



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, OCTOBER 8, 2018 MEETING, 8:00 A.M.  
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE  
ADA, MICHIGAN**

**AGENDA**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes of September 10 meeting.
- IV. Approval of Payables
  - a. Gilson Graphics 8/31/18 Invoice, Banner Printing Services
- V. Potential Locations for 2019 Farmers' Market
- VI. Recommendation for Ada Streetlight Fixture Replacement/Retrofit Purchase
- VII. Recommendation for Garland Installation/Removal
- VIII. Reports and Communications
  - a. Status of Riverfront Park Construction
  - b. Community Center/Library Building Update
  - c. Intersection Improvement Project
  - d. DDA Financial Report, 9/30/18
- IX. Board Member Comment
- X. Public Comment
- XI. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE SEPTEMBER 10, 2018 MEETING  
ADA, MICHIGAN**

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

The meeting was called to order at 8:00 a.m. by Chairperson, Bowersox.

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Bryan Harrison, Margaret Idema, Devin Norman, Dawn Marie Coe (arrived late), Justin Knapp (arrived late), Ted Wright

**BOARD MEMBERS ABSENT:** Walt VanderWulp

**STAFF PRESENT:** Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Adina Winczewski, Administrative Assistant, Kevin Moran, Ada Township Treasurer

**PUBLIC PRESENT:** Kristen Wildes, Ada Historical Society

**II. APPROVAL OF AGENDA**

It was moved by Norman, seconded by Idema to approve the agenda as presented.

Motion passed unanimously.

**III. APPROVAL OF MINUTES OF AUGUST 13 MEETING**

Norman stated a sentence should be added to section VI in the first paragraph so it would be clearer to the reader that two separate liquor licenses are being talked about.

It was moved by Haga, seconded by Harrison to approve the minutes as amended.

Motion passed unanimously.

**IV. REQUEST FOR FUNDING FROM THE ABA FOR TINSEL, TREATS, AND TROLLEYS**

Hilbrands stated the Ada Business Association is requesting sponsorship in the amount of \$2,500 from the DDA which is consistent with what the DDA has provided in funding in previous years for this event. The board reviewed sponsorship packages as presented in their board packets.

Norman stated, Harrison agreed, that it would be nice for the DDA to have some additional recognition as one of the largest sponsors. The DDA could purchase the Bridge Lighting Package but still give \$2,500. Harrison stated it would bring awareness to what the DDA does. Hilbrands stated he will follow up and make sure the Bridge Lighting Package is available.

It was moved by Coe, seconded by Haga, to approve funding of \$2,500 for the Tinsel, Treats, and Trolleys event, including the Bridge Lighting Package.

Motion passed unanimously.

**V. RECOMMENDATION FOR ADA STREETLIGHT FIXTURE REPLACEMENT/RETROFIT PURCHASE**

Hilbrands provided a memo and chart in the board packets explaining the costs of replacing versus retrofitting streetlight fixtures. The low proposal to replace the fixtures comes from Bazen Electric Company for \$70,958. Retrofitting the old fixtures has a lower cost, but will result in two different light fixtures within the Village. The low proposal to retrofit the fixtures comes from Vankempen for

\$2,713.39. The DDA has budgeted \$35,000 for this project to split the cost with the Township and it is also included in the Capital Improvement's Plan for 2018.

Hilbrands stated the Building Committee met recently and recommend replacing the fixtures.

After board discussion, it was decided to postpone action until the October meeting in order for board members to visit the older streetlights and the newer streetlights at night and see the differences for themselves.

## **VI. REQUESTS FOR 2019-2025 CAPITAL IMPROVEMENTS PROJECTS**

Hilbrands stated Capital projects are projects that have a life expectancy of more than 3 years. Also, the cost of the project or facility is \$10,000 or more. The deadline to submit the projects is September 21<sup>st</sup>.

Hilbrands stated there was one project mentioned at the last Citizens Council meeting for an entrance sign on Fulton, coming into the Village. Currently, there is not a welcome sign coming into the Village from the east.

Idema stated the sidewalk bricks on the Scooper's side of the street are uneven and that could possibly be on the Capital Improvements Plan. Norman asked if that is part of the Ada Drive/Thornapple River Drive reconstruction. Ferro stated, yes, all the bricks in front of the hardware store are part of that reconstruction.

Hilbrands stated that VanderWulp has mentioned sidewalks with snow melt as a possible project. Coe stated snow melt is a very important thing to have to encourage walkers in the village during winter. Hilbrands stated he will have to work with the Township Engineer to get cost estimates.

Haga requested that if any board members come up with project ideas after today's meeting, to give those to Hilbrands.

Idema inquired if the orange hand bench in front of Nonna's: The Trattoria could be removed.

Coe inquired if Speedway has any plans to renovate. Haga stated he has not heard of any such plans.

## **VII. REPORTS AND COMMUNICATIONS**

### **a. Status of Riverfront Park Construction**

Ferro stated work is ongoing on the bank stabilization with erosion control. After the heavy equipment work is finished, the rest of the concrete work will be finished including a concrete path down by the river. Final planting of seedlings won't happen until early December. Also in progress are design modifications to the outdoor performance space.

