



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, MARCH 11, 2019 MEETING, 8:30 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 February 11 meeting
- IV. Approval of Payables
 - a. Display Sales 2/22/19 Invoice, Replacement Garland Lights
 - b. Woods Landscaping 2/28/19 Invoice, Sidewalk Salting Services
 - c. Woods Landscaping 3/1/19 Invoice, Snow Removal Services
 - d. Woods Landscaping 3/1/19 Invoice, Snow Windrow Removal
- V. Approval of Seyferth PR Contract for Event Planning and Coordination Services for Beers at the Bridge 2019
- VI. Discussion of 2019 Farmers' Market Hours
- VII. Approval of Farmers' Market Manager Contract for FY 2019-2020
- VIII. Reports and Communications
 - a. Township Signage Update
 - b. Status of Riverfront Park Construction
 - c. Community Center/Library Building Update
 - d. Report on Comparison of DDA Event Involvement
 - e. 2019 Leprechaun Hunt
 - f. DDA Financial Report, 2/28/19
- IX. Board Member Comment
- X. Public Comment
- XI. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MONDAY, FEBRUARY 11, 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, Walt VanderWulp, Dawn Marie Coe, Ted Wright, Margaret Idema, Justin Knapp

BOARD MEMBERS ABSENT: Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Adina Winczewski, Administrative Assistant

PUBLIC PRESENT: 1 member

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF JANUARY 14, 2019 MEETING

It was moved by Harrison, seconded by Idema, to approve the minutes of the January 14, 2019 meeting as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

- a. **Sanisweep 12/3/18 Invoice, Street Sweeping Services in the amount of \$840.00**
- b. **Woods Landscaping 2/2/19 Invoice, Snow Removal Services in the amount of \$7,095.67**
- c. **ABA 2/5/19 Invoice, DDA Sponsorship of Tinsel, Treats & Trolleys for \$2,500.00**

Hilbrands gave a brief explanation of the above payables. There was board discussion on the icy sidewalks. VanderWulp stated it would be nice to have a snowmelt system installed under the sidewalks as they get repaired or replaced.

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

V. REVIEW OF AMENDED 2019-2020 BUDGET

Hilbrands reminded the Board of the \$375,000 “cash on hand” contribution included in the original financing plan for the Envision Ada public facility projects. To date, \$300,000 has been transferred to the Capital Projects fund and \$42,527 has been paid directly for several Envision Ada-related expenses. There is a remaining amount of \$32,473 to be transferred to the Capital Projects fund. Another change to the budget is the addition of an Adobe Illustrator subscription.

It was moved by Idema, seconded by Harrison, to recommend approval of the corrected budget as presented. Motion passed unanimously.

Planning Director, Ferro, stated the DDA budget includes \$100,000 for brick replacement, replacing trees, and installing new planters along Ada Drive between Bronson and Thornapple River Drive. However,

there is no snowmelt system planned in that project. If snowmelt is desired, now would be the time to install it. Harrison suggested obtaining snowmelt estimates from the Township engineers, also including operational costs.

VI. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro reported design details on the amphitheater. The architects are currently evaluating ways to protect the beams that are proposed for the structure to assure they won't be damaged in the event they are submerged during a flood.

VanderWulp asked if the Trails Committee have met to discuss expanding the trail from the park to M-21. Ferro stated they have not because there are no available funds for that project. Bowersox asked what the estimated cost is for that proposed trail. Ferro stated that at one time there was an estimated cost of around \$1 million, assuming it would all be boardwalk.

Coe requested the Parks Director's report for the Greenspace Needs Study. Hilbrands stated that report has been completed and he will send out a copy.

b. Community Center/Library Building Update

Ferro presented the current concept plan for the Community Center/Library as presented in the board packets. Erhardt Construction is working on an updated cost estimate. The Board discussed the layout and several points were made:

1. Wright recommended moveable or accordion walls in the meeting rooms.
2. Harrison recommended having access to restrooms from the multipurpose room without going into the library.
3. Coe recommended having more restrooms.
4. Several board members recommended more storage space.
5. VanderWulp stated it is important that the north side of the building (seen from Fulton St.) looks just as nice as the south side.
6. VanderWulp recommended looking into snowmelt for the sidewalks surrounding the building.

Harrison (also on the Building Committee for the Library/Community Center) stated he will bring these suggestions to the next Building Committee meeting.

Wright requested to see a north side rendering of the building.

Coe stated she has emails from community members with use ideas for the Community Center. She will forward those emails to Harrison.

c. 2019 Leprechaun Hunt

Hilbrands stated this is the 3rd year for the Leprechaun Hunt. There were over 200 participants in the Leprechaun Hunt last year. Businesses are already showing interest. The Leprechaun Hunt is scheduled for Friday, 3/15/19.

d. DDA Financial Report, 1/31/19

Hilbrands gave a brief review of the January financial report as outlined in the board packet.

VII. BOARD MEMBER COMMENT

VanderWulp asked if there was an update on who will be going into the Kingma's space. Idema stated an announcement is scheduled for this Wednesday.

Idema asked for clarification on what the roles are for the DDA, concerned about taking on 4 large events, and wondering if other DDAs do the same. Harrison suggesting looking at the Grand Rapids DDA model. Hilbrands stated that he will check with surrounding cities/townships and prepare a report outlining some of the activities they have done for comparison. Hilbrands reminded the Board that he, Township Treasurer Moran, and Seyferth PR will continue to do a lot of the planning work.

