

Display Sales
10925 Nesbitt Avenue S
Bloomington, MN 55437

Telephone 800-328-6195
Fax 952-885-0099
cust.serv@displaysales.com
www.displaysales.com



DISPLAYSALES

Invoice

Bill to:
Ada Township
PO Box 370
Ada, MI 49301

Ship to:
Ada Township
7330 Thornapple River Dr
Ada, MI 49301

Invoice Number INV-018260
Invoice date 2/19/2019
Page 1 of 1
Ship Date 2/18/2019
Sales order SO-318566
PO Number
Contact Brian Hilbrands
Salesperson Mallory Blexrud
Payment Terms Net 20
Customer Account 127044
Due Date 3/11/2019

Item number	Description	Quantity	Unit	Unit price	Amount
LED Bulb		100	EA	1.45	145.00
	C-7 Sunlight Crystal Cut LED Bulb				
	Quantity : 100.00 Size : C-7 Color : Sunlight Style : CrystalCut				

Sales Subtotal	145.00
S & H	17.00
Sales Tax	0.00
Subtotal	162.00
Downpayment	0.00
Balance due	162.00

RECEIVED

FEB 22 2019

ADA TOWNSHIP CLERK

Rec'd 2/22/19
BAA

Ok to pay 3/1/19
248,170.740
BAA

Please pay from this invoice.
Remit to Display Sales address at top.
Past due invoices are subject to a finance charge of 1.5% per month which is an annual rate of 18%



WOODS LANDSCAPING

Invoice: 26433

Date 2/28/2019
 Terms Net 15
 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
2/7/2019	Salting Service (Bulk, Commercial)Ada Township Office per special request/approval by Brian. ~ 10l.	1.00	80.00	80.00
2/6/2019	Salt Application (Bag)per request Ada Township Sidewalks	1.00	1046.00	1046.00

Subtotal:	1126.00
Invoice Total:	\$1,126.00
Account Balance:	\$7,841.00

Rec'd 3/7/19
 BAA
 OK to pay 3/7/19
 \$1,046.00 - 248.170.80
 BAA
 \$80.00 - 10l.
 BAA

PAYMENT COUPON

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

Terms Net 15
 Account #
 PO Number

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Invoice #	26433
Invoice Date	2/28/2019
Invoice Balance	\$1,126.00
Account Balance	\$7,841.00
Amount Enclosed	



WOODS LANDSCAPING

Invoice: 26518

Date 3/1/2019
 Terms Net 15
 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
2/8/2019	Shoveling (per time)	1.00	530.00	530.00
2/9/2019	Shoveling (per time)	1.00	530.00	530.00
2/12/2019	Shoveling (per time)	1.00	530.00	530.00
2/13/2019	Shoveling (per time)	1.00	530.00	530.00
2/14/2019	Shoveling (per time)	1.00	530.00	530.00
2/17/2019	Shoveling (per time)	1.00	530.00	530.00
2/27/2019	Shoveling (per time)	1.00	530.00	530.00

Rec'd 3/6/19
 BAA
 OK to pay 3/6/19
 248.170.801
 BAA

Subtotal:	3710.00
Invoice Total:	\$3,710.00
Account Balance:	\$8,268.50

PAYMENT COUPON

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

Terms Net 15
 Account #
 PO Number

Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Invoice # 26518
 Invoice Date 3/1/2019

Invoice Balance **\$3,710.00**
 Account Balance \$8,268.50

Amount Enclosed



MEMORANDUM

Date: 3/8/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Woods Landscaping Snow Windrow Removal Rate

After receiving an invoice from Woods Landscaping for snow windrow removal, it was observed that they are invoicing for a rate of \$90/hour for each piece of equipment used. This differs from the Snow Removal RFP and Bid Form, which asked for a bid based on a single hourly rate. The invoice and Bid Form from Woods Landscaping are attached.

Woods sent a similar invoice last winter for snow windrow removal services. At the time, staff compared Woods' invoice of \$3,420 to a previous invoice from Dirt Cheap Excavating for a similar service. Dirt Cheap's invoice came to a total of \$3,440. Seeing that the invoices were comparable, staff recommended approval of Woods' snow windrow removal invoice at that time.

