



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, APRIL 10, 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 13, 2017 Meeting
- V. Consider Proposal from Progressive AE/Moore & Bruggink, for Preparation of Construction Drawing/Bid Documents for Settlers' Grove Riverfront Park
- VI. Consider Proposal from SeyferthPR for Communications Consulting Services for Phase 2 of Ada Drive Reconstruction Project
- VII. Consider Revised Position Description for a DDA Coordinator
- VIII. Farmers' Market, 2016 Annual Report; Consideration of Farmers' Market Master Memorandum of Understanding for FY 2017-18
- IX. Reports and Communications
  - 1. DDA Financial Report, 3/31/17
  - 2. Status of Parking Study Update
  - 3. Status of Ada Drive Reconstruction
  - 4. Status of Bronson St. Parking Project
- X. Board Member Comment
- XI. Public Comment
- XII. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE MARCH 13, 2017 MEETING  
ADA, MICHIGAN**

**AGENDA**

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

The meeting was called to order at 8:00AM by Chairman Bob Kullgren (via videoconference) at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Bryan Harrison, Bob Kullgren (video), Devin Norman, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** Sarah Andro, Jim Ippel

**STAFF PRESENT:** Jim Ferro, Planning Director

**PUBLIC PRESENT:** Pete Lazdins and Mike Oezer (Progressive AE), Margaret Idema (DDA Citizens Council), Eileen McNeil (Seyferth PR), Rick Schuknecht, Justin Sellers, Kristen Wildes (Ada Historical Society), Steve Groenenboom (Moore and Bruggink), Steve Dertz (Geld) and 1 other person.

**II. APPROVAL OF AGENDA**

The agenda was approved by consent.

**III. APPROVAL OF MINUTES**

- a. **Corrected minutes of 1/26/17 Joint Work Session Meeting**
- b. **February 13, 2017 DDA Meeting**

Correspondence regarding 1/26/17 minutes from Ross Leisman were read and discussed.

**Motion to Approve both sets of minutes, as amended, by Harrison, seconded by Bowersox. Approved unanimously.**

**IV. Approval of Meeting Schedule for FY 2017-18**

Discussion regarding time of day for regular meetings concluded that Mondays at 8am fits the Board Member schedules the best. Evening special meetings can be called if needed.

**Motion to Approve the FY 2017-18 Meeting Schedule by Harrison, seconded by Bowersox. Approved unanimously.**

**V. Review of Proposed River St. Design**

Pete Lazdins and Mike Oezer from Progressive AE presented the latest design for River Street. The road is 1250 feet long and will have a 76 foot wide Right of Way (R.O.W.). There will be parallel parking on the north side of the street and 67 head-in parking spots on the south side (park side) of the street. There will be a total of 102 on-street parking spots between River Street and Settlers Street when completed.

Oezer stated that the on-street parking areas will consist of permeable pavers to allow for on-site water mitigation. River Street will remain a private street with ownership, maintenance and care divided among the condominium groups of the adjacent building owners. The pavers will

require snow plowing with a plastic tipped blade to minimize damage and maintenance issues. There also will be a public access agreement, in perpetuity, formally recorded in the condominium documents. Bike racks will be included throughout this design development.

Dertz stated that River Street will commence right after Ada Drive is finished (early July) and will be completed by the end of construction season 2017.

This plan and rendering goes before the planning Commission on March 16, 2017 (this week).

The DDA board has reviewed the supported design documents and recommends the plan as presented.

## **VI. Review of Updated Design and Cost Estimate for Settlers' Grove Park**

Kullgren opened by stating that there have been some significant design changes to the park plan after receiving initial cost estimates that far exceeded the original estimates from January, 2016. A significant portion of the increased costs was an approximate \$500,000 cost estimate for the boulder wall that retained River Street and transitioned to the lower elevation of Settlers' Park. A more gradual, sloped interface was proposed to save the cost of the boulder wall. This change does mean that the elevation transition will extend approximately 8-12' further into the park (to the floodway line). Because of the gentle nature of the slope, areas (arcs) could be cut out of the slope and retained with a smaller wall to provide more flat area for picnic tables and such.

Also, the walkway in the park closest to the road has been eliminated, being seen as being redundant in close proximity to the river side walkway. The depth of the park ranges from 95 – 205', with a generally flat area in between the road slope and the river bank slope of between 45-155'. By comparison, John Collins Park in East Grand Rapids has a flat area depth of 100-165'.

The total cost for Settlers' Grove Park as amended is approximately 1.6M.

There is an opportunity to complete Phase I of Settlers' Grove Park in conjunction with the construction of River Street. Phase I would include everything adjacent to the roadway down to the floodway line, at an approximate cost of \$860,000.

The next step is for Progressive to complete the construction documents and formalize an RFP for bidding the Phase I portion of the park. There is also the possibility of a DNR grant to help fund some of the park improvements. If Phase I could be completed in conjunction with River Street, there may be some cost savings; however, the Township may have a requirement to bid the project separately.

There was also discussion regarding having both phases of the project bid out at the same time, in hopes of seeing some cost savings due to economies of scale. This may preclude seeking a DNR grant (with an application deadline of April 1<sup>st</sup>) as the time necessary to apply, win and receive grant funding may extend well past the construction schedule.

## **VII. Review of Updated Envision Ada Project Cost Estimates and Funding Sources**

Funding sources identified to date indicate approximately 9.03M in identified funds, with completed and proposed projects totaling approximately 14.03M. The funding short fall may be made up through our philanthropic efforts and the proposed needs include projects for which known scope and costs have not been developed. It was suggested by Harrison and added as a

footnote to the Civic/Market Pavilion (and future public parking) line item(s), that the purchase and/or partnership with The Community Church should be included in our proposed project list.

Kullgren stated that we are anticipating our parking study update and Keith Hopkins fundraising report summary at our May meeting.

## **VIII. Review Proposed Budget, FY 2017-18**

### **1. DDA Operations, including Farmers' Market**

The line to review is the 2017-18 Work Session Budget. This budget has been presented to the Township Board. The largest share of revenues comes from the DDA millage, with some funds coming from Tax increment funding. This budget does not include any allocation for the Project Management position, but does include the same proportion of Ferro's time as 2016 (25%).

### **2. Capital Projects**

Includes a fund balance of 2.94M, with 2017 Ada Drive cost estimate of 3M. This does not leave any funds available in 2017 for the Phase I portion of Settlers' Grove Park. However, subject to an amended development agreement with GELD next month regarding sewer/water costs for the completed Headley street, there may be a re-allocation of approximately \$800,000 from GELD towards the Ada Drive project (these are not new funds). This could free up some funds for Phase I of the park.

Also keep in mind, that the Parks and Rec fund has available funds that could be allocated towards a portion of Phase I of the park.

*VanderWulp left at 9:02am*

## **IX. Consideration of Project Manager Position and Recruitment Process**

Kullgren has our two project manager candidates on hold for now. He stated that we are currently allocating approximately \$27,000 towards project management with Ferro's time and we cannot ignore what our budget is telling us regarding the (un)affordability of a more costly project manager.

Kullgren stated that he believes the conditions that warranted our consideration of a Project Manager position have materially changed. First, Seyferth PR has picked up the communication piece and appears to be keeping everyone apprised of the project, changes and happenings through a number of different channels. Second, the project management is very important and currently puts a lot of time demand on Ferro and may be some of his responsibilities could be offloaded onto another person (ie. an administration assistant).

Harrison added that the third need that was identified a few months ago was DDA operations. Currently, we do not have a solution for that item that doesn't continue to add to Ferro's responsibilities.

Ferro stated that some administration support in the office would be appreciated. In the current Township budget, Haga has proposed an administrative assistant to be shared between Haga and Ferro. This person could complete meeting agendas, minutes of meetings, prepare board packets, take and return phone calls and other tasks that don't require expertise at the executive

level. Harrison will create a draft RFP for Ferro's review looking for staffing help that will offload some of the day-to-day items on Ferro's schedule.

## **X. Reports and Communications**

### **1. DDA Financial Report, 2/28/17**

Included in other discussions.

### **2. Status of Parking Study Update**

Updated data has been provided to the contractor and the study is underway. The Parking committee has had one meeting so far and has another one coming up on March 28, 2017 at 6pm. There will likely be a third wrap-up meeting.

### **3. Status of Ada Drive Reconstruction**

We are still awaiting Chase Bank's final sign off so that the construction of Ada Drive can commence. Groenenboom stated that there have been multiple positive responses (emails, etc) dating back to November, 2016 indicating that Chase Bank was in accordance and ready to sign, yet it hasn't happened yet. Further efforts will be made this week through different channels to get the sign off immediately.

