



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JUNE 10, 2019 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. Approval of Minutes of May 13 meeting
- IV. Approval of Payables
 - a. Seyferth PR March, April & May Invoices, Event Planning Services
- V. Award of On-street and Off-street Public Parking Striping Project
- VI. Reports and Communications
 - a. Status of Legacy Park Construction
 - b. Amy Van Andel Library and Community Center Update
 - c. Beers at the Bridge Update
 - d. DDA Financial Report, 5/31/19
- VII. Board Member Comment
- VIII. Public Comment
- IX. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 13, 2019 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Chairperson, Bowersox.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Walt VanderWulp, Dawn Marie Coe, Ted Wright, Margaret Idema, Devin Norman, Justin Knapp

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer, Adina Winczewski, Administrative Assistant

PUBLIC PRESENT: 1 Member

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF APRIL 8 AND APRIL 8 SEMI-ANNUAL INFORMATIONAL MEETING

It was moved by Haga, seconded by Harrison, to approve the minutes of the two April 8th meetings as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

a. SANISWEEP 4/10/19 INVOICE, STREET SWEEPING SERVICES

Hilbrands stated this invoice is for street sweeping that took place after the snow melted. Street sweeping is completed 2-3 times per year.

It was moved by Norman, seconded by Harrison, to approve the 4/20/19 invoice as presented. Motion passed unanimously.

V. APPROVAL OF RFP FOR STRIPING OF ON-STREET AND OFF-STREET PUBLIC PARKING

Norman, Wright and Idema inquired about deterioration of the stripes over time. Haga stated the stripes deteriorated last time because of environmental issues and the type of paint that was used. VanderWulp suggested contacting the Kent County Road Commission and finding out what kind of paint they use for center-line striping.

It was moved by Norman, seconded by Haga, to approve the Request for Proposal for striping of on-street and off-street public parking subject to separating the bill to the different departments for whom they are responsible for. Motion passed unanimously.

VI. REVIEW AND COMMENT ON ADA DRIVE SNOWMELT ESTIMATE

Hilbrands presented a basic estimate prepared by the Township Engineers for installing a snowmelt system on Ada Drive. The total cost of the project would be \$400,000 which would include the brick work already planned. Hilbrands asked the Board if they would like to continue pursuing the snowmelt system or only complete the \$100,000 brick work that was budgeted for this year.

VanderWulp stated he would like to know the lifespan of the snowmelt system. He inquired how much is being spent currently on sidewalk snow removal. Hilbrands stated the DDA had \$17,000 budgeted this year, however, it was for the entire village and not just Ada Drive. VanderWulp stated that it would take quite a few years to pay back but in the long run, from a safety standpoint, snowmelt is the way to go.

Norman inquired about the efficiency of bricks over concrete for snowmelt systems. Haga stated we do not know the efficiency part yet. The Township Engineer will need to talk to the contractor and find that out.

Haga stated another thing to think about is where the boilers for these systems would be placed. Hilbrands stated a boiler would need to be placed on each side of the street. They would need to talk to the businesses affected and investigate further.

After further discussion, the Board agreed that more information is needed.

It was moved by Norman, seconded by Harrison, to postpone a majority of the brickwork on Ada drive until more details are presented on a village sidewalk snowmelt system for the entire Village. Motion passed unanimously.

VII. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Hilbrands presented final renderings of the amphitheater. Construction should begin this summer. A park dedication naming event is scheduled for May 23, 2019.

b. Community Center/Library Building Update

Hilbrands reviewed renderings and final project budget update for the community center/library as presented in the board packets. These renderings and changes go to the Township Board at tonight's board meeting for approval. The largest change is the removal of the performance area on the first floor. That area is now being viewed as an "add alternate". That area has been taken out until additional funding is found to fund that additional space.

VanderWulp stated he thought the community space in the library was the main reason for this project.

Hilbrands stated the building as-is has a budget of \$12 million and we still need \$1.2 million. The performance area on the first floor is still on the table if we can acquire funds.

Idema stated she feels that expectations from people who have already donated to this project is that they want to see a community center. This does not have a lot of space devoted to community except for one room on the second floor.

Norman stated we need to remember that this project started out as a community center first and the library idea came along later.

Harrison asked Haga if similar thoughts are being expressed within the Township Board. Haga stated this item is on the agenda for tonight's Township Board meeting and the thoughts expressed from the DDA will be shared.

Harrison stated that moving the location of the building and changing the design of the building added to the cost of the project which contributed in the elimination of the community space.

Idema asked what the courtyard could be used for and expressed concern of only being able to use it a few months out of the year due to Michigan weather. Hilbrands stated that there could be seating in the courtyard and opportunities for programming in the summer months. Haga stated community events could take place in the courtyard.

Norman stated the courtyard is a nice design feature but is it taking away from one of the initial motivators for building this community center/library?

