



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, JANUARY 13, 2020 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 December 9 Meeting
- IV. Approval of Payables
  - a. Sanisweep 11/25/19 Invoice, Street Sweeping Services
  - b. Seyferth PR November-December Invoice, Year-End Report Development Services
  - c. Woods Landscaping 1/8/20 Invoice, December Snow Removal Services
- V. Review of DDA Year-End Report Final Draft
- VI. Review of Draft 2020-2021 Budget
- VII. Review of Proposed 2020-2021 Meeting Dates
- VIII. Reports and Communications
  - a. Status of Legacy Park Construction
  - b. Amy Van Andel Library and Community Center Update
  - c. Update on Past Discussion Items
  - d. DDA Financial Report, 12/31/19
- IX. Board Member Comment
- X. Public Comment
- XI. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 9, 2019 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, Devin Norman, Ted Wright, Walt VanderWulp, Dawn Marie Coe, Margaret Idema

**BOARD MEMBERS ABSENT:** Justin Knapp

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

**PUBLIC PRESENT:** 4 Community Members

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF NOVEMBER 4, 2019 MEETING**

It was moved by Idema, seconded by VanderWulp, to approve the minutes of the November 4, 2019 meeting as presented. Motion passed unanimously.

**IV. APPROVAL OF PAYABLES**

- a. RRR Lawn and Landscape, Light Pole Garland Installation, \$748.75**
- b. Seyferth PR October Invoice, Event Planning Services, \$7,997.29**
- c. Twin lakes Nursery, Inc, Ada Drive Brick Repair, \$2,946.89**

Hilbrands briefly summarized the payables as presented in the board packets. It was moved by Norman, seconded by Harrison, to approve the above payables. Motion passed unanimously.

**V. RESOLUTION DDA-120919-1, REDEVELOPMENT LIQUOR LICENSE APPLICATION FOR AVGS, LLC**

Hilbrands presented, stating this is the first Class-C Redevelopment Liquor License Ada Township has seen. Owners of the Ada Village General Store would like to offer dessert-type alcoholic drinks. Hilbrands introduced Emily Cantor from Warner Norcross & Judd, LLP who was present on behalf of AVGS, LLC.

Harrison asked how many of these Redevelopment Liquor Licenses are available in the Township. Hilbrands stated it requires redevelopment of \$1 million per 1,000 people in the Township. There has been more than \$30 million in redevelopment and the Township has a population of around 13,000. It is his understanding that there is room for 20-30 of these licenses. That is in addition to the 6 quota liquor licenses for Ada which are full.

Harrison asked what happens to the Redevelopment Liquor License if the applicant decides to no longer serve alcohol. Hilbrands stated the license would revert back to the Michigan Liquor License Commission (MLLC).

VanderWulp asked if the applicant is intending to serve or allow the liquor outside. Ms. Cantor stated the applicant does intend to provide outdoor service. They will need to make some changes by adding a barricade, per MLLC regulations. Serving outside requires a permit through the MLLC and is separate from the Redevelopment Liquor License application. Haga stated the Township is no longer involved in the outdoor service permit; it must go through the MLLC.

Wright asked what the cost would be to bring liquor to the Ada Village General Store. Ms. Cantor stated it will be a little over \$20,000 because of permits that go with it.

Wright expressed concerns that the General Store will morph into a place primarily for adult beverages instead of the kid-friendly ice cream shop. Ms. Cantor stated Ice cream sales are slower in the winter and this will help smooth over the seasonal business. The offerings will be more of a dessert variety for adults. The owner does not intend to operate as a bar.

Norman asked if this will change who can work for them. Ms. Cantor stated underage employees (under 21 yrs. old) will not be able to serve alcoholic beverages but they can continue to work there as long as someone of-age (21 or older) is also working.

Haga moved, Harrison seconded, to adopt Resolution DDA-120919-1, for the Redevelopment Liquor License Application for AVGS, LLC.

Roll Call: Yes – Coe, Norman, Haga, Bowersox, Harrison, VanderWulp, Idema, Wright; No – 0; Absent - Knapp. Resolution adopted.

## **VI. REVIEW OF DRAFT DDA YEAR-END REPORT**

Hilbrands presented the first draft of the year-end report and requested feedback. Idema stated she would like emails accessible to the community; if not in the year-end report, then somewhere else. Hilbrands stated the DDA member's names are already listed on the Township website. If requested, he can add a link to their personal emails. Hilbrands stated his contact information is currently on the website and will be in the year-end report.

VanderWulp inquired about having a joint meeting with the Citizens' Council. He believes they should meet once or twice per year. Harrison agreed, requesting Hilbrands to schedule a joint meeting for January or February.

Wright suggested adding more photos of smiling faces in the year-end report.

Haga commented on the businesses listed on the back page. He feels since the Township serves all businesses; all businesses should be recognized. Norman stated that highlighting new businesses since 2012 is important, it shows that businesses want to come to Ada. Wright suggested adding a link to the Ada Business Association. Hilbrands brought up the idea of creating an Ada Business Directory because not all businesses are members of the Ada Business Association. VanderWulp suggested including the home-based businesses.

## **VII. REPORTS AND COMMUNICATIONS**

- a. Status of Legacy Park Construction** – Ferro stated it is almost complete. Lettering on the pavilion, the removable backdrop, and landscaping are all that remains to be completed.

Harrison inquired about extending the walkability down towards the Fulton bridge, through the property of 7590 Fulton St. Ferro stated he has been in discussions with the developer about potential access easements or possibly conveying some land to the Township.

