

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE FEBRUARY 13, 2017 MEETING**

**I. CALL TO ORDER AND ROLL CALL**

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

**BOARD MEMBERS PRESENT:** Sarah Andro, Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Bob Kullgren, Devin Norman, Walt VanderWulp

**BOARD MEMBERS ABSENT:** Ted Wright

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

**PUBLIC PRESENT:** Approximately 9

**II. APPROVAL OF AGENDA**

Kullgren suggested moving the presentation from Progressive AE to the top of the agenda. The agenda as revised was approved by consent.

**III. APPROVAL OF MINUTES OF JANUARY 9, JANUARY 16 AND JANUARY 26 MEETINGS**

It was moved by Harrison, seconded by Haga, to approve the minutes of the January 9, January 16 and January 26 meetings as presented.

Motion approved unanimously.

**IV. REPORT FROM PROGRESSIVE AE, STATUS OF DESIGN DEVELOPMENT PLAN FOR SETTLERS GROVE PARK**

Ryan Johnson, Pete Lazdins and Mike Oezer from Progressive AE presented a working draft of the design development for the proposed riverfront park. Johnson noted there is a stepped boulder retaining wall proposed to make the grade transition from the elevation of River St. and the adjacent sidewalk down to the park level. He stated that stabilization of portions of the riverbank with vertical cut slopes would involve establishing a sloped bank and stabilizing it with “fascines” made from bundled branches and twigs. He pointed out that the kayak launch shown on the original concept plan has been removed from the plan, due to the orientation of the river current hugging the bank along this portion of the river. Moving it to Leonard Field Park is suggested. He also noted that stone slab seating was shown in the proposed outdoor amphitheater area. It was also noted that use of the schoolhouse for restrooms and/or information display area was being considered.

Lazdins stated they would have an updated cost estimate prepared within a week, as well as information regarding the schedule and deadline for DNR grant applications.

**V. Proposed Plan and Budget for Public Communications/Signage during Ada Drive Construction, Seyferth PR**

Eileen McNeil, Seyferth PR, presented a proposal to provide services to the Township for a 90-day period to develop enhanced communications between Township Boards and Commission and to the public regarding Envision Ada Plan implementation and the upcoming Ada Drive Reconstruction project. Proposed fees for the services are \$7,500.

(Note: VanderWulp left the meeting at 9:00 a.m.)

Following discussion, it was moved by Haga, seconded by Norman, to approve the engagement of Seyferth PR as set forth in the proposal dated February 13, 2017.

Motion approved unanimously.

## **VI. REPORT/RECOMMENDATION RE PROJECT MANAGEMENT SERVICES; SCHEDULE SPECIAL MEETING**

Haga presented a report from the Subcommittee concerning recruitment of a Project Manager for the Envision Ada project. He noted the Subcommittee recommends that the full DDA Board hold interviews with two candidates. He also stated that Amway has indicated a willingness to provide some financial support for the cost of these services, but that the amount of support they would provide is not known at this time.

Kullgren suggested that references be checked, and that the amount of compensation to be provided for the Project Manager position should be established by the DDA Board, not by the candidates.

Following discussion, it was moved by Norman, seconded by Andro, to schedule a special meeting to be held on February 23 at 7:00 p.m., for the purpose of holding interviews with the two recommended finalists.

Motion passes unanimously.

Kullgren asked for information obtained in reference checks be communicated to the Board.

(Note: Harrison left the meeting at 10:10 a.m.)

## **VII. REPORTS AND COMMUNICATIONS**

1. Status of Proposed Amendment to Development Agreement with Geld, LLC
2. Status of Proposed Tax Sharing Agreement with Ada Township

Kullgren reported that the proposed agreements were still being prepared, and would be scheduled for Board consideration at the April meeting.

3. Report Regarding Evaluation of Parking Needs/Solutions; Parking Committee Formation

Haga reported that he has appointed a 9-member Parking Committee, with representation from the Township Board, DDA Board, Planning Commission and DDA Citizens Council. The first meeting of the Committee is scheduled for February 21. It was noted the parking study consultant would be making a presentation at the meeting.

4. Farmers' Market Annual Report

In review of the Farmers' Market Annual Report, it was requested that the Market Manager be present. The Board postponed review of the report to the March meeting. Commend was made that there appears to be a trend of declining revenue over the last several years. It was also suggested that the report should identify both the current and proposed vendor registration fees.

Ferro reported that a proposed new building for Zeytin Restaurant, to be located within the redeveloped shopping center area, is on the Planning Commission agenda for review at the February meeting.

Ferro requested input from the Board regarding the disposition and possible replacement of the wood Ada Village/Covered Bridge sign located on Ada Drive near Chase Bank, which needs to be removed, temporarily stored and re-installed as part of the Ada Drive project. He suggested the possibility of replacing the sign rather than re-installing it. The consensus of the Board was to postpone consideration of this matter to a later date.

**VIII. BOARD MEMBER COMMENT**      None

**IX. PUBLIC COMMENT**              None

**X. ADJOURNMENT**

It was moved by Norman, seconded by Bowersox, to adjourn the meeting at 10:30 a.m. Motion approved.

Respectfully submitted,

---

Devin Norman, Secretary/Treasurer