



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, AUGUST 13, 2018 MEETING, 8:00 A.M.
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE
ADA, MICHIGAN**

AGENDA

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes of July 9 meeting.
- IV. Approval of Payables
 - a. deCo Design Studio 7/20/18 Invoice, Banner Design Services
- V. Approval of Farmers Market Vendor Reimbursement
- VI. Discussion of Redevelopment Area Liquor License Approval Process
- VII. Parking Count Analysis
- VIII. Reports and Communications
 - a. Letters from Business Owners
 - b. Comments from Citizens Council
 - c. Status of Riverfront Park Construction
 - d. Community Center/Library Building Update
 - e. TIF Reform Legislation
 - f. DDA Financial Report, 7/31/18
- IX. Board Member Comment
- X. Public Comment
- XI. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JULY 9, 2018 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, Margaret Idema, Devin Norman, Walt VanderWulp, Dawn Marie Coe, Justin Knapp, Ted Wright

BOARD MEMBERS ABSENT:

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

PUBLIC PRESENT: Kristen Wildes, Ada Historical Society

II. APPROVAL OF AGENDA

It was moved by Harrison, seconded by Idema to approve the agenda as presented.

Motion passed unanimously.

III. APPROVAL OF MINUTES OF JUNE 11 MEETING

Wright stated, referring to the greenspace study in Board Comments within the June 11th meeting minutes, he feels the DDA has not done due diligence in communicating how important the Headley greenspace really is and feels there may not be enough community feedback. Ferro stated the online map tool is not the only method being used for getting public input. There will be additional public input methods used.

Haga made a point of order and stated this discussion can continue at the end of the meeting.

It was moved by Harrison, seconded by Haga, to approve the minutes of the June 11th meeting as presented.

Motion passed unanimously.

IV. APPROVAL OF PAYABLES

It was moved by Norman, seconded by Wright, to approve payment of the 6/15/18 invoice from Hopkins Fundraising Consulting for capital campaign services in the amount of \$5,800.

Motion passed unanimously.

V. APPROVAL OF BANNER PURCHASE FOR VILLAGE LIGHT POSTS

It was moved by Norman, seconded by VanderWulp to approve purchasing 82 new Village banners through Gilson Graphics, at a cost of \$1,665.

Motion passed unanimously.

VI. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated phase 1 of the project is nearly completed. The restroom building is not yet open. Consumers Energy needs to connect electrical service. Phase 2 of the project which includes work done close to the river and major riverbank restoration in a few areas is not starting on time due to a revised permit modification process with the DEQ. Norman asked if phase 2 will be finished this year. Ferro stated it would.

b. Community Center/Library Building Update

Ferro stated the Building Committee and Architectural team will be meeting on July 19th. On July 23rd there will be a presentation to the Ada Township Board of Trustees. There will also be an evening meeting for community input sometime during the week of July 23rd.

c. Flyer for Green Space Needs Assessment

Ferro stated the survey at <https://communityremarks.com/adatownship/> has a section for the Headley Street Greenspace. Idema stated she shares Wright's concern that we really need to promote and get community feedback on greenspace.

Idema asked about purchasing the Headley greenspace from Amway. Ferro stated that before a decision is made about the future of that property, GELD has requested the Township to get public input about greenspace needs from the entire community, not just the village.

Haga stated we need to have the survey promoted on Facebook.

Wright stated he is concerned how years ago the public wanted greenspace within the DDA district. Now, greenspace is being considered Ada wide.

Harrison stated the DDA and Township Board should go back to GELD with a vision for the Headley property; a statement of how the property will be used.

Norman asked if the DDA can get a copy of the agreement with GELD. Hilbrands stated he will get a copy of the agreement between Ada Township and GELD to the DDA.

Harrison asked how the flyer is being distributed. Ferro stated it is being sent with the summer tax bills to residents.

d. Letter from Farmer's Market Vendor

Board discussed disappointment in the cancelation of the Farmer's Market on July 3rd. Bowersox stated someone needs to be held responsible for canceling the Farmer's Market without discussing it first with the DDA. Haga stated he will discuss the issue with the Clerk.

Bowersox stated the DDA needs to make the Market Manager aware that any changes made to the Farmer's Market will be communicated through the DDA.

Wright stated the DDA needs to immediately respond to all the vendors to let them know we are looking into this and taking ownership.

Hilbrands stated he will draft a letter on behalf of the DDA to the vendors.

Haga suggested inviting the Market Manager to the next DDA meeting to provide an update.

e. Letter from Fundraising Consultant Keith Hopkins

Hilbrands expressed his appreciation of Keith Hopkins' letter and stated it has been a pleasure working with him. With his support, they have exceeded their \$7 million fundraising goal, currently around \$7.1 million.

f. DDA Financial Report, 6/30/18

Hilbrands reviewed the Financial Report memo presented in the board packet.

VII. BOARD MEMBER COMMENT

Idema stated she would like the DDA to get a report on how the downtown retailers are doing. Knapp agreed and stated he's hearing that vendors care about two main things; consistency in brands and foot traffic. Norman suggested giving the business owners a quick survey to fill out on a monthly basis to get an idea of how business is doing.

Harrison suggested inviting three different business owners to come to the DDA board meetings each month. It would be a way to get their likes and dislikes and to find out what they would like to see different.

VanderWulp recommended an article in the current issue of Outside Magazine called *America's Smartest Towns*.

VanderWulp left the meeting at 9:03.

Coe stated that whatever the DDA decides to do about retailers going forward, a representative of the Ada Business Association should be involved or at least hear the feedback. Hilbrands stated he attends all the ABA meetings and will reach out to the Executive Director, Ashley Jolman.

VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

The meeting was adjourned at 9:06 am.

Respectfully submitted:

Devin Norman, Secretary



Kelly DeBaar
685 Honey Creek NE
Ada, Michigan 49301
t: 616/204-0192
e: debaarkelly@gmail.com

July 20, 2018

Ada Village
James E. Ferro
PO Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301

Invoice #3006 Terms: Net 14 days

Ada Village Banners
Design/Coordination

5.0 hrs

\$300.00

Total

\$300.00

Rec'd 7/30/18

BAA

OK to pay 7/30/18

248,170.740

BAA



MEMORANDUM

Date: 8/06/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Refund for Farmers' Market Vendors

Staff were asked to determine what the financial impact would be of providing refunds to Farmers' Market vendors, relating to the cancelled Market day on July 3rd. Our Market Manager Jennie Mac Anaspie indicated that there are 20 seasonal vendors, and they pay \$15 per visit during the high season. If the DDA was to compensate vendors for the missed Market day it would total \$300, or \$600 if the DDA compensates for two Market days.

The total revenues budgeted for the 2018 Market Season are \$11,600, while the total expenditures are \$11,470, for an expected increase in fund balance of \$130. If the DDA decides to refund for one missed Market day, that will result in an expected decrease in fund balance of \$170, while a refund of two market days will result in an expected decrease of \$470. The Farmers' Market currently projects to have a fund balance of \$13,999.20 after the 2018 Market Season.

From: Ada Farmers" Market
To: [Brian Hilbrands](#)
Cc: [Jim Ferro](#); [Terry Bowersox \(terrysox@tlbfinancial.com\)](mailto:terrysox@tlbfinancial.com)
Subject: Re: DDA Letter to Farmers Market Vendors
Date: Wednesday, July 11, 2018 11:22:06 AM

Thanks, Brian. I'll get this out this morning.

Regarding the fees, there are two levels; one for the seasonal vendors, who pay a lump sum for their booth, and the daily vendors, who pay \$25 per ad hoc visit. For the latter, it's hard to say who would or would not have been there. I had not yet heard from those who were mulling attendance before the holiday. My suggestion would be to simply have the letter stand as a recognition of the inconvenience for this group.

As for the seasonals, the rate during the high season is \$15. I can have this list drawn up and sent to whoever would be appropriate at the township for refunds.

Overall, there are really only a few vendors who would have had an impact as large as Crane Dance. Mary shared it was a loss to them in particular of a couple grand. The others who would have had similar levels of disrupted revenue are Visser and DNS Fish. Sugar Momma's, Julie's Pies, L & L Bull, Frozen Creek, and Country Gardens are likely in the 750 - 1k range for receipts based on an educated guess of their traffic and product pricing. The rest fall under that \$750 threshold.

Crane Dance is the only one who reached out. Visser was not terribly upset, as she shared with me - unasked - that it gave her time to spend with her first newborn grandchild. The only other who would have communicated their displeasure, Frozen Creek, said nothing.

Here are my thoughts. Refunding the missed market date would be equitable and go a long way in building goodwill. I would also consider a somewhat larger amount in Crane Dance's case. I do not believe she expects to have the DDA replace what was lost based on your communication with her yesterday. However, a gesture somewhere around \$200 would acknowledge both her frustration and her commitment to the market. I would cover the cost of their hired hand who works on the farm so she can prep for and attend the market. Granted, equitability and/or discretion would be a factor, so perhaps there is another option available.

