

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE JANUARY 3, 2012 MEETING**

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren.

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Bob Kullgren, Betsy Ratzsch, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** Jim Ippel, Tom Korth, Devin Norman

**STAFF PRESENT:** Jim Ferro, Planning Director

**OTHERS PRESENT:** Noelle Divozzo, 7115 Bronson St.

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**APPROVAL OF MINUTES OF DECEMBER 5, 2011 MEETING**

It was moved by Bowersox, seconded by VanderWulp, to approve the minutes of the December 5, 2011 meeting as presented.

Motion approved unanimously.

**APPROVAL OF FY 2012-13 MEETING SCHEDULE**

The proposed meeting schedule for fiscal year 2012-13 was approved by consent.

**STATUS OF BRONSON ST. PROJECT**

Ferro reported that the Township Board unanimously accepted the DDA Board's recommendation to construct the 7 parking spaces which had been deleted from the initial construction, with the costs to be paid as recommended by the DDA Board. Ferro noted that the cost and financing figures were reported incorrectly in The Cadence.

Haga stated that the Township Board approved the not-to-exceed amount of \$11,114 to be paid by the Township, with any cost in excess of this to be paid by Moore & Bruggink. Haga added that Moore & Bruggink is planning to re-advertise for bids for this work, with Moore & Bruggink paying the costs of re-bidding the work.

Kullgren read e-mail correspondence from Noelle Divozzo, 7115 Bronson St., regarding the decision to add the 7 parking spaces. Afterward, Kullgren invited comment from Divozzo, who was present. Divozzo stated that loss of more trees in the Village and replacement with additional pavement risks losing the character of the Village that draws people here. Divozzo stated she did not believe additional mature oak trees should be lost in order to add more parking spaces, which do not appear to be needed.

Board members and staff clarified for Divozzo the location of proposed added parking spaces and the trees in question. It was noted that while they are not insignificant, the trees in question are not mature oak trees similar to the large oaks at the east and west ends of Bronson St.

**DDA FINANCIAL REPORT**

Ferro reviewed the revenue and expense report for the current fiscal year through December 28. Kullgren noted the fact that the Township's fiscal year does not coincide with the Farmers' Market season, and that he has been discussing with George and Jim his desire for a solution.

In discussion, Board members expressed the view that a high priority should be given to providing accurate and appropriate financial reporting for the Farmers' Market.

Kullgren noted that the DDA operates the market in the Village of Sparta, and that we might wish to look into how their accounting is handled.

VanderWulp suggesting using Quickbooks for the Farmer's Market records, and noted that there needs to be a sound financial and accounting structure in order for the Market to be successful in the long term.

Kullgren mentioned that the recent Master Plan survey conducted by the Planning Commission found that the Farmers' Market ranked highly in importance by those who responded to the survey. Ferro noted these results would be shared with the DDA Board when the survey analysis is completed.

### **DISCUSSION OF 2012-13 PROJECT AND BUDGET PRIORITIES**

The Board briefly discussed budget and project priorities for the coming fiscal year. Kullgren reviewed the priority list adopted by the DDA Board last year, noting those items which had been accomplished and those remaining to be worked on. Kullgren stated he believes there is a need for better ways to advertise community events, instead of the banners that are now hung at the Fire Station and railroad viaduct embankment. He also suggested there is a need for community entry signage. Kullgren suggested the DDA may also wish to publish another Report to the Community in the coming year.

Ferro suggested providing an improved public parking sign for The Community lot on Thornapple River Dr. VanderWulp and Ratzsch suggested that better signage for public parking availability at the Township offices is also needed. Ferro also mentioned a possible joint project with the Historical Society to develop a historic building walking tour as a candidate for the budget. Ferro also noted that the streetscape furnishings project had not yet been accomplished.

Kullgren stated this item would need to be scheduled for additional discussion at the next meeting.

### **BOARD MEMBER COMMENT:**

Ratzsch informed the Board that this would be her last Board meeting, as her term is expiring and she has decided not to renew her term. She stated she may be interested in returning to the Board in the future.

Board members commended Ratzsch for her Board service.

VanderWulp commented on the recent incidents of "tagging" with spray paint that has occurred in the community, and stated that this is something that needs to be controlled before it starts the community down a declining path. He stated his inquiries to the Sheriff's Department were not responded to.

Haga stated that reports on this have been filed by the Township with the Sheriff's Department, and he would be following up with them.

**PUBLIC COMMENT:** There was no public comment.

### **ADJOURNMENT:**

The meeting was adjourned at 10:15 a.m.

Respectfully submitted:

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Tom Korth, Secretary