Last week staff met with Ken Remijn, owner of Woods Landscaping, to discuss the invoice. Ken stated that the typical Bids he fills out ask for cost per hour per piece of equipment. He also provided information regarding some of the costs that he incurs for snow windrow removal. These costs are included in the attached email from Ken that he sent after this meeting.

It is my opinion that the discrepancy between the invoice and the bid form from Woods Landscaping was a misunderstanding, and that the rate charged on the invoice is reasonable for the work completed.



Invoice: 26548

Date 3/1/2019
Terms Net 15
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
2/20/2019	Snow Pile Relocation: 1 Skid Steer 12:15-6:00	5.75	90.00	517.50
2/20/2019	Snow Pile Relocation: 1 Plow Truck 12:15-6:00	5.75	90.00	517.50
2/20/2019	Snow Pile Relocation: 2 Dump Trucks 12:15-6:00	11.50	90.00	1035.00

Subtotal:	2070.00
Invoice Total:	\$2,070.00
Account Balance:	\$7,841.00

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 15
Account #
PO Number

Invoice # 26548
Invoice Date 3/1/2019
Invoice Balance \$2,070.00
Account Balance \$7,841.00
Amount Enclosed

**BID FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **MONDAY, OCTOBER 30, 2017, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 510⁰⁰ PER PUSH (2017-18). \$ 530⁰⁰ PER PUSH (2018-19). *if no more Sidewalks are added*

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2017-18 and 2018-19 snow removal seasons:

\$ 12,750⁰⁰ FOR THE 2017-18 SNOW REMOVAL SEASON.

\$ 13,250⁰⁰ FOR THE 2018-19 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 25.

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the number specified above, if any:

\$ 510⁰⁰ PER PUSH (2017-18) \$ 530⁰⁰ PER PUSH (2018-19)

Hourly rate for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 90⁰⁰ PER HOUR (2017-18) \$ 90⁰⁰ PER HOUR (2018-19)

Rates for application of calcium chloride ice control material, as needed:

\$ 50/hr, PER HOUR, FOR PERSONNEL COSTS (2017-18)

\$ 50/hr, PER HOUR, FOR PERSONNEL COSTS (2018-19)

\$.75, PER POUND OF DEICER APPLIED (2017-18)

\$.75, PER POUND OF DEICER APPLIED (2018-19)

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of November 6, 2017.

Woods Landscaping
Name of Company

9599 Fulton
Address

Ada, Mi. 49301
City, State Zip

616-292-6308
Phone

Ken Remijn, owner
Name and Title of Signatory


Signature

10-24-17
Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.

From: [Ken Remijn](#)
To: [Brian Hilbrands](#); [Jim Ferro](#)
Subject: Meeting today
Date: Thursday, March 7, 2019 5:10:57 PM

Good afternoon Brian and Jim. Just to reiterate our conversation from this morning.....On the RFP, the cost of \$90.00 per hour would not include all pieces of equipment. Its simply not financially possible for a couple of reasons:

- A \$15.50/hr employee costs me \$47.11/hr (includes benefits, work comp, overhead recovery, etc.) I had 2 of my own employees there so that cost alone would have been \$94.22/hr (and bot employees make \$20+/hr), let alone the 4 pieces of equipment and 2 dump truck drivers that were there.
- A plow truck at Woods generates approx. \$230.00/hr (\$40,000 plow route, completed in 7 hours over 25 plowings=\$228.00/hr). Its already not considered "profitable" to remove snow at \$90.00/hr, let alone all 4 pieces of equipment at \$90.00/hr.
- A dump truck (15 yard quad axle) costs approx. \$150,000 to purchase (we hired 2 of these) and typically rents out around \$110-\$120/hr. We were actually charged \$100/hr for the dump trucks even though our RFP said \$90.00/hr, because I wanted to honor my commitment from last year.
- A skid steer costs \$63,000 to purchase (our normal rate for a skid steer with operator in the summer is \$65.32/hr for the operator, and an additional \$42.00/hr for the skid steer) This is a combined rate of \$107.32/hr. Most companies charge around \$110-\$120/hr for a skid steer with an operator.

