

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MONDAY, FEBRUARY 11, 2019 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, Justin Knapp

BOARD MEMBERS ABSENT: Devin Norman

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

PUBLIC PRESENT: 1 member

II. APPROVAL OF AGENDA

It was moved by Idema, seconded by Coe, to approve the agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES OF JANUARY 14, 2019 MEETING

It was moved by Harrison, seconded by Idema, to approve the minutes of the January 14, 2019 meeting as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

- a. **Sanisweep 12/3/18 Invoice, Street Sweeping Services in the amount of \$840.00**
- b. **Woods Landscaping 2/2/19 Invoice, Snow Removal Services in the amount of \$7,095.67**
- c. **ABA 2/5/19 Invoice, DDA Sponsorship of Tinsel, Treats & Trolleys for \$2,500.00**

Hilbrands gave a brief explanation of the above payables. There was board discussion on the icy sidewalks. VanderWulp stated it would be nice to have a snowmelt system installed under the sidewalks as they get repaired or replaced.

It was moved by Harrison, seconded by VanderWulp, to approve the above payables as presented. Motion passed unanimously.

V. REVIEW OF AMENDED 2019-2020 BUDGET

Hilbrands reminded the Board of the \$375,000 “cash on hand” contribution included in the original financing plan for the Envision Ada public facility projects. To date, \$300,000 has been transferred to the Capital Projects fund and \$42,527 has been paid directly for several Envision Ada-related expenses. There is a remaining amount of \$32,473 to be transferred to the Capital Projects fund. Another change to the budget is the addition of an Adobe Illustrator subscription.

It was moved by Idema, seconded by Harrison, to recommend approval of the corrected budget as presented. Motion passed unanimously.

Planning Director, Ferro, stated the DDA budget includes \$100,000 for brick replacement, replacing trees, and installing new planters along Ada Drive between Bronson and Thornapple River Drive. However,

there is no snowmelt system planned in that project. If snowmelt is desired, now would be the time to install it. Harrison suggested obtaining snowmelt estimates from the Township engineers, also including operational costs.

VI. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro reported design details on the amphitheater. The architects are currently evaluating ways to protect the beams that are proposed for the structure to assure they won't be damaged in the event they are submerged during a flood.

VanderWulp asked if the Trails Committee have met to discuss expanding the trail from the park to M-21. Ferro stated they have not because there are no available funds for that project. Bowersox asked what the estimated cost is for that proposed trail. Ferro stated that at one time there was an estimated cost of around \$1 million, assuming it would all be boardwalk.

Coe requested the Parks Director's report for the Greenspace Needs Study. Hilbrands stated that report has been completed and he will send out a copy.

b. Community Center/Library Building Update

Ferro presented the current concept plan for the Community Center/Library as presented in the board packets. Erhardt Construction is working on an updated cost estimate. The Board discussed the layout and several points were made:

1. Wright recommended moveable or accordion walls in the meeting rooms.
2. Harrison recommended having access to restrooms from the multipurpose room without going into the library.
3. Coe recommended having more restrooms.
4. Several board members recommended more storage space.
5. VanderWulp stated it is important that the north side of the building (seen from Fulton St.) looks just as nice as the south side.
6. VanderWulp recommended looking into snowmelt for the sidewalks surrounding the building.

Harrison (also on the Building Committee for the Library/Community Center) stated he will bring these suggestions to the next Building Committee meeting.

Wright requested to see a north side rendering of the building.

Coe stated she has emails from community members with use ideas for the Community Center. She will forward those emails to Harrison.

c. 2019 Leprechaun Hunt

Hilbrands stated this is the 3rd year for the Leprechaun Hunt. There were over 200 participants in the Leprechaun Hunt last year. Businesses are already showing interest. The Leprechaun Hunt is scheduled for Friday, 3/15/19.

d. DDA Financial Report, 1/31/19

Hilbrands gave a brief review of the January financial report as outlined in the board packet.

VII. BOARD MEMBER COMMENT

VanderWulp asked if there was an update on who will be going into the Kingma's space. Idema stated an announcement is scheduled for this Wednesday.

Idema asked for clarification on what the roles are for the DDA, concerned about taking on 4 large events, and wondering if other DDAs do the same. Harrison suggesting looking at the Grand Rapids DDA model. Hilbrands stated that he will check with surrounding cities/townships and prepare a report outlining some of the activities they have done for comparison. Hilbrands reminded the Board that he, Township Treasurer Moran, and Seyferth PR will continue to do a lot of the planning work.

Haga stated that on behalf of Ada Township, he is honored to have received the Grand Rapids Business Journal's Newsmaker of the Year Award. It was given to him in the category of Economic Development for the Year. There were 54 finalists in 16 categories. The Board congratulated Supervisor Haga.

VanderWulp left the meeting.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ADJOURNMENT

Meeting was adjourned at 9:04 a.m.

Respectfully submitted:

Devin Norman, Secretary