Again, these are my suggestions and I'd be willing to chat more about what would work best for both the DDA and the vendors. Let me know your thoughts on this and thanks for quickly responding to the situation.

Best,

Jennie Mac Anaspie

Jennie Mac Anaspie

AFM Market Master
616-676-9191 x45
adafarmersmarket.com



MEMORANDUM

Date: 8/8/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Redevelopment Area Liquor License Approval Process

The Michigan Liquor Control Commission allows businesses located in a development district to apply for a liquor license outside of the typical quota licenses allowed in cities, villages and Townships. Currently, all of the quota licenses for Ada Township are in use. The Commission requires a supporting resolution to be passed by the local government's legislative body. The state law also requires the Commission to determine that the following requirements are satisfied in order for a license to be issued:

- Either have expended at least \$75,000 for the rehabilitation or restoration of the building over the previous 5 years, or commit a capital investment of at least \$75,000 that will be expended for the building before the license is issued.
- Acquire an affidavit from the Township assessor demonstrating a total investment within the development district of at least \$200,000 over the previous 5 years.
- Be engaged in dining, entertainment, or recreation, be open to the general public, and have a seating capacity of at least 25 persons.
- Demonstrate to the Liquor Control Commission that they attempted to purchase a quota license within the Township, and that one was not readily available.

Some municipalities also have their DDA make a recommendation to their legislative body, but this recommendation is not required by the Commission. The Township has received several inquiries regarding the availability of redevelopment area liquor licenses in Ada Township.

There are a number of ways that the Township could go about handling redevelopment area liquor license applications.

1. Have staff review the application and present it to the Township Board along with a resolution of support that will be given to the Liquor Control Commission.
2. Have staff review the application and present it to the DDA for a recommendation before bringing it to the Township Board along with a resolution of support.
3. Adopt a policy where added criteria must be met by the applicant before the resolution can be adopted. Part of this policy can require a recommendation be given by the DDA Board.

Sending the application directly to the Township Board allows for a faster process and passing of a resolution. This is the process for a typical liquor license. An example memo from Cascade Township is attached.

Adopting a policy provides the Township with more control over the application, as they can require additional criteria be met beyond what is required in the Act. An example policy from Northfield Township and the City of Petoskey are attached. Example of additional criteria required include:

- Demonstrating how the issuance of a license would prevent further deterioration in the Development District and promote economic growth.
- Density of similar establishments.
- Document a real property interest within the development district.
- Introduction of an application fee.
- Limit on the hours that alcohol can be served.
- Limit on the number of redevelopment area liquor licenses that can be approved.

Staff are asking the DDA Board to consider if it wants to become involved in the redevelopment area liquor license approval process.

MICHIGAN LIQUOR CONTROL CODE OF 1998 (EXCERPT)
Act 58 of 1998

436.1521a Public on-premises licenses; issuance to businesses; conditions; commercial investment in redevelopment project area; time period; total investment; number of licenses; requirements; fee; transfer of license prohibited; attempt to secure on-premises escrowed license or quota license; definitions.

Sec. 521a. (1) In order to allow cities, villages, and townships to enhance the quality of life for their residents and visitors to their communities, the commission may issue public on-premises licenses in addition to those quota licenses allowed in cities, villages, and townships under section 531(1). The licenses under this section shall be issued to businesses that meet either of the following conditions:

(a) Are located in a redevelopment project area meeting the criteria described in subsections (3) and (4) and are engaged in activities determined by the commission to be related to dining, entertainment, or recreation.

(b) Are located in a development district or area that is any of the following:

(i) An authority district established under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830.

(ii) A development area established under the corridor improvement authority act, 2005 PA 280, MCL 125.2871 to 125.2899.

(iii) A downtown district established under 1975 PA 197, MCL 125.1651 to 125.1681.

(iv) A principal shopping district established under 1961 PA 120, MCL 125.981 to 125.990n.

(2) The commission shall not issue a license under subsection (1)(a) unless the applicant fulfills the following in relation to the licensed premises:

(a) Provides the activity described in subsection (1)(a) not less than 5 days per week.

(b) Is open to the public not less than 10 hours per day, 5 days per week.

(c) Presents verification of redevelopment project area status to the commission that includes the following:

(i) A resolution of the governing body of the city, village, or township establishing its status as a redevelopment project area.

(ii) An affidavit from the assessor, as certified by the clerk of the city, village, or township, stating the total amount of investment in real and personal property within the redevelopment project area of the city, village, or township during the preceding 3 years.

(iii) An affidavit from the assessor, as certified by the clerk of the city, village, or township, separately stating the amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area of the city, village, or township during the preceding 3 years.

(3) Relative to the licenses issued under subsection (1)(a), the amount of commercial investment in the redevelopment project area within the city, village, or township shall constitute not less than 25% of the total investment in real and personal property in that redevelopment project area as evidenced by an affidavit of the assessor of the city, village, or township. This subsection does not prevent the city, village, or township from realigning the redevelopment project area in the presentment of verification provided for under subsection (2)(c).

(4) In relation to a license issued under subsection (1)(a), an applicant shall be located in a city, village, or township that meets at least 1 of the investment requirements of subsection (1)(a) during the 3 years preceding the submission of its application. The total investment in real and personal property in the redevelopment project area within the city, village, or township over the appropriate time period described in this subsection shall be at least 1 of the following:

(a) Not less than \$50,000,000.00 in cities, villages, or townships having a population of 50,000 or more.

(b) Not less than an amount reflecting \$1,000,000.00 per 1,000 people in cities, villages, or townships having a population of less than 50,000.

(5) The commission may issue a license under subsection (1)(a) for each monetary threshold described in subsection (4)(a) and (b), and, after reaching the initial threshold, 1 additional license for each major fraction thereof above that original threshold.

(6) The following apply to a license issued under subsection (1)(b):

(a) The amount expended for the rehabilitation or restoration of the building that housed the licensed premises shall be not less than \$75,000.00 over a period of the preceding 5 years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, that must be expended before the issuance of the license.

OR

NOT APPLICABLE

↑
(a)

ALL
3
APPLY

(b) The total amount of public and private investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding 5 years as verified to the commission by means of an affidavit from the assessor, as certified by the clerk of the city, village, or township.

(c) The licensed business is engaged in dining, entertainment, or recreation, is open to the general public, and has a seating capacity of not less than 25 persons.

(7) The commission may issue 1 license for each monetary threshold described in subsection (6)(b), or for each major fraction thereof. The initial enhanced license fee for a license issued under this section is \$20,000.00.

(8) The commission shall not transfer a license issued under this section to another location. If the licensee goes out of business, the licensee shall surrender the license to the commission. The governing body of the city, village, or township may approve another applicant within a redevelopment project area or development district or area to replace a licensee who has surrendered the license issued under this section provided the new applicant's business meets the requirements of this section but without regard to subsections (2)(c), (3), and (4) or subsection (6)(b).

(9) The individual signing the application for the license shall state and demonstrate that the applicant attempted to secure an appropriate on-premises escrowed license or quota license issued under section 531 and that, to the best of his or her knowledge, an on-premises escrowed license or quota license issued under section 531 is not readily available within the county in which the applicant proposes to operate.

(10) As used in this section:

(a) "Escrowed license" means a license in which the rights of the licensee in the license or to the renewal of the license are still in existence and are subject to renewal and activation in the manner provided for in R 436.1107 of the Michigan administrative code.

(b) "Readily available" means available under a standard of economic feasibility, as applied to the specific circumstances of the applicant, that includes, but is not limited to, the following:

(i) The fair market value of the license based on where the applicant will be located, if determinable.

(ii) The size and scope of the proposed operation.

(iii) The existence of mandatory contractual restrictions or inclusions attached to the sale of the license.

History: Add. 2006, Act 501, Imd. Eff. Dec. 29, 2006;—Am. 2010, Act 369, Imd. Eff. Dec. 22, 2010;—Am. 2014, Act 270, Imd. Eff. July 2, 2014.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Consider Resolution of Support for Redevelopment Liquor License at 6503 28th Street

Meeting Date: April 11, 2018

Staff received an application for liquor license support from Daniel Chudik, who is interested in opening Dan's Diner. Dan's Diner would be located in the old Pal's Diner building. Dan Chudik used to own and operate Tuscan Express and had a liquor license at that restaurant.

Dan is requesting a redevelopment liquor license through the DDA, which is the same license the Fowling Warehouse and X-Golf received. While the township does not issue or approve a liquor license, we can offer our support in the form of a resolution, which is then sent to the Michigan Liquor Control Commission (MLCC) before they make their final decision.

Staff circulated the application to Township department heads for their review and approval. Initially all department heads except the Treasurer signed off on the application. Ken had some concerns due to his prior interaction with Dan when he owned/operated Tuscan Express. After a conversation with Dan, Ken did sign off on the application for support.