As you can see with a few of these costs itemized, moving snow is not exactly where Woods would generate much positive income, but more along the lines of trying to be a one stop shop for the client. We make much more income on our salting, and normal plowing services.

I discussed at length with a competitor of mine today what he would have charged for 1 plow truck, and 1 skid steer, with 2 quad dump trucks, and he mentioned that he was closer to \$520.00/hour and not \$360.00/hr that we come in at, let alone \$90.00/hr that was brought up. There is no way that any business would have offered this service at \$90.00/hr. If you called different snow removal contractors for an entire day, you wouldn't find even one that would offer it that cheap.

I also looked into every other RFP I filled out this fall (I filled out approx. 25) and every single one asked the cost per hour per piece of equipment. I can show you examples of this if you wish. It is an industry standard that it is charged per piece, and per hour. Each piece of equipment costs.

You had mentioned that you had remembered talking about it maybe last spring or this fall, but I was not part of this conversation, otherwise we would have had this same discussion back then. I have also looked through all my emails and cannot find any documentation of the conversation either.

Also, as I mentioned, having the RFP written this way would actually open the township up to way higher costs than it actually incurred. One would then say, I will use my smallest piece of equipment, and my smallest dump trailer, take as long as I possibly can to finish this task.

Keep in mind, I also could have only hired one dump truck, which would have made the job take even longer (other 2 pieces of equipment sitting for much longer while the dump truck was on its way to dump). I had the township's best interest in mind, and got the job done as quickly as I could in an effort to keep costs low. Some contractors would milk out T&M jobs so that they can invoice more, but not us.

I apologize for getting a little warm under the collar about this, but I felt it was a bit insulting that that may have been the expectation. If the township knew the efforts we make to conserve costs and be responsible, and make good choices for the customer, the question would have never come up. Thanks for taking the time to discuss, and please let me know if you have any other questions or concerns.

Ken Remijn
Woods Landscape Maintenance
616-868-6749



- Create new vendor space assignment sheet
- Continue updating vendor sheet and confirming counts.
- Send out call for volunteers to area churches (admin @ C Church) first week of May if not enough on staff
- Set fence stakes for small street banners
- Begin processing new vendors first week of May
 - Confirm or decline via email (can do earlier if not a good fit or duplication)
 - Include deadline for submitting remaining paperwork & payment
 - File all incoming paperwork in bright green Market book
 - File declines in the Market book in the yellow folder pocket (withdraw/pulled/declined)
 - Update the Seasonal Vendor Payment log as paperwork is received
 - Pull non-returning vendor contact info over to Master dbase contact file
- Have Busker & Vendor Registration packets available at township counters
- Send vendor packet to all registered vendors via email
- Organize shed
 - Inventory kid's supplies
 - Double check for repairs on flag poles & tents
- Organize Market travel file box
 - Clean out old registration files from Market folder
 - Keep any proof of insurance from returning vendors that is still valid
 - Check the receipt pad and order another if needed
 - Make sure an adequate supply of good pens is in place
 - Put in extra envelopes for daily vendors
 - Ensure there are *two* receipt books, with triplicate copies, for Busker payments and daily vendor receipts
- Send Market opening announcement & schedule to schools, daycare, senior centers, etc.
- Second push of media announcements for season opening
- Print 400 half sheets of the opening day information (800 total) to distribute to local businesses in Lowell, Cascade & Ada. Leave behind 10-15 at each spot. If you run out, make more! (revisit & revise this for new location)
- Make a list of businesses you will drop off (include Cascade Township office & Lowell city hall). Check this list the middle of June to see if they ran out & drop off more if they did.
- Set assignment schedule for volunteers and confirm
- Update, print & distribute 'No Parking' notice to all local retailers (including Cascade & Lowell)

