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

**BOARD OF DIRECTORS**

**MINUTES OF THE JULY 13, 2020 MEETING**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, July 13, 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, Dawn Marie Coe, George Haga, Bryan Harrison, Devin Norman, Margaret Idema, Justin Knapp, Ted Wright, Walt VanderWulp

**BOARD MEMBERS ABSENT: 0**

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

**PUBLIC PRESENT: 0**

1. **APPROVAL OF AGENDA**

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

**III. ELECTION OF OFFICERS**

Ferro stated the by-laws call for election of officers at the first meeting of every fiscal year which was in April, but we didn’t have an April meeting and postponed the election of officers for the May and June meetings. It was moved by Harrison, seconded by Haga, to re-elect the current officers; Terry Bowersox, Chairperson; Margaret Idema, Vice Chairperson, and Devin Norman, Secretary/Treasurer. Motion passed by 9-0 roll call vote.

**IV. APPROVAL OF MINUTES OF THE JUNE 8, 2020 MEETING**

It was moved by Idema, seconded by Norman, to approve the minutes of the June 8, 2020 meeting as presented. Motion passed by 9-0 roll call vote.

**V.** **RECOMMENDATION TO CONSIDER SCHEDULING A PUBLIC HEARING REGARDING ADDITIONAL MILLAGE RATE OF .0270 MILLS**

Ferro presented information that every year both the DDA Board and the Township Board are required to

establish their millage rates for the upcoming year and millage rates are subject to the Truth-in-Taxation

Law and the Headley Law.

Ferro stated that there are two potential millage rates that the DDA Board can approve:

a. Approve the millage that is permitted without holding a public hearing. The millage rate is 1.9454, the

same as last year.

b. Approve a slightly higher millage rate only if the DDA first holds a public hearing and consider public

input. The millage rate 1.9724 mills.

Ferro stated the expected revenue increase from the higher rate would be $4,805. Total revenues under the two options would increase compared to revenues from last year, by either 5.3% under the lower millage or 6.8% under the higher millage based on the increased tax base we have in the DDA district as well as a slight amount of inflationary increase.

Ferro stated the DDA Board needs to consider whether to hold a public hearing next month regarding the millage rate for the December, 2020 tax bill.

Ferro pointed out that a high proportion of our annual revenues do go towards payment of debt service on bonds issued in 2017 for Envision Ada projects and over time those bond payments increase. Currently they are about $260,000 per year and the annual payment amount increases by about $20,000 over the remaining life of the bonds. The last bond payment, which is slightly less than 20 years from now is approximately $280,000.

Norman asked if the maximum on the millage is 2 mills. Ferro advised that is the maximum permitted by statute but that is subject to potential annual reductions to stay within the limitations of the state law on how high revenues can increase from one year to the next.

Norman asked how much it would cost to hold the hearing in relation to the revenue gained. Ferro stated cost for publication of legal notice would be about $200.

Following discussion, it was moved by Harrison, seconded by Knapp, to hold a Truth in Taxation hearing at the August meeting.

Motion passed by unanimous 9-0 roll call vote.

**VI. STAFF/COMMITTEE UPDATES**

a. Recruitment for DDA Coordinator Position

Ferro reported that the DDA Coordinator Position was advertised in a couple on-line Michigan sources; the Michigan Downtown Association, the Michigan Planning Association, and on Indeed.com.

Ferro stated we received approximately 20 responses that covered a broad range of backgrounds and areas of experience. A committee consisting of Bowersox, Haga, and Harrison met with Ferro to discuss how we should proceed. Ferro stated due to our economic and public health uncertainties, and the fact we have cancelled most of our events through the summer, the committee concluded we should postpone filling the position at this time.

b. Event Planning

Ferro referred discussion to Treasurer Moran for an update of any change in our outlook on events.

Moran reported he has been in contact with Seyferth in regards to the August Beers at the Bridge and at this point there is no visibility of holding this event. If the event were to take place, all expenses would need to b paid from the DDA’s existing funds from prior events, since we would be unlikely to have much sponsor income. Ferro included that Kent County is still in the portion of the state that’s subject to the 100 person limit on attendance at outdoor gatherings. Ferro stated there is a possibility (within social distancing restrictions) of a dedication event for the VanAndel Family Pavilion at Legacy Park.

c. DDA Financial Report, 6/30/20

Ferro reported the most significant financial activity was the transfer of $100,000 in the month of June from the DDA fund to the Capital Projects Fund as DDA participation in the construction of the lobby portion of the future Cultural Arts addition to the library. Ferro stated that project is moving ahead to get completed at the same time the rest of the building is completed. Ferro informed the Board that the overall financing plan that was presented to the DDA Board was also approved by the Township Board.

**VII. BOARD MEMBER COMMENT**

Idema requested an update on the proposed Village East residential development. Ferro reported all the zoning approvals are in place and a building permit application has not been submitted yet.

Idema requested an update on the proposed hotel. Ferro reported the developer has stated there will likely be a late summer-early fall start on that project.

Idema questioned the new restaurant, Luna, and its location. Ferro stated Luna will not be in the hotel but in the new building under construction next to Zeytin’s restaurant.

Ferro also reported completion of construction on the Library/Community Center is scheduled for December 23, 2020, with move-in in January and opening in late-January.

**VIII. PUBLIC COMMENT**

VanderWulp expressed a concern with deteriorated condition of the alleyway/sidewalk between Nonna’s and the barber shop. Haga stated he would check out that location. Idema stated concern of the sidewalk from Ada Drive to the covered bridge on Bronson street also bad for walking. Ferro stated there may be a couple of raised portions of sidewalk squares that we can take a look at. Open discussion about that sidewalk being very narrow. Haga and Ferro will check out the two locations.

**IX. ADJOURNMENT**

It was moved by Norman, seconded by Coe, to adjourn the meeting at approximately 8:35 a.m.

Motion passed unanimously.

Respectfully submitted:

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Devin Norman, Secretary