

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JUNE 14, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, June 14, 2021, at 8:00 a.m. at the Roselle Park Resource Building, 1010 Grand River Dr. NE, Ada, MI.

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:05 a.m. by Chair, Bowersox.

BOARD MEMBERS PRESENT: Bowersox, Coe, Harrison, Knapp, Leisman, VanderWulp, Wright

BOARD MEMBERS ABSENT: Idema, Norman

STAFF AND OFFICIALS PRESENT: Buckley, Ferro, Huey, Suchy

PUBLIC PRESENT: none

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF THE MAY 10, 2021 REGULAR MEETING

Moved by Leisman, supported by VanderWulp, to approve the May 10, 2021 minutes as presented. Motion carried.

IV. APPROVAL OF DDA DIRECTOR HIRING

Suchy referred to the memo included in the board packet that outlines the resolution to hire Haley Stichman as the DDA Director. Suchy stated the committee was responsible for the interviewing and negotiation and has reached an offer agreement with Ms. Stichman.

Moved by Harrison, supported by Knapp, to approve the resolution to hire Haley Stichman as the new DDA Director. Motion carried by roll call vote 7-0, with 2 absent.

**V. APPROVE PROPOSAL FOR DDA DIRECTOR OFFICE
INSTALLATION/FURNISHINGS**

Suchy stated he has been working on the installation of a new office space for the DDA Director and provided details of the office layout. Suchy referred to the quote from the contractor(s) at \$2,942.00 and said the target installation date is June 18th.

Moved by Harrison, supported by VanderWulp, to approve the amount of \$2,942.00 with a 10% contingency. Motion carried.

VI. DDA FINANCIAL REPORT, 5/31/21

Ferro stated there was very little financial activity with the DDA fund in May, just a little bit of tax revenues and some expenditures for DDA Director recruiting.

Harrison asked Suchy where the township stands with the American Rescue Plan Act funding. Suchy stated the township has not received the funding yet and he anticipates the township to receive \$1.46 million dollars (50% by next month and 50% a year from now).

Suchy said the township board will wait until some determinations are made on other projects so we can be more strategic in the options in how the spending will be done. Suchy stated the funds spending process will include public input sessions, communications to the public about what the plan is and how we are going to do it, and solicit feedback from other boards as well.

Wright asked Suchy if there are any limitations in place that would prohibit using the funds for parking or a parking structure. Suchy stated the funds right now are tightly bound to water and sewer/infrastructure, revenue replacement, and broadband. Suchy said the township could look at whether the funds could be used for parking under the revenue replacement category.

VII. DIRECTOR/STAFF REPORTS

a. CURRENT REDEVELOPMENT AREA LIQUOR LICENSE APPLICATION FORM

Ferro stated he has included in the packet the application form used for the redevelopment liquor license for the board to review. Ferro said he has been informed that the Ada Village General Store is re-applying for a redevelopment liquor license.

Suchy stated the Garage Bar has requested local government support for their Class C liquor license, however they are not applying through the RDA process so the resolution will be reviewed by the township board later today.

Leisman suggested the application include a narrative/description area allowing for a brief explanation about their business.

b. PLANNED 4TH OF JULY FESTIVITIES

Suchy referred to the copy of the post card being mailed out notifying township residents that the committee is moving forward with 4th of July activities; to be held on July 3rd. Suchy stated there will be a parade and car show but no pancake breakfast or carnivals/inflatables.

Suchy also shared an update on the Beers at the Bridge event. Suchy stated there will be a Beers at the Bridge event on August 20th. The committee agreed to an August only event this year because there were too many restrictions in place to schedule one in June or July.

VIII. PUBLIC COMMENT

VanderWulp stated he thinks that additional parking and expansion of the township hall should be looked at by all committees and together they should review the options.

Suchy stated the township board has not taken a formal position on what the committee would like or what the process would be and he anticipates bringing the subject up to the board in the next few board meetings.

IX. ADJOURN MEETING

Moved by Harrison, supported by Leisman, to adjourn meeting at 8:33 a.m. Motion carried.

Respectfully submitted:

Devin Norman, Secretary

rs:eb