



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JULY 9, 2018 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 June 11 meeting.
- IV. Approval of Payables
 - a. Hopkins Fundraising Consulting 6/15/18 Invoice, Capital Campaign Services
- V. Approval of Banner Purchase for Village Light Posts
- VI. Reports and Communications
 - a. Status of Riverfront Park Construction
 - b. Community Center/Library Building Update
 - c. Flyer for Green Space Needs Assessment
 - d. Letter from Farmer's Market Vendor
 - e. Letter from Fundraising Consultant Keith Hopkins
 - f. DDA Financial Report, 6/30/18
- VII. Board Member Comment
- VIII. Public Comment
- IX. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JUNE 11, 2018 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, Margaret Idema, Devin Norman, Walt VanderWulp

BOARD MEMBERS ABSENT: Dawn Marie Coe, Justin Knapp, Ted Wright

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

PUBLIC PRESENT: Kevin Moran, Township Treasurer

II. APPROVAL OF AGENDA

It was moved by VanderWulp, seconded by Harrison to approve the agenda as presented.

Motion passed unanimously.

III. APPROVAL OF MINUTES OF MAY 14 MEETING

It was moved by Harrison, seconded by Idema, to approve the minutes of the May 14 meeting as presented.

Motion passed unanimously.

IV. APPROVAL OF MINUTES OF MAY 22 JOINT WORK SESSION

It was moved by VanderWulp, seconded by Idema, to approve the minutes of the May 22 joint work session.

Motion passed unanimously.

V. APPROVAL OF PAYABLES

Norman asked when Hopkin's Fundraising services would be completed. Ferro stated an official date is not set but would most likely be end of September.

It was moved by Norman, seconded by Harrison to approve payment of the Hopkins Fundraising Consulting invoice for services through May 15 in the amount of \$5,800.

Motion passed unanimously.

VI. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated that construction is about two weeks behind. Phase 1 won't be complete until end of June. The concrete contractor is currently working on-site.

Idema asked if the Bur Oaks were donated. Ferro stated the trees were donated by Rooks Landscaping but the Township paid for transplanting.

Idema asked if more trees were coming down along the riverfront. Ferro stated that there will be more trees taken down, particularly along the north half of the park.

b. Community Center/Library Building Update

Ferro stated the first meeting with the architecture and building team will be on June 18th. There is a recommendation for approval at today's Township Board meeting to approve Erhardt Construction as construction manager / general contractor.

Idema asked if it was known when public input meetings for the project would be held. Ferro stated that the weeks have been identified but specific dates have not yet been identified.

c. Revised Village Banner Design

Ferro stated two alternative banner options were emailed to him this morning. Ferro distributed those designs to the Board.

VanderWulp asked if there was a cost with the banner re-design. Ferro stated it was around \$300 which is less than previously estimated.

After Board discussion, it was decided to use banner option #2, the banner with the covered bridge and block printing.

d. Costs of Village Business Page on Township Website

Hilbrands stated he met with Supervisor Haga, and Clerk Smith, to discuss Township website updates. One idea that relates to the DDA is highlighting a business section on the website. Cascade Township has something similar. Examples of what could be highlighted are groundbreakings, ribbon cuttings, as well as a business spotlight where a business within the DDA district could be highlighted periodically. Hilbrands stated they worked with the Township web designer on getting estimates and those range between \$2,400 - \$3,600. Hilbrands stated a vote of approval is not being requested at this time but he would like to know if the DDA is interested in creating a business page on the website and if they have any comments on the subject.

Norman asked who the audience would be. Hilbrands stated it would be the community, someone who comes into Ada and wants to know what businesses are here. Norman stated it would be helpful for businesses looking for space.

Hilbrands stated an updated business map is something that is being looked into.

Harrison stated he is curious to know how many clicks Cascade gets on their DDA section. He likes the business highlight idea but perhaps it should be done on the Facebook page. Harrison also commented that the directory approach to finding businesses has been replaced by use of search engines.

e. Citizens Council Minutes

Hilbrands stated the minutes for the May 9 meeting are in the DDA board packet.

Idema stated another member is needed for Citizens Council. Ferro stated we now have two candidates who will be interviewed by Supervisor Haga.

f. DDA Financial Report, 5/31/18

Hilbrands presented the DDA financial report. Boardroom nameplates was the only expenditure. Revenue to date for the Farmers' Market is \$5,550.00.

