



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, NOVEMBER 13, 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. Resolution of Appreciation to Former Board Members –Sarah Andro, Jim Ippel, Bob Kullgren
- IV. Approval of Minutes of October 9 meeting.
- V. Approval of Payables
  - a. Seyferth PR 09/30/17 Invoice for Communications Services
  - b. Hopkins Fundraising Consulting 10/16/17 Invoice, Capital Campaign Services
- VI. Capital Campaign Update from Keith Hopkins
- VII. Award of Sidewalk Snow Removal Service Contract
- VIII. Award of Parking Lot Snow Removal Service Contract for Community Church Parking Lot
- IX. Approval of Garland Purchase for Village Light Posts
- X. Proposed Project Delivery Method for the Community Building/Library, Recommendation to Township Board
- XI. Reports and Communications
  - a. Results of 2017 Capital Improvements Bond Sale
  - b. Status of Ada Drive Project/River Street Project
  - c. Status of Riverfront Park Construction
  - d. Public Parking Agreement Discussions with the Community Church
  - e. Private Development Update
  - f. DDA Financial Report, 10/31/17
- XII. Board Member Comment
- XIII. Public Comment
- XIV. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE OCTOBER 9, 2017 MEETING  
ADA, MICHIGAN**

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

The meeting was called to order at 8:00 a.m. by Board Chair Kullgren.

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Bryan Harrison, Margaret Idema, Justin Knapp, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** None

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

**PUBLIC PRESENT:** Ten members of the public were present

**II. APPROVAL OF AGENDA**

The agenda was approved by consent.

**III. APPROVAL OF MINUTES OF SEPTEMBER 11 MEETING**

It was moved by Idema, seconded by Bowersox, to approve the minutes of the September 11 meeting as presented.

Motion passed unanimously.

**IV. APPROVAL OF PAYABLES**

It was moved by Harrison, seconded by Bowersox to approve payment of Seyferth PR invoice for services through August 31 in the amount of \$2,500.

Motion passed unanimously.

It was moved by Harrison, seconded by VanderWulp to approve payment of Kamminga & Roodvoets Final Pay Recommendation for the Bronson Street parking project in the amount of \$8,089.70.

Motion passed unanimously.

**V. RECOMMENDATION TO THE TOWNSHIP BOARD OF A LOCATION FOR A LIBRARY/COMMUNITY CENTER BUILDING IN THE VILLAGE**

Kullgren stated that he wanted to take time to reflect on observations from the Thursday joint work session with the Township Board.

Idema said she was surprised at the amount of support for the south-side plan.

Harrison noted that we have already delivered on a number of the top demands that the community has asked for.

Haga stated the south-side alternative is an option that the Township didn't have in the past.

Kullgren said that his concern with the work session was that it was billed as a work session, and not a public hearing. It did not have the vibrant discussion and debate that he was hoping to have involving both plans. He stated that he went into the work session believing that ten years of public input was important. Kullgren said that he's concerned that we'll lose green space on the north side, and that some

of the things that make Ada unique are at risk, such as the Farmers' Market, kids garden, and a possible skating rink in the center of the Village. Kullgren stated that he doesn't think the riverfront park can accommodate a skating rink or splash pad, and he thinks it's a mistake to ignore the community input that has been received over time.

VanderWulp stated that it sounds like we are moving away from the Charrette and what people wanted.

Harrison brought to the Board's attention the Ada Township Master Plan, which had over 1,000 survey responses, and only 44% had interest in a library, and only 45% said an outdoor civic center/green space was important. He asked what public input was being ignored.

Kullgren stated that there was specific public input on the two green spaces that the Township has contracts for. He stated that the collateral amenities are being ignored.

Norman stated that the only constant is change, and that views and demands change over time. He stated that in the north-side plan we would have also been putting a building and parking lot on the north side. Norman also stated that we could tell Geld to write into the condo bylaws to allow the Farmers' Market to locate on River Street, and that the DDA has the power to offer their input.

Wright asked why Geld did not put two buildings on the south side and leave the north side green space to the public.

Norman and Wright asked if the parcels on the north side could be consolidated to conserve green space.

Rob Hunter responded that the buildings were separated because of phasing, and they could be put together. Hunter stated that Geld is not doing this as a commercial venture, they are doing this because they think it's in the best interest of the community.

VanderWulp left the meeting at 9:07am.

Norman asked if the DDA could put some of their parking fund towards buying the Community Church parcel and still put the community building on the south side, which would maintain green space on the north side.

Hunter stated that it would be fine if the DDA bought it, they just believed that the community building would be best located on the south side.

Kullgren stated that the building on the south side needs parking, and the church parking lot is a big part of that.

Billy Norden said that the church wants to see their parking used, and that the intention is there but the details just need to be figured out.

Greg Gruizenga stated that there has been a ten-year history of the church sharing the parking lot, and there is no reluctance on their side to continue that.

Kullgren stated that there would be a need to have a special meeting within the next 7-10 days to discuss the DDA purchasing the church property. He stated that a subcommittee could be formed to crunch the numbers and see if it was feasible for the DDA to purchase the church property.

It was suggested that the subcommittee include members of the DDA, Community Church and Geld, and that Haga, Norman, and Kullgren represent the DDA.

Staff will send out a poll to determine the best time to hold the special meeting.

The consensus of the Board was to delay a recommendation to the Township Board until after a special meeting to be held within two weeks, during which the subcommittee will determine the feasibility of the DDA purchasing the church property.

## **VI. APPROVAL OF RFP FOR SNOW REMOVAL SERVICES FOR THE 2017-2018, 2018-2019 WINTER SEASONS**

Hilbrands presented an RFP for snow removal services for the Village. The RFP covers snow removal for two winter seasons, 2017-2018 and 2018-2019. Hilbrands also presented data on the snow removal services provided the previous season. He stated that the DDA spent \$9,040 on snow removal and deicing during the 2016-2017 season.

It was moved by Norman, seconded by Haga to approve issuance of the RFP for snow removal for both the 2017-2018 and 2018-2019 seasons.

Norman noted that we should expect to see a higher number of pushes this season.

Motion passed unanimously.

## **VII. REPORTS AND COMMUNICATIONS**

### **a. Status of Ada Drive Project/River Street Project/Settlers Grove**

Ferro noted that construction is underway on the new River Street. He stated that the Settlers Grove project has so far been limited to tree removal. Ferro said that on Ada Drive we are waiting for Consumers Energy to remove their power poles so that brick and paver work can be completed.

### **b. Capital Campaign Update**

Kullgren stated that the campaign leadership has been recruited, and they are in the process of recruiting a campaign cabinet. The campaign cabinet will have their first meeting in mid-November.

### **c. Private Development Update**

Ferro provided an update on private development in the Village. He stated that construction is underway at the new Zeytin building. Work is also started at the new AGO/McDonalds development, and access improvements at this site will create a short-term lane closure on Fulton Street. Work is also underway on the entire shared parking area between Heidi Christine's and Spectrum Health.

Haga stated that the Bronson Street residences will be having utilities put in within the next couple of weeks.

### **d. DDA Financial Report, 9/30/17**

Hilbrands presented the DDA financial report and highlighted some of the major expenditure items. He reported that the Farmer's Market revenues have exceeded the budgeted \$9,000 by \$2,295.

Kullgren stated that he would like to have a discussion with Keith Hopkins about the first couple months of his commitment, as the Capital Campaign was essentially put on hold.

#### **VIII. BOARD MEMBER COMMENT**

Norman brought attention to a large pothole in front of the River Point condos that has not been filled in.

Harrison thanked the Community Church, Rob Hunter and Amway for presenting an alternative location for the community building/library. He stressed that we need to separate ourselves from personal attachments and keep the end product in mind. He wanted to make sure we were respectful to people who take the time to come to meetings, and their comments should not be discounted because of relationships they may have.

Kullgren commented that this decision on the community building/library location, with the resources we are putting into it, is worthy of taking as deep a dive as we can.

Haga noted that a company called Spartan Renewables is applying for tax abatements that could affect DDA financials. He stated that Township has signed off on the riverfront park property and is now the owner of that property. They have completed a Phase I ESA, and the attorney is recommending a Phase II ESA. The expense will be about \$8,000.

#### **IX. PUBLIC COMMENT**

Ada residents Del and Betsy Ratzsch shared their concerns with the Fase Street pedestrian crossing. Del stated that he has had correspondence with the Kent County Road Commission, and that they claimed added signage makes crossings more dangerous for pedestrians. After reviewing the studies they cited, Del said he found that the studies don't support the KCRC position. The studies only indicate that a painted crosswalk with no signage is the most dangerous. He then wrote a five-page response, but has not heard anything back. Del reemphasized that pedestrian safety in a walkable community is crucial, and encouraged the Board to push the KCRC for more traffic control to make the intersection safer.

