

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE JANUARY 13, 2014 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, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Jim Ippel

TOWNSHIP BOARD MEMBERS PRESENT: Susan Burton, Township Clerk, Norm Rhoades, Township Treasurer, Catherine Jacobs, Trustee, Paul Leblanc, Trustee, Jackie Smith, Trustee

STAFF PRESENT: Jim Ferro, Planning Director

OTHERS PRESENT: Jim White, Mika Meyers, Beckett and Jones, PLC, Steve Dertz, Amway Corp.

PUBLIC PRESENT: Bernie Veldkamp

JOINT WORK SESSION WITH TOWNSHIP BOARD REGARDING VILLAGE PLAN FINANCING OPTIONS

Prior to convening the DDA Board meeting, the Board met in a joint work session with the Ada Township Board concerning financing options for implementation of the Village Design Plan. A presentation on financing options was made by bond counsel Jim White.

Note: DDA Board member Bowersox left the meeting at 9:00 a.m.

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF DECEMBER 16 MEETING

It was moved by Harrison, seconded by VanderWulp, to approve the minutes of the December 16 meeting as presented. Motion passed unanimously.

DDA FINANCIAL REPORT, 12/31/13

Ferro presented a revenue and expense report for the DDA overall and for the Farmers' Market for the period through December 31, 2013.

APPROVAL OF PAYMENT OF PROGRESSIVE AE INVOICE DATED JANUARY 6, 2014

Ferro presented an invoice dated January 6 from Progressive AE in the amount of \$3,601.91. Ferro stated this was the final invoice for the Village Design Plan project.

It was moved by Korth, seconded by Haga, to approve payment, subject to verification that the payment amount is within the project budget.

Motion passed by 6-1 vote, with Harrison voting no.

APPROVAL OF 2014 MARKET MANAGER CONTRACT FOR ADA FARMERS MARKET

Ferro presented the proposed Memorandum of Understanding with Jennie MacAnaspie, for services as Market Manager for the Ada Farmers' Market for the 2014 season. Ferro noted that the estimate of hours and hourly compensation were the same as for the 2013 season. Ferro also presented a memo from he and Kullgren providing a summary evaluation of areas of accomplishment and areas for improvement in the Manager's performance, noting that these items have been discussed with MacAnaspie.

It was moved by Norman, seconded by Harrison, to approve the Memorandum of Understanding with

Jennie MacAnaspie for services as Market Manager in 2014, as presented.

Motion passed unanimously.

APPROVAL OF MEETING SCHEDULE FOR FISCAL YEAR 2014-15.

Ferro presented a proposed meeting schedule for the fiscal year beginning April 1. He pointed out that all of the scheduled meetings are on the Monday preceding the 3rd Thursday.

It was moved by Korth, seconded by Harrison, to approve the meeting schedule as presented.

Motion passed unanimously.

REVISIONS TO DRAFT REGULATIONS CONTAINED IN ENVISION ADA FINAL REPORT.

Ferro distributed proposed revisions to the draft regulations that had been prepared by the consultant team that he has prepared, taking into consideration written input received from Board members. He noted that these revisions have been sent to the consultant for inclusion in the Final Report.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at approximately 10:00 a.m.

Respectfully submitted:

Tom Korth, Secretary