## **XI. Board Member Comment**

Haga mentioned that it may be appropriate now to seek a three month extension of Seyferth's contract to get us through Phase II of the projects this year (River Street).

## **XII. Public Comment**

Ferro stated that the Parks/Rec and Land Preservation Advisory Board have been shown the Settlers' Grove Park plan and they expressed concern regarding the amount of tree removal. Further effort will be made to identify the trees to be removed, what condition they are in, etc. No trees will be removed for the park until 2018 so there is time for the census.

Ferro reminded the board that Rooks Landscaping has offered to donate 25 Bur Oak trees (5-6" caliper) for Settlers' Grove Park. We would have to pay for the cost of relocating the trees (transportation and planting). It was noted that Bur Oak trees are quite temperamental in transplantation and by including so many trees of one variety, if disease came along that harmed Bur Oak, it could wipe out a large portion of trees in a short time frame.

## **XIII. Adjournment**

**Motion to Adjourn at 9:48am by Norman and seconded by Bowersox.** Approved unanimously.

Respectfully submitted:

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Devin Norman, Secretary/Treasurer



1811 4 Mile Road NE  
Grand Rapids, MI 49525  
phone 616.361.2664  
fax 616.361.1493  
progressiveae.com

April 6, 2017

Mr. George Haga, Township Supervisor  
Ada Township Downtown Development Authority  
7330 Thornapple River Drive  
PO Box 370  
Ada, MI 49301

Re: Proposal for Park Planning and Construction Documentation  
for Settler's Park

Dear George:

Progressive AE is pleased to present this proposal for professional services as they relate to Settler's Park. As we discussed at the March 13<sup>th</sup> DDA meeting, our intentions are to develop construction documentation for Phases 1 and 2 of Settler's Park. The production of the drawings would align with the schedule of the new River Street design and the associated streetscape.

By executing the projects along the same timeline, we anticipate better communication between contractors, as well as some potential savings due to the economies of scale.

#### **UNDERSTANDING OF PROJECT**

The project, as we understand it, is to utilize the Settler's Grove Park Plan dated March 2017 and approved by the Ada Township DDA at the March 13, 2017, meeting as a starting point for construction documentation.

We will focus on both phases of the project which will include the River Street entry extending to the outdoor entertainment area to the east. Also included will be the area between River Street and the north bank of the Thornapple River, which includes the placement of the historic school house and the associated overlooks which are an extension of the streetscape. All of the elements shown on the approved master plan will be detailed and assembled as a construction document package with specifications.

There are some specialty areas along the Thornapple River which will require bank restoration design. Progressive AE will be consulting with King and MacGregor Environmental to assist with design and detailing of these zones.

At the time of writing this proposal, it was yet to be determined whether or not the historic school house will be used for bathrooms and a small welcome center. Assuming the structure will be moved and upgraded, this proposal will outline those proposed tasks in a separate paragraph.

## SCOPE OF BASIC SERVICES (SITE)

Based upon the above project understanding, we will provide the following scope of services:

### Construction Documentation

1. Park layout and geometrics plan to include all hardscape and landscape areas.
2. A grading plan indicating spot elevations for all key elements of the plan. Indicate the percentage of slopes for all lawn areas adjacent to the river. Cross sections will be shown for those site elements to further clarify design intent and proposed materials.
3. Landscape plan indicating all trees to be preserved and all new plant material to be added.
4. Irrigation plan for plant beds and open lawn areas.
5. Construction details for all hardscape and landscape elements in the design.
6. Riverbank restoration plans and sections with material specifications.
7. Lighting design for pathways and overlook area.
8. Specifications to include all design elements of the project.
9. Construction staking of major design elements.

### Construction Administration Services

Progressive AE proposes to provide construction administration services based on anticipated construction period of 12 weeks. Progressive AE will be on site on the average of one time a week over the course of construction. Services would include design clarification, progress review and punch list items.

## SCOPE OF BASIC SERVICES (ARCHITECTURE)

The construction documentation for the school house will include the following:

1. Interior layout for men's and women's barrier free restrooms.
2. Proposed finishes for bathrooms and welcome center area.
3. Mechanical and electrical layout and specifications.
4. Structural drawings for the building foundation.
5. Window and door schedules.

## SCHEDULE

Based on the tasks outlined here, Progressive AE is ready to begin upon approval by the Ada Township DDA and the Township Board. Assuming a mid-April start, we are anticipating completion of documents by the end of May 2017.

## PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive AE proposes professional compensation as follows:

We propose to provide the work as delineated above for a stipulated sum as follows for each section of work:

Scope of Basic Services (Site)                      \$69,500 (sixty-nine thousand five hundred dollars)

Scope of Basic Services (Architecture)    \$12,500 (twelve thousand five hundred dollars)

Reimbursable expenses are in addition to the professional compensation, estimated at 5% (five percent) of each of the stated fees, and will be invoiced per the attached Schedule for Invoice Rates.

The terms of this proposal defining project understanding, scope, schedule, clarifications and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which is attached.

Progressive AE has prepared this proposal for Ada Township Downtown Development Authority only and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

We really appreciate the opportunity to work with you on the design and implementation of this very exciting and life changing project. Following your review of the proposal, we welcome any discussion regarding services, schedule, and fee. If this proposal meets with your approval, please sign and return the attached Letter of Intent. Your signature will be our authorization to begin the work and place the project in the firm's schedule.

Sincerely,

Progressive AE



Peter A. Lazdins

04/06/2017 01:09:26 pm

Peter A. Lazdins RLA, CLARB  
Senior Land Planner

PAL/sag

Cc: Progressive AE – Thomas Short, S. Douglas Wurl

P:\72230009\WIP DOCUMENTS\Contract\2017 04 06 Proposal for Construction Documents\2017 04 04 Proposal for Construction Documents.docx



**LETTER OF INTENT FOR PROFESSIONAL SERVICES**

It is the intent of Ada Township Downtown Development Authority to engage Progressive AE for professional park planning and engineering services as described in the proposal from Progressive AE dated April 6, 2017.

Progressive AE proposes to provide the services as described. Based upon the identified scope of services, Progressive AE proposes professional compensation as follows:

Scope of Basic Services (Site)                      \$69,500 (sixty-nine thousand five hundred dollars)

Scope of Basic Services (Architecture)    \$12,500 (twelve thousand five hundred dollars)

Reimbursable expenses are in addition to the professional compensation, estimated at 5% (five percent) of the fee, and will be invoiced according to the attached Schedule for Invoice Rates.

Accepted by:

\_\_\_\_\_  
Ada Township Downtown Development Authority  
Bob Kullgren, Chairman

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



1811 4 Mile Road NE  
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phone 616.361.2664  
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progressiveae.com

## Schedule of Invoice Rates - 2017

### Hourly Staff Charges

Class 8 Personnel:	Principals	\$195/hour
Class 7 Personnel:	Experienced Senior Project Managers, Architects, Engineers, Planners, Landscape Architects, Environmental Analysts, LEED Consultants, and Construction Administrators	\$145/hour
Class 6 Personnel:	Senior Project Managers, Architects, Engineers, Planners, Landscape Architects, Environmental Analysts, and Construction Administrators	\$125/hour
Class 5 Personnel:	Project Managers, Architects, Engineers, Planners, Landscape Architects, Environmental Analysts, Construction Administrators, Designers, and Surveyors	\$110/hour
Class 4 Personnel:	Intermediate Architects, Engineers, Planners, Designers, Landscape Architects, Environmental Analysts, Construction Administrators, and Surveyors	\$90/hour
Class 3 Personnel:	Graduate Architects, Engineers, Planners, Designers, Environmental Analysts, Construction Administrators, Technicians, and Surveyors	\$75/hour
Class 2 Personnel:	Technicians, Project Assistants, Clerical Technicians, and Surveyors	\$65/hour
Class 1 Personnel:	Project Assistants, Technicians and Clerical Technicians	\$50/hour

### Reimbursable Expenses

1. Fees for securing permits and approvals of authorities having jurisdiction over projects at cost.
2. Outside consultants, travel, and lodging at cost plus 10% handling.
3. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
4. CAD plotting at 10¢ per square foot. 8-1/2" x 11" color images at \$1 each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 53.5¢ per mile). Field vehicles at 75¢ per mile. Lodging, meals, and airfare at cost. Boat rental at \$40 per day. Nuclear density meters at \$30 per day. Fluke Scopemeter at \$40 per day. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
5. Overtime expenses requiring higher than normal rates if authorized by owner.

#### Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.

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**Standard Agreement Provisions**  
**Architectural Services**

The parties to this agreement, Progressive AE, Grand Rapids, Michigan, USA, hereinafter called the ARCHITECT and Ada Township Downtown Development Authority, Ada, Michigan, USA, hereinafter called the OWNER, hereby agree to the following conditions:

1. Limit of Scope: The services provided by the ARCHITECT shall be limited to those described in the proposal dated April 6, 2017. The parties agree that the terms of the proposal are incorporated herein by reference, and are part of this agreement as if fully set forth herein. If any terms set forth in the proposal are expressly in conflict with the terms hereof, the terms of the proposal shall govern.
2. Changed Conditions: If, during the term of this Agreement, the ARCHITECT becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ARCHITECT, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ARCHITECT may call for re-negotiation of appropriate portions of the Agreement. The ARCHITECT shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ARCHITECT and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
3. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
4. Standard of Care: Professional Services provided by the ARCHITECT will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State of Michigan.
5. Hazardous Materials: The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
6. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ARCHITECT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the ARCHITECT's opinions of probable construction costs are made on the basis of the ARCHITECT's professional judgment and experience. The ARCHITECT makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ARCHITECT's opinion of probable construction cost.
7. Schedule for Rendering Services: The ARCHITECT shall prepare and submit for OWNER approval a schedule for the performance of the ARCHITECT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ARCHITECT's reasonable control.
8. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data,

documents and other materials produced by the ARCHITECT in the course of and for the purpose of meeting this contract are the property of the ARCHITECT, shall remain in the possession of the ARCHITECT and the ARCHITECT has and retains all copyrights in such material. Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instrument of Service solely for the purposes of constructing, using and maintaining the Project provided that the Owner shall comply with all obligations including the prompt payment of all sums when due, under this Agreement.

9. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the ARCHITECT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ARCHITECT in CAD form. Release of electronic media will be by execution of the Architect's Release of Electronic Media Request Form. Copies shall be for information and used by the OWNER for the specific purpose for which the ARCHITECT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ARCHITECT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ARCHITECT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or modification of all Project documentation.
10. Payment Terms: Invoices will be submitted by the ARCHITECT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the original invoice date.
11. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ARCHITECT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ARCHITECT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
12. Abandonment of Work: If any work is abandoned or suspended, the ARCHITECT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
13. Errors and Omissions Insurance: The ARCHITECT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the ARCHITECT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ARCHITECT's negligent acts, errors, or omissions, such that the total aggregate liability of the ARCHITECT to all those named shall not exceed the amount of \$1,000,000.
14. Indemnification: Subject to the limitation in paragraph 13 above, the ARCHITECT agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against

damages, liabilities and costs arising from the negligent acts of the ARCHITECT in the performance of professional services under this Agreement, to the extent that the ARCHITECT is responsible for such damages, liabilities and costs. The ARCHITECT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.

15. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ARCHITECT, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ARCHITECT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
16. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgement may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

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**Standard Agreement Provisions**  
**Architectural Services**

17. Hiring of Personnel: Owner may not directly hire any employee of the Architect. Owner agrees that it shall not, directly or indirectly solicit any employee of the Architect from accepting employment with Owner, affiliate companies, or competitors of Architect.
  
18. Site Signage: The ARCHITECT shall be permitted to install on the project premises an exterior sign of not more than 60 square feet for promotional purposes. The location of the sign shall be mutually agreed upon by OWNER and ARCHITECT, not to be unreasonably withheld by either.



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

## **Ada DDA Communications Plan April 1 – August 31, 2017**

### **Objectives:**

- Continue to ensure that the Ada Township DDA target audiences know how to navigate the DDA District during construction for the remainder of Phase 1 and into Phase 2 Construction
- Continue to support Ada Village businesses with customer awareness during construction. This will include communications support for upcoming spring/summer scheduled township events to ensure way-finding through the construction areas.
- Continue to support ongoing internal Ada Township communications where needed as the DDA Project Director position is developed and put in place.

### **Ada DDA Target Audiences:**

- Ada residents
- Ada businesses and their customers
- Ada Township officials and committee members
- Ada employees who frequent Ada DDA businesses
- General regional consumers who frequent Ada DDA businesses

### **Strategies:**

#### **Weekly Touch Points:**

SPR will continue to participate in weekly phone calls/emails with Jim Ferro to check in on progress and share any last minute updates. We will also work with the DDA Chair and Township Supervisor to develop bulleted communication with quick updates on any action items to be shared with the DDA and Township Board between meetings as necessary.

#### **Constituent Relations:**

SPR will continue to work with the supervisor to draft communications to Village businesses to reinforce the DDA's commitment to supporting them by sharing relevant information related to construction and events.

#### **Website/Email Communications:**

SPR will continue to develop timely, relevant updates to post to the Township website and for emails to the master Ada resident email list. Additionally, SPR will continue to build a robust email list by pushing residents to sign up on Township website and by capturing emails at events.

#### **Social Media Outreach:**

SPR will also continue to work with Ada Township, the ABA and the community groups to expand engagement with the township's Facebook (FB) and Instagram for quick dissemination of fresh, pertinent local information to the public.

**Phase 2 DDA District construction signage and way-finding program including:**

- **Signage:** Determine what signs can be reused & what need to be adjusted for successful PHASE 2 way-finding/business access.
- **Map:** Revise Phase 1 Ada Drive Construction map to show the Phase 2 driving routes, access points for businesses and parking options
  - 7,500 maps (8 ½ x 11) to be printed for mailing (5,000) and retail/business and event distribution(2,500)
  - Physical distribution of maps to individual businesses to share with customers; opportunity to maintain an open channel for feedback between business owners and Township
  - Digital access to map on websites, social media; customize upon request
  - Email map to all DDA district residents and businesses for customer forwarding options
  - Physical distribution of maps to Forest Hills Schools, Ada Churches and at Township events
- **Insert for Summer Ada View Mailing (double sided):**
  - Letter from DDA updating residents about the Phase 2 Ada Drive construction/access
  - 8 ½ x 11 map showing construction/access/parking

Out-of Pocket Budget: \$1,900 (printing, insertion into AdaView newsletter and production coordination)

**SeyferthPR Five Month Budget:                   \$12,500 (\$2,500/month)**  
**\$1,900\* (OOP for Map Printing, insertion into AdaView)**

**TOTAL Budget: \$14,400**

*\*estimates received from vendors*



## Ada Village Leprechaun Hunt\*

March 17, 2017 | 3 – 6 p.m.

### Overview:

As part of a continued effort to support Ada Village businesses, SeyferthPR developed a St. Patrick's Day event to drive traffic to the Village, demonstrating to residents that "Ada is Open" throughout the construction period. Ada families were invited to participate in a leprechaun hunt, searching for 100 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 from George Haga alerting them to the event and inviting participation
- Postcards mailed to 5,000 Ada residence
- Flyers handed out to Village businesses, Cascade Library and Ada Churches
- Article placed in the Cadence
- Event information shared on the Ada Township website
- Event information promoted on Facebook, Instagram and reposted by ABA

### Additional Businesses Participation:

- **McDonald's** – Provided Shamrock Shake coupons and hid a leprechaun inside of their restaurant.
- **JH Realty** – 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.
- **Alkalign Studios** – Incorporated the leprechaun hunt into their grand opening. Alkalign studios hid a leprechaun inside their studio and provided baskets of stickers and treats for the kids.
- **Grand Rapids Bicycle Company** – Had a lot of fun hiding the leprechaun on the premises and moved it around in the shop.
- **The Community Church** – Pastor Billy Norden offered up The Community Church as the home base for the event – check-in, distribution of clue sheets, photo ops with leprechauns, cookie & water breaks and warming station.

### Results:

Despite chilly temps, freezing rain and hail, response to this event was overwhelmingly positive.