Harrison noted that the performance area does not have adequate storage space. There needs to be enough space to store tables and chairs.

Norman noted that Cascade is currently talking about either spending money or raising money to add on to their community center because they see a demand for a larger space for community functions.

VanderWulp stated that we ultimately need a community space bigger than what is being proposed.

Wright asked if there have been any discussions during the design process regarding Cascade's need to increase their community space? Haga stated this is the first he has heard of Cascade increasing their community space.

Harrison stated that a lot of the meeting summaries the DDA receives, notes the presence of KDL in the planning sessions. Other than particular Township officials, it seems KDL is driving the design elements of this project, which is a well-designed library.

Norman stated that it should be known that the DDA is very concerned that the community center is not an integral part of the project. The community space is at least as important as everything else in the building. The community space was one of the main reasons for going down this path a few years ago.

VanderWulp and Norman expressed concerns for "fundraising burnout," stating that if the community center is not built into the project from the start, it may never happen.

Wright asked who, from the DDA, sits with KDL when making decisions. Hilbrands stated Haga, Bowersox and Harrison are on the larger building committee but they have not met for some time. Hilbrands stated that Supervisor Haga and Planning Director, Ferro, are in a lot of smaller meetings as well.

Harrison stated he has not been involved in any meetings that concluded that the community center should be an add-on.

Wright asked if there would be times when the entire library could be used for community events. Haga stated that is a possibility.

c. 2019 Ada Classic Criterium

Hilbrands stated Ada hosted this bicycle race 8-10 years ago. It is returning June 15th between 11:00 A.M. – 7:00 P.M. The Township Board approved the road closures at their last board meeting.

VanderWulp asked why the DDA has not been informed of this race prior to today. Hilbrands stated this event came up fairly recently. It was mistakenly not included in the last DDA board packet.

VanderWulp stated events like these are very disruptive to downtown businesses such as his, especially those without ingress/egress access. He stated he does not have a problem with bike racing but feels it should not shut down the village. He asked how many people are expected to come to this event. Hilbrands stated he does not know.

Haga stated this event brings in a large crowd and that is what we want to see in the village, much like Beers at the Bridge. The bike race organizers presented to the Township Board and covered public concerns regarding access and traffic control. The Sheriff's department will be on-hand for assistance.

VanderWulp inquired about extra parking for overflow vehicles and suggested opening up some of the grassy areas on Headley for parking.

Wright stated this is a great event that he enjoys to watch, however, it is important that the organizers reach out to all the businesses. They should communicate to the Ada Business Association. Harrison agreed, stating that perhaps the local businesses could be promoted in the race promotions.

VanderWulp stated he truly feels this event should have gone through the DDA first because it is within the DDA district. Norman stated the race organizers went to the Township first because the Township needs to approve the road closures. To go to the DDA first, there needs to be a process where a Township person tells the organizer to contact a DDA point person to work out the details and then they go to the Township Board for approval.

VanderWulp left at 9:05 A.M.

Coe agreed, if an event is coming through the DDA district, the DDA should be made aware of it from the start.

d. Beers at the Bridge Sponsorship Information

Hilbrands stated the Banner sponsorship has sold out with a limit of 20 sponsors. There are 3 Grub sponsorships spoken for and he would like to get 1 more. Gravel Bottom Brewery is the title sponsor this year.

Coe asked if the Ada Business Association solicits business sponsorships for this event. Hilbrands stated their executive director usually includes the sponsorship form in their email communications. Coe stated there is an ABA meeting this Thursday. Hilbrands stated he will remind the executive director to send the sponsorship form with the meeting information.

e. DDA Financial Report, 4/30/19

Hilbrands reviewed the financial report as presented in the board packets. Noted was income from the Farmers' Market and early expenses for Beers at the Bridge.

VIII. BOARD MEMBER COMMENT

Idema stated she receives lots of inquiries from people wondering what types of businesses are coming into the new buildings. She hopes there will be retailers coming in for more shopping opportunities.

Wright asked if the developers for the new buildings are considering parking when bringing in new tenants. Haga stated the Planning Commission reviews parking during the site plan review process.

Norman asked if there is an update from the Kent County Road Commission regarding Thornapple River Drive. Haga stated they will be working on the road, from the bridge to Cascade Road, but he does not have a date.

Norman asked who is responsible for the streetlights and stated that there are several lights that are tipped, and, the light schedule is not consistent with all the lights. Haga took note of Norman's comments.

Harrison thanked Haga and Hilbrands for representing the views expressed at today's board meeting. Harrison thanked Hilbrands for his work and stated that he continues to be impressed by how he handles the DDA's issues.

IX. PUBLIC COMMENT

There were no public comments.

