



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, FEBRUARY 12, 2017 MEETING, 8:00 A.M.
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE
ADA, MICHIGAN**

AGENDA

- I. Call to Order/Roll Call
- II. Welcome to New Board Member – Dawn Marie Coe
- III. Approval of Agenda
- IV. Approval of Minutes of January 8 meeting.
- V. Approval of Payables
 - a. Seyferth PR 12/31/17 Invoice for Communications Services
 - b. Hopkins Fundraising Consulting 1/16/18 Invoice, Capital Campaign Services
 - c. Woods Landscaping 1/6/18 Invoice, Snow Removal Services
 - d. Woods Landscaping 1/12/18 Invoice, Snow Windrow Removal
 - e. Woods Landscaping 2/2/18 Invoice, Snow Removal Services
- VI. Review of Proposed 2018-2019 Meeting Dates
- VII. Review of Draft 2018-2019 Budget and Draft 2018-2024 Capital Improvements Plan
- VIII. Review of Draft Streetscape RFP
- IX. Reports and Communications
 - a. Status of Riverfront Park Construction
 - b. Status of Community Building/Library
 - a. Building Project Manager Recruitment
 - c. Traffic/Pedestrian Safety Issues
 - d. Citizens Council Minutes
 - e. Communications Update
 - f. Status of Capital Campaign
 - g. DDA Financial Report, 1/31/18
- X. Board Member Comment
- XI. Public Comment
- XII. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 8, 2018 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Board Vicechair Bowersox.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison (arrived at 8:20), Margaret Idema, Justin Knapp, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator

PUBLIC PRESENT: Gwen Cieslak, Jennie Mac Anaspie, Kevin Moran, Kristen Wildes

II. APPROVAL OF AGENDA

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

Motion passed unanimously.

III. APPROVAL OF MINUTES OF DECEMBER 11 MEETING

It was moved by Idema, seconded by VanderWulp, to approve the minutes of the December 11 meeting as presented.

Motion passed unanimously.

IV. APPROVAL OF PAYABLES

It was moved by VanderWulp, seconded by Wright to approve payment of the Seyferth PR invoice for services through November 30 in the amount of \$800.

Motion passed unanimously.

It was moved by Knapp, seconded by Idema to approve payment of the Hopkins Fundraising Consulting invoice for services through December 15 in the amount of \$5,800.

Motion passed unanimously.

Wright asked for an update on the Capital Campaign pledge progress.

Hilbrands stated that he has been receiving a number of pledges from DDA and Township Board members, and he expects a major donor announcement to be coming within the next couple of months.

V. FARMERS' MARKET ANNUAL REPORT

This item was postponed until the Farmers' Market Manager arrived.

Jennie Mac Anaspie presented the Farmers' Market Annual Report to the Board. She stated that her biggest need was getting a decision made on what to do with the outstanding tokens.

A discussion was held on what to do with the credit/debit/EBT/token system.

The consensus was to phase out the token system this year, by making this the last year of redemption.

Idema asked if Mac Anaspie was happy with the retention of vendors.

Mac Anaspie stated that it is hard to compare apples to apples because every year there is something different happening with construction. She stated that the biggest variation is in daily vendors, and everything else is pretty consistent.

VanderWulp left the meeting at 8:59am.

Harrison asked if Spectrum Health could be a sponsor of the Farmers' Market. He stated that we could provide them with promotional material that they could have available for their patients that directs them to the Farmers' Market.

Mac Anaspie was asked about the design of the Farmers' Market on the north side of Headley Street, and she replied that it was not a good set up and did not have good ingress or egress.

Harrison stated that it is important to note that we had on our desk a blueprint for a building that was not suitable for one of its users. This is something we need to keep in mind as we move forward.

It was moved by Harrison, seconded by Idema that we make 2018 the final year for accepting outstanding credit/debit/EBT tokens at the Ada Farmers' Market.

Haga noted that we need to make sure we use the proper communications to do that.

Motion passed unanimously.

VI. REVIEW OF DRAFT 2018-2019 BUDGET

Hilbrands presented a draft DDA budget for the 2018-2019 fiscal year. He stated that there were three separate budgets. Hilbrands stated that the first budget is for DDA Operations/Constructions, and this has budget expenses of \$79,928, excluding costs for staff wages and benefits which have not yet been determined. Hilbrands stated that the second budget is for Other Township Expenses allocated to the DDA, and this has budget expenses of \$178,621. He stated that the third budget is for the Farmers' Market, and this has estimated revenues of \$11,600 and estimated expenses of \$11,470, which results in an estimated net income of \$130.

Supervisor Haga reported that he estimated DDA revenues of \$406,216 for the 2018-2019 fiscal year.

Ferro noted that this is an early draft of the budget, and there will be a more comprehensive one presented at the next DDA Board meeting.

VII. DISCUSSION OF IMPROVED INTER-BOARD COMMUNICATION

Hilbrands introduced an initiative to improve inter-board communication. The initiative calls for establishing joint work sessions between the DDA, Township Board, and Planning Commission.

Wright stated that the goal should aim to be open and up-front with each other. Everyone should be clear on what it is they are trying to achieve and what their plans are.

Haga stated that the idea of the strategic plan is to create open communication between the three boards.

VanderWulp stated that we want to avoid what ended up happening with the church property.

Idema stated that she thought it was worth trying quarterly meetings and see if we can make them productive.

The consensus of the Board was to move forward with establishing joint work sessions with the Township Board and Planning Commission.

VIII. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated that construction is a little behind schedule, given the weather that we have had has not been good for laying concrete. Ferro stated that they continue to work on the restroom as well as retaining walls.

Idema asked what the opening date might be. Ferro stated that it will not be until late summer.

b. Status of Community Building/Library

a. Building Project Manager Recruitment

Ferro updated the Board on the progress of the Building Project Manager recruitment. He stated that an RFP was issued last month to solicit proposals for the Project Manager position, and the deadline was the end of the year. He stated that there are 6 candidates that will be reviewed by a committee that includes DDA and Township Board members. Ferro stated that financing for this position will be included in the budget for the building.