- Update community calendar announcements
- Send out flyer to restaurants advertising opening day and opportunities to buy at special times (if vendors are available)
- Create sales log for Arts in Ada event & schedule volunteer help (if participating)
- Send out reminder Busker notice via website, FB and Craigslist
- Post Kids in the Market and Busker schedules on website
- Update 'Meet Vendors' webpage with new vendor/new product info (*must call & remind them weekly for information!*)
- Send out any final notices to vendors with adds/moves/changes
- Send out reminders to vendors with outstanding paperwork
- Meet with treasurer's office to set up petty cash box & reporting (no later than last week of May)
- Make sure FROM red bags are in stock for donations

June

- Arrange for extra distribution of flyers and posters in the community
- Create printed schedule of events and drop off at senior centers/day care centers visited in May.
- Arrange for light post banners to be hung June 1(Dave Murray at Fire station)
- Set banner signage poles in designated areas
- Update webpage with vendor list, links to sites and expected available produce
- Third push for announcements of season opening
- Check with the church for any misdirected mail
- Double check links and content on website
- Check ½ sheet flyers in Cascade, Lowell & other drop off points to see if more are needed
- Change greeting on Market voicemail
- Make sure all volunteer paperwork is signed and filed
- Ask for and document all expected volunteer absences from market for the season

June Through October - Market Days (see daily task list for Market operations)

- Create ad hoc task list each market for volunteers not assigned to Market Booth including:
 - Filling out vendor attendance sheet at noon
 - Times for traffic counts to be taken

- Flyer handouts
- Kid's booth helpers
- Ensure signage on Fulton is in place before vendors arrive (Currently being set up the night before, along with cones & no parking signs)
- Run through checklist for both opening and closing the Market
- Check banner placements regularly (sometimes they come loose)
- Create Daily Vendor folder to track and add to mailing list for next year's outreach

August

- Negotiate Market extension agreements with partners (vendor parking, ect.)
- Revisit volunteer schedule for remainder of season to cover attrition
- Wrap up Busker schedule & fill in any holes
- True up Busker funds with Gina
- Balance out any petty cash charges

September

- Get available dates from The Community Church for VKM (confirm following February)
- Fill in gaps for Kids in the Market (if continuing into September)
- Send out reminders via FB/Twitter of incoming produce & remaining weeks of the Market
- Confirm number of October vendors (also reiterate extended season weekly rates with seasonal and daily vendors)

October

- Prepare year-end report to DDA along with general funding outline for next year
- Market closeout activities on final checklist sheet
- Review of season survey with vendors out
- Final market day potluck (send invite to all interested vendors)
- Schedule upcoming meetings for next year as availability allows

November

- Arrange for banners to be removed and stored @ Parks Dept. (Dave Murray)
- Organize shed for final seasonal storage
- Reconcile all paperwork and file in AFM drawer
- Shed inventory review – any repairs, low stock or replacements needed?
- Check condition of signs and reorder if needed
- Post official close notice on the New Vendor information webpage
- Update message on voice mail to announce the closing of the Market

December

- Attend Great Lakes Expo/MIFMA event (if event is running and available)
- Submit final report for review with projected budget for review, revision and approval
- Send thank you notes to sponsor(s), partners and volunteers
- Volunteer dinner (as scheduling allows)
- Clean up and organize Gmail folders
 - o Keep important emails in appropriately labeled folders
 - o Check contact list and add in any missed email addresses to files (new vendors, buskers, kid's activity candidates)
 - o Delete any emails not being archived
 - o Create new, duplicated folders for upcoming year
 - o Move previous year's folders to "*Prior Year's Files*" folder
- Clean up and delete old links, documents from website
 - o Put up notice of when upcoming season will be open and closed on posted pages
 - o Add note to new vendor site informing when applications will be accepted
 - o Upload any photos not posted earlier in the season (can do over next three months to keep traffic going to the site)
 - o Check site for any broken links, non-working pages
 - o Make checklist of adds, moves, changes to work on in January
 - o Create monthly posts for next few months (holiday posts, general info and other appropriate material)
 - o Send a note to FROM with the list of vendors who donated during the season

Exhibit B
Ada Farmers' Market Master
Hours/Compensation Schedule-4/1/19 - 3/31/20