VanderWulp inquired about the development at 7590 Fulton St. Ferro stated it is currently being proposed as 2, three-story buildings and 2, four-story buildings with a total of about 95 apartments. The design has not yet been approved.

- b. Amy Van Andel Library and Community Center Update** – Ferro stated the steel should be delivered and start to be erected this week. There is some fundraising and initial design work going on for the optional addition on the west end of the building, proposed to be able to hold up to 150 people. Bill Payne is spearheading the fundraising and has a goal to have the money raised by mid-January, 2020.

Harrison stated he has a multipurpose room at the Caledonia library which gets a lot of use but needs a lot of flexibility. Tables and chairs, sound equipment, etc. need to be stored somewhere when they're not in use. Harrison also stated that the proposed kitchen appears larger than necessary. In his experience, most events will have food brought in/catered.

- c. Unfinished Business** – None

- d. DDA Financial Report, 11/30/19** – Hilbrands stated there was little financial activity for November outside of the Farmers' Market and Brats & Bonfires.

Bowersox inquired about a Farmers' Market that took place in late November. Hilbrands stated there was a small holiday market that took place by several of the vendors but he hasn't heard feedback.

## **VIII. BOARD COMMENTS**

Haga invited the DDA to attend a meeting for the Leonard Field Park Master Plan on Saturday, January 18, 2020, from 10 am – 12 pm. With the ongoing success of Beers at the Bridge, the Township feels a Master Plan for Leonard Field Park is necessary.

Harrison thanked fellow board members for volunteering to be a part of the DDA.

Bowersox wished everyone a Merry Christmas and Happy New Year.

Meeting was adjourned at 8:36 a.m.

Respectfully submitted:

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Devin Norman, Secretary

rs: aw



# SANISWEEP, INC

0-3450 RIVERHILL DR NW  
GRAND RAPIDS, MI 49534

# INVOICE

Phone #	616-677-3028
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Invoice #
97877

### Bill To

ADA TOWNSHIP OFFICES  
7330 THORNAPPLE RIVER DR S.E.  
ADA, MI 49301

Date
11/25/2019

P.O. No.

JOB LOCATION	SWEEP TYPE	REQUESTED BY
ADA	CLEAN UP	BRIAN

Description	Qty	Rate	TOTAL
SWEEP STREETS IN ADA FOR CLEAN UP PER MAP - NEED EARLY AM	7	140 <sup>00</sup>	980 <sup>00</sup>
<b>RECEIVED</b> DEC 10 2019 ADA TOWNSHIP CLERK OK to pay 1/3/20 248.170.740 BA			

DRIVER

<b>Total</b>
--------------

PW Y/N	
--------	--

\$0.00  
\$980<sup>00</sup>



40 Monroe Center NW  
Grand Rapids, MI 49503  
616.776.3511  
800.435.9539  
seyferthpr.com

## INVOICE

Ada Township  
7330 Thornapple River Dr SE  
Ada, MI 49301

December 31, 2019  
Invoice Number 85075

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	<u>Amount</u>
Year-End Report	
Professional Services & -November 2019	\$1,901.85
Professional Services -December 2019	<u>\$1,898.15</u>
Total Professional Services	<u>\$3,800.00</u>

TERMS: NET 30 DAYS

Rec'd 1/9/20  
BHA  
OK to pay 1/9/20  
248,170.740  
BHA



# WOODS

LANDSCAPE MAINTENANCE

**Invoice: 34668**

Date 1/8/2020  
 Terms Net 30  
 PO Number  
 Account #

**Bill To**

Ada Township  
 Attn: Brian Hilbrands  
 PO Box 370  
 Ada, MI 49301

**Property Address**

Ada Township  
 7330 Thornapple River Dr  
 Ada, MI 49301

Date/Time	Description	Quantity	Price	Total
12/1/2019	Shoveling (per time)	1.00	560.00	560.00
12/18/2019	Shoveling (per time)	1.00	560.00	560.00
12/31/2019	Shoveling (per time)	1.00	560.00	560.00
12/31/2019	Shoveling (per time)	1.00	560.00	560.00

Subtotal:	2240.00
Invoice Total:	\$2,240.00
<b>Account Balance:</b>	<b>\$2,240.00</b>

Rec'd 1/8/20  
 BHA  
 OK to pay 1/8/20  
 248,170.80  
 BHA

**PAYMENT COUPON**

**Woods Landscaping**  
 9599 Fulton St. E  
 Ada, MI 49301  
 616-868-6749

Terms Net 30  
 Account #  
 PO Number

Ada Township  
 7330 Thornapple River Dr  
 Ada, MI 49301

Invoice # 34668  
 Invoice Date 1/8/2020  
 Invoice Balance \$2,240.00  
 Account Balance \$2,240.00  
 Amount Enclosed





Headley Street



# ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY COMMUNITY REPORT

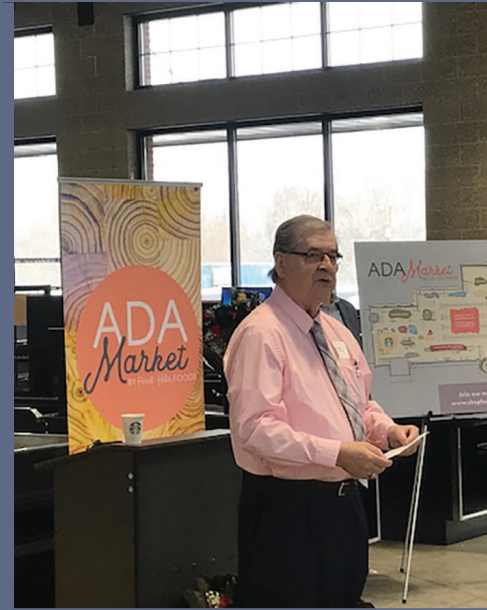


River Street





# ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY COMMUNITY REPORT







Dear Ada Community,

With a vision and plan so much can get done in a community! As you walk, bike, eat, shop and live in Ada Township you can't help but see how much "Envision Ada" is unfolding before your eyes.