Harrison asked if accepting this position would prohibit a candidate from bidding on the design of the building itself.

Ferro stated that it does prohibit them from bidding, and this was stated in the RFP.

c. Traffic/Pedestrian Safety Issues

Ferro stated that the Township Board will be considering an agreement with a traffic engineer from Progressive AE to perform some additional data gathering and analysis that will help in the Township's ongoing dialogue with the Kent County Road Commission on traffic and pedestrian safety.

Idema asked about the status of the speed boards.

Haga stated that the Township is budgeting to purchase two of them in the fiscal year that begins April 1.

Ferro showed the Board plans that the Township has for making intersection improvements on Ada Drive at Thornapple River Drive and Bronson Street. The Township is looking at putting in bump outs that will prevent cars from parking there, as well as shorten the crossing distance for pedestrians. He stated that the Kent County Road Commission has said that they will split the total project costs.

Idema asked if we can have the Sheriff come through and ticket people who are parking illegally on Ada Drive.

Haga stated that it is difficult because often the illegally parked vehicle will be gone before the Sheriff can get there.

Wright stated that a speed limit sign is needed on the new Headley Street off of Fulton.

d. Update on DDA Board Member Recruitment

Haga stated that he received 7 applications, and that he believes any of them would make a good candidate. He stated that he is recommending the appointment of Dawn Marie Coe to fill the open position. Haga stated that Dawn Marie owns a business in the DDA and also lives in Ada.

e. DDA Financial Report, 12/31/17

Hilbrands presented the DDA financial report and highlighted some of the major expenditure items. He reported that the Farmer's Market revenues have exceeded the budgeted \$9,000 by \$2,115.

Hilbrands provided a brief report on the Michigan Downtown Association Conference that he attended in October.

IX. BOARD MEMBER COMMENT

Harrison stated that he attended the Spectrum Health open house and that it was very well attended. He stated that what he has heard about Spectrum is that people love it, but don't like going downtown for it. He stated that this facility could be a draw for the Village.

Idema asked what kind of role or responsibility the DDA had to businesses within the DDA district, and if they should be checking in with new businesses.

Knapp stated that he is helping launch a Business Ambassador program for the ABA to help make businesses more aware of what the ABA can offer them.

Ferro stated that he thinks there is a role for the DDA in creating a positive business environment and talking to businesses, letting them know we exist and asking for their input on what they think the DDA should be doing.

Hilbrands stated that he will add DDA members to the ABA email list.

X. PUBLIC COMMENT

There was no public comment.

XI. ADJOURNMENT

It was moved by Idema, seconded by Harrison to adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 9:45am.

Respectfully submitted:

Devin Norman, Secretary/Treasurer

SeyferthPR

40 Monroe Center NW
Suite 202
Grand Rapids, MI 49503



Invoice

Invoice Number G: 80989
Invoice Date: 2/31/2017

Bill To:

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

Project: September Thru December 2017

Description	Amount
Total Professional Services	500.00

Rec'd 1/30/18
PAA
OK to pay 1/30/18
248,170.801
PAA

Total \$500.00

Due: Net 30 Days

HOPKINS | FUNDRAISING CONSULTING

995 Sargent, SE, Ada, MI 49301 (616) 575-5200

January 15, 2018

Mr. Jim Ferro
Ada Township
7330 Thornapple River Dr.
PO Box 370
Ada, MI 49301

- Invoice for Campaign Implementation Service
- Amount Due: \$5,800
- 7th of twelve payments
- Due by January 31, 2018

Rec'd 1/16/18
BAA
OK to pay 1/16/18
401.170.001.001
BAA



WOODS LANDSCAPING

Invoice: 20685

Date 1/6/2018
 Terms Net 30
 PO Number
 Account #

Bill To

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

*Rec'd 1/6/18
 BAA
 OK to pay 1/23/18
 248.170.801
 BAA*

Property Address

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Date/Time	Description	Quantity	Price	Total
12/9/2017	Shoveling (per time) (late AM clearing after more snow fell)	1.00	510.00	510.00
12/9/2017	Shoveling (per time) (early AM clearing)	1.00	510.00	510.00
12/11/2017	Shoveling (per time)	1.00	510.00	510.00
12/13/2017	Shoveling (per time) (early afternoon clearing after more snow fell)	1.00	510.00	510.00
12/13/2017	Shoveling (per time) (early AM clearing)	1.00	510.00	510.00
12/15/2017	Shoveling (per time)	1.00	510.00	510.00
12/16/2017	Shoveling (per time)	1.00	510.00	510.00
12/18/2017	Shoveling (per time)	1.00	510.00	510.00
12/22/2017	5 man hrs @ \$50.00/hr (2 men from 9:30am-12:00pm)	1.00	250.00	250.00
12/22/2017	Salt Application (Bag)	900.00	0.75	675.00
12/23/2017	Shoveling (per time)	1.00	510.00	510.00
12/28/2017	Shoveling (per time) (early AM clearing)	1.00	510.00	510.00
12/28/2017	Shoveling (per time)	1.00	510.00	510.00
12/30/2017		1.00	510.00	510.00

PAYMENT COUPON

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

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Terms Net 30
 Account #
 PO Number

Invoice # 20685
 Invoice Date 1/6/2018

Invoice Balance \$7,555.00

Amount Enclosed



Invoice: 20685

Date 1/6/2018
 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
	Shoveling (per time) (Early PM clearing after more snow fell)			
12/31/2017	Shoveling (per time)	1.00	510.00	510.00

Subtotal:	7555.00
Invoice Total:	\$7,555.00

PAYMENT COUPON

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

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Terms Net 30
 Account #
 PO Number

Invoice # 20685
 Invoice Date 1/6/2018
 Invoice Balance \$7,555.00
 Amount Enclosed



Invoice: 20714

Date 1/10/2018
 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
1/5/2018	Snow Pile moving w/2 Dump trucks, 1 Skid steer, 1 Plow truck (Times: 12:00 AM-5:30 AM)	22.00	90.00	1980.00
1/9/2018	Snow Pile moving w/2 Dump trucks, 1 Skid steer, 1 Plow truck (Times: 11:00 PM- 3:00 AM)	16.00	90.00	1440.00

