



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, APRIL 9, 2017 MEETING, 8:00 A.M.  
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE  
ADA, MICHIGAN**

**AGENDA**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Election of Officers
- IV. Approval of Minutes of March 12 meeting.
- V. Approval of Payables
  - a. Hopkins Fundraising Consulting 3/16/18 Invoice, Capital Campaign Services
  - b. Woods Landscaping 4/4/18 Invoice, Snow Removal Services
- VI. Approval of Farmers' Market Manager Contract for FY 2018-2019
- VII. Long-Term Parking Agreement with The Community Church, and Termination of Current Parking Agreement
- VIII. Reports and Communications
  - a. Status of Riverfront Park Construction
  - b. Community Center/Library Building Update
  - c. Citizens Council Minutes
  - d. March Social Media Activity
  - e. Leprechaun Hunt Summary
  - f. Capital Campaign Update
  - g. DDA Financial Report, 3/31/18
- IX. Board Member Comment
- X. Public Comment
- XI. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE MARCH 12, 2018 MEETING  
ADA, MICHIGAN**

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

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

**BOARD MEMBERS PRESENT:** Terry Bowersox, Dawn Marie Coe, George Haga, Bryan Harrison (arrived at 8:05), Margaret Idema Justin Knapp, Devin Norman Ted Wright

**BOARD MEMBERS ABSENT:** Walt VanderWulp

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

**PUBLIC PRESENT:** Kevin Moran

**II. APPROVAL OF AGENDA**

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

Motion passed unanimously.

**III. APPROVAL OF MINUTES OF FEBRUARY 12 MEETING**

It was moved by Idema, seconded by Bowersox, to approve the minutes of the February 12 meeting as presented.

Motion passed unanimously.

**IV. APPROVAL OF PAYABLES**

It was moved by Idema, seconded by Harrison to approve payment of the Ada Historical Society invoice for installation of the Rix Robinson interpretive panel in the amount of \$500, the Hopkins Fundraising Consulting invoice for services through February 16 in the amount of \$5,800, and the Woods Landscaping invoices for garland removal and snow removal services through February 28 in the amount totaling \$4,755.

Motion passed unanimously.

**V. APPROVAL OF 2018-2019 DDA BUDGET**

Ferro presented the 2018-2019 DDA budget. He stated that the budget shows a net increase of revenues over expenditures of \$137,122. Ferro noted that the Contract Services line item will be reduced because the streetscape services contract will be taken out.

Norman asked for an explanation of why the 2017 contract services line item was much higher.

Ferro stated that is because it included other consulting services work including for the park design as well as Seyferth PR services.

It was moved by Norman, seconded by Wright to approve the 2018-2019 DDA Budget with revisions.

Motion passed unanimously.

**VI. CONTRACT AWARD FOR STREETScape MAINTENANCE SERVICES**

Hilbrands presented the two bids that were received for the contract providing streetscape maintenance services in the Village for the next three years. He stated that the low bid was from Kuiper Landscape Management, and Kuiper has been providing streetscape maintenance services for the Township for the past 6 years. Therefore, he recommended that the bid from Kuiper Landscape Management be accepted.

Ferro presented the updated 6-year projections of the DDA fund balance that now included projected revenue from the Local Government Stabilization Fund. He stated that after including these projected revenues the DDA is projected to have a stable and slightly increasing fund balance.

Wright asked if there is a chance that the funding could go away all together.

Ferro stated that he believes there has already been appropriations made by the state for several years in increasing amounts.

Harrison stated that the DDA Board needs to define what its role will be going forward. He said there needs to be a discussion about what the DDA wants to spend its money on and who is responsible for what in the Village. He stated that it could be helpful to look at what other townships and cities are doing.

Norman asked if there is any update to TIF funding and if the millage has caught up to its base year.

Ferro stated that it has not caught up yet and the current ad valorem taxable value is below the base year.

Harrison asked how long the DDA millage runs for.

Ferro stated that the 2 mill levy of the DDA has no expiration date.

Wright stated that while talking about funding, the DDA needs to keep in mind the greenspace on the north side of Headley Street which will revert back to Amway ownership if nothing is done with it. He stated that if the DDA keeps spending money and does not have any money to put into that space then it could revert back to Amway.

Harrison stated that there should be a needs-survey conducted looking into how we are using all the recreation property in the Township and how that property fits into our vision.

Idema stated that this seems to be a very important topic that we should address and figure out how we're going to do that.

Haga stated that he has some ownership of that and is working on getting a group of representatives including Board members, DDA members, and residents to take a look at that.

Wright asked if someone could report back on the date when the green space north of Headley Street would revert back to Amway ownership.

Harrison stated that there still needs to be a discussion on what costs the DDA is being asked to cover. He stated that he is concerned that the DDA members come to a meeting and they are being asked to pay for things that the DDA did not request.

Norman stated that often the DDA is not part of the discussion of what they are being asked to pay for.

Haga stated that he has been a little bit of an instigator with this and he has pushed some of these projects to the DDA because they are within the DDA district. He stated that he has pushed some a little more than he should have, but that the DDA and the Township need to work as a team on this.

Idema stated that it sounds like a role clarification discussion would be helpful.

Norman asked what is a good way to figure out what is expected of the DDA, and what process do we need to do that.

Ferro stated that it could be some type of a joint committee or work session topic between the Township Board and DDA Board. He stated that there also could be a formal policy created.

Harrison stated that the DDA needs have its own conversation to determine what the DDA's role is and then tell that to the Township. He stated that we should look at the ratio of income that is going to the Township or the DDA and discuss when new obligations come up who will be responsible for them.

Haga stated that we can investigate with Cascade and with other neighboring DDAs to see how they operate.

Idema asked if it makes sense at the next meeting to talk about the DDA's role in terms of what its responsibility is with expenditures and maybe see a summary of what the Township and DDA are paying for.

Wright stated that the DDA should also look back on its charter to see why it exists.

Haga stated that staff could take a look at the charter and statutes as well as what other DDAs are doing and present some talking points for the Board to focus on.

Norman suggested that a subcommittee be formed to review information from the staff and then meet to go over that information before the next meeting.

Harrison suggested also looking at the other millages and funds that are being collected, such as the Open Space and Parks millage.

Ferro made note that the Parks, Recreation and Land Preservation Advisory Board is shouldering part of the debt service for the bonds that were issued in 2017.

Coe, Norman and Haga were appointed to the subcommittee to review the role of the DDA. Harrison also stated that he could be available as needed.

Hilbrands stated that the streetscape maintenance bid from Kuiper Landscape Management was for \$53,861.76 for three years, and that 50% of that cost would come to \$26,930.88.

Norman stated that he has no problem with the cost, but he is concerned about the precedent that it sets if the DDA agrees to cover some of the costs.

Wright stated that he believes that the DDA needs to start growing or at least protecting its fund balance, especially with keeping the Headley green space in mind.

It was moved by Haga, seconded by Wright to revert the funding of the Streetscape Maintenance Contract back to the Township Board.

Norman stated that this does not prevent the DDA from funding it in the future, and that everyone would feel a little better about it if they know exactly where the DDA stood.

Wright stated that this is about the DDA holding themselves fiscally responsible.

Harrison stated that he does not want this to feel antagonistic towards the Township Board.

Motion passed 7-1.

## **VII. REPORTS AND COMMUNICATIONS**

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

Ferro stated that work continues to move along on the restroom building and portions of the park that are immediately adjacent to the River Street right-of-way such as retaining walls and barrier free ramps.

Wright asked if we learned anything from the last flood that we had and if we had any issues from it.

Ferro stated that he did not think there was any significant damage.

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

Ferro reported that the RFP for architecture firms was issued for the community building/library and the proposals are due on March 30<sup>th</sup>. A committee was appointed by Haga to review proposals and conduct interviews. The Project Manager from JLL will be circulating proposals to all of the members of the building committee to go through some numerical rankings to create a short-list of interviews. Ferro stated that he believes the Township Board will award the contract by their first meeting in May.

Hilbrands provided an update on the Capital Campaign. He stated that the campaign is over half way to its goal and they are anticipating a public announcement at the end of June.