#### **X. ADJOURNMENT**

Chair Kullgren adjourned the meeting at 9:57am.

Respectfully submitted:

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Devin Norman, Secretary/Treasurer

**SeyferthPR**

40 Monroe Center NW  
Suite 202  
Grand Rapids, MI 49503

**Invoice****Invoice Number G: 80691****Invoice Date: 9/30/2017****Bill To:**

Ada Township DDA  
7330 Thornapple River Dr SE  
Ada, MI 49301

**Project:** September Thru December 2017

Description	Amount
Total Professional Services	1,500.00

Rec'd  
10/26/17  
PAA

<b>Total</b>	<b>\$1,500.00</b>
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Due: Net 30 Days

# HOPKINS | FUNDRAISING CONSULTING

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

October 15, 2017

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

Rec'd  
10/16/17  
BJA

- Invoice for Campaign Implementation Service
- Amount Due: \$5,800
- 4th of twelve payments
- Due by October 31, 2017



## MEMORANDUM

Date: 11/9/16

**TO:** DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Bids for Village Sidewalk Snow and Ice Removal

Three bids for sidewalk snow and ice removal services in the Village were received by the bid submittal deadline at 5:00 p.m. on Monday, October 30. Attached are the bid forms submitted by Darneil Landscape Management LLC, Ryan Excavating LLC, and Woods Landscaping. Also attached is a table summarizing and comparing the three bids.

A comparison of the three proposals is as follows:

**Darneil Landscape Management LLC**, is an Ada Township-based landscape management company, located on Edgeworthe Drive.

I was only able to make contact with one of the references for Darneil Landscape Management. Long Leaf Home associations was listed as a reference and Darneil will be providing plowing service for them this coming winter, but there has not been any snow removal service performed previously. One resident, Sarah Vander Baan, stated that Darneil had performed landscape work for them before and that she was extremely impressed with the professionalism and quality of their work.

I was unable to find positive references for snow removal work done by Darneil Landscape Management.

**Ryan Excavating LLC**, is a Lowell-based excavation contractor, also doing work with concrete, asphalt and sealing.

I spoke with one client of Ryan Excavating. The City of Lowell was listed as a reference, and I made contact with Rich Labombard in their Department of Public Works. He stated that he can't speak to their experience with snow removal because the City of Lowell provides their own snow removal. He did say that they have worked with Ryan Excavating on some concrete and excavation work and they have been responsive and professional.

I was unable to find references for snow removal work done by Ryan Excavating.

**Woods Landscaping** is an Ada Township-based landscape management company, with facilities located on East Fulton Street, at the Township's eastern boundary. The company was the Township's contracted snow removal service last year.



## **Comparison of Bids:**

The quoted prices from Darneil Landscape and Woods Landscaping are well below the quotes from Ryan Excavating, under both pricing options for snow removal – pay as you go, or a full-season flat price.

The hourly rate for removal and disposal of accumulated snow windrow on the curbs is substantially higher in the Ryan Excavating quote than in the Darneil Landscape and Woods Landscaping quote. Darneil provided separate hourly rates for a front-end loader and dump truck hauling. The quote was \$140/hour for a loader and \$110/hour for a dump truck with a \$250/hour sum of the two rates. Woods provided a single hourly rate of \$90/hour.

Darneil Landscape Management provided a full-season quote of \$11,000 but did not provide a maximum number of pushes. Without knowing how many pushes are included in the full-season quote, it makes it difficult to properly evaluate the bid. Under their “pay-as-you-go option,” the DDA would end up paying more than \$11,000 if the season results in more than 23 pushes.

The Ryan Excavating full-season quote and “pay-as-you-go” price option are both substantially higher than the other two quotes. They also lack ATV equipment items, and would instead utilize bobcats and snow blowers.

Woods provides a full-season quote of \$12,750 for 2017/2018. If the snow season results in anything less than the maximum 25 pushes, the cost per push will increase. Woods also provides a full-season quote of \$13,250 for 2018/2019. Once, again, if the snow season results in anything less than the maximum 25 pushes, the cost per push will be correspondingly higher.

Under the Woods “pay-as-you-go” price option, the Township would save money if the season results in anything less than 25 pushes. There is not any cost-per-push savings achieved by selecting the full-season flat price.

Darneil and Woods provide bids that are much lower than Ryan Excavating. Woods provides ATV and UTV equipment items that are capable of operating on sidewalks without danger of causing damage, and allow for a quicker removal of snow. Darneil proposes to use a bobcat with a brush attachment for use on sidewalks, and does not have ATV type equipment.

## **Recommendation:**

Based on the bids submitted, the Woods Landscaping proposal, utilizing preferred and more efficient ATV equipment for sidewalk snow removal work, and using the “pay-as-you-go” pricing of \$510 per push for 2017/2018 and \$530 per push for 2018/2019 is a competitive low-cost option to pursue, and one which allows the Township to achieve cost savings if the snow season is a light one.

**SUMMARY OF BIDS  
FOR VILLAGE SIDEWALK SNOW AND ICE REMOVAL  
NOVEMBER, 2017**

<b>VENDOR</b>	<b>Darneil Landscape</b>	<b>Ryan Excavating</b>	<b>Woods Landscaping</b>	<b>Woods Landscaping</b>
<b>Year(s)</b>	2017/2018-2018/2019	2017/2018-2018/2019	2017/2018	2018/2019
<b>OPTION 1 - COST PER PUSH</b>	\$470	\$2,455.50	\$510	\$530
<b>OPTION 2 - PRICE FOR SEASON/ NUMBER OF PUSHES INCLUDED</b>	\$11,000 Number of pushes not provided  Cost per Push = N/A	\$63,843 26 pushes  Cost per Push = \$2,445.50	\$12,750 25 pushes  Cost per Push = \$510	\$13,250 25 pushes  Cost per Push = \$530
<b>COST PER PUSH FOR EXTRA PUSHES</b>	\$400	\$2,155	\$510	\$530
<b>HOURLY RATE FOR WINDROW REMOVAL</b>	\$140 (loader) \$110 (dump truck)	\$240	\$90	\$90
<b>LABOR COST PER HOUR FOR DEICER APPLICATION</b>	\$40	\$48	\$50	\$50
<b>COST PER POUND FOR DEICER</b>	\$40.00	\$0.21	\$0.75	\$0.75

**BID FORM  
ADA TOWNSHIP DDA  
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **MONDAY, OCTOBER 30, 2017, 5:00 P.M.** at:

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

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

**(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)**

**OPTION 1:** Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 470 PER PUSH (2017-18).    \$ 470 PER PUSH (2018-19).

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**OPTION 2:** Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2017-18 and 2018-19 snow removal seasons:

\$ 11,000 FOR THE 2017-18 SNOW REMOVAL SEASON.

\$ 11,000 FOR THE 2018-19 SNOW REMOVAL SEASON.

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

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

\$ 400 PER PUSH (2017-18)    \$ 400 PER PUSH (2018-19)

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Hourly rate for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 140 PER HOUR (2017-18) loader \$ 110 PER HOUR (2018-19) (dump truck)

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

\$ 40, PER HOUR, FOR PERSONNEL COSTS (2017-18)

\$ 100, PER HOUR, FOR PERSONNEL COSTS (2018-19)

\$ 40, PER POUND OF DEICER APPLIED (2017-18)

\$ 40, PER POUND OF DEICER APPLIED (2018-19)

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In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of November 6, 2017.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name and Title of Signatory

\_\_\_\_\_  
City, State Zip

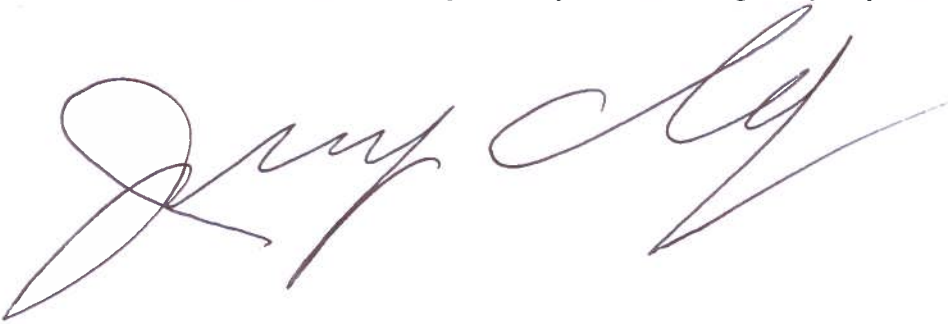
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

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

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



# Darneil Landscape Management LLC

## 1. Description of Means of services:

Darneil Landscape Management LLC (Team) Have Experience in sidewalk snow removal for the Edward DeVries properties. The first building is on 801 Franklin Street SE Grand Rapids mi (DHS Building) and the other was the Kendal furniture factory on Garden Street on the SE side of Grand Rapids MI. Both properties have sidewalks around building.