*Rec'd 1/12/18
 BAA
 OK to pay 1/23/18
 248.170.801
 BAA*

Subtotal:	3420.00
Invoice Total:	\$3,420.00

PAYMENT COUPON

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

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Terms Net 30
 Account #
 PO Number

Invoice # 20714
 Invoice Date 1/10/2018
 Invoice Balance \$3,420.00
 Amount Enclosed



Invoice: 20898

Date 2/2/2018
 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
12/25/2017	Shoveling (per time)	1.00	510.00	510.00
1/2/2018	Shoveling (per time)	1.00	510.00	510.00
1/7/2018	Shoveling (per time)	1.00	510.00	510.00
1/11/2018	Shoveling (per time)	1.00	510.00	510.00
1/16/2018	Shoveling (per time)	1.00	510.00	510.00
1/28/2018	Shoveling (per time)	1.00	510.00	510.00

*Rec'd 2/2/18
 BAA
 OK to pay 2/8/18
 248.170.801
 BAA*

Subtotal:	3060.00
Invoice Total:	\$3,060.00
Account Balance:	\$14,757.00

PAYMENT COUPON

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

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Terms Net 30
 Account #
 PO Number

Invoice #	20898
Invoice Date	2/2/2018
Invoice Balance	\$3,060.00
Account Balance	\$14,757.00
Amount Enclosed	

DDA BOARD MEETING SCHEDULE

FY 2018-2019

Monthly on the 2nd Monday, at 8:00 a.m.*

2018

Monday, April 9

Monday, May 14

Monday, June 11

Monday, July 9

Monday, August 13

Monday, September 10

Monday, October 8

Monday, November 5*

Monday, December 10

2019

Monday, January 14

Monday, February 11

Monday, March 11

*** November 5 meeting is the 1st Monday, changed to avoid conflict with Veterans Day**

WORK SESSION COPY FOR 2/13/18
 Calculations as of 01/31/2018

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 01/31/18	2018-19 REQUESTED BUDGET	2018-19 REQUESTED % CHANGE	2018-19 REQUESTED AMT CHANGE
ESTIMATED REVENUES							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	41,433	2,560	1,175	15,351	499.65	12,791
248-000.000-665.000	INTEREST REVENUE	3,662	1,000		1,000		
Totals for dept 000.000 -		45,095	3,560	1,175	16,351	359.30	12,791
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	325,191	339,661	23,606	288,212	(15.15)	(51,449)
		FOOTNOTE AMOUNTS:			288,212	(15.15)	(51,449)
		TAXABLE VALUE \$151,690-497 X MILLAGE RATE 1.9000					
248-020.000-423.000	TAXES: IFT	23,574	23,574		28,116	19.27	4,542
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION			121,853	121,000		121,000
Totals for dept 020.000 - TAXES		348,765	363,235	145,459	437,328	20.40	74,093
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000	MISC AND OTHER REVENUE	(161)					
248-028.000-694.000-FRM MKT 12-	MISC AND OTHER REVENUE	500		1,000	1,000		1,000
248-028.000-694.001-FRM MKT 12-	REGISTRATIONS	9,355	9,000	10,115	10,600	17.78	1,600
248-028.000-694.002-FRM MKT 12-	SALES	40					
Totals for dept 028.000 - FARMER'S MARKET		9,734	9,000	11,115	11,600	28.89	2,600
TOTAL ESTIMATED REVENUES		403,594	375,795	157,749	465,279	23.81	89,484

WORK SESSION COPY FOR 2/13/18
 Calculations as of 01/31/2018

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 01/31/18	2018-19 REQUESTED BUDGET	2018-19 REQUESTED % CHANGE	2018-19 REQUESTED AMT CHANGE			
APPROPRIATIONS										
Dept 000.000										
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS				549,327		549,327			
	FOOTNOTE AMOUNTS:				40,749		549,327			
	BOND ISSUE 2017 TIF CONTRIBUTION PRINCIPLE									
	FOOTNOTE AMOUNTS:				24,181		549,327			
	BOND ISSUE 2017 TIF CONTRIBUTION INTEREST									
	FOOTNOTE AMOUNTS:				115,726		549,327			
	BOND ISSUE 2017 MILLAGE CONTRIBUTION PRINCIPLE									
	FOOTNOTE AMOUNTS:				68,673		549,327			
	BOND ISSUE 2017 MILLAGE CONTRIBUTIOJN INTEREST									
	FOOTNOTE AMOUNTS:				300,000		549,327			
	TRANSFER TO 401 FUND ENVISION ADA									
	GL # FOOTNOTE TOTAL:				549,327		549,327			
Totals for dept 000.000 -					549,327		549,327			
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION										
248-170.000-704.000	WAGES	19,937	19,692	24,166	30,636	55.58	10,944			
248-170.000-704.001	WAGES - SUPPORT			10,769	12,360		12,360			
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,180	1,220	2,117	2,665	118.44	1,445			
248-170.000-716.000	FICA - MEDICARE TWP SHARE	276	286	495	623	117.83	337			
248-170.000-719.000	RETIREMENT - EMPLOYER COST	1,984	1,969	2,570	4,300	118.38	2,331			
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	3,495	4,221	3,156	2,638	(37.50)	(1,583)			
248-170.000-726.000	OFFICE SUPPLIES/SERVICES			160						
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	1,872	5,600	22,183	11,675	108.48	6,075			
248-170.000-740.000-FRM MKT 12-	OPERATING SUPPLIES/SERVICES	3,196	3,295	1,436	1,980	(39.91)	(1,315)			
248-170.000-800.000	CONTINUING EDUCATION		200	160	560	180.00	360			
248-170.000-800.000-FRM MKT 12-	CONTINUING EDUCATION		75	75						
248-170.000-801.000	CONTRACT SERVICE	51,917	45,000	66,545	37,000	(17.78)	(8,000)			
248-170.000-801.000-FRM MKT 12-	CONTRACT SERVICE	8,025	8,745	7,620	8,865	1.37	120			
248-170.000-820.000	MEMBERSHIP & DUES	125	125	125	368	194.40	243			
248-170.000-820.000-FRM MKT 12-	MEMBERSHIP & DUES		250		250					
248-170.000-821.000	ENGINEERING		12,000			(100.00)	(12,000)			
248-170.000-828.000	LEGAL SERVICES	77,144			5,000		5,000			
248-170.000-870.000	MILEAGE & EXPENSES		105	310	325	209.52	220			
248-170.000-870.000-FRM MKT 12-	MILEAGE & EXPENSES		500		300	(40.00)	(200)			
248-170.000-974.000	IMPROVEMENTS	9,500	173,375	161,794	37,500	(78.37)	(135,875)			
248-170.000-983.000	NEW EQUIPMENT			2,617						
Totals for dept 170.000 - DDA OPERATIONS/CONSTRUCTIO					178,651	276,658	306,223	157,120	(43.21)	(119,538)
Dept 211.000 - LEGAL & ACCOUNTING										
248-211.000-828.000	LEGAL SERVICES	2,247		(1,996)						
Totals for dept 211.000 - LEGAL & ACCOUNTING					2,247		(1,996)			
Dept 440.000 - PUBLIC WORKS										
248-440.000-808.000		16,000								
248-440.000-974.000	INFRASTRUCTURE IMPROVEMENTS	3,000								
Totals for dept 440.000 - PUBLIC WORKS					19,000					
Dept 900.000 - OTHER TOWNSHIP EXPENSES										
248-900.000-719.002	LIFE INSURANCE, OTHERS	189	165	220		(100.00)	(165)			
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS		300,000			(100.00)	(300,000)			
Totals for dept 900.000 - OTHER TOWNSHIP EXPENSES					189	300,165	220	(100.00)	(300,165)	
TOTAL APPROPRIATIONS		200,087	576,823	304,447	706,447	22.47	129,624			