- More than **250 parents and children** attended.
- Handed out **210 gift bags** to children as a thank you for participating.
- Captured **60 emails** from parents, which will be included in the master list for Ada Village updates.
- Facebook/Instagram – 9 posts with photos throughout the week, **282 likes, 33 shares, 5 comments**

### Comments from Participants:

- "It was fun having so many families come into the shop! Thanks for a great event!" – @grandrapidsbicycles via Instagram
- "I appreciate how you have worked to promote our business and the other businesses in Ada. I truly appreciate that." – Ken Berg, McDonald's
- "Thank you so much. It was so much fun and we can not wait for the next event!" – Michelle Gordon, JH Realty
- "Walking around for the leprechaun hunt was the best way to get to know the village. I got a class schedule for Alkalign Studios, picked up a few menus and learned about the discount at Sheldon Cleaners." – Mother of family who recently moved into town
- "Our pit-stop at McDonald's kept the kids going – thank you for the Shamrock Shake coupon!" – Parent
- "What a fun event! Have you done this one before? I'd hate to think we missed it." – Parent
- "We can't wait for next year!" – Children
- "I wasn't thrilled about the weather, but my kids kept hearing about the leprechaun hunt, so there was no way we could sit this one out!" – Parent
- "Ada always throws such great family events. What's next?" – Parent

\*Event Sponsored by Ada Township DDA and Amway



MEMORANDUM

Date: 4/7/17

**TO:** DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Position Description for a DDA Coordinator

Attached is a position description for a full-time “DDA Coordinator” staff position. This description was developed with review and input from the Committee consisting of Board members Haga, Kullgren and Harrison.

Also attached are several position descriptions from other communities for DDA staff positions at varying levels of responsibility that were taken into consideration in our work.

A pay range of \$38,397 to \$41,969 is suggested for the position.

## **ADA TOWNSHIP POSITION DESCRIPTION**

Title: DDA Coordinator

Reports to: Township Supervisor, or his/her designee

Positions Supervised: None

Employment Status: Exempt

### **BROAD STATEMENT OF RESPONSIBILITIES**

This is an administrative position under the general supervision of the Township Supervisor or his/her designee. The employee performs a broad range of administrative and technical responsibilities in implementing plans and programs/services of the Ada Township Downtown Development Authority (DDA).

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

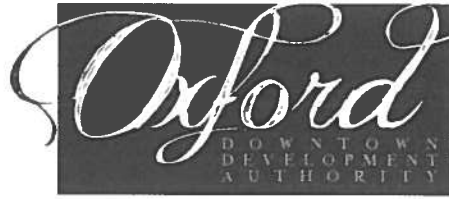
1. Preparation and dissemination of monthly DDA Board meeting agendas and meeting materials.
2. Attendance at all meetings of the DDA Board and DDA Citizens Council.
3. Attendance at meetings of the Township Board on an as-needed basis.
4. Review and correct/edit draft minutes of DDA Board and Citizens Council meetings, prior to presentation for approval.
5. With input from the DDA Board, prepare the DDA's annual operating budget.
6. Communicate verbally and in writing with DDA and Township officials, current and prospective property and business owners in the DDA district, non-profit organizations, the general public and other stakeholders regarding matters relating to DDA plans, projects and programs.
7. Interact with the planning and zoning department in the development and implementation of appropriate strategies for meeting current and future parking needs in the Ada Village area, including development and management of public parking and efficient use of privately-owned parking.
8. Manage and administer DDA contracts for goods and services; examples include contract service for Farmers' Market Manager; contracted sidewalk snow removal services).
9. Administer any capital fund-raising campaign undertaken by the DDA.
10. Develop and maintain information databases relative to:
  - building square footage by use category within the DDA District
  - public and private parking supply within the Ada Village area
11. Review and evaluate requests for DDA financial support of non-profit community events/programs.
12. Organize and carry out the DDA's communications program with important community stakeholders, including other Township Boards and Commissions, the business community, the non-profit community, residents within the DDA district, the general public and broadcast and print media, including use of social media and web site content.
13. Act as liaison between the DDA and the Ada Business Association.
14. Represent the DDA in presentations to and meetings with stakeholder groups.
15. Perform other downtown planning and program implementation duties as assigned.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

1. Bachelor's degree in urban planning, public administration, business or closely related field.
2. Three or more years applicable experience in the same or related fields.
3. Experience in one or more of the following areas: community planning, urban design, economic development, business, marketing, finance, grant writing, public relations, project management.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Basic knowledge of downtown development planning, municipal infrastructure and public finance.
2. Strong written and oral communications skills.
3. Ability to establish and maintain effective working relationships with associates, officials, applicants, community groups, residents and other professionals and representatives of the general public and other agencies.
4. Ability to meet numerous deadlines, to concentrate, and to scrutinize project or work details; ability to organize, prioritize, schedule work independently, and produce quality work in a timely and efficient manner.
5. Proficiency with word processing, spreadsheet, database and presentation software.
6. Must possess a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment.



## Village of Oxford DDA/Main Street Program Executive Director Job Description

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### **Job Summary**

The Oxford Downtown Development Authority/Main Street is a Nationally Accredited Main Street program, and is dedicated to the promotion, development, and historic preservation of Downtown Oxford. The Executive Director is responsible for managing and implementing the organization's objectives. The Executive Director is an advocate for the DDA District by promoting public awareness of the Main Street Program, and acting as a liaison to business and property owners, governmental officials and staff, community organizations, and others. The Director also will represent the community at local, state, and national levels.

### **Range of Duties**

- Serve as the contact person for the DDA and Main Street Program. Be knowledgeable about the Main Street four-point approach and Main Street Refresh approach to downtown development.
- Coordinate Streetscape improvements/and promotional activities in conjunction with MDOT plans for M-24/Washington Street construction project.
- Work with the Board Chair, Board of Directors, and committees to define goals, objectives, and work plans on an annual basis. These goals and objectives should be focused on the Main Street four point approach. Guide and direct the implementation of activities as they pertain to these goals and objectives.
- Manage the administrative aspects of the DDA: record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, manage websites and social media, produce press releases and informational flyers, etc. Ensure compliance with all applicable federal, state, and local laws and regulations.
- With the Board of Directors and Committees, raise on-going public awareness and appreciation for the district's assets.
- Raise awareness of existing programs, including business resources, design and technical assistance, historical preservation planning, and other workshops available through Oakland County. Administer Façade Grant Program.
- Direct business recruitment, retention, and expansion efforts. Market the District and Main Street Program to potential business. Work with developers and building owners. Identify and recruit potential retailers and/or restaurants. Promote the downtown to increase visitors to the district and the downtown businesses.

- 
- Build strong and productive relationships with public agencies, non-profits, and other community groups. Implement a program of regular communication with new and existing businesses and people with the DDA District to foster support and participation in the program.
  - Help coordinate promotional events to attract people to the downtown district. Work with local media to promote and cover special events. Encourage excellent design of all promotional items to advance the district's image.
  - Maintain data systems to track the progress of the Main Street Program, including net job creation, public and private investment, volunteer hours, new construction projects and building rehabilitations, special events, and sponsorship amounts.
  - Identify volunteer tasks and responsibilities, recruit new volunteers and manage existing volunteers.
  - Maintain National Main Street Accreditation standards. Maintain a positive relationship with Main Street Oakland County and the other participating Main Street communities.

The duties listed above are intended only as an illustration of the types of work to be performed. Other duties will be necessary and assigned.

### **Desired Qualifications**

- A bachelor's degree in urban planning, business or public administration, economic or community development, marketing, historic preservation, or a related field.
- Three to five years of experience in Main Street, commercial district management, economic/community or small business development, public relations, land use planning, business, public, volunteer, or non-profit administration, real estate development, architecture, and/or historic preservation.
- Streetscape improvement experience preferred.
- Sensitive to design and preservation issues and standards. Understand the issues confronting downtown businesses, property owners, and community organizations.
- Must be well organized, capable of functioning independently, energetic and enthusiastic, and able to multi-task in a stressful environment. Possess excellent verbal and written communication skills.
- Knowledge of economic and community development tools available for downtown revitalization.
- Must have general computer skills and use of social media applications, email, list-serves, website maintenance, and others.

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## Hours and Compensation

Salary Range: \$45,000 - \$55,000 depending on qualifications. Compensation based on 80 hours bi-weekly. Flexible schedule with evening meetings and extended or weekend hours for special events. The Oxford DDA offers a competitive compensation package. Anticipated start date is March 13, 2017.

## To Apply

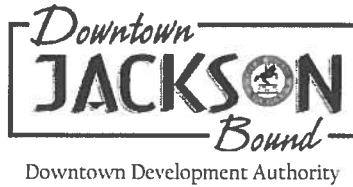
Please submit cover letter, resume, and references digitally by **Thursday, February 9, 2017** to:

Sue Bossardet  
DDA Board Chair  
bossardet@thevillageofoxford.org

The Village of Oxford and the Oxford DDA do not discriminate on the basis of race, color, national origin, gender, sexual preference, religion, age, or disability in employment or the provision of services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change





Jackson Downtown Development Authority (DDA)  
Vacancy Announcement

**TITLE: DDA Assistant**

**General Summary:** Under the direction of the Downtown Development Authority Executive Director, assists in events coordination and promotion, bookkeeping and accounting, web content, and administrative/clerical functions.

