

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE JANUARY 12, 2015 MEETING**

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

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director

OTHERS PRESENT: Susan Burton, Township Clerk, Jennie Mac Anaspie, Farmers' Market Manager, Steve Dertz, Amway Corp.

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF THE DECEMBER 15, 2014 MEETING

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the December 15, 2014 meeting as presented.

Motion passed unanimously.

DDA FINANCIAL REPORT, 12/31/14

Ferro stated there was very little financial activity in the DDA Fund in December. Ferro noted there was a \$3,000 expenditure for architectural fees to Dixon Architects for development of an initial concept plan for the proposed civic building/Farmers' Market pavilion. He also noted that the Farmers' Market will end its 2014 season, which follows the calendar year, with net positive income of about \$1,500.

STATUS OF ENVISION ADA IMPLEMENTATION

Kullgren reported that on the day following last month's meeting, Township representatives consisting of himself, Haga, Korth, Ferro and the Township's engineering consultant, Steve Groenenboom, had a meeting with Steve Dertz and consultant team members from Progressive AE, to begin to explore options for the Headley St. extension project. Kullgren stated that challenges continue in moving forward with the initial plan, with respect to cost of acquiring the Kniff property, and willingness of the owner of the Weaver property to sell.

Kullgren stated options explored at the meeting were wide-ranging, and included a "do nothing" option in which Headley St. would not be extended east of Ada Drive, modifying the alignment of the extension, and leaving the Headley layout as currently planned, but choosing a different project as a first phase.

Kullgren added that finalizing a formal development agreement with Amway is highly dependent on resolving the scope of the first phase project, since there are important exhibits in the development agreement pertaining to project scope, cost and relative financial shares of the parties.

Ferro stated work is progressing on the appraisals of the Kniff and Weaver properties, and that the owner of the Kniff property has expressed willingness to allow our appraiser to conduct a building walk-through.

Kullgren stated that there have been no conclusions reached yet on what option should be pursued with respect to the Headley St. project, and that Progressive AE is still completing their analysis of the engineering aspects of the options and their costs. Kullgren stated that the assignment given to Progressive is to have this completed soon so that the information and a possible recommendation can be

placed before the DDA Board at the February meeting.

EXTENSION OF FARMERS' MARKET MANAGER CONTRACT FOR JANUARY THROUGH MARCH, 2015

Ferro stated that the Market Manager's contract is based on the calendar year, and the current agreement expired December 31. Ferro stated he would like to shift the year-long agreement to coincide with the Township's April 1 fiscal year, and therefore is proposing to extend the previous agreement for the first 3 months of 2015. Ferro stated that between now and next month's meeting, a review of Jennie's performance during the 2014 market season will be completed, and a proposed new year-long agreement with potential modifications to the annual work plan will be presented for Board action at the February meeting.

Following discussion, it was moved by Bowersox, seconded by Korth, to approve a 3-month extension of the Market Manager agreement with Jennie Mac Anaspie, based on the same hours and hourly rate for January through March contained in the 2014 agreement.

Motion passed unanimously.

APPROVAL OF FISCAL YEAR 2015-16 MEETING CALENDAR

Ferro presented a Board meeting calendar for the Fiscal Year beginning April 1 for approval. It was moved by Haga, seconded by Korth, to approve the meeting calendar as presented. Motion passed unanimously.

REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 2015-16

Ferro and Haga presented a draft budget for the DDA for the fiscal year beginning April 1. Haga pointed out that the DDA's tax increment revenues for the current fiscal year would be significantly greater than the amount originally budgeted, and were projected to be \$169,000 for the next fiscal year. Ferro pointed out that a \$50,000 expenditure was included in the proposed budget for architectural services for the planned Civic Building/Farmers Market pavilion included in the Envision Ada plan. Ferro also stated that the Farmers' Market draft budget at this time shows total revenues of \$8,500, and expenditures of \$11,605, which would result in a net loss for the Market. Ferro stated the Market Manager is working on a proposed budget for a special event that would produce additional net income, and the event revenues and expenses would be included in a final proposed budget.

Kullgren asked whether the \$1,000 expenditure budgeted for 15 replacement light pole banners includes all of the current banners. Ferro stated he would look into this.

No action was taken on the proposed budget, pending completion of the special event budget.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

The meeting was adjourned at 9:10 a.m.

Respectfully submitted:

Tom Korth, Secretary