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

**BOARD OF DIRECTORS**

**MINUTES OF THE JUNE 8, 2020 MEETING**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, June 8, 2020, 8:00 a.m. via video/audio-conferencing, in conformance with the Michigan Governor’s Executive Order concerning temporary authorization of remote participation in public meetings.

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, Bryan Harrison, Devin Norman, Margaret Idema, Justin Knapp, Walt VanderWulp

**BOARD MEMBERS ABSENT:**  Dawn Marie Coe, Ted Wright

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

**PUBLIC PRESENT:**  Kristen Wildes

1. **APPROVAL OF AGENDA**

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

Note: Board member Norman joined the meeting at this time.

**III. ELECTION OF OFFICERS**

It was moved by Norman, seconded by Idema, to postpone election of officers to the July meeting.

Motion passed unanimously by roll call vote, with Coe and Wright absent.

**IV. APPROVAL OF MINUTES OF THE MAY 11, 2020 MEETING**

It was moved by Idema, seconded by Norman, to approve the minutes of the May 11, 2020 meeting as presented. Motion passed by 7-0 roll call vote, with Coe and Wright absent.

**V.** **RECOMMENDATION REGARDING DDA FUNDING PARTICIPATION IN COST OF ADDITION TO LIBRARY/COMMUNITY CENTER BUILDING**

Ferro presented information regarding the status of the planned Cultural Arts/Multipurpose Room addition to the library building, noting that the fundraising efforts and design work for the complete addition had been put on hold in view of the ongoing economic and public health uncertainty.

Ferro stated that design and funding effort is now focused on completing only the “pre-function lobby” portion of the planned expansion, which also will provide access to the main floor restrooms in the library, which have been rotated 90 degrees to serve both the library and the future addition.

Ferro presented the cost estimate for the approximate 1,600 square foot pre-function lobby, totaling $1.095 million, including soft costs, fixtures and furnishings and contingency.

Ferro presented the following proposed funding plan for the pre-function lobby addition:

a. $300,000 in unused funds for furniture in the Library/Community Center budget.

b. $30,100 from the remaining Owner’s Contingency in the Library/Community Center budget.

c. $150,000 from the Township General Fund.

d. $100,000 from the DDA Fund, which has a fund balance of approximately $653,630.

e. an expectation that private-fundraising sources will provide $350,000 toward the project, prior to its completion.

Following discussion, it was moved by Harrison, seconded by Idema, to recommend that $100,000 from the DDA Fund be allocated to the cost of the pre-function lobby addition, and that it be communicated to the Township Board that the DDA desires that the balance of construction on the Cultural Arts/Multipurpose addition proceed without interruption upon completion of the initial building project, in order to not lose the momentum, excitement and celebratory atmosphere generated by this project.

Motion passed by unanimous roll call vote, with Coe and Wright absent.

**VI. REPORTS AND COMMUNICATIONS**

a. Amy Van Andel Library and Community Center Update

Ferro reported on the status of construction, noting that good progress is being made.

b. Status of DDA Coordinator Recruitment

Ferro reported that the DDA Coordinator position is being advertised in several statewide websites. Harrison suggested using the Indeed web site. Ferro stated he would send the position announcement to DDA Board members.

c. DDA Financial Report, 5/31/20

Ferro stated there was very little financial activity in the DDA Fund in May.

d. Resources for COVID-19 Response

Ferro referenced materials contained in the meeting packet concerning initiatives that can be undertaken by DDA’s to support the business community during the Covid-19 conditions. Ferro stated other communities are taking steps to facilitate expedited approval of outdoor seating expansion at restraurants, as an example. Board members expressed support for such measures, and requested communication to the Township Board of their support.

**VII. BOARD MEMBER COMMENT**

Idema expressed concern with lack of social distancing at some businesses in the Village.

VanderWulp pointed out there are scrapes on the stairway handrail at the riverfront park with sharp edges.

**VIII. PUBLIC COMMENT**

Kristen Wildes asked if information regarding public space at the library be shared with her.

**IX. ADJOURNMENT**

It was moved by Harrison, seconded by Norman, to adjourn the meeting at approximately 9:00 a.m.

Motion passed unanimously.

Respectfully submitted:

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Devin Norman, Secretary