

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 13, 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, Devin Norman, Justin Knapp

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer, 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 APRIL 8 AND APRIL 8 SEMI-ANNUAL INFORMATIONAL MEETING

It was moved by Haga, seconded by Harrison, to approve the minutes of the two April 8th meetings as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

a. SANISWEEP 4/10/19 INVOICE, STREET SWEEPING SERVICES

Hilbrands stated this invoice is for street sweeping that took place after the snow melted. Street sweeping is completed 2-3 times per year.

It was moved by Norman, seconded by Harrison, to approve the 4/20/19 invoice as presented. Motion passed unanimously.

V. APPROVAL OF RFP FOR STRIPING OF ON-STREET AND OFF-STREET PUBLIC PARKING

Norman, Wright and Idema inquired about deterioration of the stripes over time. Haga stated the stripes deteriorated last time because of environmental issues and the type of paint that was used. VanderWulp suggested contacting the Kent County Road Commission and finding out what kind of paint they use for center-line striping.

It was moved by Norman, seconded by Haga, to approve the Request for Proposal for striping of on-street and off-street public parking subject to separating the bill to the different departments for whom they are responsible for. Motion passed unanimously.

VI. REVIEW AND COMMENT ON ADA DRIVE SNOWMELT ESTIMATE

Hilbrands presented a basic estimate prepared by the Township Engineers for installing a snowmelt system on Ada Drive. The total cost of the project would be \$400,000 which would include the brick work already planned. Hilbrands asked the Board if they would like to continue pursuing the snowmelt system or only complete the \$100,000 brick work that was budgeted for this year.

VanderWulp stated he would like to know the lifespan of the snowmelt system. He inquired how much is being spent currently on sidewalk snow removal. Hilbrands stated the DDA had \$17,000 budgeted this year, however, it was for the entire village and not just Ada Drive. VanderWulp stated that it would take quite a few years to pay back but in the long run, from a safety standpoint, snowmelt is the way to go.

Norman inquired about the efficiency of bricks over concrete for snowmelt systems. Haga stated we do not know the efficiency part yet. The Township Engineer will need to talk to the contractor and find that out.

Haga stated another thing to think about is where the boilers for these systems would be placed. Hilbrands stated a boiler would need to be placed on each side of the street. They would need to talk to the businesses affected and investigate further.

After further discussion, the Board agreed that more information is needed.

It was moved by Norman, seconded by Harrison, to postpone a majority of the brickwork on Ada drive until more details are presented on a village sidewalk snowmelt system for the entire Village. Motion passed unanimously.

VII. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Hilbrands presented final renderings of the amphitheater. Construction should begin this summer. A park dedication naming event is scheduled for May 23, 2019.

b. Community Center/Library Building Update

Hilbrands reviewed renderings and final project budget update for the community center/library as presented in the board packets. These renderings and changes go to the Township Board at tonight's board meeting for approval. The largest change is the removal of the performance area on the first floor. That area is now being viewed as an "add alternate". That area has been taken out until additional funding is found to fund that additional space.

VanderWulp stated he thought the community space in the library was the main reason for this project.

Hilbrands stated the building as-is has a budget of \$12 million and we still need \$1.2 million. The performance area on the first floor is still on the table if we can acquire funds.

Idema stated she feels that expectations from people who have already donated to this project is that they want to see a community center. This does not have a lot of space devoted to community except for one room on the second floor.

Norman stated we need to remember that this project started out as a community center first and the library idea came along later.

Harrison asked Haga if similar thoughts are being expressed within the Township Board. Haga stated this item is on the agenda for tonight's Township Board meeting and the thoughts expressed from the DDA will be shared.

Harrison stated that moving the location of the building and changing the design of the building added to the cost of the project which contributed in the elimination of the community space.

Idema asked what the courtyard could be used for and expressed concern of only being able to use it a few months out of the year due to Michigan weather. Hilbrands stated that there could be seating in the courtyard and opportunities for programming in the summer months. Haga stated community events could take place in the courtyard.

Norman stated the courtyard is a nice design feature but is it taking away from one of the initial motivators for building this community center/library?

Harrison noted that the performance area does not have adequate storage space. There needs to be enough space to store tables and chairs.

Norman noted that Cascade is currently talking about either spending money or raising money to add on to their community center because they see a demand for a larger space for community functions.

VanderWulp stated that we ultimately need a community space bigger than what is being proposed.

