



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE FEBRUARY 14, 2022, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, February 14, 2022, 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, Vogl

**BOARD MEMBERS ABSENT:** Leisman, Norman

**STAFF AND OFFICIALS PRESENT:** Buckley, Fitzpatrick, Moran, Said, Stichman, Suchy & Jennie Macanaspie, Farmers Market Manager

**PUBLIC PRESENT:** 3

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF THE JANUARY 10, 2022 REGULAR MEETING**

Moved by Idema, supported by Vogl, to approve the minutes as presented. Motion carried.

**IV. APPROVAL OF PAYABLES - none**

**V. UNFINISHED BUSINESS**

**a. Review Proposed 2022-2023 Fiscal Year Budget & 2022-2028 Capital Improvements**

Stichman summarized the staff memo regarding the revised budget and went through line item revisions; increases in ad val revenue, local community stabilization revenue, operating supplies/services, transfer out of other funds, and decreases in improvement expenditures and community events expenses.

Stichman said the proposed train trestle mural project would be split over the next two fiscal years with 33,500 projected in FY22-23 and an additional \$20,000 projected in FY23-24.

Frost referred to the Table 7 page/outline in the Capital Improvement Project and requested an explanation of the process. Stichman briefly explained that the CIP spans from 2022-2028 and projections are made through 2027-28, but the plan is reevaluated and revised on a yearly basis along with the budget. Stichman said her process was to present the projects (CIP and Budget) to the DDA Board for their approval, then it would go before the Township Board for their approval.

Moved by Idema, supported by Frost, to recommend approval of the Capital Improvements Project/Budget to the Township Board. Motion carried.

**b. Application for Resolution of Support for Redevelopment Liquor License Application, Scopo Hospitality, LLC, 7423 River Street – verbal update**

Stichman said that the DDA approved a Resolution of support for the Redevelopment Liquor License at its meeting in January. When presented to the Township Board in February, there was discussion about the Township being allotted an additional Quota Liquor License. Scopo changed its application for a Resolution for support for a Quota Liquor License, but the Township Board did not approve the Resolution and directed staff to review options. Stichman said that staff would work with Scopo on how to move forward with the process as either the Redevelopment Liquor License or the Quota Liquor License and she will have an update for the DDA at the next meeting.

**c. Discussion Regarding the Designation of a Social District in Ada – verbal update**

Stichman said based on the feedback she received from the DDA, Township Board, and PRLP, she would be moving forward with evaluating and outlining what it would take for Ada to set up a Social District. She plans to reach out to community members and businesses for their input and will provide an update at the next DDA meeting.

Frost shared that he did some research with other communities and he was impressed with the positive things he heard and he encouraged the idea of community input.

**VI. NEW BUSINESS**

**a. Farmers Market Annual Report presentation from Jennie Macanaspie**

Jennie Macanaspie, Market Manager, stated that she was very happy with the 2020-2021 market and received very positive feedback from the market vendors.

Idema expressed concern with a reduction of vendors over the years. Macanaspie went over some of the history of the market and offered some reasons for vendor reduction; construction project across the street, lack of parking, flow of traffic issues, and the changes with product selection.

There was board member discussion with Jennie about the positive people-traffic from the Library, the good draw from the food truck, and the possibility of other options of food ‘to go’ from the market. DDA members complimented Jennie for doing a great job.

**b. Closed Session to Consider the Purchase or Lease of Real Property**

Suchy recommended that since there were other members of public in attendance, to move the Closed Session to the end of the meeting and scroll down the agenda and continue with items VII – X, giving the public the opportunity for comments.

**c. Possible Action on Purchase or Lease of Real Property as Discussed in Closed Session**

**VII. REPORTS AND COMMUNICATIONS**

**a. DDA Financial Report, January 31, 2022**

Stichman summarized the financial report as provided in the packet; \$4,318 in contract services, \$1,216 in public parking signs, miscellaneous computer maintenance, sidewalk snow removal, and \$2,435.50 in payment for construction for the DDA office.

**b. Director/Staff Reports**

Stichman said she was looking forward for the DDA and Township to start working with a photographer in April to capture high quality photos of the events, the parks, and township facilities, to showcase Ada in marketing/promotional requirements on the website.

**VIII. BOARD MEMBER COMMENT**

Harrison made note regarding the responsibility of sidewalks/maintenance/safety in the Township -- he encouraged the Township Board to consider the requirement that sidewalks be included in residential developments as a matter of safety concerns.

**IX. PUBLIC COMMENT – none**

Moved by Harrison, supported by Idema, to have the DDA Board go into a Closed Session for the purpose of discussing a property purchase. Motion carried.

**Closed Session began at 8:33 a.m.**

**Opened Session began at 8:59 a.m.**

Moved by Idema, supported by Coe, to have the DDA Board return to Open Session. Motion carried.

Moved by Harrison, supported by Idema, to request the Township staff to proceed as directed during the Closed Session. Motion carried.

**IX. PUBLIC COMMENT**

Ted Wright, 7190 Headley, said that he appreciated the DDA just had a Closed Session and asked if the DDA could share any information from it. Suchy stated that everything discussed about the property was protected by the Closed Session, until there was a time that it could be made public. Suchy said under the Open Meetings Act, the Township and DDA/Boards are allowed to meet in Closed Session for the purchase of Real Property to protect all interests.

**X. ADJOURN MEETING**

Moved by Harrison, supported by Idema, to adjourn meeting at 9:03 a.m. Motion carried.

Respectfully submitted:

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Devin Norman, Secretary

rs:eb