As you may recall, the redevelopment of downtown Ada Village began in 2013 when more than 100 forums took place to get feedback from business owners, residents and township officials to clarify the earlier vision and Master Plan for Ada's village and the M-21 corridor. The DDA was created in 2008 to help implement your vision and focus resources and effort on the economic vitality, physical appearance and walkability/livability of Ada's downtown area, including its historic commercial and residential village and the M-21 highway corridor.

The DDA has played a large part in the resulting Envision Ada plan, providing funding and support for a variety of projects that include (but not limited to):

- Constructing a new entryway into the village via the new Headley Street.
- Reconstructing Ada Drive to permit expansion of the village business district.
- Redeveloping the Thornapple River frontage, creating a new riverfront park and walking trail that will ultimately connect the core of the Village to the M-21 bridge.
- Supporting the expanding Ada Farmer's Market
- Improving our street lighting, sweeping and sidewalk snow removal and creating additional parking to serve existing and new businesses.

And this year we share in your great anticipation for the completion of Amy Van Andel Library and Community Center in the heart of the village!

Activating and bringing people downtown was another goal we set to ensure our residents engage and support our local retailers and restaurants. The participation by our community (and beyond) in our annual Beers at the Bridge events in the summer, the Brats and Bonfires event in October and the Leprechaun Hunt in March has been phenomenal. We have witnessed the slogan "if you build it, they will come"!

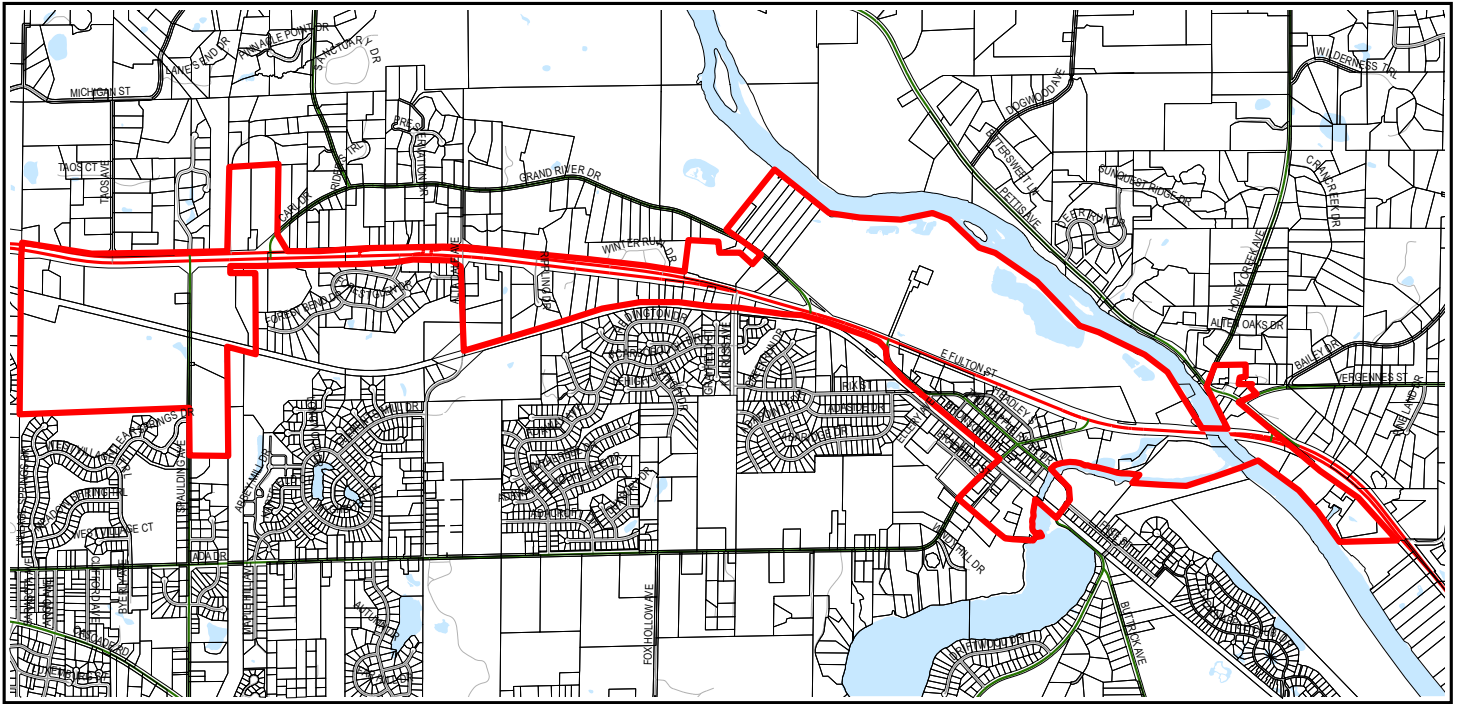
We could not do this work without the support of the property, business and residential owners whose investments in the development, improvement and upkeep of homes and businesses in the DDA District have made an incredible impact for our entire community.

There is more to be done. We'd love to hear from you, please feel free to contact us with any questions, comments or ideas as we head into this new decade!