Wright asked if there have been any discussions during the design process regarding Cascade's need to increase their community space? Haga stated this is the first he has heard of Cascade increasing their community space.

Harrison stated that a lot of the meeting summaries the DDA receives, notes the presence of KDL in the planning sessions. Other than particular Township officials, it seems KDL is driving the design elements of this project, which is a well-designed library.

Norman stated that it should be known that the DDA is very concerned that the community center is not an integral part of the project. The community space is at least as important as everything else in the building. The community space was one of the main reasons for going down this path a few years ago.

VanderWulp and Norman expressed concerns for "fundraising burnout," stating that if the community center is not built into the project from the start, it may never happen.

Wright asked who, from the DDA, sits with KDL when making decisions. Hilbrands stated Haga, Bowersox and Harrison are on the larger building committee but they have not met for some time. Hilbrands stated that Supervisor Haga and Planning Director, Ferro, are in a lot of smaller meetings as well.

Harrison stated he has not been involved in any meetings that concluded that the community center should be an add-on.

Wright asked if there would be times when the entire library could be used for community events. Haga stated that is a possibility.

c. 2019 Ada Classic Criterium

Hilbrands stated Ada hosted this bicycle race 8-10 years ago. It is returning June 15th between 11:00 A.M. – 7:00 P.M. The Township Board approved the road closures at their last board meeting.

VanderWulp asked why the DDA has not been informed of this race prior to today. Hilbrands stated this event came up fairly recently. It was mistakenly not included in the last DDA board packet.

VanderWulp stated events like these are very disruptive to downtown businesses such as his, especially those without ingress/egress access. He stated he does not have a problem with bike racing but feels it should not shut down the village. He asked how many people are expected to come to this event. Hilbrands stated he does not know.

Haga stated this event brings in a large crowd and that is what we want to see in the village, much like Beers at the Bridge. The bike race organizers presented to the Township Board and covered public concerns regarding access and traffic control. The Sheriff's department will be on-hand for assistance.

VanderWulp inquired about extra parking for overflow vehicles and suggested opening up some of the grassy areas on Headley for parking.

Wright stated this is a great event that he enjoys to watch, however, it is important that the organizers reach out to all the businesses. They should communicate to the Ada Business Association. Harrison agreed, stating that perhaps the local businesses could be promoted in the race promotions.

VanderWulp stated he truly feels this event should have gone through the DDA first because it is within the DDA district. Norman stated the race organizers went to the Township first because the Township needs to approve the road closures. To go to the DDA first, there needs to be a process where a Township person tells the organizer to contact a DDA point person to work out the details and then they go to the Township Board for approval.

VanderWulp left at 9:05 A.M.

Coe agreed, if an event is coming through the DDA district, the DDA should be made aware of it from the start.

d. Beers at the Bridge Sponsorship Information

Hilbrands stated the Banner sponsorship has sold out with a limit of 20 sponsors. There are 3 Grub sponsorships spoken for and he would like to get 1 more. Gravel Bottom Brewery is the title sponsor this year.

Coe asked if the Ada Business Association solicits business sponsorships for this event. Hilbrands stated their executive director usually includes the sponsorship form in their email communications. Coe stated there is an ABA meeting this Thursday. Hilbrands stated he will remind the executive director to send the sponsorship form with the meeting information.

e. DDA Financial Report, 4/30/19

Hilbrands reviewed the financial report as presented in the board packets. Noted was income from the Farmers' Market and early expenses for Beers at the Bridge.

VIII. BOARD MEMBER COMMENT

Idema stated she receives lots of inquiries from people wondering what types of businesses are coming into the new buildings. She hopes there will be retailers coming in for more shopping opportunities.

Wright asked if the developers for the new buildings are considering parking when bringing in new tenants. Haga stated the Planning Commission reviews parking during the site plan review process.

Norman asked if there is an update from the Kent County Road Commission regarding Thornapple River Drive. Haga stated they will be working on the road, from the bridge to Cascade Road, but he does not have a date.

Norman asked who is responsible for the streetlights and stated that there are several lights that are tipped, and, the light schedule is not consistent with all the lights. Haga took note of Norman's comments.

Harrison thanked Haga and Hilbrands for representing the views expressed at today's board meeting. Harrison thanked Hilbrands for his work and stated that he continues to be impressed by how he handles the DDA's issues.

IX. PUBLIC COMMENT

There were no public comments.

Meeting was adjourned at 9:20 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs: aw