

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 9, 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, Devin Norman, Ted Wright, Walt VanderWulp, Dawn Marie Coe, Margaret Idema

**BOARD MEMBERS ABSENT:** Justin Knapp

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

**PUBLIC PRESENT:** 4 Community Members

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES OF NOVEMBER 4, 2019 MEETING**

It was moved by Idema, seconded by VanderWulp, to approve the minutes of the November 4, 2019 meeting as presented. Motion passed unanimously.

**IV. APPROVAL OF PAYABLES**

- a. **RRR Lawn and Landscape, Light Pole Garland Installation, \$748.75**
- b. **Seyferth PR October Invoice, Event Planning Services, \$7,997.29**
- c. **Twin lakes Nursery, Inc, Ada Drive Brick Repair, \$2,946.89**

Hilbrands briefly summarized the payables as presented in the board packets. It was moved by Norman, seconded by Harrison, to approve the above payables. Motion passed unanimously.

**V. RESOLUTION DDA-120919-1, REDEVELOPMENT LIQUOR LICENSE APPLICATION FOR AVGS, LLC**

Hilbrands presented, stating this is the first Class-C Redevelopment Liquor License Ada Township has seen. Owners of the Ada Village General Store would like to offer dessert-type alcoholic drinks. Hilbrands introduced Emily Cantor from Warner Norcross & Judd, LLP who was present on behalf of AVGS, LLC.

Harrison asked how many of these Redevelopment Liquor Licenses are available in the Township. Hilbrands stated it requires redevelopment of \$1 million per 1,000 people in the Township. There has been more than \$30 million in redevelopment and the Township has a population of around 13,000. It is his understanding that there is room for 20-30 of these licenses. That is in addition to the 6 quota liquor licenses for Ada which are full.

Harrison asked what happens to the Redevelopment Liquor License if the applicant decides to no longer serve alcohol. Hilbrands stated the license would revert back to the Michigan Liquor License Commission (MLLC).

VanderWulp asked if the applicant is intending to serve or allow the liquor outside. Ms. Cantor stated the applicant does intend to provide outdoor service. They will need to make some changes by adding a barricade, per MLLC regulations. Serving outside requires a permit through the MLLC and is separate from the Redevelopment Liquor License application. Haga stated the Township is no longer involved in the outdoor service permit; it must go through the MLLC.

Wright asked what the cost would be to bring liquor to the Ada Village General Store. Ms. Cantor stated it will be a little over \$20,000 because of permits that go with it.

Wright expressed concerns that the General Store will morph into a place primarily for adult beverages instead of the kid-friendly ice cream shop. Ms. Cantor stated Ice cream sales are slower in the winter and this will help smooth over the seasonal business. The offerings will be more of a dessert variety for adults. The owner does not intend to operate as a bar.

Norman asked if this will change who can work for them. Ms. Cantor stated underage employees (under 21 yrs. old) will not be able to serve alcoholic beverages but they can continue to work there as long as someone of-age (21 or older) is also working.

Haga moved, Harrison seconded, to adopt Resolution DDA-120919-1, for the Redevelopment Liquor License Application for AVGS, LLC.

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

## **VI. REVIEW OF DRAFT DDA YEAR-END REPORT**

Hilbrands presented the first draft of the year-end report and requested feedback. Idema stated she would like emails accessible to the community; if not in the year-end report, then somewhere else. Hilbrands stated the DDA member's names are already listed on the Township website. If requested, he can add a link to their personal emails. Hilbrands stated his contact information is currently on the website and will be in the year-end report.

VanderWulp inquired about having a joint meeting with the Citizens' Council. He believes they should meet once or twice per year. Harrison agreed, requesting Hilbrands to schedule a joint meeting for January or February.

Wright suggested adding more photos of smiling faces in the year-end report.

Haga commented on the businesses listed on the back page. He feels since the Township serves all businesses; all businesses should be recognized. Norman stated that highlighting new businesses since 2012 is important, it shows that businesses want to come to Ada. Wright suggested adding a link to the Ada Business Association. Hilbrands brought up the idea of creating an Ada Business Directory because not all businesses are members of the Ada Business Association. VanderWulp suggested including the home-based businesses.

## **VII. REPORTS AND COMMUNICATIONS**

- a. Status of Legacy Park Construction** – Ferro stated it is almost complete. Lettering on the pavilion, the removable backdrop, and landscaping are all that remains to be completed.

Harrison inquired about extending the walkability down towards the Fulton bridge, through the property of 7590 Fulton St. Ferro stated he has been in discussions with the developer about potential access easements or possibly conveying some land to the Township.

VanderWulp inquired about the development at 7590 Fulton St. Ferro stated it is currently being proposed as 2, three-story buildings and 2, four-story buildings with a total of about 95 apartments. The design has not yet been approved.

- b. Amy Van Andel Library and Community Center Update** – Ferro stated the steel should be delivered and start to be erected this week. There is some fundraising and initial design work going on for the optional addition on the west end of the building, proposed to be able to hold up to 150 people. Bill Payne is spearheading the fundraising and has a goal to have the money raised by mid-January, 2020.

Harrison stated he has a multipurpose room at the Caledonia library which gets a lot of use but needs a lot of flexibility. Tables and chairs, sound equipment, etc. need to be stored somewhere when they're not in use. Harrison also stated that the proposed kitchen appears larger than necessary. In his experience, most events will have food brought in/catered.

- c. Unfinished Business** – None

- d. DDA Financial Report, 11/30/19** – Hilbrands stated there was little financial activity for November outside of the Farmers' Market and Brats & Bonfires.

Bowersox inquired about a Farmers' Market that took place in late November. Hilbrands stated there was a small holiday market that took place by several of the vendors but he hasn't heard feedback.

## **VIII. BOARD COMMENTS**

Haga invited the DDA to attend a meeting for the Leonard Field Park Master Plan on Saturday, January 18, 2020, from 10 am – 12 pm. With the ongoing success of Beers at the Bridge, the Township feels a Master Plan for Leonard Field Park is necessary.

Harrison thanked fellow board members for volunteering to be a part of the DDA.

Bowersox wished everyone a Merry Christmas and Happy New Year.

Meeting was adjourned at 8:36 a.m.

Respectfully submitted:

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Devin Norman, Secretary

rs: aw