

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 9, 2017 MEETING**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 A.M. by Chairman Bob Kullgren at the Ada Township office, 7330 Thornapple River Drive SE, Ada, MI.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Bob Kullgren, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Andro, Norman

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Approximately 10

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. APPROVAL OF MINUTES OF DECEMBER 12, 2016 MEETING

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the December 12, 2016 meeting as presented.

Motion approved unanimously.

IV. STATUS OF PROJECTS

Bronson St. Parking:

Ferro referred to his written staff report. He informed the Board that we have now received approval from the railroad for the Bronson St. parking project.

Ada Dr. Project:

Ferro stated with regard to the Ada Drive project, we have final drafts of agreements with property owners circulating for signature, addressing the approvals needed for parking lot and driveway adjustments and temporary access arrangements.

Parking Study Update:

Ferro reported the engagement letter has been signed with the parking consultant for the parking study update, and inventory data regarding building square footage and parking inventory is being assembled to provide to the consultant.

Kullgren noted the original parking study did not include the area where Spectrum Health and Heidi Christine are located. He asked whether this area would be included in the scope of the update. Ferro stated it would be.

Capital Campaign Feasibility Study:

Kullgren reported on the status of the Capital Campaign Feasibility Study. Kullgren stated a preliminary list of interview candidates has been prepared, and a schedule has been developed to mail invitations to

participate to the candidates in early February. He stated the interviews would then be scheduled with Keith Hopkins, with plans for a draft report being presented to the DDA Board by the consultant in May.

Envision Ada Project Manager Recruitment

Kullgren reported that two applications have been submitted thus far, and that some questions regarding the position have been submitted by email, as to planned duration of the position, whether it would be full or part-time, and whether funding has been approved for the position. Kullgren stated that a response needs to be provided to these questions.

Harrison commented he sees these as issues for the DDA Board to address. He stated the need may be full-time now, but not necessarily for the long term. Harrison stated we also need to consider how the Farmers' Market might be managed in the future, as well as special event management.

He suggested an agreement with a candidate should be on a year-to-year basis to accommodate potential changes in the scope of responsibilities.

Ferro stated that the response to the questions received should be provided to all applicants.

Harrison suggested use of online employment search resources, such as Monster.com and Indeed.com. Ferro stated he would look into those today. He stated that the online sites he has looked at have rather large fees.

V. APPROVAL OF AMENDED AND RESTATED PARKING AGREEMENT WITH THE COMMUNITY

Kullgren stated we should have a meeting with the church soon to see if some type of permanent agreement could be reached with them regarding use of their property for public parking.

He stated we also need to consider the impact of a potential short-term parking agreement on the future of the Farmers' Market.

Ferro stated the previous agreement had expired in June, 2015. Ferro presented the proposed agreement with The Community church, to renew the agreement for public parking use of the church parking lot for 17 months.

Ferro stated the agreement requires the Township to stripe the parking lot this year, which he estimates being at a cost of about \$400.

Ferro stated that if the church commits to the partnership with a developer that the church is considering, Pastor Billy Norden has indicated to him that they would anticipate still having the use of their parking lot during a first phase of construction.

It was moved by Harrison, seconded by Bowersox, to approve the agreement with The Community.

Wright asked if the church knows whether they will have parking available for us in the future. Ferro stated the concept plan he has seen briefly had a 100-space parking area on it, which is larger than the current lot. He stated he doesn't know whether there is potential for a portion of that to be secured as public parking.

Kullgren stated we need to ask those questions now, before the church makes commitments.

Harrison stated we will need to determine what the cost of securing permanent public parking on this site would be.

Following discussion, the motion was approved by unanimous vote.

VI. DISCUSSION OF FY 2017-18 BUDGET NEEDS

Kullgren presented an overview of the likely sequence of construction activities this summer in the shopping center area, including River Street, the connector street between River Street and Ada Drive, re-location of the school house to a temporary location, construction of the street and potential relocation of the schoolhouse to a permanent location on the future park site.

Ferro stated Geld has told use the school house building will need to be relocated by June, so that River St. construction can begin. He stated he has obtained a verbal, non-binding estimate of approximately \$9,000 to move the building to a nearby location and move it back to a permanent foundation.

Ferro stated he was expecting a written proposal today from Progressive AE for preliminary design of the riverfront park. He noted that Progressive is already working on the streetscape design for River St., and it makes sense to use the same design consultant for the immediately adjacent park improvements, including the plaza on which the school house would be permanently located.

Kullgren noted Progressive also provided consulting services to us for the development of the original conceptual amenity site plans. He stated that based on their previous work, ongoing work on River St. and the need for these services soon, it makes sense to contract with them.

Wright asked whether we have any costs estimate for the paved plazas that we are considering constructing this year. Ferro stated they were included in the cost estimate prepared a year ago based on the conceptual plan that was prepared, but he does not recall the amount.

Kullgren suggested Ferro discuss with Progressive whether action on a proposal can wait until the February meeting, or whether it needs to be considered sooner than that.

VII. STAFF REPORTS

Communications Consulting Services Agreement with SeyferthPR:

Ferro stated that a services agreement has been entered into with Seyferth PR to assist us for a 90-day period in developing and implementing a communications program regarding Envision Ada matters.

Haga stated that Seyferth staff would be attending all meetings of Township Boards and Commissions, and will be assisting in preparing summary communications to all Boards regarding the activities at each group's meetings. He stated Seyferth would also be assisting in developing communications and signage relating to the traffic and access impacts of the Ada Drive construction.

Haga stated several businesses in the shopping center would be receiving notices from Geld that they will need to vacate their premises by mid-summer, in preparation for new street construction within the shopping center area.

Haga stated we would be rolling out public communications regarding Phase 1 detour plans in February, including providing maps and materials that businesses can use in communicating with their customers and clients regarding accessing their sites during Ada Drive construction. Haga stated a master calendar is also in the works.

Kullgren encouraged that the communications between Boards be concise, and that each Board receives the communications they desire.

Eileen McNeil, Seyferth PR, stated their plan is to boil down meetings into 1 or 2 paragraphs at most, and share that information with all Boards.

Agreements on February Agenda:

Ferro reported that two proposed agreements for the Board's consideration would be on the February agenda – one being a proposed amendment to the original Development Agreement previously entered into with Geld, LLC, and the second being an agreement with the Township committing to payment of DDA funds to the Township in the future toward the cost of principal and interest payments on bonds issued for Envision Ada projects.

DDA Financial Report – 12/31/16

Ferro commented that DDA tax revenues have started to come in, and that what was received in December is a very small portion of the revenues that will come in by February.

Haga noted the budget has been amended to include the Hopkins contract or the Capital Campaign Feasibility Study as well as the snow removal services contract with Woods Landscaping.

Farmers Market Annual Report, 2016

Ferro stated the Farmers Market Annual Report would not be presented until February.

VIII. BOARD MEMBER COMMENT None

IX. PUBLIC COMMENT None

X. ADJOURNMENT

It was moved by Bowersox, seconded by Harrison, to adjourn the meeting at 9:17 a.m. Motion approved.

Respectfully submitted,

Devin Norman, Secretary/Treasurer