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

**BOARD OF DIRECTORS**

**MINUTES OF THE MAY 11, 2020 MEETING**

**A meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, May 11, 2020, 8:00 a.m. via video/audio-conferencing, in conformance with the Michigan Governor’s Executive Order 2020-48**

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

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

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Devin Norman, Margaret Idema, Justin Knapp

**BOARD MEMBERS ABSENT:** Ted Wright, Bryan Harrison, Walt VanderWulp, Dawn Marie Coe

**STAFF PRESENT:** Jim Ferro, Planning Director, Kevin Moran, Township Treasurer

**PUBLIC PRESENT:**  Eileen McNeil, Seyferth PR

1. **APPROVAL OF AGENDA**

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

1. **APPROVAL OF MINUTES OF MARCH 9, 2020 MEETING**

It was moved by Norman, seconded by Idema, to approve the minutes of the March 9, 2020 meeting as presented.

Roll Call:

Yes: Haga, Knapp, Idema, Bowersox, Norman

No: None

Absent: Wright, Harrison, VanderWulp, Coe

Motion passed.

1. **APPROVAL OF 2020 AMENDMENT OF FARMERS’ MARKET AGREEMENT WITH THE COMMUNITY CHURCH**

Ferro gave a brief history stating that the Township has had a year-to-year agreement with the church to use their parking lot for the farmers’ market. The last agreement expired at the end of the 2019 season. The church is welcoming back the farmers’ market this year and have already signed the agreement. This will be on the Township Board’s agenda for tonight. The Township is a secondary party to the agreement for insurance and indemnification purposes.

It was moved by Norman, seconded by Knapp, to accept the 2020 agreement with the Community Church for use of their property for the Farmers’ Market.

Roll Call:

Yes: Haga, Idema, Norman, Knapp, Bowersox

No: None

Absent: Wright, Harrison, VanderWulp, Coe

Motion passed.

1. **REPORTS AND COMMUNICATIONS**
2. **Amy Van Andel Library and Community Center Update**

Ferro stated construction activity resumed on May 7th after a 5 or 6 week shut-down. When he drove by the worksite that morning, he saw all the workers outside the building getting instructions on proper social distancing, handwashing, etc. and anything else that Erhardt Construction is implementing. Ferro also stated that the pause in construction will likely result in a completion date pushed out to January 2021.

**b. Status of DDA Coordinator Recruitment**

Ferro stated the Township has not begun recruitment at this time. Haga stated he hopes to get an advertisement for the position in circulation this week.

**c. Status of Schedule/Planning/Sponsorships for 2020 Beers at the Bridge Events**

Kevin Moran, member of the Beers at the Bridge Committee, expressed appreciation for Brian Hilbrands, who recently left the position of DDA Coordinator. Hilbrands was wonderful to work with; he was bright, efficient, and got things done.

Moran stated that the byproduct of recent events with Covid-19 is figuring out what to do with upcoming events. He recently met with Seyferth PR and they decided to cancel the June and July events with the hope of possibly having the August event. It would not be appropriate to ask for sponsorship dollars from businesses who are struggling right now. He and Seyferth thinks it would be nice to utilize DDA funds that are on-hand for the August event if it is able to happen. Moran asked for feedback from the board.

Idema stated she is in support of canceling the June & July events. She noted how the GR Symphony gave virtual programs and had a solicitation request on the bottom of the screen. This is something the Beers at the Bridge Committee could consider if coming together in- person is not possible in August or October.

Moran stated the only contract they have in place is for the Thirsty Perch band but there is a provision in the contract which will allow them to cancel without penalty.

**d. Ada Farmers Market, Draft Covid-19 Response Plan**

Ferro stated the plan is still being drafted by the Market Manager. She is communicating with the church to see if their building will be available for restroom usage. The church is considering allowing the vendors only and not the public. The Market Manager is drafting a new market map layout to implement social distancing.

**e. DDA Financial Report, 4/30/20**

Ferro stated there’s minimal activity on the financial report noting Hilbrand’s last employment check.

1. **BOARD MEMBER COMMENT**

Idema expressed disappointment that the virus didn’t allow for a going away celebration for Hilbrands.

1. **PUBLIC COMMENT**

There were no public comments.

Meeting was adjourned at 8:37 a.m.

Respectfully submitted:

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Devin Norman, Secretary

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