



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE APRIL 10, 2023, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, April 10, 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

BOARD MEMBERS ABSENT: Vogl

STAFF AND OFFICIALS PRESENT: Buckley, Fitzpatrick, Murray, Said, Stichman, Suchy

PUBLIC PRESENT: 0

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF MARCH 13, 2023, REGULAR MEETING

Moved by Coe, supported by Turan, to approve the minutes of March 13, 2023, Regular Meeting as presented. Motion carried.

IV. APPROVAL OF PAYABLES – none

V. ELECTION OF OFFICERS

Referring to the current Chair position, Leisman said that Terry has done a phenomenal job for a long time and is much appreciated. He also mentioned that the DDA Board has discussed rotating board positions. Moved by Leisman, supported by Frost, to nominate Justin Knapp as Chair and Terry Bowersox as Vice Chair, starting next month at the May meeting. Motion carried.

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

Stichman reminded the Board that she has been acting as DDA Interim Secretary and that a new Secretary should be elected. Following brief discussion, it was moved by Frost, supported by Turan, to nominate Dawn Marie Coe as Secretary. Motion carried.

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

a. Review and Approve Execution of Contract and Initiation of Payment to LRCFA

Stichman updated that Lions and Rabbits (LRCFA) are at the artist engagement stage of the train bridge mural project and she went over the project budget fees and contract agreement included in the packet. Stichman said Lions and Rabbits is requesting 50% of each of the railroad costs, Give 'Em a Brake safety (GEAB) costs and railroad application fee in the amount of \$38,891 with the additional \$24,944 due upon completion of the project.

Moved by Coe, supported by Harrison, to authorize the DDA Director to execute the contract with Lions and Rabbits Center for the Arts and initiate the first payment in the amount of \$38,891 with the additional \$24,994 to be due upon completion of the project. Motion carried.

b. Review Artist Modifications for Ada Drive and Thornapple River Drive Murals

Stichman informed that the DDA design committee met to review some of the suggested modifications to the Ada Drive and Thornapple River Drive murals and they were presented to the Township Board for an opportunity to provide feedback. The Township Board included minor remarks about lack of community representation, but no objections were made regarding moving forward with the artist designs. Stichman expressed her confidence in the DDA design committee and the community representation.

Stichman referred to the renderings of modifications that were made for the two train bridge murals, previous design vs. modified design, and asked the DDA members to provide feedback of any major concerns.

There was brief DDA Board discussion regarding the modifications and overall designs. The DDA Board concurred that they liked the modifications and complimented Stichman on the mural design process.

c. Review and Approve Sponsorship for 2023 Music on the Lawn Concert Series

Stichman said that the DDA Board has budgeted \$2,500 for the support of the Music on the Lawn series and she outlined what the sponsorship includes; logo on promotional materials, social media mentions, hosting a booth, banner displays, and more.

Stichman noted that she would be absent for the July and August events and that Parks Director, Mark Fitzpatrick, would help facilitate the DDA booth (as well as support from the DDA Intern).

Moved by Leisman, supported by Turan, to approve \$2,500 sponsorship for the 2023 Music on the Lawn Summer Concert Series. Motion carried.

d. Presentation of the Ada Township Master Plan Draft by Planning Director, John Said

Planning Director Said provided a presentation to summarize the Township's Draft Master Plan. He explained the State-mandated 63-day public review process and noted that at the conclusion of the public review, it is expected that the Planning Commission will conduct a public hearing regarding the Plan, then forward their recommendation for approval of the Plan to the Township Board.

Said went over the details in the Draft Plan, including current and proposed future land use maps. He pointed out information about: the four character areas (rural preserve, corridors, neighborhoods, village), noted that the Plan supports goals identified in the 2013 Envision Ada Plan and the 2021 Block C Plan, the Ada Township's Vision Statement (as well as each of the character areas vision statements), and noted that he was pleased with the significant public input. He concluded that community master plans are documents that establish local policy for future land use, zoning, and development decisions over a 5- to 20-year period.

VIII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, March 31, 2023

Stichman referred to the financial outline and mentioned a few main points: Tax distribution totaling \$76,769 includes DDA Millage revenue, Beers at the Bridge revenue totaling \$13,400, community event expenditures, community services totaling \$25,000 for contribution to Leonard Field, phone allowance expenditure, contract services, legal services, and the farmers market collected \$3,385 in vendor registration revenue and expenditures totaled \$670, which includes service payments to Market Manager for February and March.

b. Director/Staff Reports

Stichman updated that the DDA Internship position was posted last week and interviews will take place in the next couple weeks. She anticipates having an Intern on-board by late May.

IX. BOARD MEMBER COMMENT - none

X. PUBLIC COMMENT

Parks Director Fitzpatrick shared his concerns with the flooding and public safety at the parks, as well as concern of the erosion/damage along the river fronts. Fitzpatrick said as we move forward with the regional planning and the new Master Plan, he encourages everyone to consider climate resiliency and he asked folks to continue to focus on improvement for the public corridor along Thornapple River Drive by Leonard Field/Legacy Park area.

XI. ADJOURN MEETING

Moved by Harrison, supported by Turan, to adjourn meeting at 8:48 a.m. Motion carried.

Respectfully submitted:

Dawn Marie Coe, DDA Secretary

rs:eb