**Typical Duties:** An employee in this position may be called upon to do any of the following essential functions:

- Implement DDA events. Examples: Cruise Night, Concerts in Horace Blackman Park, Outdoor Movie Nights, Picnic in the Park, DDA Days, and Spring Planting under the supervision of the Executive Director. The position has lead responsibility for these events including fundraising, coordination, development, promotion and implementation.
- Work as DDA liaison between local event coordinators like the Chamber of Commerce and other non-profit organizations to provide appropriate assistance. Example: Christmas Parade, How Bazaar, Hot Air Jubilee, etc.
- Design, contribute, and distribute quarterly newsletter with assistance of the Executive Director in content and layout as needed.
- Input financial transactions and record keeping on computer-based accounting software.
- Write press releases for downtown events and noteworthy matters.
- Prepare meeting/agenda packets and ensure timely delivery to DDA Board Members.
- Act as a representative of the DDA on assigned committees and for appropriate functions.
- Produce promotional materials for image building within the downtown as necessary.
- Handle routine communications as directed by the Executive Director.
- Develops and maintains an appropriate data system for record keeping, developing and monitoring budgets, accounting, purchasing, and preparing reports to the DDA Board of Directors, City, and State entities.
- Assesses the management capacity and capabilities of downtown organizations and civic groups to undertake joint activities with an eye toward encouraging a cooperative climate and working relationship among downtown businesses, organizations, City committees and local public officials, assists in the recruitment of volunteers for various committees and events.
- Works effectively with volunteers and others involved in downtown-related projects, understands the importance of volunteer involvement, and plays an active role coordinating and utilizing this important resource. Supports various committees by preparing agendas, taking notes and producing minutes for the group if requested to do so.

The above statements are intended to describe the general nature and level of the work being performed by the individual in this classification. Such statements are descriptive and explanatory but not restrictive. Other duties may be assigned at the discretion of the Executive Director. They are not to be construed as an exhaustive list of all job duties performed by the employee so classified. The listing of particular example duties does not preclude the assignment of other tasks of related kind of character or of lesser skills.

**Qualifications:** The successful candidate will have a Bachelors Degree in public administration, communications, marketing, or related field, or equivalent experience. The successful candidate must have exceptional writing skills and considerable skill in editing correspondence and reports. They will have knowledge and/or training regarding fundraising techniques for non-profit events. Advanced computer skills (PageMaker, MS Publisher, and QuickBooks) are required. They must be able to relate the needs of the downtown business community, deal effectively with a broad range of people and be able to coordinate complicated events, promotions and programs and be comfortable with public speaking. Applicants must be proficient in working with a wide variety of responsibilities and able to be accurate with detailed information despite disruptions. Experience working cooperatively in a team environment. Displays tact and courtesy and possess excellent planning and organizational skills.

**Other Desirable Qualifications:** Knowledge and/or training regarding the National Main Street Model and other economic revitalization tools.

**Physical Aspects of Job:** The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, use hands and fingers, talk and hear. The employee must be able to operate a personal computer, a telephone, copier, and other office equipment. The employee will occasionally have to climb steps. Specific vision abilities required by this job include close vision (small print), peripheral vision, depth perception, and the ability to adjust focus. The employee must possess a valid State of Michigan Drivers License.

In addition to the above requirements, the DDA requires all employees to be able to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. DDA employees are also expected to possess and maintain a record of orderly law abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon the employment with the DDA; and must be physically and mentally able to perform the essential duties of their position without excessive absences.

Successful candidate must have and maintain residence within 20 miles of the City of Jackson within one (1) year of hire date.

**Selection Process:** Each candidate must submit a completed application, cover letter, and resume.

This is a full time position with benefits, 40 hours per week and the DDA expects to pay the successful candidate \$14.00 to \$16.00/hour. DOE.

Interested candidates are asked to submit a completed City of Jackson application, which can be found at [www.cityofjackson.org/personnel](http://www.cityofjackson.org/personnel) , cover letter, and resume to the City of Jackson Personnel & Labor Relations Department, 161 W. Michigan Ave., 6<sup>th</sup> Floor, Jackson, MI 49201 or e-mail to: [apply@cityofjackson.org](mailto:apply@cityofjackson.org), **no later than 5:00 p.m., Wednesday, February 3, 2016.**

The DDA is an EOE and does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicap, or marital status as access, availability, employment, or participation in any of its programs and activities.

Rev. 01/16

## JOB DESCRIPTION: DDA - Coordinator

### Supervision Received:

Work is performed under the direction of the Executive Director of the Van Buren Township Downtown Development Authority (VBT-DDA). The DDA Coordinator reports to the Executive Director regarding work schedules, days off, work projects, etc. The performance of the job may require a commitment to work occasional evenings and/or weekends as needed.

### Essential Job Functions:

An employee in this position may be called upon to assist on any or all of the following essential duties. While this does not include all of duties which the employee may be expected to perform, the individual should be able to satisfactorily accomplish each essential function.

1. Assist the management of physical and infrastructure improvement projects in the downtown. Help the VBT-DDA in selecting consultants through the development of RFQ and RFPs. Manage the day to day activities of selected projects, monitor the project's schedule and budget, and create reports for the VBT-DDA Board on the progress of the project(s).
2. Assist with the maintenance of a comprehensive inventory of available buildings and vacant sites in the downtown for economic development purposes and respond to requests for information. Provide information on available downtown sites through the DDA's website, social networks, tours, and other sources.
3. Promote the downtown through the use of the DDA's website, e-newsletter, press releases, media relations, advertising, special events various social media platforms and comprehensive marketing campaign.
4. May carry out necessary administrative actions to support the VBT-DDA office including but not limited to preparation of agendas, reports, minutes and recommendations for the Board of Director's action in advance of VBT-DDA meetings; maintain minutes, files and records, budget preparation; and purchasing, accounting, notices and correspondence on behalf of the VBT-DDA.
5. Assist with special projects that arise from the VBT-DDA Board and Committees that may include: special events, marketing initiatives, design and development guidelines, and grant applications.
6. Assist the Executive Director with keeping VBT-DDA, Van Buren Township Board of Trustees and other organizations informed on the progress of the work program through verbal and/or written updates, e-newsletters, and presentations.
7. May attend professional development workshops and conferences to keep updated on trends and developments.
8. Other duties as may be assigned by the VBT-DDA Executive Director.

### Minimum Qualifications, Knowledge, Skills, and Abilities:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education and Experience Desired:

- A. Bachelors Degree in urban planning, business or public administration, marketing/public relations, or related field.
- B. Three or more years of applicable experience in the same or related fields or appropriate post Bachelors Degree work.
- C. Education or experience in as many of the following areas as possible: 1) marketing, 2) finance, 3) business, 4) economic development, 5) grant writing, 6) architecture, 7) community planning, 8) real estate/development, and 9) public relations and 10) project management.



46425 Tyler Road  
Van Buren Township, MI 48111  
734.699.8900 x9201

VanBurenDDA.com

## **Necessary Knowledge, Skills, and Abilities:**

- A. Basic knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of urban planning concepts and processes.
- B. Must be a self-starter, energetic, imaginative, and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning effectively in an independent environment.
- E. Excellent oral and written communication skills.
- F. Knowledge of modern office procedures and practices.
- G. Must be proficient with word processing, spreadsheet, data-base and presentation software, and other programs that are determined to be essential to the efficient and effective performance of the job.
- H. Skill in maintaining effective working relations with co-workers, merchants, property owners, public officials, and the general public.
- I. Ability to deal effectively with stress and deadlines.

## **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type, and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand; walk; manual dexterity, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing duties of this job, the employee usually works in a business office setting. The noise level in the work environment is usually low, but dependent on location, it can range from moderate to high.

**Van Buren Township Downtown Development Authority is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees, regardless of age, race, color, national origin, religion, creed, handicap, disability, sex, sexual orientation, marital status, physical condition, political affiliation.**



46425 Tyler Road  
Van Buren Township, MI 48111  
734.699.8900 x9201

[VanBurenDDA.com](http://VanBurenDDA.com)

## **CONTRACTURAL EMPLOYMENT OPPORTUNITY**

### **ROYAL OAK DOWNTOWN DEVELOPMENT AUTHORITY, DDA DOWNTOWN MANAGER**

**Salary Range:** Salary will be competitive and commensurate with experience and qualifications. Two (2) year initial contract.