VII. BOARD MEMBER COMMENT

VanderWulp stated the sidewalks around the old part of the village are in need of repair. Ferro stated some of the area will be addressed as part of the intersection project at Ada Drive and Thornapple River Drive. Coordination will need to be made with the hardware store so their bricks are replaced at the same time as the intersection project.

Haga noted that some bricks are memorial bricks and also stated that estimates for downtown sidewalk repairs will be needed and put in the Ada Township Capital Improvements Plan.

VanderWulp stated that it might be useful to look into heated sidewalks for safety reasons.

Idema asked how the joint work session between the DDA and Township Board went since she was unable to attend. Harrison stated it was a good discussion of finances. The DDA Board members expressed a desire to free up DDA expenses by having the Township Board take on some of the infrastructure costs which would allow the DDA dollars to go towards other things. There are representatives from the DDA who will talk about DDA finances with the Township Finance Committee and a meeting schedule is currently being set.

Idema asked for clarification about the greenspace study. Ferro stated it is a project initiated by the Parks, Recreation, and Land Preservation Advisory Board. Greenspace needs within the village and the North Headley property are part of that study. The study is being done by a consultant approved by the Township Board. A major stakeholder meeting will be held sometime in August for public input.

VanderWulp asked if there is a system set up to alert the Township of any properties coming up for sale which could be used for future parking. Ferro stated there is not but there are people who know the Township has been interested in their property in the past. VanderWulp suggested creating a subcommittee to discuss the subject.

VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

It was moved by Harrison, seconded by Norman to adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 8:36 am.

Respectfully submitted:

Devin Norman, Secretary

HOPKINS | FUNDRAISING CONSULTING

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

June 15, 2018

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

- Invoice for Campaign Implementation Service
- Amount Due: \$5,800
- Final payment
- Due by June 30, 2018

rec'd 6/16/18
JF
OK to pay 6/28/18
401,170.80/1,001
BAA



MEMORANDUM

Date: 7/5/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Village Banner Purchasing Quotes

The banners on light posts throughout the Village are becoming faded and are in need of replacement. Quotes were gathered for the cost of banners and banner hardware. The DDA would be purchasing 82 banners – 67 for public streets and 15 for light posts on Settlers and River Street. These 15 banners were included in the quotes in order to get the lowest cost per banner possible. The DDA will be reimbursed by Geld for the 15 banners. The 5 sets of banner hardware are needed for a few of the older light posts. Existing banner hardware will be cut to fit the 18” x 36” banners. The 67 banners will be placed on every other light post in the Village.

I have received quotes from four different companies. Attached is a table summarizing and comparing the quotes. The low quote is from Gilson Graphics at \$1,665, which will cost the DDA \$1,414.39 after reimbursement from Geld. This cost is well below the \$4,000 that was budgeted for purchasing of new banners.

Based on the quotes provided, it is recommended that the DDA use Gilson Graphics for the purchasing of new Village banners.

QUOTES FOR NEW VILLAGE BANNERS

7/5/2018

Consort Display Group

	Unit Price:		Cost
Banners:	\$	24.75	\$ 1,826.14
Hardware:	\$	81.00	\$ 364.50
Total Cost			\$ 2,190.64

Display Sales

	Unit Price:		Cost
Banners:	\$	36.00	\$ 2,952.00
Hardware:	\$	60.00	\$ 300.00
Total Cost			\$ 3,252.00

GH Imaging

	Unit Price:		Cost
Banners:	\$	37.56	\$ 3,079.92
Hardware:	\$	64.31	\$ 321.55
Total Cost			\$ 3,401.47

Gilson Graphics

	Unit Price:		Cost
Banners:	\$	16.71	\$ 1,370.00
Hardware:	\$	59.00	\$ 295.00
Total Cost			\$ 1,665.00

Kalamazoo Banner Works™
Abstracta®
Display One®
Podia®
Dori Pole™

Consort Display Group

P.O. Box 3597
Kalamazoo, MI 49001
269.388.4532
800.525.6424
888.880.6341 (FAX)
E-Mail info@consort.com

Customer #: 17-20268
Contact Date: 12/5/2017

Quote #: QTE0081076
Purchase Order #:
Terms: PREPAY
Requested Ship Date: 0/0/0000
Ship Mode: STD GROUND
Salesperson: COREY
Page: 1

Master Number: 94114

Bill To:

Ada Township
Brian Hilbrands
7330 Thornapple River Dr.
PO Box 370
Ada MI 49301
Tel: (616) 676-9191 Ext. 0000
Fax: (000) 000-0000 Ext. 0000

U.S.A.