Haga stated that on behalf of Ada Township, he is honored to have received the Grand Rapids Business Journal's Newsmaker of the Year Award. It was given to him in the category of Economic Development for the Year. There were 54 finalists in 16 categories. The Board congratulated Supervisor Haga.

VanderWulp left the meeting.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ADJOURNMENT

Meeting was adjourned at 9:04 a.m.

Respectfully submitted:

Devin Norman, Secretary

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

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

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

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%

**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 - 248.170.80l

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



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

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

Rec'd 3/6/19
BAA
OK to pay 3/6/19
248,170.801
BAA



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
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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 # 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":

\$ 510.⁰⁰ PER PUSH (2017-18). *if no more Sidewalks are added* \$ 530.⁰⁰ PER PUSH (2018-19).

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:

\$ 12,750.⁰⁰ FOR THE 2017-18 SNOW REMOVAL SEASON.

\$ 13,250.⁰⁰ 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:

\$ 510.⁰⁰ PER PUSH (2017-18) \$ 530.⁰⁰ 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:

\$ 90.⁰⁰ PER HOUR (2017-18) \$ 90.⁰⁰ 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





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

Subtotal: 3420.00

Invoice Total: \$3,420.00

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

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



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
SNOW AND ICE REMOVAL FROM VILLAGE SIDEWALKS
October 11, 2017**

OVERVIEW:

The Ada Township DDA seeks proposals from qualified vendors to provide snow and ice removal services from public sidewalks in the Ada Village business district and surrounding residential neighborhood, for the 2017-18 and 2018-19 winter seasons. The cost of all labor and any snow removal products, supplies, and equipment necessary to meet the requirements of these bid specifications shall be included in the total bid amount submitted, unless otherwise indicated.

PROPOSAL SUBMITTAL DEADLINE:

Proposals, including the completed and signed attached Bid Form, must be received at the office of the Ada Township Clerk, 7330 Thornapple River Dr. SE, PO Box 370, Ada, MI 49301 no later than **Monday, October 30, at 5:00 p.m.** Proposals shall be submitted in a sealed envelope displaying the bidder's name and labelled "Snow Removal Proposal."

Proposals received after the date and time specified above will not be considered. No proposal may be withdrawn after opening for a period of sixty (60) days.

GEOGRAPHIC SCOPE OF SERVICES:

The sidewalks for which snow and ice removal services are to be provided are delineated on the attached map titled "Ada Village Sidewalk Inventory Map," and are itemized in the attached table titled "Inventory of Sidewalks in Scope of Snow Removal Services Contract," including approximate dimensions and square footage of areas from which snow is to be removed.

REQUIRED SCOPE OF SERVICES:

1. Prior to beginning snow and ice removal operations under the contract, the successful bidder shall inspect the areas where snow removal operations will be conducted, and place delineation stakes to identify areas of meandering pavement edges or locations of obstacles that may be visually obscured by accumulated snow.
2. Each snow event that produces two (2) inches or more of snow accumulation shall be removed from the designated sidewalks by the Contractor. **Snow depth as specified above shall be as measured by the Owner at the Ada Township Office, 7330 Thornapple River Dr., Ada, MI.** Snow accumulation may also occur as a result of wind conditions causing drifting in excess of two (2) inches requiring additional snow removal operations. Ice of any depth shall also receive deicer application.

INVENTORY OF SIDEWALKS IN SCOPE OF SNOW REMOVAL SERVICES CONTRACT				
MAP #	SIDEWALK SEGMENT	LENGTH (FT.)	WIDTH (FT)	AREA (SQ. FT.)
1	Headley St. (north side), Fulton St. east to Ada Drive	1,285	8	10,280
2	Headley St. (south side), Fulton St., east to Old Headley St.	180	5	900
3	Headley St. (south side), Old Headley Street east to pedestrian crosswalk	330	5	1,650
4	Headley St. (south side), pedestrian crosswalk east to Ada Drive	790	8	6,320
5	Headley St. (north side), Ada Drive east to driveway access	300	8	2,400
6	Headley St. (north side), driveway access east to Thornapple River bridge	110	8	880
7	Headley St. (south side), Ada Drive east to driveway access	120	8	960
8	Headley St. (south side), driveway access east to Thornapple River Dr.	180	5	900
9	Headley St. (south side), Thornapple River Dr. east to River St.	100	5	500
10	Thornapple River Dr. (north side), Headley St. east to Ada Drive	1,175	5	5,875
11	Thornapple River Dr. (south side), Headley St. east to Ada Drive	1,070	5	5,350
12	Thornapple River Dr. (north side), Ada Drive east to Headley St.	395	5	1,975
13	Thornapple River Dr. (south side) Ada Drive east to River St.	535	5	2,675
14	Bronson St. (north side), Headley St. east to Teeple	500	5	2,500
15	Bronson St. (north side), Teeple east to Ada Drive	1,015	5	5,075
16	Bronson St. (north side), Ada Drive east to River St.	580	5	2,900
17	Bronson St. (north side), Fulton St. east to Thornapple River Dr.	1,725	5	8,625
18	Headley St. (north side), Thornapple River Dr. east to new Headley St.	420	5	2,100
19	Headley St. (south side), Bronson St. east to Thornapple River Dr.	590	5	2,950
20	Headley St. (south side), Thornapple River Dr. east to new Headley St.	430	5	2,150
21	Connector Stub at Thornapple River Dr. New Headley intersection	40	5	200
22	Ada Drive (west side), Fulton St. south to Headley St.	790	8	6,320
23	Ada Drive (west side), Headley St. south to Thornapple River Dr.	325	5	1,625
24	Ada Drive (west side), Ada Drive south to Bronson St.	335	10	3,350
25	Ada Drive (east side), Headley St. south to Thornapple River Dr.	275	5	1,375
26	Ada Drive (east side), Thornapple River Dr. south to Bronson St.	335	10	3,350
27	River St. (east side), Thornapple River Dr. south to Bronson St.	350	5	1,750
28	Walkway/driveway, River St. east to Covered Bridge	190	10	1,900
29	Bronson St. (south side), Ada Drive west to RR tunnel entry	100	6	600
30	Connector stub at Thornapple River Dr. New Headley intersection	90	5	450
31	Connector stub at River St. to New Headley intersection	20	5	100
32	Bench and Trash Receptacle Plaza at Bronson St./Ada Drive	30	12	360
33	Bench and Trash Receptacle Plaza on Ada Drive next to Ada Liquor	20	8	160
34	Ada Drive (east side), Fulton St. south to Headley St.	910	8	7,280
35	Ada Drive (east side), Bronson St. south to north side of 660 Ada Dr. Building	570	5	2,850
36	Community Church sidewalks adjacent to parking on north and east sides of building	250	5	1,250
	TOTAL:	16,460		99,885