### **b. Community Center/Library Building Update**

Ferro stated a meeting between the Building Committee and consultants will be at 12:30pm tomorrow. Options for the exterior character of the building will be reviewed. They will also be looking at final square footage numbers, scaling it down slightly to 24,000 square feet for budget purposes.

Idema asked why the square footage is being scaled down. Ferro stated it is for budget reasons and because the committee would like to emphasize quality of space not just large space.

**c. Potential Locations for 2019 Farmers' Market**

Hilbrands stated that due to the construction of the Community Center/Library next year, the Township has been working with the Market Manager to evaluate alternative locations for the Farmers' Market. Some ideas so far are River Street, Leonard Field lot, and Spectrum lot. The goal is to bring a recommendation to the DDA at the October meeting.

Idema inquired why there are fewer vendors this year compared to last year. It is not motivating to go when there is not a lot of selection. Hilbrands stated that would be a better question for the Market Manager and he will follow up with her.

**d. DDA Financial Report, 8/31/18**

Hilbrands reviewed the Financial Report memo presented in the board packet. There was a \$300 payment for the design of the Village banners. With respect to the Farmers' Market, the Market has a net positive income to date of \$2,067.46 for the 2018 season. Revenues to date total \$7,710.00 or 72.7% of the budgeted total. A \$1,000 sponsorship check from Spectrum is still expected.

**VIII. BOARD MEMBER COMMENT**

Bowersox stated, in regards to the 2018 Tinsel, Treats & Trolleys report that was provided in the board packet, he noticed that Nonna's Cafe, Scooper's and Ada Hardware are not on the list. He asked if they have not been approached about participating, or if they are not interested in participating. Hilbrands stated that all Ada businesses should have been approached about participating. Harrison stated they pay taxes to the DDA so they do participate in some way.

Coe stated she and Harrison attended the Parks, Recreation and Land Preservation Needs input meeting and inquired if there will be a summary of findings. Haga stated the PRLP Committee will be meeting this week and should get the summary report.

Hilbrands reminded the Board that the November meeting will be on November 5<sup>th</sup> due to the office being closed on November 12<sup>th</sup> for Veterans Day.

**IX. PUBLIC COMMENT**

There was no public comment.

**X. ADJOURNMENT**

The meeting was adjourned at 8:55 am.

Respectfully submitted:

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Devin Norman, Secretary

# GILSON

www.gilsongraphics.com

2000 Oak Industrial Dr.  
Grand Rapids, MI 49505  
Phone:(616) 459-4539 Fax:(616) 459-7469

# INVOICE

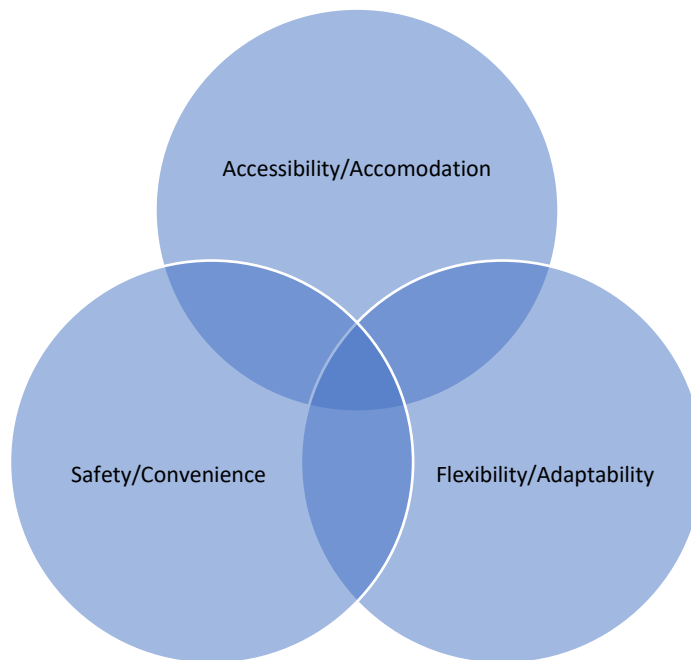
Ada Township  
Brian  
PO Box 370  
Ada, MI 49301

Customer Code	P.O. Number	Job #	Invoice Date	Invoice #	Salesperson	Terms
ADATOWNS	2095	169868	8/31/18	244285	Tom Kerkstra	Net 30 Days

Qty Ordered	Qty Shipped	Description	Unit Price	UM	Amount
82	82	Ada Village Banners - 18" x 39" - 18" x 39" - 4 / 4 (Different Image) - 22 oz Blockout Banner Vinyl - 3" top and bottom pole pockets, grommets (5) Corners Includes (5) Street Pole Brackets with Rods  Rec'd 9/10/18 BHA OK to pay 10/4/18 248.170.740 BHA	\$1,665.00		\$1,665.00
			Subtotal		\$1,665.00
			Sales Tax		\$0.00
			Total Due		\$1,665.00

## Market Relocation Assessment

Below are the points of reflection on where to locate the market in 2019 and beyond. Consideration for each site was based on the factors shown here:



There has been no weighting involved in factoring pros and cons. However, the evaluation below looks at these categories and following assumptions:

### Accessibility/Accommodation

- Vendor entrance and exit access is quick and issue-free
- Multiple entry/exits for shoppers that are clear and unambiguous
- On-site vendor parking and off-site parking for daily vendors
- Barrier free handicap access for vendors and shoppers
- Minimize disruption of normal daily routines for residents and business owners