The MLCC also indicated there was a violation history for the licensee, consisting of two (2) NSF checks.

Dan indicated that Dan's Diner will contain approximately 60 seats and closer to 100 seats with patio seating. Hours of operation will be 7am to 9pm Tues. to Sunday. Listed below are some of the upgrades he will be making to the property:

1. New patio with fencing (for LCC compliance).
2. New floors inside, new bathrooms, new booths and seating, new kitchen hood, down stairs prep kitchen
3. New paint.

His contract will be with the property owner (Carpenter Veterinary or Family Friends Vet) and he plans to purchase the property at the end of a three (3) year lease.

The following factors will be considered when deciding to support the resolution:

- a. A conviction of three or more liquor violations or a felony in any court or before the Michigan Liquor Control Commission, within a period of five years preceding the receipt of the application
 - i. **Two known NSF check violations.**
- b. A license which, under this chapter, has been revoked for cause.
 - i. **No known revoked licenses.**
- c. Whether all of the members of such copartnership shall qualify to obtain a license.
 - i. **To be determined by the LCC.**
- d. With respect to a corporation, whether any officer, manager or director thereof, or a stock owner or stockholders owning in the aggregate more than 5% of the stock of such corporation, is not eligible to receive a license hereunder for any reason.
 - i. **To be determined by the LCC**
- e. Whether the business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.
 - i. **The applicant will be the owner of the business/license.**
- f. A conviction of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance.
 - i. **No known convictions**
- g. Whether the applicant owns the premises for which a license is sought or does not have lease therefor for the full period for which the license is issued, or a person, corporation or copartnership that does not have sufficient financial assets to carry on or maintain the business.
 - i. **Premises will be leased by the applicant**
- h. Whether the applicant is a law enforcement public official or a member of the Township Board, and whether such official is interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.
 - i. **Not applicable**
- i. Whether there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable Township ordinance.
 - i. **No current violations, See attached signature sheet**
- j. Whether, for any new license or for the transfer of any existing license, the sale of beer, wine or spirits is shown to be an accessory use to other permitted business uses upon the site, such as but not limited to food sales, motel operations, or recreational activities.

- i. The primary use is a restaurant.**
- k.** Whether the premises does not or will not soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist.
 - i. Meets requirements and not anticipated to cause a nuisance.**
- l.** With respect to a person whose license is in escrow, whether owners of the escrowed license are in violation of any provision of this chapter, state law, other local ordinance or rule of the Michigan Liquor Control Commission, or if the license is held in escrow for more than one year.
 - i. Not applicable**

The Governance Committee met in March to review the application. They are forwarding a favorable recommendation to support the resolution request for the redevelopment liquor license for Dan's Diner to be located at 6503 – 28th Street.



Cascade Charter Township
Application for Liquor License Support Resolution

Cascade Township does not issue liquor licenses. This application is for a resolution of support from the Township, which may be required by the State of Michigan Liquor Control Commission before a liquor license is issued.

APPLICANT INFORMATION

Name: Daniel R Chudzik DOB: Dan's Diner
Street Address: 8210 Cascade Rd.
City: ADA State: MI Zip: 49301
Phone: 616-558-0625 Mobile: same Email: Danckud1@gmail.com

BUSINESS INFORMATION

Name of Business: Catch 1 LLC
Street Address: 8210 Cascade Rd.
City: Grand Rapids State: MI Zip: 49301

Business Partners (all individuals with greater than 5% interest in the business):

Name	Address	DOB
<u>Daniel R Chudzik</u>	<u>8210 Cascade Rd</u>	<u>ADA 49301</u>

LICENSE INFORMATION:

Please list the Michigan Liquor License Commission license that is being applied for. If you are applying for transfer of an escrowed license, please list the license number and current owner.

DDA reDevelopment License class - B

Business Description: 60 Seat Restaurant with 60 Seat
out Door Patio

Have you or any of the business partners been convicted of a felony in any court?

Yes No If yes, explain: _____

Have you or any of the business partners been convicted on any state or federal law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance: Yes No If yes, explain: _____

Have you ever had a liquor license revoked for cause, or been convicted of a liquor license violation by the Michigan Liquor Control Commission? Yes No
If yes, explain: _____

Is the sale or manufacturing of beer, wine or liquor an accessory use to other permitted uses upon the site? Yes No
If yes, explain: _____

Please attach to this application a building and site plan showing the entire structure and premises and, in particular, the specific area where the license is to be utilized. Where applicable, the plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, screening and noise control measures.

Please initial the following statements:

I (the applicant) have never been convicted of a felony and am not disqualified to receive a license by any matter contained in the Cascade Charter Township Liquor Licenses Ordinance or the laws of the State of Michigan.

I (the applicant) have read and understood the Cascade Charter Township Liquor License ordinance and will not violate any of the laws of the State of Michigan or of the United States or any ordinances of Cascade Charter Township in the conduct of business related to the license being applied for.

Signature: Paul A. Chisholm

Date: 2/16/2018

For Official Use Only

Fire Department Approval

Signature: [Signature] Date: 3/1/18

Notes: _____

Building Department Approval

Signature: [Signature] Date: 3.8.18

Notes: _____

Clerk Department Approval

Signature: [Signature] Date: 3/5/18

Notes: _____

Treasurer Department Approval

Signature: Ken Perico Date: 3/14/18

Notes: Not approved per [unclear]

Zoning Department Approval

Signature: [Signature] Date: 3/1/18

Notes: _____

Township Board Approval

Signature: _____ Date: _____

Notes: _____

Resolution Number _____



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Cascade Charter Township council/board
(regular or special) (township, city, village)
called to order by Supervisor Beahan on April 11, 2018 at 7:00 p.m.
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Dan Chudik, Catch 1 LLC, Dan's Diner
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): New Class C license issued under MCL436.1521a(1)(b)
(list specific licenses requested)

to be located at: 6503 28th Street SE, Grand Rapids, MI 49546

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Cascade Township
council/board at a regular meeting held on April 11, 2018 (township, city, village)
(regular or special) (date)

Susan B. Slater

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

DOWNTOWN DEVELOPMENT AUTHORITY

Policy for Redevelopment Liquor License Requests (PA 501 of 2006)

PURPOSE: To establish the policy and procedure criteria for redevelopment liquor license requests to the Northfield Township Downtown Development Authority ('NDDA') in accordance with on-premise licenses created by Section 521a(1)(b) of Public Act 501 of the Public Acts of 2006.

PROCESS: Once a redevelopment liquor license application has been submitted to the Township Manager, and the necessary documentation has been received, the request will be directed to the NDDA. The NDDA will review the application and accompanying documents, and make a recommendation.

Once the NDDA makes a recommendation, it will be directed to the Northfield Township Board of Trustees for their consideration when deliberating a request to the Liquor Control Commission.

*Meetings are contingent on having a quorum and scheduling, and locations may change.

POLICY: The NDDA may, pursuant to PA 501, recommend issuance of new liquor licenses for businesses located within the Development District, which meet the requirements of the law. A public review will be held during a regularly scheduled NDDA meeting in order to make a recommendation to the Board of Trustees. After the public review, the NDDA is permitted to make findings that issuing the license would prevent deterioration and promote economic growth. The policy of the NDDA is to use the following criteria in making its findings:

1. The business or individual requesting a license ('Applicant'), whether for a proposed or existing business, must document that the Applicant has a real property interest within the Development District as evidenced by deed, lease, purchase agreement or the like.
2. The Applicant must meet all the requirements of PA 501 which includes that it is engaged in dining, entertainment, or recreation; is open to the general public not less than 10 hours per day, 5 days per week; and has a seating capacity of not less than 25 persons.

3. For an existing business, the Applicant must demonstrate how the issuance of a license would prevent further deterioration in the Development District and promote economic growth. The NDDA will consider such factors as:
 - a. The business, an existing asset in the district, will be supported by the license and maintain its occupancy of existing space.
 - b. The business, with the new license, will contribute to the mix of dining/drinking, entertainment, and recreational establishments already existing.
 - c. The business demonstrates that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the Applicant, that can include, but not be limited to the following:
 - i. The fair market value of the license, if determinable
 - ii. The size and scope of the proposed operation
 - iii. The existence of mandatory contractual restrictions or inclusions attached to the sale of the license
4. For a proposed business, the Applicant must demonstrate how issuance of the license would prevent further deterioration in the Development District and promote economic growth. The NDDA will consider factors such as:
 - a. The proposed business is described in a business plan
 - b. The proposed business represents a desired land use as determined by the DDA
 - c. The proposed business would promote economic growth by:
 - i. Creating new employment opportunities
 - ii. Adding tax value through the purchase of new equipment
 - iii. Generating significant tax value in new building improvements
5. The Applicant must:
 - a. Demonstrate that the business will be located in, and will remain in, the Development District while possessing a 501 liquor license.
 - b. Acknowledge that the license is not transferrable to another location.

