

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 10, 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, Margaret Idema, Devin Norman, Dawn Marie Coe (arrived late), Justin Knapp (arrived late), Ted Wright

BOARD MEMBERS ABSENT: Walt VanderWulp

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

PUBLIC PRESENT: Kristen Wildes, Ada Historical Society

II. APPROVAL OF AGENDA

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

Motion passed unanimously.

III. APPROVAL OF MINUTES OF AUGUST 13 MEETING

Norman stated a sentence should be added to section VI in the first paragraph so it would be clearer to the reader that two separate liquor licenses are being talked about.

It was moved by Haga, seconded by Harrison to approve the minutes as amended.

Motion passed unanimously.

IV. REQUEST FOR FUNDING FROM THE ABA FOR TINSEL, TREATS, AND TROLLEYS

Hilbrands stated the Ada Business Association is requesting sponsorship in the amount of \$2,500 from the DDA which is consistent with what the DDA has provided in funding in previous years for this event. The board reviewed sponsorship packages as presented in their board packets.

Norman stated, Harrison agreed, that it would be nice for the DDA to have some additional recognition as one of the largest sponsors. The DDA could purchase the Bridge Lighting Package but still give \$2,500. Harrison stated it would bring awareness to what the DDA does. Hilbrands stated he will follow up and make sure the Bridge Lighting Package is available.

It was moved by Coe, seconded by Haga, to approve funding of \$2,500 for the Tinsel, Treats, and Trolleys event, including the Bridge Lighting Package.

Motion passed unanimously.

V. RECOMMENDATION FOR ADA STREETLIGHT FIXTURE REPLACEMENT/RETROFIT PURCHASE

Hilbrands provided a memo and chart in the board packets explaining the costs of replacing versus retrofitting streetlight fixtures. The low proposal to replace the fixtures comes from Bazen Electric Company for \$70,958. Retrofitting the old fixtures has a lower cost, but will result in two different light fixtures within the Village. The low proposal to retrofit the fixtures comes from Vankempen for

\$2,713.39. The DDA has budgeted \$35,000 for this project to split the cost with the Township and it is also included in the Capital Improvement's Plan for 2018.

Hilbrands stated the Building Committee met recently and recommend replacing the fixtures.

After board discussion, it was decided to postpone action until the October meeting in order for board members to visit the older streetlights and the newer streetlights at night and see the differences for themselves.

VI. REQUESTS FOR 2019-2025 CAPITAL IMPROVEMENTS PROJECTS

Hilbrands stated Capital projects are projects that have a life expectancy of more than 3 years. Also, the cost of the project or facility is \$10,000 or more. The deadline to submit the projects is September 21st.

Hilbrands stated there was one project mentioned at the last Citizens Council meeting for an entrance sign on Fulton, coming into the Village. Currently, there is not a welcome sign coming into the Village from the east.

Idema stated the sidewalk bricks on the Scooper's side of the street are uneven and that could possibly be on the Capital Improvements Plan. Norman asked if that is part of the Ada Drive/Thornapple River Drive reconstruction. Ferro stated, yes, all the bricks in front of the hardware store are part of that reconstruction.

Hilbrands stated that VanderWulp has mentioned sidewalks with snow melt as a possible project. Coe stated snow melt is a very important thing to have to encourage walkers in the village during winter. Hilbrands stated he will have to work with the Township Engineer to get cost estimates.

Haga requested that if any board members come up with project ideas after today's meeting, to give those to Hilbrands.

Idema inquired if the orange hand bench in front of Nonna's: The Trattoria could be removed.

Coe inquired if Speedway has any plans to renovate. Haga stated he has not heard of any such plans.

VII. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated work is ongoing on the bank stabilization with erosion control. After the heavy equipment work is finished, the rest of the concrete work will be finished including a concrete path down by the river. Final planting of seedlings won't happen until early December. Also in progress are design modifications to the outdoor performance space.

b. Community Center/Library Building Update

Ferro stated a meeting between the Building Committee and consultants will be at 12:30pm tomorrow. Options for the exterior character of the building will be reviewed. They will also be looking at final square footage numbers, scaling it down slightly to 24,000 square feet for budget purposes.

Idema asked why the square footage is being scaled down. Ferro stated it is for budget reasons and because the committee would like to emphasize quality of space not just large space.

c. Potential Locations for 2019 Farmers' Market

Hilbrands stated that due to the construction of the Community Center/Library next year, the Township has been working with the Market Manager to evaluate alternative locations for the Farmers' Market. Some ideas so far are River Street, Leonard Field lot, and Spectrum lot. The goal is to bring a recommendation to the DDA at the October meeting.

Idema inquired why there are fewer vendors this year compared to last year. It is not motivating to go when there is not a lot of selection. Hilbrands stated that would be a better question for the Market Manager and he will follow up with her.

d. DDA Financial Report, 8/31/18

Hilbrands reviewed the Financial Report memo presented in the board packet. There was a \$300 payment for the design of the Village banners. With respect to the Farmers' Market, the Market has a net positive income to date of \$2,067.46 for the 2018 season. Revenues to date total \$7,710.00 or 72.7% of the budgeted total. A \$1,000 sponsorship check from Spectrum is still expected.

VIII. BOARD MEMBER COMMENT

Bowersox stated, in regards to the 2018 Tinsel, Treats & Trolleys report that was provided in the board packet, he noticed that Nonna's Cafe, Scooper's and Ada Hardware are not on the list. He asked if they have not been approached about participating, or if they are not interested in participating. Hilbrands stated that all Ada businesses should have been approached about participating. Harrison stated they pay taxes to the DDA so they do participate in some way.

Coe stated she and Harrison attended the Parks, Recreation and Land Preservation Needs input meeting and inquired if there will be a summary of findings. Haga stated the PRLP Committee will be meeting this week and should get the summary report.

Hilbrands reminded the Board that the November meeting will be on November 5th due to the office being closed on November 12th for Veterans Day.

IX. PUBLIC COMMENT

There was no public comment.

X. ADJOURNMENT

The meeting was adjourned at 8:55 am.

Respectfully submitted:

Devin Norman, Secretary