### Safety/Convenience

- Multiple electrical hookups
- Public bathrooms
- Water
- Wireless hot spots for vendor transaction processing
- Capable of blocking off designated access points the day prior to market

## Flexibility

- Ability to expand or shrink the market space according to demand
- Ability to configure any combination of vendors with tents and those pulling trailers
- Capacity to add space for special programming (Kid's Booth, Music-in-the-Market, and Chef-in-the-Market)
- Potential to coordinate the market space to with future retailer events

## Assumptions:

- Shoppers include the market as a destination and/or an add-on stop to their visit downtown.
- The market will continue in some form as a weekly event.
- The market is part of the pull through marketing efforts to bring visitors into the expanded retail space.
- The township is committed to provide access to healthy foods to the community and the market helps to fulfil this goal.
- Ample space is provided for 10 x 10 booths and an uncongested, bi-directional walking space for foot traffic, wheelchairs and strollers.
- As most of the shoppers will be driving, availability of parking is crucial.
- The market needs to be able to reach the maximum number of shoppers to make it worthwhile for the vendors.

Ultimately, the space should provide a local producer market for the community while also building traffic for downtown Ada businesses. Tuesday in the center should be an all-day destination.

## *Option 1 – The Community Church lot*

- One block from the new shopping destination hub
- Has visibility from Headley (but may be an afterthought for potential shoppers, limiting traffic to the market)
- Easy staging for vendors into and out of the market
- Ability to create convenient vendor parking on site
- Has water, electric, bathrooms and prep area/refrigeration for Chef in the Market
- Room for many configurations, even after construction of the library/community space is completed
- Easy storage and access to chairs, tables and kitchen facilities
- Minimal disruption to residents
- Parking issues with public using Blimpy lot as overflow
- Small safety issue with crossing Headley, which is now a busy avenue
- Availability of parking central to the market and other businesses

### *Option 2 – The Spectrum lot*

- Does not promote walkability concept as it is farthest from central shopping district.
- No access to water, electric or public bathrooms.
- Expect push back from surrounding businesses and residents who will be impacted or inconvenienced each week from foot traffic, parking challenges and other unexpected issues.
- Space does not offer a flexible design for operational activities.
- Challenges with managing market traffic and Spectrum traffic – how will priority be determined and what authority will we have to limit patient parking?
- Getting vendors in and out could be problematic as Spectrum continues to build clientele.
- The design of the market would be very different than the open concept it has now, possibly impacting the personality of the market and how it ‘feels’.

### *Option 3 – River Street*

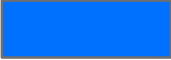


- Availability of parking central to the market and other businesses
- Site is nestled within an active retail space and will enhance visibility/awareness
- Available bike parking
- In line with the walkability objectives of the community planning effort
- Room for expanded programming beyond Music in the Market
- Would require wireless hot spots for vendor credit card processing. Market visitors, guests in the park having lunch or working remotely would also appreciate access.
- Challenges with relocating the shed could make it a target for vandalism