Ship To:

Ada Township
Brian Hilbrands
7330 Thornapple River Dr.
PO Box 370
Ada MI 49301
Tel: (616) 676-9191 Ext. 0000
Fax: (000) 000-0000 Ext. 0000

U.S.A.

Code	Qty/Sqft.	Item Description	Price	Special Discount	Amount
MSV049	1	Design Set Up Fee Digital banner	\$25.00	100.00%	\$0.00
		Set up fees waived at 10+ banners of the same design file.			
CDD-18MB	82.00	82 Digital Banner(s) 2 Sided 18oz Blockout - 18"W X 36"H	\$24.75	10.00%	\$1,826.14
		Finishing includes: Double-sided print; Double-needle lock stitched and reinforced 3" pole pockets top/bottom; #2 brass spur grommets.			
KBW-JR-BB	10	JR Bracket - 19" Exposed - Black Casting/Black Fiberglass	\$31.50	10.00%	\$283.50
		Carries the industries longest manufacturer's warranty of 12-years. U.S. Made.			
H105-B	20	9/16" Quick Release Screw Gear Band - Black	\$4.50	10.00%	\$81.00

Shipping added to final invoice.

Sub Total \$2,190.64
Tax \$0.00
Estimated Shipping \$0.00
Quote Total \$2,190.64

U.S. Dollars Only

SALES AGREEMENT With my signature, I certify this Quotation fairly represents my desire to purchase these products or services from Consort Display Group. I am authorized to execute this binding agreement and have read and agree to comply with the following Terms & Conditions: This Quotation is subject to final price verification and payment arrangements. 50% cash deposit is required for orders over \$15,000. Cancelled orders may incur a 15% restock fee. Cancellation of CUSTOM product is subject to a 25%-100% cancellation fee. A Confirming Order will follow to verify production and shipping dates. Rush charges may apply. **Delivered product must be inspected immediately upon receipt.** Failure to notify Consort of ANY quality or quantity dispute within 3 business days of receipt constitutes a complete waiver of any dispute. Returned merchandise requires a Consort-issued RMA. Restock fees apply. Shipping, handling and applicable sales tax added to final invoice. Product ships FOB Kalamazoo, MI. Expedited shipping is available for an additional charge. MasterCard, VISA, Discover and AmEx accepted. Wire transfer is required for all international transactions. Payment accepted in U.S. Dollars ONLY.

Signature

Print Name

Date

PO# (if any)

Quotations honored for 30 days from Contact Date (above).

www.consort.com

**Display Sales**

10925 Nesbitt Avenue S

Bloomington, MN 55437

P: 800-328-6195

F: 952-885-0099

www.displaysales.com

ESTIMATE

DATE

EXPIRATION DATE

CUSTOMER ID

QO-020231-3

7/3/2018

8/2/2018

127044

Ship Brian Hilbrands
 To: Ada Township
 7330 Thornapple River Dr
 Ada, MI 49301

Bill Brian Hilbrands
 To: Ada Township
 PO Box 370
 Ada, MI 49301

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE	
Ruth Koscielak			Net 20		7/3/2018	
QUANTITY	DESCRIPTION	UNIT PRICE				AMOUNT
82	18 x 36" banner 13 oz. Vinyl - 2 ply double sided 3" pole pocket Hemmed with grommets Custom design to be determined	36.00				2,952.00
82	18 x 36" banner 18 oz. Vinyl - 1 ply double sided 3" pole pocket Hemmed with grommets Custom design to be determined	41.00				3,362.00
1	Digital Set Up Fees \$60 per design Style : Setup	0.00				0.00
5	Windscale 8 Bracket System Consisting of: (2) - Black Castings (2) - 3/4 x 19" Fiberglass Rods (4) - 27" Black Banding Straps (2) - Banner Pins (2) - 11" Black Tywraps Size : 8 Color : Black Style : 27"BkBands	60.00				300.00
SUBTOTAL						6,614.00
SHIPPING & HANDLING						152.00
SALES TAX						0.00
TOTAL						6,766.00

To accept this quotation, sign here and return.

Thank you for your business.



DISPLAYSALES

Terms & Conditions

GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team and provided a proof. Send your artwork to: artwork@displaysales.com

PRODUCTION TIMEFRAMES:

Normal production time is 15 working days AFTER art proof is approved and down payment is received. Rush requests on approval. 10% over/under on Premium/Promotion product orders is standard.

TERMS:

- 50% down payment prior to production on custom imprinted products.
- Check, Non-cancellable Purchase Order, or credit card accepted for down payment.
- Balance due net 20 days after final invoice.
- F.O.B. Display Sales ~ shipping & handling charges based on destination and size of order.

WARRANTIES for DECORATIONS:

- All invoices for products must be paid in full before warranty is in effect
 - 5 SEASONS* - protection on steel frames and pole installation hardware
 - 3 SEASONS* - protection on decoration components: Pine and Metallic garlands, electrical wiring harnesses, sockets, plugs, powder coating and paint on decoration frames. Also included: heavy insulated 12 gauge and 14 gauge electrical wiring, and 16 gauge SureLock™ Wire sets.
- * One SEASON equals (3) months.

NOT COVERED BY WARRANTY:

Damage or rusting caused by ice load; air borne road salt and/or other corrosives; bulb breakages/burnout/discoloring/fading; damage from electrical shorts or power surges; miniature light sets; rope light product; damage in transit; inappropriate handling/storage/installation; and products that are installed too low on light poles that lend themselves to vandalism and being hit by trucks. Any acts of Nature. Due to exposure to sunlight, all products are susceptible to some fading.

All REPAIR and/or REPLACEMENT must be pre-approved by Display Sales customer service representative.

WARRANTIES for BANNERS:

- VINYL - 18 oz single ply - Not Prorated - 90 days of continuous use
 - VINYL - 13 oz 2 ply construction - Not Prorated - 12 months of continuous use
 - WEATHERGUARD - NOT prorated for 4 SEASONS* or 12 months of continuous use
 - BRACKET SYSTEMS - 100% NOT prorated for 4 SEASONS* - or 12 months of continuous use
- * One SEASON equals (3) months.

NOT COVERED BY WARRANTY:

Any banner greater than 30" x 84" in size or any banner not installed using a top and bottom rod pocket. Failure to install bracket systems and banners according to Display Sales installation instructions or to store banners properly will void this warranty. All REPAIR and/or REPLACEMENT must be pre-approved by Display Sales customer service representative.

WARRANTY RESPONSIBILITY:

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

SHIPPING & FREIGHT RESPONSIBILITY:

All product is shipped via FOB origin Display Sales. Customer takes ownership of the product once it is picked up by the carrier and is responsible for it at that point. UPS, Fed EX, and LTL trucking companies are common carriers. Customer is responsible for counting the number of boxes delivered and inspecting the boxes for any visible damage. For LTL shipments, customer must sign the delivery receipt as "damaged" or "missing boxes" if this is the case. Display Sales is ineligible to file a freight claim on your behalf if this is not noted on the delivery receipt. Customer will then incur all product replacement costs. Freight charges after delivery may occur for additional services rendered per customer request. For example, a call ahead of delivery, scheduling a delivery appointment, driver unloading the truck, residential delivery, change of delivery address, delivery inside an office, lift gate, and congestion fee based on limited access to delivery address. Customer agrees to pay all additional charges requested.

RETURN POLICY:

Returns are accepted within 30 days of purchase providing a proper Return Goods Authorization (RGA) number is first obtained. Please call 1-800-328-6195 to obtain your RGA number. Shipping charges are not refundable on orders that have been shipped. Items must be in their original condition and original packaging. No returns will be accepted nor credit given for items not in their original condition. Restocking fees up to 25% may apply to items returned



GRAPHICS HOUSE
IMAGING
444 Irwin Ave.
Muskegon, MI 49442
800.678.4041 | fax. 231.733.1549

Customer Phone

616-676-9191 (31)

Customer Contact

Jim Ferro

Imaging ESTIMATE

NEW

Date

7/3/2018

Estimate No.

