

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE OCTOBER 8, 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, Walt VanderWulp, Dawn Marie Coe, Ted Wright, Margaret Idema

**BOARD MEMBERS ABSENT:** Justin Knapp, Devin Norman

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

**PUBLIC PRESENT:** 3 Members

**II. APPROVAL OF AGENDA**

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

Motion passed unanimously.

**III. APPROVAL OF MINUTES OF SEPTEMBER 10 MEETING**

It was moved by Idema, seconded by Coe, to approve the minutes of the September 10th meeting as presented.

Motion passed unanimously.

**IV. APPROVAL OF PAYABLES**

It was moved by Harrison, seconded by Haga, to approve payment of the Gilson Graphics 8/31/18 Invoice for banner printing services in the amount of \$1,665.00.

Motion passed unanimously.

**V. POTENTIAL LOCATIONS FOR 2019 FARMERS' MARKET**

Jennie MacAnaspie, Market Manager, provided a Market Relocation Assessment in the board packets, highlighting 3 possible locations: The Community Church lot, The Spectrum lot, and River Street.

Idema asked if Wifi is the most important factor in Market location. MacAnaspie stated it was not but it is critical for vendors to be able to perform credit card transactions on a consistent basis.

Coe asked if moving the shed needs to happen. MacAnaspie stated yes because every piece of equipment including tents is stored in the shed. Close access to the shed is critical.

MacAnaspie's recommendation is River Street. Idema asked what the needs are for the River Street location. MacAnaspie stated a location for the shed and wifi.

Wright stated that Leonard Field parking lot should be able to accommodate the Farmer's Market and was that location considered? MacAnaspie stated it was initially considered, but there was a long list of challenges at that location for the Parks & Rec. department.

VanderWulp asked if there is enough room on River Street for the Farmers' Market to grow. MacAnaspie stated there is.

It was moved by Haga, seconded by Harrison, to pursue the River Street location as the 2019 Farmers' Market location.

Motion passed unanimously.

Harrison thanked Ms. MacAnaspie for her hard work with the Farmers' Market. Idema asked if the concerns regarding the number of vendors would be in a year-end report. MacAnaspie stated that it would be.

## **VI. RECOMMENDATION FOR ADA STREETLIGHT FIXTURE REPLACEMENT/RETROFIT PURCHASE**

Hilbrands stated this item of business was postponed during the last meeting in order for members to view the different light fixtures currently installed. Hilbrands stated he received an emailed comment from Devin Norman. Norman stated due to costs, he would vote for retrofitting.

Hilbrands stated the Township Building Committee is recommending replacement of the fixtures in order to have aesthetic continuity and simplification for acquiring replacement parts. He stated that replacing the fixtures is in the DDA and Township budgets.

Wright stated he doesn't feel there is a noticeable difference between the old fixtures and the new. Coe disagreed. Wright stated it might be more justified to replace a couple fixtures in certain areas instead of all the fixtures. Wright and Harrison commented on other expenses coming up for the DDA such as the greenspace, snowmelt and sidewalk repairs.

Ferro handed out light fixture information to the board members and stated the Lumecon fixtures have a 10-year warranty. The fixtures also have the capability of focusing light towards the street whereas the replacement bulbs have light illuminating 360 degrees. Harrison asked if Lumecon has a retrofit option. Ferro stated he was not aware of any. Harrison proceeded with a quick Google search and found that Lumecon does have a retrofit option.

VanderWulp asked how old the Ada Drive lights are. Ferro & Haga stated they were installed in the mid 1990's with the exception of the Bronson Street fixtures which were installed around 5 years ago.

Coe stated she liked the uniformity of having all the streetlight fixtures the same. Idema and VanderWulp agreed.

It was moved by Haga, seconded by Idema, to recommend to the Township Board replacing 64 lights with new Lumecon LED fixtures from Bezon Electric in the amount of \$70,958 to be split 50/50, with the DDA portion being \$35,479.

Ayes: Bowersox, Haga, VanderWulp, Coe, Idema  
Nays: Harrison, Wright  
Absent: Norman, Knapp

Motion passed.

## **VII. RECOMMENDATION FOR GARLAND INSTALLATION/REMOVAL**

Hilbrands stated he received 3 quotes. The low quote was \$2,612 from RRR Lawn and Landscape. It is recommended that the DDA use RRR Lawn and Landscape for the installation and removal of garland on Village light posts, and once again split the cost 50/50 with the Township. The DDA portion is \$1,306.00. Harrison asked if there are minimum insurance requirements so we know they are covered. Haga stated the Township requires the vendor to carry a \$1 million liability policy.

It was moved by Haga, supported by VanderWulp, to recommend approval to the Township Board to use RRR Lawn and Landscape for the garland installation/removal and split the cost 50/50, with the DDA portion being \$1,306.00.

Motion passed unanimously.

## **VIII. REPORTS AND COMMUNICATIONS**

### **a. Status of Riverfront Park Construction**

Ferro updated the Board on the status of the riverfront park construction. Wright asked if the old roots that are being placed at the bottom of the riverbank will help with erosion. Ferro stated yes, that is the intent.

### **b. Community Center/Library Building Update**

Ferro stated there is a meeting with the architect this afternoon. There is a community input session at the end of this month at Roselle Park.

### **c. Intersection Improvement Project**

Hilbrands stated the improvements begin this Thursday and will go through November. VanderWulp asked if speed boards will be installed at the same time. Haga stated that will need Road Commission approval and he will follow up to see if Ada Drive is approved. VanderWulp asked if Speedway has any plans to improve their building. Haga stated nothing is in the plans as far as he knows. Harrison stated that the DDA has the power to improve store fronts. Idema stated that as Ada gets built out, that is something that should be considered. Haga stated that he, Hilbrands and Ferro will connect with Speedway. VanderWulp stated that Old M21 really needs to be repaved.

### **d. DDA Financial Report, 9/30/18**

There was no significant DDA financial activity for September. With respect to the Farmers' Market, the Market has net positive income to date of \$2,067.41 for the 2018 season. Revenues to date total \$8,860.00, or 76.4% of the budgeted total.

## **IX. BOARD MEMBER COMMENT**

Wright stated that he had heard that Amway is closing 2 of their plants. Haga stated that Amway is indeed closing 2 of their plants across the street. One is a powder plant and the other is a durable goods plant. It will not impact any employment. Amway is looking for alternative uses for the plants.

**X. PUBLIC COMMENT**

Hilbrands stated the next board meeting is moved up to November 5 due to Veteran's Day.

The meeting was adjourned at 9:00 am.

Respectfully submitted:

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Devin Norman, Secretary