## 2. List any governmental clients we work for:

None at the current time.

3. We have Long leaf Home associations ( East Fulton location )
4. 25 residential homes drives to plow.
5. 2 snow shoveling crews, and each crew is 3 workers

## Equipment for service

1 bobcat with attach of brush

2 snow plow trucks

1 loader

1 dump truck

3 snow blowers 2 stage

10 snow shovels

**BID FORM  
ADA TOWNSHIP DDA  
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **MONDAY, OCTOBER 30, 2017, 5:00 P.M.** at:

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

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

**(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)**

**OPTION 1:** Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 2,455.50 PER PUSH (2017-18).    \$ 2,455.50 PER PUSH (2018-19).

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**OPTION 2:** Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2017-18 and 2018-19 snow removal seasons:

\$ 63,843<sup>00</sup> FOR THE 2017-18 SNOW REMOVAL SEASON.

\$ 63,843<sup>00</sup> FOR THE 2018-19 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 26.

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

\$ 2,155 PER PUSH (2017-18)    \$ 2,155 PER PUSH (2018-19)

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Hourly rate for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 240<sup>00</sup> PER HOUR (2017-18)    \$ 240<sup>00</sup> PER HOUR (2018-19)

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

\$ 48<sup>00</sup>, PER HOUR, FOR PERSONNEL COSTS (2017-18)

\$ 48<sup>00</sup>, PER HOUR, FOR PERSONNEL COSTS (2018-19)

\$ 0.21, PER POUND OF DEICER APPLIED (2017-18)

\$ 0.21, PER POUND OF DEICER APPLIED (2018-19)

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In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of November 6, 2017.

Ryan Excavating LLC  
Name of Company

195 Valley Vista Dr  
Address

Lowell MI 49331  
City, State Zip

616-987-3015  
Phone

Jason Ryan Estimator  
Name and Title of Signatory

[Signature]  
Signature

[Signature]  
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.

# Ryan Excavating, LLC

195 Valley Vista Drive  
Lowell, MI 49331  
616-987-3015  
[www.ryanexc.net](http://www.ryanexc.net)

To: Village of Ada  
From: Jason Ryan

Additional qualifications to those listed below:

Ryan Excavating holds a combined 40 years of experience in snow removal. We have serviced a range of clients from small residential and businesses to cities and villages. We are MDOT certified, and are ready to work with the Village of Ada for your snow control needs this winter.

## Required Proposal Contents:

### 1. Description of Means of Providing Service:

#### a. Equipment listing

- i. 2017 Takeuchi TL10V
- ii. 2016 Bobcat 650
- iii. 2015 Backhoe 420
- iv. 1996 Volvo Tri Axle dump
- v. 1987 Ford Tandem Dump
- vi. 2001 Ford 1-ton Dump (salter)
- vii. 2015 ¾ ton GMC Sierra with 2017 V blade and swing wing
- viii. Several small snow throwers and shovels

#### b. Number of Personnel: 7

#### c. Name and contact number of overseer – Jason Ryan 616-889-8567

### 2. Any other institution that are also clients for 2017/2018 - none for snowplowing

### 3. References

#### a. Snow Removal References

##### i. Village of Clarksville

1. Contact info: Clarksville Village Hall 162 S Main St Clarksville, MI 48815  
Pat Reser Street Commissioner [reser.pat@clarksvillemi.org](mailto:reser.pat@clarksvillemi.org)

##### ii. Village of Saranac

1. Contact info: 27 N. Bridge Street Saranac, MI 48881 Phone: 616-642-6324  
FAX: 616-642-0472

##### iii. City of Lowell

1. Contact info: Department of Public Works – Rich Labombard 217 South Hudson  
Lowell, MI 49331 616-897-8457

##### iv. David and Jill Gersch (residential) - 268 Greentree Lane Ada MI 49301

#### b. Excavating/Asphalt/Concrete references:

- i. Rieth Riley - Ryan Craven (616) 248-0920 [rcraven@rieth-riley.com](mailto:rcraven@rieth-riley.com)
- ii. Michigan Paving - Taylor Augustine 3566 Mill Creek Ave Comstock Park, MI 49321 616-250-9312 [taugustine@mipmc.com](mailto:taugustine@mipmc.com)
- iii. City of Norton Shores – Jim Murphy City Engineer 231-799-6803





**BID FORM  
ADA TOWNSHIP DDA  
SNOW AND ICE REMOVAL SERVICES**

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

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

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

**OPTION 1:** Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 510<sup>00</sup> PER PUSH (2017-18). *if no more Sidewalks are added* \$ 530<sup>00</sup> PER PUSH (2018-19).

**OPTION 2:** Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2017-18 and 2018-19 snow removal seasons:

\$ 12,750<sup>00</sup> FOR THE 2017-18 SNOW REMOVAL SEASON.

\$ 13,250<sup>00</sup> FOR THE 2018-19 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 25.

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

\$ 510<sup>00</sup> PER PUSH (2017-18) \$ 530<sup>00</sup> PER PUSH (2018-19)

Hourly rate for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 90<sup>00</sup> PER HOUR (2017-18) \$ 90<sup>00</sup> PER HOUR (2018-19)

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

\$ 50/hr, PER HOUR, FOR PERSONNEL COSTS (2017-18)

\$ 50/hr, PER HOUR, FOR PERSONNEL COSTS (2018-19)

\$ .75, PER POUND OF DEICER APPLIED (2017-18)

\$ .75, PER POUND OF DEICER APPLIED (2018-19)

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In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of November 6, 2017.


Woods Landscaping  
Name of Company

9599 Fulton  
Address

Ada, Mi. 49301  
City, State Zip

616-292-6308  
Phone

Ken Remijn, owner  
Name and Title of Signatory

  
Signature

10-24-17  
Date

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

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



1. Description of means of providing service:

Woods will furnish an ATV (Honda Rancher 450) with a front plow, as well as a UTV with a snowplow/snowblower (John Deere XUV590i) if needed (at Woods' discretion). We also have 6 personnel that make up our (3) shoveling crews. We own 6 snowblowers (2 -2 stage, and 4 single stage). All of our equipment for shoveling/plowing/snowblowing is 2012 or newer. I would personally be in charge of this account. (Ken Remijn, 616-292-6308).

2. List of any governmental clients we work for:

We do not currently service any government/municipal clients with related services. We plow approx. 600 accounts each night, in which around 40% of that is considered commercial. Our largest account has 3 properties, that totals approx. 700,000sq' of blacktop.

3. Provide a list of 3 references:

We manage snow removal services for several condominium complexes, as well as numerous other commercial accounts (including large Churches), but none hire us for services exactly like this. We do take care of snowplowing, shoveling, and salting at each one of these properties.



## MEMORANDUM

Date: 11/9/16

**TO:** DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Quotes for Community Church Parking Lot Snow Plowing Service

Woods Landscaping provided full-season and “pay-as-you-go” quotes for snow plowing service of the Community Church parking lot, which the Township utilizes for public parking. Township staff previously performed this service, and it is being proposed that the DDA now contract this service out.

Under the Woods full-season quote of \$1,700, the cost per plowing event would be \$68.00 if the maximum 25 plowing events are reached. If the snow season results in anything less than 25 pushes, the cost per push will be correspondingly higher.

Under the Woods “pay-as-you-go” price option, the Township would save money if the season results in anything less than 25 pushes. There is not any cost-per-push savings achieved by selecting the full-season flat price.

Based on the quotes submitted, Woods Landscaping “pay-as-you-go” pricing of \$68.00 per plow event allows the Township to achieve cost savings if the snow season is a light one.



# WOODS LANDSCAPING

9599 Fulton St. E Ada, MI 49301

George Haga  
PO Box 370  
Ada, MI 49301

2ccc  
11/9/17

Jobsite address: 7227 Thornapple River Dr

Let our plows keep your parking lot snow free this winter! With over 35 years of snow removal experience, you can count on us to be there when you need us most. Our office staff, 24 hour phone service, email updates, and state of the art snowplowing equipment is coupled together to give you service second to none this upcoming season. You can count on Woods to worry about the weather so you don't have to. We specialize in commercial parking lots, with most of our work coming from long term customers. Give us a try this season, and you will certainly see the WOODS difference!