6. The Applicant must meet all MLCC and Northfield Township requirements and regulations regarding the issuance of liquor licenses under Section 17k(1) of the Liquor Control Act and according to the Northfield Township Code of Ordinances.
7. The NDDA may decline to recommend the issuance of a license if it determines, based upon factors such as the density of similar establishments, that the establishment may have a negative impact upon the public health, safety, and welfare of the district and surrounding neighborhood.
8. Certification or other written evidence from the Township Manager demonstrating that all real and personal property taxes and township utility bills associated with the premises at which the liquor license will be used are paid to date.

ORDINANCE NO. 727

AN ORDINANCE TO establish conditions and criteria for the evaluation of liquor license requests submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006, being Section 521(a)(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521(a)(1) (the "Act") and to establish necessary conditions to ensure that the issuance of a liquor license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of the license will enhance the quality of life for residents and visitors.

THE CITY OF PETOSKEY ORDAINS:

ARTICLE I

Sec. 4-1 Purpose: The City hereby establishes criteria for the evaluation of liquor license requests submitted pursuant to Public Act 501 of the Public Acts of 2006, being Section 521(a)(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521(a)(1) (the "Act") and establishes necessary conditions to ensure that the issuance of a license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of a license will enhance the quality of life for residents and visitors.

ARTICLE II

Sec. 4-2 Requirements: Businesses licensed under the Act must:

- (1) Be engaged in dining, entertainment or recreation at least 5 days per week.
- (2) Be open to the general public at least 10 hours a day, 5 days a week.
- (3) Have a seating capacity of at least 25 people.
- (4) Demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license within the City, and that one was not readily available as defined in the Act.
- (5) Either have expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or commit capital investment of at least \$75,000 that will be expended for the building before the license is issued.

Sec. 4-3 Policy: The City of Petoskey will use the following procedures in reviewing applications for liquor licenses under the Act:

- (1) Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

- (2) The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.
- (3) The applicant shall document how the issuance of the license will benefit the DDA District and the City. Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal.
- (4) In evaluating proposals, the City Council may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan. In addition, the Council shall give consideration to:
 - (a) The recommendation of the Downtown Management Board, who shall have thirty days from the date of submission to the City of Petoskey to review and make a recommendation on a license application.
 - (b) Existing restaurant businesses within the DDA District that meet the criteria for issuance of a license as of January 1, 2011.
 - (c) New restaurant businesses occupying space where the capital investment greatly exceeds the requirements of the Act.
 - (d) New restaurant, recreation or entertainment businesses which will contribute a new or unique choice to the mix of establishments within the DDA area.
 - (e) The quality and detail of the business documentation as outlined in §3.
- (5) New qualifying businesses making exterior façade improvements shall conform to the Downtown Design Guidelines.
- (6) Businesses seeking to utilize a Redevelopment Project Area License shall not have bar service seating for more than 6 persons.
- (7) The applicant and subject property owner shall not have any current or outstanding code violations, tax delinquencies, other outstanding City fees or in any way be in default to the City.
- (8) Businesses seeking to utilize a Redevelopment Project Area Liquor License, as provided for in MCL 436.1521a shall:
 - (a) Not serve alcohol after 11 pm on any day.
 - (b) Not serve alcohol between the hours of 11 pm and 7am, or other hours as otherwise prohibited by state law or Michigan Liquor Control Commission Promulgated Rule.

The provisions of this section shall not apply to Banquet Facility Permits or A Hotel or B Hotel Licenses issued by the Michigan Liquor Control Commission as part of a Redevelopment Project Area License.

- (9) In order to protect the health, safety and welfare of the Petoskey community and the retail character of the Petoskey downtown area as outlined in the Downtown Blueprint Masterplan the City Council shall not approve more than six (6) Redevelopment Project Area Liquor Licenses within the DDA district.

ARTICLE III


Sec. 4-4 Penalty: Municipal Civil Infractions

- (1) Any person, firm or corporation violating any of the provisions of this Ordinance is responsible for a municipal civil infraction, subject to payment of a civil fine pursuant to the City of Petoskey Municipal Civil Infraction Ordinance, as amended, plus costs and other sanctions for each violation (as authorized by Section 24 of Act 184 of the Public Acts of Michigan of 1943, as amended, the City of Petoskey Municipal Civil Infraction Ordinance, and other applicable laws).
- (2) Repeat offenses under this Ordinance shall be subject to increased fines, as provided by the City of Petoskey Municipal Civil Infraction Ordinance, as amended from time to time.
- (3) Each day on which any violation of this Ordinance occurs or continues constitutes a separate offense, subject to separate sanctions. The paying of a fine or sanctions under this Ordinance shall not exempt the offender from meeting the requirements of this Ordinance.
- (4) The City Manager, the Director of Public Works, the Director of Public Safety, City Planner/Zoning Administrator, all Public Safety Officers or other designees of the City Manager, (as defined by the Municipal Civil Infraction Ordinance, as amended) are hereby designated as the Authorized City Officials to issue municipal civil infraction citations for violations of this Ordinance.
- (5) A violation of this Ordinance is deemed to be a nuisance, per se. In addition to any remedies available at law, the city may bring an action for an injunction or other process against any person to restrain, prevent or abate any violation of this Ordinance.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

This Ordinance shall take effect fourteen (14) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Enacted and Ordained by the City of Petoskey City Council on the 19th day of September, 2011.



H. Ted Pall, Jr., M.D., Mayor



Alan Terry, Clerk Treasurer



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

APPLICATION FOR REDEVELOPMENT LIQUOR LICENSE

Instructions to Applicants: If applying for a City of Petoskey Redevelopment Liquor License, within the Downtown Development Authority Area (Redevelopment Project Area), this form must be completed and submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006. All applicants must comply with Ordinance No. 727 (see attached).

APPLICANT INFORMATION	
Applicant Name: <i>(Name of Individual, Partnership, Corporation or LLC who will hold the license)</i>	
Business Street Address:	
City, State, Zip Code:	
Business Telephone Number:	

CONTACT INFORMATION	
Contact Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Email Address:

BUSINESS TYPE
Nature of Application – (Check all that apply)
<input type="checkbox"/> Dining
<input type="checkbox"/> Recreation
<input type="checkbox"/> Entertainment

REQUIREMENTS	
Please indicate, by checking YES or NO, if your establishment meets the following criteria:	
1. Will the licensed business engage in dining, entertainment or recreation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Will the licensed business be open to the general public at least five (5) days per week, ten (10) hours per day, with a seating capacity of at least 25 people and stop serving alcohol at or prior to 11:00 P.M.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Applicants for Redevelopment Liquor Licenses must demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license Within the City of Petoskey, and that one was not readily available as defined in the Act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Will the licensed business have bar seating? If so, how many bar seats? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

PROCEDURES

Please describe on an attached sheet how your business will do the following, if issued a license:

Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.

The applicant shall document how the issuance of the license will benefit the DDA District and the City. (Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal).

Demonstrate how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan.

AFFIDAVIT

I have read all of the above answers and they are true. I agree to provide all requested information and to fully cooperate with the City of Petoskey requesting any and all additional information provided in this application or any attachment thereto. Any changes that occur after the date of this application, I will notify the City Clerk, in writing, within 14-days of such change. I understand that the falsification of the information on this form or any false statements made during investigations may constitute grounds for denial of a license.

I warrant that I am not disqualified to receive a liquor license under the ordinances of the City of Petoskey or the laws of the State of Michigan. If granted a liquor license, I will not violate any federal or state laws or any ordinance of the City of Petoskey in the conduct of business.

_____	_____	_____
Date	Signature of Applicant (if applicant is a corporation, Include title of signor)	Name of person completing this form if not the applicant

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public, Emmet County, Michigan
My Commission Expires: _____
Acting in _____ County.