Terry Bowersox  
Chair, DDA

Margaret Idema  
Vice-Chair, DDA

# The DDA District Boundaries



## DDA BOARD OF DIRECTORS

The DDA is made up of nine appointed members who represent businesses or who are residents within the DDA District. DDA Board meetings are generally held on the 2nd Monday of each month at 8:00 a.m. at the Ada Township Hall. The public is always invited to attend these meetings, and meeting minutes and agendas are posted on the Township web site.

- |                |  |
|----------------|--|
| Terry Bowersox | Justin Knapp                           |
| Dawn Marie Coe | Devin Norman                           |
| George Haga    | Walt VanderWulp                        |
| Bryan Harrison | Ted Wright                             |
| Margaret Idema | Brian Hilbrands,<br><i>Coordinator</i> |

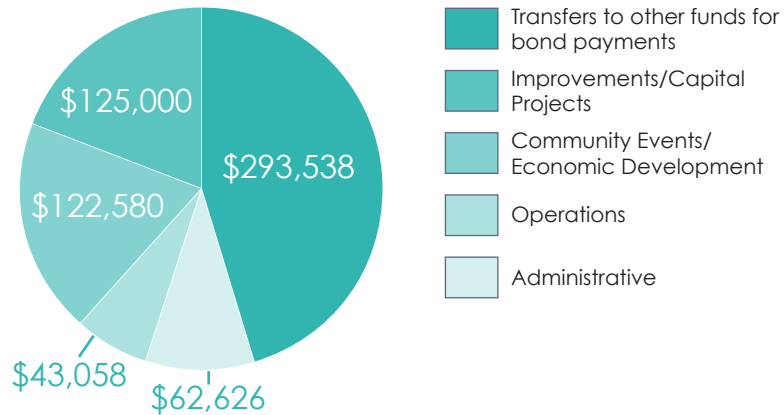
## CITIZENS COUNCIL

There is also a DDA Citizens Council made up entirely of persons who reside in the DDA District to help facilitate public input and advise the DDA Board. The DDA Board welcomes and encourages residents, members of the business community and other stakeholders to become involved and engage with the DDA or Council at any time.

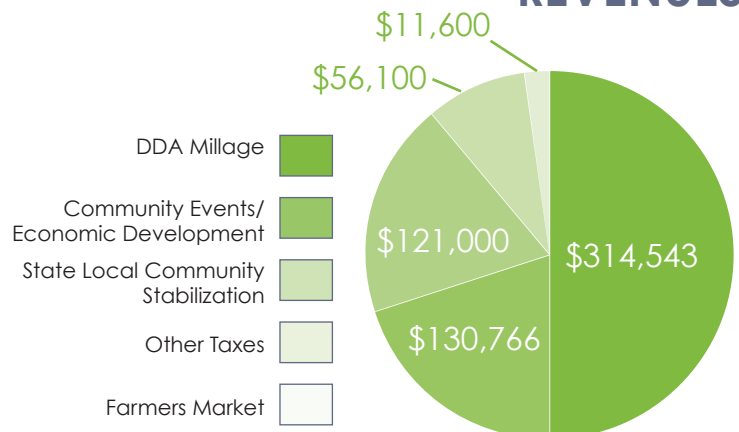
- |                |                |
|----------------|----------------|
| Tom Bogerd     | Margaret Idema |
| Marcel Burgler | Tom Mulligan   |
| Chris Czekai   | Zack Schaff    |
| Noelle Divozzo | Bev Swanson    |
| Joel Harner    |                |

## DDA BUDGET

### EXPENDITURES



### REVENUES





# DOWNTOWN BEAUTIFICATION

before

## Street Improvements

Ada Drive and Headley Street



## Additional Parking

Bronson Street: 26  
Other: 195

after

Coming in 2020:  
New Welcoming  
Signs



Street Sweeping  
& Sidewalk Snow  
Removal Services



Improved Street  
Lighting in the  
Village



Street Pole Banners &  
Wayfinding Signage



Holiday  
Garland





## COMMUNITY EVENTS



**12** Events (2015 - 2019)  
**8,929** Individuals interested on social  
**58** Unique Sponsors  
**22,544** Total attendees between 2015 - 2019



**5** Events (2015 - 2019)  
**5,269** Individuals interested on social  
**41** Unique Sponsors  
**4,570** Total attendees between 2015 - 2019