Description	Quantity	Rate	Amount
Snow plowing (Commercial)	25	68.00	1700.00

Terms and Conditions (2017/2018 season, November 1-April 1):

- 1.) Plowing will be dispatched after 1.5" of new snow accumulation has occurred.
- 2.) Snow plowing normally occurs between hours of 12am-7am, as long as 1.5" of snow has fallen by 12am that night.
- 3.) Approaches will be cleaned out as needed after plowing significant snow events.
- 4.) This contract includes 25 plowings. Any additional plowings will be prorated (1/25th of your contract price).
- 5.) Contract includes at least one clearing in a 24 hour period.
- 6.) This contract does not guarantee a slip-free surface.
- 7.) A return trip in the spring is included in this contract to fix any lawn/turf damage.
- 8.) We include an email update during snow events, which is a great communication tool...if you would like to receive these updates, please include your email address.
- 9.) Any party can cancel service at any time, providing there is a minimum of a 48 hour notice.

If you have any questions or concerns, please feel free to contact us at 616-868-6749, or [office@woodslandscapellc.com](mailto:office@woodslandscapellc.com). Thank you!

**Payment Terms:** Some form of payment (payment in full, or half payment) is required before services can begin. Failure to make 2nd payment on time (Net 30 days) will result in cancellation of services, as well as a \$25.00 late charge per month.

☐ **Prepay for season: \$1,700.00**

☐ **Half payment:** (Half of total is due up front, the other half due by January 1st.). Please note, by utilizing this half payment option, a \$20.00 service charge will be added to the cost.

Email address (for email updates): \_\_\_\_\_



# WOODS LANDSCAPING

9599 Fulton St. E      Ada, MI 49301

George Haga  
PO Box 370  
Ada, MI 49301

Jobsite address: 7227 Thornapple River Dr

Let our plows keep your property snow free this winter! With over 35 years of snow removal experience, you can count on us to be there when you need us most. Our office staff, 24 hour phone service, email updates, and state of the art snowplowing equipment is coupled together to give you service second to none this upcoming season. You can count on Woods to worry about the weather so you don't have to. We specialize in private associations, residential driveways, and commercial parking lots, with most of our work coming from long term customers. Give us a try this season, and you will certainly see the WOODS difference!

Description	Quantity	Rate	Amount
Snow plowing (Commercial)	1	68.00	68.00

Terms and Conditions (2017/2018 season, November 1-April 1):

1. Plowing will be dispatched after 1.5" of new snow accumulation has occurred.
2. Snow plowing normally occurs between hours of 12am-7am, as long as 1.5" of snow has fallen by 12am that night.
3. Approaches will be cleaned out as needed after plowing significant snow events.
4. Contract includes at least one clearing in a 24 hour period.
5. This contract does not guarantee a slip-free surface.
6. A return trip in the spring is included in this contract to fix any lawn/turf damage.
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8. Any party can cancel service at any time, providing there is a minimum of a 48 hour notice.

If you have any questions or concerns, please feel free to contact us at 616-868-6749,  
or [office@woodslandscapellc.com](mailto:office@woodslandscapellc.com). Thank you!

**Payment Terms:**

This is a per service contract. Services will be billed monthly as completed. Failure to make payments on time (Net 30 days) will result in cancellation of services, as well as a \$25.00 late charge per month.

☐ Pay per service (Your per service rate is shown above in pricing area)

Email address (for email updates): \_\_\_\_\_



## MEMORANDUM

Date: 11/9/16

**TO:** DDA Board, Township Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Garland Purchasing and Installation/Takedown Quotes

The Township currently owns 64 garlands that in previous years have been placed on the light posts along Bronson Street, Thornapple River Drive, and Ada Drive. With the reconstruction of Headley Street and Ada Drive, there are now 70 new light posts that require additional garland. Installing garland on the light posts during the winter season enhances the attractiveness of the Village area, and creates a sense of welcoming and festivity during the holidays that can appeal to visitors. The Township had previously paid for the full costs of the original garland, and it is now being proposed that the Township and the DDA split the costs of buying additional garland, and potentially the cost for installation and takedown.

### **Garland Quotes:**

I have received quotes from six different companies that provide garland. Attached is a table summarizing and comparing the quotes that are for garland similar to what the Township currently utilizes. The low quotes are from Display Sales and Northern Lights Display.

The garland the Township currently owns was purchased from Display Sales. These are all 15-foot garlands for use on 10-foot poles. It was determined that the new poles would require garland that is between 15-20 feet in length for use on the new 12-foot poles on Headley Street and reconstructed Ada Drive. Display Sales indicated that they are sold out of their 15-foot garland, but they can cut their 25-foot garland to either 15 or 20 feet for a price of \$182.50/garland plus \$780 shipping cost for a total cost of \$13,555. The garland utilizes C7 LED lights placed 6 inches apart. Purchasing garland from Display Sales would ensure that the new garland exactly matches the current garland.

Northern Lights Display provided a quote for 15-foot garland at \$190/garland, for a total cost of \$13,300. They also provided a quote for 20-foot garland at \$249/garland, for a total cost of \$17,430. The lights are the same C7 LED lights as our current garland, placed 6 inches apart. Shipping is free for both sizes.

### **Recommendation:**

Based on the quotes provided, the Display Sales quote provides garlands that will perfectly match our existing garland at a cost that is only \$255 more than the Northern Lights Display quote. If choosing Display Sales garland, the 15-foot garland has no cost savings over the 20-foot garland.

**Installation/Takedown Quotes:**

Installation and takedown of the Township's current garland is performed by Township staff members. The addition of the 70 new 12-foot poles will require increased labor time dedicated to installation and takedown of garland. In reviewing alternative options, I received installation and takedown quotes from two companies. Attached is a table summarizing and comparing those quotes.

Christmas Décor provided installation/takedown quotes of \$12,150 for all poles, and \$6,300 for just the 70 new 12-foot poles. These costs would also include the storage of garland. Christmas Décor also provides the option of providing garland, but the garland utilizes mini-LED lights which are different than the C7 LED lights our current garland utilizes.

Woods Landscaping provided installation/takedown quotes of \$3,390 for all poles, and \$1,887.04 for just the 70 new 12-foot poles. These costs do not include the storage of garland.

**Recommendation:**

If the Township wishes to contract out the installation and removal of the garlands, the selection of Woods Landscaping is recommended as it provides the least expensive option.



### Garland Quotes - 15-feet

Company	Size	Number of Lights	Unit Price	Total Cost for 70	
				Light Posts & Shipping	
Northern Lights	15'	30	\$ 190.00	\$	13,300.00
Display Sales	15'	30	\$ 182.50	\$	13,555.00
Mosca Design	15'	30	\$ 224.25	\$	15,697.50

### Garland Quotes - 20-feet

Company	Size	Number of Lights	Unit Price	Total Cost for 70	
				Light Posts & Shipping	
Display Sales	20'	40	\$ 182.50	\$	13,555.00
Northern Lights	20'	40	\$ 249.00	\$	17,430.00
Mosca Design	20'	40	\$ 305.00	\$	21,350.00
Bronners	20'	40	\$ 308.70	\$	21,609.00



## DISPLAYSALES

## QUOTE

**Display Sales**

10925 Nesbitt Avenue S  
Bloomington, MN 55437  
P: 800-328-6195  
F: 952-885-0099  
www.displaysales.com

ESTIMATE QO-016723-7  
DATE 11/9/2017  
**EXPIRATION DATE** 11/23/2017  
CUSTOMER ID 127044

Ship George Haga  
To: Ada Township  
7330 Thornapple River Dr  
Ada, MI 49301

Bill George Haga  
To: Ada Township  
PO Box 370  
Ada, MI 49301

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE	
Liz Ryan			Net 20		10/24/2017	
QUANTITY	DESCRIPTION	UNIT PRICE				AMOUNT
70	25' Natural Timberline Garland with Sunlight LED Bulbs * Price includes cutting to 20' length Size : 25' Color : Natural Style : TLineSLLED	182.50				12,775.00
SUBTOTAL						12,775.00
SHIPPING & HANDLING						780.00
SALES TAX						0.00
TOTAL						13,555.00

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](mailto: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

Example of Display Sales  
15-foot garland  
(What the Township currently  
uses)



## Ada, MI

11.9.2017 Revised

### Garland

- Mountain Pine 15 ft lit pole wraps
- Lit with C7 LED replaceable bulbs
- Ties on both ends to attach to the pole

