

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE OCTOBER 14, 2019 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:05 a.m. by Chairperson, Bowersox.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Devin Norman, Ted Wright, Walt VanderWulp, Dawn Marie Coe, Margaret Idema, Justin Knapp

BOARD MEMBERS ABSENT: None

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 Harrison, to approve the agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES OF SEPTEMBER 9, 2019 MEETING

It was moved by Coe, seconded by Knapp, to approve the minutes of the September 9, 2019 meeting as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

a. Jon Conkling 10/4/19 Invoice, Farmers' Market Website Services

It was moved by Harrison, seconded by Norman, to approve the Jon Conkling 10/4/19 invoice for \$75.00. Motion passed unanimously.

V. DISCUSSION OF CAPITAL IMPROVEMENT PROJECTS AND PRIORITIZATION

Hilbrands stated that staff is being asked to submit capital project worksheets in preparation for the annual update of the Township's Capital Improvements Plan. A capital improvement is something with an expected life span of 3 years or more, and the cost of the project or facility is at least \$10,000.

Hilbrands stated this Board has suggested an entry sign at Fulton & Ada Drive, as well as repairing the uneven pavers on the Ada Drive sidewalks. Some ideas brought up from a few members at the Citizens Council meeting was improving the appearance of the railroad viaduct by cleaning up the overgrown vegetation and possibly adding a mural or public art piece. Another suggestion was to add light posts on the south side of Bronson.

Idema agreed with the improvement of the railroad viaduct; it would be much more welcoming if that area were improved. Haga stated he believes there were designs drawn in the past for improving the viaduct. Haga requested Hilbrands to look into information that may be saved on the subject.

The board discussed the need for public parking signage as well as overall signage highlighting important features in the Township such as public restrooms, parking, the Town Hall, etc.

Idema stated she also received improvement ideas from a few of the Citizens Council members. One idea is to clean up the wooded area at the Headley and Fulton intersection. Another idea is to add a Welcome sign at that intersection.

Wright requested the Veteran's Memorial be included on the CIP and it could possibly be located at the wooded area of Headley and Fulton. Harrison requested trash receptacles also be installed if that area is developed.

Hilbrands updated the Board on potential costs of snow melt and pavers along Ada Drive between Bronson and Thornapple River Drive. The Township engineer estimates that leveling the brick pavers, adding new planters, and replacing trees would be \$100,000. Installing snow melt would be between \$200,000 - \$300,000 with an operating cost of around \$10,000 per year.

Hilbrands stated that fixing only the worst areas of the sidewalk could be a way to address safety issues at a lower cost. That option might be better if the DDA is not certain on snow melt at this time.

Norman stated he likes the idea of the non-motorized trail connection from Legacy Park to the M21 bridge. Haga stated that trail connection is currently in the discussions for the Connect Ada project. VanderWulp suggested naming the trails 'Rix Robinson's Trails'.

VI. AWARD OF SIDEWALK SNOW REMOVAL CONTRACT

Hilbrands presented. It was moved by Norman, seconded by Idema, to award the sidewalk snow removal contract to Woods Landscaping for the full two-year, per-push option bid for shoveling and salting the sidewalks. Motion passed unanimously.

VII. RECOMMENDATION FOR GARLAND INSTALLATION/REMOVAL CONTRACT

It was moved by Norman, seconded by Coe, to approve using RRR Lawn and Landscape for the installation and removal of garland on Village light posts and split the cost 50/50 with the Township.

Norman suggested having the garland installation date moved up earlier.

Motion passed unanimously.

VIII. REPORTS AND COMMUNICATIONS

- a. Status of Legacy Park Construction** – Ferro stated the flooring and some site restoration still need to be completed but everything should be completed by the end of this month.
- b. Final Bid Package and Guaranteed Maximum Price Contract Amendment for Library/Community Center.** – Ferro stated the 3rd/final bid package will be considered by the Township Board at tonight's meeting. It is being recommended by the project team to add an alternate bid of terrazzo flooring in lieu of tile on the first floor, and to not add an alternate bid of wood windows in lieu of aluminum windows.

- c. **Proposed Zoning Ordinance Amendment, Increase in Minimum Lot Width Standard from 40 feet to 45 feet for Village House Lots.** – Ferro stated this item is on the Township Board agenda for tonight. This lot width change will eliminate the ability to divide two adjacent 66-foot wide lots into 3 home sites.
- d. **Historic Committee Recommendation for Conducting a Historic Resource Inventory and Placing a 6-Month Moratorium on Building Demolitions in the Ada Village Area.** – Ferro stated this item is also on the Township Board agenda for tonight. The interest was generated by a concerned citizen at a Planning Commission meeting earlier this year.
- e. **2019 Beers at the Bridge Recap**
- f. **2019 Brats & Bonfires Update**
- g. **DDA Citizens Council Minutes – 10/2/19**
Hilbrands summarized the above 3 items as outlined in the DDA board packets.
- h. **Unfinished Business**
Hilbrands stated 2-3 local business owners will attend the next DDA meeting on November 4th.
- i. **DDA Financial Report, 9/30/19** – Hilbrands noted the Michigan Downtown Association membership fee and conference fee as outlined in the board packets.

IX. Board Member Comment

Haga stated that MI Software Labs is looking at expanding and would like to stay in the Village.

Idema requested an update on the City Flats hotel. Ferro stated there has been no action.

Ferro provided an update on the proposed rental units from Orion Real Estate, noting that there is a work session scheduled this Thursday, October 17th at 6:00 p.m. which is open to the public.

IDEMA COMMENTED ON THE LACK OF SENIOR/LOW INCOME HOUSING IN THE VILLAGE.

Idema left the meeting at 9:30 a.m.

X. Public Comment

There were no public comments.

XI. Adjournment

Meeting was adjourned at 9:32 a.m.

Respectfully submitted:

Devin Norman, Secretary