### **c. Traffic/Pedestrian Safety Study**

Ferro stated that the Township Board retained traffic engineer Pete LaMourie from Progressive AE to look at traffic conditions in the Village as well as pedestrian movement issues. Ferro stated that some of LaMourie's recommendations concur with the Township's project to install bump outs along Ada Drive at Thornapple River Drive and Bronson Street. A slight modification to that project was to retain left turn lanes on Ada Drive. There were also recommendations to use more bright and visible color on the pedestrian crossing signs on Ada Drive near Bronson Street as well as the Fase Street pedestrian crossing, and to install temporary vehicle speed sign boards on Ada Drive facing traffic coming down the hill.

Knapp asked what the next step was.

Ferro stated that the Township Board is budgeting for the bump out project and for purchasing two speed boards, and the KCRC has committed to funding half of the bump out project.

Idema suggested that this should be revisited once the Village is more built out.

### **d. TIF Reform Legislation**

Ferro stated that a summary was provided to the Board members that summarizes amendments to the DDA statute that have been approved by the legislature. Ferro stated that the main impact on DDAs is in reporting requirements to the state.

**e. DDA Financial Report, 2/28/18**

Hilbrands presented the DDA financial report and highlighted some of the major expenditure items. He stated that the Farmers' Market 2017 season concluded with a net income of \$1,182.80 and the market will start the 2018 season with a fund balance of \$13,869.20.

Harrison asked if there was an estimate of how many people come to the Farmers' Market.

Ferro stated that the Market Manager might have some estimates but he is not aware of any quantitative counts.

Harrison stated that it would be helpful to know how many people attend so that if the market is moved to River Street we can tell businesses how many people it brings to the area.

**VIII. BOARD MEMBER COMMENT**

Norman stated that he had one community member remind him to keep the idea of a Veteran's Memorial on everyone's radar.

Ferro stated that he had a meeting with a local non-profit organization that has been supporting the creation of a Veteran's Monument, and the Township is looking into the feasibility of having it placed on a small plaza within the riverfront park.

**IX. PUBLIC COMMENT**

Hilbrands stated that once again there would be a Leprechaun Hunt that he is helping put on. He stated that it is scheduled for March 16 and he is contacting Village businesses to see if they would like to participate.

**X. ADJOURNMENT**

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

Motion passed unanimously.

The meeting was adjourned at 9:56 am.

Respectfully submitted:

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Devin Norman, Secretary/Treasurer

# HOPKINS | FUNDRAISING CONSULTING

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

March 15, 2018

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

- Invoice for Campaign Implementation Service
- Amount Due: \$5,800
- 9<sup>th</sup> of twelve payments
- Due by March 31, 2018

Rec'd 3/15/18  
BAA  
OK to pay 3/16/18  
401.170.801.001  
BAA



**Invoice: 20722**

Date 3/31/2018  
 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
1/9/2018	Shoveling (per time)	1.00	510.00	510.00

Subtotal:	510.00
Invoice Total:	<b>\$510.00</b>
<b>Account Balance:</b>	<b>\$1,210.00</b>

*Rec'd 4/4/18  
 OK to pay 4/5/18  
 248.170.801  
 - \$ 510*

**PAYMENT COUPON**

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

Terms Net 30  
 Account #  
 PO Number

Ada Township  
 7330 Thornapple River Dr  
 Ada, MI 49301

Invoice #	20722
Invoice Date	3/31/2018
Invoice Balance	<b>\$510.00</b>
Account Balance	\$1,210.00
Amount Enclosed	





## MEMORANDUM

Date: 4/4/18

**TO:** DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Proposed Farmers' Market Manager Services Agreement for FY 2018-19

Attached is a proposed Memorandum of Understanding between the DDA and Jennie MacAnaspie for her services managing the Farmers' Market for the FY2018-19 fiscal year.

The following points should be noted:

1. The agreement provides for 573 compensated hours in the coming year, compared to 555 compensated hours last year, an increase of 18 hours. The added hours are attributable to the 2018 Market season having 22 Market days, compared to 21 days last year.
2. The \$8,595 in total compensation is an increase of \$270 from last year's \$8,025.
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 \$8,595 for 573 hours during the contract period defined below; paid monthly, in accordance with the schedule attached as Exhibit B.

**Contract Period:** April 1, 2018 to March 31, 2019

**Market Master Functions and Responsibilities:**

1. **Stakeholder Relations:** Maintain and develop relationships with vendors, customers, contractual parties (The Community church, Amway and Peninsular Technologies), 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.

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Chairperson  
Ada Township Downtown Development Authority  
\_\_\_\_\_, 2018

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Jennie MacAnaspie  
Opt-In Marketing  
\_\_\_\_\_, 2018

**Exhibit A**  
**Ada Farmers' Market Year Long Work Schedule FY 2018-19**

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.
- Recruit and Confirm sponsorships for the upcoming season.
- Create presentation for vendor kickoff meeting
- Sales tax return filled out and filed, if needed
- Monthly updates for Facebook (announce opening day on at least one post)
- Send email reminder meeting date for Advisory Board
- Clean out Market binders and file box:
  - o Store original physical log sheets, original receipts/batch report slips and vendor token white slip receipts in Market drawer at township
  - o Print out new log sheets and put in binder
- 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 as a way to get traffic to the site)
  - o Check site for any broken links, non-working pages
- Monitor and respond to voice mail/email

February

- Finalize vendor application and market rules.
- Confirm sponsorships for upcoming season if not completed in January.
- Follow up with confirmation email/calls for VKM

- Purchase any additional supplies, drinks for VKM
- Make handout copies of ppt presentation, vendor application for meeting
- Send out meeting materials to those not attending VKM
- Create content for Cadence & other media for early release
- Update information on flyers. Posters?
- Register for MSU Mkt Manager Conference
  - Once you submit registration, request an invoice from MIFMA
  - Submit invoice directly to Township Clerk for payment
- Monthly updates for FB (reminder on opening day for upcoming season)
- Set March/April planning meetings for Market programs (currently Chef in the Market, Scarecrow Festival) & 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
- Hold Vendor Kickoff Meeting
- Draw up advertising strategy doc for Board
- Set planning meeting dates with Flat River Ministries for upcoming season's donation program
- Confirm church back door password with Carol Lee
- Renew agreement with Amway, Peninsular Technologies for overflow parking
- Confirm open/close dates for Market
- Bi-monthly update for FB
- Set meeting agenda for Advisory Board & distribute
- Review volunteer binders and update as needed
- Set training date for reviewing POS use, record keeping and 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
- Create Market volunteer staff training review for CR/Debit & EBT Bridge
- 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:
  - DUFb training needed based on program updates
  - Information packets/signs for handing out to their customers
  - Booth attendance for (FROM) during the season.
  - 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
- Email previous Buskers with an invite to return
- Develop Kids in the Market activities
  - Reach out to local school staff for craft volunteers

- Notice on Craigslist/FB looking for volunteers to lead specialty booth projects
- Article for Adaview Summer edition by April 20
- Check space delineation & remark parking lot of church as needed
- Update website with entertainment/kids activities
- Weekly updates for FB
- 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 to area churches via 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.
- Update and post volunteers wanted poster (bright paper!) on township/church/other doors
- Email Hito at the end of the month to confirm when he wants to be at the Kid's Booth

## May

- Create new vendor space assignment sheet
- Continue updating vendor sheet and confirming counts.
- Send out call for volunteers to area churches via The Community Church first week of May if not enough on staff
- Set fence stakes for small street banners
- Begin processing new vendors
  - Confirm or decline via email
  - 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
- Number and assign 9 x 10 envelopes for vendor token redemption. Include:
  - 10 token redemption slips
  - Physical copies of vendor packet

- MC/Visa signage if new vendor
- Slips for weekly sales reporting to be returned by vendors (pink box)
- 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 are in place
  - Put in extra envelopes for daily vendors
- 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!
- 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

## 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(Twp. Buildings and Grounds)
- 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
- Meet with treasurer's office to set up petty cash box & reporting (beginning of June)
- Make arrangements for Tuesday banner placement the first week of June
- Double check links and content on website

#### 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
- Run through checklist for both opening and closing the Market
- Check banner placements regularly (sometimes they come loose)
- Make file folder for Daily Vendors to track and add to mailing list for next year's outreach

#### August

- Revisit volunteer schedule for remainder of season to cover attrition
- Wrap up Busker schedule & fill in any holes

#### September

- Confirm date with The Community Church for VKM (confirm)
- 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

#### October



- Prepare year-end report to DDA along with general funding outline for next year
- Market closeout activities on final checklist sheet
- Confirm Advisory Committee members for upcoming year
- Set schedule for AC meetings (usually 3-4 depending on need)
- Schedule upcoming AFMAC meetings for next year

