**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**BOARD OF DIRECTORS**

**MINUTES OF THE MARCH 9, 2020 MEETING**

**ADA, MICHIGAN**

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:10 a.m. by Chairperson, Bowersox.

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

**BOARD MEMBERS ABSENT:** Justin Knapp, Ted Wright

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

**PUBLIC PRESENT:**  1

1. **APPROVAL OF AGENDA**

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

1. **APPROVAL OF MINUTES OF FEBRUARY 10, 2020 REGULAR MEETING AND THE**

**FEBRUARY 26, 2020 JOINT WORK SESSION WITH THE DDA CITIZENS COUNCIL**

Hilbrands noted a correction needed for the February 26th work session. Under Reports and Communications, item IV. a; it should be titled Amy Van Andel Library and Community Center Update.

It was moved by Idema, seconded by Harrison, to approve the minutes of the February 10 & 26 meetings with the correction noted by Hilbrands. Motion passed unanimously.

1. **APPROVAL OF PAYABLES**
2. **ABA 3/5/20 Invoice for $2,500.00**
3. **RRR Lawn and Landscape 3/3/20 Invoice for $748.75**
4. **Woods Landscaping 3/5/20 Invoice for $3,920.00**

Hilbrands summarized the payables as provided in the board packets. It was moved by Harrison, seconded by Coe, to approve the payables as presented. Motion passed unanimously.

1. **APPROVAL OF FARMERS’ MARKET MANAGER CONTRACT FOR FY 2020-2021**

Hilbrands summarized the Memorandum of Understanding between the DDA and the Market Master for the 2020-2021 fiscal year.

Harrison stated that at some point an increase in compensation should be looked at.

Norman stated that he would like to look at the pay scale moving forward.

It was moved by Norman, seconded by Idema to approve the Farmers’ Market Manager Contract for FY 2020-2021 as presented. Motion passed unanimously.

1. **REPORTS AND COMMUNICATIONS**

1. **Amy Van Andel Library and Community Center update**

Ferro stated that construction is on schedule. The 2nd floor concrete was poured last week. The 1st floor concrete will be poured this week. A schematic for the proposed expansion is completed and will be available this week. It will be shown to the Township Board at their March 23rd meeting.

Idema inquired about a landscape plan in the proposed expansion. Ferro stated there is a landscape plan. One large tree may possibly need to be removed.

1. **Connect Ada Report**

Ferro summarized the report which was also provided. The Connect Ada committee gathered input from residents through public workshops and online surveys to better understand where people would like to see improvements and/or expansions in the trail network. The information in this report will be used by the Trail Committee to assist them in identifying high-priority projects that will be undertaken with the financial support of a renewed trail millage. We have a 15-year trail millage expiring this year. This August, we will likely have a ballot proposal for a renewed trail millage. One of the major priorities of the Trail Committee is figuring out how to establish better connections into the Village from major residential areas in the community.

Norman inquired about grants for these types of projects. Ferro stated there are federal trsnsportation grant funds and Michigan DNR grants available but they are very competitive.

Harrison asked if all the Ada Township trails are plowed. Ferro stated yes.

Ferro stated Nelson Nygard provided consultant assistance on the report.

1. **2020 Leprechaun Hunt**

Hilbrands stated a few more businesses will participate this year for the March 13th Leprechaun Hunt.

1. **Update on Past Discussion Items**

Hilbrands stated the next joint work session with the Citizens Council will be the week of April 19th.

1. **DDA Financial Report, 02/29/20**

Hilbrands summarized the financial report as provided in the board packets. The Community Church now charges a $50 rental fee to use space for the Leprechaun Hunt. Harrison recommended using space in a coffee shop or the Township Hall for next year.

1. **BOARD MEMBER COMMENT**

Bowersox inquired about CityFlats Hotel. Hilbrands stated the hotel location will stay the same. Haga stated the management group has changed to the Amway Hotel Corporation. The name of the hotel will be Ada House.

VanderWulp expressed concern for lack of qualified firefighters. Harrison recommended holding open house events. Partnering with regional fire departments also helps with coverage.

Haga announced his retirement and stated he will not be running for Supervisor this year.

1. **PUBLIC COMMENT**

There were no comments.

Meeting was adjourned at 8:40 a.m.

Respectfully submitted:

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Devin Norman, Secretary

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