Item	Per	Qty	Total
20 ft wrap with 20 C7 lights - 12" spacing	\$175	70	\$12,250
20 ft wrap with 40 C7 lights - 6" spacing	\$249	70	\$17,430
15ft wrap with 15 C7 lights - 12" spacing	\$133	70	\$ 9,310
15ft wrap with 30 C7 lights - 6" spacing	\$190	70	\$13,300

### Bows:

18" 3D structured nylon bow	\$35	70	\$2,450
24" Velour puff bow	\$18.50	70	\$1,295



**Northern Lights Display LLC**  
**Cheryl Legan, President**  
**9531 West 78th St., Ste 135**  
**Eden Prairie, MN 55344**  
**877-974-3205**  
**[www.northernlightsdisplay.com](http://www.northernlightsdisplay.com)**  
**[clegan@northernlightsdisplay.com](mailto:clegan@northernlightsdisplay.com)**



## Garland Installation Quotes

Company	Price (135 poles)	Price (70 poles)
Woods Landscaping	\$ 3,390.00	\$ 1,887.04
Christmas Décor (Dave DeVries)	\$ 12,150.00	\$ 6,300.00



Ada Township  
PO Box 370  
Ada, MI 49301

Jobsite address: 7330 Thornapple River Dr

Dear Brian:

We want to thank you for your interest in our business this year! The Woods Landscaping team does their very best to provide excellent service and customer satisfaction. We have spent years perfecting the way we care for and install your landscape to make it look the very best it can. Listed below are the products/services included in this estimate.

Description			Quantity
Garland Hanging estimate -Install Garland on approx. 134 light poles (64 10' poles, and 70 12' poles) (all materials supplied by Township, all equipment/labor supplied by Woods) -Remove and store all garland in boxes (supplied by Township) in location preferred by Township -Any materials (lights, garland, wreaths) not acceptable to hang is to be replaced by Township, unless damaged by Woods (ex/ burned out light bulbs, etc)			1
Labor [Per man hour]			49
		<b>Subtotal</b>	\$3,390.00
		<b>Sales Tax</b>	\$0.00
		<b>Total</b>	\$3,390.00

Payment Terms: All landscape projects shall require a 50% deposit to secure a spot on our schedule (unless otherwise agreed to with Woods Landscaping). Your check will not be cashed until the day the job is started. The remainder of the invoice, along with any added costs, or work order changes, shall be due upon completion of the project. **There will be a 3% charge for all credit card payments.** Late charges up to 1.5% of the amount shall be added per month that the invoice is overdue. Returned checks will be subjected to a \$40.00 fee.

Estimate assumes that there will be no conflicts with any underground utilities, public or private (including but not limited to: power, cable, internet, phone, well, septic, irrigation, etc) unless otherwise specified. If you have an irrigation system, we would prefer to use your irrigation company for any repairs/remodels that may need to be done during this project.

**Unless specified, any irrigation repairs/remodels associated with this job are not included in this estimate. These costs would be in addition to the estimate.** We are happy to contact your irrigation contractor to discuss the project with them, and get a rough estimate of the costs.

Estimate includes all labor and equipment to complete job. There may be times where the exact products we have specified

become unavailable throughout our growing season. We may need to substitute a particular size or species depending on availability. There may be a cost increase or decrease with these substitutions.

Warranties: All Hardscapes will be warranted for a period of one year unless otherwise specified. All softscapes will be warranted for a period of one year, providing that they have an automatic sprinkler system watering them. Softscapes that do not have an automatic sprinkler system cannot be warranted (unless otherwise specified). There are no warranties, expressed or implied, towards areas washing out due to rain etc. We cannot control acts of nature, so there may be a charge associated with coming back to touch up lawn areas etc, after heavy rains, unless otherwise specifically mentioned between Woods, and client, before such an act of nature occurs. We also cannot guarantee the amount of grass that grows in seeding areas. There are many factors that are beyond our control (like customer watering, fertilizing practices). There may be a charge associated with any re-seeding. We strive to install the very best products that our industry offers, but there are many factors beyond our control, and we really encourage for customers to reach out to us if there are any concerns.

Signature \_\_\_\_\_ Date \_\_\_\_\_

YOUR Woods Team!  
p: 616-868-6749  
e: [office@woodslandscapellc.com](mailto:office@woodslandscapellc.com)  
9599 Fulton St E     Ada, MI 49301







Ada Township  
PO Box 370  
Ada, MI 49301

Jobsite address: 7330 Thornapple River Dr

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Description			Quantity
Garland Hanging estimate (Tall poles only) -Install Garland on approx. 70 12' light poles (all materials supplied by Township, all equipment/labor supplied by Woods) -Remove and store all garland in boxes (supplied by Township) in location preferred by Township -Any materials (lights, garland, wreaths) not acceptable to hang is to be replaced by Township, unless damaged by Woods (ex/ burned out light bulbs, etc)			1
Labor [Per man hour]			22
		<b>Subtotal</b>	\$1,887.04
		<b>Sales Tax</b>	\$0.00
		<b>Total</b>	\$1,887.04

Payment Terms: All landscape projects shall require a 50% deposit to secure a spot on our schedule (unless otherwise agreed to with Woods Landscaping). Your check will not be cashed until the day the job is started. The remainder of the invoice, along with any added costs, or work order changes, shall be due upon completion of the project. **There will be a 3% charge for all credit card payments.** Late charges up to 1.5% of the amount shall be added per month that the invoice is overdue. Returned checks will be subjected to a \$40.00 fee.

Estimate assumes that there will be no conflicts with any underground utilities, public or private (including but not limited to: power, cable, internet, phone, well, septic, irrigation, etc) unless otherwise specified. If you have an irrigation system, we would prefer to use your irrigation company for any repairs/remodels that may need to be done during this project.

**Unless specified, any irrigation repairs/remodels associated with this job are not included in this estimate. These costs would be in addition to the estimate.** We are happy to contact your irrigation contractor to discuss the project with them, and get a rough estimate of the costs.

Estimate includes all labor and equipment to complete job. There may be times where the exact products we have specified

become unavailable throughout our growing season. We may need to substitute a particular size or species depending on availability. There may be a cost increase or decrease with these substitutions.

Warranties: All Hardscapes will be warranted for a period of one year unless otherwise specified. All softscapes will be warranted for a period of one year, providing that they have an automatic sprinkler system watering them. Softscapes that do not have an automatic sprinkler system cannot be warranted (unless otherwise specified). There are no warranties, expressed or implied, towards areas washing out due to rain etc. We cannot control acts of nature, so there may be a charge associated with coming back to touch up lawn areas etc, after heavy rains, unless otherwise specifically mentioned between Woods, and client, before such an act of nature occurs. We also cannot guarantee the amount of grass that grows in seeding areas. There are many factors that are beyond our control (like customer watering, fertilizing practices). There may be a charge associated with any re-seeding. We strive to install the very best products that our industry offers, but there are many factors beyond our control, and we really encourage for customers to reach out to us if there are any concerns.

Signature \_\_\_\_\_ Date \_\_\_\_\_

YOUR Woods Team!  
p: 616-868-6749  
e: [office@woodslandscapellc.com](mailto:office@woodslandscapellc.com)  
9599 Fulton St E      Ada, MI 49301



Quotation

11-09-17

Christmas Décor by Lakeshore Lighting

3340 Oak Hollow Dr S.E.

Grand Rapids MI 49546

Contact Info:

Ada Township

7330 Thornapple River Drive

Ada MI 49301

Regarding:

Light pole garland installation

Install, takedown and storage of customers garland on various light poles throughout the township.....\$90/pole

-Option 2:

Christmas Décor to provide, install, takedown and store new garland on customers light poles throughout the township.....\$12/foot

\*following years costs with option 2 to be \$90/pole

Terms:

1/2 down, net 30 from completion of takedown



## MEMORANDUM

Date: 11/3/17

**TO:** Ada Township Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Alternative Contractual Approaches to Design/Construction of the Planned Community Building/Library

In anticipation of moving forward with design and construction of the planned community building/library on Headley Street, consideration needs to be given to the type of approach the Township wishes to pursue for architectural design and construction for the project. Alternative contractual means for completing the project, or “delivery methods” include the following:

“Design-Bid-Build”: The traditional method in which a design firm is retained to prepare the construction plans and bid documents, and the construction contract is awarded to the contractor who is the lowest responsible bidder. This is the process that has been used for nearly all of the Township’s past major capital projects.

“Design-Build”: A single entity is engaged to both design and complete the construction project. The award of the combined contract is typically based on evaluation of a project design and cost proposal from design-build firms. This process is appropriate only for projects that have a well-defined scope of work at the outset of the procurement process, and where completion time is of the essence, such as emergency repairs or re-construction.