#### November

- Arrange for banners to be removed and stored @ Parks Dept. (Dave Murray)
- Organize shed for final seasonal storage
- Make copies of token log files, and keep for end of year reporting
- 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 notice on voice mail to announce the closing of the Market

#### December

- Attend Great Lakes Expo/MIFMA event
- Submit final report for DDA with projected budget for review and approval
- Advisory Committee meeting

**Exhibit B**  
**Ada Farmers' Market Master**  
**Hours/Compensation Schedule-4/1/18 - 3/31/19**

<b>Month</b>	<b>Hours</b>	<b>Compensation (\$15/hr)</b>
<b>2018</b>		
April	40	\$600
May	50	\$750
June	72	\$1,080
July	90	\$1,350
August	72	\$1,080
September	72	\$1,080
October	90	\$1,350
November	30	\$450
December	10	\$150
<b>2019</b>		
January	7	\$105
February	10	\$150
March	30	\$450
<b>Total</b>	<b>573</b>	<b>\$ 8,595</b>



## MEMORANDUM

Date: 4/4/18

**TO:** Ada Township DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Long-Term Parking Agreement with The Community Church, and Termination of Current Parking Agreement

On March 26, the Township Board approved a new long-term lease agreement with The Community Church, providing for use of The Community's parking lot for public parking. The lease agreement will replace the short-term license agreement between the DDA and The Community that was originally entered into in 2009 and extended on several occasions, with a current term that expires at the end of May, 2018. The long-term agreement was negotiated on behalf of the Township by a delegation that included Supervisor Haga, Trustee Paul LeBlanc and Trustee Bob Proos.

A provision in the new lease agreement requires that the DDA approve a termination of the current agreement. The Board is requested to approve and authorize signature of the attached letter agreement to terminate the current parking license agreement.

Following is a summary of the significant provisions of the new lease agreement approved by the Township Board, which is also attached for your information:

1. The proposed lease has an initial term of 15 years, with two optional 10-year extensions.
2. The lease permits of the parking area for short-term (no overnight) parking of non-commercial vehicles by the public on Monday through Saturday, with exceptions for religious and national holidays, community-wide events, weddings, and reasonable, unexpected uses, such as funerals.
3. The Township pays an annual rent of \$25,000, paid in quarterly installments, with the rent amount increasing by one percent (1%) each year of the lease.
4. The Community Church is responsible for maintenance of the parking area at a level consistent with the church's practices and procedures that existed prior to the agreement, except for snow and ice removal from the church's parking area and sidewalks, which is the Township's responsibility. The Township is also responsible for maintenance work that is above and beyond the church's past practices, including patching, re-sealing and re-striping.

It should be noted that a separate agreement between The Community and Geld, LLC provides that Geld will reconstruct and expand the church parking lot coincident with the Township's completion of the planned Community Center/Library on the adjoining property to be acquired from The Community by Geld. The re-constructed parking area will contain approximately 125 spaces, a 62% increase above the current 77 spaces.

5. Major repairs/reconstruction of the parking area such as complete re-surfacing are to be completed by The Community, subject to mutual agreement of both parties, with costs shared on a 85% -Township/15% -The Community basis.

6. The Township is required to carry liability insurance in the amount of \$1 million covering the use of the parking area by the public, with The Community named as an additional insured.

7. The Township may terminate the Agreement at any time with a 12-month written notice, or if The Community fails to perform any of its obligations under the Agreement. The Community may terminate the agreement if the Township is in default of any of its obligations. The Community may also terminate the Agreement if it elects to sell the church property or perform construction at the church property that cannot reasonably accommodate continued use of the parking area for public use.

8. The agreement terms include both “right of first offer” and “right of first refusal” provisions. The “right of first offer” provision gives the Township the first opportunity to make an offer on the property, after being provided with a proposed selling price by the church, in the event The Community wishes to sell the entire property or any portion of the property. The “right of first refusal” provision gives the Township the opportunity to purchase the church property, or portion thereof, on the same terms contained in a formal offer that has been presented to The Community by another party.

The “right of first offer” expires if it is not exercised by the Township within 60 days of being notified by The Community of its desire to sell and its proposed selling price and terms. The “right of first refusal” provision also expires if it is not exercised by the Township within the timeframe specified in the agreement.



April 9, 2018

Rev. Billy Norden, Co-Pastor  
The Community, an RCA Ministry in Ada  
7239 Thornapple River Dr.  
Ada, MI 49301

**Re: Termination of January 10, 2017 Amended and Restated Parking Agreement  
(the "Parking Agreement")**

Rev. Norden:

This letter, when signed by you in the place provided below, will be our agreement on the following:

1. The Parking Agreement term will end effective when a certain parking lease letter agreement is signed by you and Ada Township. Termination of the Parking Agreement terminates the Township's obligations under its joinder that was a part of that Parking agreement.
2. You and the undersigned DDA represent to each other that they have taken all steps necessary to approve this letter agreement and that the persons signing this letter agreement are authorized to do so.

*[Signatures on following page]*

Termination of January 10, 2017  
Amended and Restated Parking Agreement

ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY

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

By \_\_\_\_\_

Its \_\_\_\_\_

And by \_\_\_\_\_

Its \_\_\_\_\_

Accepted and Agreed:

THE COMMUNITY, AN RCA MINISTRY IN ADA

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

By \_\_\_\_\_

Its \_\_\_\_\_

And by \_\_\_\_\_

Its \_\_\_\_\_

April \_\_\_\_, 2018

Ada Township  
7330 Thornapple River Drive, SE  
Ada, Michigan 49301  
Attention: George Haga, Supervisor

**Re: Parking Lease**

To the Above:

This letter agreement ("**Agreement**") sets forth the agreement between The Community, an RCA Ministry in Ada ("**Landlord**") and Ada Township ("**Tenant**") regarding use of the parking lot (the "**Parking Lot**") located at Landlord's improved real estate commonly known as 7239 Thornapple River Drive, SE, Ada, Michigan and legally described on attached **Exhibit A** (the "**Church Property**") for short-term parking of non-commercial passenger vehicles by members of the general public ("**Public Parking**"). This Agreement only addresses the Public Parking, together with certain rights of Tenant to acquire the Church Property (addressed below), including Public Parking in connection with a seasonal farmer's market operated at the Church Property ("**Farmer's Market**") by Tenant's Downtown Development Authority ("**DDA**"), which Farmer's Market operation is authorized through a separate license agreement between Landlord and the DDA. This Agreement replaces and supersedes in its entirety a certain letter agreement dated June 16, 2009 between Landlord and the DDA (with Tenant's joinder), as amended by a letter agreement dated May 8, 2012 ("**Old Parking License**"), which Old Parking License is hereby terminated as between Landlord and Tenant and shall be of no further force or effect. On or before the date of this Agreement, Tenant shall deliver to Landlord a termination of the Old Parking License in form and substance satisfactory Landlord, signed by the DDA, which Landlord shall also sign and deliver.

1. Parking Lease; Term.

(a) Effective immediately, Landlord leases the Parking Lot to Tenant for Public Parking, and Tenant leases the Parking Lot from Landlord for Public Parking (the "**Lease**"). The Lease shall commence on May 1, 2018 (the "**Commencement Date**"), and continue for an initial period of 15 years, unless terminated in accordance with this Agreement (the "**Initial Lease Term**"). Upon its expiration, the Initial Lease Term shall automatically renew for a period of 10 years (if applicable, the "**First Lease Renewal Term**") unless Landlord or Tenant notifies the other, in a writing delivered at least 120 days before the expiration of the Initial Lease Term, that Landlord or Tenant, as applicable, does not desire

the First Lease Renewal Term to occur, in which case the Lease shall terminate at the end of the Initial Lease Term (unless sooner terminated in accordance with another provision of this Agreement). If the First Lease Renewal Term occurs as set forth above, then upon its expiration, the First Lease Renewal Term shall automatically renew for a period of 10 years (if applicable, the "**Second Lease Renewal Term**") unless Landlord or Tenant notifies the other, in a writing delivered at least 120 days before the expiration of the First Lease Renewal Term, that Landlord or Tenant, as applicable, does not desire the Second Lease Renewal Term to occur, in which case the Lease shall terminate at the end of the First Lease Renewal Term (unless sooner terminated in accordance with another provision of this Agreement). In this Agreement, the Initial Lease Term, the First Lease Renewal Term, if applicable, and the Second Lease Renewal Term, if applicable, are collectively called the "**Lease Term**."

