

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE OCTOBER 12, 2020 MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, October 12, 2020, 8:00 a.m. at Ada Township Offices, 7330 Thornapple River Drive SE, Ada, MI

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, VanderWulp, Wright

BOARD MEMBERS ABSENT: Norman

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

PUBLIC PRESENT: 1

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF THE SEPTEMBER 14, 2020, MEETING

It was moved by Harrison, supported by Idema, to approve the minutes of the September 14, 2020, meeting, as presented. Motion passed unanimously.

IV. CONSIDER APPROVAL OF CONTRACT FOR SIDEWALK SNOW REMOVAL SERVICES FOR 2020-2021 SEASON

Township Manager, Julius Suchy, introduced himself to the DDA Board and stated we had a chance to meet on zoom, but it was nice to meet everyone in-person. Suchy referred to his memo included in the packet regarding bids for sidewalk snow and ice removal in the Village. Suchy stated three bids were received; Natural Landscapes LLC, Thornapple Inc., and VanVossen Property Services. All three bids received were per push costs and lump sum costs and Thornapple Inc. was the only bid that provided a discount for the lump sum fee. Suchy summarized the bid details included in his memo. Suchy stated the price per push under the 2019-20 contract with Woods Landscaping was \$560.00 per push and was scheduled to increase to \$585.00 per push for the 2020-21 season, prior to Woods discontinuing the contract.

Suchy stated staff recommends selecting VanVossen Property Services for the per push price of \$600. The Township used VanVossen Property Services for mulch this past year and was satisfied with the level of service. Suchy stated staff has also contacted references and feels that VanVossen will be able to meet the service level needed throughout the Village.

It was moved by Harrison, supported by Haga, to approved the VanVossen contract at the price of \$600.00 per push. Motion passed unanimously.

V. CONSIDER APPROVAL OF CONTRACT FOR HOLIDAY GARLAND INSTALLATION AND REMOVAL

Suchy stated bid proposals were sent to RRR Lawn and Landscape as well as any of the other companies that have bid on this work the past few years. RRR Lawn and Landscape received the bid last year and quoted the same price for this year which is \$2,995.00, the cost is split between the Township and the

DDA. Suchy stated staff recommends that we once again hire RRR Lawn and Landscape for the installation and removal of garland on Village light poles.

It was moved by Idema, supported by Coe, to approve RRR bid as presented. Motion passed unanimously.

VI. CONSIDER APPROVAL OF CONTRACT FOR SIDEWALK OBSTRUCTION JOINT GRINDING

Ferro stated the DDA Board has had some discussion in the past about vertical trip hazards on Bronson Street sidewalk, between Ada Drive and River Street. He said an inventory was done of all the sidewalks in the Village showing any signs of unsafe conditions. The inventory information was sent to Groundhawk Excavating to obtain 'ballpark' costs to do sidewalk joint grinding. Ferro added Groundhawk has had large contracts for this type of work with the City of Grand Rapids and has also completed work for the City of East Grand Rapids. Ferro stated no formal RFP was issued and based on the inventory that was prepared (included in his memo in the packet) Groundhawk Excavating's quote was \$2,112.00. Ferro stated that the machines used would be equipped with dust control collection devices, so that airborne dust or grinding debris on the sidewalks should not be an issue.

Idema asked how many areas of repair are in question. Ferro stated there are 167 linear feet to be repaired and Groundhawk said it could still be done this year.

Following Board member discussion, it was moved by Idema, supported by Harrison, to approve the quote from Groundhawk Excavating as presented. Motion passed unanimously.

VII. STAFF/COMMITTEE UPDATES

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

Ferro stated the only major capital projects for the DDA the next six years are entry signs on Fulton Street, as you enter the Village at Ada Drive and Headley Street. Ferro added we have also discussed the possibility of installing snow melt on the balance of the sidewalks in a portion of the Village. Ferro stated the cost estimate from Moore & Bruggink ~~last year~~ for the project, reviewed by the DDA Board at the May 13, 2019 meeting, was \$400,000, for Ada Drive from Bronson Street to Thornapple River Drive. Ferro noted to keep in mind there were a lot of brick paver replacements at the corners in the past few years.

Harrison asked what the status of the community portion of fundraising at the Library. Ferro stated from the last report he received, fundraising is being conducted through individual meetings with potential donors by the capital campaign leadership team for the balance of the Cultural Arts/Community Center addition. Ferro will provide an update at the next DDA meeting.

Coe suggested installation of large planting urns on sidewalks in the Village. Coe also inquired about improved communication to Village residents about upcoming events. Board members discussed possible ways to improve communications. Way-finding signage was suggested. Harrison asked if a community digital message sign would be allowed. Ferro stated the Township does not allow them for commercial use and that the zoning rules state they are only allowed for use by churches and schools.

Suchy commented on the lack of benches or seating in the newly constructed downtown. He added when you are downtown you want to see people congregating and enjoying the location, but without seating, you don't see people meandering around.

VanderWulp mentioned the need to put up the digital speed sign in the village again. Haga stated there is currently one on Ada Drive and the second speed sign was vandalized. Haga will discuss an additional one with our community police officer.

Knapp inquired about security in the Village; security cameras/web cams/monitors, and Board members agreed that subject should be added to the improvement list.

There was discussion and concern regarding graffiti on the concrete abutments at the railroad trestle by the covered bridge.

B. DDA FINANCIAL REPORT, 9/30/20

Ferro stated the DDA has had very little financial activity in the last month. The DDA has a fund balance of approximately \$650,000.00.

VanderWulp asked if there would be Tinsel, Treats and Trolleys event. Suchy said he spoke with Kindell Rerucha from the ABA, and was told there would not be Tinsel, Treats & Trolleys, and the Chili Festival may do a drive-thru component. Suchy will follow up with Kindell for an update.

VIII. BOARD MEMBER COMMENT

Idema shared concerns regarding a Bronson St resident who appears to be using public parking spaces across the street as a permanent parking space for 5-6 cars that have been there for months. Harrison asked that we communicate to the Township Board our concerns about vehicle parking. Haga said our community police officer can act on unlicensed vehicles but has limitations on what he can do.

Idema left the meeting at 8:56 a.m.

Harrison stated he attended the George Haga event at Legacy Park and it was very well done, appropriate and appreciated. Harrison thanked George for his service and the difference he has made in our community. Haga thanked DDA Board members for their services and said he was quite humbled by all that went on at George Haga Day!

IX. PUBLIC COMMENT

Kristen Wildes from Ada Historical Society shared her support to consider way-finding signage. Ms. Wildes stated way-finding signage would be a nice piece to tie both sides of the Village together and would show a lot of care and attention to people when they come through the Village. Ms. Wildes also suggested we have a pedestrian map available for people walking the Village.

X. ADJOURNMENT

Meeting was adjourned at 9:03 a.m.

Respectfully submitted:

Devin Norman, Secretary
rs:eb