



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JUNE 8, 2020 MEETING, 8:00 A.M.**

Notice Regarding Electronic Participation:

Pursuant to the Michigan Governor's Executive Order, in order to protect the public health, this meeting will be conducted via electronic communications. Any member of the public wishing to listen and/or watch the proceedings or provide public comment may do so by using the following internet connection or phone number, meeting ID number and password (if needed) below:

Connect by video:

<https://us02web.zoom.us/j/81621427908>

Meeting ID: 816 2142 7908

One tap mobile:

+13126266799,,81621427908#

Dial-in by phone:

+1 312 626 6799

Meeting ID: 816 2142 7908

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Election of Officers**
- IV. Approval of Minutes of May 11, 2020 Meeting**
- V. Recommendation regarding DDA Funding Participation in Cost of Addition to Library/Community Center Building**
- VI. Reports and Communications**
 - a. Amy Van Anandel Library and Community Center Update
 - b. Status of DDA Coordinator Recruitment
 - c. DDA Financial Report, 5/31/20
 - d. Resources for COVID-19 Response
- VII. Board Member Comment**
- VIII. Public Comment**
- IX. Adjournment**

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 11, 2020 MEETING**

A meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, May 11, 2020, 8:00 a.m. via video/audio-conferencing, in conformance with the Michigan Governor's Executive Order 2020-48

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, Devin Norman, Margaret Idema, Justin Knapp

BOARD MEMBERS ABSENT: Ted Wright, Bryan Harrison, Walt VanderWulp, Dawn Marie Coe

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

PUBLIC PRESENT: Eileen McNeil, Seyferth PR

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF MARCH 9, 2020 MEETING

It was moved by Norman, seconded by Idema, to approve the minutes of the March 9, 2020 meeting as presented.

Roll Call:

Yes: Haga, Knapp, Idema, Bowersox, Norman

No: None

Absent: Wright, Harrison, VanderWulp, Coe

Motion passed.

IV. APPROVAL OF 2020 AMENDMENT OF FARMERS' MARKET AGREEMENT WITH THE COMMUNITY CHURCH

Ferro gave a brief history stating that the Township has had a year-to-year agreement with the church to use their parking lot for the farmers' market. The last agreement expired at the end of the 2019 season. The church is welcoming back the farmers' market this year and have already signed the agreement. This will be on the Township Board's agenda for tonight. The Township is a secondary party to the agreement for insurance and indemnification purposes.

It was moved by Norman, seconded by Knapp, to accept the 2020 agreement with the Community Church for use of their property for the Farmers' Market.

Roll Call:

Yes: Haga, Idema, Norman, Knapp, Bowersox

No: None

Absent: Wright, Harrison, VanderWulp, Coe

Motion passed.

V. REPORTS AND COMMUNICATIONS

a. Amy Van Andel Library and Community Center Update

Ferro stated construction activity resumed on May 7th after a 5 or 6 week shut-down. When he drove by the worksite that morning, he saw all the workers outside the building getting instructions on proper social distancing, handwashing, etc. and anything else that Erhardt Construction is implementing. Ferro also stated that the pause in construction will likely result in a completion date pushed out to January 2021.

b. Status of DDA Coordinator Recruitment

Ferro stated the Township has not begun recruitment at this time. Haga stated he hopes to get an advertisement for the position in circulation this week.

c. Status of Schedule/Planning/Sponsorships for 2020 Beers at the Bridge Events

Kevin Moran, member of the Beers at the Bridge Committee, expressed appreciation for Brian Hilbrands, who recently left the position of DDA Coordinator. Hilbrands was wonderful to work with; he was bright, efficient, and got things done.

Moran stated that the byproduct of recent events with Covid-19 is figuring out what to do with upcoming events. He recently met with Seyferth PR and they decided to cancel the June and July events with the hope of possibly having the August event. It would not be appropriate to ask for sponsorship dollars from businesses who are struggling right now. He and Seyferth thinks it would be nice to utilize DDA funds that are on-hand for the August event if it is able to happen. Moran asked for feedback from the board.

Idema stated she is in support of canceling the June & July events. She noted how the GR Symphony gave virtual programs and had a solicitation request on the bottom of the screen. This is something the Beers at the Bridge Committee could consider if coming together in-person is not possible in August or October.

Moran stated the only contract they have in place is for the Thirsty Perch band but there is a provision in the contract which will allow them to cancel without penalty.

d. Ada Farmers Market, Draft Covid-19 Response Plan

Ferro stated the plan is still being drafted by the Market Manager. She is communicating with the church to see if their building will be available for restroom usage. The church is considering allowing the vendors only and not the public. The Market Manager is drafting a new market map layout to implement social distancing.

e. DDA Financial Report, 4/30/20

Ferro stated there's minimal activity on the financial report noting Hilbrand's last employment check.

VI. BOARD MEMBER COMMENT

Idema expressed disappointment that the virus didn't allow for a going away celebration for Hilbrands.

VII. PUBLIC COMMENT

There were no public comments.

Meeting was adjourned at 8:37 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs: aw



TOWNSHIP

MEMORANDUM

Date: 6/2/20

TO: Ada Township Board
FROM: Jim Ferro, Planning Director
RE: Cultural Arts/Multipurpose Room Addition to Library Status and Direction

During the last few months of upheaval in our lives and the economy, an ad-hoc Committee consisting of Supervisor Haga, Treasurer Moran and Trustee Proos has participated in several discussions with the architectural team, construction manager, fundraising leadership and the Township's owner's representative regarding the design, estimated cost, timing and funding for the proposed addition to the Library/Community Center.

Recommended Direction:

Based on these discussions, the Committee has recommended that the design work, fundraising and construction of the full addition be put on hold, and that our efforts remain focused on completing the Library/Community Center building currently under construction, including the modifications needed to provide access to the main floor restrooms.

The modifications to the original building design previously approved by the Township Board included rotating the orientation of the main floor restrooms at the southwest corner of the building to effectively serve both the main building and the planned addition, and construction of the "pre-function" portion of the Cultural Arts/Multipurpose Room addition to a "white-box" finish level to access the restrooms.

With the timeframe for construction of the main portion of the addition being uncertain at this time, the Committee now believes that the pre-function area portion of the addition should be completed with full interior finishes and a vestibule entry, with temporary exterior wall cladding on the portion that will connect to the full addition in the future.

Attached are a plan view and exterior renderings of the proposed 1,600 square foot pre-function area addition. The Headley Street frontage would have masonry and metal panel exterior coordinated with the rest of the building. The west and north facades of the addition would have temporary corrugated metal siding, which would be removed when the Cultural Arts/Multipurpose Room addition is completed in the future, as the temporary exterior facades becomes interior walls when the addition is completed.