**3** Events (2017 - 2019)  
**750** Total attendees visiting local businesses  
**23** Businesses participating

## MORE ADA TOWNSHIP EVENTS

Easter Chicks Visit

Farmers Market

Grand Rapids Triathlon

Ada Classic Criterium

July 4th Parade & Fireworks

August Children's Fair

Chili and Beer Festival

Trunk or Treat

Tinsel, Treats & Trolleys

Santa & Reindeer

Santa Parade

Ada Business Expo

## ECONOMIC DEVELOPMENT

### Investment & Growth

**118,329**  
*sq. feet of commercial  
space (since 2016)*



**68**  
*Building Permits  
Issued in 2019*

**221**  
*Parking Spaces  
Added*

### Employment

**37**  
*New Businesses  
2012 - 2019*

**144**  
*Downtown  
Employers*

### Downtown Living



**274**  
*households*

**8**  
*New Homes*



*(since 2016)*

**29**  
*New Condos*

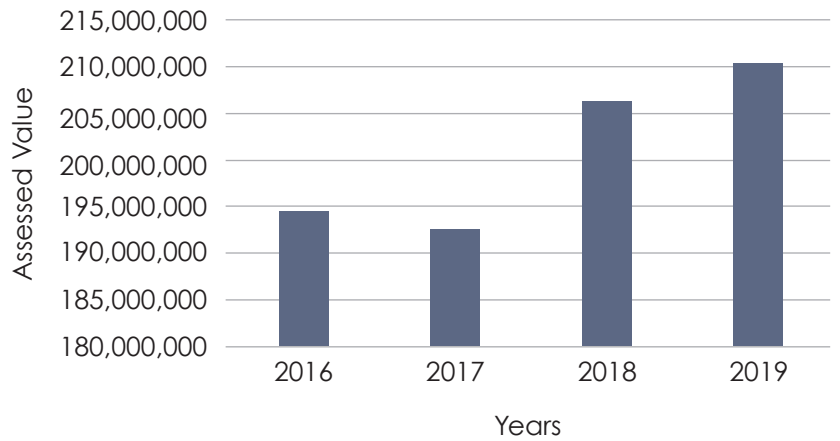
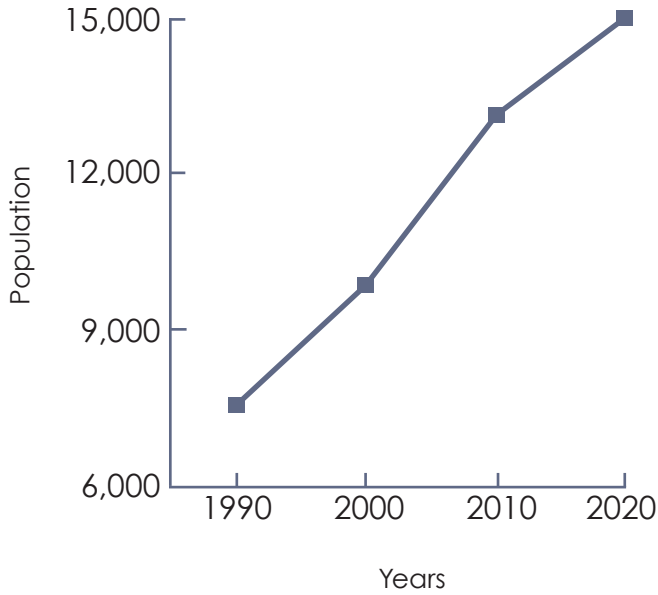
### Culture & Entertainment

**27,864**  
*Visitors to Downtown  
Events (2014-2019)*

**102**  
*Farmers Market  
Days (2015-2019)*

# ECONOMIC DEVELOPMENT (cont.)

**Ada Township  
Population Growth**



**Growth in the Assessed Value in the DDA**

## COMMUNITY AREAS

**Legacy Park in  
Memory of Helen  
and Rich DeVos**



**Amy Van Andel Library and  
Community Center**  
7215 Headley Street SE



\$12 Million Project

Funds raised through

- \$7 Million Capital Campaign
- \$5 Million Township/DDA



## THANK YOU

All of these improvements could not be made without the support of our community. If you have any questions or would like to learn more about the work that the DDA is doing please visit our website:

[www.adatownshipmi.com](http://www.adatownshipmi.com)

## WELCOME TO THE NEIGHBORHOOD! *(since 2012)*

21 Handshake  
ACME Marine Group  
Ada Fresh Market  
Ada Liquor  
Ada Pour House  
Ada Village General Store  
Alkalign Studios  
American International Foods Inc.  
Boost Marketing  
BP Ventures  
Brody B's  
Cascade Optical  
Cascade Rental Center  
Classic Equestrian  
Dan Carter Advisors  
Dixon Architecture  
DMC Designs  
Gravel Bottom Craft Brewery

ITS  
Jamnbean  
Jude's Barbershop  
Label Motorsports  
Lifeologie Institute  
Lown Homes  
Mensa Capital LLC  
Mercy Health  
Metro Sign & Lighting  
Michigan Software Labs  
Misar Motors  
Nonna's  
Pilates in Ada  
Spectrum Health  
Sprinkles Donut Shop  
The James  
To & Fro Activewear  
Union Bank  
Veenstras LLC



## GIVE US YOUR THOUGHTS OR QUESTIONS.

**Brian Hilbrands**  
Ada Township, DDA Coordinator  
616.676.9191  
[bhilbrands@adatownshipmi.com](mailto:bhilbrands@adatownshipmi.com)

Check us out!