(b) The Lease shall permit Public Parking: (1) in that portion of the Parking Lot depicted on attached **Exhibit B**; (2) Monday through Saturday of each week (but with no overnight parking); and (3) on a non-exclusive, "first come, first served" basis with Landlord, its agents, members, invitees, and licensees. Landlord shall notify Tenant if members of the general public violate the terms of the Lease (e.g., long-term parking or parking commercial vehicles), in which case Tenant shall promptly tow the vehicle(s) at issue from the Parking Lot, without expense to Landlord. Notwithstanding the foregoing, Landlord may use of the Parking Lot to the exclusion of Tenant and members of the general public: (i) on religious and national holidays, including, without limitation, Independence Day and Good Friday; (ii) when hosting the Farmer's Market or other community-wide events (e.g., the Ada Chili & Beer Festival), including any set-up and tear-down therefor; (iii) for weddings conducted at the Church Property; and (iv) in the event of a reasonable, unexpected use (e.g., a funeral) by Landlord. For scheduled events or services, Landlord shall endeavor to provide Tenant with one week's notice of Landlord's exclusive use of the Parking Lot. In addition to the foregoing limitations on Public Parking, Landlord may suspend Public Parking at the Parking Lot when the Parking Lot is being reconstructed, reconfigured, or repaired. Otherwise, Tenant's nonexclusive use of the Parking Lot for Public Parking shall not be disturbed by Landlord or third parties claiming through Landlord.

## 2. Net Rent; Landlord Work.

(a) Tenant shall pay Landlord annual rent ("**Rent**") in the amounts and for the time periods set forth on attached **Exhibit C** (which assumes the effectiveness of the First Lease Renewal Term and the Second Lease Renewal Term), payable in equal quarterly installments; provided, however, that Tenant may prepay up to one-year's Rent in advance. Each quarterly installment of Rent shall be payable in advance at Landlord's address set forth below, without setoff, on or before the first day of each January, April, July, and October, except that Tenant shall pay the first installment of Rent upon its execution of this Agreement, and Rent for any partial quarter shall be prorated. If Tenant fails to pay any Rent when due, Landlord may in its sole discretion impose a late charge equal to five percent of the Rent due.



(b) Notwithstanding anything to the contrary in this Agreement, except as expressly set forth in *Sections 4(a)* and *4(c)* below, it is the parties' intent that: (1) the Rent will comprise a net return to Landlord, with Tenant bearing any obligation to pay (and Tenant shall pay before delinquency) any property taxes that may arise as a result of Tenant's or the general public's use of the Parking Lot for Public Parking; and (2) Landlord shall be under no obligation whatsoever to make any alterations or improvements to the Parking Lot.

3. Condition of Parking Lot; Signage. For purposes of the Lease, Tenant accepts the Parking Lot and the Church Property in their current "**AS IS**" condition, with all patent and latent defects, if any. While acknowledging the foregoing, Landlord and Tenant further acknowledge that Geld LLC, a Michigan limited liability company ("**Geld**"), has agreed with Landlord to, at Geld's sole expense, reconstruct and reconfigure the Parking Lot, including installation of improved lighting, at or about the time Tenant finishes constructing a community center at Tenant's real estate adjacent to the Church Property (the "**Initial Parking Lot Reconstruction**"). The Initial Parking Lot Reconstruction is to be made in accordance with plans and specifications satisfactory to Landlord and Geld and in accordance with requirements of applicable governmental laws, codes, ordinances, and regulations ("**Applicable Law**"); provided, however, that Landlord shall consider Tenant's reasonable input on such plans and specifications. Tenant agrees that Landlord has no obligation to guaranty or warrant in any manner Geld's performance of the Initial Parking Lot Reconstruction. Tenant may, at its expense, install signage throughout the Village of Ada indicating that Public Parking is available at the Parking Lot.

4. Maintenance.

(a) Landlord shall maintain the Parking Lot in a good and clean condition, excluding snowplowing, snow removal, and ice removal for the Parking Lot and Landlord's sidewalks throughout the Church Property ("**Snow Removal**"), at standards consistent with Landlord's practices and procedures that existed prior to the date of this Agreement. If Tenant desires any maintenance, or maintenance at a more stringent standard, beyond that required of Landlord under the preceding sentence (e.g., resealing or restriping), then Tenant shall perform such maintenance at its expense.

(b) Tenant shall, at its expense: (1) perform the Snow Removal in a manner consistent with the practices and procedures applied to Ada Township's owned and leased properties and in accordance with requirements of Applicable Law; provided, however, that such practices and procedures shall, at a minimum, require the Snow Removal to occur: (A) within two hours after a weather event during which more than two inches of snow or one-half inch of ice accumulates at the Church Property; and (B) on Sundays (to be completed by 7:30 AM); and (2) maintain in good condition and repair, and in accordance with Applicable Law, each existing drive to the Parking Lot from the Headley Street right-of-way.

(c) Notwithstanding the foregoing, at such time and from time to time as Landlord and Tenant mutually determine that it is necessary to resurface or make other substantial repairs to the Parking Lot (e.g., beyond restriping or patching pot holes), which Landlord and Tenant currently anticipate will first occur on or about the 17<sup>th</sup> anniversary

of this Agreement, Landlord shall perform such resurfacing or other substantial repairs (each, a "**Future Parking Lot Reconstruction**") in accordance with plans and specifications that are mutually satisfactory to Landlord and Tenant and in accordance with Applicable Law. Landlord shall bear 15% of the cost of each Future Parking Lot Reconstruction, and Tenant shall bear 85% of the cost of each Future Parking Lot Reconstruction, payable within 30 days of Landlord's presentation of an invoice for the Future Parking Lot Reconstruction at issue.

5. Insurance; Indemnity; Release.

(a) Insurance. Upon signing this Agreement and on an annual basis thereafter (and in any event upon each renewal of a policy or change in insurance carriers), Tenant shall furnish Landlord with proof of liability insurance covering the use of the Parking Lot by members of the general public, regardless of their time of use (i.e., not limited to occurrences during the days and hours set forth in *Section 1(b)(2)* above), the terms of which shall provide at least \$1,000,000 of coverage and shall name Landlord as an additional insured; provided, however, that Landlord may require Tenant to increase the limit of such coverage from time to time to remain consistent with other projects of a similar nature in the general vicinity of the Church Property.

(b) Tenant's Indemnity. Tenant shall indemnify, hold harmless, and defend Landlord, its agents, members, and employees, from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from the use of the Parking Lot by Tenant or by members of the general public (regardless of their time of use (i.e., not limited to occurrences during the days and hours set forth in *Section 1(b)(2)* above)) other than those using the Parking Lot in connection with Landlord-sponsored activities.

(c) Landlord's Indemnity. Landlord shall indemnify, hold harmless, and defend Tenant and its employees and agents from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from use of the Parking Lot in connection with Landlord-sponsored activities.

(d) Release. To the extent covered by insurance, whether obtained for the purposes of this Agreement or otherwise, Tenant and Landlord each waives all rights of recovery against the other and all of their respective agents, members, employees, and guests arising from damage to the other's property or the claim of any third party with respect to the use of the Parking Lot. The indemnity, hold harmless, and defense obligations of this Agreement shall survive any termination of this Agreement. Nothing in this Section 5 is a waiver of Tenant's defense of governmental immunity.

6. Condemnation. If all or a material portion of the Parking Lot is taken by condemnation, Landlord or Tenant may terminate this Agreement by a written notice to the other. Any award from such condemnation shall pass to Landlord.

7. Default. If Tenant fails to perform any of its obligations under this Agreement within 30 days after receiving a written notice specifying the default, Landlord may terminate this

Agreement, cure the default at Tenant's expense, payable on demand, or pursue any other right or remedy available at law or in equity. Notwithstanding the foregoing, Landlord may immediately cure Tenant's failure to perform any required Snow Removal, in which case Landlord shall notify Tenant of such cure promptly after the fact, including any invoice for the Snow Removal cost, which Tenant shall promptly pay. If Landlord fails to perform any of its obligations under this Agreement within 30 days after receiving a written notice specifying the default, Tenant may terminate this Agreement, cure the default at Landlord's expense, payable on demand, or pursue any other right or remedy available at law or in equity. If any default cannot reasonably be cured within a 30-day period, then neither Tenant nor Landlord shall be in breach if it is diligently attempting to cure the default and cures the default within 45 days after receiving notice of the default.