Proposed Budget for Pre-Function Area:

The attached project budget for the pre-function lobby addition was prepared by Scott Rantala, JLL, based on hard cost estimates prepared by Erhardt Construction. The estimate is summarized as follows:

Construction cost:	\$ 841,444	White box option:	\$507,575
		Add lobby finish:	\$118,730
		Add vestibule and temporary wall:	\$215,136
Soft Costs:	\$ 174,175		
Fixtures/Furnishings/Equipment:	\$ 8,000		
Owner Contingency:	\$ 71,653		
Total:	\$1,095,272		

It should be noted that the design budget of \$148,500 for the Pre-Function area includes design fees incurred to date for the entire proposed addition, prior to design work being terminated. Construction drawings have been brought to a 60% level of completion.

Funding Sources:

To date, capital campaign contributions toward the Cultural Arts/Multipurpose Room addition totaling \$165,169 have been received.

Other potential sources of funding that can be considered for the pre-function area include the following:

Excess funding in original library budget for Furniture: \$300,000.

The \$12 million library budget included an allocation of \$775,500 for furniture. The actual anticipated cost of interior furniture, library shelving and site furnishings based on vendor selections by the Township Board is \$383,900, which is \$391,600 less than the budget allocation. Scott Rantala has suggested \$300,000 of this amount could be removed from the Library budget and allocated to the pre-function lobby.

Remaining Library Owner's Contingency: \$341,607

Of the original budget amount of \$783,356 in Owner's Contingency, \$343,607 remains available. However, with the total project only at 50% complete, Scott Rantala does not recommend use of a significant portion of the remaining contingency for the pre-function lobby.

General Fund:

As of 3/31/20, the General Fund had a fund balance (unaudited) of about \$3.52 million, an increase of about \$164,500 from the prior year. A General Fund contribution toward the project could be considered by the Board without unduly impacting the fund balance.

DDA Fund:

The DDA had a fund balance (unaudited) of about \$653,630 as of 3/31/20. The DDA Board could be requested to consider making a contribution to the project. The DDA Board will consider the matter at its June 8 meeting.

Private Fundraising:

Additional private donations could be solicited toward the project.

Below is a possible combination of funding sources for the \$1.095 million project:

Previously-received donations:	\$165,169
Excess in furniture budget	\$300,000
Owner's Contingency	\$30,100
General Fund	\$150,000
DDA Fund	\$100,000
Additional private contributions:	\$350,000
Total:	\$1,095,269

Requested Action:

The Board is requested to take the following action:

1. Approve the proposed scope and budget for the pre-function area addition to the Library/Community Center Building.
2. Approve use of the following funding sources for the pre-function area:
 - a. \$300,000 in funds previously allocated toward furniture in the Library/Community Center.
 - b. \$30,100 from the remaining Owner's Contingency in the Library/Community Center budget.
 - c. \$150,000 from the Township General Fund.
 - d. \$100,000 from the DDA Fund, if approved by the DDA Board.
 - e. an expectation that private-fundraising sources will provide \$350,000 toward the project, prior to its completion.



Amy Van Andel Library & Community Center
Cultural Arts Center Addition Estimate
29-May-20

