

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE FEBRUARY 7, 2011 MEETING**

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren.

**BOARD MEMBERS PRESENT:** Terry Bowersox, George Haga, Jim Ippel, Tom Korth, Bob Kullgren, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** Devin Norman, Betsy Ratzsch

**STAFF PRESENT:** Jim Ferro, Planning Director

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**APPROVAL OF MINUTES**

It was moved by Bowersox, seconded by VanderWulp, to approve the minutes of the January 4, 2011 meeting. Motion passed unanimously.

**APPROVAL OF FY 2011-12 MEETING SCHEDULE**

The proposed meeting schedule for the fiscal year beginning April 1, 2011 was approved by consent.

**STATUS OF BRONSON ST. PROJECT**

Haga reported on the status of the procedural steps in issuing bonds for the Bronson St. project. He reported we are now in the 45-day period during which a petition calling for a referendum vote on the bonding proposal may be submitted.

Haga reported he has not yet contacted the railroad about the possibility of having the railroad trestle on Ada Drive painted during the same time as the Township construction activity.

Ferro reported that he researched the painting project completed at the 28<sup>th</sup> St. and Division Ave. trestles a few years ago, and found that the project was partially funded through a MDOT Transportation Enhancement grant.

**STATUS OF REPORT TO THE COMMUNITY**

Ferro distributed copies of the draft layout of the Report to the Community. He noted that there were a number of typos to be corrected, and this is in progress. In discussion, the consensus of the Board was to retain a January, 2011 date on the report.

**REVIEW OF PROPOSED FY 2011-12 BUDGET**

Ferro referred to copies of the proposed budget, noting that there were a couple of changes from the draft budget presented last month – addition of expenditure of \$4,532 in wages and related personnel costs, for 10 hours per month of the Planning Director's time, which is about 5.8% of his time, and addition of \$7,600 in projected revenues, in the form of donations for Village streetscape furnishings.

There was discussion as to whether the streetscape furnishings project should be included in the budget, on both the revenue and expenditure sides. Ferro noted that the inclusion of the project in

the budget in itself does not authorize the expenditure. Further action of the DDA Board and Township Board would be needed to implement the project. The consensus of the Board was to leave both the projected revenue and project expenditure in the budget.

Haga stated that in view of the uncertainty regarding the amount of donations toward the streetscape project, and the low DDA fund balance, he would propose deferring charging the Planning Director's time to the DDA budget this year.

#### **DISCUSSION OF MARKETING STUDY NEEDS**

The Board discussed the scope of a possible market study update for the DDA area. The view was expressed that there may be better to focus on implementing the recommendations from the study conducted as part of the Charrette process, rather than complete a new study. The question was also raised regarding whether any other market studies have been conducted by other property owners in the community.

Kullgren stated he would work on setting up a meeting of some of the major property owners in the Village.

#### **MEMBER COMMENT**

Communication from Betsy Ratzsch regarding the Tinsel, Treats & Trolley event and fund-raising for benches was reviewed, in which Ratzsch provided an update on the review/critique of the holiday event, and stated she would not be able to commit time to the bench fund-raising.

Ippel stated that he had anticipated focusing his effort only on the bicycle rack component.

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURNMENT**

The meeting was adjourned at 9:45 p.m.

Respectfully submitted:

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Tom Korth, Secretary