137974

Name / Address

Ada Township
P.O. Box 370
Ada, MI 49301

Ship To

Ada Township
Attention: JIM FERRO
7330 Thornapple River Drive
Ada, MI 49301

Customer to provide print ready art complete with all fonts, die lines and hard copy. Design charges will be added subject to the above criteria upon receipt of the art files. Design is billed at \$90 per hour with \$22.50 minimum for any design changes.

FOB

P.O. No.

Terms

CSR

Rep

Muskegon

Paid by Credit ...

RMR

Description

Height

Width

Qty

Rate

Total

LTX- 18oz Blockout Banner Vinyl- 3" Pole Pocket Top & Bottom - Fully hemmed with grommets - Matte Finish - Different Image Each Side - BANNER WILL BE PRINTED ON A SINGLE PIECE OF MATERIAL - FIXED BRACKETS

36"

18"

82

37.56

3,079.92

GH-POLEMNT - Pole Banner Mounting Hardware 24" Kit \$64.31

5

64.31

321.55

Standard Lead Time is 5-7 business days after proof approval
25% Rush Fee for 3-4 day production after proof approval
50% Rush Fee for 1-2 day production after proof approval
ALL RUSH ORDERS ARE SHIPPED NEXT DAY AIR!!

NOTE: ESTIMATES ARE VALID FOR 30 DAYS AND ARE QUOTED IN US DOLLARS

APPROVAL

Please sign below and fax to 231-733-1549

I approve this order to be accurate in pricing, size and quantities.

Signature

Date

Subtotal

\$3,401.47

Sales Tax (6.0%)

\$0.00

Shipping & Handling

Total

\$3,401.47



www.gilsongraphics.com

QUOTE # E160430

**2000 Oak Industrial Dr.
Grand Rapids, MI 49505
Phone:(616) 459-4539 Fax:(616) 459-7469**

**Date: Jul 6, 2018
Salesperson: Tom Kerkstra
Customer Service:**

To: Ada Township
PO Box 370
Ada, MI 49301

Thank you for your interest in Gilson Graphics. Below are detailed production specifications and prices for your project.

Description	Ada Village Banners		
Finished Size	18" x 36"		
Ink/Colors	4 / 4		
Add'l Items	Printing: 18 x 36 Pole Banners - Grommets in four corners Hardware: Brackets with Rods		
Price	Quantity	Prices	
	Printing: 82	\$1,370	
	Hardware: 5	\$295	
	TOTAL	\$1,665	

Thank you,

Tom Kerkstra

Email: tkerkstra@gilsongraphics.com

Cell:

Thank you for giving us the opportunity to submit this quote to you. The specifications above will be verified against your job files for accuracy. Deviations may require price adjustments. Prices are valid for 30 days unless otherwise specified.

Gilson (and industry) standard is to complete your order within +/- 10% of your requested quantity. If you require something different, please notify your Gilson Salesperson or Customer Service Representative before your order is started.



Ada Township Community Center / Library Project



Executive Summary

Progressive AE/OPN Architects completed a design kick-off meeting and visioning session with the Building Committee. The design team will continue with workshops and interviews this month as they document programming needs. The Township Board approved the construction management agreement for Erhardt Construction. MTC is scheduled to take soil borings the week of 7/30/18 and then provide a geotechnical report summarizing the site conditions, shallow foundation and other pertinent geotechnical recommendations.

Progress This Period

June 2018

- Design Kick Off Meeting and visioning session held on 6/18 with the Ada Township Building Committee.
- Erhardt Construction agreement approved by Ada Township Board.
- MTC soil boring proposal approved by Ada Township Board.
- Announcement of the library being named The Amy Van Andel Library and Community Center.

Planned For Next Period

July 2018

- Erhardt Construction and JLL to work on Preliminary Project Budget.
- Design Workshop to be held on 7/19 with the Building Committee.
- Architect to update the Township Board of design/programming progress at the 7/23 board meeting.
- Soil borings by MTC will be scheduled for the end of July.

Key Issues / Risks / Decisions

1. **Design:** Need to finalize a programming document that captures the size, needs and functions of the community center and library.
2. **Due Diligence:** Complete soil borings and geotech report to assist in design of building foundation.