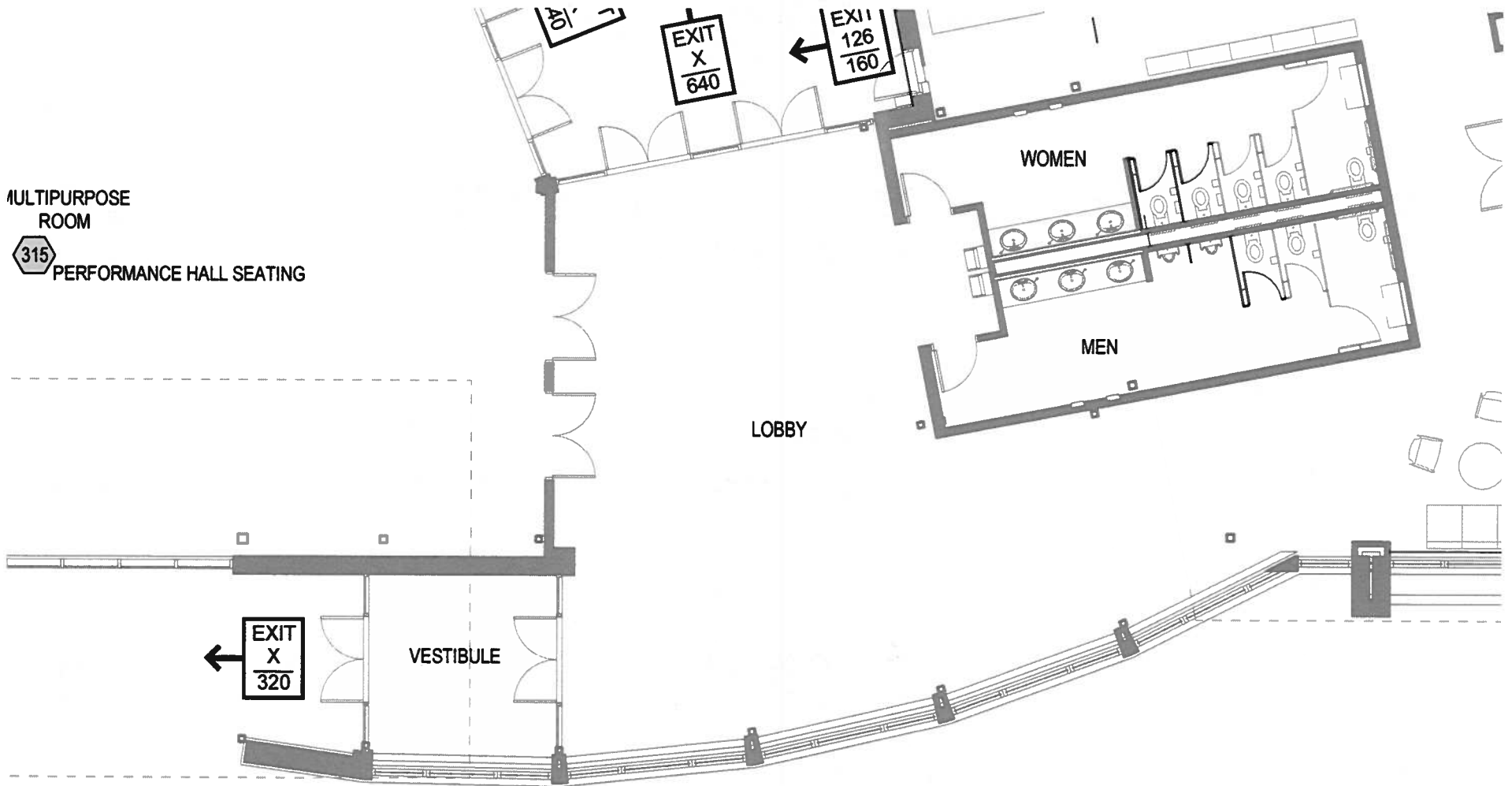


	Cultural Arts Center		Pre-Function	
	4/22/2020	5.400	5/26/2020	1.600
	Cost	\$ / SF	Cost	\$ / SF
SOFT COSTS				
Design (6.5% of hard cost)	\$ 178,500	\$ 33.06	\$ 148,500	\$ 92.81
Design Reimbursables	\$ 3,000	\$ 0.56	\$ 1,500	\$ 0.94
Acoustic Consultant	\$ 6,500	\$ 1.20	\$	\$
AV/Stage Lighting Consultant	\$ 11,000	\$ 2.04	\$	\$
Project Management	\$ 20,000	\$ 3.70	\$ 10,000	\$ 6.25
Environmental / Geotech	\$ 3,750	\$ 0.69	\$ 3,750	\$ 2.34
Builders Risk Insurance	\$ 5,000	\$ 0.93	\$ 3,000	\$ 1.88
Design Contingency (5%)	\$ 8,925	\$ 1.65	\$ 7,425	\$ 4.64
Soft Costs Subtotal	\$ 236,675	\$ 43.83	\$ 174,175	\$ 108.86
HARD COSTS				
General Conditions	\$ 232,684	\$ 43.09	\$ 113,410	\$ 70.88
Demolition	\$ 5,000	\$ 0.93	\$ 5,000	\$ 3.13
Concrete	\$ 88,779	\$ 16.44	\$ 34,977	\$ 21.86
Masonry	\$ 70,940	\$ 13.14	\$ 17,340	\$ 10.84
Structural Steel	\$ 161,360	\$ 29.88	\$ 52,460	\$ 32.79
Rough Carpentry	\$ 16,908	\$ 3.13	\$ 7,040	\$ 4.40
Finish Carpentry	\$ 19,642	\$ 3.64	\$ 10,452	\$ 6.53
Metal Siding & Soffits	\$ 400,000	\$ 74.07	\$ 90,700	\$ 56.69
Membrane Roofing	\$ 134,643	\$ 24.93	\$ 25,600	\$ 16.00
Caulking & Firestopping	\$ 6,388	\$ 1.18	\$ 4,588	\$ 2.87
Doors, Frames & Hardware	\$ 13,926	\$ 2.58	\$	\$
Alum Framed Windows & Doors, Insulated	\$ 264,800	\$ 49.04	\$ 108,500	\$ 67.81
Metal Studs, Drywall, Ceilings	\$ 170,051	\$ 31.49	\$ 41,796	\$ 26.12
Flooring-Carpet, Polished Conc	\$ 30,527	\$ 5.65	\$ 1,400	\$ 0.88
Terrazzo	\$ 40,000	\$ 7.41	\$ 40,000	\$ 25.00
Painting / VVC	\$ 30,295	\$ 5.61	\$ 5,400	\$ 3.38
Toilet Partitions, Accessories, Lockers	\$ 4,428	\$ 0.82	\$	\$
Theater / Stage Eqpt	\$ 85,000	\$ 15.74	\$	\$
Window Blinds	\$ 18,000	\$ 3.33	\$	\$
Fire Protection	\$ 15,750	\$ 2.92	\$ 8,000	\$ 5.00
Plumbing	\$ 53,845	\$ 9.97	\$ 19,000	\$ 11.88
HVAC	\$ 196,000	\$ 36.30	\$ 36,000	\$ 22.50
Snowmelt	\$ 52,000	\$ 9.63	\$	\$
Electrical	\$ 215,000	\$ 39.81	\$ 34,400	\$ 21.50
Data / Communications	\$ 33,500	\$ 6.20	\$	\$
Site Demo, Grading	\$ 86,000	\$ 15.93	\$ 56,520	\$ 35.33
Concrete Sidewalks	\$ 10,221	\$ 1.89	\$ 1,633	\$ 1.02
Site Furnishings - Chaise Lounges, Shade	\$ 34,650	\$ 6.42	\$	\$
Plaza - pavers, irrigation, landscaping	\$ 129,059	\$ 23.90	\$	\$
Permits	\$ 12,344	\$ 2.29	\$ 3,366	\$ 2.10
Performance Bond	\$ 24,688	\$ 4.57	\$ 6,732	\$ 4.21
GL Insurance	\$ 15,430	\$ 2.86	\$ 4,208	\$ 2.63
Contractor Contingency (10%)	\$ 267,186	\$ 49.48	\$ 72,853	\$ 45.53
CM Fee (5%)	\$ 146,952	\$ 27.21	\$ 40,069	\$ 25.04
Hard Costs Subtotal	\$ 3,085,996	\$ 571.48	\$ 841,444	\$ 525.90
FF&E and TECH COSTS				
Interior Furniture	\$ 65,000	\$ 12.04	\$ 5,000	\$ 3.13
Furniture Labor	\$ 6,500	\$ 1.20	\$ 500	\$ 0.31
Signage	\$ 20,000	\$ 3.70	\$	\$
Artwork/Branding	\$ 15,000	\$ 2.78	\$	\$
IT Cabling	\$	\$	\$ 2,500	\$ 1.56
Security	\$ 5,000	\$ 0.93	\$	\$
Audio Visual	\$ 50,000	\$ 9.26	\$	\$
Sound Masking	\$	\$	\$	\$
Appliances	\$ 10,000	\$ 1.85	\$	\$
FF&E and TECH COSTS SUBTOTAL	\$ 171,500	\$ 31.76	\$ 8,000	\$ 5.00
OWNER CONTINGENCY	\$ 244,692	\$ 45.29	\$ 71,653	\$ 44.78
TOTAL ESTIMATED COST	\$ 3,738,763	\$ 692.36	\$ 1,095,272	\$ 684.55