Meeting was adjourned at 9:20 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs: aw



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

INVOICE

Ada Township
7330 Thornapple River Dr SE
Ada, MI 49301

March 31, 2019
Invoice Number 83467

	<u>Amount</u>
Beers at the Bridge June	<u>\$1,195.62</u>
Total Professional Services	<u>\$1,195.62</u>

TERMS: NET DUE 30 DAYS



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

MEMORANDUM

TO: Brian Hilbrands, Ada Township DDA

CC: Kevin Moran, Ada Township DDA

FROM: Jory Little/ Eileen McNeil, SeyferthPR

DATE: June 5, 2019

SUBJECT: Invoice for March Public Relations Services

Please find enclosed the invoice for SeyferthPR's March PR services. This covers the budgeted planning and account management for the June Beers at the Bridge event including:

- Vendor relations for fencing, tenting, restrooms, etc.
- Meetings, updates and strategic counsel with Amway, Ada Township, Ada DDA and BATB Committee.
- BATB sponsorship management and coordination of mailing.
- Sponsorship committee updates
- Band contracts and correspondence
- Work with Ada Parks Director on setup plan
- Research on vendors and pricing for sustainability

Please feel free to contact me if you have any questions or changes needed.



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

INVOICE

Ada Township
7330 Thornapple River Dr SE
Ada, MI 49301

April 30, 2019
Invoice Number 83653

	<u>Amount</u>
Beers at the Bridge June	
Professional Services	\$640.00
Out-of-Pocket Expenses	<u>\$162.82</u>
Total Professional Services & Out-of-Pocket Expenses	<u>\$802.82</u>

TERMS: NET DUE 30 DAYS



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

MEMORANDUM

TO: Brian Hilbrands, Ada Township DDA

CC: Kevin Moran, Ada Township DDA

FROM: Jory Little/Eileen McNeil, SeyferthPR

DATE: June 5, 2019

SUBJECT: Invoice for April Public Relations Services

Please find enclosed the invoice for SeyferthPR's April PR services. This covers the budgeted planning and account management for the June Beers at the Bridge event including:

- Development and coordination of presenting sponsorship opportunity
- Updates and strategic counsel with Amway, Ada Township and BATB Committee
- Management and coordination of volunteer sponsorship opportunity with Edward Jones and Ada Township
- Outreach to businesses for BATB sponsorships
- Meeting to discuss presenting sponsorship opportunity and growth
- Coordination and management of event on tent quantity, jockey box purchasing, and other rental services
- Updates to fencing and footprint layout
- Communications and management of musical talent
- Coordination of jockey box purchase for use at BATB events

Please feel free to contact me if you have any questions.



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

INVOICE

Ada Township
7330 Thornapple River Dr SE
Ada, MI 49301

May 31, 2019
Invoice Number 83713

	<u>Amount</u>
Beers at the Bridge June	
Professional Services	\$141.25
Out-of-Pocket Expenses	<u>\$379.40</u>
Total Professional Services & Out-of-Pocket Expenses	<u>\$520.65</u>

TERMS: NET DUE 30 DAYS



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

MEMORANDUM

TO: Brian Hilbrands, Ada Township DDA

CC: Kevin Moran, Ada Township DDA

FROM: Jory Little/Eileen McNeil, SeyferthPR

DATE: June 5, 2019

SUBJECT: Invoice for May Public Relations Services

Please find enclosed the invoice for SeyferthPR's May PR services. This covers the budgeted planning and account management for the June Beers at the Bridge Event.

- Beers at the Bridge
 - Development and management of volunteer outreach documents and website
 - Updates and strategic counsel with Amway, Ada Township and BATB Committee
 - Outreach to businesses for BATB sponsorships
 - Site visit with fencing supplier to ensure proper dimensions for event footprint
 - Graphic design support for promotional materials and coordination and graphic layout of custom cup order

Please feel free to contact me if you have any questions or changes needed.



MEMORANDUM

Date: 6/5/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Quotes for Public Parking Striping

Following is a summary of the quotes requested and received in response to the RFP for striping of on-street and off-street public parking:

Bids Requested From	Price Quote Received:
Shoreliners, Grand Rapids, MI	\$1,200.00
Midwest Asphalt Maintenance, Rockford, MI	\$1,712.00
Harding Enterprises, Lowell, MI	\$3,450.00
Advanced Pavement Marking, West Olive, MI	Did not submit a quote
Greg Hewitt Lot Striping, Lowell, MI	Unable to bid at this time

The cost for striping work will be split between three departments: DDA, Parks & Rec, and the Fire Department. The cost split will be based on the number of parking spots and striped no-parking areas assigned to each department, similar to what was one in 2017. With a total of 312 parking spaces and no-parking areas, the cost breakdown will be as follows:

Department	# of spaces/no-parking areas	Approximate Cost
DDA	125	\$480.77
Fire Department	23	\$88.46
Parks & Rec	164	\$630.77

Shoreliners performed striping work for the Township and DDA in 2017, and it was reported by staff that the work went well at that time. Staff will work with the Township to receive approval for their portions of the project cost. It is recommended that Shoreliners, the low price quote, be selected to do the work.