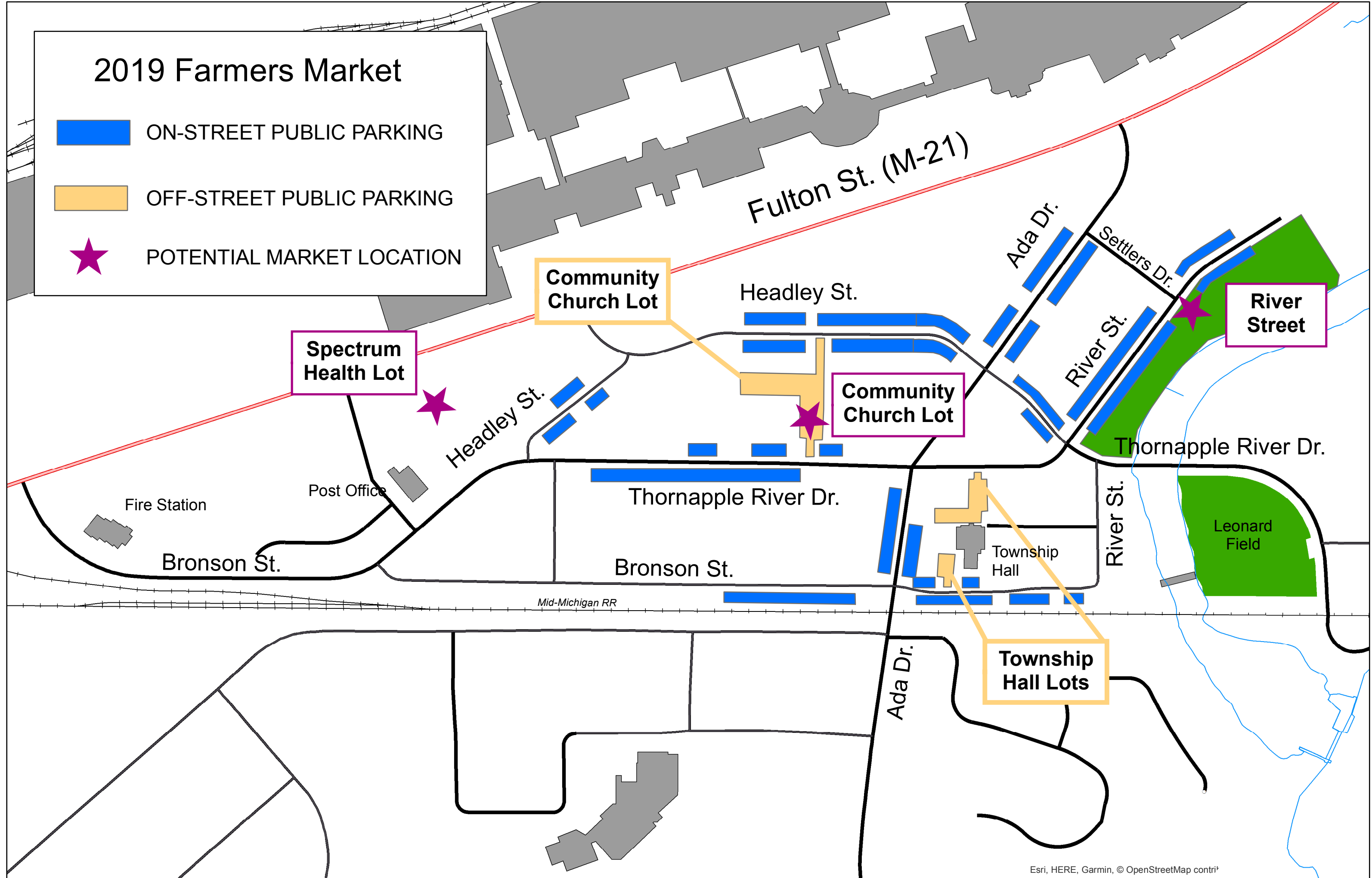
### *Other considerations:*

- Permanent signage for year-round awareness
- Budget for announcing relocation/new hours
- Where would shed be located?
- Wi-Fi hotspot location?
- Traffic flow for the public is an item to map out to. Would the road be closed off to the public? Cars allowed to drive through the market? Drive through one way?



# 2019 Farmers Market

-  ON-STREET PUBLIC PARKING
-  OFF-STREET PUBLIC PARKING
-  POTENTIAL MARKET LOCATION





## MEMORANDUM

Date: 10/4/18

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Ada Streetlight Fixture Replacement/Retrofit

Attached in your packet is a chart of three proposals gathered to compare the costs of replacing or retrofitting the streetlight fixtures in the Village. Both replacing or retrofitting the lights will result in projected annual electrical savings. Replacing the old fixtures results in a higher cost, but will allow the new fixtures on the old streetlights to match the new streetlights, and could also simplify future maintenance. The low proposal to replace the fixtures comes from Bazen Electric Company for \$70,958. Retrofitting the old fixtures has a lower cost, but will result in two different light fixtures within the Village. The low proposal to retrofit the fixtures comes from Vankempen for \$2,713.39.

The DDA has budgeted \$35,000 for this project to split the cost with the Township. This project is also included in the DDA's Capital Improvements Plan for 2018.

The Building Committee met on Friday, September 7, and recommended the replacement of the streetlight fixtures.

A recommendation for splitting the cost of either a streetlight fixture replacement, or a streetlight fixture retrofit with the Township is requested.

### Ada Street Light Comparison

	Bazen Electric Company		Coral Performance Lighting		VanKempen
	Cost		Cost		
New LED Fixtures (64)	\$ 70,958.00	New LED Fixtures (64)	\$ 88,936.00	New LED Fixtures (64)	\$ 84,115.37
Rebate	\$ -	Rebate	\$ -	Rebate	\$ 7,116.93
Net new LED Fixtures	\$ 70,958.00	Net new LED Fixtures	\$ 88,936.00	Net new LED Fixtures	\$ 76,998.44
Projected Annual electrical savings	\$ 9,353.00	Projected Annual electrical savings	\$ 9,353.00	Projected Annual electrical savings	\$ 9,353.00
ROI (In years)	7.586656688	ROI (In years)	9.5088207	ROI (In years)	8.99341067
Retrofit	\$ 7,565.00	Retrofit	\$ 8,876.00	Retrofit	\$ 8,626.02
Rebate	\$ -	Rebate	\$ 665.00	Rebate	\$ 5,912.63
Net rebate	\$ 7,565.00	Net rebate	\$ 8,211.00	Net rebate	\$ 2,713.39
Projected Annual electrical savings	\$ 10,663.00	Projected Annual electrical savings	\$ 10,663.00	Projected Annual electrical savings	\$ 10,663.00
ROI (In years)	0.709462628	ROI (In years)	0.77004595	ROI (In years)	0.25446779

Pricing includes labor,  
material, and permit  
along with Consumers  
rebate deducted.

9/5/2018

Consumer Max  
Incentive



## MEMORANDUM

Date: 10/5/18

**TO:** DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Garland Installation/Takedown Quotes

Last winter season the cost for the installation and takedown of garland on Village light posts was split 50-50 between the DDA and the Township.

Quotes have been received from three different companies for providing garland installation/takedown services. Attached is a table summarizing and comparing the quotes. The low quote is from RRR Lawn and Landscape at \$2,612, which at a 50% split with the Township would cost the DDA \$1,306. This cost is below the \$1,800 that was budgeted for garland installation/removal.