MULTIPURPOSE ROOM

315

PERFORMANCE HALL SEATING



LOBBY

WOMEN

MEN

EXIT X 320

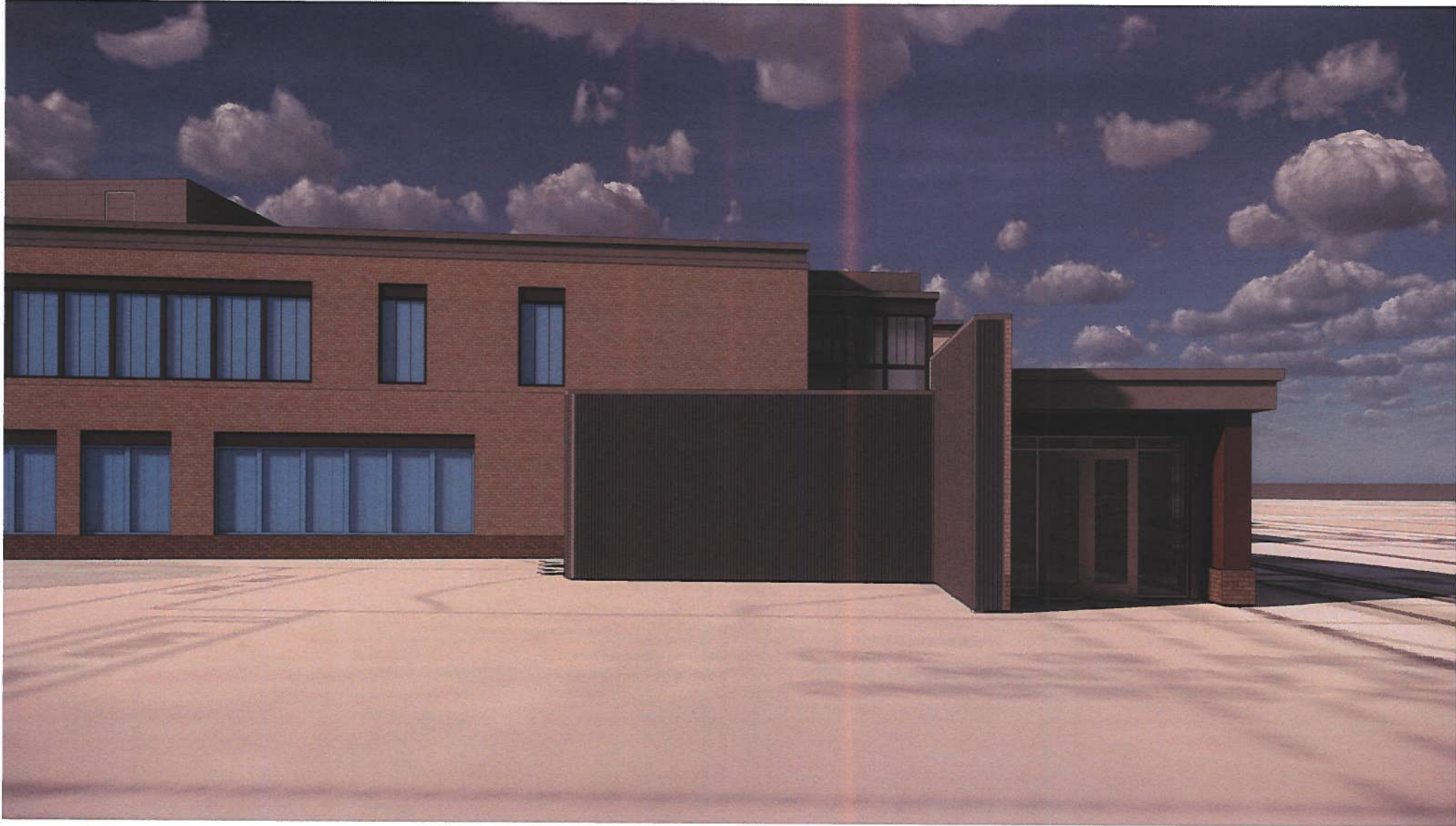
EXIT X 640

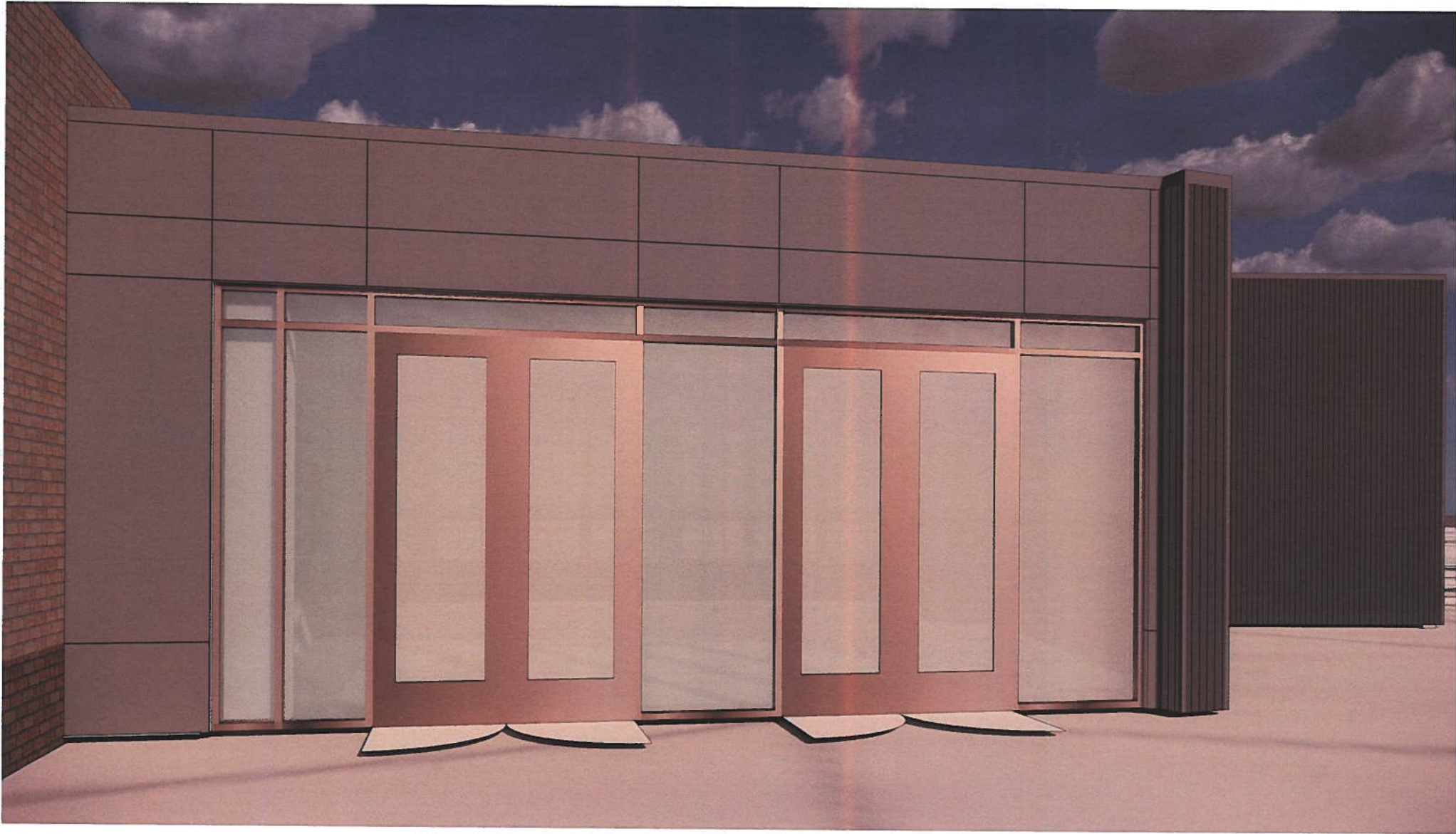
EXIT 126 160

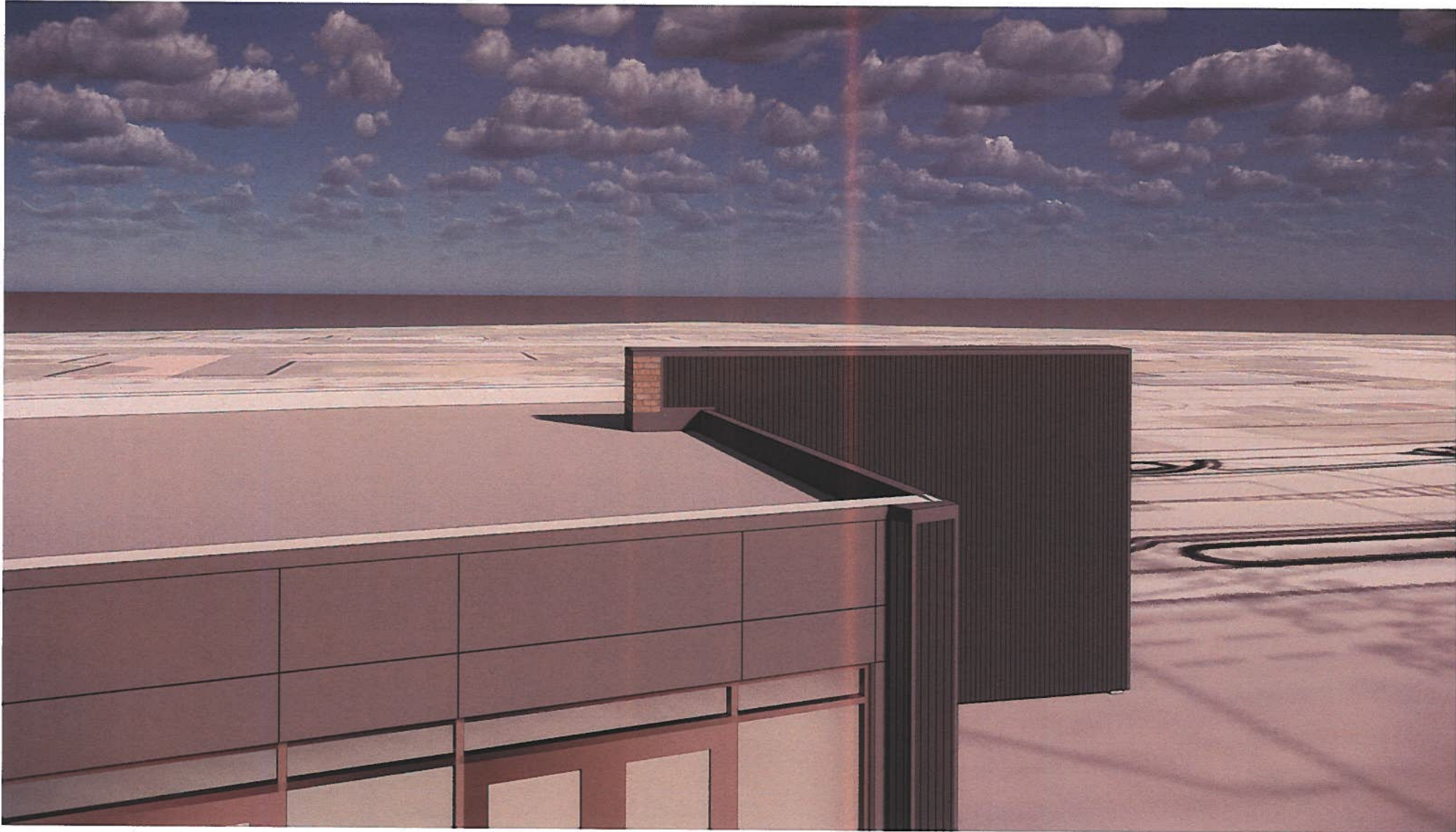
VESTIBULE











PERIOD ENDING 05/31/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ADA TOWNSHIP DDA
 INCLUDING FARMERS MARKET

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	NORMAL		INCREASE	(DECREAS	NORMAL	(ABNORMAL)	
Fund 248 - DDA FUND									
Revenues									
Dept 000.000									
248-000.000-401.405	TAXES: DDA AD VAL	22,977.00		0.00		0.00		22,977.00	0.00
248-000.000-401.406	TAXES: DDA IFT	29,124.00		0.00		0.00		29,124.00	0.00
248-000.000-665.000	INTEREST REVENUE	7,550.00		0.00		0.00		7,550.00	0.00
Total Dept 000.000		59,651.00		0.00		0.00		59,651.00	0.00
Dept 020.000 - TAXES									
248-020.000-406.000	TAXES: DDA MILLAGE	328,047.00		0.00		0.00		328,047.00	0.00
248-020.000-423.000	TAXES: IFT	23,122.00		0.00		0.00		23,122.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	140,185.00		0.00		0.00		140,185.00	0.00
Total Dept 020.000 - TAXES		491,354.00		0.00		0.00		491,354.00	0.00
Dept 026.000 - CONTRIBUTIONS									
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	84,000.00		0.00		0.00		84,000.00	0.00
Total Dept 026.000 - CONTRIBUTIONS		84,000.00		0.00		0.00		84,000.00	0.00
Dept 028.000 - FARMER'S MARKET									
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00		0.00		0.00		1,000.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	6,600.00		2,295.00		2,295.00		4,305.00	34.77
