

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 23, 2009 MEETING**

Draft

The meeting was called to order at 8:30 a.m. by Township Supervisor George Haga.

PRESENT: Terry Bowersox, George Haga, Tom Korth, Bob Kullgren, Devin Norman, Betsy Ratzsch, Walt VanderWulp, Ted Wright

ABSENT: Jim Ippel

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Susan Burton, Township Clerk, John Westra, Township Trustee, Deb Emory, Bryan Harrison

ADMINISTRATION OF OATH OF OFFICE

Susan Burton, Township Clerk, administered the oath of office to the Board members present.

ELECTION OF CHAIRPERSON

Haga stated that at this time only a chairperson needed to be elected. Ferro added that when Bylaws are developed for the Authority Board, there may be provisions for election of other Board officers, but that the statute required only a chairperson.

It was moved by Bowersox, seconded by Korth, to elect Robert Kullgren as chairperson of the Board.

Motion passed unanimously.

Haga turned chairing of the meeting over to Kullgren.

APPROVAL OF AGENDA

It was moved by Haga, seconded by Korth, to approve the agenda as written.

Motion passed unanimously.

OVERVIEW OF DDA PURPOSE, AUTHORITY AND RESPONSIBILITIES; OVERVIEW OF TAX INCREMENT FINANCING; SCHEDULE AND PROCESS FOR PREPARING TAX INCREMENT FINANCING PLAN AND DEVELOPMENT PLAN

Ferro reviewed information on the purpose, authority and responsibilities of a Downtown Development Authority, and the role of the DDA in implementing recommendations from the Village Design Charrette process completed in 2006. He described the use of tax increment financing as one of the primary revenue-raising mechanisms of the DDA, and the procedures for taxing authorities to “opt-out” of having their revenues automatically diverted to the DDA, and negotiating agreements with the DDA to have a portion of their revenues captured by the DDA. Ferro also reviewed the requirements and schedule for preparing the required tax increment financing plan and development plan for the DDA, and the necessity of completing and adopting the plans this spring in order to begin generating tax increment revenues.

A subcommittee consisting of George Haga, Terry Bowersox and Devin Norman was assigned the task of working with Ferro in the development of a draft plan, to be reviewed by the full Board at the next meeting.

Kullgren stated that he would take on the task of working on draft Bylaws and reviewing the draft tax base sharing agreements with Kent County and the Grand Rapids Community College.

Kullgren encouraged Board members to review agenda materials prior to meetings, and attend meetings on time. He stated that his goal is to limit meetings to two hours in length.

PUBLIC COMMENT:

John Westra, Township Trustee, commended the Board on its efforts. He encouraged the Board to use online collaboration tools available to accomplish the tight time schedule that is before them in an efficient manner. He offered to assist in helping the group be successful in his role in chairing the Committee that is working on developing a new web site for the Township.

NEXT MEETING DATE

The next meeting of the Board was scheduled for Friday, February 13, 2009, at 8:30 a.m.

ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

Respectfully submitted:

Susan Burton
Ada Township Clerk
rs:jf