

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE APRIL 12, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, April 12, 2021, at 8:00 a.m. via video/audio-conferencing, in conformance with Public Act 228 of 2020 concerning temporary authorization of remote participation in public meetings.

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 (Ada MI), Coe (Ada MI), Harrison (Florida), Idema (Ada MI), Knapp (Ada MI), Leisman (Grand Rapids MI), Norman (Grand Rapids MI), VanderWulp (Ada MI), Wright (Ada MI)

BOARD MEMBERS ABSENT: none

STAFF AND OFFICIALS PRESENT: Buckley, Ferro, Suchy

PUBLIC PRESENT: 1

II. ELECTION OF OFFICERS

Norman stated that he would be happy to continue on as Secretary/Treasurer or he would be happy to step down the next term to give other people the opportunity to serve if they would like to. Idema and Bowersox concurred with Norman and agreed they would be happy to continue on another term.

Harrison arrived at 8:02 a.m.

Leisman stated that since current officers indicated a willingness to serve one more year, he moved that the officers be: Bowersox as Chairperson, Idema as Vice-Chairperson, and Norman as Secretary/Treasurer.

Motion passed by unanimous roll call vote.

III. APPROVAL OF AGENDA

Moved by Idema, supported by Harrison, to approve the agenda as presented.

Motion passed unanimously.

IV. APPROVAL OF MINUTES OF THE MARCH 8, 2021 MEETING

Idema asked if there were updates since the March meeting on the ABA Meeting and the Kniff Building. Suchy stated he has no update at this time on the ABA. Ferro stated he would have additional updates later in the agenda.

Moved by Bowersox, supported by Coe, to approve the March 8, 2021 minutes as presented.

Motion passed unanimously.

V. CONSIDER EXTENSION OF AGREEMENT WITH THE COMMUNITY CHURCH FOR FARMERS MARKET 2021 SEASON

Ferro stated The Community Church welcomes the farmers market to be held there this year and have already approved an extension of the agreement for the 2021 season. Ferro stated the agreement is on the township board agenda for tonight's meeting for approval.

Wright expressed concern about what the traffic would be like with both the library and the farmers market open. Ferro stated he does not feel it will be a problem and the library and market manager both view it as a potential positive through re-enforced traffic at their locations.

There was board discussion on the condition of crosswalks between the library and the farmers market. Ferro stated the crosswalks were originally well marked and he will check the condition this spring.

Moved by Bowersox, supported by Idema, to approve the extension agreement with The Community Church for the Farmers Market 2021 season. Motion passed by unanimous roll call vote.

VI. DDA FINANCIAL REPORT, 3/31/21

Ferro stated the tax revenues are very close to what was budgeted last year. Ferro referred to the memo included in the packet. He said March 31 was the end of the fiscal year and the unaudited fund balance for DDA was \$765,294. Ferro gave a brief explanation of the March activity with outgoing payments.

VII. BOARD MEMBER/STAFF COMMENTS

a. STATUS OF DDA DIRECTOR RECRUITMENT

Suchy referred to his memo and explained the process that was utilized in 2017 when the previous DDA Coordinator was hired. Suchy stated he would like the DDA to select an at large member to serve on the interview committee as well as the other members recommended in his memo; Bowersox, Leisman, Ferro and Suchy.

Suchy stated he has received 14 applications for the position and there is an excellent variety of backgrounds in marketing, economic development, and some local government.

Harrison stated he is willing to serve as the at large member again and also willing to step aside if another member would want to share the responsibility. Bowersox recommended Harrison for the DDA member at large and the other board members concurred.

b. DEVELOPMENT ACTIVITY UPDATE

Ferro stated the Garage Bar & Grill proposal was approved by the planning commission and the next step for them is to obtain a building permit.

Ferro stated there is an item on the township board agenda tonight that is recommended for approval by the planning commission for a PUD Plan for a 7-unit development on Fase Street. It would have 3 2-family buildings and 1-single family home.

Harrison asked Ferro for the planning commission deliberations from the meeting that allowed the recommended approval for the PUD Plan Proposal on Fase Street. Ferro stated the planning commission felt that the ability in the PUD Plan to have some design control over the style, placement, and architecture of the buildings was a positive compared to development that could occur with little control over those elements under the existing zoning.

VanderWulp expressed concerns with parking in the village. Vanderwulp stated he thinks its time to start actively looking around for a piece of property for parking and recommended the possibility of using DDA funds to help. Idema stated that parking in the village has always been a hot button for her. Coe also expressed concern about the parking.

Leisman stated there was a parking study done by the planning commission 2 or 3 years ago and there was a need identified for additional parking, and he likes the idea of using DDA funds to contribute toward parking.

Ferro stated he would resurrect the parking study report done for the DDA board several years ago, as well as the most recent parking study update that identifies future direction.

There was board discussion regarding the options for additional parking, scheduling of a joint meeting between DDA and planning commission to address specific parking concerns, and the need for a game plan to acquire space/property for parking needs.

Leisman said he would work on getting a joint meeting set up in a facility that would hold that many people, socially distant, and go over the old parking study to think about what's the next step to take.

Knapp mentioned that he was at Mud Penny recently and a lady tripped over the curb in the back parking lot. Knapp stated he went over and looked at the curb and he thinks the curb height is huge. Other board members also expressed concerns with the curb. Ferro stated that he will look into the matter.

Suchy stated the township board will discuss virtual vs. in-person meetings at tonight's meeting. Suchy said he should have a more comprehensive update on the liquor licenses at the next DDA meeting in April.

Harrison asked where the township stands regarding summer events. Suchy stated the Beers at the Bridge committee met and talked about the 3 events and felt more comfortable at this time with just 1 event in August. Suchy stated the township is moving ahead with the 4th of July fireworks and there is a proposal to move the location for the fireworks to the east end of the Amway Corporation property that will be reviewed at tonight's township board meeting. Suchy said there hasn't been much discussion on other events, but as the time gets closer and we get a little more guidance on public gathering numbers, some of those plans may come together.

VanderWulp stated he feels the township streets need sweeping and some of the sidewalks have weeds growing through. Suchy stated the contractor will sweep the streets within the next week or two and he will touch base with building and grounds to treat the weeds and the bricks.

VIII. PUBLIC COMMENT

Kristen Wildes, Museum Manager, stated she is trying to work on the museum board meetings and whether continuing virtual vs. in-person. Ms. Wildes asked if there is a scenario if you go back in-person as a board, would you still offer a video feed for others who would like to attend. She said she would be interested to continue participation options. Suchy said that both options will be discussed at tonight's township board meeting.

IX. ADJOURN MEETING

Moved by Idema, supported by VanderWulp, to adjourn meeting at 8:55 a.m.
Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary

rs:eb