Construction Manager/  
General Contractor:

The Township engages services of both a design firm and a construction manager/general contractor, based on qualifications-based selection processes. The construction manager/general contractor (CM/GC) provides consulting services and cost estimating services in coordination with the design firm during the design phase of the project. The CM/GC acts as the general contractor during construction, and holds contracts with trade subcontractors selected through competitive bidding. The contract with the CM/GC typically includes negotiated overhead and profit, and establishing a “not-to-exceed” project cost prior to initiation of construction, in which case this delivery method is referred to as “CM At-Risk”

The Township has been encouraged by several parties to carry out the community building/library design and construction using a CM “At-Risk” approach. Attached are summaries from several reference sources of the characteristics, pros and cons of different project delivery methods. CM “At-Risk is increasingly being used by the public sector for large, complicated projects. Examples include major construction projects at GVSU, the City of Grand Rapids and school districts.

Recommendation:

A committee consisting of Supervisor Haga, Trustee Hurwitz and Trustee Proos has reviewed project delivery options and recommends that a CM “At-Risk” delivery method be used for the community building/library project. If the Board concurs with this recommendation, Requests for Qualifications (RFQ’s) for both design services and construction manager/general contractor services will be prepared. It is also recommended that the above committee, including a representative from the DDA Board, be tasked with review of the RFQ’s prior to issuance, completion of the candidate review and evaluation process, and making recommendations to the Board for selection of an architect and a construction manager/general contractor.



## MEMORANDUM

Date: 11/10/17

**TO:** Ada Township Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** Design/Construction of the Planned Community Building/Library

Based on ongoing evaluation of alternative delivery methods and project management needs for completion of the community building/library project, including input from the general contractor community and from Amway, additional details and recommendations are offered herein for carrying out the project in a timely manner, to supplement my previous communication.

### Project Delivery Method:

My earlier communication recommended use of a “construction manager at-risk” contracting arrangement for completion of the building, with separate recruitment/selection processes for architectural services and for construction manager/general contractor services. A recommended modification is to conduct a single RFQ/RFP process for both the CM/GC and architect under a single contract, in order to complete the selection of these services in a shorter timeframe.

### Project Manager Services:

Use of the CM/GC at-risk process for carrying out the project requires project management expertise and experience that is beyond the resources and capabilities of Township staff. It is recommended that the Township recruit and retain the services of an experienced Project Manager to meet this need. The Project Manager’s responsibilities would include:

- Preparation of the Request for Qualifications (RFQ) and Request for Proposals (RFP) documents for selection of the construction manager/design team.
- Acting as the Township’s representative in developing/negotiating the contract with the design and construction manager/general contractor team.
- Oversee the design/construction process and act on the Township’s behalf during the process.

In order to expedite the recruitment of a Project Manager, it is requested that the Township Board authorize the Township Supervisor, through a small selection committee, to recruit candidates for this position and recommend the selection of a Project Manager to the Board for approval. Our intent is to have a recommendation for this position presented to the Board at its December 11 meeting.



## MEMORANDUM

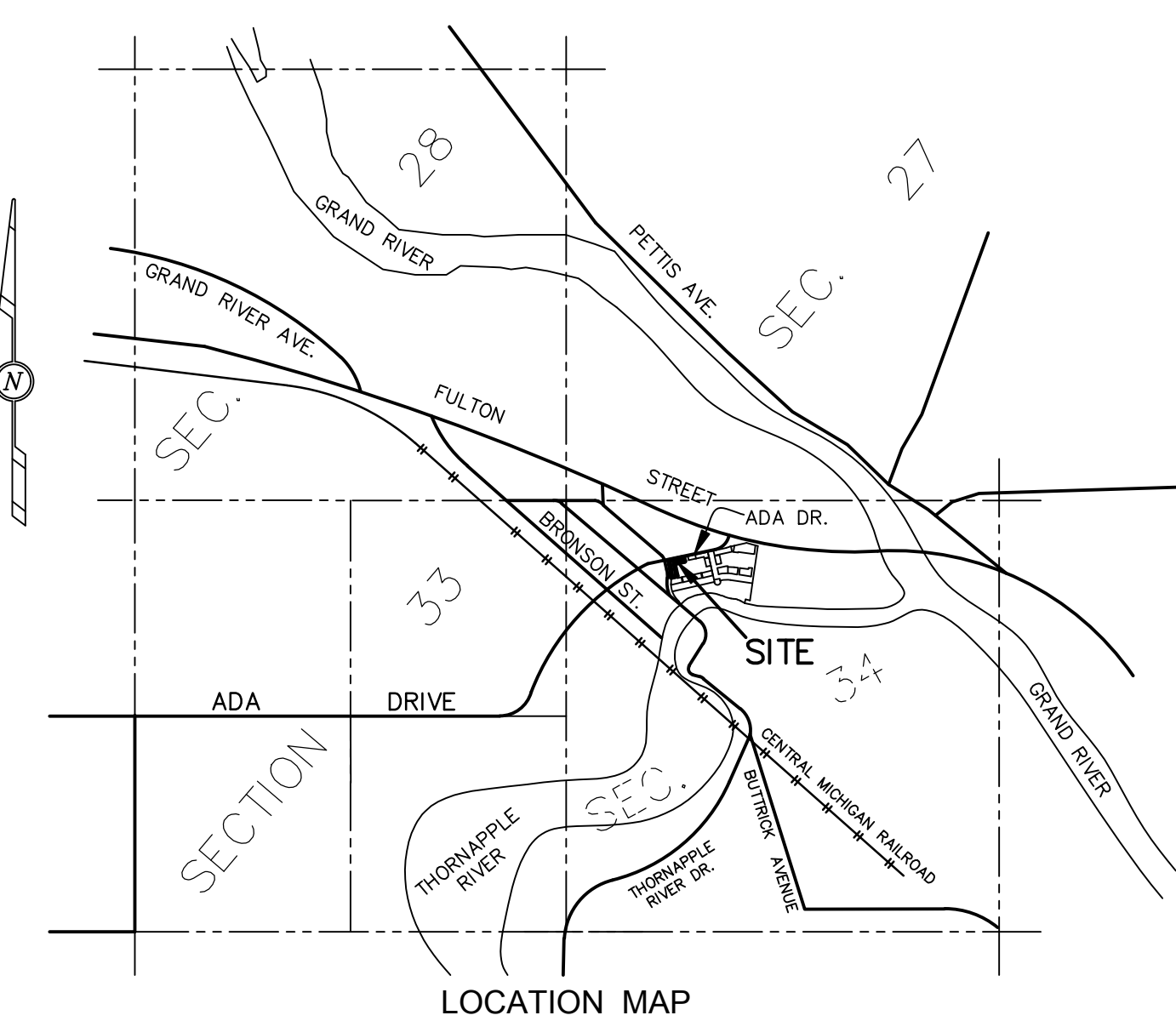
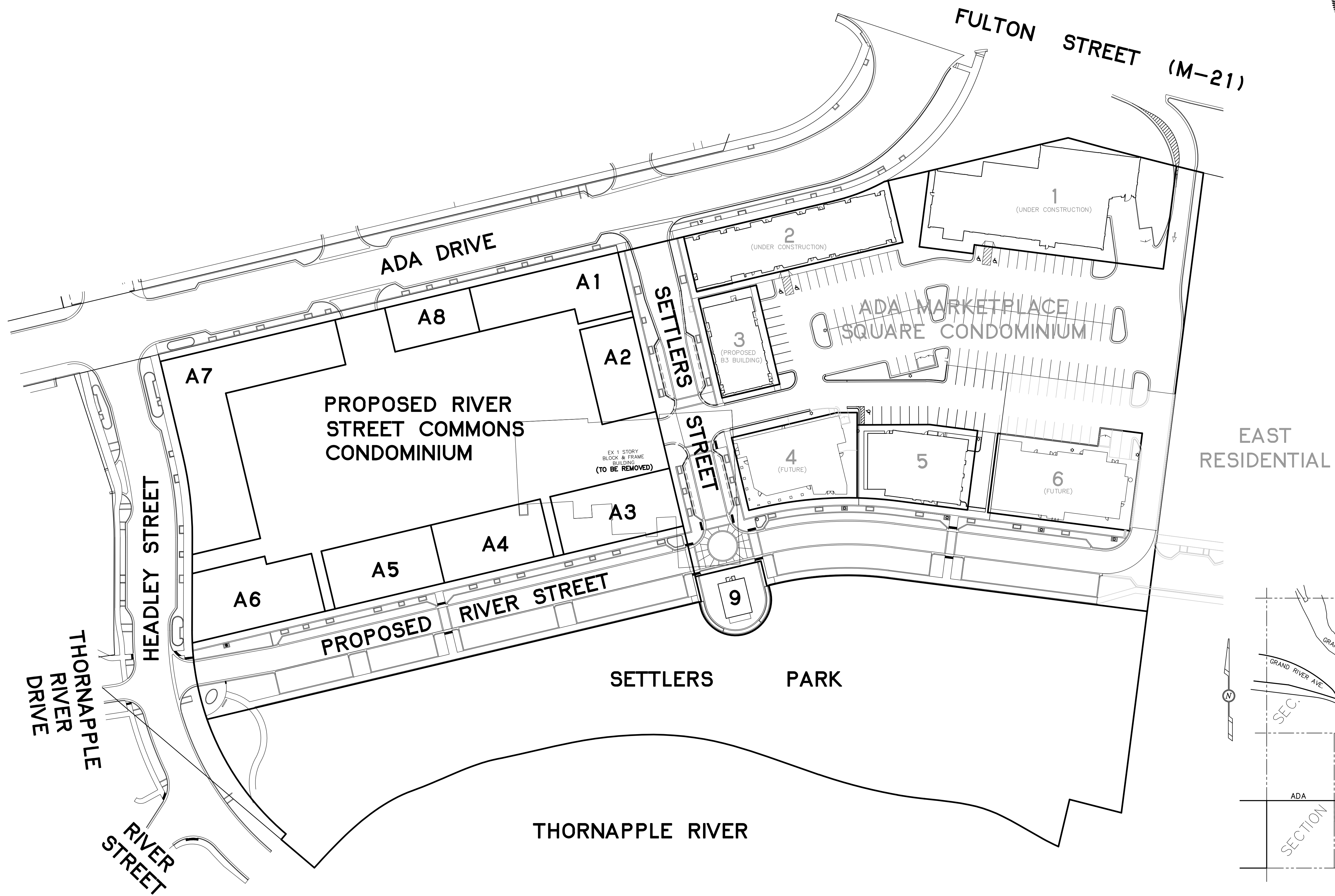
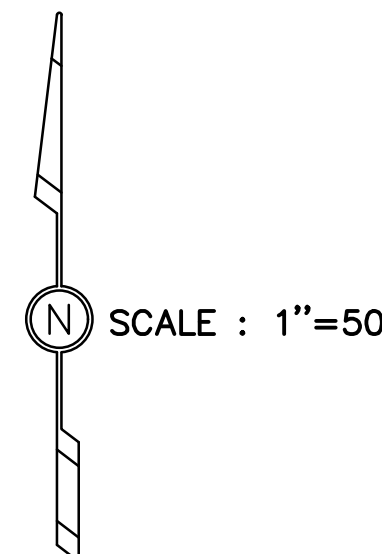
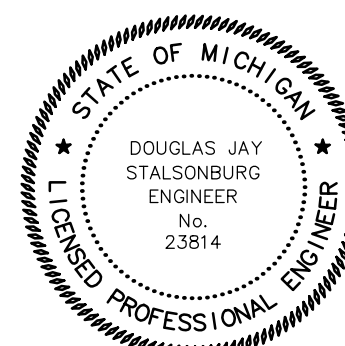
Date: 11/06/17