Total Dept 028.000 - FARMER'S MARKET		7,600.00		2,295.00		2,295.00		5,305.00	30.20
TOTAL REVENUES		642,605.00		2,295.00		2,295.00		640,310.00	0.36
Expenditures									
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION									
248-170.000-704.000	WAGES	43,255.00		2,168.02		0.00		41,086.98	5.01
248-170.000-704.001	WAGES - SUPPORT	8,574.00		4,060.24		1,616.33		4,513.76	47.36
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,213.00		376.51		96.81		2,836.49	11.72
248-170.000-716.000	FICA - MEDICARE TWP SHARE	752.00		88.07		22.64		663.93	11.71
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,183.00		622.84		161.64		4,560.16	12.02
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,473.00		588.28		210.83		1,884.72	23.79
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	10,940.00		0.00		0.00		10,940.00	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,740.00		100.00		100.00		1,640.00	5.75
248-170.000-800.000	CONTINUING EDUCATION	560.00		0.00		0.00		560.00	0.00
248-170.000-801.000	CONTRACT SERVICE	19,000.00		0.00		0.00		19,000.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	7,920.00		600.00		600.00		7,320.00	7.58
248-170.000-820.000	MEMBERSHIP & DUES	368.00		0.00		0.00		368.00	0.00
248-170.000-828.000	LEGAL SERVICES	2,000.00		0.00		0.00		2,000.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	850.00		0.00		0.00		850.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00		0.00		0.00		300.00	0.00
248-170.000-974.000	IMPROVEMENTS	27,300.00		0.00		0.00		27,300.00	0.00