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR BIDS
STRIPING OF ON-STREET AND OFF-STREET PUBLIC PARKING**

May 14, 2019

The Ada Township Downtown Development Authority (DDA) is soliciting bids for re-striping of on-street and off-street public parking spaces in the Ada Village area.

Deadlines for bid submittal, contract award and project completion are as follows:

Bid Submittal Deadline/Bid Opening:	Thursday, May 30, 2019, 11:00 a.m.
Contract Award Date:	Monday, June 10, 2019
Required Completion Date:	Completion of all work: Saturday, July 27, 2019

Attached are the project specifications and bid form for the proposed project.

Please direct any questions to:

Brian Hilbrands, DDA Coordinator
Ada Township
PO Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301

616 676-9191, Ext. 25
bhilbrands@adatownshipmi.com

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
SPECIFICATIONS FOR
PARKING AREA STRIPING
May 14, 2019**

1. Summary of the Striping Work:

Restriping of approximately 288 parking spaces, including barrier-free spaces and markings, and 24 diagonal-striped no parking areas, in the following locations:

- a. Ada Township Park, 1180 Buttrick Drive SE, Ada, MI – 2 parking lots off Grand River Drive – 123 spaces, including marking of 6 barrier-free spaces.
- b. Leonard Field Park, 7490 Thornapple River Drive SE, Ada, MI – 41 spaces, including marking of 2 barrier-free spaces.
- c. Fire Station 1, 6990 Fulton St E, Ada MI – 23 spaces, including marking of 2 barrier-free spaces.
- d. Headley St. by State Farm and River Valley Credit Union – 10 parallel spaces.
- e. Headley St. between Fulton St. and Ada Dr. – 49 parallel spaces, 22 diagonal-striped no parking zones of 7' x 8', 2 diagonal-striped no parking zones of 7' x 20'.
- f. Ada Dr, between Bronson St. and Thornapple River Dr. – 18 parallel spaces.
- g. Thornapple River Dr., between Ada Drive and Teeple St. – 24 parallel spaces.

2. Special provisions for Ada Township Park parking areas, at 1180 Buttrick Drive SE, and Leonard Field Park, 7490 Thornapple River Drive:

a. Eight (8) barrier-free parking spaces in the parking areas of Ada Township Park and Leonard Field Park are to be striped according to current ADA-compliant dimensions, including painted barrier-free symbol approximately 4' x 4' in each space, and cross-hatching of aisles, all in ADA-compliant blue paint. The size of the accessible parking wheelchair symbol painted on the 4 accessible parking spaces may vary from the 4' x 4' dimensions, based on the size of the stencils you have available.

b. Date and time of striping work at Ada Township Park and Leonard Field Park shall be subject to approval by the Township, in consultation with the Ada Parks Department.

3. Special provisions for Fire Station 1 parking area at 6990 Fulton St E:

a. Two (2) barrier-free parking spaces at Fire Station 1 are to be striped according to current ADA-compliant dimensions, including painted barrier-free symbol approximately 4' x 4' in each space, and cross-hatching of aisles, all in ADA-compliant blue paint. The size of the accessible parking wheelchair symbol painted on the 4 accessible parking spaces may vary from the 4' x 4' dimensions, based on the size of the stencils you have available.

b. Date and time of striping work at Fire Station 1 shall be subject to approval by the Township, in consultation with the Ada Township Fire Department.

4. Special provisions for all parallel spaces:

- a. Parallel space striping shall extend from the curb and be crossed with a "T" at the end of the stripe, extending 1 foot in both directions. A parallel space at the end of a row will be striped with an "L" extending one foot into the space.

5. Preparation

- a. Contractor must provide a qualified technician to supervise equipment and application of marking. Layout markings using guide lines, templates and forms. Stencils and templates shall be professionally made to industry standards. "Free hand" painting of arrows, symbols, or line work shall not be allowed.
- b. Thoroughly clean all surfaces free of dirt, sand, gravel, oil and other foreign matter.
- c. Protect adjacent curbs, walks, fences, and other items from receiving paint.

6. Materials & Equipment

- a. Sealmaster high performance 100% acrylic emulsion striping paint or equal.
- b. Colors – standard parking spaces: traffic white; barrier-free spaces: blue
- c. Contractor must use a commercial compressed air spray striping machine capable of applying an even coating at the manufacturer's recommended thickness in an even width across the stripe and curb surface or a commercial airless spray striping machine capable of applying an even thickness in an even width across the stripe and curb surface.

