

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE JANUARY 18, 2016 MEETING**

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

BOARD MEMBERS PRESENT: Sarah Andro, Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Bob Kullgren (via video conferencing), Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Steve Dertz, Amway Corp., Gary McAleenan, Peninsular Oil & Gas, Mark McAleenan, Peninsular Oil & Gas, Bob Weiland, Ada Hardware

APPROVAL OF AGENDA

The agenda was approved by consent.

ELECTION OF SECRETARY/TREASURER

Kullgren asked if any members were willing to serve as Board Secretary. He noted this position was made vacant by the resignation of Tom Korth from the Board.

Devin Norman stated he was willing to fill this position.

It was moved by Bowersox, seconded by Harrison, to elect Devin Norman as Secretary/Treasurer. Motion passed unanimously.

APPROVAL OF MINUTES OF DECEMBER 14, 2015 MEETING.

It was moved by Harrison, seconded by Bowersox, to approve the minutes of the December 14 meeting as presented. Motion passed unanimously.

STATUS OF HEADLEY ST. RIGHT-OF-WAY ABANDONMENT AND PROPERTY TRANSFERS

Ferro reported that quit claim deeds from both Ada Township and Geld, LLC to the property owners adjoining Headley St. on the south were recorded prior to the end of the year, conveying any interest that either party has in the former right-of-way of Headley St. to the adjoining property owners. He stated the quit claim deeds from Geld, LLC also included the Geld-owned land between the old and new right-of-way.

PROPOSED AMENITIES PLANS

Jim Ferro summarized the process that was used to obtain stakeholder and public input in the development of proposed plans for public improvements to the future public open space along the Thornapple River and between Headley St. and Fulton St.

He noted that initial input was sought from a convened group of stakeholders that included Village residents, Village business owners and Township residents at-large. Ferro stated the public open house event held in mid-December for public review of and comment on alternative plans was attended by over 60 people, and 90 people have completed the online public input survey.

Pete Lazdins, Progressive AE, presented an overview of the two proposed plans and the associated range of cost estimates for the proposed improvements.

In discussion, it was suggested that options for phasing the proposed improvements should be looked at. A subcommittee comprised of Kullgren, Haga and Harrison was appointed to evaluate the plans.

VII. Update on Envision Ada Implementation

a. Parking Study

Ferro presented a summary of the findings in the draft Village parking study report.

In discussion, Harrison stated there is a need for possible solutions to go along with the information in the study.

Kullgren suggested that the study report should be mailed to all members of the Village business community.

Ferro stated there would be a public information meeting scheduled soon, with a presentation by the parking consultant, and that invitations would be mailed to all business owners and commercial property owners.

b. Other activities.

Ferro provided schedule information on the steps involved in updating the DDA Development Plan and the process for issuing capital improvements bonds for financing of the Township's share of public improvement costs. He noted that design work is progressing on the Headley St. extension project and the re-construction of the balance of Ada Drive, between Headley St. and Fulton St. Ferro noted that the anticipated schedule for River St. has been shifted to 2017, pending the results of the analysis of the potential for a parking structure adjacent to this street.

VIII. Proposed Budget for FY 2016-17

Ferro presented a draft budget for the DDA, including the Farmers' Market, noting that the budget was not yet complete, in that it did not include personnel costs. Ferro also pointed out that the Farmers' Market budget projects a small deficit, with expenditures exceeding projected revenues by \$425.

IX. Reports and Communications

a. DDA Financial Report, 12/31/15

b. Ada Farmers' Market – 2015 Annual Report; Approval of Extra Services Compensation for Fall Festival Planning

Ferro presented the annual report on the 2015 Farmers' Market season. He stated the Market will have a small financial deficit for the year. Ferro stated that the Farmers' Market Manager, Jennie MacAnaspie, has requested extra compensation for time spent in planning a potential fall Harvest Festival event, which the Board eventually decided not to pursue. Ferro noted he negotiated with the Manager over the amount of extra compensation to be paid, and the amount was reduced down to

\$300, from an initial request of \$525.

Following discussion, it was moved by Harrison, seconded by VanderWulp, to authorize payment of the extra services compensation to the Market Manager, in the amount of \$300.

Motion passed.

c. Communication from Planning Commission

The Board reviewed a written communication from the Planning Commission, expressing the Commission's concern that future parking needs within the Village need to be assessed and a plan developed for meeting those needs.

Kullgren suggested that there may be a need for a special Board meeting within the next 30 days, for further consideration of parking needs and the amenities plans.

d. Approval of FY 2016-17 Meeting Schedule

Ferro noted that all regular meetings for the year beginning April 1 were proposed for the 2nd Monday of each month, at 8:00 a.m. The proposed meeting schedule was approved by consent.

PUBLIC COMMENT

Bob Weiland, Ada Hardware, stated he believed it was important for the parking study information to be shared with businesses in the Village, and did not think it was something we should be afraid of doing.

ADJOURNMENT:

It was moved by Harrison, seconded by Norman, to adjourn the meeting at 10:35 a.m.

Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer