



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 9, 2023, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, January 9, 2023, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Coe, Frost, Harrison, Idema, Knapp, Leisman, Turan, Vogl

BOARD MEMBERS ABSENT: 0

STAFF AND OFFICIALS PRESENT: Buckley, Moran, Said, Stichman, Suchy

PUBLIC PRESENT: 4

II. APPROVAL OF AGENDA

Moved by Harrison, supported by Vogl, to approve the agenda as presented. Motion carried.

III. APPROVAL OF MINUTES OF DECEMBER 12, 2022, REGULAR MEETING

Moved by Idema, supported by Coe, to approve the minutes of December 12, 2022, Regular Meeting as presented. Motion carried.

Turan arrived at the meeting at 8:01 a.m.

IV. APPROVAL OF PAYABLES – none

V. UNFINISHED BUSINESS

a. Public Art Initiative Update from Hannah Berry at Lions & Rabbits Center for the Arts

Stichman said she worked with Lions & Rabbits to gather additional information regarding the final design selections from the DDA Design Committee and she referred to the packet with the final designs recommended for the RFP process, as well as road closure quotes and maps.

Stichman noted that based on the drafted budget for both Ada Drive and Thornapple River Drive Railroads, the total cost with road closures is estimated to be \$66,885, which is \$13,385 over the original placeholder amount of \$53,500.

Frost arrived at the meeting at 8:03 a.m.

Stichman presented Hannah Berry and Jurrain Fountain from Lions & Rabbits to outline the status of the RFP's, the budget, road closures, and the next steps.

Jurrain Fountain shared the road closure details: Thornapple River Drive a full road closure for 3 days, Ada Drive partial lane closures for 3 days, and he went over the detour route. Hannah Berry explained the details of the 'point score' process that the Design Committee used to help target a certain art theme. Hannah said the next step was to launch the RFP's.

VI. NEW BUSINESS

a. Review and Approve Proposed FY2023-2024 Meeting Date

Stichman stated that in the packet was an outline of the proposed FY2023-2024 DDA Board meeting dates.

Moved by Vogl, supported by Coe, to approve the proposed calendar for meeting dates in FY2023-2024. Motion carried.

b. Review and Approve Farmers Market Manager Job Description for 2023 Market Season

Stichman noted that this item was discussed at the December meeting in that the current Market Manager Staff, Jennie MacAnaspie, has opted to not continue her contract for the 2023 Market Season. Her current contract goes through March 31st and she has indicated a willingness to continue through June/July to ensure a smooth transition.

Stichman consulted with Jennie and put together the job description included in the packet. Stichman noted a few things in the job description: it includes a 10% increase for the hourly wage (in line with the wage increase strategy implemented last fiscal year for all Township employees), a 20/hour work week during Market season and 10/hour work week during off season, and the contract total of \$13,690 (which is about 40% increase overall from FY22-23).

Stichman said that the position is currently a contracted position and Staff discussed with the Ada Accountant regarding the potential of hiring a part time employee as an alternative to the contract position. Stichman went over details of a hired employee vs. contracted position.

There was brief DDA Board discussion regarding a temporary employee vs. permanent employee and employed staff vs. a contracted position. Harrison said he was opposed to making the position an employee status position rather he gave reasons he was in favor of keeping it a contract position and that he had no objection to the increase in pay, within range. Leisman agreed with Harrison in keeping the hired position a contracted employee.

Moved by Leisman, supported by Harrison, to approve the position description prepared by the DDA Director with the amount she proposed to pay the person/position. Motion carried.

c. Consider Scheduling a Joint Meeting with the Planning Commission to Review the PVM District

Stichman stated that the Planning Commission has indicated a desire to meet with the DDA specifically for the purpose of reviewing zoning topics pertaining to the PVM Overlay District and corresponding transect zones, and the densities/housing types allowed in each and whether changes to that are appropriate.

Stichman referred to the draft agenda outline that was received from Planning Director Said and she recommended the DDA Board consider scheduling a joint meeting.

Planning Director Said explained that the Envision Ada project was done 10 years ago and the PVM, Planned Village Mixed-Use Overlay District was a result of it. He said as time has gone on, things have morphed and changed over time. The Planning Commission recognizes that the DDA has a role in the community and wants to increase the stakeholder discussion/participation.

The concept of a joint meeting was well received by the DDA members and following DDA Board discussion, it was moved by Harrison, supported by Idema, to authorize the DDA Director to work with Planning Director Said to schedule a joint meeting between the DDA Board and Planning Commission. Motion carried.

VII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, December 31, 2022

Stichman referred to the financial outline and mentioned a few main points: Tax distribution in the amount of \$15,096 includes initial DDA millage revenue, community event expenditures, phone allowance expenditure, office supplies/services, contract services, and the farmers market didn't collect any revenue in December and the expenditures totaled \$335, which includes service payments to Market Manager for November.

b. Director/Staff Reports - none

VIII. BOARD MEMBER COMMENT

Frost thanked Stichman for sharing the 2016 parking study and said it was informational and helped him understand its perspective and he felt value in having the study updated.

IX. PUBLIC COMMENT

Michelle Caudle, 7295 Schoolhouse, shared interest to review the parking study the DDA received. Stichman noted that the parking study was on the Ada Township web page and offered to get Ms. Caudle a printed copy.

X. ADJOURN MEETING

Moved by Idema, supported by Harrison, to adjourn meeting at 8:53 a.m. Motion carried.

Respectfully submitted:

Secretary

rs:eb