WORK SESSION COPY FOR 2/13/18
 Calculations as of 01/31/2018

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 01/31/18	2018-19 REQUESTED BUDGET	2018-19 REQUESTED % CHANGE	2018-19 REQUESTED AMT CHANGE
NET OF REVENUES/APPROPRIATIONS - FUND 248		203,507	(201,028)	(146,698)	(241,168)	19.97	(40,140)
BEGINNING FUND BALANCE		506,475	709,982	709,982	563,284	(20.66)	(146,698)
ENDING FUND BALANCE		709,982	508,954	563,284	322,116	(36.71)	(186,838)



MEMORANDUM

Date: 2/9/18

TO: Ada Township DDA Board
FROM: Jim Ferro, Planning Director
RE: Draft Capital Improvements Plan

Included as a separate attachment in your e-mailed meeting packets is the Township's proposed 6-year Capital Improvements Plan. The Planning Commission will be reviewing the Plan and consider approving it at its February 15 meeting, after which it will be presented to the Township Board for approval.

If you would like hard copy of the Plan, I will have several copies available on Monday morning.

February 12, 2018

Dear Bidder:

Ada Township is soliciting bids for the following service:

ADA'S "VILLAGE" STREETScape MAINTENANCE AND FLOWER PLANTING
SERVICES

The bid will publicly be opened at the Ada Township Hall, 7330 Thornapple River Drive, Ada, MI on the date and time specified below:

Friday, March 9, 2018 at 10:00 A.M. Local Time

LATE BIDS WILL NOT BE OPENED. FAXED RESPONSES WILL NOT BE ACCEPTED. E-MAIL REPOSES WILL NOT BE ACCEPTED.

After the public opening, bid/proposals will be available for review after the evaluation by staff, or fifteen (15) business days after the opening date, whichever occurs first.

For more information or to request a copy of the bid/proposal specifications, please call 616-676-9191 extension 50. A copy of the bid/proposal specifications may also be picked up at the Township Office at 7330 Thornapple River Drive.

Sincerely,

George Haga
Ada Township Supervisor

SPECIFICATIONS FOR STREETSCAPE PLANTING SERVICES

For Ada Township Streetscape

February 12, 2018

SCOPE

Ada Township is requesting bids for the seasonal contract for streetscape maintenance and flower plantings.

The work covered by these specifications consists of furnishing all necessary labor, equipment, supplies and materials and performing all operations in connection with a complete maintenance program of these properties.

Prices are requested for three years. Acceptance of the second and third year is optional for the Township. Streetscape Planting Services for the period estimated commencing:

April 1, 2018 – November 30, 2018

April 1, 2019 – November 30, 2019

April 1, 2020 – November 30, 2020

GENERAL SPECIFICATIONS

LOCATIONS

Streetscapes

- Bronson Street from East Fulton Street (M-21) to Old Headley Street
- Old Headley Street from Bronson Street to New Headley Street
- New Headley Street from East Fulton Street (M-21) to Thornapple River Bridge
- Thornapple River Drive from Old Headley Street to New Headley Street
- Ada Drive from East Fulton Street (M-21) to Bronson Street
- Tunnel garden (Trail tunnel between Rix Street and Bronson Street)
- Rest Area located at NE corner of Bronson Street and Ada Drive

The Contractor must be well acquainted with the sites and be knowledgeable about areas to be planted and maintained.

SERVICES

- Early April Cleanup and removal of debris (weather permitting)
- Five yards of top soil with peat mixture for spring replacement and lost soil thru season
- Daffodils to be cut back and debris removed following spring growing season
- Plant Annuals approximately in May (weather permitting)*
- Plant Annuals in streetlight planter boxes
- Maintain flower beds for weed removal and “pinching” off dead flowers to maintain growth
- Remove annuals and debris at end of growing season (late October)
- Add leaf compost to all beds following removal of annuals
- Ten applications of micro nutrients to beds to restore soil balance from winter salt impact

*Annuals provided as part of contract fee. Selection of annuals coordinated with the township.

BID PRICING STRUCTURE

- Contractor shall furnish to Ada Township a monthly invoice for maintenance and planting services for Ada’s streetscape.
- Payment will be withheld for beds not maintained in accordance with specifications,
- All Contractor work shall be accomplished per specifications herein to the satisfaction of the Ada Township representative prior to payment for services.
- Prices must remain firm for the three-year period.