7. Application

- a. Apply marking paint in dry weather when pavement and atmospheric temperatures are fifty (50) degrees F. or above (or mfg. Specification) and are anticipated to remain above fifty (50) degrees F. for four (4) hours after completing application.
- b. Apply marking paint at a rate of one (1) gallon per three to four hundred (300-400) lineal feet of four (4) inch wide stripes. (Or to mfg. Specifications).
- c. Width of applied striping shall be four (4) inches.
- d. Apply stripes straight and even.

8. Protection

- a. Barricade or cone marked areas during installation and until the marking paint is dried and ready for traffic.

9. Insurance Requirements

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

General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker's compensation limits of \$100,000/500,000/100,000 umbrella limit of \$1,000,000.

**PROPOSAL TO
ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
FOR
STRIPING OF ON-STREET AND OFF-STREET PUBLIC PARKING**

Proposals to be received until Thursday, May 30, 2019, 11:00 a.m. at:

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

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

Amount of Bid: \$ 1,200

In submitting this Proposal, it is understood that the right is reserved by the DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for forty-five (45) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA will award this Contract at the meeting of June 10, 2019.

The undersigned agrees to complete striping of all work as provided in the bid specifications on or before Saturday, July 27, 2019.

SHORELINERS STRIPING

* Name of Company

2140 HIGHLANDER DR SE

* Address

GRANDRAPIDS MI 49508

* City State Zip

616-536-1985

* Phone

JAMES SCARPACE - OWNER

* Name and Title of Signatory

[Signature]

Signature

5/20/19

* Date

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

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

* Printed or typewritten



10365 Northland Dr. N.E.
Rockford, MI 49341-9730
(616) 866-2228
(616) 866-2289 Fax

PROPOSAL

DATE	ESTIMATE NO.
5/24/2019	27975

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

**Celebrating
our
50th
Anniversary
1969-2019**

ESTIMATOR	Phone #	Fax #
RCC	676-9191x25	

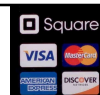
visit us at www.midwestasphalt.com

russ@midwestasphalt.com

DESCRIPTION	TOTAL
Re-stripe as per summary of striping work using a setfast traffic paint in appropriate colors.	1,712.00

AUTHORIZED COMPANY SIGNATURE: Russ Chadwick	DUE TO UNSTABLE MATERIAL AND FUEL PRICES THIS PROPOSAL IS VALID FOR 15 DAYS FROM ABOVE DATE	TOTAL \$1,712.00 By signing and dating this proposal, you agree to the terms and conditions on the reverse side.
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Please add 3% administrative fee for all credit card payments



X _____

MIDWEST ASPHALT MAINTENANCE, INC. TERMS & CONDITIONS

1. **Entirety:** This agreement contains the entire agreement of the parties hereto and shall supersede all previous oral and written agreements and all contemporaneous negotiations, commitments and understandings. This agreement may be modified only by written instrument duly executed by each party hereto.
2. **Thickness:** All descriptions of paving thickness in this proposal are referred to as average thickness. Variation in sub-base and technical limitation may result in variation in thickness. We warrant sufficient material will be used on the project to result in the average thickness stated.
3. **Property Lines:** The Customer shall establish and designate property lines and shall be obligated to pay for work performed as ordered in the event said work results in trespass on other property. Customer shall also be responsible for any damage caused by the owner of such other property.
4. **Delays:** Contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of Contractor. The contractor shall complete the project as weather and schedule permit.
5. **Permits:** Customer shall acquire and pay for any and all permits or assessments if they are required. Upon acceptance, a legal description of the property improvement and/or a notice of Commencement shall be provided to contractor prior to start of work.
6. **Wet or Unstable Grade:** No materials will be placed on wet or frozen sub-grade. A suitable sub-grade is a condition precedent to the requirement of performance of this contract.
