminary plans for review by the GRG Committee and Ada Township. The preliminary plans show the entire path being constructed in road right-of-way on the west side of Pettis. We met with LRE to review the preliminary alignment on the west side and reviewed a possible mid-block crossing going to the east side of the road south of 4 Mile Road. Based on comments made by the Ada Trail Committee and concerns for a mid-block crossing, it appears the trail will stay on the west side of Pettis for the entire stretch from Cannonsburg to Knapp.
- **2024 Pettis Trail – Chief Hazy Cloud Park to Vergennes** – AT&T continues working to place their lines underground, and Comcast's sub-contractor will be starting soon. There will not be any cost to the Township for either the AT&T or Comcast work.

We had an open house review with the residents on November 14 and had roughly 20 residents attend. We received many positive comments. One resident expressed concern with the crossing of Honey Creek and suggested a traffic signal be installed. We followed up by meeting with Tim Haagsma, Julius Suchy, and Jeff Vanden Berge on the site to review traffic flows during rush hour last week. A traffic signal is not warranted, but the KCRC will allow us to remove and replace the curb line on Honey Creek so it is narrower, which will hopefully slow down the traffic that is turning onto Honey Creek.

We are revising the plans to incorporate revisions that will address comments made at the open house. The plans should be complete next week, and you should be able to receive bids sometime in January for an early spring start of construction.

- **2025 Rix Street from Adaridge to Ada Drive** – Township Manager Suchy hopes to discuss this project with Forest Hills Schools to consider alternate routes that would utilize a portion of the Ada Vista campus to access the Adaridge neighborhood.
- **2025 Kamp Twins** – The Kent County Road Commission was successful in securing funds for the replacement and widening of the railroad crossing. This is fantastic news, and there will be no cost at all to the Township for the railroad work! The Township can now proceed with bidding out plans for construction of the trail from



Fase Street up to Buttrick. This section will be bid and built later in 2025, after the railroad completes the new crossing.

- **2025 Thornapple River Pedestrian Bridge** – The new bridge will be 30 feet downstream from the existing bridge. MTC did the soil borings, and they are preparing their report and will recommend the type and depth of foundation to be used. Final plans will be complete in January, and we will take bids in February or early March.

I met with Progressive AE earlier this week to coordinate the bridge project with their park design work.

- **Knapp Street Bridge** – We secured approval from the US Fish and Wildlife Services to relocate up to 21 endangered snuffbox mussels. This will be done by certified snuffbox specialist scuba divers late next spring.

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

Soil borings for the project are complete, and they show there is a layer of peat/muck below the existing roadway and proposed trail. We continue working through various boardwalk options and met earlier today with the Kent County Parks Department along with Julius Suchy to review updated and increased cost estimates for various types of elevated walkways that are required to span the soft soils. Our current estimate for the project is \$11.7 million. We will spend the next week researching cost-cutting measures to get the project closer to the \$8 million of available funds. It seems reasonable to assume that additional funding will be required from the Grand River Greenways, Ada Township, and the Kent County Road Commission.

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

Please call if you have any questions.

Sincerely,

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

Steven C. Groenenboom, P.E.
Township Engineer



December 4, 2024

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

RE: November 2024 Monthly Utility Report

Dear Julius:

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

UTILITY REPORT

ADMINISTRATIVE

- The November Monthly Operation Report (MOR) for the Grand Valley Estates water supply for the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is filed on the EGLE portal.
- Coordinated work orders to change out water meters due to inaccessibility around houses or nearing the end of their lifespans.
- Both taps are completed for 5511 Ada Drive and 5479 Ada Drive. Staff witnessed the tie in of both water and sewer.
- Updated the Emergency Response Plan per EPA.

WASTEWATER OPERATIONS

- Conducted routine lift station checks/maintenance November 08, and 22, 2024
- Report of sewer back up in a home at 4025 West Village Trail. Checked manholes and found sewer not plugged and running fine. Found in the basement the back water valve under rugs in the utility room. Pulled cover and showed the customer where the waste is sitting inside their sewer line. Customer called a plumber to have it cleaned.

WATER OPERATIONS

- Collected routine water bacteria samples.
- Completed routine Miss Digs in Ada Township and Grand Valley Estates.
- Worked with water customers that had meter installation changes.
- Continuing the lead and copper samples for the fall monitoring period. We are 98% complete.
- Pumping down hydrants for the winter.
- Sent letters to customers for cycle A and G that were affected by reading error and addressed customer concerns and complaints directly.

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Grand Rapids, MI 49546
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www.fv-operations.com

- Witnessed a 4-inch main connection after pressure test and bacteria tests completed for Forest Hills Eastern.
- Herrington Excavating replaced the broken water service at 6060 Rippling.
- Dixon Engineering completed the dry inspection of the water tower on Ada Drive; we are waiting for their final report. The tower was put back into service after passing two consecutive bacteria samples. City of Grand Rapids is estimating our usage during the time we were bypassing the station using the average of the last couple of years during that week.
- Replaced water meter at Ada Christian as part of their project/addition.

EMERGENCY CALLS/OUT-OF-SCOPE

- Ada Moorings: low water alarm. Lost radar telemetry. Reset controls and rebooted radar unit. Both pumps cycled and station was returned to normal operation.
- Hall Street: generator failure alarm. System showed low battery voltage. Checked battery charger and there was an alarm on the charger indicating loss of AC power. Found breaker for block heater and charger was tripped. Reset breaker and cleared the alarm for the generator.
- Used combination jet truck to clean larger line behind houses in easement from Kulross to the West.
- Turned water off at 6944 Rix Street on Sunday, October 27, due to a leak. Plumber will replace blue poly line.
- Communication failure with Verizon. City of Grand Rapids called to check tower level and open bypass valve manually. Checked lift stations during outage and reported levels to the lake filtration plant.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.



Stephanie M Kozal
Project Manager