

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE NOVEMBER 5, 2018 MEETING  
ADA, MICHIGAN**

**I. 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, Walt VanderWulp, Dawn Marie Coe, Ted Wright, Margaret Idema, Devin Norman

**BOARD MEMBERS ABSENT:** Justin Knapp

**STAFF PRESENT:** Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer, Adina Winczewski, Administrative Assistant

**PUBLIC PRESENT:** 1 Member

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF OCTOBER 8 MEETING**

It was moved by VanderWulp, seconded by Idema, to approve the minutes of the October 8th meeting as presented. Motion passed unanimously.

*Justin Knapp arrived at 8:01 a.m.*

**IV. RECOMMENDATION TO ESTABLISH A REDEVELOPMENT PROJECT AREA**

Hilbrands reminded board members that all of the quota liquor licenses in the Township are currently in use. An additional way for a new business to receive a liquor license is through an on-premises liquor license. To receive one, the business needs to be in a Redevelopment Project Area or in a development district (such as a DDA). Businesses within a development district must be located in a building that is a restoration or rehabilitation of an existing building. They may not be located in a brand-new building. Any new restaurant going in the new construction would not qualify by being in the development district. Hilbrands stated to remedy this, it is recommended that the DDA Board recommend the establishment of a Redevelopment Project Area within the boundaries on one of the two attached maps, labeled Area 1 and Area 2.

It was moved by Harrison, seconded by Norman, to recommend to the Township Board the Resolution to establish a Redevelopment Project Area, using area 2.

Motion passed unanimously.

**V. REPORTS AND COMMUNICATIONS**

**a. Status of Riverfront Park Construction**

Ferro stated the park is close to being complete. The sidewalk needs to be finished. The amphitheater has not started due to a request by the major donor who would like to revise the

plans in order to add a roof. The cost estimate to add a roof is on the agenda for the next Township Board meeting.

Ferro stated some minor landscaping that needs to be completed is the planting of several thousand bare root twigs in the riverbank that is part of the stabilization plan. Those twigs will grow into fairly dense vegetation.

Idema asked if this park is staying in the budget. Ferro stated it is a little over budget but not by much.

Idema asked if an official name has been chosen for the park. Hilbrands stated the major donor has chosen a name, but it still needs to go before the Township Board for approval.

Norman inquired on the cost for the amphitheater roof and if the major donor is donating more money to cover it. Ferro stated the added cost is around \$200K and the major donor did not offer additional money. However, the cost of the overall structure and site improvements is under the \$500K pledge. Norman asked if we are still within budget. Ferro stated no, that is one of the things the Township Board will be reviewing.

**b. Community Center/Library Building Update**

Haga reminded everyone that a joint work session between the Township Board, DDA Board and the Building Committee is scheduled for November 14<sup>th</sup>. At this meeting, Progressive AE will go over their site evaluation of the property on the north side of Headley Street. Considering this location for the Library/Community Center has been suggested by a member of the Building Committee.

Norman requested to have the site plan details before the meeting. VanderWulp agreed. Haga stated any materials received before the meeting will be distributed. At this point, very little information has been received.

Bowersox asked why the Building Committee member is requesting to move the building to the north side of Headley. Haga stated it is a concern that the current site is too constraining in its dimensions and provides little opportunity for green space. There will be very little green space on the south side of Headley.

VanderWulp stated the Farmers' Market could stay where they are if the building is moved to the north side of Headley.

Wright asked if the change in location of the building is to possibly expand the square footage or size of the building? Ferro stated no, the budget is not changing and we need to stick with the 24,000 square feet.

**c. Location of Library/Community Center Building Memorandum**

Haga reviewed his memo under the above item (b).

**d. DDA Financial Report, 10/31/18**

Hilbrands reviewed the DDA financial activity for October as outlined in his memo to the DDA Board. Payments have been made to Gilson Graphics for the new light pole banners, The Badge Company LLC for the DDA Board name badges, and to Michigan Downtown Association for the

yearly membership dues. The Farmers' Market End of Year Report will be available at next month's meeting.

#### **VI. BOARD MEMBER COMMENT**

Wright stated he would like to applaud the Historical Society on their new addition. It is beautiful and a great asset to the community.

VanderWulp reminded Haga of his concerns with the road condition of old M-21, east of the Grand River by the River Bend Bar and Grill. Haga stated he will follow up with the road commission.

Idema inquired about the status of the bumpouts on Ada Drive. Ferro stated they are working fairly quickly. There haven't been any issues other than a few pavers that need to be replaced. Haga stated that Ada Drive should be open this Thursday, depending on the weather.

#### **VII. PUBLIC COMMENT**

There were no public comments.

Meeting was adjourned at 8:33 a.m.

Respectfully submitted:

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Devin Norman, Secretary