

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 14, 2020 MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, September 14, 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.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Coe, Haga, Harrison, Idema, Knapp, Norman

BOARD MEMBERS ABSENT: Vanderwulp, Wright

STAFF AND OFFICIALS PRESENT: Ferro, Moran, Suchy

PUBLIC PRESENT: 0

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF THE AUGUST 10, 2020, REGULAR MEETING AND AUGUST 10, 2020, SEMI-ANNUAL INFORMATION MEETING

It was moved by Idema, seconded by Haga, to approve the minutes of the August 10, 2020, meetings as presented. Motion passed by 7-0 roll call vote, 2 absent; Vanderwulp, Wright.

Vanderwulp arrived at 8:04 a.m.

IV. STATUS OF SIDEWALK SNOW REMOVAL SERVICES FOR 2020-2021 SEASON

Ferro stated he was contacted by Ken Remijn from Woods Landscaping requesting Ada Township DDA convert their current sidewalk snow removal agreement from "pay as you go" to a full season rate. Ferro stated he later received a letter from Ken at Woods stating he doesn't want to ask for a full season rate but rather turn the job over completely and exit out of the two-year contract. Ferro referred to the letter in the packet from Woods Landscaping that states the reasons for the request. Ferro stated he had invited Ken to attend today's DDA meeting for further discussion. Ken stated he would not be participating in the meeting and thanked the DDA for the business given to Woods over the past few years. Ferro stated Ken gave him references for a couple of other sources and also suggested the DDA consider doing the work "in house."

V. RFP FOR SIDEWALK SNOW REMOVAL SERVICES FOR 2020-2021

Ferro stated there were bids in the past from Woods and Thornapple Inc., and he reached out to DJ's Landscaping to inform them he would send an RFP to them. Ferro said that DJ's currently provides snow removal services to other locations in the village including Amway's main campus.

Harrison asked if the township uses any contractors for plowing. Haga advised the township presently receives plowing from Woods Landscaping for The Community Church parking lot and all other plowing is done by township staff. Haga stated the township used DJ's for woodchip projects and other township properties and they have performed well.

Commission members discussed the snow removal options, possible costs, and pursuing RFP proposals from bidders. It was also discussed whether current Ada staff could do the snow removal, but lack of adequate staffing and equipment would be an issue at this time.

Harrison suggested we ask for a bundle quote on woodchips and snow shoveling to get interest in more bids. Harrison also suggested we put out bid requests with a 2-3 week deadline and not too close to the upcoming season. Bowersox stated we should request proposals/bids by October 1st. Ferro stated we should have bids ready in time to add to the DDA and Township Board Meeting agendas for the October 12th meeting.

Wright arrived 8:15 a.m.

VI. STAFF/COMMITTEE UPDATES

A. DISCUSSION OF POTENTIAL CAPITAL PROJECTS FOR CAPITAL IMPROVEMENTS PLAN UPDATE

Ferro stated we started our Capital Improvement Plan annual update process and is looking for input from the DDA Board on any new ideas for future capital projects in the next five years.

Ferro stated last year a couple projects that were in the budget were business district entry signs and township facility identification signs that should be done by next year.

Ferro stated the DDA has a current fund balance of \$487,000 (that should increase by the end of the year when tax revenues are received). Ferro added that we still have \$210,000 in debt service to pay in the current budget year.

B. STATUS FOR SIDEWALK TRIP HAZARD CORRECTION ON BRONSON ST.

Ferro stated he has found a contractor that does sidewalk replacement and sidewalk edge grinding. Ferro stated it would be best rather than try and address that one block (Bronson St) this year, to survey the entire village and look at where there may be other hazards in need of sidewalk repair and plan for work to be done next year. Vanderwulp asked if the sidewalk repairs include brick repair. Ferro stated that brick repair would be a different contractor.

VII. BOARD MEMBER COMMENT

Harrison stated from Amway's perspective he has been told he will be working from home until at least the end of the year.

Harrison asked who owns the old Road Commission building and what is its current use. Ferro stated Thornapple Pines Development owns the property. Harrison asked if there is an opportunity to use that space for outdoor events. Idema stated she thought that space would be great for a indoor/outdoor Farmer's Market. Ferro stated the plan for that facility that was brought to the Planning Commission was a single family development/homes.

Idema stated the graffiti that was in the tunnel between Rix and Bronson has been partially painted, but not all of it. Haga stated the paint was to just cover up the graffiti and he has three quotes to power wash and paint the entire tunnel.

VIII. PUBLIC COMMENT

No public comment.

IX. ADJOURNMENT

It was motioned by Bowersox, moved by Norman, to adjourn the meeting at 8:40 a.m.
Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary

rs:eb