Based on the quotes provided, it is recommended that the DDA use RRR Lawn and Landscape for the installation and removal of garland on Village light posts, and once again split the cost 50-50 with the Township.

## Garland Installation/Removal Quotes

<b>Company</b>	<b>Quote</b>	
RRR Lawn and Landscape	\$	2,612.00
Christmas Décor (Dave DeVries)	\$	3,230.00
Woods Landscaping	\$	4,180.48

# RRR Lawn and Landscape LLC

6757 Cascade Rd SE #121 Grand Rapids, MI 49546



RRR Lawn  
-& Landscape LLC-

(616) 893-5765

nriebel@rrrlawn.com | www.rrrlawn.com

**RECIPIENT:**

**Ada Township**

7330 Thornapple River Dr PO Box 370

Ada, Michigan 49301

## Estimate #1144

Sent on 10/05/2018

**Total \$2,612.00**

SERVICE / PRODUCT	DESCRIPTION	QTY.	TOTAL
Garland Install/Removal	Work Includes: Pick Up of garland from Township storage Install garland on 134 light poles in the Village (64- 10' pole & 70-12' poles) and return boxes to storage. Remove all garland from 134 light poles in the village, store in boxes (provided by the Township) and return boxes to Township storage.  Installation to be completed: November 2018 Removal to be completed: Mid-March 2019 (RRR is closed from mid December until mid March)	1	\$2,612.00

**Total \$2,612.00**

This estimate is valid for the next 30 days, after which values may be subject to change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Brian Hilbrands

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**From:** Dave D <drummond.5678@gmail.com>  
**Sent:** Thursday, October 4, 2018 11:39 PM  
**To:** Brian Hilbrands  
**Subject:** Re: Garland Install/Removal Quote for Ada Township

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Brian. I would like to submit a bid of \$3,230 for the installation and takedown of the 134 light poles in the township. The township is responsible for supplying all materials to complete this work. Please feel free to call or text with questions. 616-890-3194

Sent from my iPhone

On Oct 3, 2018, at 4:45 PM, Brian Hilbrands <[bhilbrands@adatownshipmi.com](mailto:bhilbrands@adatownshipmi.com)> wrote:

Hello Dave,

Thank you for talking with me earlier.

I've attached a map of the light posts in the Village for your reference. The Township already owns the garland.

The work includes the following:

- Pick up garland from Township storage
- Install garland on 134 light poles in the Village (64 10' poles, and 70 12' poles) and return boxes to Township storage.
- Remove all garland from 134 light poles (64 10' poles, and 70 12' poles) and store in boxes (provided by the Township), and return the boxes to Township storage.

The installation of garland will be sometime in November (date to be decided by Ada Township) and removal will be in February or March (date to be decided by Ada Township).

It would be great if you could send me a quote for the garland work by the end of the week. Please let me know if you have any questions or if you need any additional information.

Thank you!

Brian Hilbrands  
Ada Township, DDA Coordinator  
616-676-9191 Ext. 25

<Light Pole Map - Jan 2018.pdf>



Ada Township  
 PO Box 370  
 Ada, MI 49301

Jobsite address: 7330 Thornapple River Dr

Dear Brian,

We want to thank you for your interest in our business this year! The Woods Landscaping team does their very best to provide excellent service and customer satisfaction. We have spent years perfecting the way we care for and install your landscape to make it look the very best it can. Listed below are the products/services included in this estimate.

Job Description	Quantity
Garland Installation * Pick up garland from Township storage * Install garland on 134 light poles in the Village (64 10' poles, and 70 12' poles) and return boxes to Township storage. -Any materials (lights, garland, wreaths) not acceptable to hang is to be replaced by Township, unless damaged by Woods (ex/ burned out light bulbs, etc. -Woods is not responsible to make sure all garland/bulbs, etc. are in working order. --Woods is hired to simply pick up and install garland. Woods will keep track and notify B&G of any noticeable issues -Garland to be installed sometime in November	1
Garland Removal * Remove all garland from 134 light poles (64 10' poles, and 70 12' poles) and store in boxes (provided by the Township), and return the boxes to Township storage. * Garland to be removed sometime in February or March	1
<b>Estimate Total:</b> \$4,180.48	

**Terms and conditions:**

Estimate includes all labor and equipment to complete job. There may be times where the exact products we have specified become unavailable throughout our growing season. We may need to substitute a particular size or species depending on availability. There may be a cost increase or decrease with these substitutions.

Estimate assumes that there will be no conflicts with any underground utilities, public or private (including but not limited to: power, cable, internet, phone, well, septic, irrigation, etc) unless otherwise specified. If you have an irrigation system, we would prefer to use your irrigation company for any repairs/remodels that may need to be done during this project. Unless specified, any irrigation repairs/remodels associated with this job are not included in this estimate. These costs would be in addition to the estimate. We are happy to contact your irrigation contractor to discuss the project with them, and get a rough estimate of the costs.