CITY USE ONLY

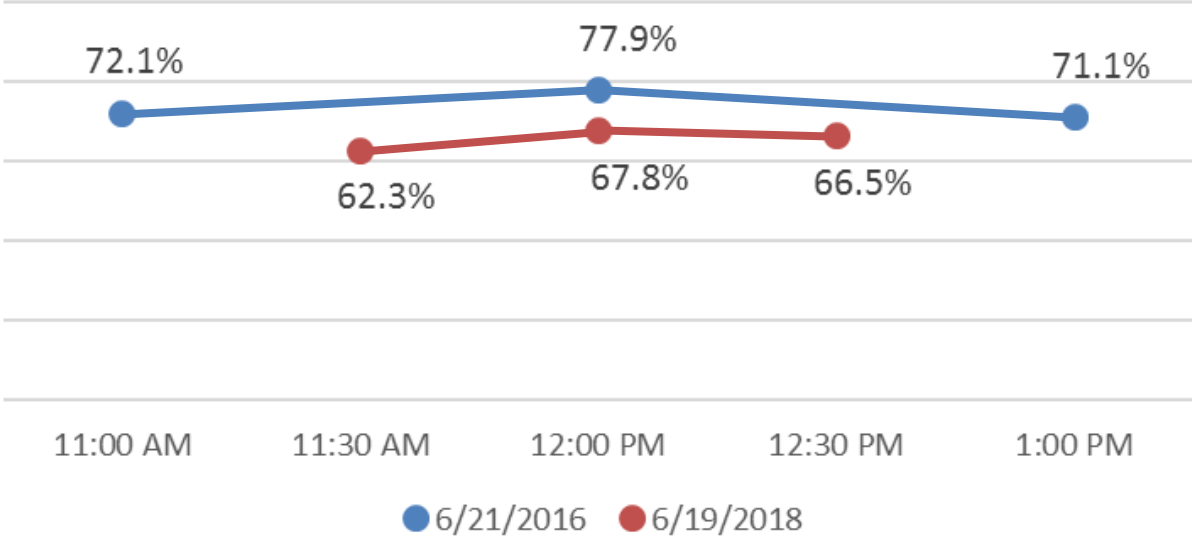
Approved
License No.: _____

Denied

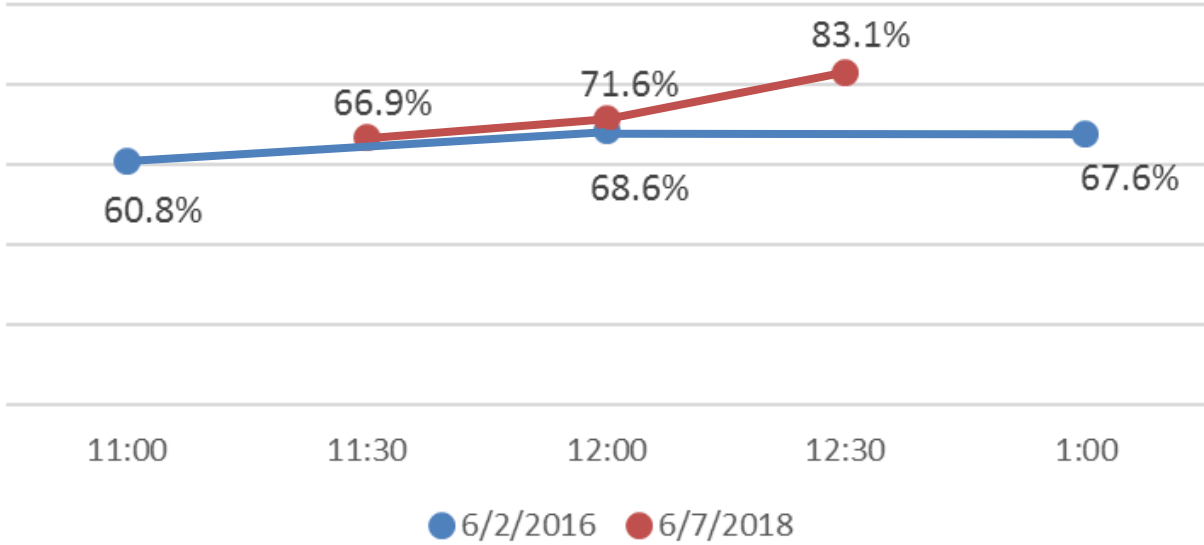
\$350 Fee Paid
Date: _____

Authorized Signature

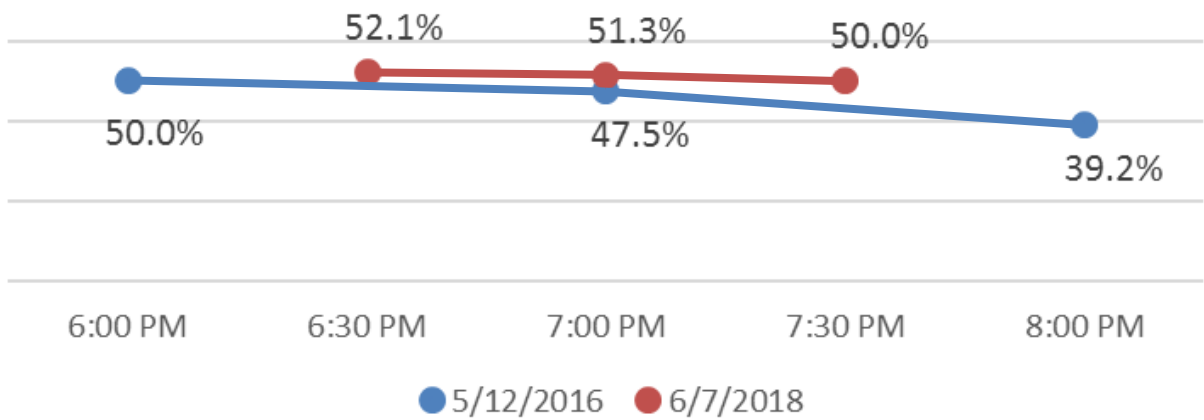
Core Area Occupancy Counts Tuesday Daytime



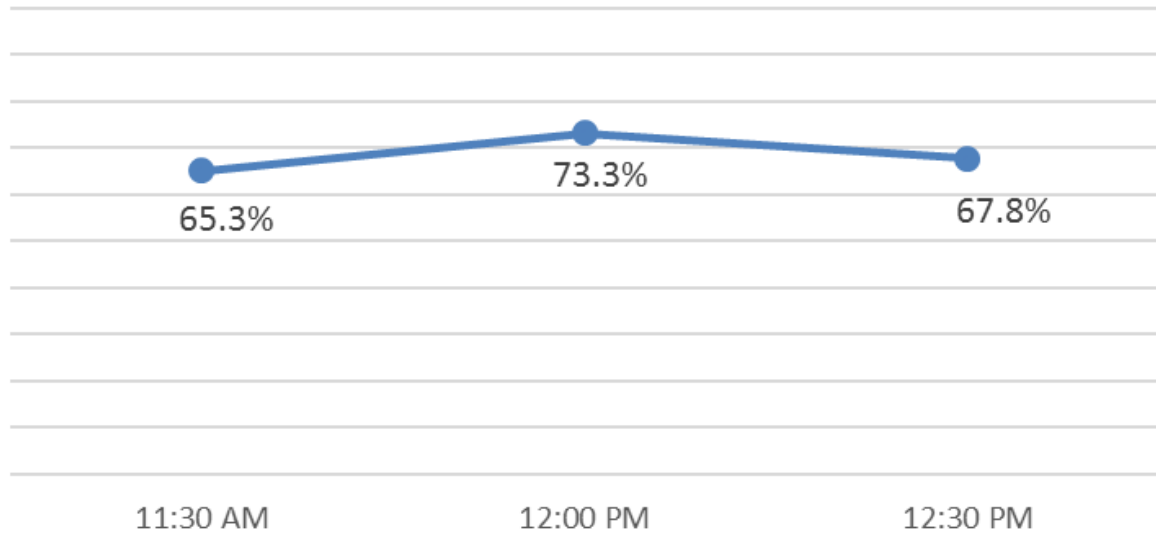
Core Area Occupancy Counts Thursday Daytime



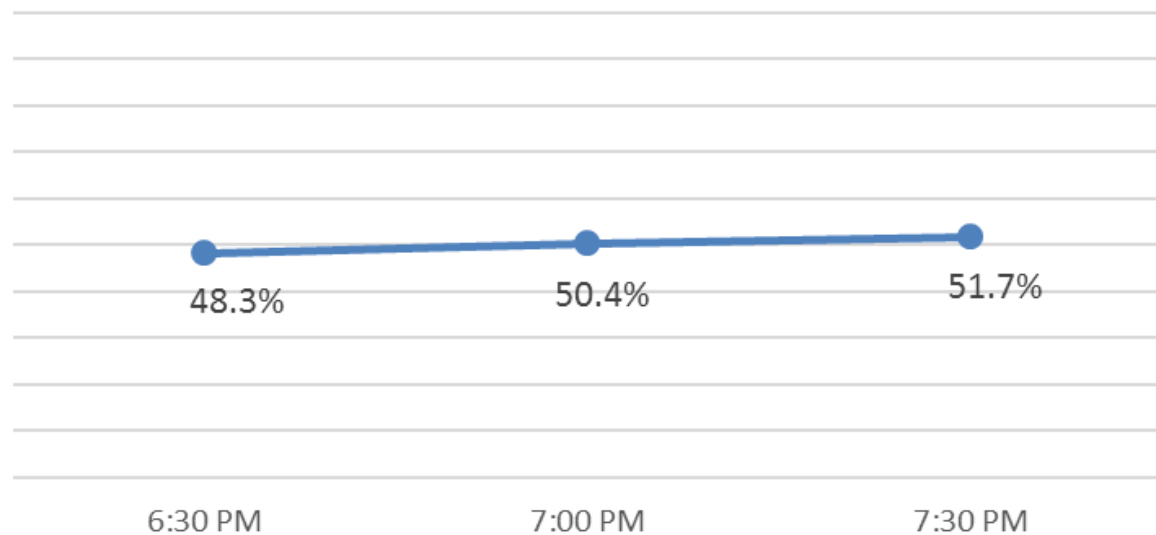
Core Area Occupancy Counts Thursday Evening