Key Milestone Status

Milestone	Status	Target Date
Engage Architect	Complete	5/14/18
Engage Construction Manager	Complete	6/11/18
Complete Design	In Progress	12/10/18
Start Construction		February 2019
Complete Construction		February 2020
Begin Operations		March 2020



BECOME A PART OF THE DISCUSSION

Ada Township Recreational Needs Assessment

The Township is undertaking a **Recreational Needs Assessment** and desires your input. The Township's goal with this Assessment is:

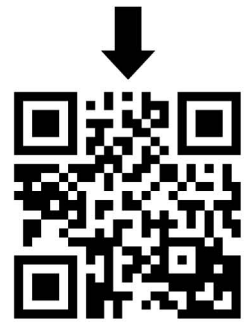
To Develop a Guide for Future Recreation Amenities, Programs, and Support Services that Addresses the Unique Needs of Ada Residents.



On **July 3rd 2018**, the Township will launch Community Remarks®, an interactive online tool that enables citizens to submit recreational comments and ideas on a map of the Township and engage with others who submit comments. In addition to the map-based questions, several questions regarding Recreational facilities and programs in the Township will be featured on the Community Remarks® web site.



Scan QR Code
to access
Community Remarks®



ADA TOWNSHIP WOULD LIKE TO HEAR FROM YOU!

- ▶ Access the Community Remarks® tool by visiting: <https://communityremarks.com/adatownship>
- ▶ Submit comments during: **July 3 through July 22, 2018**
- ▶ A link to the Community Remarks® website will also be available as a link on the Ada Township Facebook page, and the Ada Township web site: www.adatownshipmi.com

If you have questions regarding the Community Remarks® online tool, or the Recreational Needs Assessment, please contact:

Mark Fitzpatrick, Parks & Recreation Director
Ada Township
616-676-0520
mfitzpatrick@adatownshipmi.com

Crane Dance Farm, LLC

4601 N Johnson Road
Middleville, MI 49333
cranedancefarm@gmail.com

July 1, 2018

ADA TOWNSHIP OFFICE

7330 Thornapple River Dr.
Ada, MI 49301

Dear Ada Township Downtown Development Authority,

We are incensed at the lackadaisical concern for the health and future of the Ada Village Farmers Market, its farmers and vendors, as well as the local people who support it. To cancel a market fewer than 5 days prior because of an event that was planned a long time ago is either a huge oversight in planning or simply a lack of understanding of what it takes to build a healthy and strong farmers market. Or both.

Farmers have planned to have product for this market for months and, in some cases, years or decades. Yes, farmers are business people managing cash flow, infrastructure, labor, product development, marketing, finance, etc., just like every other business. Except that farmers have an inherent risk of volatile weather, over which, obviously, we have no control. For some of the Ada Village Farmers Market farmers, their products will rot. For all of us, we will have a blip in cash flow and sales that will never be recovered and will directly impact our survival.

Oddly enough (and you would have to be a vendor to understand this), any interruption in the market schedule results in confusion to the patrons, who will wonder if the market is over for the season and will stop coming. Historically, this market suffers from a lack of shoppers, which is why farmer participation continues to dwindle within the season, as well as year to year. Continuity is vital!

Holiday markets most often result in higher traffic and sales for vendors, so to eliminate such a market on the spur of the moment is a double whammy! Rather than push your struggling farmers market to the curb during a holiday event when it seems likely that more residents will be in the downtown area, it makes better sense to include the market as part of the planning and promotion, to help build awareness and support of your market.

Please accept our feedback as an earnest attempt to illuminate (and eliminate) a serious problem about which the DDA should be highly concerned. No one wants to be treated with total disregard by the people they are seeking to support and the community they are working hard to enhance.

Sincerely and with warm regards,

Jill Johnson and Mary Willis

Crane Dance Farm, LLC

HOPKINS

FUNDRAISING
CONSULTING

June 26, 2018

Mr. George Haga
Supervisor
Ada Township
7330 Thornapple River Dr.
Ada, MI 49301

Dear George,

I wanted to take a moment to let you know how much I've enjoyed working with Brian on the *Our Next Chapter* campaign for the new Community Center, Library and Riverfront Park. As we discussed over a year ago when we began this initiative, a key part of our success would be directly related to the person the township identified as the "campaign coordinator." You couldn't have picked a better man for the job.