INSURANCE

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish Ada Township with Certificates of Insurance identifying Ada Township as an additional insured on your policies for the duration of the contract. General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker’s compensation limits of \$100,000/500,000/100,000 umbrella limit of \$1,000,000.

CANCELLATION OF THIS CONTRACT

Ada Township shall have the right to cancel this contract for non-performance. If an inspection by a representative of Ada Township reveals that the Contractor’s work results in any non-acceptable maintenance condition(s):

1. A representative from Ada Township shall call a meeting with the Contractor and/or issue a written notice of possible contract termination should the condition continue.
2. If the condition should repeat for a second time, Ada Township shall issue a written notice of contract termination.

LICENSES & CERTIFICATION

It shall be the responsibility of the Contractor to comply with all OSHA, Federal, State or local requirements for all work performed, including licensing and certification that is required for application of weed control products or other work performed under this contract.

REFERENCES

Each bidder shall include at least two references that may be contacted regarding performance of this type of work. The reference list shall include names, titles, addresses and telephone numbers of the individuals who may be contacted.

BID PREPARATION AND RESPONSE

To be considered, bids must be received in the Ada Township Clerk's office, 7330 Thornapple River Drive, PO Box 370, Ada, MI 49301 no later than Friday, March 9, 2018 at 10:00 a.m.

BID SELECTION

Ada Township will select those bids that it deems to be in its best interest.

NON-DISCRIMINATION

Ada Township's contractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

FREEDOM OF INFORMATION ACT

Information submitted in this bid is subject to the Michigan Freedom of Information Act and may not be held in confidence after the bid is opened. The bid will be available for review after staff has evaluated it, or fifteen (15) business days after the opening date, whichever comes first.

WITHDRAWAL

A bid may be withdrawn in person or by written request prior to the time specified for opening the bids.

BID STATEMENT

STREETSCAPE PLANTING SERVICES
AT STREETSCAPE FLOWER BEDS

**THREE YEAR
BID AMOUNT**

ADA "VILLAGE" STREETSCAPES AS SPECIFIED: _____

Note: The three-year total will be divided equally to determine an Annual Contract Amount.

CONTRACTOR SIGNATURE

PRINTED NAME

DATE



COMPANY NAME AND ADDRESS

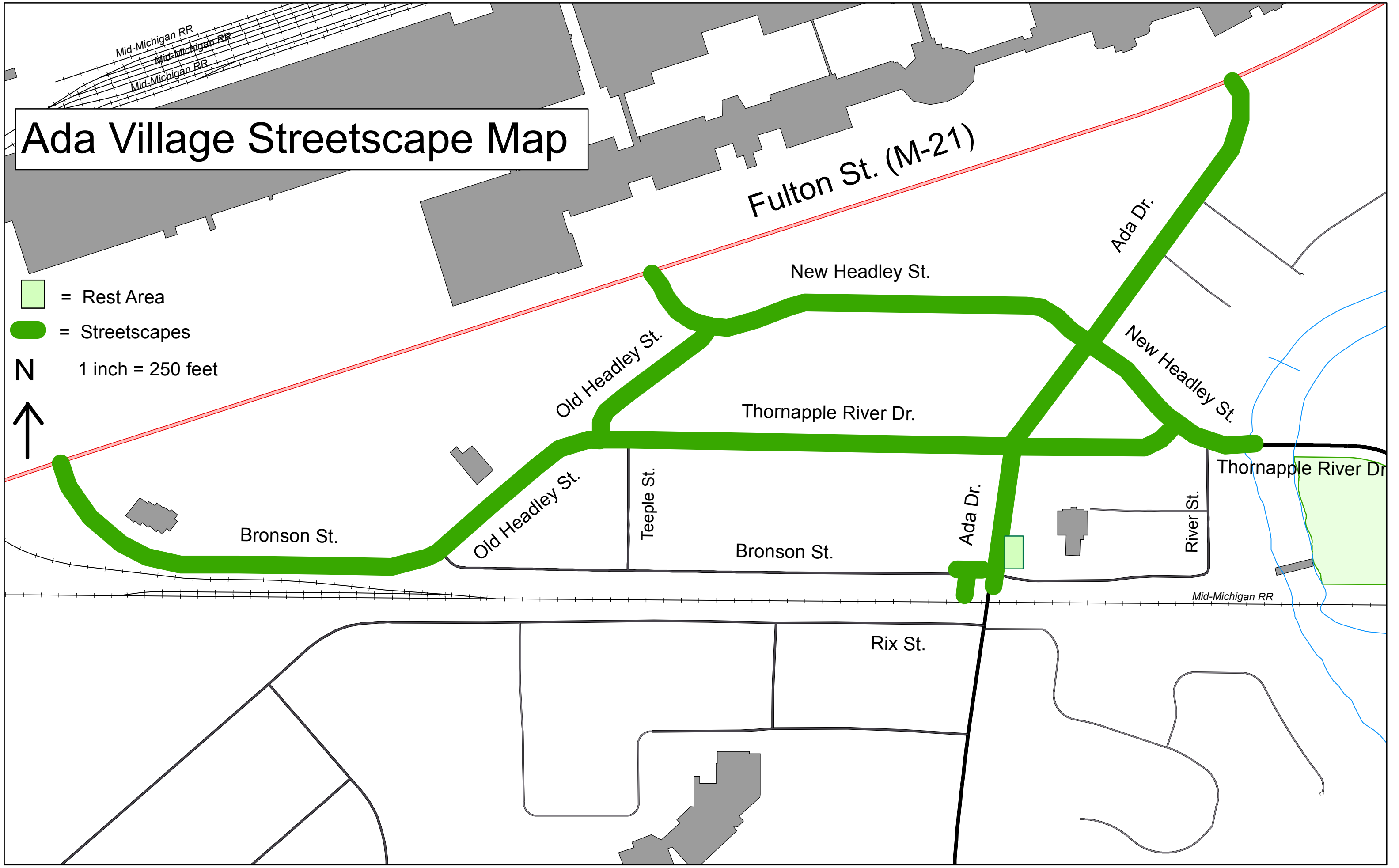
TELEPHONE NUMBER(S)

E-MAIL ADDRESS(S)

PLEASE RETURN THIS ENTIRE BID PROPOSAL IN A SEALED ENVELOPE. MARK ENVELOPE **"BID STREETSCAPE MAINTENANCE"**.