Core Area Occupancy Counts Friday Daytime June 15, 2018



Core Area Occupancy Counts Friday Evening June 15, 2018



7/16/2018

Ada Drive/ Thornapple River Intersection

From: bobw@godwinada.com
Subject: Ada Drive/ Thornapple River Intersection
Date: 07/14/2018 12:54 PM
To: ghaga@adatownshipmi.com, jferro@adatownshipmi.com, sgroenenboom@mbce.com
CC: mark.ansara@colliers.com, john.kuiper@colliers.com, wierengap@gmail.com, wdevries55@hotmail.com

12July2018

To: George Haga, Township Supervisor; Jim Ferro, Planning Director; Steve Groenenboom, Project Engineer; Ada Township DDA;
Ada Township Planning Commission; Ada Township Board, Ada, MI 49301

From: Bob Weiland, Godwin's Ada Village Hardware

Regarding the proposed intersection realignment and sidewalk. Informed of potential change approximately 2 weeks ago, and today the Road Commission set up traffic cones to simulate the potential changes.

I am against the proposed changes because of the detriment to retail business, specifically parking to the hardware store. Currently the spaces in front of the store along Ada Drive are utilized by our customers to gain quick, convenient access to our location. The average client that utilizes our location shops at our store for 10-15 minutes or less, so convenient access is a must. Removing 2 spaces directly in front of the store will negatively impact the choice for people to shop the store, if it's not easy in and out, why even stop?

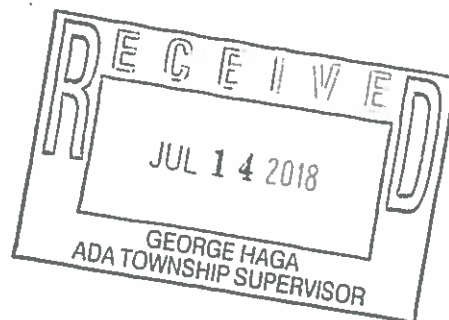
I believe that the intersection does need a remedy, but removing immediate parking in front of the store is not necessary to allow "line of sight" for traffic on Thornapple River Drive. With the sample cones set up on Thursday, July 12th, I think it was obvious that traffic on Thornapple River Drive had ample room, and a clear "line of sight" to see approaching traffic on Ada Drive, even without the extension of the sidewalk which would remove the 2 parking spaces in front of the store. I am in favor of installing stop signs on all 4 corners of Ada Drive and Thornapple River as stated in the Envision Ada 2013 Master Plan. This would slow traffic down on Ada Drive, allow safe pedestrian traffic, and allow for vehicle traffic to flow freely through the intersection. Removal of parking directly in front of the hardware store would not be necessary.

A strong retail and business environment for Ada is good for the community and will help establish a vibrant, friendly, and active area for many years to come. Change is necessary and should happen, but refusal to have concern or regard for established business input, and understand the needs that these businesses have, will undermine the business community and the Ada communities success.

Please share this with any and all board members, any private or public forums, the more people in the know, the greater the success of the outcome.

I hope this letter expresses my concern for the future of Ada, and the future of many businesses, including mine!

Regards,
Bob Weiland, Store Manager
Godwin's Ada Village Hardware
577 Ada Drive SE
PO Box 405
Ada, MI 49301
616-676-2121
info@godwinada.com

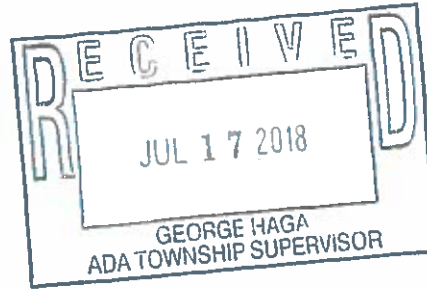


WALTER VANDER WULP

9087 Conservation NE
Ada, Michigan 49301
Phone (616) 788-4845
wlvw@gmail.com

July 17, 2018

George Haga Ada Township Supervisor
Ada Township Board
Ada Township DDA



The Envision Ada 2013 plans have been engineered years ago by Speck & Associates LLC & Progressive AE. They engineered Ada Drive from Bradfield & Ada Drive to the intersection of Fulton & Ada Drive. This included Bronson & Ada Drive and Thornapple River Drive intersections with bump outs at the end and beginning of each intersection to accommodate as much parking as possible. With a much narrower intersection including cross walks, and 4 way stop instead of a stop light at Thornapple River Drive & Ada Drive to calm and slow down traffic on Ada Drive. The Community Parking Study that was prepared by Rich & Associates for Ada Township on 2016 and 2017 both recommended that all parking on Ada Drive between Bronson Street and Thornapple River Drive on both sides of the road should be utilized as much as possible. Rich & Associates also stated that the Old Village of Ada needed many more parking spots as the study shows. The Township did build more parking on Bronson Street along the rail road tracks, but they are used more for employee and residences parking than customer parking. So, in the end, we need all the parking that we can get on Ada Drive, not the net gain of 2 to 3 parking spots that the Kent County Road Commission is proposing. The KCRC is also proposing to have a clear sight area in front of Godwin Ada Hardware that will remove 2 more parking spots! I have a family business that has been in Ada for almost 69 years and we have seen parking spots continually disappear and never reappear. This is our final chance as Ada Township Business owners to reclaim the parking that we once had and now need more than ever with all the new business in the Village of Ada.

I hope that Township Supervisor George Haga, Ada Township Board and the Ada Township Downtown Development Authority will stand up and do what the people in Ada Township asked for, along with what the businesses in Ada Township need, the engineering companies envisioned, and the parking consultant suggested to do with parking and the intersection of Ada Drive & Thornapple River Drive; and do not do what the Kent County Road Commission want to do for reengineering of the Village of Ada Drive. Please change Ada Drive with the maximum amount of parking possible, a 4 way stop at Ada Drive & Thornapple River Drive to calm down traffic, and make it safer for pedestrians to cross Ada Drive. Just remember, these are long term goals that different committees worked very hard and diligently on.

Please ask the residents of Ada Township as to what they want to happen with the intersection of Ada Drive & Thornapple River Drive. They are not ignorant. They have very good opinions as to what the intersection should look like to work correctly.

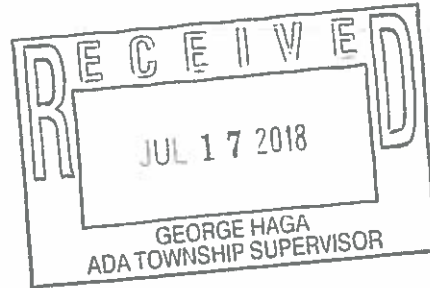
I would like to see that Ada Township use all available means to see that the Envision Ada Plans are used to remodel the old portion of the Village of Ada the correct way so it will also prosper and look energetic, not look like the Old Side Of Ada as many people say it looks like to day.

Sincerely:

Walter L. Vander Wulp

ADA LIQUOR

Harsh Azad LLC
574 Ada Drive
Ada, Michigan 49301



July 14, 2018

George Haga, Ada Township Supervisor
Ada Township Board
Ada Township DDA
P.O. Box 370
Ada, Michigan 49301

To Whom It May Concern:

I would like to give some feed back on the trial curb that was done on July 12, 13 on Ada Drive and Thornapple River Drive by the Kent County Road Commission. I would, as a business owner, like to see more parking on both sides of Ada Drive, not the long bump outs that the Kent County Road Commission is proposing. I was disappointed to see a gain of only 2 to 3 parking spots where there can be many more parking spots if done correctly. The bump outs should be no longer than the ones on the new part of Ada Drive past Hedley Street to make the road look the same. Please help find more parking for the businesses in the old part of Ada.

Sincerely, Harsh Azad LLC

Signature 



Ada Township

Amy Van Andel Library & Community Center



Executive Summary

The Architect issued the first programming document with an overall square footage need of 27,615 SF (low) to 29,917 SF (high). The natural design progression may reduce this square footage closer to the target of 24,000 SF to help maintain the budget. The Architect's Visioning Report documents the design should focus on "Special" rather than "Space." A large facility was not a goal of the Building Committee but rather designing around the priorities of *creating connections, community hub, iconic, functional and efficient* that invokes feelings of *Inviting, Wow, and Friendly* yet being *Functional, Accessible and Busy*.