**TO:** DDA Board  
**FROM:** Jim Ferro, Planning Director  
**RE:** 2017 Series Capital Improvements Bonds, Sale Results

Capital improvements bonds in the amount of \$4.72 million were sold by the Township on October 23. The interest rate on the bond sale resulted in a “true interest cost” of 2.61%, well below the 3.5% that was used in the pre-sale financial analysis reviewed by the Board

The resulting total debt service payments that will be paid from DDA TIF and millage funds will total \$4.91 million, compared to the estimated amount of \$5.26 million contained in the estimates that are attached to the Tax and Tax Increment Revenue Sharing Agreement approved in August, a reduction of about \$350,000.





**OVERALL PROJECT PLAN**  
**RIVER STREET COMMONS - A7 BUILDING**

FOR: CDV5 PROPERTIES (616)-975-5706  
4940 CASCADE ROAD SE, SUITE 220  
GRAND RAPIDS, MI 49546

IN: PART OF THE NW 1/4 OF SECTION 34, T7N, R10W,  
ADA TOWNSHIP, KENT COUNTY, MICHIGAN.

REVISIONS:	

**excel engineering, inc.**  
planners • engineers • surveyors  
5252 Clyde Park, S.W. • Grand Rapids, MI 49509  
Phone: (616) 531-3660 Fax: (616) 531-2121  
www.excelengineering.com

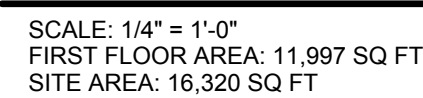
DRAWN BY: MK	PROJ. ENG.: DJS	SHEET 1 of 3
APPROVED BY: DJS	PROJ. SURV.: BMF	
FILE NO.: 171929E	DATE: 10-16-17	

P:\Projects\2017\171929 Drawings\dwg\171929.dwg, S01-COVER, 10/19/2017 3:30:32 PM, mntt



Lot Type	Lot Area (Sq. Ft.) (Min./Max.)	Lot Width (Ft.) (Min./Max.)	Frontage % (Min./Max.)	Maximum Lot Coverage	Yards (Ft.)	Height (Min./Max.) in Stories				ADU (Max. Building Footprint Sq. Ft.)		
						Street		Min. Side	Min. Rear		Village Core & Village Center	Village Proper & Village Edge
						Village Core & Village Center	Village Proper & Village Edge					
	16,320 sq ft	Ada Dr: 175.0'  Headley: 192.2'	Ada Dr: 150.3/175.0' = 85.9%  Headley: 161.3/192.2' = 83.9%	11,997' 16,320' = 73.5%								
Village Backfront	5,000/25,000	No Min./250	90%/100%	90%	0/10	NP	0	0	2/3	NP	NP	

**Parking Requirements:**  
 Retail - 10,562 sq ft @ 1 per 200 = 52.81 stalls x 0.4 reduction = 21.13 stalls required  
 Office - 11,462 @ 1 per 300 = 38.21 stalls x 0.4 reduction = 15.28 stalls required  
**Total Parking Required:** 37 stalls  
**Total Parking Provided:** 47 stalls  
**WILL MEET ZONING**







**1. North Elevation** (Corner of Ada Drive Headley Street)



**2. North Elevation** (Looking West along Ada Drive)



**3. West Elevation** (Looking North along Headley Street)



**4. West Elevation** (Looking East along Ada Drive)

**dixon**  
ARCHITECTURE  
523 Ada Drive SE, Suite 200  
PO Box 404  
Ada, MI 49301  
p. (616) 682-4570  
www.dixonarch.com



4940 Cascade Road SE, Suite 220  
Grand Rapids, MI 49546  
p. (616) 975-5706

**River Street Commons - Building A7**  
SE Corner of Ada Drive & Headley Street  
Ada, Michigan  
**Exterior Renderings**

Revisions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project No: 216123  
Issue Date: 10/15/17  
Reviewer: KCD  
Drawn By: KCD

**A4.2**





## MEMORANDUM

Date: 11/9/17

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Financial Report, 10/31/17

Significant DDA financial activity during October included the following:

- \$280 in operating supplies/services includes payment to Sanisweep Inc. for street sweeping services in the Village.
- \$5,000 in contract services includes two payments to Seyferth PR for communications services.
- \$8,089.70 in improvements for the final payment to Kamminga & Roodvoets, Inc. for the Bronson Street Parking Project.

With respect to the Farmers' Market, the Market has net positive income to date of \$3,458 for the 2017 season. Total revenues have exceeded the budgeted \$9,000 by \$2,340, or 26.0%.