Ada Village Streetscape Map

-  = Rest Area
 -  = Streetscapes
- N
↑
1 inch = 250 feet





MEMORANDUM

Date: 02/07/18

TO: Ada Township DDA Board
FROM: Jim Ferro, Planning Director
RE: Contracted Project Management Services for Community Center/Library Project

A Committee with representation from the Township Board and the DDA Board has completed its evaluation of proposals received for providing owner representative services for the community center/library project. Following is a summary of the solicitation process and the Committee's recommendation to retain Jones, Lang LaSalle to provide these services.

After the Township Board authorization on November 13, the attached RFP was placed on the Township web site, distributed by mail to 12 construction management firms in the metro area on December 1, and advertised in the December 10 Cadence newspaper, with a proposal submittal deadline of December 29.

Six proposals were received, from the following firms/individuals:

Barton Group, Portage, MI
Fleis & Vandenbrink, Grand Rapids, MI
Jones, Lang, LaSalle, Grand Rapids, MI
Journey Construction Group, Hudsonville, MI
Pamela D. Metcalf, Allendale, MI
West Side Construction Services, Grand Rapids, MI

An initial review of the proposals by the Selection Committee resulted in holding of interviews with the following 4 candidates on Monday, January 29:

Barton Group, Portage, MI
Fleis & Vandenbrink, Grand Rapids, MI
Jones, Lang, LaSalle, Grand Rapids, MI
West Side Construction Services, Grand Rapids, MI

Following the interviews, the Committee unanimously recommended that Jones, Lang, LaSalle (JLL) be retained to provide owner representation services to the Township for the Community Center/Library building project.

Attached is a table with summary information and proposed compensation arrangements from the 4 finalist candidates. Also attached is the JLL proposal

We are currently negotiating terms of the proposed contract, with input from Township legal counsel, in anticipation of the contract being presented to the Township Board for approval on February 26.

COMMUNITY BUILDING/LIBRARY PROJECT MANAGER CANDIDATES

Name	Location	Entity	Project Manager	Education	Experience	Fee	
Barton Group	Portage, MI	Michigan-based LLC	Gary Barton Amelia Parker-King	Engineering, U of M and Business, WMU Biology, Kalamazoo College	40 years of PM experience	\$18,000, plus 1.85% of total project costs	If total project cost is 24,000 SF @\$300/sf, fee = \$151,200
Fleis & Vandenbrink	Grand Rapids, MI	Michigan based corporation	Dan VanKalker, plus 2 others	?	1 yr. w F&V; 6-7 yrs owner/president of DVK Group	9,500/month	12 mo. = \$114,000 18 mo. = \$171,000
Jones Lang LaSalle, Inc.	Grand Rapids, MI	large international firm with local office	Scott Rantala, GR-based Jennifer Woody - SE MI	Scott Rantala: PE, Civil Engineer Jennifer Woody: Post-graduate courses in Mngment, Operations Management, HR,	25 years	\$144,800	
West Side Construction Services	Grand Rapids, MI	incorporated 1/1/18, previously an LLC	Randal Meyering	B.S., Construction Mangt, Ferris	PM with CWD and Triangle Construction	\$77,500	19 months

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT AREA CITIZENS COUNCIL
MINUTES OF THE WEDNESDAY, JANUARY 10, 2018 MEETING
6:30 P.M.
TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR.
ADA, MICHIGAN**

DRAFT

I. Call to Order/Roll Call

The meeting was called to order at 6:30 p.m.

Members present: Tom Bogerd, Chris Czekai, Noelle DiVozzo, Joel Harner, Margaret Idema, Zack Schaff

Members absent: Linda Anderson, Amisha Groce, Bev Swanson

Also Present: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator

II. Welcome to New Council Member Zack Schaff

Harner introduced Zack Schaff as the new council member.

III. Approval of Minutes from November 8, 2017 Meeting

It was moved by Bogerd, seconded by DiVozzo, to approve the minutes of the November 8 meeting.

Motion approved unanimously.

IV. Update on DDA Projects and Activities

Ferro updated the Council regarding the status of traffic and pedestrian safety issues, including a proposal by Progressive AE for providing a pedestrian/traffic review. Ferro also updated the Council on a proposed residential development in the Village.

Idema noted that the Council should be aware that the Township Board is budgeting to purchase speed boards.

Hilbrands updated the Council regarding the appointment of Dawn Marie Coe to the DDA Board.

V. Council Member Comment

DiVozzo stated that she would like to discuss a historic preservation ordinance. She stated that right now anyone can take down one of the old houses in the Village, and could build anything they wanted.

Ferro stated that new homes would still have to follow the Township's architectural standards. He stated that about 15 years ago the Township explored establishing a formal historic district, but nothing came of it.

Czekai asked if there were any updates on the 4 houses owned by Geld on River Street.

Ferro stated that he contacted Steve Dertz who said that they currently have no plans for them.

Idema asked if there was someone currently in the brick house by Speedway.

Ferro stated that an existing day spa business from the Ada Hilltop Center has moved there.

Idema noted that the Township website can be difficult to navigate, and it can be hard to find meeting minutes and agendas.

Harner noted that the email notifications do not send you to the minutes, just to the website home page.

Idema stated that the DDA is trying to do better at reaching out to local businesses, and possibly going out and introducing themselves to local business owners.

Ferro stated that he or Harner will contact Groce to see if she would like to remain on the Citizens Council.

VI. Public Comment

There was no public comment.

VII. Adjournment

A date of Wednesday, February 21 at 6:30 p.m. was set for the next meeting of the Citizens Council.

The meeting was adjourned at 7:18 p.m.