3. Snow removal operations following any snow event shall be completed within a deadline as set forth in the table below, based upon the time of day the snow event ends:

Timeframe of Snow Event	Deadline for Completion of Snow Removal Operations
Snow event ending during a 12 hour period ending at midnight.	7:30 a.m. the following morning.
Snow event ending during a 12 hour period ending at 12 noon.	5:00 p.m. the same day.

4. Snow removal operations.

Snow removal operations from areas indicated on the Ada Village Sidewalk Inventory Map shall be conducted in the following manner, varying according to location as specified:

a. West side of Ada Drive, between Thornapple River Drive and Bronson Street (Map No. 24); East side of Ada Drive, from the south side of Headley St. south to Bronson St. (Map No.'s 25 and 26)); Ada Drive and Headley St. frontages of the building located at the southwest corner of Headley Street and Ada Drive (100 feet along Headley St./50 feet along Ada Dr.).

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the edge of the curb of the adjacent street. Snow may be deposited in curbed areas around light poles and street trees.

b. North and south sides of Headley St., from Fulton St. (M-21) to Ada Drive (Map No.'s 1 through 4), except for the portion fronting the building located at the southwest corner of Headley St. and Ada Drive.

Snow removal operations shall be conducted using equipment not larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the outer edge of the sidewalk (the edge of the sidewalk adjoining private property).

c. Other streets

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown or plowed and windrowed onto the grass parkway located between the sidewalk and the curb.

d. Walkway between west end of Covered Bridge and River St (Map No. 29).

Snow removal operations may be carried out using a pickup truck plow unit. Snow shall be pushed toward the adjacent railroad right-of-way.

e. Bench and trash receptacle plazas (Map No's 33 and 34).

Snow removal operation shall be carried out with equipment no larger than a walk-behind snow blower, or by hand-shoveling. Snow shall be broomed or brushed off benches.

5. Following completion of road plowing by the Kent County Road Commissions, snow windrows at crosswalks of all street intersections shall be cleared of snow. This shall be completed within 12 hours of completion of snow plowing by the Road Commission.

6. Snow windrows along public sidewalks shall not be deposited across driveway accesses or sidewalks intersecting the public sidewalk.

7. Snow shall not be pushed, blown or otherwise deposited on the adjacent public roads.
8. Portions of sidewalks that are covered by ice or hard-pack snow shall receive an application of calcium chloride ice control material, on an as-needed basis, sufficient to keep sidewalks free of ice
9. Any damage to pavement surfaces, curbs, shrubs, trees, sod, buildings, benches, light poles, trash receptacles or other site furnishings on public or private property shall be repaired and corrected by the Contractor to the complete satisfaction of the Owner, prior to the final Contract payment at the end of the snow removal season.
10. If snow windrows on public street curb lines that are adjoined by parallel on-street parking become excessive as a result of Kent County Road Commission snow plowing operations, the Contractor, at the request of the Owner, will provide periodic services to remove snow from the curb line, load it into dump trucks, and transport the snow for disposal at a designated location in Ada Township Park, 1180 Buttrick Ave SE, Ada, MI. Loading and hauling operations will be required to be conducted after 10:00 p.m., and will be carried out as an optional service, and only if requested by the Owner.

INSURANCE REQUIREMENTS:

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish the Ada Township DDA with Certificates of Insurance identifying the Ada Township DDA and Ada Township as an additional insured on your policies for the duration of the contract. Certificates of Insurance shall be submitted prior to undertaking work under the Contract, demonstrating the following:

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.

PAYMENT TERMS:

Requests for Payment shall be submitted monthly to the Ada Township DDA. The first billing period shall be for the period ending November 30, 2017. Requests for payment shall identify the number of snow removal events for which services were provided during the billing period.

REQUIRED PROPOSAL CONTENTS:

Proposals submitted in response to this RFP shall include the following information:

1. Description of Means of Providing Service: Submit a written description of:
 - a. the number, types, sizes and ages of equipment that will be used to provide the required snow removal services.
 - b. the number of personnel assigned to respond to a snow removal event.
 - c. the name and contact information for the person who will have oversight responsibility for providing services under the Contract.
2. Provide a list of any governmental, school, church or other institutional clients for whom you currently provide or have provided services similar to those requested in this RFP.
3. Provide a list of three references from current or past clients for whom you have provided similar services, including names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.