Progress This Period

July 2018

- Design Workshop and Programming Review completed on 7/19/18 with Building Committee.
- Architect issued Programming Report 7/20/18.
- Architect gave design update at 7/23/18 Ada Township Board meeting.
- Conducted building tour with Building Committee and Architect at the East Grand Rapids branch library on 7/23/18.
- Soil borings completed 8/1/18 by MTC.

Planned For Next Period

August 2018

- Erhardt Construction to issue construction estimate based on initial 29,917 SF. Estimate should help quantify the variance between funding and estimate.
- Design Workshop scheduled for 8/20/18 with the Building Committee.
- Architect to present design/programming progress at the 8/27/18 Ada Township Board meeting.

Key Issues / Risks / Decisions

1. **Design:** Programming document issued that captures the size, needs and functions of the community center and library. Initial square footage of 29,917 is greater than anticipated and needs to be reduced to maintain budget. Architect to review with KDL and Ada Township.
2. **Due Diligence:** Soil borings completed. Need to complete Geotech report to assist in design of building's foundation.
3. **Budget:** Approximately \$9,939,537 of funding is available per Ada Twp. Budget must be maintained throughout the design process.

Key Milestone Status

Milestone	Status	Target Date
Engage Architect	Complete	5/14/18
Engage Construction Manager	Complete	6/11/18
Complete Design	In Progress	12/10/18
Start Construction		February 2019
Complete Construction		February 2020
Begin Operations		March 2020



MEMORANDUM

Date: 7/25/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: TIF Reform Legislation

In March, the governor signed PA 57 of 2018 known as the “Recodified Tax Increment Finance Authority Act”. Act 57 is meant to create greater transparency in the way tax increment entities (such as DDAs) operate by creating new requirements for annual reporting and publication of certain required information.

DDAs are now required to publish the following information on a webpage:

- Board meeting minutes
- Annual budgets and audits
- Currently adopted development and TIF plans
- Current listing of authority staff with contact information
- Listing of current contracts
- An updated synopsis of activities of the authority

This information must be provided within 180 days following the close of the DDA’s fiscal year after January 1, 2019. For the Ada Township DDA, this deadline is September 30, 2019.

Act 57 also requires that DDAs hold at least two informational meetings each year on the authority’s activities and provide notice of the meetings to affected taxing jurisdictions. These meetings will need to be included in the DDA’s 2019 meeting schedule.

Finally, Act 57 requires that DDAs annually file the following information with the Department of Treasury:

- Amendments to existing development and TIF plans
- Authority fund balances
- TIF revenues generated and affected taxing jurisdictions
- Initial and current assessed values of the authority’s district

Failure to report as required will result in the DDA being precluded from capturing any TIF revenues that are in excess of amounts necessary to pay bonded indebtedness.

The provisions of Act 57 become effective January 1, 2019.

Changes Ahead for Tax Increment Entities Under New State Law

While financing public infrastructure improvements through the use tax increment financing by downtown development authorities, local development finance authorities, and corridor improvement authorities is not new in Michigan, those entities will be established and will operate under a new statute as a result of legislation approved by the state legislature and signed by the Governor earlier this year.

In March, the Governor signed PA 57 of 2018 known as the "Recodified Tax Increment Finance Act." Act 57 repeals nine existing statutes that authorized municipalities to establish tax increment entities, such as downtown development authorities, local development finance authorities, corridor improvement authorities, water resource improvement authorities, tax increment finance authorities, as well as four lesser known and utilized types of authorities, and places all of those authorities under Act 57. Act 57 does not repeal or make changes to the State's Brownfield Redevelopment Financing Act.

Act 57 does not make substantive changes to the process by which a tax increment entity, such as a downtown development authority, is established or adopts its development plan and tax increment financing plan. There is no change in the ability of affected taxing jurisdictions to opt out of existing or newly established tax increment entities or tax increment financing plans, or require authorities and their plans to "sunset" after a certain period of time, which were features of previously introduced bills over the past several years. However, Act 57 does make substantive changes in the way a tax increment entity operates, most notably with respect to annual reporting, publication of certain required information, and failure to comply with the statute's reporting requirement.

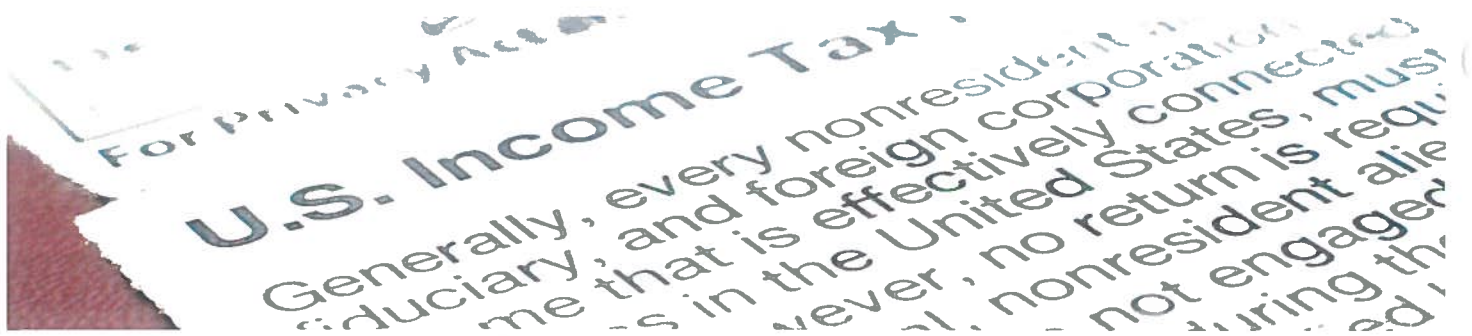
In order to provide "transparency" as to a tax increment entity's operations, under the Recodified Tax Increment Finance Authority Act an authority is required to create a website or utilize a municipality's existing website to regularly maintain all authority records and documents. The authority's webpage must also include: authority board meeting minutes; annual budgets, including encumbered and unencumbered fund balances; annual audits; currently adopted development and tax increment financing plans; a current listing of authority staff with contact information; a current listing of contracts and other documents related to management of the authority with a description of the contracts and services provided to the authority; and an "updated synopsis" of activities of the authority.

The updated synopsis of the activities of the authority must include information regarding the authority's accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately

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Randall L. Velzen
John C. Arndts
James F. Scales
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Andrea D. Crumback
Daniel J. Parmeter, Jr.
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Nathaniel R. Wolf
Jennifer A. Puplava
Benjamin A. Zanea
Christopher D. Matthyssse
Ronald M. Redick
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Philip M. Idema
Stephen J. Mulder
Scott S. Brinkmeyer
Daniel J. Kozera, Jr.

Paralegals
Crystal M. Steinebach
Jamie N. Fortney
Sheba L. Wilburn



Changes Ahead for Tax Increment Entities Under New State Law, continued from page 1

preceding fiscal year; a list of authority projects and investments, including active and completed projects for the immediately preceding fiscal year; and a list of authority events and promotional campaigns for the immediately preceding fiscal year. Most importantly, the synopsis must disclose and provide information on the accumulation of tax increment revenues that are not expended within five years of receipt. Under the statute, an authority is required to detail the reasons for accumulating the funds, the proposed uses for the accumulated funds, and the time frame for the use of those funds. If any tax increment revenues have not been expended within 10 years of receipt, an authority must disclose the total amount of those funds and provide a written explanation of why those funds have not been expended.

The information, including the synopsis, must be provided within 180 days following the close of the authority's fiscal year after January 1, 2019. So, for example, if an authority's fiscal year ends June 30, the authority must comply with the reporting requirements by December 30, 2019.

The statute requires an authority to hold not less than two informational meetings each year on the authority's activities (and provide notice of the meetings on the website and to affected taxing jurisdictions whose millage is subject to capture by the authority not less than 14 days prior to the informational meeting).

Further, an authority will be required to file certain information with the Michigan Department of Treasury on an annual basis, if the authority is capturing tax increment revenues. Information that must be filed with the Department of Treasury includes: amendments to existing development plans and tax increment financing plans; authority fund balances for encumbered and unencumbered accounts; tax increment revenues generated and affected taxing jurisdictions from which the revenues were generated; and the initial and current assessed values of the authority's district by property tax classification and amounts on hand in authority accounts, the source of the revenues on hand, and any expenditures from authority funds. The report must be filed with the Michigan Department of Treasury at the same time the authority's audit is done.

The statute establishes actual enforcement mechanisms for failure to comply with Act 57's reporting requirements. For example, an authority that fails to report as required will be precluded from capturing any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness or "other obligations" for a period in which an authority is determined to be in noncompliance. Further, an authority could not amend or approve a tax increment financing plan during such period of noncompliance. If an authority is determined to be in noncompliance for a period of two consecutive years, the authority is prohibited from capturing tax increment revenues in excess of the amounts necessary to pay bonded indebtedness or other obligations without approval, in the form of a resolution, adopted by the governing body of the municipality establishing the authority and the governing bodies of all of the affected taxing jurisdictions. All other tax increment revenues not necessary for paying debt service or other obligations would need to be returned to the affected taxing jurisdictions as "surplus revenues" under the applicable part of the statute for that type of tax increment entity, unless the authority is expressly permitted to retain those revenues by affected taxing jurisdictions. The Michigan Department of Treasury is authorized to monitor and enforce the reporting requirements under the statute, as well as promulgate rules and regulations under the statute.