PERIOD ENDING 05/31/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ADA TOWNSHIP DDA
 INCLUDING FARMERS MARKET

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020 INCREASE (DECREAS	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	NORMAL			BALANCE (ABNORMAL)		
Fund 248 - DDA FUND								
Expenditures								
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		134,428.00		8,603.96	2,808.25		125,824.04	6.40
Dept 299.000 - GENERAL ADMINISTRATION								
248-299.000-906.001	COMMUNITY EVENTS	78,770.00		1,104.00	1,104.00		77,666.00	1.40
Total Dept 299.000 - GENERAL ADMINISTRATION		78,770.00		1,104.00	1,104.00		77,666.00	1.40
Dept 900.000 - OTHER TOWNSHIP EXPENSES								
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00		43.44	19.82		(43.44)	100.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00		43.44	19.82		(43.44)	100.00
Dept 990.000 - BOND ISSUANCE								
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	161,151.00		0.00	0.00		161,151.00	0.00
248-990.000-995.000	BOND INTEREST PAYMENTS	101,387.00		0.00	0.00		101,387.00	0.00
Total Dept 990.000 - BOND ISSUANCE		262,538.00		0.00	0.00		262,538.00	0.00
TOTAL EXPENDITURES		475,736.00		9,751.40	3,932.07		465,984.60	2.05
Fund 248 - DDA FUND:								
TOTAL REVENUES		642,605.00		2,295.00	2,295.00		640,310.00	0.36
TOTAL EXPENDITURES		475,736.00		9,751.40	3,932.07		465,984.60	2.05
NET OF REVENUES & EXPENDITURES		166,869.00		(7,456.40)	(1,637.07)		174,325.40	4.47
BEG. FUND BALANCE		517,350.23		517,350.23				
NET OF REVENUES/EXPENDITURES - 2019-20				136,281.28			136,281.28	
END FUND BALANCE		684,219.23		646,175.11				

User: jim

DB: Ada

PERIOD ENDING 05/31/2020

ADA FARMERS MARKET

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	NORMAL	05/31/2020 (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREAS	NORMAL (ABNORMAL)	BALANCE		
Fund 248 - DDA FUND									
Revenues									
Dept 028.000 - FARMER'S MARKET									
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00		0.00	0.00		1,000.00		0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	6,600.00		2,295.00	2,295.00		4,305.00		34.77
Total Dept 028.000 - FARMER'S MARKET		7,600.00		2,295.00	2,295.00		5,305.00		30.20
TOTAL REVENUES		7,600.00		2,295.00	2,295.00		5,305.00		30.20
Expenditures									
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION									
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,740.00		100.00	100.00		1,640.00		5.75
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	7,920.00		600.00	600.00		7,320.00		7.58
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00		0.00	0.00		300.00		0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		9,960.00		700.00	700.00		9,260.00		7.03
TOTAL EXPENDITURES		9,960.00		700.00	700.00		9,260.00		7.03
Fund 248 - DDA FUND:									
TOTAL REVENUES		7,600.00		2,295.00	2,295.00		5,305.00		30.20
TOTAL EXPENDITURES		9,960.00		700.00	700.00		9,260.00		7.03
NET OF REVENUES & EXPENDITURES		(2,360.00)		1,595.00	1,595.00		(3,955.00)		67.58

ADA FARMERS' MARKET
2019 SEASON REVENUE, EXPENSE AND NET INCOME
5/31/20

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/20
		Total Revenues and Expenditures, 4/1/19 to 1/31/20	\$7,560.00	\$10,332.98	\$9,367.37	
248.170.740	3/13/20	Internet Services		\$76.84	\$9,290.53	-\$76.84
248.170.740	3/13/20	MI Farmers Market Assoc-Continuing Ed.		\$20.00	\$9,270.53	-\$96.84
248.170.801	3/04/20	Market Manager Services-January		\$105.00	\$9,165.53	-\$201.84
248.170.801	3/17/20	Market Manager Services-February		\$150.00	\$9,015.53	-\$351.84
248.170.801	3/31/20	Market Manager Services-March		\$450.00	\$8,565.53	-\$801.84
248.170.801	5/05/20	Market Manager Services-April		\$600.00	\$7,965.53	-\$1,401.84
248.170.740	5/05/20	"Taste the Local Difference" Web site listing		\$100.00	\$7,865.53	-\$1,501.84
248.028.694.001	5/19/20	Vendor Registration fees	\$1,275.00		\$9,140.53	-\$226.84
248.028.694.001	5/27/20	Vendor Registration fees	\$765.00		\$9,905.53	\$538.16
248.028.694.001	5/28/20	Vendor Registration fees	\$255.00		\$10,160.53	\$793.16
Total, 2020 Season, beginning 2/1/20			\$2,295.00	\$1,501.84		\$793.16
Total, Fiscal YTD, beginning 4/1/19			\$2,295.00	\$700.00		\$1,595.00

Reopening Retail Districts Safely



States and local jurisdictions across the country face imminent, although ever-changing, planned reopening dates.

Regardless of where your state stands, business will not resume as usual. Communities need to gear up for continued social distancing to prevent coronavirus transmission and take steps to support [long-term property stabilization](#).

To date, [independent retailers struggle to receive federal financial aid](#) needed to prevent them from closing their doors forever. This situation — particularly for underserved communities of color hit hardest by COVID-19 — underscores why planners need to help design systems now that work for at-risk entrepreneurs and the customers they serve.

Looking beyond [steps that planners can take now](#), it is time to design safe conditions for retailer and customer reentry. [Access offers a guidebook](#) to help businesses reopen safely; below are some of the suggestions that planners can help implement.

STEP 1: ESTABLISH AND COMMUNICATE REOPENING PROTOCOLS

Begin communicating with your local public health officials to develop and communicate reopening protocols, including occupancy guidelines, required permits or testing, and other essential information needed to ensure a safe environment.

Additionally, local governments are home to a wealth of underused business data.

Pull out business registrations to contact retailers and restaurateurs, sharing that the decision to reopen is up to public health officials, lease terms, and ultimately, them.

Owners must understand their responsibility in maintaining a safe environment.