4. A completed and signed Bid Form. The Bid Form shall be signed by an authorized principal of the Bidder.

ALTERNATES OR ADDENDUMS:

Explanations desired by a prospective bidder shall be requested in writing to the Ada Township DDA, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each bidder. Every request for such explanation shall be in writing and addressed to:

Ada Township DDA, PO Box 370, Ada, MI 49301

CANCELLATION OF THIS CONTRACT

The Ada Township Downtown Development Authority reserves the right to terminate the contract if at any time the Contractor should abandon this work; or if he should be adjudged bankrupt, or if his performance on this project is unnecessarily or unreasonably delayed; or if he should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of insolvency; or if he should persistently or repeatedly fail to supply enough properly skilled workmen or sufficient suitable material or equipment for the work; or if he should habitually fail to make prompt payment for materials and labor; or if he should persistently disregard laws or ordinances or the directions of the Downtown Development Authority; or if he should willfully violate any of the terms of the contract. In the event of such termination, a 21-day notice will be issued by the Ada Township Downtown Development Authority to the Contractor.

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 work performed under this contract.

REJECTION OF BIDS:

The Ada Township DDA reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion, is deemed most advantageous to the Ada Township DDA.

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 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":

\$_____ PER PUSH (2017-18). \$_____ PER PUSH (2018-19).

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:

\$_____ FOR THE 2017-18 SNOW REMOVAL SEASON.

\$_____ FOR THE 2018-19 SNOW REMOVAL SEASON.

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

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

\$_____ PER PUSH (2017-18) \$_____ 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:

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

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

\$_____, PER HOUR, FOR PERSONNEL COSTS (2017-18)

\$_____, PER HOUR, FOR PERSONNEL COSTS (2018-19)

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

\$_____, 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.

Name of Company

Address

Name and Title of Signatory

City, State Zip

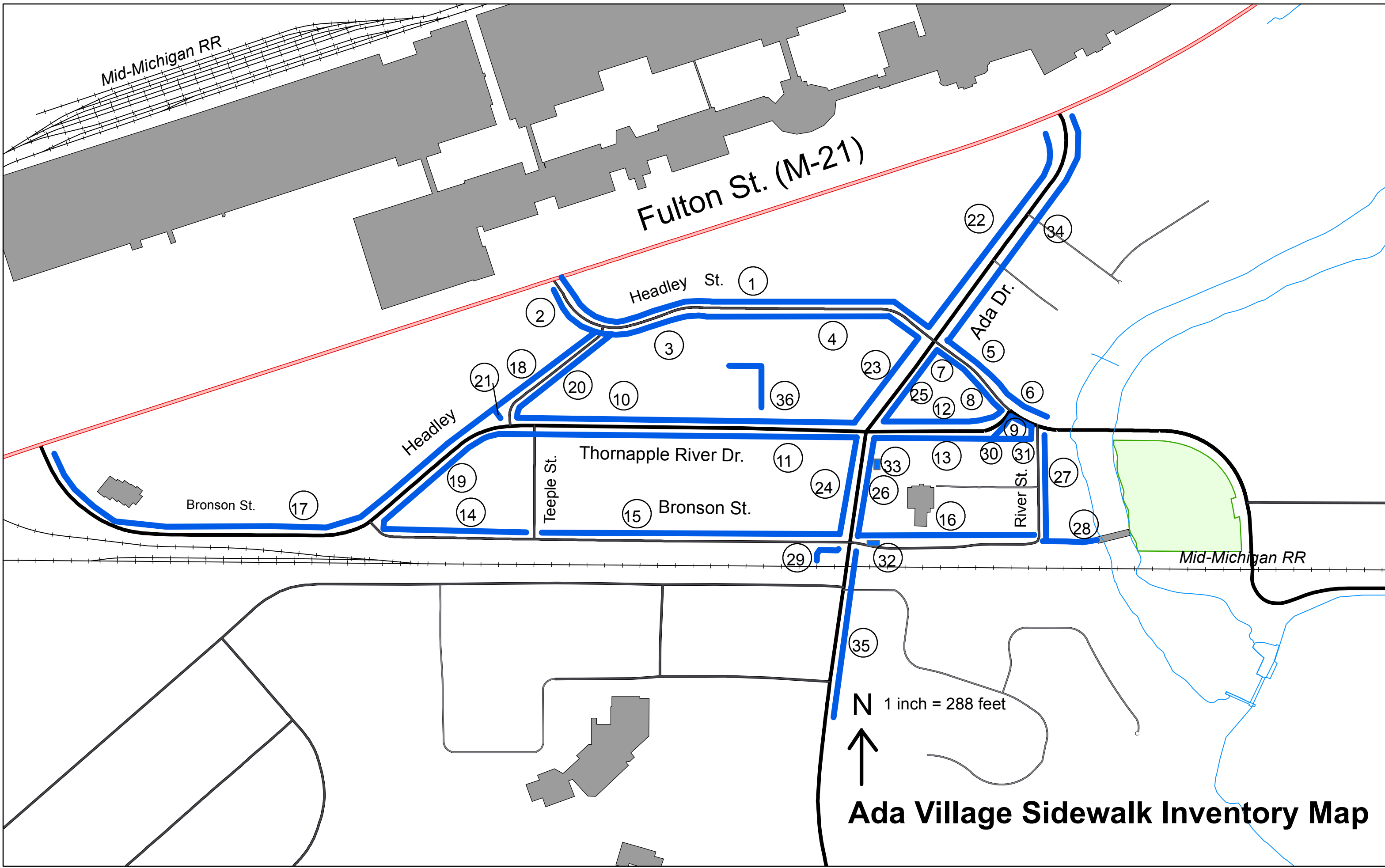
Signature

Phone

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.



Ada Village Sidewalk Inventory Map



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

CONTRACT

This agreement between Ada Township DDA and SeyferthPR provides for event management services and out-of-pocket expenses in the amount of \$38,385 as outlined in the attached statement of work, dated February 14, 2019. Any additional services or projects will be budgeted and approved separately before work commences.

SeyferthPR would be happy to sign a confidentiality agreement if provided by Ada Township DDA. Until such an agreement is provided, it is the understanding of all parties that all materials shared are to be handled confidentially.

Ada Township DDA agrees to defend, indemnify and hold SeyferthPR harmless from any losses, damages or expenses including, without limitation, actual attorney fees, incurred by SeyferthPR as a result of any claim, suit or proceeding against SeyferthPR based upon any dissemination of information or information Ada Township DDA provided to SeyferthPR or which Ada Township DDA approved prior to publication or release by SeyferthPR.

Out-of-pocket expenses such as postage, travel, copies, telephone, internet, fax and equipment rental will be billed along with the regular monthly invoice.

Cancellation of this agreement may be made by either party with 30 days written notice.

SeyferthPR looks forward to this working relationship with Ada Township DDA. Please return a signed copy of this contract to SeyferthPR today.

A handwritten signature in black ink, appearing to read 'Ginny Seyferth', written over a horizontal line.

Ginny Seyferth, APR
President
SeyferthPR

3/8/19
Date Signed

Terry Bowersox
Chair
Ada Township DDA

Date Signed



**Ada Township “Beers at the Bridge” Event Management 2019
Statement of Work
2/14/2019**

Sponsorship development and communications:

- Research opportunities available to potential sponsors
- Design sponsorship agreement packet
- Develop copy for sponsorship packet
- Sponsor packet mailing to 80+ local businesses
- Follow-up calls/emails with businesses to confirm participation (in partnership with township)
- Coordination and communication with confirmed sponsors for set-up, tear down, etc.

Pre-event meeting coordination for Planning Committee and Sponsorship Committee:

- Coordinate calls/meetings and approvals with committee members
- Develop meeting agendas and compile materials for review

Research, management and coordination of entertainment for event dates:

- Research entertainment
- Develop band packet with parking and set-up information for performance
- Contract with selected band and all follow up logistics

Layout planning for each event date:

- Site visits to ensure proper layout for participants and sponsors (in partnership with township)
- Develop visual layout plan
- Coordinate with Ada Parks Director to plan event space logistics (electric, restrooms, waste, etc.)

Vendor logistics, invoicing and coordination:

- | | |
|---------------------------------|----------------------------|
| • Bartending Services | • Tent and Fencing Rentals |
| • Volunteer Services | • Dumpster Rental |
| • Security Services/ AV rentals | • Portable Bathrooms |

Coordination of parking services:

- Designate and train volunteers to manage parking lot operation
- Set up wayfinding and event signage prior to prior to each event
- Write and hand-deliver letter to Fase Street residents about BATB parking lot

Media Relations Services for promotions prior to event dates:

- Generate earned media by pitching local outlets to promote BATB
- Coordinate interviews with Township, Gravel Bottom Brewery and other event representatives
- Develop talking points for speakers and attend interviews
- Capture segments to elevate on social media for promotions; record PR value and audience reach

STATEMENT OF WORK, cont....

DAY-OF planning and development of “Play-book” for event for BATB Team:

- Line-by Line itinerary for vendors, speakers, bands, volunteers, security
- Coordination with Parks & Rec
- Vendor invoices
- Event Layouts
- Emergency Contact Information
- Assist with banner installation
- Confirm volunteer roles/responsibilities

Management of restaurant vendors:

- Coordinate completion of health department forms (in partnership with township)
- Provide direction on event day
- Post event follow-up

DAY-OF “LEAD” on all onsite event logistics/management, set-up and tear-down

SeyferthPR BUDGET: \$25,500

OOP Expenses*: \$51,270

**Estimated out-of-pocket expenses for 2019 as presented to the 2-14-19 Beers at the Bridge Planning Committee (based on 2018 actual costs)*

TOTAL: \$76,770

Ada Township DDA (at 50%) TOTAL: \$38,385



Beers at the Bridge Estimated 2019 Event Expenses* (Three Events)