7. **Reproduction Cracks:** When re-surfacing concrete, brick or asphalt pavements, Contractor is not responsible for the reproduction of cracks or expansion joints which occur.
8. **Minimum Grade:** Contractor reserves the right to refuse to construct a pavement unless minimum grade of 1% are possible for surface drainage. If Customer directs construction with less than a minimum grade of 1%, it is understood that waterponding may occur and that no warranty attaches to the work as to satisfactory surface drainage. Depressions over ¼ inches will be filled.
9. **Underground Structures:** It is Customer's responsibility to advise Contractor of the existence and location of all underground structures such as sewers, water and gas line, etc. which might be encountered by Contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering same, or otherwise, shall be paid by Customer.
10. **Soil Conditions:** Should any unusual conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Customer.
11. **Tree Roots:** Contractor shall not be responsible for damage to trees occasioned by the removal of tree roots in preparing the roadbed, nor shall Contractor be obligated to remove damaged or destroyed trees.
12. **Timely Payment:** As stated, payment in full is due upon completion of the job. Interim billings for partial performance are due and payable thirty (30) days after presentment of said billings. Customer agrees to pay interest at the rate of 1 1/2% per month on any amount due Contractor with said interest to start accruing thirty (30) days after presentation to Customer of a billing for work performed and/or expenses incurred by Contractor. This interest is an annual rate of 18%. Contractor may, upon written notice to Customer, terminate this contract when for a period of five (5) days after payment is due, as provided herein, Customer fails to make said payment or payments. On such termination, Contractor may recover from Customer payment for all work completed and for any loss sustained by Contractor for materials, etc., to the extent of actual loss thereon, plus loss on a reasonable profit.
13. **Unit Prices:** The quantities and units stated in this proposal are estimates and unless otherwise stated, this is a unit price proposal. Actual 'as built' quantities shall be paid for at their respective unit prices.
14. **Acceptance:** The paving shall be deemed accepted by Customer at such time as the paving is opened for travel and parking. If for any reason the wearing course is not placed prior to opening to the public, Customer shall be responsible for the cost of repair.
15. **Hidden Objects:** Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne by Customer and the Contractor shall be reimbursed accordingly. Contractor assumes no responsibility for discovery or removal of materials that may be contaminated or hazardous.
16. **Zoning Requirement / Other Regulations:** Contractor assumes no responsibility for determining whether Customer has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, Customer shall, nevertheless, be obligated to pay for the work as ordered.
17. **Stockpiling Materials:** Contractor shall be permitted to stock pile materials and park equipment necessary to the performance of the work, on the Customer's property adjacent to the site of the work, without cost.
18. **Carports:** Asphalt paving must be placed prior to the building of carports or the placing of asphalt curb.
19. **Force Majeure:** Contractor shall not be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockade, embargo, labor dispute, strike, or lockout. Customer will not have a right to terminate this Agreement in such circumstances.
20. **Legal Fees:** If Contractor enforces its rights under this agreement, or defends itself in any lawsuit arising from this agreement, Contractor has the right to collect, and Customer agrees to pay, all costs of enforcement or defense, including but not limited to attorney's fees and costs, and all other costs incurred in the enforcement of Contractor's rights.
21. **Venue:** Customer agrees that in the event of a dispute between Customer and Contractor, venue is proper in Kent County, Michigan.
22. Any black dirt and seeding needed, to be done by property owner.