Warranties: All Hardscapes will be warranted for a period of one year unless otherwise specified. All softscapes will be warranted for a period of one year, providing that they have an automatic sprinkler system watering them. Softscapes that do not have an automatic sprinkler system cannot be warranted (unless otherwise specified). There are no warranties, expressed or implied, towards areas washing out due to rain etc. We cannot control acts of nature, so there may be a charge associated with coming back to touch up lawn areas etc, after heavy rains, unless otherwise specifically mentioned between Woods,



and client, before such an act of nature occurs. We also cannot guarantee the amount of grass that grows in seeding areas. There are many factors that are beyond our control (like customer watering, fertilizing practices). There may be a charge associated with any re-seeding. We strive to install the very best products that our industry offers, but there are many factors beyond our control, and we really encourage for customers to reach out to us if there are any concerns.

Payment Terms: All landscape projects require a 50% deposit (cash or check) to secure a spot on our schedule, unless otherwise agreed to with Woods Landscaping. Your check will not be cashed until the day the job is started. The remainder of the invoice, along with any added costs, or work order changes, shall be due within 15 days after completion of the project. **There will be a 3% charge for all credit card payments.** Late charges up to 2% of the final amount due shall be added per month that the invoice is overdue. Returned checks will be subjected to a \$40.00 fee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

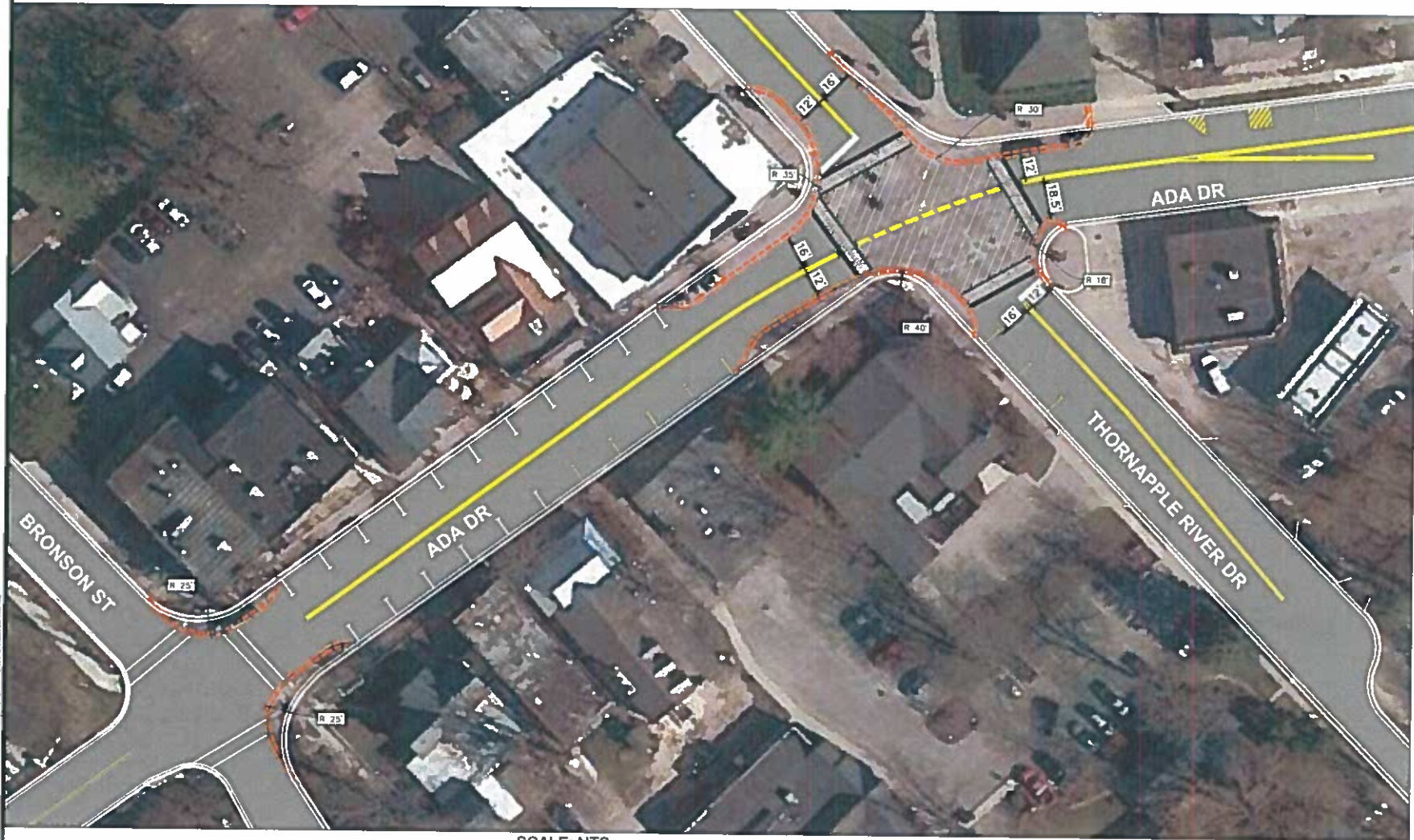
YOUR Woods Team!

p: 616-868-6749

e: [office@woodslandscapellc.com](mailto:office@woodslandscapellc.com)

9599 Fulton St E      Ada, MI 49301





SCALE: NTS

**THORNAPPLE RIVER DR AND ADA DR. INTERSECTION IMPROVEMENTS**

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PLAN REVISIONS	THORNAPPLE RIVER DR. AND ADA DR. INTERSECTION	FIELD SURVEY: 04-16
	FOR	DESIGNED BY
	ADA	DRAWN BY
	ADA, KENT COUNTY, MICHIGAN	CHECKED BY
	MOORE & BRUGGINK, INC.	PROJECT NO.
Consulting Engineers	2010 Monroe Avenue N.W.	10-2012
Grand Rapids, Michigan 49503-6200	Phone: (616) 361-0861 Web: www.mbrinc.com	<b>1 OF 2</b>



## MEMORANDUM

Date: 10/3/18

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Financial Report, 9/30/18

There was no significant DDA financial activity during September.