Month	Hours	Compensation (\$15/hr)
2019		
April	75	\$1,125
May	75	\$1,125
June	72	\$1,080
July	90	\$1,350
August	72	\$1,080
September	72	\$1,080
October	90	\$1,350
November	40	\$600
December	10	\$150
2020		
January	7	\$105
February	10	\$150
March	30	\$450
Total	643	\$ 9,645



MEMORANDUM

Date: 3/7/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 2/28/19

Significant DDA financial activity during February included the following:

- \$2,500.00 in operating supplies/services includes payment to the Ada Business Association for sponsorship of the 2018 Tinsel, Treats & Trolleys event.
- \$6,865.67.00 in contract services includes payment to Woods Landscaping for January snow removal and salting services.

With respect to the Farmers' Market, the Market started its 2019 season with a balance of \$12,913.48. The Market has seen expenses of \$105.00 to date in its 2019 season.

PERIOD ENDING 02/28/2019

ADA TOWNSHIP DDA
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- 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	1,554.33	(554.33)	155.43	0.00
Total Dept 000.000		16,351.00	0.00	1,554.33	14,796.67	9.51	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	295,796.00	22,465.68	51,041.17	244,754.83	17.26	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	138,642.15	(17,642.15)	114.58	0.00
Total Dept 020.000 - TAXES		444,912.00	22,465.68	189,683.32	255,228.68	42.63	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-FRM MKT 12-1	REGISTRATIONS	10,600.00	0.00	7,970.00	2,630.00	75.19	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	0.00	8,970.00	2,630.00	77.33	0.00
TOTAL REVENUES		472,863.00	22,465.68	200,207.65	272,655.35	42.34	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	3,950.33	48,389.20	(17,753.20)	157.95	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	240.29	2,944.40	(279.40)	110.48	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	623.00	56.18	688.64	(65.64)	110.54	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	4,300.00	395.05	4,838.98	(538.98)	112.53	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,638.00	301.76	3,621.10	(983.10)	137.27	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	11,675.00	2,500.00	6,580.85	5,094.15	56.37	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	0.00	1,096.95	883.05	55.40	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	160.00	400.00	28.57	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	6,865.67	7,925.67	9,074.33	46.62	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	105.00	7,995.00	870.00	90.19	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	125.00	243.00	33.97	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	284.97	40.03	87.68	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 02/28/2019

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/28/2019 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	14,414.28	92,571.75	44,048.25	67.76	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	42.09	419.61	(419.61)	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	42.09	419.61	(419.61)	100.00	0.00
TOTAL EXPENDITURES		315,241.00	14,456.37	92,991.36	222,249.64	29.50	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		472,863.00	22,465.68	200,207.65	272,655.35	42.34	0.00
TOTAL EXPENDITURES		315,241.00	14,456.37	92,991.36	222,249.64	29.50	0.00
NET OF REVENUES & EXPENDITURES		157,622.00	8,009.31	107,216.29	50,405.71	68.02	0.00
BEG. FUND BALANCE		379,966.52		379,966.52			
END FUND BALANCE		537,588.52		487,182.81			

PERIOD ENDING 02/28/2019

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/28/2019 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		10,600.00	0.00	7,970.00	2,630.00	75.19	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	0.00	8,970.00	2,630.00	77.33	0.00
TOTAL REVENUES		11,600.00	0.00	8,970.00	2,630.00	77.33	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1 OPERATING SUPPLIES/SERVICES		1,980.00	0.00	1,096.95	883.05	55.40	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	105.00	7,995.00	870.00	90.19	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	105.00	9,091.95	2,378.05	79.27	0.00
TOTAL EXPENDITURES		11,470.00	105.00	9,091.95	2,378.05	79.27	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		11,600.00	0.00	8,970.00	2,630.00	77.33	0.00
TOTAL EXPENDITURES		11,470.00	105.00	9,091.95	2,378.05	79.27	0.00
NET OF REVENUES & EXPENDITURES		130.00	(105.00)	(121.95)	251.95	93.81	0.00