**DEPT 170.000 DDA OPERATIONS/CONSTRUCTION**

GL Number	Description	2018-19 Activity	YTD As Of 11/30/2019	2019-20 Original Budget	2020-21 REQUESTED
<b>Fund 248</b>					
<b>--- Appropriations ---</b>					
<b>DEPT 170.000 DDA OPERATIONS/CONSTRUCTION</b>					
248-170.000-704.000	WAGES	52,379.53	43,739.24	42,407.00	0.00
248-170.000-704.001	WAGES - SUPPORT	0.00	0.00	8,406.00	0.00
248-170.000-704.005	WAGES: OVERTIME	0.00	0.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,184.67	2,671.66	3,150.00	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	744.84	624.89	737.00	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,234.02	4,213.13	5,081.00	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	3,922.86	2,464.14	2,378.00	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	7,395.85	1,040.77	8,710.00	10,940.00
248-170.000-740.000-FRM MKT 12	OPERATING SUPPLIES/SERVICES	1,165.08	1,510.55	2,850.00	0.00
248-170.000-800.000	CONTINUING EDUCATION	160.00	0.00	560.00	560.00
248-170.000-800.000-FRM MKT 12	CONTINUING EDUCATION	0.00	0.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	16,341.67	0.00	18,000.00	19,000.00
248-170.000-801.000-FRM MKT 12	CONTRACT SERVICE	8,595.00	7,995.59	9,645.00	0.00
248-170.000-820.000	MEMBERSHIP & DUES	125.00	125.00	368.00	368.00
248-170.000-820.000-FRM MKT 12	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00
248-170.000-821.000	ENGINEERING	7,920.99	0.00	0.00	0.00
248-170.000-828.000	LEGAL SERVICES	0.00	0.00	2,000.00	2,000.00
248-170.000-828.000-FRM MKT 12	LEGAL SERVICES	0.00	0.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	323.24	0.00	625.00	850.00
248-170.000-870.000-FRM MKT 12	MILEAGE & EXPENSES	0.00	0.00	300.00	0.00
248-170.000-974.000	IMPROVEMENTS	38,429.00	0.00	125,000.00	27,300.00
248-170.000-974.000-FRM MKT 12	IMPROVEMENTS	0.00	0.00	0.00	0.00
<b>DEPT 299.000 GENERAL ADMINISTRATION</b>					
248-299.000-906.001	COMMUNITY EVENTS	904.38	56,682.39	122,580.00	78,770.00
<b>DEPT 900.000 OTHER TOWNSHIP EXPENSES</b>					
248-900.000-719.002	LIFE INSURANCE, OTHERS	461.69	373.86	467.00	0.00
<b>DEPT 990.000 BOND ISSURANCE</b>					
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	151,942.45	0.00	0.00	161,151.00
248-990.000-995.000	BOND INTEREST PAYMENTS	26,929.73	0.00	0.00	101,387.00
<b>Total Appropriations:</b>		<b>326,160.00</b>	<b>121,441.22</b>	<b>353,264.00</b>	<b>402,326.00</b>

GL Number	Description of 2020-2021 Budget	2018-19 Activity	YTD As Of 11/30/2019	2019-20 Original Budget	2020-21 REQUESTED
<b>DDA:</b>					1/09/20 Draft
<b>DEPT 170.000 DDA OPERATIONS/CONSTRUCTION</b>					
<b>248-170.000-740.000</b>	<b>OPERATING SUPPLIES/SERVICES</b>				\$10,940
Supplies	\$200			\$200	
Parking Spot Striping	\$1,000			\$1,000	
Street Sweeping	\$2,000			\$2,000	
Garland Hanging	\$3,000			\$1,800	
Garland Replacement	\$2,000			\$970	
TTT	\$2,500			\$2,500	
Adobe Illustrator	\$240			\$240	
<b>248-170.000-800.000</b>	<b>CONTINUING EDUCATION</b>				\$560
MI Downtown Assn. Conference	\$160			\$160	
MI Planners Conference	\$400			\$400	
<b>248-170.000-801.000</b>	<b>CONTRACT SERVICE</b>				\$19,000
Snow Removal	\$19,000			\$18,000	
<b>248-170.000-820.000</b>	<b>MEMBERSHIP &amp; DUES</b>				\$368
Michigan Downtown Assn.	\$125			\$125	
Michigan Assn. of Planning	\$243			\$243	
<b>248-170.000-828.000</b>	<b>LEGAL SERVICES</b>				\$2,000
	\$2,000			\$2,000	
<b>248-170.000-870.000</b>	<b>MILEAGE &amp; EXPENSES</b>				\$850
Misc. Mileage	\$400			\$175	
Misc. Lodging	\$450			\$450	
<b>248-170.000-974.000</b>	<b>IMPROVEMENTS</b>				\$27,300
Village Gateway Sign	\$27,300			\$25,000	
Ada Drive Brick Leveling				\$100,000	
<b>TOTAL, DDA</b>					\$61,018

## **PROPOSED MEETING DATES**

### **DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS**

**FY 2020 – 2021**

#### **MEETING DATES - 2020**

**APRIL 13\***

**MAY 11**

**JUNE 8**

**JULY 13**

**AUGUST 10**

**SEPTEMBER 14**

**OCTOBER 12\***

**NOVEMBER 9**

**DECEMBER 14**

\*Will also hold an Informational Meeting prior to the regularly scheduled Board meeting

#### **MEETING DATES - 2021**

**JANUARY 11**

**FEBRUARY 8**

**MARCH 8**



## MEMORANDUM

Date: 1/09/20

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Financial Report, 12/31/19

Significant DDA financial activity during December included the following:

- \$748.75 in operating supplies/services includes payment to RRR Lawn & Landscape for garland installation services.
- \$2,946.89 in operating supplies/services includes payment to Twin Lakes Nursery for Ada Drive brick repair services.
- \$175 in continuing education includes payment to the Michigan Downtown Association for annual conference registration.
- \$191.48 in mileage and expenses includes reimbursement to the DDA Coordinator for MDA Conference lodging and mileage expenses.

With respect to the Farmers' Market, the Market has net negative income to date of -\$3,436.11 for the 2019 season. Revenues to date total \$7,520.00.

With respect to Brats and Bonfires, the event has net positive income to date of \$6,379.53 for the 2019 season. Revenues to date total \$20,186.02.

With respect to Beers at the Bridge, the event has net positive income to date of \$11,461.43 for the 2019 season. Revenues to date total \$63,239.