8. Termination; Holding Over.

(a) Tenant may terminate this Agreement at any time by a 12-month written notice to Landlord. Landlord may terminate this Agreement: (1) in accordance with *Sections 6 and 7* above; or (2) in the event that Landlord elects to sell the Church Property to a third party or to perform construction at the Church Property that cannot reasonably accommodate continued use of the Parking Lot for Public Parking. Landlord shall endeavor to provide Tenant with a six-month written notice of any termination pursuant to item (2) above. If Tenant terminates this Agreement pursuant to the first sentence of this Section, or if Landlord terminates this Agreement pursuant to item (2) above, then neither Tenant nor Landlord shall have any obligation to reimburse the other as a result of such termination; provided, however, that any pre-termination liabilities of the parties shall survive such termination. Upon any termination of this Agreement (other than a termination pursuant to item (2) above where Tenant is the purchaser of the Church Property), Tenant shall, at its expense, remove all signage that it has installed within the Township or Village of Ada that indicates that the Parking Lot is available for Public Parking, and Tenant shall no longer advertise or otherwise permit Public Parking at the Parking Lot.

(b) Tenant acknowledges that its holding over beyond the termination of this Agreement will cause Landlord additional expense not contemplated by this Agreement. If Tenant holds over beyond the Lease Term, Rent shall increase to 125% of that amount required before Tenant's holdover tenancy, but the charging and paying of such amount shall not give Tenant any continued rights of possession to the Parking Lot beyond the period for which holdover rent is accepted by Landlord.

9. Right of First Offer; Right of First Refusal.

(a) If at any time during the Lease Term Landlord desires to sell the Church Property or any portion of the Church Property in an arm's-length transaction (e.g., not a gift or "bargain sale" to another church), then Landlord shall first notify Tenant in writing (the "**Right of First Offer Notice**"). The Right of First Offer Notice shall indicate Landlord's proposed selling price and other terms desired by Landlord. The Right of First Offer Notice will not be an offer to sell the Church Property, but only an invitation for Tenant to make a written offer, within 60 days from the date of the Right of First Offer Notice (the "**Offer Period**"), to purchase the Church Property (or

portion thereof) (the "**Right of First Offer**"). If Tenant fails to exercise the Right of First Offer during the Offer Period, then the Right of First Offer shall automatically terminate.

(b) If at any time during the Lease Term Landlord obtains a bona fide, arm's-length offer to purchase the Church Property or any portion of the Church Property (e.g., not a "bargain sale" offer from another church) that is acceptable to Landlord, or enters into any arrangement whatsoever with a bona fide, arm's-length purchaser for the transfer of ownership to the Church Property (or portion thereof) (collectively, "**Offer**"), Tenant shall have a right of first refusal (the "**Right of First Refusal**") to purchase the Church Property (or portion thereof) on the same terms and conditions that the bona fide, arm's-length purchaser proposes to purchase the Church Property (or portion thereof) from Landlord as set forth in the Offer. Within 15 days of Landlord's receipt of an Offer, Landlord shall deliver to Tenant a written notice stating Landlord's intention to accept the Offer, together with a copy of the Offer. Tenant shall have 60 days after receipt of such notice (the "**First Refusal Period**") to exercise the Right of First Refusal upon the same terms and conditions that the bona fide, arm's-length purchaser proposes to purchase the Church Property (or portion thereof) from Landlord as set forth in the Offer. At the closing between the parties contemplated by this *Section 9(b)*, if applicable, Tenant shall receive a credit against the purchase price of the Church Property equal to any prepaid Rent allocable to the period after the closing. If Tenant fails to exercise the Right of First Refusal during the First Refusal Period, then the Right of First Refusal shall automatically terminate.

(c) Notwithstanding anything to the contrary in this Agreement, Landlord and Tenant agree that the Right of First Offer and the Right of First Refusal shall each automatically terminate upon any termination of this Agreement, whether pursuant to *Sections 6, 7, or 8*.

10. Notice. Each notice under this Agreement shall be in writing and delivered to Tenant and Landlord either personally or by certified mail at the addresses shown in this Agreement or specified in a later notice.

11. Assignment; Third Parties. Tenant shall not assign its rights under this Agreement without Landlord's prior written consent, which Landlord may withhold in its sole discretion. Tenant may, however, (a) assign its rights under this Agreement to the DDA without Landlord's consent (but with prior written notice to Landlord), and (b) upon exercising either the Right of First Offer or the Right of First Refusal, assign the Right of First Offer or the Right of First Refusal, as applicable, to Geld or another wholly-owned subsidiary of Amway Corporation (but not a successor to Amway Corporation). This Agreement shall bind and benefit the parties, their successors, and permitted assigns. There are no third-party beneficiaries of this Agreement, including, without limitation, Geld, any such other wholly-owned subsidiary of Amway Corporation, or any member of the general public.

12. Subordination; Attornment; Estoppel Certificate.

(a) This Agreement and the Lease shall, at the option of Landlord or any holder of a mortgage on the Church Property ("**Lender**"), be subject and subordinate to any mortgage lien ("**Lien**") that may now exist or hereafter be placed upon the Church Property. While the provisions of this section are self-executing, Tenant agrees to execute and deliver for recording upon demand such further instrument subordinating this Agreement and the Lease to the Lien as Landlord or any Lender may reasonably request (which instrument shall include customary non-disturbance commitments by the Lender).

(b) Upon request of Landlord or any Lender, Tenant shall agree in writing that no action taken by such Lender to enforce its Lien shall terminate this Agreement or the Lease or invalidate or constitute a breach of any of its provisions, and Tenant shall attorn to such Lender, or to any purchaser of the Church Property at any foreclosure sale, or sale in lieu of foreclosure, for the balance of the Lease Term on all the terms and conditions of this Agreement. While the provisions of this section are self-executing, Tenant shall execute and deliver such documents necessary to affirm or give notice of such attornment.

(c) At the request of Landlord or any Lender, Tenant shall within 10 days deliver to Landlord or such Lender a certificate stating and certifying as of its date: (1) the date to which Rent has been paid; (2) whether there are then-existing any defenses against the enforcement of any of Tenant's obligations under this Agreement (and, if so, specifying the same); (3) if true, that this Agreement is unmodified and in full force and effect (or if there have been modifications, the specific nature of such modifications) and that Landlord is not in default under any provision of this Agreement (or if Landlord is in default, setting forth the exact nature of such default); and (4) such other information as Landlord or such Lender may reasonably request in connection with the landlord-tenant relationship established by the Lease.

13. Memorandum of Lease. Upon signing this Agreement, Landlord and Tenant shall also sign a memorandum/"short-form" of this Agreement, in recordable form ("**Lease Memorandum**"). Tenant may, at its expense, record the Lease Memorandum with the Kent County, Michigan Register of Deeds, providing record notice of this Agreement, including the Right of First Offer and the Right of First Refusal. Upon any termination of this Agreement, Landlord may, at its expense, terminate the Lease Memorandum by recording an affidavit of its termination with the Kent County, Michigan Register of Deeds.

14. Miscellaneous. This Agreement represents the entire understanding of Tenant and Landlord with respect to the Parking Lot and the Church Property and supersedes all prior and contemporaneous understandings of the parties with respect to the Parking Lot, including, without limitation, the Old Parking License. This Agreement may only be amended by a writing signed by Tenant and Landlord. The invalidation of one or more terms of this Agreement shall not affect the validity of the remaining terms, which shall be enforceable to the fullest extent allowed under Applicable Law.

**[Signatures follow.]**

If Tenant agrees with the terms of this Agreement, please have the authorized representatives of Tenant sign and date both originals of this Agreement where indicated below and return a fully executed original to Landlord. The second original is for Tenant. By signing this Agreement, each of Tenant and Landlord is representing to the other that it has taken all steps necessary to approve this Agreement and that the persons signing this Agreement on its behalf are authorized to do so.