With respect to the Farmers' Market, the Market has net positive income to date of \$2,067.41 for the 2018 season. Revenues to date total \$8,860.00, or 76.4% of the budgeted total.

User: HILBRANDS

DB: Ada

PERIOD ENDING 09/30/2018

ADA TOWNSHIP DDA  
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	15,351.00	0.00	0.00	15,351.00	0.00	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000.000		16,351.00	0.00	0.00	16,351.00	0.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	295,796.00	0.00	201.44	295,594.56	0.07	0.00
248-020.000-423.000	TAXES: IFT	28,116.00	0.00	0.00	28,116.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	0.00	121,000.00	0.00	0.00
Total Dept 020.000 - TAXES		444,912.00	0.00	201.44	444,710.56	0.05	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	1,000.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	150.00	7,860.00	2,740.00	74.15	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	1,150.00	8,860.00	2,740.00	76.38	0.00
TOTAL REVENUES		472,863.00	1,150.00	9,061.44	463,801.56	1.92	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	178,621.00	0.00	0.00	178,621.00	0.00	0.00
Total Dept 000.000		178,621.00	0.00	0.00	178,621.00	0.00	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	30,636.00	3,950.31	26,662.35	3,973.65	87.03	0.00
248-170.000-704.001	WAGES - SUPPORT	12,360.00	0.00	0.00	12,360.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	2,665.00	240.28	1,622.86	1,042.14	60.90	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	623.00	56.20	379.57	243.43	60.93	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	4,300.00	395.04	2,666.27	1,633.73	62.01	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,638.00	301.76	1,961.43	676.57	74.35	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	11,675.00	0.00	1,134.70	8,875.30	23.98	1,665.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	70.05	993.82	986.18	50.19	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	0.00	560.00	0.00	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	17,000.00	0.00	0.00	17,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	1,080.00	4,860.00	4,005.00	54.82	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	0.00	368.00	0.00	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-821.000	ENGINEERING	0.00	0.00	7,920.99	(7,920.99)	100.00	0.00
248-170.000-828.000	LEGAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	325.00	0.00	0.00	325.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	37,000.00	0.00	0.00	37,000.00	0.00	0.00

PERIOD ENDING 09/30/2018

ADA TOWNSHIP DDA  
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		136,620.00	6,093.64	48,201.99	86,753.01	36.50	1,665.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	36.53	219.18	(219.18)	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	36.53	219.18	(219.18)	100.00	0.00
TOTAL EXPENDITURES		315,241.00	6,130.17	48,421.17	265,154.83	15.89	1,665.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		472,863.00	1,150.00	9,061.44	463,801.56	1.92	0.00
TOTAL EXPENDITURES		315,241.00	6,130.17	48,421.17	265,154.83	15.89	1,665.00
NET OF REVENUES & EXPENDITURES		157,622.00	(4,980.17)	(39,359.73)	198,646.73	26.03	(1,665.00)
BEG. FUND BALANCE		379,966.52		379,966.52			
END FUND BALANCE		537,588.52		340,606.79			

PERIOD ENDING 09/30/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	1,000.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	150.00	7,860.00	2,740.00	74.15	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	1,150.00	8,860.00	2,740.00	76.38	0.00
TOTAL REVENUES		11,600.00	1,150.00	8,860.00	2,740.00	76.38	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	70.05	993.82	986.18	50.19	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	1,080.00	4,860.00	4,005.00	54.82	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		11,470.00	1,150.05	5,853.82	5,616.18	51.04	0.00
TOTAL EXPENDITURES		11,470.00	1,150.05	5,853.82	5,616.18	51.04	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		11,600.00	1,150.00	8,860.00	2,740.00	76.38	0.00
TOTAL EXPENDITURES		11,470.00	1,150.05	5,853.82	5,616.18	51.04	0.00
NET OF REVENUES & EXPENDITURES		130.00	(0.05)	3,006.18	(2,876.18)	2,312.45	0.00