Ada Library, Community Center and Riverfront Park Capital Campaign

Campaign Donors

Buchanan, Brian and Katie
Byrd, Jason
Custer Inc.
Custer, Dave and Karen
Custer, Mark
DeVos, Rick and Melissa
The Ellis Family
Erhardt Construction (Ben Wickstrom)
Ferro, Jim and Jeanne
Formsma, Ryan and Stephanie
Gietzen, Matthew and Heather
Haga, George
Hall, Natalie
Harrison, Bryan
Hilbrands, Brian and Kaitlyn
Hopkins, Keith and Mary Kay
Hurwitz, Dan and Stephanie
Idema, Margaret
Jacobs, Ken and Catherine
Knapp, Justin
Lawrence, Maggie
LeBlanc, Paul and Nora
Miller Johnson (John McFarland)
Moran, Kevin
Nault, Bob and Margaret
Norman, Devin and Dawn
Payne, Bill and Jillane
Priority Health (Joan Budden)
Proos, Bob and Shelley
Richtsmeier, Jordan and Micaela
Smith, Jackie
Van Andel, Aaron and Hailey
Van Andel, Steve and Amy
Veltman, Julie and Warren

Total \$ 3,361,650



MEMORANDUM

Date: 2/9/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 1/31/18

Significant DDA financial activity during January included the following:

- \$6,461.25 in operating supplies/services includes payment of \$1,120 to Sanisweep Inc. for street sweeping services, payment of \$2,500 to the ABA for sponsorship of TT&T, and payment of \$2,841.25 to Mika Meyers PLC for legal services.

With respect to the Farmers' Market, the Market has net positive income to date of \$1,182.80 for the 2017 season. Total revenues have exceeded the budgeted \$9,000 by \$2,115, or 23.5%.

User: HILBRANDS

DB: Ada

PERIOD ENDING 01/31/2018

ADA TOWNSHIP DDA

INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BGDY USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	40,000.00	0.00	1,174.84	1,385.16	45.89	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		41,000.00	0.00	1,174.84	2,385.16	33.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	339,661.00	22,842.55	23,605.80	316,055.20	6.95	0.00
248-020.000-423.000	TAXES: IFT	23,574.00	0.00	0.00	23,574.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	0.00	0.00	121,853.10	(121,853.10)	100.00	0.00
Total Dept 020.000 - TAXES		363,235.00	22,842.55	145,458.90	217,776.10	40.05	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	(225.00)	10,115.00	(1,115.00)	112.39	0.00
Total Dept 028.000 - FARMER'S MARKET		9,000.00	(225.00)	11,115.00	(2,115.00)	123.50	0.00
TOTAL REVENUES		413,235.00	22,617.55	157,748.74	218,046.26	41.98	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	19,692.00	3,876.62	24,165.94	(4,473.94)	122.72	0.00
248-170.000-704.001	WAGES - SUPPORT	0.00	0.00	10,769.22	(10,769.22)	100.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,220.00	235.68	2,117.05	(897.05)	173.53	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	286.00	55.11	495.11	(209.11)	173.12	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	1,969.00	387.65	2,570.48	(601.48)	130.55	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	4,221.00	301.82	3,156.04	1,064.96	74.77	0.00
248-170.000-726.000	OFFICE SUPPLIES/SERVICES	0.00	21.15	160.15	(160.15)	100.00	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	5,600.00	6,461.25	22,182.57	(16,747.57)	399.06	165.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	31.57	1,436.32	1,858.68	43.59	0.00
248-170.000-800.000	CONTINUING EDUCATION	200.00	0.00	160.00	40.00	80.00	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	45,000.00	0.00	66,544.60	(21,544.60)	147.88	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,745.00	150.00	7,620.00	1,125.00	87.14	0.00
248-170.000-820.000	MEMBERSHIP & DUES	125.00	0.00	125.00	0.00	100.00	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	12,000.00	0.00	0.00	12,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	105.00	0.00	309.94	(204.94)	295.18	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	500.00	0.00	0.00	500.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	173,375.00	0.00	161,794.05	11,580.95	93.32	0.00
248-170.000-983.000	NEW EQUIPMENT	0.00	0.00	2,617.27	(2,617.27)	100.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		276,658.00	11,520.85	306,223.74	(29,730.74)	110.75	165.00
Dept 211.000 - LEGAL & ACCOUNTING							
248-211.000-828.000	LEGAL SERVICES	0.00	0.00	(1,996.37)	1,996.37	100.00	0.00

PERIOD ENDING 01/31/2018

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 211.000 - LEGAL & ACCOUNTING		0.00	0.00	(1,996.37)	1,996.37	100.00	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	165.00	36.53	219.66	(54.66)	133.13	0.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	300,000.00	0.00	0.00	300,000.00	0.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		300,165.00	36.53	219.66	299,945.34	0.07	0.00
TOTAL EXPENDITURES		576,823.00	11,557.38	304,447.03	272,210.97	52.81	165.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		413,235.00	22,617.55	157,748.74	218,046.26	41.98	0.00
TOTAL EXPENDITURES		576,823.00	11,557.38	304,447.03	272,210.97	52.81	165.00
NET OF REVENUES & EXPENDITURES		(163,588.00)	11,060.17	(146,698.29)	(54,164.71)	73.06	(165.00)
BEG. FUND BALANCE		709,982.49		709,982.49			
END FUND BALANCE		546,394.49		563,284.20			

User: HILBRANDS

DB: Ada

PERIOD ENDING 01/31/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDT 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	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	(225.00)	10,115.00	(1,115.00)	112.39	0.00
Total Dept 028.000 - FARMER'S MARKET		9,000.00	(225.00)	11,115.00	(2,115.00)	123.50	0.00
TOTAL REVENUES		9,000.00	(225.00)	11,115.00	(2,115.00)	123.50	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	31.57	1,436.32	1,858.68	43.59	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	8,745.00	150.00	7,620.00	1,125.00	87.14	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	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		12,865.00	181.57	9,056.32	3,808.68	70.40	0.00
TOTAL EXPENDITURES		12,865.00	181.57	9,056.32	3,808.68	70.40	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		9,000.00	(225.00)	11,115.00	(2,115.00)	123.50	0.00
TOTAL EXPENDITURES		12,865.00	181.57	9,056.32	3,808.68	70.40	0.00
NET OF REVENUES & EXPENDITURES		(3,865.00)	(406.57)	2,058.68	(5,923.68)	53.26	0.00