THE COMMUNITY, AN RCA MINISTRY IN  
ADA

By \_\_\_\_\_

Its \_\_\_\_\_

And by \_\_\_\_\_

Its \_\_\_\_\_

The Community  
7239 Thornapple River Drive, SE  
Ada, Michigan 49301

ACCEPTED AND AGREED:

Dated: April \_\_\_\_, 2018

ADA TOWNSHIP

By \_\_\_\_\_

George Haga, Supervisor

And by \_\_\_\_\_

Jackie Smith, Clerk

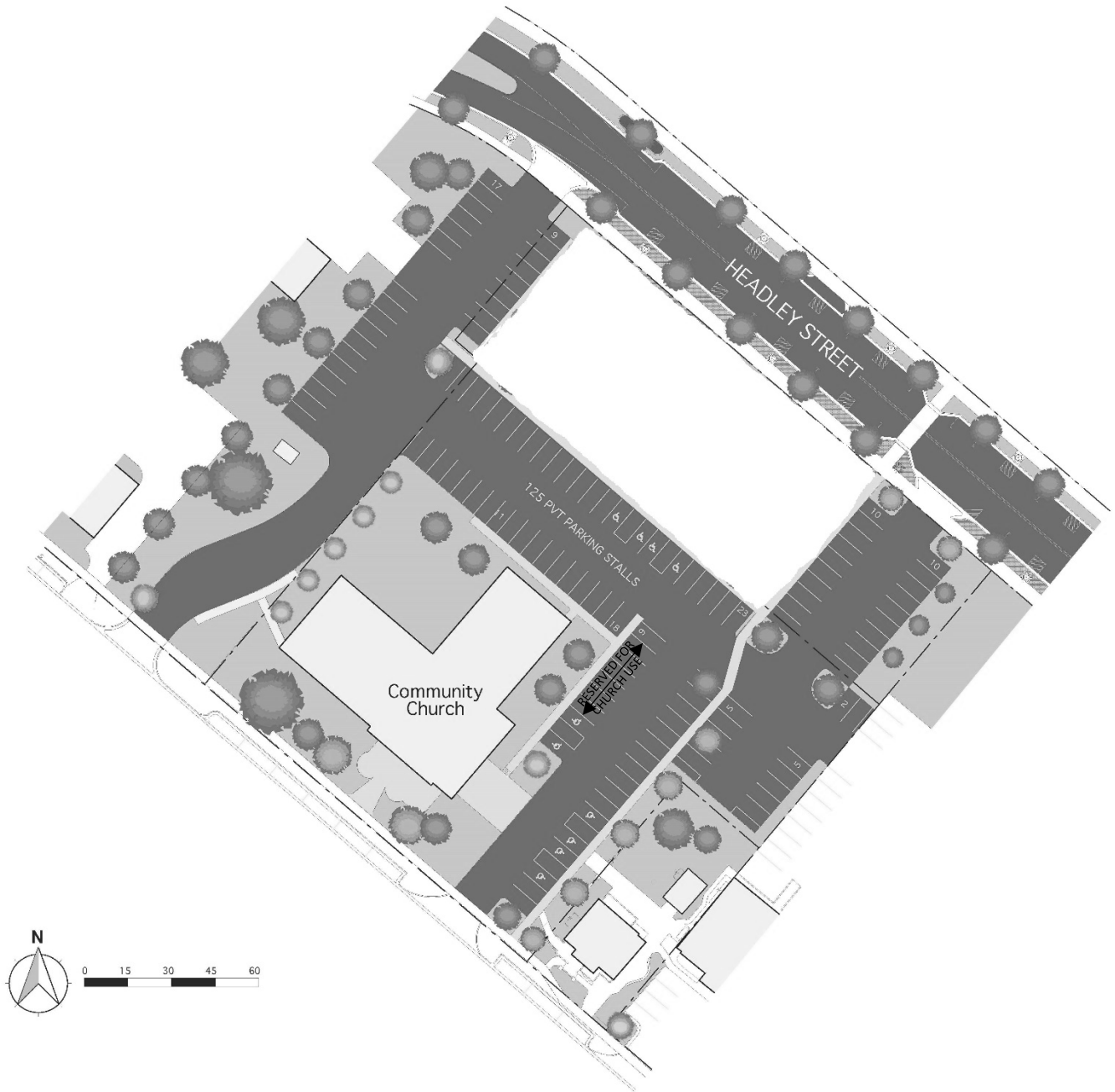
**EXHIBIT A**  
(Church Property)

Part of Lots 1 through 6, Lampert's Addition (as recorded in Liber 24 of Plats on Page 24) and part of the NW 1/4 of Section 34, T7N, R10W, Ada Township, Kent County, Michigan, described as: Commencing at the most Easterly corner of Lot 6, Lampert's Addition; thence S39°50'28"W 27.29 feet along the Southeasterly line of said Lot 6 to the PLACE OF BEGINNING of this description; thence S39°50'28"W 104.72 feet along said Southeasterly line to the Northeasterly line of Lot 16, Lampert's Addition; thence N49°21'52"W 52.50 feet along said Northeasterly line to the most Northerly corner of said Lot 16; thence S39°59'38"W 136.05 feet along the Northwesterly line of said Lot 16 to the Northeasterly line of Thornapple River Drive; thence N49°19'48"W 322.83 feet along said Northeasterly line; thence N40°17'01"E 75.00 feet; thence N49°22'33"W 8.00 feet; thence N40°17'01"E 57.00 feet; thence S49°22'33"E 17.50 feet; thence N40°17'01"E 209.08 feet to the Southwesterly line of Relocated Headley Street; thence Southeasterly 32.40 feet along said Southwesterly line on a 265.00 foot radius curve to the right, the chord of which bears S52°52'01"E 32.38 feet; thence S49°21'52"E 4.38 feet along said Southwesterly line; thence S40°38'08"W 102.50 feet; thence S49°21'52"E 328.25 feet to the place of beginning.

**EXHIBIT B**

**TO PARKING LEASE AGREEMENT**

**BETWEEN THE COMMUNITY, AN RCA MINISTRY IN ADA AND ADA TOWNSHIP**





**EXHIBIT C**  
(Rent Schedule)

Time Period	Annual Rent Amount
May 1, 2018 – March 31, 2019	\$22,916.67 (partial lease year)
April 1, 2019 – March 31, 2020	\$25,250.00
April 1, 2020 – March 31, 2021	\$25,502.50
April 1, 2021 – March 31, 2022	\$25,757.53
April 1, 2022 – March 31, 2023	\$26,015.11
April 1, 2023 – March 31, 2024	\$26,275.26
April 1, 2024 – March 31, 2025	\$26,538.01
April 1, 2025 – March 31, 2026	\$26,803.39
April 1, 2026 – March 31, 2027	\$27,071.42
April 1, 2027 – March 31, 2028	\$27,342.13
April 1, 2028 – March 31, 2029	\$27,615.55
April 1, 2029 – March 31, 2030	\$27,891.71
April 1, 2030 – March 31, 2031	\$28,170.63
April 1, 2031 – March 31, 2032	\$28,452.34
April 1, 2032 – March 31, 2033	\$28,736.86
April 1, 2033 – March 31, 2034	\$29,024.23
April 1, 2034 – March 31, 2035	\$29,314.47
April 1, 2035 – March 31, 2036	\$29,607.61
April 1, 2036 – March 31, 2037	\$29,903.69
April 1, 2037 – March 31, 2038	\$30,202.73
April 1, 2038 – March 31, 2039	\$30,504.76
April 1, 2039 – March 31, 2040	\$30,809.81
April 1, 2040 – March 31, 2041	\$31,117.91
April 1, 2041 – March 31, 2042	\$31,429.09
April 1, 2042 – March 31, 2043	\$31,743.38
April 1, 2043 – March 31, 2044	\$32,060.81
April 1, 2044 – March 31, 2045	\$32,381.42
April 1, 2045 – March 31, 2046	\$32,705.23
April 1, 2046 – March 31, 2047	\$33,032.28
April 1, 2047 – March 31, 2048	\$33,362.60
April 1, 2048 – March 31, 2049	\$33,696.23
April 1, 2049 – March 31, 2050	\$34,033.19
April 1, 2050 – March 31, 2051	\$34,373.52
April 1, 2051 – March 31, 2052	\$34,717.26
April 1, 2052 – March 31, 2053	\$35,064.43
April 1, 2053 - April 30, 2053	\$2,922.04 (partial lease year)



## Ada Township

Community Center / Library AE RFP Bidder Status

3/30/2018

Firm	Location
Bond Architects Integrated Architects	St. Louis, MO Grand Rapids, MI
C2AE	Grand Rapids, MI
Cornerstone Architecture	Grand Rapids, MI
Daniels and Zermack Architects Dixon Architecture	Ann Arbor, MI Ada, MI
Engberg Anderson Architects Fishbeck, Thompson, Carr & Huber	Rosemont, IL Grand Rapids, MI
HBM Architects	Cleveland, OH
OPN Architects/Progressive AE	Cedar Rapids, IA Grand Rapids, MI
Quinn Evans Architects GMB Architects	Ann Arbor, MI/ Holland, MI
Sheehan Nagle Hartray Architects	Chicago, IL
Stantec Architecture Inc.	Berkley, MI
The Design Forum Inc.	Grand Rapids, MI

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
DEVELOPMENT AREA CITIZENS COUNCIL  
MINUTES OF THE WEDNESDAY, MARCH 7, 2018 MEETING  
6:30 P.M.  
TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR.  
ADA, MICHIGAN**

**DRAFT**

**I. Call to Order/Roll Call**

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

Members present: Chris Czekai, Joel Harner, Margaret Idema, Zack Schaff, Bev Swanson  
Members absent: Linda Anderson, Tom Bogerd, Noelle DiVozzo

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

**II. Approval of Minutes from January 10, 2018 Meeting**

It was moved by Harner, seconded by Czekai, to approve the minutes of the January 10 meeting.

