

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE APRIL 9, 2018 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

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

BOARD MEMBERS PRESENT: Terry Bowersox, Dawn Marie Coe, George Haga, Bryan Harrison, Margaret Idema, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Justin Knapp

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

PUBLIC PRESENT: Steve Dertz, Jennie MacAnaspie, Kevin Moran, Kristen Wildes

II. APPROVAL OF AGENDA

It was moved by Harrison, seconded by Idema to approve the agenda as presented.

Motion passed unanimously.

III. ELECTION OF OFFICERS

Bowersox stated that he would be willing to take on the duties of Chair since he is the current acting Chair.

Idema stated that she would be willing to be the Vicechair.

It was moved by Harrison, seconded by Idema to elect the Board officers, that being Bowersox, Chairperson, Idema, Vice-Chairperson, Norman, Secretary, Haga, Treasurer.

IV. APPROVAL OF MINUTES OF MARCH 12 MEETING

It was moved by Norman, seconded by Wright, to approve the minutes of the March 12 meeting as presented.

Motion passed unanimously.

V. APPROVAL OF PAYABLES

It was moved by Harrison, seconded by Norman to approve payment of the Hopkins Fundraising Consulting invoice for services through March 16 in the amount of \$5,800.

Motion passed unanimously.

It was moved by Norman, seconded by Harrison to approve payment of the Woods Landscaping invoice for snow removal services in the amount of \$510.

Motion passed unanimously.

VanderWulp stated that he would like to see a review of the work Woods has done before committing to working with them again for snow removal services next year.

Norman stated that he would like to see some checks and balances implemented as a way to monitor when snow removal work is completed.

VI. APPROVAL OF FARMERS' MARKET MANAGER CONTRACT FOR FY 2018-2019

Ferro presented the proposed Memorandum of Understanding between the DDA and Jennie MacAnaspie for her services managing the Farmers' Market for the 2018-2019 fiscal year. Ferro stated that the agreement provides for 573 compensated hours in the coming year with a rate of \$15/hour for total compensation of \$8,595. Ferro noted that this is a slight increase from the previous year because the 2018 Market season has 22 Market days, compared to 21 days last year.

Harrison noted that everything he has heard regarding the Farmers' Market and how it is run has been positive.

Wright noted that MacAnaspie should be included in talks regarding the future market location.

Idema asked if this compensation is similar to what other markets provide.

Ferro stated that he did look into this some time ago when the agreement was established, but it is hard to find a similar comparison because markets can vary dramatically.

It was moved by Haga, seconded by VanderWulp to approve the Farmers' Market Manager contract for the 2018-2019 fiscal year.

Motion passed unanimously.

MacAnaspie stated that it would be helpful for her to have a contact at Amway so that she can provide information regarding the Market schedule and special events to employees throughout the Amway buildings.

VII. LONG-TERM PARKING AGREEMENT WITH THE COMMUNITY CHURCH, AND TERMINATION OF CURRENT PARKING AGREEMENT

Ferro presented a new long-term parking agreement with The Community Church that had been approved by the Township Board. He stated that this agreement provides use of The Community's parking lot for public parking and that the initial term of the lease was for 15 years with two optional 10-year extensions. Ferro stated that as part of the agreement the Township will pay an annual rent of \$25,000, with the rent increasing by 1% each year of the lease. Ferro stated that a provision in the new lease requires that the DDA approve a termination of the current parking agreement between the DDA and The Community.

Wright asked if the Township was previously paying a fee to use The Community's parking lot for public parking. Wright asked how this fee was included in the new agreement.

Ferro stated that previously there was no fee to use the parking lot. He stated that the fee was a result of some give-and-take in the negotiations, and that the negotiations between the Township and The Community were very amicable.

Harrison asked if these costs would be coming out of the General Fund or out of the DDA Fund.

Haga stated that the costs would be coming out of the General Fund.

Wright stated that he is fine with the costs associated with the agreement, but he wanted to be sure it was clear where they came from in order to be accountable to the public if they ask why the Township is now paying to use the parking lot.

Norman asked if the agreement transfers to a new owner of the property.

Ferro stated that it does.

Norman asked if the “right of first refusal” ended after there had been one offer made.

Ferro stated that both the “right of first refusal” and the “right of first offer” do end if the Township does not exercise those rights if given the opportunity.

Norman stated he is concerned that this could result in the Township not being able to match an offer on the church property if they have already lost their first refusal and offer rights on a previous offer.

It was moved by Idema, seconded by Norman to approve the termination of the Current Parking Agreement between the DDA and The Community Church, effective when the new agreement with the Township takes effect.

Motion passed unanimously.

VIII. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated that most of the work at the park continues to be hardscape work along River Street such as retaining walls and barrier free ramps. He stated that soon there will be a number of Burr Oaks donated by Rooks Landscaping being transplanted in the park, possibly as early as this week.

Idema asked who will maintain these trees once they are transplanted.

Ferro said that it will be the Township’s responsibility, and that Katerberg VerHage may also help while they are still working there.

b. Community Center/Library Building Update

Ferro reported that the Building Committee is in the middle of the architect recruitment process. He stated that the Building Committee has selected five candidates for interviews which will be happening next week.

Harrison stated that he has been impressed with JLL’s guidance through this process.

c. Citizens Council Minutes

Hilbrands stated that the DDA Citizens Council minutes were attached in the packet for the Board to review.

Idema stated that there is one vacancy on the Citizens Council and asked the other Board members to contact her if they think they know anyone that might be interested.

d. March Social Media Activity

Hilbrands presented a summary of some of the top performing posts in March from the Ada Village Facebook page. He stated that they will often post about events and new businesses opening in the Village.

Norman stated that he attended the McDonald's grand opening which was well attended, and that he was happy to see McDonald's staying in the Village.

e. Leprechaun Hunt Summary

Hilbrands presented a summary of the March 16th Leprechaun Hunt event. He stated that they had over 300 people participate and handed out 215 gift bags. Hilbrands stated that several Village businesses participated by providing an item for the gift bags or by having a leprechaun hidden in their business.

f. Capital Campaign Update

Hilbrands stated that the Capital Campaign has received close to \$4.4 million to date from 59 different donors. He stated that there will be a public announcement for the Campaign on June 22nd and that all the Board members were invited to attend.

g. DDA Financial Report, 3/31/18

Hilbrands presented the DDA financial report and highlighted some of the major expenditure items. Hilbrands also presented a summary of snow removal work done in the 2017-2018 winter season. He stated that over half of the snow removal work was done in December, and that the total cost was \$17,605.

VanderWulp stated that he would like to see more salting done on the sidewalks.

Norman stated that it might be necessary to budget more for snow removal services, especially if Woods does do more salting next year.

IX. BOARD MEMBER COMMENT

There was no Board member comment.

X. PUBLIC COMMENT

There was no public comment.

XI. ADJOURNMENT

It was moved by Norman, seconded by Harrison to adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 8:54 am.

Respectfully submitted:

Devin Norman, Secretary