***Based on 2018 actual expenses**

Vendor	Quantity/Type	Price
Event Expenses		
Plummers Disposal	6 Regular 1 Handicap 2 Hand Washing Stations	\$3,210.00
Good Hands Security	4 Officers	\$1,104.00
Bars By Butch	10 Bartenders 15,000 Cups 2 Jockey Boxes	\$5,400.00
Communication Rental	7 Walkie Talkies 7 Headsets	\$572.25
Band Performance	2.5 Hour Performance	\$4,500.00
Cascade Rental	Various Event Supplies (Tenting)	\$17,088.48
Health Dept. Licensing	3 Temporary Food Establishment Licenses	\$1,422.00
Social Graphics	Various graphics for social media promotions	\$1,500.00
SeyferthPR	Event Management and Community Coordination	\$25,500.00
Event Supplies	Various Supplies (Wristbands, Ice, Tickets, etc.)	\$748.45
Redi Rental	Fencing for event space	\$8,386.80
Banners	Promotional and Sponsorship Banners	\$575.00
Signage	Various way finding signage	\$270.91
T-Shirts	Beers at the Bridge promotional T-Shirts	\$4,725.00
Additional SPR Staffing	4 SPR staff members for BATB Parking	\$1,767.50
EST. TOTAL		\$76,770.39
Alcohol and Licensing Expenses		
Liquor License/Permit		\$150.00
Gravel Bottom Brewery		\$9,667.50
Sietsema Cider		\$2,160.00
Bond		\$150.00
Sales Tax		\$2,200.00
EST. TOTAL		\$14,327.50
EST. GRAND TOTAL		\$91,097.89



MEMORANDUM

Date: 3/8/19

TO: DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Proposed Farmers' Market Manager Services Agreement for FY 2019-20

Attached is a proposed Memorandum of Understanding between the DDA and Jennie MacAnaspie for her services managing the Farmers' Market for the FY2019-20 fiscal year.

The following points should be noted:

1. The agreement provides for 643 compensated hours in the coming year, compared to 573 compensated hours last year, an increase of 70 hours. The added hours are attributable to the increased work anticipated for the outreach and awareness campaign related to moving the Market to the new River Street location. This increase should only be expected for the 2019 market season and return to yearly norms thereafter.
2. The \$9,645 in total compensation is an increase of \$1,050 from last year's \$8,595.
4. It should be noted that the hourly compensation rate remains at \$15/hour, which has been unchanged over Jennie's entire tenure as Market Manager.

Approval of the agreement is requested.

**Ada Farmers' Market
Market Master
Memorandum of Understanding**

Ada Farmers' Market ("Market") Project Sponsor: Ada Township Downtown Development Authority

Market Master: Jennie MacAnaspie/Opt-In Marketing

Contract Administrator: Planning Director

Commitment: Time necessary to discharge functions and responsibilities (described below) and effect year-long work plan (attached as Exhibit A).

Payment: \$15.00 per hour, not to exceed \$9,645 for 643 hours during the contract period defined below; paid monthly, in accordance with the schedule attached as Exhibit B.

Contract Period: April 1, 2019 to March 31, 2020

Market Master Functions and Responsibilities:

1. **Stakeholder Relations:** Maintain and develop relationships with vendors, customers, contractual parties (Geld and Ada Marketplace Square Condominium), the Ada/Forest Hills business community, Township staff and the Market Project Sponsor.
2. **Financial Matters:** Prepare the annual budget for the Market, interact with the Ada Township Clerk and Treasurer for deposits and disbursements; maintain accurate records of all financial transactions; operate the Market's token-based system for card-based transactions (if applicable).
3. **Management:** Recruit, train and schedule volunteers; manage Market opening, closing and operations while open; manage vendor participation and adherence to Market rules; manage "Kids in the Market" and "Music in the Market" programs.
4. **Promotion:** Develop and implement a marketing and promotional plan and budget, including a robust social media and internet presence
5. **Miscellaneous:** Identify alternative funding, i.e. grants, sponsorships and fundraising opportunities, develop planned emergency procedures, interact with and participate in the programs of the Michigan Farmers Market Association.

Terry Bowersox, Chairperson
Ada Township Downtown Development Authority
_____, 2019

Jennie MacAnaspie
Opt-In Marketing
_____, 2019

Exhibit A
Ada Farmers' Market Year Long Work Schedule FY 2019-20

January

- ☐ Develop & email invite to Vendor Kickoff Meeting (VKM) – including vendors past & future, plus volunteers, DDA, Market Board members not in any previous category.
- ☐ Review/edit vendor application, market rules, etc.
- ☐ Create ppt for VKM
- ☐ Sales tax return filled out and filed if needed
- ☐ Monthly updates for Facebook (announce opening day on at least one post)
- ☐ Clean out Market binders and file box:
 - Store original physical log sheets, original receipts/batch report slips and vendor token white slip receipts in Market drawer at township, in clerk's office.
 - Print out new log sheets and put in binder
- ☐ Monitor and respond to voice mail/email
- ☐ Review adds, moves and changes for additional tasks and update site

February

- ☐ Finalize vendor application and market rules
- ☐ Follow up with confirmation email/calls for VKM
- ☐ Purchase any additional supplies, drinks for VKM
- ☐ Send out meeting materials to those not attending VKM
- ☐ Create content for Cadence & other media for early release
- ☐ Update information on flyers. Posters?
- ☐ Monthly updates for FB (reminder on opening day for upcoming season)
- ☐ Set March/April planning meetings for Market programs & send out invites to attendees
- ☐ Clean up Seasonal Vendor Log spreadsheet tabs for upcoming season and save under new name
- ☐ Monitor and respond to voice mail/email

March

- ☐ MIFMA Conference at MSU (optional attendance TBD each year)
- ☐ Hold VKM
- ☐ Set planning meeting dates with Flat River Ministries for upcoming season's donation program

- ☐ Renew agreement with Amway for overflow parking
- ☐ Confirm open/close dates for Market
- ☐ Social media calendar updates for FB (mapped out to June)
- ☐ Review volunteer binders and update as needed
- ☐ Set training date for volunteer updates reviewing changes, record keeping and other assigned duties
- ☐ Meet with head chef, sponsor (currently Fred Hansen) and other volunteers to plan out the season's Chef-in-Market program (see task list for details)