Brian is exceptionally organized, comfortable in meetings, and was very capable at handling all the various campaign tasks that were delegated to him. I know the campaign chairs were very impressed with his professionalism and his cooperative nature in ensuring our success. Moreover, I've now finished nearly two hundred community-based campaigns over the past twenty-two years. In my opinion, Brian ranks in the top 10% of all the folks I've worked with over all those years.

As you know, we've already exceeded our \$7 million fundraising goal, and I have no doubt that the summer months will lead to additional gifts in support of these important civic projects. Raising this kind of money is always a team effort, but little of this could have been accomplished without Brian's commitment to the endeavor.

So, congratulations to you, Jim and the rest of your team in finding (and having the good sense to hire) a bright young leader for our community.

Looking forward to Ada's continued progress,



Keith Hopkins



MEMORANDUM

Date: 7/5/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 6/30/18

Significant DDA financial activity during June included the following:

- \$274.70 in operating supplies/services includes payment to Dimension Graphics for DDA Board name plates.
- \$7,920.99 in engineering includes an overdue payment to Moore & Bruggink for engineering work done on the Bronson Street parking project.

With respect to the Farmers' Market, the Market has net positive income to date of \$4,234.43 for the 2018 season. Revenues to date total \$7,125.00.

PERIOD ENDING 06/30/2018

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	15,351.00	0.00	0.00	15,351.00	0.00	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000.000		16,351.00	0.00	0.00	16,351.00	0.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	295,796.00	1,052.02	1,390.64	294,405.36	0.47	0.00
248-020.000-423.000	TAXES: IFT	28,116.00	0.00	0.00	28,116.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	0.00	121,000.00	0.00	0.00
Total Dept 020.000 - TAXES		444,912.00	1,052.02	1,390.64	443,521.36	0.31	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-FRM MKT 12-1	REGISTRATIONS	10,600.00	1,575.00	7,125.00	3,475.00	67.22	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	1,575.00	7,125.00	4,475.00	61.42	0.00
TOTAL REVENUES		472,863.00	2,627.02	8,515.64	464,347.36	1.80	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	178,621.00	0.00	0.00	178,621.00	0.00	0.00
Total Dept 000.000		178,621.00	0.00	0.00	178,621.00	0.00	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	30,636.00	3,915.38	13,684.47	16,951.53	44.67	0.00
248-170.000-704.001	WAGES - SUPPORT	12,360.00	0.00	0.00	12,360.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	2,665.00	238.12	832.16	1,832.84	31.23	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	623.00	55.69	194.63	428.37	31.24	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	4,300.00	391.55	1,368.47	2,931.53	31.82	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,638.00	301.75	1,056.18	1,581.82	40.04	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	11,675.00	274.70	549.40	11,125.60	4.71	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	601.80	601.80	1,378.20	30.39	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	0.00	560.00	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	17,000.00	0.00	0.00	17,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	750.00	1,350.00	7,515.00	15.23	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	0.00	368.00	0.00	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-821.000	ENGINEERING	0.00	7,920.99	7,920.99	(7,920.99)	100.00	0.00
248-170.000-828.000	LEGAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	325.00	0.00	0.00	325.00	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	37,000.00	0.00	0.00	37,000.00	0.00	0.00

07/03/2018 02:17 PM
User: HILBRANDS
DB: Ada

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Page: 2/2

PERIOD ENDING 06/30/2018

ADA TOWNSHIP DDA
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		136,620.00	14,449.98	27,558.10	109,061.90	20.17	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	36.53	109.59	(109.59)	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	36.53	109.59	(109.59)	100.00	0.00
TOTAL EXPENDITURES		315,241.00	14,486.51	27,667.69	287,573.31	8.78	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		472,863.00	2,627.02	8,515.64	464,347.36	1.80	0.00
TOTAL EXPENDITURES		315,241.00	14,486.51	27,667.69	287,573.31	8.78	0.00
NET OF REVENUES & EXPENDITURES		157,622.00	(11,859.49)	(19,152.05)	176,774.05	12.15	0.00
BEG. FUND BALANCE		709,982.49		709,982.49			
NET OF REVENUES/EXPENDITURES - 2017-18				(176,437.28)	(176,437.28)		
END FUND BALANCE		867,604.49		514,393.16			