## PERIOD ENDING 10/31/2017

## ADA TOWNSHIP DDA

## INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	YTD BALANCE 10/31/2017 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	40,000.00	0.00	1,174.84	1,385.16	45.89	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000.000		41,000.00	0.00	1,174.84	2,385.16	33.00	0.00
Dept 020.000-TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	339,661.00	0.00	763.25	338,897.75	0.22	0.00
248-020.000-423.000	TAXES: IFT	23,574.00	0.00	0.00	23,574.00	0.00	0.00
Total Dept 020.000-TAXES		363,235.00	0.00	763.25	362,471.75	0.21	0.00
Dept 028.000-FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	45.00	10,340.00	(1,340.00)	114.89	0.00
Total Dept 028.000-FARMER'S MARKET		9,000.00	45.00	11,340.00	(2,340.00)	126.00	0.00
TOTAL REVENUES		413,235.00	45.00	13,278.09	362,516.91	3.53	0.00
Expenditures							
Dept 170.000-DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	19,692.00	1,568.94	11,751.65	7,940.35	59.68	0.00
248-170.000-704.001	WAGES - SUPPORT	0.00	3,076.92	9,230.76	(9,230.76)	100.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	1,220.00	283.71	1,268.42	(48.42)	103.97	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	286.00	66.36	296.65	(10.65)	103.72	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	1,969.00	156.90	1,175.19	793.81	59.68	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	4,221.00	279.46	2,095.92	2,125.08	49.65	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	5,600.00	280.00	8,096.32	(2,661.32)	147.52	165.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	70.00	1,336.62	1,958.38	40.57	0.00
248-170.000-800.000	CONTINUING EDUCATION	200.00	0.00	160.00	40.00	80.00	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	45,000.00	5,000.00	65,744.60	(20,744.60)	146.10	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,745.00	1,080.00	5,670.00	3,075.00	64.84	0.00
248-170.000-820.000	MEMBERSHIP & DUES	125.00	0.00	0.00	125.00	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	12,000.00	0.00	0.00	12,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	105.00	0.00	0.00	105.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	500.00	0.00	0.00	500.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	173,375.00	8,089.70	161,794.05	11,580.95	93.32	0.00
248-170.000-983.000	NEW EQUIPMENT	0.00	0.00	2,617.27	(2,617.27)	100.00	0.00
Total Dept 170.000-DDA OPERATIONS/CONSTRUCTION		276,658.00	19,951.99	271,237.45	5,255.55	98.10	165.00
Dept 211.000-LEGAL & ACCOUNTING							
248-211.000-828.000	LEGAL SERVICES	0.00	0.00	(1,996.37)	1,996.37	100.00	0.00
Total Dept 211.000-LEGAL & ACCOUNTING		0.00	0.00	(1,996.37)	1,996.37	100.00	0.00

PERIOD ENDING 10/31/2017

ADA TOWNSHIP DDA  
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Dept 900.000-OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	165.00	15.73	110.06	54.94	66.70	0.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	300,000.00	0.00	0.00	300,000.00	0.00	0.00
Total Dept 900.000-OTHER TOWNSHIP EXPENSES		300,165.00	15.73	110.06	300,054.94	0.04	0.00
TOTAL EXPENDITURES		576,823.00	19,967.72	269,351.14	307,306.86	46.72	165.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		413,235.00	45.00	13,278.09	362,516.91	3.53	0.00
TOTAL EXPENDITURES		576,823.00	19,967.72	269,351.14	307,306.86	46.72	165.00
NET OF REVENUES & EXPENDITURES		(163,588.00)	(19,922.72)	(256,073.05)	55,210.05	127.46	(165.00)
BEG. FUND BALANCE		709,982.49		709,982.49			
END FUND BALANCE		546,394.49		453,909.44			

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REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

Page: 1/1

PERIOD ENDING 10/31/2017

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	YTD BALANCE 10/31/2017 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	0.00	0.00	1,000.00	(1,000.00)	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	9,000.00	45.00	10,340.00	(1,340.00)	114.89	0.00
Total Dept 028.000-FARMER'S MARKET		9,000.00	45.00	11,340.00	(2,340.00)	126.00	0.00
TOTAL REVENUES		9,000.00	45.00	11,340.00	(2,340.00)	126.00	0.00
Expenditures							
Dept 170.000-DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	3,295.00	70.00	1,336.62	1,958.38	40.57	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,745.00	1,080.00	5,670.00	3,075.00	64.84	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 170.000-DDA OPERATIONS/CONSTRUCTION		12,865.00	1,150.00	7,006.62	5,858.38	54.46	0.00
TOTAL EXPENDITURES		12,865.00	1,150.00	7,006.62	5,858.38	54.46	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		9,000.00	45.00	11,340.00	(2,340.00)	126.00	0.00
TOTAL EXPENDITURES		12,865.00	1,150.00	7,006.62	5,858.38	54.46	0.00
NET OF REVENUES & EXPENDITURES		(3,865.00)	(1,105.00)	4,333.38	(8,198.38)	112.12	0.00

**ADA FARMERS' MARKET**  
**2017 SEASON REVENUE, EXPENSE AND NET INCOME**  
**10/31/17**

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
248.028.694	4/30/17	Vendor Registration Fees	\$4,285.00		\$16,095.52	\$3,409.12
248.028.694	5/31/17	Vendor Registration Fees	\$1,075.00		\$17,170.52	\$4,484.12
248.170.740	5/31/17	Internet Services- 1&1, Inc.		\$68.13	\$17,102.39	\$4,415.99
248.028.694	6/2/17	Vendor Registration Fees	\$240.00		\$17,342.39	\$4,655.99
248.170.801	6/06/17	Market Master Services - May		\$750.00	\$16,592.39	\$3,905.99
248.028.694	6/06/17	Vendor Registration Fees	\$950.00		\$17,542.39	\$4,855.99
248.170.801	6/13/17	Market Master services - April		\$600.00	\$16,942.39	\$4,255.99
248.028.694	6/19/17	Vendor Registration Fees	\$1,095.00		\$18,037.39	\$5,350.99
248.170.740	6/23/17	Petty Cash Disbursement - Busker Compensation		\$190.00	\$17,847.39	\$5,160.99
248.028.694	6/23/17	Vendor Registration Fees	\$250.00		\$18,097.39	\$5,410.99
248.028.694	6/30/17	Vendor Registration Fees	\$570.00		\$18,667.39	\$5,980.99
248.170.801	7/5/17	Market Master services - June		\$1,080.00	\$17,587.39	\$4,900.99
248.170.740	7/5/17	Operating Supplies - Feather Banners		\$611.10	\$16,976.29	\$4,289.89
248.170.740	7/5/17	Operating Supplies - Signs		\$156.24	\$16,820.05	\$4,133.65
248.170.740	7/5/17	Operating Supplies - misc.		\$21.45	\$16,798.60	\$4,112.20
248.170.740	7/5/17	Internet Services		\$21.57	\$16,777.03	\$4,090.63
248.028.694	7/12/17	Vendor registration fees - daily vendors	\$245.00		\$17,022.03	\$4,335.63
248.028.694	7/14/17	Vendor registration fees - daily vendors	\$555.00		\$17,577.03	\$4,890.63
248.028.694	7/21/17	Vendor registration fees - daily vendors	\$315.00		\$17,892.03	\$5,205.63
248.028.694	8/07/17	Vendor registration fees - daily vendors	\$125.00		\$18,017.03	\$5,330.63
248.170.801	8/08/17	Market Master services - July		\$810.00	\$17,207.03	\$4,520.63
248.170.740	8/11/17	Operating Supplies - misc.		\$130.00	\$17,077.03	\$4,390.63
248.028.694	8/11/17	Vendor registration fees - daily vendors	\$265.00		\$17,342.03	\$4,655.63
248.028.694	8/18/17	Vendor registration fees - daily vendors	\$100.00		\$17,442.03	\$4,755.63
248.028.694	8/28/17	Vendor registration fees - daily vendors	\$50.00		\$17,492.03	\$4,805.63
248.028.694	8/28/17	Spectrum Health sponsorship fee	\$1,000.00		\$18,492.03	\$5,805.63
248.170.801	9/6/17	Market Master services - August		\$1,350.00	\$17,142.03	\$4,455.63
248.170.740	9/6/17	Internet Services		\$68.13	\$17,073.90	\$4,387.50
248.028.694	9/12/17	Vendor registration fees - daily vendors	\$100.00		\$17,173.90	\$4,487.50
248.028.694	9/14/17	Vendor registration fees - daily vendors	\$75.00		\$17,248.90	\$4,562.50
248.170.801	10/3/17	Market Master services - September		\$1,080.00	\$16,168.90	\$3,482.50
248.028.694	10/3/17	Vendor registration fees - daily vendors	\$25.00		\$16,193.90	\$3,507.50
248.028.694	10/5/17	Vendor registration fees - daily vendors	\$20.00		\$16,213.90	\$3,527.50
248.170.740	10/19/17	Operating Supplies - misc.		\$70.00	\$16,143.90	\$3,457.50
Total, 2017 Season, beginning 2/1/17			\$11,340.00	\$7,882.50		\$3,457.50
Total, Fiscal YTD, beginning 4/1/17			\$11,340.00	\$7,006.62		\$4,333.38