April

- ☐ Send out call for new vendors via FB/Twitter
- ☐ Make onsite visits to potential new vendors
- ☐ Begin processing returning vendor applications with required licensing, insurance certification)
- ☐ Send reminder email to returning vendors mid-April and again at the end of the month to get their payment and paperwork in for processing
- ☐ Email all vendors in 'New Vendor' folder the updated application for the season. Include information on when they can expect to hear back on status. Make sure to repeat the request NOT to send money until they are confirmed
- ☐ Schedule training meeting for volunteer staff once all positions filled (two weeks before opening)
- ☐ Distribute volunteer packet for review and signature to all volunteers
- ☐ Create volunteer schedule for Arts in Ada (if participating) & Market
- ☐ Send notices to area churches, schools, etc., asking for volunteers
- ☐ Meet with Flat River Outreach Ministry (FROM) in Lowell to outline the Market donation program (see task sheet for more details). Schedule and organize:
 - Information packets/signs for handing out to their customers
 - Booth attendance for (FROM) during the season if part of season package.
 - If there is no staff for the booth, determine who will pick up donations and at what time
 - Review key points to be included in promotional FROM promo articles (write press release for joint venture)
- ☐ Take any deposits to the Ada Township Treasurer after April 1 for processing. Any money before then will not be recognized in the current fiscal year. Deposit should include:
 - All required information entered into vendor payment sheet. Include both name and business name if listed on check.

- Two copies of the vendor payment sheet (one to Gina and keep one)
- Copies of checks attached to the extra sheet, with ABA/routing #'s blacked out
- Give copies of voided checks to Cassie
- ☐ File the second copy of the vendor payment sheet (with blacked out copies of checks) in the green binder for record keeping
- ☐ Schedule meeting with Treasurer's office to review any process changes
- ☐ Update master vendor list, confirming submission of insurance, licensing and Cottage Food compliance requirements
- ☐ Send out Busker notice via website and Craigslist (should go out 1st week)
- ☐ Email previous Buskers with an invite to return
- ☐ Develop Kids in the Market activities
 - Reach out to local school staff for craft volunteers (see list)
 - Notice on Craigslist/FB looking for volunteers to lead specialty booth projects
- ☐ Finalize any agreements with parking, sponsorships or co-marketing
- ☐ Article for Adaview Summer edition by April 21st
- ☐ Check space delineation & remark parking lot of church as needed
- ☐ Update website with entertainment/kids' activities
- ☐ Weekly calendar updates for FB in queue and to Township for cross posting
- ☐ Schedule Twitter pre-opening announcements & opening day tweets via Hootsuite
- ☐ Arrange for distribution of flyers as insert to Adaview
- ☐ First push of media outreach for opening day
- ☐ Send out press release for volunteers and pre-announcement for Market opening info to area churches via the admin @ The Community Church
- ☐ Review vendor packet and update as needed
- ☐ Print out 50 vendor packets for distribution
- ☐ Copy and email Cassie the projected vendor list (*Excel Seasonal Vendor Pymt Log – booth pymt tab*) as soon as at least ½ the returning vendors are confirmed.
- ☐ Turn on terminal (this can be postponed to May if no scheduled events in April)
- ☐ Update and post volunteers wanted poster (bright paper!) on township/church/other doors
- ☐ Email Hito (origami) at the end of the month to confirm when he wants to be at the Kid's Booth
- ☐ Send out MLive press release
- ☐ Send/update info to online community calendars
- ☐ Build Busker calendar and continue to fill

May

- ☐ 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
 - Keep important emails in appropriately labeled folders
 - Check contact list and add in any missed email addresses to files (new vendors, buskers, kid's activity candidates)
 - Delete any emails not being archived
 - Create new, duplicated folders for upcoming year
 - Move previous year's folders to "*Prior Year's Files*" folder
- ☐ Clean up and delete old links, documents from website
 - Put up notice of when upcoming season will be open and closed on posted pages
 - Add note to new vendor site informing when applications will be accepted
 - Upload any photos not posted earlier in the season (can do over next three months to keep traffic going to the site)
 - Check site for any broken links, non-working pages
 - Make checklist of adds, moves, changes to work on in January
 - Create monthly posts for next few months (holiday posts, general info and other appropriate material)
 - 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

DRAFT 01/23/19

progressive|ae

<u>Client Meetings</u>	<u>Location</u>	<u>Attendees</u>	<u>Purpose</u>
Meeting 1	Roselle Park, 11/14 - 7 PM	Bldg Comm, DDA, Board & Public	Share opportunity for site 2.0
Meeting 2	Township Hall, 11/26 - 7 PM	Board	Site 2.0 decision
Meeting 3	Amway HQ, PAE Offices	Bldg Comm (4) individual sessions over 3 day period	Site 2.0 layout and architectural concept
Meeting 4	Township Hall, 12/17 - 7 PM	Board	Site 2.0 update
Meeting 5	PAE Offices	Design Core Team (3)	Site 2.0 design options and update
Meeting 6	PAE Offices, 2/1 - 9 AM	KDL, Design Core Team	Site 2.0 floor plan update
Meeting 7	PAE Offices, 2/6 - 8:30 AM	Building Comm	Site 2.0 Update
Meeting 8	Township Hall, 2/11 - 7 PM	Board	Schematic Design Approval
Meeting 9	TDB	Bldg Comm	Design Development Update
Meeting 10	TDB	Board	Design Development Approval
Meeting 11	TDB	Bldg Comm	50% Construction Document Review
Meeting 12	TBD	Board	95% Construction Document Review

Notes:

Design Core Team: PAE, George Haga, Jim Ferro, Amy Van Andel

Stakeholder Group: Building Comm - Representative of the Business Community, collaborative partnerships, etc. - outside perspectives providing insight, leadership and advocacy



MEMORANDUM

Date: 3/7/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Comparison of DDA Event Involvement

As requested by the DDA Board, I reached out to a few staff members of other DDAs throughout Michigan to ask about their involvement in events and other activities. I found that these DDAs are currently involved with a number of events, and are considering adding additional events as well.