PERIOD ENDING 12/31/2019

ADA TOWNSHIP DDA  
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES: DDA AD VAL	28,725.00	0.00	260.11	28,464.89	0.91	0.00
248-000.000-665.000	INTEREST REVENUE	4,000.00	0.00	5,258.62	(1,258.62)	131.47	0.00
Total Dept 000.000		32,725.00	0.00	5,518.73	27,206.27	16.86	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	314,543.00	0.00	1,298.48	313,244.52	0.41	0.00
248-020.000-423.000	TAXES: IFT	23,375.00	0.00	0.00	23,375.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	140,184.91	(19,184.91)	115.86	0.00
Total Dept 020.000 - TAXES		458,918.00	0.00	141,483.39	317,434.61	30.83	0.00
Dept 026.000 - CONTRIBUTIONS							
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	74,476.00	40.00	83,435.02	(8,959.02)	112.03	0.00
248-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES	56,290.00	0.00	0.00	56,290.00	0.00	0.00
Total Dept 026.000 - CONTRIBUTIONS		130,766.00	40.00	83,435.02	47,330.98	63.80	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001	REGISTRATIONS	10,600.00	0.00	0.00	10,600.00	0.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	0.00	0.00	6,520.00	(6,520.00)	100.00	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	0.00	7,520.00	4,080.00	64.83	0.00
TOTAL REVENUES		634,009.00	40.00	237,957.14	396,051.86	37.53	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	261,065.00	0.00	32,473.00	228,592.00	12.44	0.00
Total Dept 000.000		261,065.00	0.00	32,473.00	228,592.00	12.44	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	42,407.00	4,898.09	48,637.33	(6,230.33)	114.69	0.00
248-170.000-704.001	WAGES - SUPPORT	8,406.00	0.00	0.00	8,406.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,150.00	299.24	2,970.90	179.10	94.31	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	737.00	69.99	694.88	42.12	94.28	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,081.00	489.82	4,702.95	378.05	92.56	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,378.00	271.69	2,735.83	(357.83)	115.05	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	8,710.00	3,713.39	4,754.16	3,955.84	54.58	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,850.00	76.84	1,587.39	1,262.61	55.70	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	175.00	175.00	385.00	31.25	0.00
248-170.000-801.000	CONTRACT SERVICE	18,000.00	0.00	0.00	18,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	9,645.00	600.00	8,595.59	1,049.41	89.12	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	125.00	243.00	33.97	0.00
248-170.000-828.000	LEGAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00	0.00

PERIOD ENDING 12/31/2019

ADA TOWNSHIP DDA

INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
248-170.000-870.000	MILEAGE & EXPENSES	625.00	191.48	191.48	433.52	30.64	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	125,000.00	0.00	0.00	125,000.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		230,217.00	10,785.54	75,170.51	155,046.49	32.65	0.00
Dept 299.000 - GENERAL ADMINISTRATION							
248-299.000-906.001	COMMUNITY EVENTS	122,580.00	7,997.29	64,679.68	57,900.32	52.77	0.00
Total Dept 299.000 - GENERAL ADMINISTRATION		122,580.00	7,997.29	64,679.68	57,900.32	52.77	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	467.00	49.52	423.38	43.62	90.66	0.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	32,473.00	0.00	0.00	32,473.00	0.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		32,940.00	49.52	423.38	32,516.62	1.29	0.00
TOTAL EXPENDITURES		646,802.00	18,832.35	172,746.57	474,055.43	26.71	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		634,009.00	40.00	237,957.14	396,051.86	37.53	0.00
TOTAL EXPENDITURES		646,802.00	18,832.35	172,746.57	474,055.43	26.71	0.00
NET OF REVENUES & EXPENDITURES		(12,793.00)	(18,792.35)	65,210.57	(78,003.57)	509.74	0.00
BEG. FUND BALANCE		517,350.23		517,350.23			
END FUND BALANCE		504,557.23		582,560.80			

**BRATS AND BONFIRES**  
**2019 SEASON REVENUE, EXPENSE AND NET INCOME**  
**12/31/19**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/1/19
			\$0.00	\$0.00	\$0.00	
248.026.588	8/31/2019	Sponsorship Payments	\$500.00		\$500.00	\$500.00
248.026.588	9/30/2019	Sponsorship Payments	\$6,500.00		\$7,000.00	\$7,000.00
248.299.906	10/8/2019	Liquor License Fees and Bonds		\$100.00	\$6,900.00	\$6,900.00
248.026.588	10/18/2019	2019 Brats & Bonfires Beer/Food/T-shirt Sales	\$9,311.02		\$16,211.02	\$16,211.02
248.299.906	10/23/2019	2019 Brats & Bonfires Sales Tax		\$558.66	\$15,652.36	\$15,652.36
248.299.906	10/23/2019	Gravel Bottom/Michiels Brewing LLC		\$2,025.00	\$13,627.36	\$13,627.36
248.299.906	10/23/2019	Supplies		\$15.98	\$13,611.38	\$13,611.38
248.026.588	10/31/2019	Sponsorship Payments	\$2,875.00		\$16,486.38	\$16,486.38
248.299.906	11/20/2019	Seyferth PR Event Services (September)		\$3,109.56	\$13,376.82	\$13,376.82
248.026.588	11/30/2019	Sponsorship Payments	\$1,000.00		\$14,376.82	\$14,376.82
248.299.906	12/4/2019	Seyferth PR Event Services (October)		\$7,997.29	\$6,379.53	\$6,379.53
Total, 2019 Season, beginning 1/1/19			\$20,186.02	\$13,806.49		\$6,379.53
Total, Fiscal YTD, beginning 4/1/19			\$20,186.02	\$13,806.49		\$6,379.53