**Apply:** Please submit required information to: Royal Oak Downtown Development Authority (DDA), Room 311, City Hall, 211 Williams, Royal Oak Michigan 48067, Attn: Executive Director

**Application Deadline: Immediate or Open Until Filled.**

#### **General Purpose**

Performs a variety of routine and complex administrative and technical tasks in order to ensure the implementation of the DDA's Retention/Recruitment Program, its Marketing/Promotions/Special Event Activities, Public Relations and other related duties.

#### **Essential Duties and Responsibilities**

The Downtown Manager shall conduct the following activities and tasks under the direction and supervision of the Executive Director of the DDA.

Develops short and long-range plans and/or needs assessments related to the duties and responsibilities outlined below.

Provides technical assistance to the DDA's three Committees; Promotions (Marketing/Special Events), Business Marketing Development (recruitment/retention), and Infrastructure as needed.

Assist in the development and maintenance of a comprehensive inventory of buildings and sites within the CBD.

Assist in the development and maintenance of a comprehensive inventory of all businesses within the CBD.

Assist in the development and maintenance of a comprehensive inventory of buildings and sites available for sale and/or rent in the CBD.

Coordinate the creation and distribution of a DDA/Downtown monthly update. "what's new in the DDA".

Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of the DDA's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the DDA and its programs/activities in the public eye.

Assist and encourage improvements to the downtown community's ability to carry out joint activities such as promotion events, advertising, appropriate store hours, special events, business assistance, and business recruitment. Encourage a cooperative climate among downtown interests, including but not limited to the Chamber of Commerce, Royal Oak Restaurant Association, Royal Oak Association of Retailers, Farmers Market and others.

Establish and maintain a network of communication with area real estate brokers and real estate development firms, downtown property owners and tenants, and community and business groups to coordinate business retention and recruitment efforts.

Ensure the creation of promotional materials that aggressively recruit businesses targeted by the DDA and that diversify and complement the existing mix.

Conduct retention visits with existing businesses to establish activities or programs that will benefit or assist them in order to maintain or grow those businesses in the downtown.

Conduct recruitment visits with target businesses to discuss the benefits and opportunities of locating in downtown Royal Oak.

Provide the DDA with a summary report of findings from retention and attraction visits with businesses.

Greet all new businesses that open in the downtown and provide them with a packet of information regarding the City/Downtown. As the "Welcome Wagon," the Downtown Manager shall attempt to interview every business entering or leaving downtown to determine the cause or issue that lead to its decision, and shall report this information to the DDA at least on a biannual basis.

Submit biannual summary reports of all conferences, standing committee meetings, and other activities attended.

Submit biannual updates and results of projects, surveys, special events and marketing efforts.

Identify other potential funding or resource opportunities other than those currently utilized by the DDA.

Direct and supervise all Contractors hired by the DDA to complete tasks associated with the duties of the Downtown Manager.

Ensure items for DDA consideration are prepared and submitted to the DDA Executive Director in time for distribution to the Board as part of its meeting packets.

Make public presentations before city boards, commissions, community groups, civic organizations, and the general public.

WEBSITE....

Post and maintain regular office hours as required by the DDA.

Shall accept other responsibilities as may be directed by the DDA Board, City Manager or DDA Executive Director.

Serves as a liaison between the Downtown Development Authority, the city, the Chamber of Commerce and other public and private entities interested in downtown revitalization.

### **Essential Qualifications**

The Downtown Manager should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, marketing, business administration, public administration, retailing, volunteer or non-profit administration and/or small business development. The Downtown Manager must be sensitive to and understand the issues confronting downtown businesses, people, property owners, public agencies and community organization.

The Downtown Manager must be entrepreneurial, energetic, creative, well organized and have the following:

- Private, public and non-profit sector fund raising experience
- Exceptional interpersonal and communications skills
- Ability to work harmoniously and effectively with representatives of business, government and community groups
- Public speaking and consensus building skills
- Well organized and self motivated

Related degree desirable.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. Repetitive hand and finger movements will frequently be required. The employee will occasionally be required to stoop, bend, kneel and/or crouch. The employee will occasionally lift equipment of weight and possibly heavy weight. The typical work environment for this job is an office setting where the noise level is quiet to moderate.

The Royal Oak Downtown Development Authority, DDA is an Equal Opportunity Employer.



## 2016 Ada Farmers' Market Summary Report to the DDA

### Summary

The 2016 AFM's season ran from June 7th and ended on October 25<sup>th</sup>, operating for 21 weeks each Tuesday, from 11 a.m. until 4 p.m.

- Number of seasonal vendors decreased by one
- The percentage of returning vendors from the previous season increased to 71%
- Basket sales are finished, having sold the last two this season
- The number of available vendor spaces remained 50. The Market filled 40 of these spaces.
- The extended season this year saw three fewer vendors overall
- Facebook and Twitter engagement saw growth

### Vendors

The Market saw 6 new and 25 returning seasonal vendors for a total of 31 vendors occupying 40 spaces.

#### Vendor Stats

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Returning Vendors	25	25	24	23
Daily Vendors	8	16	14	7
Number of Booths, Core Season	40	42	49	47
Number of Booths, Extended Season	9	9	7	
	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<i>Vendor Retention Rate</i>	71%	67%	73%	67%
<i>Conversion to Seasonal from Daily</i>	0	2	4	0

#### Seasonal Vendor Product Mix:

	<u>Bakery</u>	<u>Produce</u>	<u>Meats</u>	<u>Other</u>
2016	6	8	3	14
2015	4	11	4	14
2014	7	15	2	11
2013	7	13	3	9

#### Daily Vendor Product Mix:

	<u>Bakery</u>	<u>Produce</u>	<u>Meats</u>	<u>Other</u>
2016	1	3	0	4
2015	1	4	1	9
2014		3	0	9
2013	1	3	0	3

### Market Activities

The *Kids in the Market* and *Music in the Market* programming continued this year as in last. Children's programming included a weekly rotation of crafts and educational activities to entertain kids while parents perused the marketplace. Events included face painting, giant bubble making and the balloon man. Additional programming was offered to kids via the Spectrum Health sponsorship.

The Busker scheduling continued the 14 week, two performers per Tuesday schedule.

	<u>Scheduled</u>	<u>Cancelled</u>	<u>Net</u>
2016	26	0	26
2015	32	0	32
2014	40	8	36
2013	40	6	39

### Special Programming

*Chef in the Market* continued this season, with one dedicated chef, preparing one dish made from ingredients in the Market. The collaboration with Amway distributor Fred Hansen Corp. continued, using Amway cookware during the preparation.

The program will be part of the Market's programming in 2017, with expected budgeting costs of \$200 to cover cooking and serving materials.

The sponsorship program with Spectrum Health also had one nutritional event in the center of the Market.

### Market Operations

The Market saw a new configuration this year to accommodate parking for vendors within the Market site. Both vendors and shoppers were very happy with the layout and traffic flow. The new configuration reduced the number of parking spaces available for Market customers within The Community Church lot.

This year's Market weather was, in short, perfect: Neither too hot nor cold and no rain.

Despite these positive fundamentals, traffic overall was down by about 10% over last year. The general complaint seems to be lack of on-site parking. There is indeed on-street parking on both Thornapple River Dr. and Headley St., along with the 18-20 spaces available in the church lot. However, the on-street parking is not perceived as convenient by many. Spots on Headley are filled quickly once the church spaces are full. We were constantly reminding people not to park in the Blimpie/Saburba parking lot, 'no parking' signs notwithstanding.

The extended season continued into October with steady traffic and extra-seasonal warm weather.

**General Financial**

The following is a thumbnail sketch of the Market's 2016 finances, from February 1, 2016 through January 31, 2017:

	<b>2016</b>	<b>2015</b>	<b>2015</b>	<b>2014</b>
Total Revenues	\$ 9,895	\$10,519	\$11,597	\$12,034
Total Expenditures*	\$11,014	\$10,420	\$10,036	\$12,822
Net Income	-\$ 1,119	\$ 99	\$ 1,561	\$ -788

Net income for the Market from 2009-2016 seasons is expected to be \$12,719.

*\*Note: 2016 expenditures include \$750 for the Market Manager's contract services for November and December, 2016, which will be paid in January, 2017.*

**Token System**

We did not operate the token sales system for credit/debit/EBT shoppers this season, due to the lack of a new agreement with a card transaction processor and a new wireless transaction terminal. It is requested that the matter of securing a new card processing arrangement be resolved in advance of the 2017 Market season, to allow us to take advantage of the free equipment grant that has been on hold for over a year.