Motion approved unanimously.

**III. Suggestion of Candidates for Vacant Position**

Ferro stated that it might be helpful to advertise the vacant position in the Cadence. He stated that there also could be posts on Facebook and the Township website.

**IV. Update on DDA Projects and Activities**

Hilbrands updated the Council of the progress of the community building/library project. He stated that the Building Committee has met and that a Project Manager has been hired.

Schaff asked if anyone from The Community is involved with the Building Committee.

Ferro stated that some discussion on this was held when negotiating the parking agreement between the Township and The Community. He stated that when the architect is hired there should be public input opportunities.

Idema asked if the project would result in an increase or decrease of parking spaces in the parking lot.

Ferro stated that the new building will be going mostly on the open grass area and not the existing parking lot.

Ferro updated the Council on the progress of the riverfront park and on the traffic and pedestrian safety study.

Idema asked how the river fared with the flood and if there was any concern of erosion.

Ferro stated that he did not see any new trees fallen in the river.

Idema asked if the pedestrian and traffic safety study will be revisited once the Village is built out.

Ferro stated the report points out that traffic/safety conditions should be monitored in the future. He also stated that it could, but he does not anticipate much change because most traffic is commuting through the Village to work and school.

Swanson asked if the Township has the authority to pass an ordinance giving pedestrians the right of way.

Ferro stated that it does not.

Swanson asked if there has been a study done at the Kullross and Fulton intersection.

Ferro stated that there was a small one done by MDOT but he has not heard anything since then.

#### **V. Council Member Comment**

Idema stated that there are large SUVs that park along Bronson Street, and she asked if they are allowed to park there.

Ferro stated that they cannot, but they are unlikely to be ticketed unless it states No Parking.

Swanson asked if there was overnight parking allowed on Thornapple River Drive.

Ferro stated that it is not allowed, but the Township asked that signs not be put up unless it becomes a problem.

Swanson asked if overnight parking is allowed in the head-in spaces on Bronson Street.

Ferro stated that it is allowed, but often there are people's personal cars or cars that are not being used. He stated that the parking consultant recommended putting in parking time limits in heavily used areas.

#### **VI. Public Comment**

There was no public comment.

#### **VII. Adjournment**

A date of Wednesday, May 9 at 6:30 p.m. was set for the next meeting of the Citizens Council.

The meeting was adjourned at 7:13 p.m.

## March Social Media Activity

### Top 3 Performing Posts in March:

**1. Ada Village Leprechaun Hunt**  
3,216 people reached  
85 reactions, comments, shares



**HELLO PRINCE** **Ada Village** Published by Katie Blough Pirog [?] · March 12 at 7:25pm · 🌐

Feeling lucky? The Ada Village Leprechaun Hunt is this Friday, March 16 from 3-6 pm. Hunt for leprechauns hiding around the Village and take home a St. Patrick's Day goody bag. For details visit: <http://adamichigan.org/events/its-a-leprechaun-hunt-1>

Thanks to the following businesses for their support!  
[Jacob Heglund Realty](#) and [Gordon Group](#)  
[Dr. Justin: Limitless Chiropractic...](#) See More



**2. McDonald's Grand Opening**  
3,136 people reached  
192 reactions, comments, shares



**HELLO PRINCE** **Ada Village** shared [McDonald's \(Ada, MI\)](#)'s album. Published by Katie Blough Pirog [?] · March 26 at 3:24pm · 🌐

This news calls for a happy meal! The new [McDonald's](#) in Ada will officially open its doors this Thursday, March 29.



+2

### 3. Ada Village Parking Map

2,511 people reached  
32 reactions, comments, shares

**HELLO PRING** **Ada Village** Published by Katie Blough Pirog [?] · March 22 at 11:09am ·

Planning to visit Ada soon? Use this map to help you find the best parking spot in the Village.

**PUBLIC PARKING**  
ON-STREET  
OFF-STREET

Community Church Lot  
Township Hall  
Township Hall Lots  
Leonard Field

Fulton St. (M-21)  
Headley St.  
Ada Dr.  
Thornapple River Dr.  
Bronson St.  
River St.

Fire Station  
Post Office

Map Michigan 2017  
© 2017 HERE, DeLorme, Mapbox, © OpenStreetMap contributors

## **Ada Village Leprechaun Hunt**

**March 16, 2017 | 3 – 6 p.m.**

### **Overview:**

As part of a continued effort to support Ada Village businesses, the Leprechaun Hunt was held once again to help draw families into the Village. Ada families were invited to participate in a leprechaun hunt, searching for 25 leprechauns hidden around the Village.

Families convened at The Community Church, where they signed in and received directions and a clue sheet. Kids received their gift bags so they could wear some of the fun shamrock items for the hunt, and many took photos with the life-sized leprechauns. From there, participants went out to look for hidden leprechauns. They returned to The Community to share their count and enjoy refreshments. Parents were encouraged to post their photos to Facebook and Instagram using *#AdaVillage*.

### **Outreach:**

The event was promoted to businesses and residents through multiple channels.

- Emailed note to businesses through constant contact business email list, also passed on by ABA
- Flyers handed out to Village businesses, Cascade Library and Community Church
- Event information shared on the Ada Township website
- Event information promoted on Facebook, Instagram and reposted by ABA

### **Additional Businesses Participation:**

- **JH Realty and Gordon Group** – Provided additional items for our gift bags, hid the leprechaun on their premises and set up a photo op setting with fun props in front of their business. Also volunteered
- **Kingma's** – hid a leprechaun and provided snacks/treats for families coming through
- **State Farm** – Hid a leprechaun in their office and had suckers for kids that stopped by
- **Ada Conservatory of Music** – Hid a leprechaun and had candy/treats for kids
- **The Community Church** – Pastor Billy Norden offered up The Community Church as the home base for the event – check-in, distribution of clue sheets and gift bags, photo ops with leprechauns
- **Limitless Chiropractic** – provided the draw-string bags to be used as gift bags, as well as coupons
- **Grand Rapids Gymnastics** – provided a coupon for the gift bag
- **Edward Jones** – Just Knapp volunteered at The Community Church and provided pens
- **Union Bank** – provided pencils for the gift bags

### **Results:**

Had great weather for the event, upper 30's and sunny.

- More than **300 parents and children attended**.
- Handed out **215 gift bags** to children as a thank you for participating.
- Captured **90 emails** from parents, which will be included in the master list for Ada Village updates.
- Facebook – 4 posts with photos throughout the week, 8,819 people reached, **177 likes, 36 shares, 12 comments**

### **Comments from Participants:**

- “We enjoyed being a part of the event! Looked like a good turnout and families had a lot of fun. We would be supportive of doing it again next year.” – *Alan Hartline, Kingma’s*

### **Suggestions/Ideas for Next Year:**

- Promote on GR Kids – numerous parents said that is where they heard about the event
- At times people had trouble writing on the sign-in shamrocks with the pens
- Know where the first aid kit in the church is
- Costume contest/prize to kid who is dressed up the best
- Have leprechauns for kids to color (especially if bad weather)
- Branded pens/pencils with the clue sheet checklist
- Rhyming clues
- New face-in-the-hole leprechaun, the current one is getting beat up
- Sunglasses in bag, more mustaches
- Snapchat filter
- Goodies from new businesses
- Sponsorships – spectrum health since so many kids are out walking around/healthy?
- 25 seems like a good number of leprechauns
- Write in bold on clue sheet **DO NOT TAKE THE LEPRECHAUNS**
- Non-food item prizes – prize for kids returning after finding leprechauns
  - Or change wording on flyer/clue sheet
  - Pot of gold with chocolate coins?
- Have some sort of drinks/lemonade/refreshments at the church
- Businesses could provide tablecloths



# IT'S A LEPRECHAUN HUNT!

MARCH  
16

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

**Friday, March 16**

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: 4/5/18

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Financial Report, 3/31/18

Significant DDA financial activity during March included the following:

- \$3,060 in contract service includes payment to Woods Landscaping for snow removal services in February.
- \$1,347.50 in operating supplies/services includes payment of \$847.50 to Woods Landscaping for the removal of garland on Village light poles and \$500 to the Ada Historical Society for the installation of the Rix Robinson interpretive panel.
- \$155 in mileage & expenses includes payment to Mika Meyers PLC for work done relating to Envision Ada.