Maintain a database of businesses opened and closed (temporarily or permanently). Contact all companies regularly to update their status and share resources as they become available.

STEP 2: CREATE A SAFE RIGHT-OF-WAY

The six-foot social distancing protocol is difficult or impossible for retailers with smaller footprints to maintain, as witnessed at currently open essential businesses. Before states roll back stay-at-home protocols, it is important that planners and others at the local level revisit and amend retail district parking and sidewalk rules to encourage safe practices.

Support efforts already being made by business owners to designate safe social distancing zones outside of retail establishments by creating guidance for signs and uniform marking systems.

Owners can mark lanes on sidewalks for walking and queueing using washable sidewalk spray paint, duct tape, and traffic cones. If your community's sidewalks are not wide enough, planners may be able to support safe mobility and queueing practices by marking off a portion of the street as usable public space.

A slow reopening of different kinds of spaces allows public health officials to monitor the impact of increased socializing. At first, communities may restrict the use of outdoor patio spaces for gathering and seating. Instead, retailers may use these areas as queueing spaces. As restrictions ease, look into how retailers may be able to use both private and public spaces temporarily for business activity and safe queueing.

For example, Tampa, Florida, has created a [restaurant and retail recovery program](#) that includes allowing businesses to expand into private outdoor areas, parking lots, public rights-of-way, and parklets.

Consider requiring on-street parking spaces for contactless curbside delivery, but only if another parking strategy exists for customers needing to exit their vehicles. Contact nearby parking lot owners to arrange a shared free or reduced-cost solution.

Determine whether regulations should allow sidewalk A-frame signage. Although it serves as a clear indicator of business operations, it might clutter the sidewalks of dense retail environments, creating accessibility issues and pinch-points where social distancing guidelines falter.

Consider implementing a complementary signage program that leverages storefront windows and light poles to communicate business hours and reinforce public health guidelines.

Business owners with limited staff might struggle to maintain occupancy limits and could benefit from support monitoring store's entrances — an internship program similar to the "[social distancing ambassadors](#)" Seattle has hired to encourage compliance in city parks could serve these businesses.

Finally, planners have an opportunity to lead equitably by proactively communicating public space options with business owners, especially retailers in the hardest-hit areas and owners in districts that rarely take advantage of public space permitting processes.

STEP 3: CONTINUE TO PROVIDE FINANCIAL SUPPORT

Planning departments typically control limited public funding, but have a unique opportunity to leverage [Community Development Block Grants \(CDBG\)](#) and other federal funding sources like Economic Adjustment Grants to create cost savings for businesses in the coming years.

Potential solutions include reducing or eliminating permit and review fees and local sales and property taxes, or implementing a purchasing system that benefits small retail and restaurant businesses similar to construction procurement programs.



Sharing Best
Downtown
Practices
During Stay at
Home Order

Welcome



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#LoveMiDowntown

- Facebook Promotion
- Friday, March 27 – Friday, April 3
- On MDA FB page ask children 18 and younger for drawings of downtown
- Must post with hashtag #LoveMiDowntown
- Can also include a community's hashtag
- MDA will randomly choose 4 entries on Saturday, April 4
- Those chosen will each receive a \$25 gift certificate to a business of their choice from MDA member community
- Can enter multiple drawings but only one winner per household
- MDA encourages member communities to participate, share drawings of their downtown and award additional prizes



What Can DDAs Do?

- *Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district. **THIS COULD BE CO-OP ADVERTISING/MARKETING ETC.**
- *Contract for broadband service and wireless technology service in the downtown district.
- *Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7).
- *Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.



What Can DDAs Do?

*Create, operate, and fund retail business incubators in the downtown district.

*Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property.



What Can DDAs Do?

*Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.

*Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

Main Street Oakland County

- #1 task is to communicate and inform with Correct/Current information
- This situation is changing fast, keep up with City/Village/Township, County & State
- Share information to Businesses, Community, and relay back to City/Village/Township staff
 - Using - Facebook/Zoom/Phone calls/Text/Email
 - Inform Don't Inundate – your audience may disengage
 - Provide new ideas, things that others are trying
 - Show that you are staying on top of the issue providing resources.
- Encourage your businesses to talk to their banks if they are having problems.
 - They need to be the ones asking for help.

What Can Downtown Organizations Do?

- Traverse City - \$10 downtown gift certificate for every \$50 store gift certificate purchased.
- Examples of Downtowns with a Gift Certificate/
Downtown Dollar Program
 - Traverse City
 - Sparta
 - Birmingham- uses the Wufoo platform
 - Petoskey
- Special Facebook pages
 - Downtown Dearborn's Event Page
 - Love Local Rochester- businesses post
 - Have a specific event page just for restaurants and they can post their menu and times
- Co-op advertising with businesses within the District, local paper?
- Look at the DDA law and determine what programs you could begin working on now so that when the crisis is over, your downtown is ready with a plan, initiative, program
- What partnerships are out there? Chambers? Economic Development? Schools? Local Foundations?

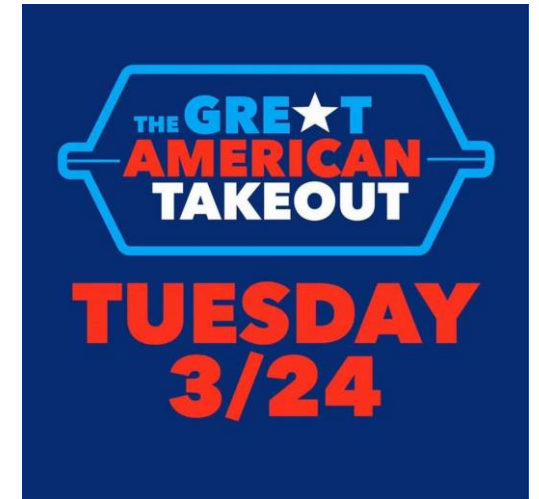
What Can Downtown Organizations Do?

- Create Virtual Business Assistance Teams by business sector.
 - Conference call with all restaurants/food service on Tuesday, etc
 - Have a team virtually available to help
 - Reach out to the professionals in your community and ask if they are willing to donate their services right now to help small business
- Generally, but do not focus on one specific property owner, suggest rent subsidy. Don't get in the middle of a landowner/tenant agreement
- Send local papers and post to FB page POSITIVE stories of your community/businesses
- Wave any sign ordinances. Allow for sandwich boards, handmade signs, etc.
- Wave parking fees, allow parking for curbside pickup



What Can Downtown Organizations Do?

- Ideas for Food Service Establishments
 - Allen Park's "Take Out to Win It" people post a picture of their takeout order for a chance to win a gift certificate to another downtown restaurant
 - Virtual Happy Hours
 - First Responder Day
 - Restaurants have a daily family special
 - Lapeer having Take Out Tuesday, every Tuesday to encourage local support





What Can Downtown Organizations Do?