MAINTENANCE GUARANTEE

This pavement is guaranteed against failure due to improper workmanship or materials for a period (1) year after construction unless otherwise stated herein. Use of a pavement for a purpose other than the disclosed and intended use, or by heavier traffic than disclosed will void this guarantee. It is understood that this guarantee does not cover damage caused by intentional or accidental excavation, fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse. Failure of the Customer to conform to the requirements of timely payment as stipulated in the Terms & Conditions will void this guarantee. This guarantee does not apply to first or intermediate stages of construction. Asphalt bases are not guaranteed. This guarantee starts when the final wearing surface is placed and the pavement structure is brought up to full design strength.

**PROPOSAL TO
ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
FOR
STRIPING OF ON-STREET AND OFF-STREET PUBLIC PARKING**

Proposals to be received until Thursday, May 30, 2019, 11:00 a.m. at:

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

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

Amount of Bid: \$ 3,450.⁰⁰

In submitting this Proposal, it is understood that the right is reserved by the DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for forty-five (45) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA will award this Contract at the meeting of June 10, 2019.

The undersigned agrees to complete striping of all work as provided in the bid specifications on or before Saturday, July 27, 2019.

Harding Enterprises

* Name of Company

12895 Jordan Meadows


* Address

Lowell, MI 49331

* City State Zip

Mike Harding, Owner

* Name and Title of Signatory



Signature

616-897-6820

* Phone

5-23-19

* Date

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

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

* Printed or typewritten

BATB 2019 Sponsors							
Business:	Date Received	Sponsor Level	Event	Address:	City	Zip	Contact Name:
5/3 Bank	5/2/2019	Banner		475 Ada Dr	Ada	49301	Lesa Smigiel
Ada Conservatory of Music	4/22/2019	Banner		8100 Fulton St E	Ada	49301	Jordan Waller
Ada Hills Family Dentistry	4/5/2019	Banner		6739 E. Fulton St. Suite D-20	Ada	49301	Lindsey Vogl
AIC Insurance Services	4/2/2019	Banner		7275 Bronson St SE	Ada	49301	Mark Vickery
Dan Carter Advisors CPA PLC	4/8/2019	Banner		396 Pettis Ave SE Suite 200	Ada	49301	Dawn Carter
DMC Design LLC	4/15/2019	Banner		523 Ada Dr SE	Ada	49301	Dawn Marie Coe
Erhardt Construction	4/8/2019	Banner		6060 Fulton St E	Ada	49301	Mackenzie Klahr
Frattallone Wealth Management Group	4/5/2019	Banner		6300 Fulton St E	Ada	49301	Sylvia Frattallone
Hilbrands Landscape Management	4/16/2019	Banner		4823 E Fulton	Ada	49301	David Hilbrands
In Motion Studio	4/22/2019	Banner		583 Ada Dr Ste 102	Ada	49301	Kerry Foley
JH Realty Partners	4/24/2019	Banner/Promo	June	545 Ada Dr	Ada	49301	Jacob Heglund
Lucas howard Group	5/10/2019	Banner		4804 Cascade Rd SE	Grand Rapids	49546	Amanda Strome
Norman Family Dentistry	4/18/2019	Banner		519 Ada Dr, Suite A	Ada	49301	Katie Fish
Paul Ortez - State Farm Agent	4/4/2019	Banner		7175 Headley St SE, PO Box 154	Ada	49301	Paul Ortez
Pennell CPA	5/7/2019	Banner		4095 Embassy Drive SE, Suite A	Grand Rapids	49546	Jennifer Pennell
River Valley Credit Union	4/8/2019	Banner		7177 Headley St SE, PO Box 493	Ada	49301	Alisha Jones
RRR Lawn and Landscape	5/7/2019	Banner		6757 Cascade Rd SE, Ste 121	Grand Rapids	49546	Nikki Riebel
Veenstra's LLC	5/8/2019	Banner		7058 Fulton St E	Ada	49301	Jason Veenstra
Village Kids Consignment Boutique	4/11/2019	Banner		6739 Fulton St E	Ada	49301	Karen Barritt
Wausau Homes - Ada	4/25/2019	Banner		6739 Fulton St E, Ste D-10	Ada	49301	Michael Nosko
Fence Consultants of West Michigan	5/24/2019	Bridge	All	615 Eleventh St NW	Grand Rapids	49504	Nicole Schelling
Union Bank	5/24/2019	Cup		523 Ada Drive #102	Ada	49301	Clark Crookshanks
Ada Fresh Market	5/22/2019	Grub		444 Ada Drive SE	Ada	49301	Dawn Bredeweg
Jamnbean	4/4/2019	Grub		590 Ada Drive SE	Ada	49301	Doug Lee
The Ada Village General Store	5/16/2019	Promo	June	7430 River St SE	Ada	49301	Jen Welles
All Weather Seal	4/15/2019	Promo	All	319 E Main St	Lowell	49331	Megan McGuire
Dogtopia of Grand Rapids	5/24/2019	Promo	July, Aug	2321 E Beltline Ave NE, Ste H	Grand Rapids	49525	Tim Parker
Godwin Hardware & Plumbing	5/16/2019	Promo	All	577 Ada Drive SE	Ada	49301	Bob Weiland
Mercy Health (no promotion/marketing)	5/1/2019	Promo	All	200 Jefferson Ave SE	Grand Rapids	49503	Michelle Hinshaw
Smart Home Solutions GR	5/22/2019	Promo	June	1725 Mont Rue Dr SE	Grand Rapids	49546	Chris DeYoung
Russell Law Firm, P.C.	5/8/2019	Promo	All	2040 Raybrook Ave SE; Suite 204	Grand Rapids	49546	Brett Allen
Woodland Family Chiropractic	5/18/2019	Promo	June	3682 29th St SE Suite A	Kentwood	49512	Lauryn Kline
Edward Jones	4/25/2019	Volunteer		6739 E Fulton St. SE, Suite B-20	Ada	49301	Laura Morrison



MEMORANDUM

Date: 6/5/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 5/31/19

Significant DDA financial activity during May included the following:

- \$560.00 in operating supplies/services includes payment to Sanisweep for street sweeping services.

With respect to the Farmers' Market, the Market has net positive income to date of \$1,481.28 for the 2019 season. Revenues to date total \$3,455.00.

With respect to Beers at the Bridge, the event has net positive income to date of \$12,091.62 for the 2019 season. Revenues to date total \$14,100.