We are still holding DUFEB tokens and will not be returning them, as the new system requires participating markets to store them on site going forward.

Historical data for credit/debit/EBT transactions is as follows:

Year	Credit/Debit	EBT/Bridge	DUFEB
2016	\$ 0	\$ 0	\$ 0
2015	\$ 2475	\$1122	\$1038
2014	\$ 8170	\$1745	\$1662
2013	\$11055	\$1603	\$1506
2012	\$18265	\$1815	\$1780

Below is the chart of unredeemed tokens, calculated by subtracting the beginning and ending count of the token cart, less tokens sold and redeemed. These tokens are typically those bought but not spent by shoppers and those not redeemed for reimbursement by vendors.

<b>Number/Type of Tokens</b>	<b><u>2016</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
Credit/Debit \$5 tokens	172	187	291	271
EBT Bridge \$1 tokens	65	86	237	206

Finally, there is \$860 in unredeemed credit/debit tokens and \$65 in unredeemed EBT/Bridge tokens. This equals 172 outstanding 5\$ tokens and 65 EBT (\$1) tokens. The year-over-year comparison is below:

**Unredeemed Token Value**

Credit/Debit	\$ 860	\$ 935	\$1455	\$1345
EBT Bridge	\$ 65	\$ 86	\$ 237	\$ 206
Total	\$ 921	\$1021	\$1692	\$1551

The balance in the liability account from which outstanding tokens are redeemed was \$2,132.67 as of December 31, 2016.

**Operation of POS Charging System**

We did not operate the credit/debit/EBT transaction system in the 2016 season. However, we were charged a monthly fee of \$43.95 in June, 2016. We have not yet succeeded in having this fee refunded.

**Social Media**

Our Twitter Followers/Follow Ratio is holding steady at 1.14. We will continue to utilize this account to deliver time-sensitive information to shoppers on weather updates, special items in the Market for the day and scheduled calendar activities.

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Twitter Ratio*	1.14	1.13	.9	.81

Facebook also continues to track an increase in the number of likes.

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
FB fans/likes	2445	2241	1946	1697	1400

*\*Ratios larger than 1 indicate a Follower/Friend ratio acknowledges value of the account holder in the social media environment. Less than one is typical of new accounts or those who are in acquisition phase of either Friends or Followers. The larger the ratio, the larger your value in the Twitter arena. The ratio is calculated by dividing the number of followers by those the account holder follows.*

**Miscellaneous**

- The new storage shed installed on Market site at the start of the season, to replace the loss of use of the garage on adjacent property added \$2008.15 to the season's expenses (not originally budgeted).
- We are expecting to continue the Spectrum Health sponsorship for 2017. Tentative sponsorship fee will be \$1000 for this level of sponsorship.
- A schedule of fees for additional market sponsorship is in the works.

**Budget for 2017**

There are a few anticipated expenses projected for 2017. The original flag holders for the market entrances were showing their age and have been dismantled. For 2017, we are looking to replace them with feather banners. This change will accomplish two things:

- Allow for opening and closing duties to be performed by one person. The size and weight of the flag carts made it nearly impossible for one person to move them into the shed – even with the ramp. Feather banners are easily set up and taken down by any individual.
- Update the appearance of the entrances with feather banners, possibly with sponsorship branding, changing the look each season.

- Also will need to purchase 4 new 6' fence posts as the 4' are too short to display the Market banners adequately and peg board hardware to organize the shed. Costs not included below.

**Preliminary 2017 Budget**

**Revenues**

Registration Fees from Vendors (45 seasonal vendors spaces x \$255)*	\$11475
Registration Fees from Daily Vendors	\$ 500
Sponsorship Fees	\$ <u>1000</u>
<b>Total Revenue</b>	<b>\$12975</b>

**Expenses**

Website	\$ 240
Buskers Comp for Music in the Market	\$ 700
Supplies for Kids in the Market	\$ 150
Chef in the Market	\$ 200
Advertising & Promotion	\$ 500
MIFMA Boot Camp	\$ 75
MIFMA Membership	\$ 250
Market Manager	\$ 8745
Incidentals for Market Manager (software, mileage, etc.)	\$ 500
Three (3) Feather Banners for Market entrance**	\$ 861
2017 Vendor Kickoff	\$ <u>100</u>
<b>Total Expenses</b>	<b>\$12321</b>
Net Income	\$ 654

\*This price reflects a weekly cost of \$15 per week, an increase of \$3.76 per week from the 2016 season.

\*\*Medium rectangular flag, including hardware and spike base - \$287/flag. Water bag ballast option is NOT recommended.

**2017 Market Master Compensation**

Month	Hours	Compensation @ \$15/HR
April	40	\$600
May	60	\$900
June	72	\$1,080
July	72	\$1,080
August	90	\$1,350
September	72	\$1,080
October	90	\$1,350
November	30	\$450
December	10	\$150
January	7	\$105
February	10	\$150
March	30	\$450

\$8,745



## MEMORANDUM

Date: 4/6/17

**TO:** DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Proposed Farmers' Market Manager Services Agreement for FY 2017-18

Attached is a proposed Memorandum of Understanding between the DDA and Jennie MacAnaspie for her services managing the Farmers' Market for the FY2017-18 fiscal year.

The following points should be noted:

1. The agreement provides for 563 compensated hours in the coming year, compared to 535 compensated hours last year, an increase of 28 hours.
2. 18 of the added hours are attributable to the 2017 Market season having 22 Market days, compared to 21 days last year.
3. The additional 10 hours are being requested by the Manager based on her stated actual experience in past years.
4. Another factor not considered in the proposed increase is the reduction in the Manager's time demands resulting from the Market no longer operating the credit/debit/EBT token system.
5. The \$8,445 in total compensation requested is an increase of \$420, or 5.2% from last year's \$8,025.
6. 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.

Taking all of the above into consideration, 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 \$8,745 for 583 hours during the contract period defined below; paid monthly, in accordance with the schedule attached as Exhibit B.

**Contract Period:** April 1, 2017 to March 31, 2018

**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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Robert Kullgren, Chair  
Ada Township Downtown Development Authority  
\_\_\_\_\_, 2017

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Jennie MacAnaspie  
Opt-In Marketing  
\_\_\_\_\_, 2017

## **Exhibit A**

### **Ada Farmers' Market Year Long Work Schedule FY 2017-18**

#### April through May

- Determine advertising strategy – Facebook, Google, Cadence Supplement, Cadence paid advertising, Lowell Buyers Guide (and 101 Things To Do), On-the-Town, GR Now listing, other on-line listings
- Identify and arrange for use of off-site parking for vendor vehicles.
- Training of Market staff on credit/debit and EBT/bridge (if applicable)
- Process vendor applications assuring that vendor paperwork (licenses, insurance certs., etc) is complete; make deposits to Ada Township Treasurer
- Update master vendor lists/determine insurance, license and Cottage Food compliance
- Arrange and schedule Music in the Market busking
- Develop Kids in the Market activities
- Check out vendor space delineation in The Community church parking lot – repaint as needed
- Prepare article for Adaview
- Seek media coverage of market opening in Cadence, local TV media
- Maintain Facebook and Twitter social media presence on a year-round basis
- Make vendor space assignments
- Before June 1 send vendor packet to all registered vendors

#### June

- Arrange for lightpost banners and trestle banners to be hung week before Market opens – arrange with Bldgs. And Grounds Dept.
- Update webpage with vendor list and links to vendor websites

#### June through September Market Days

- Space assignments on Monday before Market to “fill holes”
- Signage on Fulton (and in village) on Market day
- Market vendor newsletters
- Enter data into spreadsheets regarding “attendance”
- Customer counts and vendor/customer surveys
- Manage debit/credit and EBT/Bridge program (if applicable)

#### October

- Turn off Debit/Credit account (if applicable)
- Arrange for banners to be removed and stored by Twp. Bldgs./Grounds Dept.
- Prepare year end report to DDA; consider funding plan for following year



- Secure date with The Community church for next year vendor kickoff

#### December

- Prepare budget for fiscal year beginning April 1

#### January

- Early January – develop and mail invitation to Vendor Kickoff (scheduled for late February/early March); review and edit vendor application and Market Rules, etc.
- Begin preparation of PowerPoint for vendor kickoff
- Prepare and Submit Sales Tax return, if required.