Cascade Downtown Development Authority

I spoke with Sandra Korhorn, the Executive Director of the Cascade DDA. The Cascade DDA currently plans or supports a handful of events. These include the following:

- Cascade Metro Cruise Warmup
- Library Winter Concert Series
- Family Nights at the Library
- Cascade Christmas Tree Lighting

Sandra stated that she is directly involved with the planning for the Cascade Metro Cruise Warmup and that the Cascade DDA helps to finance the other events. In total these events result in an expense of \$6,000 - \$9,000 annually. She said that they are also looking into putting on additional events, and she has met with business owners to discuss creating an events committee. They are also looking into creating a Special Event Permit Application that would allow businesses to apply for event funding from the Cascade DDA.

Alpena Downtown Development Authority

I also spoke with Anne Gentry, the Executive Director of the Alpena DDA. Alpena is a similar sized community as Ada. The Alpena DDA currently plans or supports the following events:

- Chowder & Chili Cook-off
- Bard at the Bar Bar-crawl
- Holiday Promotions – Runaway Elves, Downtown Gingerbread Competition, Visit with Santa

Anne stated that over the last two years they have started doing more events and that she is directly involved in the planning of these events with a Promotions Committee. The Chowder & Chili Cook-off can range from a break-even event to generating a few thousand dollars of income. Anne stated that her Board has asked her to work on creating a larger summer event, so this summer they will be having a Mural/Block Party.

Grand Rapids Downtown Development Authority/Downtown Grand Rapids Inc.

Finally, I spoke with Megan Catcho, the Event Coordinator for DGRI, which serves as the singular management entity for the combined operations of the Downtown Development Authority, the Downtown Improvement District, and the Monroe North Tax Increment Finance Authority. DGRI is involved with planning and putting on the following annual events:

- Movies on Monroe
- Relax at Rosa
- World of Winter
- State of our Downtown
- Light up Downtown

Megan stated that DGRI is also involved with financing and sponsoring a number of other events. They also have a sponsorship application that businesses can fill out to apply for event funding. Megan stated that their overall goal with their events is to just bring people downtown and make sure that there is always something to do downtown. They focus on activating the downtown area. Most of these events are free and open to the public, and DGRI treats them as an expense in their budget because the events rarely break even. As long as they are activating the space in a positive way and bringing people downtown, then their boards feel as if the expense is necessary. Megan did not provide me with specific financials, but she stated that they do seek out sponsors to offset some costs, and they try to seek out local businesses to get the community involved and cross promote with them.

Other Downtown Development Authorities

I also looked through the websites of other Michigan DDAs to see if they are also putting on events. I found the following events that DDAs sponsor or put on:

Ferndale

- Art of the Cocktail
- Fido does Ferndale
- DIY Street Fair
- Funky Ferndale Art Fair
- Get Reel Outdoor Movies
- Wednesday Walks

Grandville

- Fall Fest
- Tree Lighting & Christmas Parade
- Father/Daughter Breakfast
- Adult Easter Egg Hunt
- Summer kick-off carnival
- Art Walk
- Hop'n Wild to Help a Child Fundraiser
- Vintage & Blueberry Fest

Holland

- Sidewalk Sales
- Street Performer Series
- Live Mannequin Night
- Fall Fest
- Trick or Treat in Downtown Holland
- Shop 'Til You Drop
- Holiday Open House
- Parade of Lights

Hudsonville

- Happenings on Harvey
- Concerts on the Green
- Urban HayDay
- Holiday Parade
- Christmas Tree Lighting
- Hudsonville Showcase

Royal Oak

- Michigan Craft Beer Stroll
- Royal Oak Spooktacular
- Royal Oak Holiday Tree Lighting
- Small Business Saturday
- Holiday Glow

Traverse City

- Manages the Downtown Traverse City Association, which supervises over 20 events

IT'S A LEPRECHAUN HUNT!

MARCH
15

PARENTS GRAB YOUR KIDS AND HUNT FOR
HIDDEN LEPRECHAUNS AROUND ADA VILLAGE

Friday, March 15

Anytime between 3:00 – 6:00 PM

The Community Church
7239 Thornapple River Dr.

- Start at The Community Church to collect your clue sheet...
- The clues will help you find sneaky leprechauns hiding around the Village...
- How many can you find? Capture photos to post & share – **#AdaVillage**...
- Return to The Community Church for prizes and refreshments!

For more details go to: <http://adamichigan.org/events>

FOLLOW US: @ADAVILLAGE





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

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

Total, 2019 Season, beginning 2/1/19	\$0.00	\$105.00	-\$105.00
Total, Fiscal YTD, beginning 4/1/19	-	-	-