The provisions of Act 57 become effective January 1, 2019. Authorities are advised to begin gathering the necessary information and preparing a webpage to comply with the requirements of the statute. Moreover, authorities will need to schedule, as part of the annual meeting schedule, and plan for the required semi-annual public informational meetings.



MEMORANDUM

Date: 8/6/18

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 7/31/18

Significant DDA financial activity during July included the following:

- \$560.00 in operating supplies/services includes payment to Sanisweep Inc. for street sweeping services.

With respect to the Farmers' Market, the Market has net positive income to date of \$4,717.46 for the 2018 season. Revenues to date total \$7,780.00.

User: HILBRANDS

DB: Ada

PERIOD ENDING 07/31/2018

ADA TOWNSHIP DDA

INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	15,351.00	0.00	0.00	15,351.00	0.00	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000.000		16,351.00	0.00	0.00	16,351.00	0.00	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	295,796.00	0.00	1,390.64	294,405.36	0.47	0.00
248-020.000-423.000	TAXES: IFT	28,116.00	0.00	0.00	28,116.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	0.00	121,000.00	0.00	0.00
Total Dept 020.000 - TAXES		444,912.00	0.00	1,390.64	443,521.36	0.31	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	655.00	7,780.00	2,820.00	73.40	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	655.00	7,780.00	3,820.00	67.07	0.00
TOTAL REVENUES		472,863.00	655.00	9,170.64	463,692.36	1.94	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	178,621.00	0.00	0.00	178,621.00	0.00	0.00
Total Dept 000.000		178,621.00	0.00	0.00	178,621.00	0.00	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	30,636.00	3,915.36	17,599.83	13,036.17	57.45	0.00
248-170.000-704.001	WAGES - SUPPORT	12,360.00	0.00	0.00	12,360.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	2,665.00	238.12	1,070.28	1,594.72	40.16	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	623.00	55.69	250.32	372.68	40.18	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	4,300.00	391.54	1,760.01	2,539.99	40.93	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,638.00	301.76	1,357.94	1,280.06	51.48	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	11,675.00	560.00	834.70	9,175.30	21.41	1,665.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	171.97	773.77	1,206.23	39.08	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	0.00	560.00	0.00	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	17,000.00	0.00	0.00	17,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	0.00	1,350.00	7,515.00	15.23	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	0.00	368.00	0.00	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-821.000	ENGINEERING	0.00	0.00	7,920.99	(7,920.99)	100.00	0.00
248-170.000-828.000	LEGAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	325.00	0.00	0.00	325.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	37,000.00	0.00	0.00	37,000.00	0.00	0.00

PERIOD ENDING 07/31/2018

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		136,620.00	5,634.44	32,917.84	102,037.16	25.31	1,665.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	36.53	146.12	(146.12)	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	36.53	146.12	(146.12)	100.00	0.00
TOTAL EXPENDITURES		315,241.00	5,670.97	33,063.96	280,512.04	11.02	1,665.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		472,863.00	655.00	9,170.64	463,692.36	1.94	0.00
TOTAL EXPENDITURES		315,241.00	5,670.97	33,063.96	280,512.04	11.02	1,665.00
NET OF REVENUES & EXPENDITURES		157,622.00	(5,015.97)	(23,893.32)	183,180.32	16.21	(1,665.00)
BEG. FUND BALANCE		709,982.49		709,982.49			
NET OF REVENUES/EXPENDITURES - 2017-18				(330,015.97)	(330,015.97)		
END FUND BALANCE		867,604.49		356,073.20			

PERIOD ENDING 07/31/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	655.00	7,780.00	2,820.00	73.40	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	655.00	7,780.00	3,820.00	67.07	0.00
TOTAL REVENUES		11,600.00	655.00	7,780.00	3,820.00	67.07	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	171.97	773.77	1,206.23	39.08	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	0.00	1,350.00	7,515.00	15.23	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		11,470.00	171.97	2,123.77	9,346.23	18.52	0.00
TOTAL EXPENDITURES		11,470.00	171.97	2,123.77	9,346.23	18.52	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		11,600.00	655.00	7,780.00	3,820.00	67.07	0.00
TOTAL EXPENDITURES		11,470.00	171.97	2,123.77	9,346.23	18.52	0.00
NET OF REVENUES & EXPENDITURES		130.00	483.03	5,656.23	(5,526.23)	4,350.95	0.00

ADA FARMERS' MARKET
2018 SEASON REVENUE, EXPENSE AND NET INCOME
07/31/18

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/18
		Total Revenues and Expenditures, 4/1/17 to 1/31/18	\$11,115.00	\$9,056.32	\$13,869.20	
248.170.801	2/06/18	Market Master Services - January, 2018		\$105.00	\$13,764.20	-\$105.00
248.170.740	3/09/18	Operating Supplies - Internet Services		\$68.13	\$13,696.07	-\$173.13
248.170.801	3/15/18	Market Master Services - February, 2018		\$150.00	\$13,546.07	-\$323.13
248.170.740	3/23/18	Operating Supplies - Petty Cash Reimbursement		\$31.43	\$13,514.64	-\$354.56
248.170.740	3/31/18	Operating Supplies - Supply Reimbursements		\$108.09	\$13,406.55	-\$462.65
248.170.740	3/31/18	Supplies, General, Farmers Market, Asses		\$4.55	\$13,402.00	-\$467.20
248.170.740	3/31/18	Operating Supplies - Internet Services		\$21.57	\$13,380.43	-\$488.77
248.170.801	3/31/18	Market Master Services - March, 2018		\$450.00	\$12,930.43	-\$938.77
248.028.694	4/09/18	Vendor Registration Fees	\$255.00		\$13,185.43	-\$683.77
248.028.694	4/18/18	Vendor Registration Fees	\$815.00		\$14,000.43	\$131.23
248.028.694	4/20/18	Vendor Registration Fees	\$1,220.00		\$15,220.43	\$1,351.23
248.028.694	5/01/18	Vendor Registration Fees	\$560.00		\$15,780.43	\$1,911.23
248.170.801	5/08/18	Market Master Services - April, 2018		\$600.00	\$15,180.43	\$1,311.23
248.028.694	5/14/18	Vendor Registration Fees	\$1,885.00		\$17,065.43	\$3,196.23
248.028.694	5/23/18	Vendor Registration Fees	\$510.00		\$17,575.43	\$3,706.23
248.028.694	5/31/18	Vendor Registration Fees	\$305.00		\$17,880.43	\$4,011.23
248.170.801	6/05/18	Market Master Services - May, 2018		\$750.00	\$17,130.43	\$3,261.23
248.170.740	6/05/18	Operating Supplies - Petty Cash Reimbursement		\$200.00	\$16,930.43	\$3,061.23
248.170.740	6/05/18	Operating Supplies - Supply Reimbursements		\$150.00	\$16,780.43	\$2,911.23
248.170.740	6/06/18	Operating Supplies - Farmers Market Tent Repair		\$143.92	\$16,636.51	\$2,767.31
248.028.694	6/07/18	Vendor Registration Fees	\$535.00		\$17,171.51	\$3,302.31
248.028.694	6/08/18	Vendor Registration Fees	\$355.00		\$17,526.51	\$3,657.31
248.028.694	6/11/18	Vendor Registration Fees	\$255.00		\$17,781.51	\$3,912.31
248.028.694	6/19/18	Vendor Registration Fees	\$255.00		\$18,036.51	\$4,167.31
248.028.694	6/21/18	Vendor Registration Fees	\$75.00		\$18,111.51	\$4,242.31
248.028.694	6/27/18	Vendor Registration Fees	\$100.00		\$18,211.51	\$4,342.31
248.170.740	6/29/18	Operating Supplies - Petty Cash Reimbursement		\$107.88	\$18,103.63	\$4,234.43
248.028.694	7/11/18	Vendor Registration Fees	\$200.00		\$18,303.63	\$4,434.43
248.170.740	7/11/18	Operating Supplies - Farmers' Market Banners		\$171.97	\$18,131.66	\$4,262.46
248.028.694	7/18/18	Vendor Registration Fees	\$330.00		\$18,461.66	\$4,592.46
248.028.694	7/25/18	Vendor Registration Fees	\$125.00		\$18,586.66	\$4,717.46
Total, 2018 Season, beginning 2/1/18			\$7,780.00	\$3,062.54		\$4,717.46
Total, Fiscal YTD, beginning 4/1/18			\$7,780.00	\$2,123.77		\$5,656.23