#### February

- Finalize vendor application and Market Rules, finalize credit/debit and EBT/Bridge agreement with vendors (if applicable), etc.
- Assist in assessment of future of credit/debit/EBT system
- Finalize PowerPoint for kickoff
- Followup with e-mail and calls to vendors re kickoff
- Purchase dry goods and drinks for kickoff
- Copies of PowerPoint, Vendor Application Form with Market Rules for distribution at kickoff
- Followup letter with PowerPoint, Application and Agreement (credit/debit and EBT/Bridge, if applicable) to prior year's vendors not attending kickoff

#### March

- MIFMA Annual Conference at MSU
- Recruit Market volunteer staff
- Vendor Kickoff Event

**Exhibit B**  
**Ada Farmers' Market Master**  
**Hours/Compensation Schedule-4/1/17 - 3/31/18**

<b>Month</b>	<b>Hours</b>	<b>Compensation (\$15/hr)</b>
<b>2017</b>		
April	40	\$600
May	40	\$600
June	72	\$1,080
July	72	\$1,080
August	90	\$1,350
September	72	\$1,080
October	90	\$1,350
November	30	\$450
December	10	\$150
<b>2018</b>		
January	7	\$105
February	10	\$150
March	30	\$450
<b>Total</b>	<b>563</b>	<b>\$ 8,445</b>



## MEMORANDUM

Date: 4/7/17

**TO:** DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Financial Report, 3/31/17

Significant DDA financial activity during March included the following:

- \$3,782 to Progressive AE, for design development services for the future riverfront park.
- \$7,500 to SeyferthPR, for communications consulting services related to the Envision Ada project.
- \$586 to Woods Landscaping for sidewalk snow removal services in March.
- \$487 in legal services from Miller Johnson, regarding the Ada Dr. construction agreements with Chase Bank and Fifth Third Bank.
- \$2,246, for a 50% share of legal services from Mika Meyers, related to the development of the draft tax sharing agreement between the DDA and Ada Township.
- \$2,932 in legal services from Mika Meyers, for preparation of the draft amendment to the Development Agreement between Geld and the Township.
- Late property tax payment revenue of \$1,817 was received in March.

The fiscal year-end DDA fund balance, subject to any pending journal entries, is \$795,994.

PERIOD ENDING 03/31/2017

ADA TOWNSHIP DDA

INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2017 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	38,987.00	1,773.33	41,432.82	(2,445.82)	106.27	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	400.91	599.09	40.09	0.00
Total Dept 000.000		39,987.00	1,773.33	41,833.73	(1,846.73)	104.62	0.00
Dept 020.000-TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	325,006.00	43.84	322,848.59	2,157.41	99.34	0.00
248-020.000-423.000	TAXES: IFT	23,574.00	0.00	23,573.86	0.14	100.00	0.00
Total Dept 020.000-TAXES		348,580.00	43.84	346,422.45	2,157.55	99.38	0.00
Dept 028.000-FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,015.00	0.00	500.00	515.00	49.26	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	0.00	9,355.00	(355.00)	103.94	0.00
248-028.000-694.002-FRM MKT 12-1	SALES	500.00	0.00	40.00	460.00	8.00	0.00
Total Dept 028.000-FARMER'S MARKET		10,515.00	0.00	9,895.00	620.00	94.10	0.00
TOTAL REVENUES		399,082.00	1,817.17	398,151.18	930.82	99.77	0.00
Expenditures							
Dept 170.000-DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	19,188.00	1,538.20	19,837.30	(649.30)	103.38	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,190.00	91.29	1,179.72	10.28	99.14	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	278.00	21.36	275.97	2.03	99.27	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	1,919.00	153.81	1,983.79	(64.79)	103.38	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	210.00	268.38	3,495.17	(3,285.17)	1,664.37	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	3,800.00	987.38	1,872.40	1,927.60	49.27	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,080.00	170.88	3,195.66	(1,115.66)	153.64	0.00
248-170.000-800.000	CONTINUING EDUCATION	200.00	0.00	0.00	200.00	0.00	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	8,025.00	11,868.39	42,487.66	2,537.34	94.36	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	0.00	600.00	8,025.00	(8,025.00)	100.00	0.00
248-170.000-820.000	MEMBERSHIP & DUES	100.00	0.00	125.00	(25.00)	125.00	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
248-170.000-828.000	LEGAL SERVICES	0.00	3,419.25	3,419.25	(3,419.25)	100.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	110.00	0.00	0.00	110.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	100.00	0.00	0.00	100.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	0.00	0.00	1,300.00	(1,300.00)	100.00	0.00
Total Dept 170.000-DDA OPERATIONS/CONSTRUCTION		37,525.00	19,118.94	87,196.92	(12,671.92)	117.00	0.00
Dept 211.000-LEGAL & ACCOUNTING							
248-211.000-828.000	LEGAL SERVICES	0.00	2,246.50	2,246.50	(2,246.50)	100.00	0.00
Total Dept 211.000-LEGAL & ACCOUNTING		0.00	2,246.50	2,246.50	(2,246.50)	100.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 03/31/2017

ADA TOWNSHIP DDA  
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2017 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Dept 440.000-PUBLIC WORKS							
248-440.000-808.000		0.00	0.00	16,000.00	(16,000.00)	100.00	0.00
248-440.000-974.000	INFRASTRUCTURE IMPROVEMENTS	0.00	0.00	3,000.00	(3,000.00)	100.00	0.00
Total Dept 440.000-PUBLIC WORKS		0.00	0.00	19,000.00	(19,000.00)	100.00	0.00
Dept 900.000-OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	15.73	188.64	(188.64)	100.00	0.00
Total Dept 900.000-OTHER TOWNSHIP EXPENSES		0.00	15.73	188.64	(188.64)	100.00	0.00
TOTAL EXPENDITURES		37,525.00	21,381.17	108,632.06	(34,107.06)	145.77	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		399,082.00	1,817.17	398,151.18	930.82	99.77	0.00
TOTAL EXPENDITURES		37,525.00	21,381.17	108,632.06	(34,107.06)	145.77	0.00
NET OF REVENUES & EXPENDITURES		361,557.00	(19,564.00)	289,519.12	35,037.88	89.20	0.00
BEG. FUND BALANCE		506,475.23		506,475.23			
END FUND BALANCE		868,032.23		795,994.35			

PERIOD ENDING 03/31/2017

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2017 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	1,015.00	0.00	500.00	515.00	49.26	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	0.00	9,355.00	(355.00)	103.94	0.00
248-028.000-694.002-FRM MKT 12-1	SALES	500.00	0.00	40.00	460.00	8.00	0.00
Total Dept 028.000-FARMER'S MARKET		10,515.00	0.00	9,895.00	620.00	94.10	0.00
TOTAL REVENUES		10,515.00	0.00	9,895.00	620.00	94.10	0.00
Expenditures							
Dept 170.000-DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,080.00	170.88	3,195.66	(1,115.66)	153.64	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	0.00	600.00	8,025.00	(8,025.00)	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
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	100.00	0.00	0.00	100.00	0.00	0.00
Total Dept 170.000-DDA OPERATIONS/CONSTRUCTION		2,505.00	770.88	11,220.66	(8,715.66)	447.93	0.00
TOTAL EXPENDITURES		2,505.00	770.88	11,220.66	(8,715.66)	447.93	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		10,515.00	0.00	9,895.00	620.00	94.10	0.00
TOTAL EXPENDITURES		2,505.00	770.88	11,220.66	(8,715.66)	447.93	0.00
NET OF REVENUES & EXPENDITURES		8,010.00	(770.88)	(1,325.66)	9,335.66	16.55	0.00

**ADA FARMERS' MARKET**  
**2017 SEASON REVENUE, EXPENSE AND NET INCOME**  
**3/31/17**

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/17
		Total Revenues and Expenditures, 4/1/16 to 1/31/17	\$9,895.00	\$10,344.78	\$12,686.40	
248.170.801	02/06/17	Market Master Services - January, 2017		\$105.00	\$12,581.40	-\$105.00
248.170.740	3/03/17	Internet Services- 1&1, Inc.		\$68.13	\$12,513.27	-\$173.13
248.170.801	3/21/17	Market Master Services - February, 2017		\$150.00	\$12,363.27	-\$323.13
248.170.801	3/31/17	Market Master Services - March, 2017		\$450.00	\$11,913.27	-\$773.13
248.170.740	3/31/17	Vendor Kickoff Event, Supplies		\$102.75	\$11,810.52	-\$875.88
Total, 2017 Season, beginning 2/1/17			\$0.00	\$875.88		-\$875.88
Total, Fiscal YTD, beginning 4/1/16			\$9,895.00	\$11,220.66		-\$1,325.66