PERIOD ENDING 05/31/2019							
ADA TOWNSHIP DDA INCLUDING FARMERS' MARKET							
GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES: DDA AD VAL	28,725.00	0.00	0.00	28,725.00	0.00	0.00
248-000.000-665.000	INTEREST REVENUE	4,000.00	0.00	0.00	4,000.00	0.00	0.00
Total Dept 000.000		32,725.00	0.00	0.00	32,725.00	0.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	314,543.00	0.00	0.00	314,543.00	0.00	0.00
248-020.000-423.000	TAXES: IFT	23,375.00	0.00	0.00	23,375.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	0.00	121,000.00	0.00	0.00
Total Dept 020.000 - TAXES		458,918.00	0.00	0.00	458,918.00	0.00	0.00
Dept 026.000 - CONTRIBUTIONS							
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	74,476.00	5,400.00	14,100.00	60,376.00	18.93	0.00
248-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES	56,290.00	0.00	0.00	56,290.00	0.00	0.00
Total Dept 026.000 - CONTRIBUTIONS		130,766.00	5,400.00	14,100.00	116,666.00	10.78	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-028.000-694.001	REGISTRATIONS	10,600.00	0.00	0.00	10,600.00	0.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	0.00	2,030.00	3,455.00	(3,455.00)	100.00	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	2,030.00	3,455.00	8,145.00	29.78	0.00
TOTAL REVENUES		634,009.00	7,430.00	17,555.00	616,454.00	2.77	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	261,065.00	0.00	0.00	261,065.00	0.00	0.00
Total Dept 000.000		261,065.00	0.00	0.00	261,065.00	0.00	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	42,407.00	6,043.99	10,033.84	32,373.16	23.66	0.00
248-170.000-704.001	WAGES - SUPPORT	8,406.00	0.00	0.00	8,406.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,150.00	368.22	611.10	2,538.90	19.40	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	737.00	86.13	142.94	594.06	19.39	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,081.00	604.41	1,003.40	4,077.60	19.75	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,378.00	396.09	678.99	1,699.01	28.55	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	8,710.00	560.00	560.00	8,150.00	6.43	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,850.00	0.00	0.00	2,850.00	0.00	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	0.00	560.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	18,000.00	0.00	0.00	18,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	9,645.00	1,200.59	1,200.59	8,444.41	12.45	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	0.00	368.00	0.00	0.00
248-170.000-828.000	LEGAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00	0.00

PERIOD ENDING 05/31/2019

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
248-170.000-870.000	MILEAGE & EXPENSES	625.00	0.00	0.00	625.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	125,000.00	0.00	0.00	125,000.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		230,217.00	9,259.43	14,230.86	215,986.14	6.18	0.00
Dept 299.000 - GENERAL ADMINISTRATION							
248-299.000-906.001	COMMUNITY EVENTS	122,580.00	0.00	1,104.00	121,476.00	0.90	0.00
Total Dept 299.000 - GENERAL ADMINISTRATION		122,580.00	0.00	1,104.00	121,476.00	0.90	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	467.00	42.09	84.18	382.82	18.03	0.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	32,473.00	0.00	0.00	32,473.00	0.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		32,940.00	42.09	84.18	32,855.82	0.26	0.00
TOTAL EXPENDITURES		646,802.00	9,301.52	15,419.04	631,382.96	2.38	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		634,009.00	7,430.00	17,555.00	616,454.00	2.77	0.00
TOTAL EXPENDITURES		646,802.00	9,301.52	15,419.04	631,382.96	2.38	0.00
NET OF REVENUES & EXPENDITURES		(12,793.00)	(1,871.52)	2,135.96	(14,928.96)	16.70	0.00
BEG. FUND BALANCE		379,966.52		379,966.52			
NET OF REVENUES/EXPENDITURES - 2018-19				316,350.07	316,350.07		
END FUND BALANCE		367,173.52		698,452.55			

BEERS AT THE BRIDGE

2019 SEASON REVENUE, EXPENSE AND NET INCOME

5/31/19

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/1/19
			\$0.00	\$0.00	\$0.00	
248.299.906	3/31/2019	Seyferth PR Event Services		\$904.38	-\$904.38	-\$904.38
248.299.906	4/2/2019	Liquor Liability Premium		\$1,104.00	-\$2,008.38	-\$2,008.38
248.026.588	4/30/2019	Sponsorship Payments	\$8,700.00		\$6,691.62	\$6,691.62
248.026.588	5/31/2019	Sponsorship Payments	\$5,400.00		\$12,091.62	\$12,091.62

Total, 2019 Season, beginning 1/1/19			\$14,100.00	\$2,008.38		\$12,091.62
Total, Fiscal YTD, beginning 4/1/19			\$14,100.00	\$1,104.00		\$12,996.00

PERIOD ENDING 05/31/2019

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	0.00	2,030.00	3,455.00	(3,455.00)	100.00	0.00
Total Dept 028.000 - FARMER'S MARKET		1,000.00	2,030.00	3,455.00	(2,455.00)	345.50	0.00
TOTAL REVENUES		1,000.00	2,030.00	3,455.00	(2,455.00)	345.50	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	2,850.00	0.00	0.00	2,850.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	9,645.00	1,200.59	1,200.59	8,444.41	12.45	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		12,795.00	1,200.59	1,200.59	11,594.41	9.38	0.00
TOTAL EXPENDITURES		12,795.00	1,200.59	1,200.59	11,594.41	9.38	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		1,000.00	2,030.00	3,455.00	(2,455.00)	345.50	0.00
TOTAL EXPENDITURES		12,795.00	1,200.59	1,200.59	11,594.41	9.38	0.00
NET OF REVENUES & EXPENDITURES		(11,795.00)	829.41	2,254.41	(14,049.41)	19.11	0.00

[illegible]