

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 09, 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, Devin Norman, Ted Wright, Walt VanderWulp, Dawn Marie Coe, Margaret Idema, Justin Knapp

BOARD MEMBERS ABSENT: Bryan Harrison

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

PUBLIC PRESENT: 5 members

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 12, 2019 MEETING

It was moved by Coe, seconded by Haga, to approve the minutes of the August 12, 2019 meeting as presented.

Norman stated he was absent at the previous DDA meeting and would like to know if the DDA was counting on the revenues that they're giving out in order to repay some of the bonds that were taken out. Ferro stated a small portion, but the primary source of revenues for the DDA's share of the bonds is millage revenue.

Norman asked if the Brownfield Authority continues to capture funds after GELD is reimbursed. Ferro stated no, the Brownfield Authority Capture will terminate after GELD is fully reimbursed. The Brownfield Authority does not have a revolving fund to capture.

Motion passed unanimously.

IV. APPROVAL OF PAYABLES

a. Seyferth PR August Invoice, Event Planning Services

Hilbrands summarized the invoice from Seyferth PR for expenses related to the August Beers at the Bridge event.

It was moved by Idema, seconded by VanderWulp, to approve paying the August invoice in the amount of \$9,698.15 to Seyferth PR. Motion passed unanimously.

V. DISCUSSION OF CAPITAL IMPROVEMENT PROJECTS & PRIORITIZATION

Hilbrands presented, stating that any ideas for capital improvements that would be over \$10,000 are being requested in order to prepare for the annual update of the Township's Capital Improvement Plan, as

required by state law. It is prepared annually and covers a 6-year timeframe. These 3 projects are current ideas for the DDA:

- 1) Ada Township entry sign at Ada Drive & Fulton Ave
- 2) Sidewalk brick re-laying on Ada Drive
- 3) Snow melt

Hilbrands stated he will send out last year's CIP to board members for reference and they will have a final discussion on capital improvements at the October meeting.

VI. APPROVAL OF RFP FOR SNOW REMOVAL SERVICES FOR THE 2019/20 & 2020/21 WINTER SEASONS

Hilbrands reviewed the RFP as presented in the board packets. Norman asked if there are any significant changes in the RFP from last year. Hilbrands stated only a minor change was added to state "inclusive of all pieces of equipment and labor" when referencing snow windrow removal.

It was moved by Norman, seconded by Haga to approve the RFP for snow removal services for the 2019/20 & 2020/21 winter seasons. Motion passed unanimously.

VII. CONSIDERATION OF SEYFERTH PR PROPOSAL FOR DEVELOPING YEAR-END REPORT

Hilbrands stated a year-end report proposal has been provided by Seyferth PR. They will help develop a visually appealing report and put it in a format which the Township can update year to year. The budget range from Seyferth PR is \$3,300 - \$4,500. Hilbrands reminded the board that the Township has a purchase policy which states that anything budgeted over \$3,000 requires 3 bid proposals. In this case, a variance would be requested to the Township purchase policy in order to hire Seyferth PR.

It was moved by Norman, seconded by Idema, to accept the Seyferth PR proposal of \$3,300 - \$4,500 and to request a variance from the Township purchase policy because the proposal exceeds \$3,000. Motion passed unanimously.

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

Kindell Rerucha from the Ada Business Association presented. Ms. Rerucha stated the number of attendees have increased every year. Last year there were an estimated 9,000 attendees. It is their most expensive event with no guarantees of returning sponsorships. This year, Amway is no longer paying for the brochure design and printing like they have in years past. This year, the Lucas Howard Group is paying for brochure design and the ABA is paying for the printing at around \$2,000.

It was moved by Norman, seconded by Wright, to provide sponsorship to Tinsel, Treats, and Trolleys in the amount of \$2,500. Motion passed unanimously.

Haga noted that the published Public Hearing notice stated that today's DDA Public Hearing would take place at 9:00 AM. Being that it was 8:32 AM, the board decided to skip to Reports and Communications in order to begin the Public Hearing at 9:00 AM.

IX. REPORTS AND COMMUNICATIONS

a. Status of Legacy Park Construction

Ferro stated the contractor has started framing the deck surface of the pavilion. Completion of the pavilion is scheduled for mid-October. A sign at the corner of Headley and River Street will be the final item needed to complete the park.

b. Amy Van Andel Library and Community Center Update

Ferro stated the underground stormwater retention system is being installed. Concrete for foundations will be here sometime in October. Temporary power is being installed. A final bid package for completion of the building will be in front of the Township Board for approval at the first meeting in October.

c. Beers at the Bridge August Event Recap

Hilbrands reviewed the 2018/2019 Beers at the Bridge comparisons as outlined in the board packets. Over 2,200 people attended the August BATB, an increase of over 500 people from last year. There were also increases in revenues and sponsorships.

d. DDA Financial Report, 8/31/19

Hilbrands reviewed the August DDA financial activity as outlined in the board packets.

X. BOARD MEMBER COMMENT

Haga informed the board of a new magazine that was recently published called 'Our Home Ada'. There is an article in the magazine, written by Jennie MacAnaspie, highlighting the Ada Farmers' Market.