PERIOD ENDING 06/30/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2018 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	10,600.00	1,575.00	7,125.00	3,475.00	67.22	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	1,575.00	7,125.00	4,475.00	61.42	0.00
TOTAL REVENUES		11,600.00	1,575.00	7,125.00	4,475.00	61.42	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	601.80	601.80	1,378.20	30.39	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	750.00	1,350.00	7,515.00	15.23	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		11,470.00	1,351.80	1,951.80	9,518.20	17.02	0.00
TOTAL EXPENDITURES		11,470.00	1,351.80	1,951.80	9,518.20	17.02	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		11,600.00	1,575.00	7,125.00	4,475.00	61.42	0.00
TOTAL EXPENDITURES		11,470.00	1,351.80	1,951.80	9,518.20	17.02	0.00
NET OF REVENUES & EXPENDITURES		130.00	223.20	5,173.20	(5,043.20)	3,979.38	0.00

ADA FARMERS' MARKET
2018 SEASON REVENUE, EXPENSE AND NET INCOME
06/30/18

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/18
		Total Revenues and Expenditures, 4/1/17 to 1/31/18	\$11,115.00	\$9,056.32	\$13,869.20	
248.170.801	2/06/18	Market Master Services - January, 2018		\$105.00	\$13,764.20	-\$105.00
248.170.740	3/09/18	Internet Services		\$68.13	\$13,696.07	-\$173.13
248.170.801	3/15/18	Market Master Services - February, 2018		\$150.00	\$13,546.07	-\$323.13
248.170.740	3/23/18	Petty Cash Reimbursement		\$31.43	\$13,514.64	-\$354.56
248.170.740	3/31/18	Supply Reimbursements		\$108.09	\$13,406.55	-\$462.65
248.170.740	3/31/18	Supplies, General, Farmers Market, Asses		\$4.55	\$13,402.00	-\$467.20
248.170.740	3/31/18	Internet Services		\$21.57	\$13,380.43	-\$488.77
248.170.801	3/31/18	Market Master Services - March, 2018		\$450.00	\$12,930.43	-\$938.77
248.028.694	4/09/18	Vendor Registration Fees	\$255.00		\$13,185.43	-\$683.77
248.028.694	4/18/18	Vendor Registration Fees	\$815.00		\$14,000.43	\$131.23
248.028.694	4/20/18	Vendor Registration Fees	\$1,220.00		\$15,220.43	\$1,351.23
248.028.694	5/01/18	Vendor Registration Fees	\$560.00		\$15,780.43	\$1,911.23
248.170.801	5/08/18	Market Master Services - April, 2018		\$600.00	\$15,180.43	\$1,311.23
248.028.694	5/14/18	Vendor Registration Fees	\$1,885.00		\$17,065.43	\$3,196.23
248.028.694	5/23/18	Vendor Registration Fees	\$510.00		\$17,575.43	\$3,706.23
248.028.694	5/31/18	Vendor Registration Fees	\$305.00		\$17,880.43	\$4,011.23
248.170.801	6/05/18	Market Master Services - May, 2018		\$750.00	\$17,130.43	\$3,261.23
248.170.740	6/05/18	Petty Cash Reimbursement		\$200.00	\$16,930.43	\$3,061.23
248.170.740	6/05/18	Supply Reimbursements		\$150.00	\$16,780.43	\$2,911.23
248.170.740	6/06/18	Farmers Market Tent Repair		\$143.92	\$16,636.51	\$2,767.31
248.028.694	6/07/18	Vendor Registration Fees	\$535.00		\$17,171.51	\$3,302.31
248.028.694	6/08/18	Vendor Registration Fees	\$355.00		\$17,526.51	\$3,657.31
248.028.694	6/11/18	Vendor Registration Fees	\$255.00		\$17,781.51	\$3,912.31
248.028.694	6/19/18	Vendor Registration Fees	\$255.00		\$18,036.51	\$4,167.31
248.028.694	6/21/18	Vendor Registration Fees	\$75.00		\$18,111.51	\$4,242.31
248.028.694	6/27/18	Vendor Registration Fees	\$100.00		\$18,211.51	\$4,342.31
248.170.740	6/29/18	Petty Cash Reimbursement		\$107.88	\$18,103.63	\$4,234.43
Total, 2018 Season, beginning 2/1/18			\$7,125.00	\$2,890.57		\$4,234.43
Total, Fiscal YTD, beginning 4/1/18			\$7,125.00	\$1,951.80		\$5,173.20