PERIOD ENDING 12/31/2019

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	YTD BALANCE 12/31/2019 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	0.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	0.00	0.00	6,520.00	(6,520.00)	100.00	0.00
Total Dept 028.000 - FARMER'S MARKET		1,000.00	0.00	7,520.00	(6,520.00)	752.00	0.00
TOTAL REVENUES		1,000.00	0.00	7,520.00	(6,520.00)	752.00	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,850.00	76.84	1,587.39	1,262.61	55.70	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	9,645.00	600.00	8,595.59	1,049.41	89.12	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		12,795.00	676.84	10,182.98	2,612.02	79.59	0.00
TOTAL EXPENDITURES		12,795.00	676.84	10,182.98	2,612.02	79.59	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		1,000.00	0.00	7,520.00	(6,520.00)	752.00	0.00
TOTAL EXPENDITURES		12,795.00	676.84	10,182.98	2,612.02	79.59	0.00
NET OF REVENUES & EXPENDITURES		(11,795.00)	(676.84)	(2,662.98)	(9,132.02)	22.58	0.00
BEG. FUND BALANCE		517,350.23		517,350.23			
END FUND BALANCE		505,555.23		514,687.25			

**ADA FARMERS' MARKET**  
**2019 SEASON REVENUE, EXPENSE AND NET INCOME**  
**12/31/19**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/19
		Total Revenues and Expenditures, 4/1/18 to 1/31/19	\$8,970.00	\$8,986.95	\$12,913.48	
248.170.801	2/5/2019	Market Master Services - January, 2019		\$105.00	\$12,808.48	-\$105.00
248.170.740	3/6/2019	Operating Supplies - Internet Services		\$68.13	\$12,740.35	-\$173.13
248.170.801	3/6/2019	Market Master Services - February, 2019		\$150.00	\$12,590.35	-\$323.13
248.170.801	3/31/2019	Market Master Services - March, 2019		\$450.00	\$12,140.35	-\$773.13
248.028.694	4/19/2019	Vendor Registration Fees	\$1,425.00		\$13,565.35	\$651.87
248.170.801	5/1/2019	Market Master Services - Vendor Kickoff		\$75.59	\$13,489.76	\$576.28
248.170.801	5/8/2019	Market Master Services - April, 2019		\$1,125.00	\$12,364.76	-\$548.72
248.028.694	5/14/2019	Vendor Registration Fees	\$560.00		\$12,924.76	\$11.28
248.028.694	5/24/2019	Vendor Registration Fees	\$705.00		\$13,629.76	\$716.28
248.028.694	5/31/2019	Vendor Registration Fees	\$765.00		\$14,394.76	\$1,481.28
248.170.740	6/5/2019	Operating Supplies - Petty Cash Reimbursement		\$70.99	\$14,323.77	\$1,410.29
248.028.694	6/7/2019	Vendor Registration Fees	\$865.00		\$15,188.77	\$2,275.29
248.028.694	6/17/2019	Spectrum Health Sponsorship Fee	\$1,000.00		\$16,188.77	\$3,275.29
248.028.694	6/18/2019	Vendor Registration Fees	\$660.00		\$16,848.77	\$3,935.29
248.170.740	7/1/2019	Operating Supplies - Farmers' Market Banners		\$1,002.06	\$15,846.71	\$2,933.23
248.028.694	7/3/2019	Vendor Registration Fees	\$125.00		\$15,971.71	\$3,058.23
248.028.694	7/16/2019	Vendor Registration Fees	\$405.00		\$16,376.71	\$3,463.23
248.170.801	7/16/2019	Market Master Services - May, 2019		\$855.00	\$15,521.71	\$2,608.23
248.170.801	7/16/2019	Market Master Services - June, 2019		\$1,080.00	\$14,441.71	\$1,528.23
248.028.694	7/23/2019	Vendor Registration Fees	\$125.00		\$14,566.71	\$1,653.23
248.170.740	7/26/2019	Operating Supplies - Petty Cash Reimbursement		\$175.00	\$14,391.71	\$1,478.23
248.028.694	8/6/2019	Vendor Registration Fees	\$250.00		\$14,641.71	\$1,728.23
248.170.801	8/7/2019	Market Master Services - July, 2019		\$1,350.00	\$13,291.71	\$378.23
248.028.694	8/13/2019	Vendor Registration Fees	\$150.00		\$13,441.71	\$528.23
248.028.694	8/21/2019	Vendor Registration Fees	\$50.00		\$13,491.71	\$578.23
248.028.694	9/3/2019	Vendor Registration Fees	\$25.00		\$13,516.71	\$603.23
248.170.801	9/4/2019	Market Master Services - August, 2019		\$1,080.00	\$12,436.71	-\$476.77
248.170.740	9/4/2019	Operating Supplies - "No Parking" Sign		\$32.50	\$12,404.21	-\$509.27
248.170.740	9/5/2019	Operating Supplies - Petty Cash Reimbursement		\$155.00	\$12,249.21	-\$664.27
248.028.694	9/17/2019	Vendor Registration Fees	\$380.00		\$12,629.21	-\$284.27
248.170.740	10/8/2019	Operating Supplies - Website Update & Repair		\$75.00	\$12,554.21	-\$359.27
248.170.801	10/8/2019	Market Master Services - September, 2019		\$1,080.00	\$11,474.21	-\$1,439.27
248.028.694	10/31/2019	Vendor Registration Fees	\$30.00		\$11,504.21	-\$1,409.27
248.170.801	11/20/2019	Market Master Services - October, 2019		\$1,350.00	\$10,154.21	-\$2,759.27
248.170.740	12/4/2019	Operating Supplies - Internet Services		\$76.84	\$10,077.37	-\$2,836.11
248.170.801	12/4/2019	Market Master Services - November, 2019		\$600.00	\$9,477.37	-\$3,436.11
Total, 2019 Season, beginning 2/1/19			\$7,520.00	\$10,956.11		-\$3,436.11
Total, Fiscal YTD, beginning 4/1/19			\$7,520.00	\$10,182.98		-\$2,662.98