ADA FARMERS' MARKET
2017 SEASON REVENUE, EXPENSE AND NET INCOME
01/31/18

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/17
		Total Revenues and Expenditures, 4/1/16 to 1/31/17	\$9,895.00	\$10,344.78	\$12,686.40	
248.170.801	02/06/17	Market Master Services - January, 2017		\$105.00	\$12,581.40	-\$105.00
248.170.740	3/03/17	Internet Services- 1&1, Inc.		\$68.13	\$12,513.27	-\$173.13
248.170.801	3/21/17	Market Master Services - February, 2017		\$150.00	\$12,363.27	-\$323.13
248.170.801	3/31/17	Market Master Services - March, 2017		\$450.00	\$11,913.27	-\$773.13
248.170.740	3/31/17	Vendor Kickoff Event, Supplies		\$102.75	\$11,810.52	-\$875.88
248.028.694	4/30/17	Vendor Registration Fees	\$4,285.00		\$16,095.52	\$3,409.12
248.028.694	5/31/17	Vendor Registration Fees	\$1,075.00		\$17,170.52	\$4,484.12
248.170.740	5/31/17	Internet Services- 1&1, Inc.		\$68.13	\$17,102.39	\$4,415.99
248.028.694	6/2/17	Vendor Registration Fees	\$240.00		\$17,342.39	\$4,655.99
248.170.801	6/06/17	Market Master Services - May		\$750.00	\$16,592.39	\$3,905.99
248.028.694	6/06/17	Vendor Registration Fees	\$950.00		\$17,542.39	\$4,855.99
248.170.801	6/13/17	Market Master services - April		\$600.00	\$16,942.39	\$4,255.99
248.028.694	6/19/17	Vendor Registration Fees	\$1,095.00		\$18,037.39	\$5,350.99
248.170.740	6/23/17	Petty Cash Disbursement - Busker Compensation		\$190.00	\$17,847.39	\$5,160.99
248.028.694	6/23/17	Vendor Registration Fees	\$250.00		\$18,097.39	\$5,410.99
248.028.694	6/30/17	Vendor Registration Fees	\$570.00		\$18,667.39	\$5,980.99
248.170.801	7/5/17	Market Master services - June		\$1,080.00	\$17,587.39	\$4,900.99
248.170.740	7/5/17	Operating Supplies - Feather Banners		\$611.10	\$16,976.29	\$4,289.89
248.170.740	7/5/17	Operating Supplies - Signs		\$156.24	\$16,820.05	\$4,133.65
248.170.740	7/5/17	Operating Supplies - misc.		\$21.45	\$16,798.60	\$4,112.20
248.170.740	7/5/17	Internet Services		\$21.57	\$16,777.03	\$4,090.63
248.028.694	7/12/17	Vendor registration fees - daily vendors	\$245.00		\$17,022.03	\$4,335.63
248.028.694	7/14/17	Vendor registration fees - daily vendors	\$555.00		\$17,577.03	\$4,890.63
248.028.694	7/21/17	Vendor registration fees - daily vendors	\$315.00		\$17,892.03	\$5,205.63
248.028.694	8/07/17	Vendor registration fees - daily vendors	\$125.00		\$18,017.03	\$5,330.63
248.170.801	8/08/17	Market Master services - July		\$810.00	\$17,207.03	\$4,520.63
248.170.740	8/11/17	Operating Supplies - misc.		\$130.00	\$17,077.03	\$4,390.63
248.028.694	8/11/17	Vendor registration fees - daily vendors	\$265.00		\$17,342.03	\$4,655.63
248.028.694	8/18/17	Vendor registration fees - daily vendors	\$100.00		\$17,442.03	\$4,755.63
248.028.694	8/28/17	Vendor registration fees - daily vendors	\$50.00		\$17,492.03	\$4,805.63
248.028.694	8/28/17	Spectrum Health sponsorship fee	\$1,000.00		\$18,492.03	\$5,805.63
248.170.801	9/6/17	Market Master services - August		\$1,350.00	\$17,142.03	\$4,455.63
248.170.740	9/6/17	Internet Services		\$68.13	\$17,073.90	\$4,387.50
248.028.694	9/12/17	Vendor registration fees - daily vendors	\$100.00		\$17,173.90	\$4,487.50
248.028.694	9/14/17	Vendor registration fees - daily vendors	\$75.00		\$17,248.90	\$4,562.50
248.170.801	10/3/17	Market Master services - September		\$1,080.00	\$16,168.90	\$3,482.50
248.028.694	10/3/17	Vendor registration fees - daily vendors	\$25.00		\$16,193.90	\$3,507.50
248.028.694	10/5/17	Vendor registration fees - daily vendors	\$20.00		\$16,213.90	\$3,527.50
248.170.740	10/19/17	Operating Supplies - misc.		\$70.00	\$16,143.90	\$3,457.50
248.170.801	11/20/17	Market Master services - October		\$1,350.00	\$14,793.90	\$2,107.50
248.170.801	12/05/17	Market Master services-November		\$450.00	\$14,343.90	\$1,657.50
248.170.740	12/05/17	Internet services		\$68.13	\$14,275.77	\$1,589.37
248.170.801	01/03/18	Market Manager services- December		\$150.00	\$14,125.77	\$1,439.37
248.170.740	01/03/18	Internet services		\$21.57	\$14,104.20	\$1,417.80
248.170.740	01/03/18	Facebook advertising - promoted post		\$10.00	\$14,094.20	\$1,407.80
	1/4/18	Vendor registration fee refund	-\$225.00		\$13,869.20	\$1,182.80
Total, 2017 Season, beginning 2/1/17			\$11,115.00	\$9,932.20		\$1,182.80
Total, Fiscal YTD, beginning 4/1/17			\$11,115.00	\$9,056.32		\$2,058.68