Idema stated she would like to capture board member comments in a way that can be followed up. For example, the DDA has discussed the Ada Grill building deterioration as well as streetlight issues in previous meetings. We need a way to follow up on our ideas and get a status report periodically.

Norman suggested keeping the discussion points on agendas as Unfinished Business.

Ferro stated he spoke to the building owner of Ada Grill regarding the poor condition of the building. The owner was unaware and stated he would fix it. Since then, it has been discovered the building is being sold and the improvements will likely be completed by a new owner.

Haga stated regarding streetlights from Ada Drive to the bridge, the streetlights along the sidewalk do not light up the street. The overhead lights will stay in order to light up the street.

VanderWulp stated he has witnessed a couple of people tripping on the sidewalk on Ada Drive.

XI. PUBLIC COMMENT

Kristen Wildes of the Ada Historical Museum suggested providing a map at Legacy Park in order to improve the visitor experience. A map noting civic features such as the Township Hall, the post office, covered bridge, etc., would be helpful for people walking in the village.

VanderWulp left the meeting at 8:55 AM

Kindell Rerucha stated the ABA is looking into creating a calendar with all Ada events on it to assure events from the DDA, ABA, or Township are not overlapping. ABA has also met with Michigan Software Labs to talk about creating an App which would be for all events happening in Ada.

XII. PUBLIC HEARING – ESTABLISHING FISCAL YEAR 2019-2020 TAX MILLAGE RATES AS DIRECTED BY HEADLEE ROLLBACK CALCULATIONS

a. Resolution R-DDA-090919-1, Consideration of The Levy of “Additional Millage” Rate of 0.0520 Mills, Pursuant to Requirements of The Truth in Taxation

Haga explained why this Resolution and Public Hearing is on the agenda. Norman stated if we hold the hearing and we approve it, the millage will go up by 2.71%. If we do not approve it, the millage will go up by 4.19%. So, by approving the millage, the taxes will actually be less. Haga clarified that if we do not approve the additional millage of 0.0520 Mills, then the millage rate would be 1.9204 pursuant to the requirements of the Truth in Taxation Law.

Ferro stated that the options that the DDA Board is considering today do not involve any increase in millage rates over last year’s millage rates. It is a question of how much are we going to reduce our millage rate. There are two different laws that affect our millage rates and how much they are going to be reduced. The first is the Headlee Reduction and the second is the Truth in Taxation Reduction. The maximum the DDA is allowed to levy is 2 mills. The first year the DDA had 2 mills was 2016. The following year was unchanged at 2 mills. In 2018, as a result of the Headlee Reduction, and the Truth in Taxation Reduction, the millage was 1.9940.

It was moved by Norman, seconded by Wright, to approve Resolution R-DDA-090919-1, to consider the levy of “additional millage” rate of 0.0520 mills, pursuant to the requirements of the Truth in Taxation.

Roll Call: Yes – Bowersox, Haga, Wright, Knapp, Coe, Norman, Idema. No – 0. Absent – VanderWulp, Harrison. Resolution adopted.

b. Motion to Proceed into Public Hearing

It was moved by Idema, seconded by Norman, to open the public hearing at 9:24 AM. Motion passed unanimously.

Jim Vogt, 3149 Pettis Ave NE, stated he has 120 acres. He is concerned how taxpayer money is being spent. He does not believe the township sign at Knapp and Grand River Drive was necessary. His taxes go up year after year. 60% of his property is floodplain and he’s not sure that fact is being accounted for when determining his property taxes. Pettis Road from 3 Mile Rd. to the Cannon Township border is dangerous. The Township should consider decreasing the speed limit on that stretch.

James Trulecki (sp?) stated he lives on the east end of the township by Fulton Ave., 200 yards from the township line. He is concerned about how the township is spending money. He feels he has not had any benefits with the taxes he has paid. He doesn’t understand why he has to pay for plowing his private road. The tax dollars being spent should be more evenly distributed such as extending the bike trail towards the east end of Ada. He feels a streetlight should be installed over his street at Fulton. If the Township is considering increasing taxes, the improvements should be distributed evenly throughout the Township, not just in the

village.

Ferro stated the decisions made in today's morning meeting only applies to properties within the DDA district.

It was moved by Idema, seconded by Norman, to close the public hearing at 9:40 AM. Motion passed unanimously.

c. Resolution R-DDA-090919-2, Approval of "Additional Millage" Rates for Fiscal Year 2019-2020

It was moved by Norman, seconded by Idema, to adopt the millage rate of 1.9724 for fiscal year 2019-2020 in the DDA district. Roll Call: Yes – Bowersox, Haga, Wright, Knapp, Coe, Norman, Idema. No – 0. Absent – VanderWulp, Harrison. Resolution adopted.

XIII. ADDITIONAL BOARD COMMENTS

Norman requested a pre-meeting or more background and support if a resolution like this comes before the DDA in the future.

Haga stated the Township has not gone through this process before. He agrees it is confusing.

Ferro stated the wording of the notice is dictated by law.

Knapp asked how many residents live in the DDA district. Ferro stated about 200.

XIV. ADJOURNMENT

Meeting was adjourned at 9:55 a.m.

Respectfully submitted:

Devin Norman, Secretary

rs: aw