



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 14, 2018 MEETING
ADA, MICHIGAN**

I. Call to Order/Roll Call

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

Board Members Present: Bowersox, Norman, Haga, Harrison, Knapp, Idema, VanderWulp, Wright

Board Members Absent: Coe

Staff Members Present: Kevin Moran, Township Treasurer, Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Adina Winczewski, Administrative Assistant

Public Members Present: 3

II. Approval of Agenda

Moved by Harrison, Supported by Idema to approve agenda for May 14, 2018.

Motion passed unanimously.

III. Approval of Minutes of April 9 Meeting

Moved by Harrison, supported by Haga to approve minutes of April 9, 2018 meeting as presented.

Motion passed unanimously.

IV. Approval of Payables

Hilbrands stated June 22nd will be a public fundraising announcement. There will be a “buy a brick” promotion where families can buy a brick to be used with their name on it. \$250 per brick. The bricks will be used at the park and the community center.

Moved by Norman, supported by Knapp to approve Hopkins Fundraising Consulting 04/16/18 Invoice for Capital Campaign Services in the amount of \$5,800.

Motion passed unanimously.

V. Approval of Amendment to the Farmers’ Market Agreement with The Community Church

Ferro presented an extension to the agreement between the DDA and The Community Church allowing use of the church parking lot for the weekly Farmers' Market. Ferro stated that the current agreement expired at the end of the 2017 season, so an extension is required.

Wright asked if this was tied to the cost the Township is paying to use the church lot for public parking.

Ferro stated that this is totally separate from that cost.

Norman asked if there is any date set for a groundbreaking for the library/community center.

Ferro stated that construction won't start until well after the Farmers' Market season.

Moved by Norman, supported by Wright to approve amendment to the Farmers' Market Agreement with The Community Church which will extend the term through October 31, 2018.

Motion passed unanimously.

VI. Proposal for Ada Village Downtown Banner Design

Ferro stated that prior to ordering new light pole banners for the Village, input is sought from the Board as to whether we should use the previous year-round banner design, or whether a fresh design should be prepared. He presented a proposal from a local graphic design professional for this service, with a fee quote of \$900-\$1,200, depending on number of review meetings and design iterations.

VanderWulp stated that perhaps they should stick with the old banner design since the DDA is tight on money.

Norman stated the back of the previous banner design looks a bit generic. The script of the text could be changed.

After board discussion of choosing an old design or new one, it was moved by Idema, supported by Haga to use the old banner design with a slight modification of the text design.

Motion passed unanimously.

VII. Reports and Communications

a. Contract with Seyferth PR for Public Relations Services

Hilbrands stated the contract with Seyferth PR would result in an \$8,000 cost which would be allocated as a capital campaign expense. Seyferth PR will donate additional work effort at a cost of \$5,000 as in-kind donation to the campaign.

b. Status of Riverfront Park Construction

Ferro stated work is progressing on the restroom building and should be done shortly. He stated that 18 Bur Oak trees were transplanted in the park, and the Township

contracted Bartlett Tree Experts to care for them over the summer.

Norman asked if the restroom exterior matches the little red schoolhouse exterior.

Ferro stated that it is not an exact match but that they are compatible.

c. Community Center/Library Building Update

Ferro stated the architect has been selected for the building. Progressive AE has teamed up with OPN Architects. Their contract will go before the Township board for approval tonight. Programming of the building space and public involvement activities will happen in the next couple of months. Three candidates have been selected for interviews of the Construction Manager/General Contractor and interviews will be held on May 23rd. The three candidates are OAK, Rockford Construction, and Erhardt Construction.

d. DDA Financial Report, 4/30/18

Hilbrands presented financial report dated 4/30/18. There were no questions or concerns.

e. Michigan Association of Planning Membership

Hilbrands stated the benefits of being a member of the Michigan Association of Planning.

VIII. Board Member Comment

Harrison stated he is pleased with the quality of applicants and Ada will be well served by the chosen architect.

VanderWulp stated parking should be discussed in the joint meeting with the Township Board on Tuesday.

Wright stated green space is important and we need to be conscious of any decision that would take green space away. Green space on Headley has a time line associated with it. If it is not developed by the Township by 2024/2025, it reverts back to ownership to someone other than the Township.

Ferro stated the Township, through an initiative from the Parks & Recreation program, is in the process of hiring a consultant to conduct a township-wide Parks, Recreation and Greenspace Needs Study. Township will be using that process to evaluate the question of greenspace in the village.

IX. Public Comment - None

X. Adjournment

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

Motion passed unanimously.

The meeting was adjourned at 8:40 am.

Respectfully submitted:

Devin Norman, Secretary