**ADA FARMERS' MARKET**  
**2018 SEASON REVENUE, EXPENSE AND NET INCOME**  
**09/30/18**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/18
		Total Revenues and Expenditures, 4/1/17 to 1/31/18	\$11,115.00	\$9,056.32	\$13,869.20	
248.170.801	2/06/18	Market Master Services - January, 2018		\$105.00	\$13,764.20	-\$105.00
248.170.740	3/09/18	Operating Supplies - Internet Services		\$68.13	\$13,696.07	-\$173.13
248.170.801	3/15/18	Market Master Services - February, 2018		\$150.00	\$13,546.07	-\$323.13
248.170.740	3/23/18	Operating Supplies - Petty Cash Reimbursement		\$31.43	\$13,514.64	-\$354.56
248.170.740	3/31/18	Operating Supplies - Supply Reimbursements		\$108.09	\$13,406.55	-\$462.65
248.170.740	3/31/18	Supplies, General, Farmers Market, Asses		\$4.55	\$13,402.00	-\$467.20
248.170.740	3/31/18	Operating Supplies - Internet Services		\$21.57	\$13,380.43	-\$488.77
248.170.801	3/31/18	Market Master Services - March, 2018		\$450.00	\$12,930.43	-\$938.77
248.028.694	4/09/18	Vendor Registration Fees	\$255.00		\$13,185.43	-\$683.77
248.028.694	4/18/18	Vendor Registration Fees	\$815.00		\$14,000.43	\$131.23
248.028.694	4/20/18	Vendor Registration Fees	\$1,220.00		\$15,220.43	\$1,351.23
248.028.694	5/01/18	Vendor Registration Fees	\$560.00		\$15,780.43	\$1,911.23
248.170.801	5/08/18	Market Master Services - April, 2018		\$600.00	\$15,180.43	\$1,311.23
248.028.694	5/14/18	Vendor Registration Fees	\$1,885.00		\$17,065.43	\$3,196.23
248.028.694	5/23/18	Vendor Registration Fees	\$510.00		\$17,575.43	\$3,706.23
248.028.694	5/31/18	Vendor Registration Fees	\$305.00		\$17,880.43	\$4,011.23
248.170.801	6/05/18	Market Master Services - May, 2018		\$750.00	\$17,130.43	\$3,261.23
248.170.740	6/05/18	Operating Supplies - Petty Cash Reimbursement		\$200.00	\$16,930.43	\$3,061.23
248.170.740	6/05/18	Operating Supplies - Supply Reimbursements		\$150.00	\$16,780.43	\$2,911.23
248.170.740	6/06/18	Operating Supplies - Farmers Market Tent Repair		\$143.92	\$16,636.51	\$2,767.31
248.028.694	6/07/18	Vendor Registration Fees	\$535.00		\$17,171.51	\$3,302.31
248.028.694	6/08/18	Vendor Registration Fees	\$355.00		\$17,526.51	\$3,657.31
248.028.694	6/11/18	Vendor Registration Fees	\$255.00		\$17,781.51	\$3,912.31
248.028.694	6/19/18	Vendor Registration Fees	\$255.00		\$18,036.51	\$4,167.31
248.028.694	6/21/18	Vendor Registration Fees	\$75.00		\$18,111.51	\$4,242.31
248.028.694	6/27/18	Vendor Registration Fees	\$100.00		\$18,211.51	\$4,342.31
248.170.740	6/29/18	Operating Supplies - Petty Cash Reimbursement		\$107.88	\$18,103.63	\$4,234.43
248.028.694	7/11/18	Vendor Registration Fees	\$200.00		\$18,303.63	\$4,434.43
248.170.740	7/11/18	Operating Supplies - Farmers' Market Banners		\$171.97	\$18,131.66	\$4,262.46
248.028.694	7/18/18	Vendor Registration Fees	\$330.00		\$18,461.66	\$4,592.46
248.028.694	7/25/18	Vendor Registration Fees	\$125.00		\$18,586.66	\$4,717.46
248.028.694	8/01/18	Vendor Registration Fees	\$175.00		\$18,761.66	\$4,892.46
248.170.740	8/02/18	Operating Supplies - Petty Cash Reimbursement		\$150.00	\$18,611.66	\$4,742.46
248.170.801	8/07/18	Market Master Services - June, 2018		\$1,080.00	\$17,531.66	\$3,662.46
248.170.801	8/07/18	Market Master Services - July, 2018		\$1,350.00	\$16,181.66	\$2,312.46
248.028.694	8/08/18	Vendor Registration Fees	\$125.00		\$16,306.66	\$2,437.46
248.028.694	8/15/18	Vendor Registration Fees	\$125.00		\$16,431.66	\$2,562.46
248.028.694	8/20/18	Vendor Reimbursement	-\$570.00		\$15,861.66	\$1,992.46
248.028.694	8/28/18	Vendor Registration Fees	\$75.00		\$15,936.66	\$2,067.46
248.170.740	9/04/18	Operating Supplies - Leftover Petty Cash		-\$7.30	\$15,943.96	\$2,074.76
248.170.740	9/04/18	Operating Supplies - Internet Services		\$68.13	\$15,875.83	\$2,006.63
248.170.801	9/04/18	Market Master Services - August, 2018		\$1,080.00	\$14,795.83	\$926.63
248.028.694	9/05/18	Vendor Registration Fees	\$50.00		\$14,845.83	\$976.63
248.028.694	9/10/18	Spectrum Health Sponsorship Fee	\$1,000.00		\$15,845.83	\$1,976.63
248.028.694	9/12/18	Vendor Registration Fees	\$50.00		\$15,895.83	\$2,026.63
248.170.740	9/18/18	Operating Supplies - Supply Reimbursements		\$9.22	\$15,886.61	\$2,017.41
248.028.694	9/19/18	Vendor Registration Fees	\$50.00		\$15,936.61	\$2,067.41
Total, 2018 Season, beginning 2/1/18			\$8,860.00	\$6,792.59		\$2,067.41
Total, Fiscal YTD, beginning 4/1/18			\$8,860.00	\$5,853.82		\$3,006.18