

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 13, 2020 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, Devin Norman, Ted Wright, Walt VanderWulp, Dawn Marie Coe, Margaret Idema, (Bryan Harrison arrived at 8:02 a.m.) (Justin Knapp arrived at 8:03 a.m.)

BOARD MEMBERS ABSENT: None

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

PUBLIC PRESENT: 2 Members

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES OF DECEMBER 9, 2019 MEETING

It was moved by Norman, seconded by VanderWulp, to approve the minutes of the December 9, 2019 meeting as presented. Motion passed unanimously.

Harrison arrived.

IV. APPROVAL OF PAYABLES

- a. Sanisweep 11/25/19 Invoice, Street Sweeping Services for \$980.00
- b. Seyferth PR November-December Invoice, Year-End Report Development Services for \$3,800.00
- c. Woods Landscaping 1/8/20 Invoice, December Snow Removal Services for \$2,240.00

Knapp arrived.

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

V. REVIEW OF DDA YEAR-END REPORT FINAL DRAFT

Two front covers were presented with the draft report. Board consensus was to use the cover with action photos rather than the aerial photos. Board reviewed contents of report and gave a few suggestions for changes:

1. Re-word 'More Ada Township Events'
2. Change the placement of Supervisor Haga's photo so his face is towards the center of the page
3. Edit the introductory letter so it's not so wordy but include an acknowledgement to residents who find the changes in the Village difficult
4. Change 'Ada Business Expo' to 'Forest Hills Community Expo'

VI. REVIEW OF DRAFT 2020-2021 BUDGET

Hilbrands presented a draft budget for FY 2020/21. He noted that the budget for garland hanging was increased in order to have the contractor ensure that all garland are working when they are installed.

Hilbrands stated that there are no large projects budgeted for this year. Larger projects will likely come in the following years with possible snow melt installation, parking study, or assisting with the trail installation from Legacy Park to M-21.

VanderWulp noted that a house on Bronson is for sale and wondered if the property could be used for additional parking. Ferro stated that the current selling price is quite high.

Norman inquired about the DDA donations to the Ada Historical Society and the Ada Township Firefighters Association. Hilbrands stated the donations will remain the same at \$2,000 to each.

VII. REVIEW OF PROPOSED 2020-2021 MEETING DATES

It was moved by Harrison, supported by Idema, to approve the FY 2020-21 meeting dates as presented. Motion passed unanimously.

VIII. REPORTS AND COMMUNICATION

a. Status of Legacy Park Construction

Ferro stated some electrical and landscaping need to be completed. The deck of the pavilion was under water once and will likely be under water again soon.

b. Amy Van Andel Library and Community Center Update

Ferro stated the Project Manager has reported that everything is running on schedule. Bill Payne will give an update on fundraising efforts at the 1/27/20 Township Board meeting. The Community Center addition is still being considered and it will likely be around 5,500 sq. ft. and may include a small stage with storage underneath. A schematic design package will be presented at the 1/27/20 Board meeting.

c. Update on Past Discussion Items

Hilbrands reported that the Citizens Council meets as-needed but it's usually on Wednesday evenings at 6:30 p.m. Idema suggested having a joint meeting and including an agenda. Harrison stated we would like to inform them what the DDA has done in the Township, what the DDA goals are, and to invite their input.

d. DDA Financial Report, 12/31/19

Hilbrands reviewed the payments made in the month of December as presented in the board packets. It was noted that the Farmers' Market Year-end Report will be presented by Jennie Mac Anaspie at the next meeting.

IX. BOARD MEMBER COMMENT

VanderWulp inquired if the property located at Ada Dr. and Bradfield could be included in the DDA boundary for revenue purposes. Ferro stated that changing the DDA boundary is a complicated process but he can look into it.

Coe inquired about the status of CityFlats Hotel. Ferro stated he has not heard of anything but noticed that the CityFlats Hotel in Holland was recently sold.

Idema asked about the proposed apartments at 7590 Fulton St. Ferro stated that several Work Session meetings have taken place between the developer and the Planning Commission. A formal application is expected to be presented at the February 20th Planning Commission meeting. 92 units are being proposed.

X. PUBLIC COMMENT

Kristen Wildes, Ada Historical Museum Manager, thanked the DDA for their support through Beers at the Bridge.

XI. ADJOURNMENT

Meeting was adjourned at 8:50 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs: aw