Suggestions from Laura Krizov, Manager, Michigan Main Street, Community Development, MEDC

- Every couple of Days or weekly do a Facebook Live
- Calling all the businesses and Property Owners
- Weekly serving of businesses
 - Profit/loss
 - Days Closed
 - Operations Discontinued
 - Number of employees no longer employed
 - Inventory given away/liquated
- Engaging the board to set goals of priorities
- Creating Directory of what is still open
- Weekly update/summary of financial Resources available
 - Help businesses fill out applications

What Can Downtown Organizations Do?

- Share helpful links with business owners
 - MEDC page with all COVID-19 Resources
<https://www.michiganbusiness.org/covid19/>
 - MEDC fact sheet Michigan Small Business Relief Program: Grants
 - https://www.michiganbusiness.org/495144/globalassets/documents/covid19/michigan-small-business-relief-program-grants_final.pdf
 - MEDC fact sheet Michigan Small Business Relief Program: Loans
 - https://www.michiganbusiness.org/494fed/globalassets/documents/covid19/michigan-small-business-relief-program-loans_final.pdf
 - MEDC Virtual Procurement and Donation Assistance Forms
 - <https://pmbc.connect.space/covid19/forms>
- MiSBDC
 - <https://sbdcmichigan.org/small-business-covid19/>
- Oakland County
 - <https://www.oakgov.com/covid/Pages/default.aspx>
- MML
 - <http://blogs.mml.org/wp/coronavirus/>

Downtown Ferndale Support Local & Social Distancing Bingo					
RULES - Stay 6 feet apart - Limit 5 people in an establishment - Wash hands after every transaction TO WIN - Complete 3 in row with 5 boxes (diagonal or straight) - Email your proof of purchases to info@downtownferndale.com First 10 winners will receive a \$50 gift certificate to the Ferndale business of their choice!	Pickup/Delivery Place	Order Delivery	Place An Order Order With A Local Store	Pickup/Delivery Handicakes	Shop Local For Groceries/Supplies
	Thank A Firefighter/Police Officer From 6 Feet Away	Shop Local For Groceries/Supplies	Pickup/Delivery Desserts	Purchase Gift Card To A Local Business	Order Takeout
	Order Delivery	Purchase Gift Card To A Local Business	Attend "Wash Your Hands Bus Program"	Pickup/Delivery Breakfast	Try A New Restaurant/ Food
	Shop Local For Groceries/Supplies	Pickup/Delivery Brewery or Distillery	Pickup/Delivery Coffee	Order Takeout	Go For A Walk
	Place An Order Order With A Local Store	Try A New Restaurant/ Food	Pickup/Delivery International Cuisine	Thank A Garbage Person From 6 Feet Away	Purchase Gift Card To A Local Business

A few Local Ideas

- Ferndale – Support Local & Social Distancing Bingo
<http://www.downtownferndale.com/dda-announces-social-distancing-bingo/>
- Rochester – Love Local Rochester (Facebook page)
A place to support our downtown businesses during this challenging time! We encourage businesses and restaurants to post their menus, photos, sales, etc. Or post photos of your favorite memories downtown! It's all about Love Local Rochester!
- Madison Heights – Created an Emergency Contractor list and Automotive Repair list in conjunction with Hazel Park
- Holly – Holly Hotel created “War Bond” gift cards that are worth \$100 but only cost \$80 and never expire.
- Griffin Claw Brewery in Birmingham and Valentine Distilling Co. are now producing hand sanitizer
- MSOC – Created a private page for managers to share and collect information.
- Restaurants - On line ordering system – EverOrdering
<https://www.everordering.com/> This is free for restaurants during COVID-19
- Retail – Shop Loyal app
- Relaxing parking enforcement to help curb pick up
- Relaxing sign ordinance to allow for a-frame signs
- Signage for Parks & Trails - https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/?fbclid=IwAR2Pbb5YyjdLg4dgp9x9x4zFw363OEJ6kbl_SKFzwYdobCzluxk

Main Street Oakland County



Main Street Oakland County

Link people to the right places Business Resources

- How to apply for Unemployment

[https://www.michigan.gov/documents/uia/160 -
Claiming UI Benefit In Michigan - Jan2014 444213 7.pdf](https://www.michigan.gov/documents/uia/160-_Claiming_UI_Benefit_In_Michigan_-_Jan2014_444213_7.pdf)

Eligible employees impacted COVID-19 (CORONAVIRUS) should apply for unemployment benefits online at [Michigan.gov/UIA](https://www.michigan.gov/UIA) or 1-866-500-0017. The resources have been expanded by the Governor, read here -

[https://www.michigan.gov/coronavirus/0,9753,7-406-98158-
522595--
,00.html?fbclid=IwAR1NjrRXD7mm6UeXvGSGgjuSldYs92niTsob8LEE
DV82el0rRoQcVGjsLB8](https://www.michigan.gov/coronavirus/0,9753,7-406-98158-522595--,00.html?fbclid=IwAR1NjrRXD7mm6UeXvGSGgjuSldYs92niTsob8LEE DV82el0rRoQcVGjsLB8)

- Resource for Job Seekers

[https://www.oakgov.com/advantageoakland/resources/Documents
/OCMW-Virus-Job-Seeker-Tips.pdf](https://www.oakgov.com/advantageoakland/resources/Documents/OCMW-Virus-Job-Seeker-Tips.pdf)

- Family Resources Support & Aid in Oakland County

[https://www.oakgov.com/advantageoakland/resources/Documents
/wd_OCMWA_OCC_ResourceBook2020.pdf](https://www.oakgov.com/advantageoakland/resources/Documents/wd_OCMWA_OCC_ResourceBook2020.pdf)

<https://www.oakgov.com/advantageoakland/Pages/default.aspx>

Guidance on Essential Workforce

- [NEWS RELEASE March 25, 2020 - Attorney General Nessel Provides Guidance on Executive Orders Violations](#)
- [Executive Order 2020-21 FAQs](#)
- [Michigan Chamber of Commerce - Executive Order 2020-21: Stay Home Order—What Does This Mean For Your In-Person Operations?](#)
- ["Stay Home, Stay Safe" Executive Order - FAQs for Michigan Businesses and Communities](#)
- [U.S. Department of Homeland Security March 19, 2020 - Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response](#)
- **Should your business be open under the Governor's Executive Directive?**
(888) 535-6136 | covid19@michigan.gov
- **Want to file a complaint? Contact the Michigan Attorney General's consumer complaint hotline.**
(877) 765-8388 | michigan.gov/agcomplaints.

Thank you. Be well. Be safe.



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You asked to see the newest member of the MDA, Thomas Gerdom's new puppy.



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