

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE AUGUST 13, 2018 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, Bryan Harrison, Devin Norman, Walt VanderWulp, Dawn Marie Coe, Justin Knapp, Ted Wright

BOARD MEMBERS ABSENT: Margaret Idema

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer

PUBLIC PRESENT: Jennie Mac Anaspie, Market Manager

II. APPROVAL OF AGENDA

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

Motion passed unanimously.

III. APPROVAL OF MINUTES OF JULY 9 MEETING

Norman asked that the date by which action needs to be taken on the Headley Street green space, according to the agreement between Geld and the Township, be added to the minutes.

It was moved by Norman, seconded by Haga, to approve the minutes of the July 9th meeting as presented.

Motion passed unanimously.

IV. APPROVAL OF PAYABLES

It was moved by Harrison, seconded by Knapp, to approve payment of the 7/20/18 invoice from deCo Design Studio for banner design services in the amount of \$300.00.

Motion passed unanimously.

V. APPROVAL OF FARMERS MARKET VENDOR REIMBURSEMENT

Hilbrands summarized his memo which was presented in the board packets.

Haga stated the decision to close the Farmer's Market on July 3rd was made by the Deputy Clerk.

Mac Anaspie stated that, in the past, the Market has only been closed if it fell directly on the holiday.

Norman stated that the DDA should reimburse double the cost of one weeks' registration fee. Harrison agreed and stated that in the future, cancellations made ahead of time with appropriate notification would not be getting a reimbursement.

It was moved by Norman, seconded by Haga to approve a \$570.00 reimbursement to the 19 vendors affected by the July 3rd cancellation of the Farmer's Market

Motion passed unanimously.

VI. DISCUSSION OF REDEVELOPMENT AREA LIQUOR LICENSE APPROVAL PROCESS

Hilbrands summarized the process for obtaining a redevelopment area liquor license as required by the Michigan Liquor Control Commission.

Wright asked how the quota for liquor licenses is established. Haga stated it's strictly by population based on the census and all quota liquor licenses for Ada are currently spoken for. A Redevelopment Area Liquor License would allow additional licenses over and above the quota within the DDA district.

Harrison suggested the DDA defer to the Township Board on who gets the licenses.

Haga stated a Class C liquor license is for restaurant type of establishments, not packaged liquor sales. There is an application process and it comes before the Township board for approval. There is a limited number of licenses based on population. Once the business is granted the liquor license, it becomes their property and not the township's. The business can take the license with them if they move out of the township. Haga stated the Redevelopment Area Liquor Licenses are different in that they can not be taken out of the DDA district.

Harrison stated, in reference to concentration of licenses within the DDA district, that the DDA would be better off having the Township Board establish zoning requirements that would set setbacks between establishments.

It was moved by Norman, seconded by Wright, to recommend the DDA Board be a part of the process for approval of the redevelopment area liquor licenses within the DDA district.

Ayes: Bowersox, Haga, Norman, VanderWulp, Coe, Knapp, Wright

Nays: Harrison

Motion passed.

VII. PARKING COUNT ANALYSIS

Hilbrands presented parking count data and stated he will continue to gather additional data.

Norman asked if there had been a change in the number of parking spaces in the historical part of the Village.

Hilbrands stated that the only change was the addition of the head-in parking spaces along Bronson Street.

VIII. REPORTS AND COMMUNICATIONS

a. Letters from Business Owners

Three letters from local business owners were reviewed regarding the Ada Drive/Thornapple River Intersection project. VanderWulp stated he feels there will still be issues in that intersection even after the changes are made. Board discussed the possibility of a four-way stop. Haga stated that a four-way stop at Ada Drive/Thornapple River Dr. was denied by the Kent County Road Commission. Harrison stated that maybe they need to go to the County

Commissioner or County Board and invite some of them to a meeting to hear what the community wants.

b. Comments from Citizens Council

Bowersox stated he met with Linda Anderson after the last Citizens Council meeting. Ms. Anderson would like the topic of community events within the village to be discussed. She requests a separate, second protocol for free services in the community; some kind of signup specifically for these events that would be free to the public and free to the person providing free community events.

Bowersox stated the best place to announce free community events would be the Township Facebook page. Board members discussed how free events are already being advertised on Facebook. Bowersox stated he will address this with Ms. Anderson. Knapp suggested putting events on the Ada Business Association website.

c. Status of Riverfront Park Construction

Ferro stated there has not been much activity in the last few weeks. Phase 1 portion of the project, along the street, is nearly complete. The DEQ permit for the riverbank restoration has now been issued as a revised permit that incorporates some changes made to the design of the riverbank to eliminate a couple of rock diversion barriers to prevent erosion. Sidewalk installation in some areas of the park are on hold while the riverbank restoration is taking place. Ferro stated the project will be completed this fall.

VanderWulp left the meeting at 9:04 am.

d. Community Center/Library Building Update

Ferro stated the next design session between the building committee and the architect is scheduled for August 20th. Hilbrands stated the \$7 million fundraising goal has been met. There are still donations coming in.

e. TIF Reform Legislation

Hilbrands reviewed the TIF Reform Legislation memo that was included in the board packets. Hilbrands pointed out that "Recodified Tax Increment Finance Authority Act", Act 57, requires that DDAs hold at least two informational meetings each year on the authority's activities and provide notice of the meetings to affected taxing jurisdictions. These meetings can be held during normal board meetings. The Act also contains requirements for posting of certain information on the Authority's web site, most of which the DDA is already doing.

f. DDA Financial Report, 7/31/18

Hilbrands stated \$560.00 was paid to Sanisweep Inc. for street sweeping services. Hilbrands stated the Farmers' Market has net positive income to date of \$4,717.46 for the 2018 season. Revenues to date total \$7,780.00.

Norman stated he was asked by a business near Standard Lumber if trash can be picked up along M-21. Harrison suggested getting people to pick up litter who need to earn community service hours.

IX. BOARD MEMBER COMMENT

Bowersox stated someone came to him concerned about buildings being torn down in the historic part of downtown. The rumor started because surveyors were seen outside on the street.

Bowersox stated he corrected the person and informed them that those surveyors were there for a traffic study.

The meeting was adjourned at 9:20 am.

Respectfully submitted:

Devin Norman, Secretary

*Note: Approved amendments to draft minutes identified by underscore and overstrike marks