With respect to the Farmers' Market, the Market has seen expenses of \$938.77 to date in its 2018 season.

### Summary of 2017-2018 Sidewalk Snow Removal

Work Done	Unit Price	December		January		February		March		Total
		Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
Snow Pushes	\$510	14	\$7,140	6	\$3,060	6	\$3,060	0	\$0	\$13,260
Deicing (LBS of Salt)	-	900	\$925	0	\$0	0	\$0	0	\$0	\$925
Windrow Removal	\$90	0	\$0	38	\$3,420	0	\$0	0	\$0	\$3,420
<b>Total</b>			<u>\$8,065</u>		<u>\$6,480</u>		<u>\$3,060</u>		\$0	<u>\$17,605</u>

PERIOD ENDING 03/31/2018

ADA TOWNSHIP DDA  
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	40,000.00	2,589.69	3,764.53	(1,204.53)	147.05	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000.000		41,000.00	2,589.69	3,764.53	(204.53)	105.75	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	339,661.00	253,676.96	292,073.10	47,587.90	85.99	0.00
248-020.000-423.000	TAXES: IFT	23,574.00	23,302.81	23,302.81	271.19	98.85	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	0.00	0.00	121,853.10	(121,853.10)	100.00	0.00
Total Dept 020.000 - TAXES		363,235.00	276,979.77	437,229.01	(73,994.01)	120.37	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	0.00	10,115.00	(1,115.00)	112.39	0.00
Total Dept 028.000 - FARMER'S MARKET		9,000.00	0.00	11,115.00	(2,115.00)	123.50	0.00
TOTAL REVENUES		413,235.00	279,569.46	452,108.54	(76,313.54)	120.31	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	19,692.00	3,876.62	31,919.20	(12,227.20)	162.09	0.00
248-170.000-704.001	WAGES - SUPPORT	0.00	0.00	10,769.22	(10,769.22)	100.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,220.00	235.68	2,588.40	(1,368.40)	212.16	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	286.00	55.12	605.35	(319.35)	211.66	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	1,969.00	387.66	3,345.80	(1,376.80)	169.92	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	4,221.00	301.84	3,759.71	461.29	89.07	0.00
248-170.000-726.000	OFFICE SUPPLIES/SERVICES	0.00	0.00	160.15	(160.15)	100.00	0.00
248-170.000-726.000-FRM MKT 12-1	OFFICE SUPPLIES/SERVICES	0.00	31.43	31.43	(31.43)	100.00	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	5,600.00	1,347.50	23,578.13	(17,978.13)	421.04	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	94.25	1,530.57	1,764.43	46.45	0.00
248-170.000-800.000	CONTINUING EDUCATION	200.00	0.00	160.00	40.00	80.00	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	45,000.00	3,060.00	84,139.60	(39,139.60)	186.98	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,745.00	708.09	8,433.09	311.91	96.43	0.00
248-170.000-820.000	MEMBERSHIP & DUES	125.00	0.00	125.00	0.00	100.00	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-821.000	ENGINEERING	12,000.00	0.00	0.00	12,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	105.00	155.00	464.94	(359.94)	442.80	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	500.00	0.00	0.00	500.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	173,375.00	0.00	161,794.05	11,580.95	93.32	0.00
248-170.000-983.000	NEW EQUIPMENT	0.00	0.00	2,617.27	(2,617.27)	100.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		276,658.00	10,253.19	336,021.91	(59,363.91)	121.46	0.00
Dept 211.000 - LEGAL & ACCOUNTING							
248-211.000-828.000	LEGAL SERVICES	0.00	0.00	(1,996.37)	1,996.37	100.00	0.00

PERIOD ENDING 03/31/2018

ADA TOWNSHIP DDA  
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 211.000 - LEGAL & ACCOUNTING		0.00	0.00	(1,996.37)	1,996.37	100.00	0.00
Dept 440.000 - PUBLIC WORKS							
248-440.000-974.000	INFRASTRUCTURE IMPROVEMENTS	0.00	(3,000.00)	(3,000.00)	3,000.00	100.00	0.00
Total Dept 440.000 - PUBLIC WORKS		0.00	(3,000.00)	(3,000.00)	3,000.00	100.00	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	165.00	36.53	292.72	(127.72)	177.41	0.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	300,000.00	300,000.00	300,000.00	0.00	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		300,165.00	300,036.53	300,292.72	(127.72)	100.04	0.00
TOTAL EXPENDITURES		576,823.00	307,289.72	631,318.26	(54,495.26)	109.45	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		413,235.00	279,569.46	452,108.54	(76,313.54)	120.31	0.00
TOTAL EXPENDITURES		576,823.00	307,289.72	631,318.26	(54,495.26)	109.45	0.00
NET OF REVENUES & EXPENDITURES		(163,588.00)	(27,720.26)	(179,209.72)	(21,818.28)	89.15	0.00
BEG. FUND BALANCE		709,982.49		709,982.49			
END FUND BALANCE		546,394.49		530,772.77			

PERIOD ENDING 03/31/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDDT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	0.00	10,115.00	(1,115.00)	112.39	0.00
Total Dept 028.000 - FARMER'S MARKET		9,000.00	0.00	11,115.00	(2,115.00)	123.50	0.00
TOTAL REVENUES		9,000.00	0.00	11,115.00	(2,115.00)	123.50	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-726.000-FRM MKT 12-1	OFFICE SUPPLIES/SERVICES	0.00	31.43	31.43	(31.43)	100.00	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	94.25	1,530.57	1,764.43	46.45	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,745.00	708.09	8,433.09	311.91	96.43	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		12,865.00	833.77	9,995.09	2,869.91	77.69	0.00
TOTAL EXPENDITURES		12,865.00	833.77	9,995.09	2,869.91	77.69	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		9,000.00	0.00	11,115.00	(2,115.00)	123.50	0.00
TOTAL EXPENDITURES		12,865.00	833.77	9,995.09	2,869.91	77.69	0.00
NET OF REVENUES & EXPENDITURES		(3,865.00)	(833.77)	1,119.91	(4,984.91)	28.98	0.00

**ADA FARMERS' MARKET**  
**2018 SEASON REVENUE, EXPENSE AND NET INCOME**  
**03/31/18**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/18
		Total Revenues and Expenditures, 4/1/17 to 1/31/18	\$11,115.00	\$9,056.32	\$13,869.20	
248.170.801	02/06/18	Market Master Services - January, 2018		\$105.00	\$13,764.20	-\$105.00
248.170.740	3/09/18	Internet Services		\$68.13	\$13,696.07	-\$173.13
248.170.801	3/15/18	Market Master Services - February, 2018		\$150.00	\$13,546.07	-\$323.13
248.170.726	3/23/18	Petty Cash Reimbursement		\$31.43	\$13,514.64	-\$354.56
248.170.801	3/31/18	Supply Reimbursements		\$108.09	\$13,406.55	-\$462.65
248.170.740	3/31/18	Supplies, General, Farmers Market, Asses		\$4.55	\$13,402.00	-\$467.20
248.170.740	3/31/18	Internet Services		\$21.57	\$13,380.43	-\$488.77
248.170.801	3/31/18	Market Master Services - March, 2018		\$450.00	\$12,930.43	-\$938.77

Total, 2018 Season, beginning 2/1/18 \$0.00      \$938.77      -\$938.77

Total, Fiscal YTD, beginning 4/1/18 -      -      -