



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 12, 2022, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, December 12, 2022, at 8:00 a.m. at the Ada Township Hall, Assembly Room, 7330 Thornapple River Drive, Ada MI.

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Bowersox, Coe, Frost, Idema, Leisman, Norman, Vogl

BOARD MEMBERS ABSENT: Harrison, Knapp

STAFF AND OFFICIALS PRESENT: Buckley, Moran, Stichman, Suchy, and Jennie MacAnaspie (Farmers Market Manager)

PUBLIC PRESENT: 4

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, REGULAR MEETING

Moved by Idema, supported by Norman, to approve the minutes of November 14, 2022, Regular Meeting as presented. Motion carried.

IV. APPROVAL OF MINUTES OF NOVEMBER 14, 2022, INFORMATIONAL MEETING

Moved by Norman, supported by Frost, to approve the minutes of November 14, 2022, Informational Meeting as presented. Motion carried.

V. APPROVAL OF PAYABLES – none

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

a. Review of DDA Board Member Reappointments, Effective Jan. 1, 2023

Supervisor Leisman said that there were terms set to expire for two DDA Board members, Dawn Marie Coe and Devin Norman. Leisman noted that Coe agreed to continue to serve for an additional term and her reappointment was set to be approved by the Township Board at the meeting that evening. Leisman said that Norman declined the offer to serve more terms and that he has appointed Ufuk Turan to the DDA Board and his appointment was set to be approved by the Township Board at the meeting tonight.

b. Presentation of Certificate of Appreciation to Outgoing DDA Board Member Devin

Norman

Bowersox presented Norman with a certification of recognition for service and dedication to the DDA Board and extended his appreciation and thanked him for his great contribution. Bowersox shared that he has enjoyed working with him over the past 14 years. Norman thanked the DDA Board.

c. Recommendation for 2023-2029 Capital Improvement Projects

Stichman summarized the staff memo and said she recommended for the 2023-2029 Capital Improvement Plan to include the numerous projects that she and the DDA Board outlined in their 2021 and she would continue to push those projects forward; train bridge mural, the gateway signs, wayfinding signage, village streetscape fixtures and sidewalk replacement.

There was discussion between DDA Board, Township Manager Suchy, and Stichman regarding the responsibilities of sidewalk repair/replacement (homeowner vs. contractor), and concerns with the sidewalk/brick repair along Ada Drive.

Suchy briefly went over the Township Budget process and noted that the review of CIP projects was in the preliminary stage and that the DDA would review again before submittal of the budget to the Township Board. Stichman confirmed that the DDA would look at again in January and February for final approval.

d. Farmers Market Annual Report Presentation from Jennie Mac Anaspie & Update regarding the 2023 Market Season

Jennie MacAnaspie, Market Manager, shared that she was very happy with the Farmers Market this year. She went over the 2022 summary report with statistics from 2013 to 2022; vendor stats, seasonal products vs daily products, special programming (kids in the market and music in the market), and market sponsors (3 sponsors contributing \$3,600 in revenue).

Jennie spoke about the market sponsors and whether they were appropriate for the market theme. There was DDA Board discussion with Jennie regarding sponsorships and the need for local business sponsorships, expense items used out of Jennie's salary, market volunteers, and further discussed that Jennie was "retiring" from the Market Manager position.

Stichman said she will continue to work with Jennie to identify a plan to get a new contractor in the position for the 2023 season and that Jennie has offered to work through June/July to help make a smooth transition.

VIII. REPORTS AND COMMUNICATIONS

a. DDA Financial Report, November 30, 2022

Stichman referred to the financial outline and mentioned a few main points: Beers at the Bridge revenue includes late sponsorship revenue, community event expenditures, phone allowance expenditure, office supplies/services, continuing education, contract services, legal services, and farmers market activity.

b. Director/Staff Reports

Stichman shared updates and said she has been moving forward with the termination process of Rockwell Earthworks for the streetscape contract and will continue to work through the process of putting out an RFP for the planting season next year.

Stichman said she met with staff to further discuss updating the parking study from 2017. She said that the parking study would help identify whether there was a parking problem or if it is just a perception problem. She said the estimated cost for the updated study was \$17,000 and she explained the process involved. If the expenditure were split between the Planning Department and the DDA (75%/25%), it would be \$12,000-\$13,000 from the DDA fund.

There was DDA Board discussion regarding the concerns of whether a parking study was necessary or whether the DDA should share the cost, the relevance of continued discussion on parking concerns, and the importance for the DDA to review the past parking study from 2017. Stichman said she would send copies of the 2017 parking study to the DDA for their review.

IX. BOARD MEMBER COMMENT

Leisman thanked Norman and told him that he appreciated his service over the past several years.

X. PUBLIC COMMENT

Deb McDonald, Riverpoint of Ada resident, shared concerns about the environment with the Christmas trees on display, the streetscape plantings and lack of maintenance, and parking/traffic issues.

Pete Wojda, Riverpoint of Ada resident, shared concerns about parking, and also thanked Manager Suchy for the Township's work on getting the lights all up.

Michelle, Riverpoint of Ada resident, asked to know more about the DDA, when it was established, and how the members get appointed. Bowersox and Norman confirmed the DDA was established in 2008 and they have been on the board since. Supervisor Leisman explained the process of getting on a board in that applications are completed and submitted for appointed boards, commissions, and committees. Leisman said the supervisor appoints the member, subject to the Township Board approval of the appointments.

XI. ADJOURN MEETING

Moved by Idema, supported by Norman, to adjourn meeting at 8:54 a.m. Motion carried.

Respectfully submitted:

Devin Norman, Secretary

rs:eb