

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

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

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

**BOARD MEMBERS ABSENT:** None

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

**ALSO PRESENT:** Steve Groenenboom, P.E., Moore & Bruggink

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**APPROVAL OF MINUTES**

The minutes of the February 7, 2011 meeting were approved by consent, as presented.

**STATUS OF PROJECTS**

Commercial Space Inventory:

Ferro reported staff is beginning work on this project, starting with extracting data from the township assessing records, and importing it to a database as a starting point.

Kullgren suggested that we consider and possibly interface with existing data available through the web from realtors on available space.

Ferro stated that he is looking into what resources are already available through the GRAR web site, and whether information targeted to our geographic area of interest can be obtained.

Ippel stated it is important to consider that there are several examples of space available for rent by owner that is not addressed in realtors' association's listings.

Norman stated that a DDA inventory of available property could provide an alternative for property owners that would save them the cost of commissions. Norman volunteered to assist in developing this database.

Kullgren suggested the possibility of using some of the \$8,000 in funds budgeted for unspecified marketing/promotion to develop this aspect of our web site.

Haga suggested the possibility of bringing Angela Butterfield, the Township's web consultant, into this effort.

Streetscape Furnishings Plan:

Ferro reported that a location plan for streetscape furnishings needs to be developed, and that a process for input on selecting furnishings needs to be set up. He suggested a Subcommittee be assigned to work with him in reviewing manufacturers' literature and selecting fixtures.

Ippel and Korth will work with Ferro on this.

Schedule and Plans for Traffic Management for Ada Dr. Sewer Replacement/Repaving Project and Bronson St. Streetscape Project:

Steve Groenenboom presented an overview of the preliminary schedule for the sewer force main replacement project on Ada Drive, the Road Commission's re-paving project on Ada Drive and the Bronson St. streetscape project.

Groenenboom stated the Road Commission plans to start the repaving project between Fox Hollow Ave. and Thornapple River Dr. in the last week of July, with completion in mid-to-late August.

He stated that the sewer replacement work on Ada Drive between Thornapple River Dr. and the railroad viaduct would probably be in the first week of August, with on-street parking prohibited during that week. He stated that 1 lane of traffic in each direction could be maintained, except for 1 or 2 days while the sewer is installed under the railroad, when there would be 1 lane open, with alternating traffic directions under flag control.

Groenenboom stated the Bronson St. project is not planned to begin until after Labor Day, except for the portion of the new water main that would be under Ada Drive.

Groenenboom stated that there is the possibility that the scope of the Ada Drive repaving may include installation of decorative crosswalks at the Ada Drive/Thornapple River Dr. intersection. He stated if this design involves on-site pouring of concrete base for pavers, the work could take up to 4 weeks. If stamped, painted asphalt is used, the work would be completed much quicker.

The comment was made that it would be preferable to avoid the longer disruption of traffic. Groenenboom pointed out that using stamped, painted asphalt may require annual maintenance work to re-stamp and paint the asphalt pattern. The comment was also made that there will be a need for ample signage to direct customers to available parking.

In discussion of the Ada Drive paving projects, Haga pointed out that his understanding is that Ada Drive will be posted as open to local traffic only during the project, and an alternate route will be posted for traffic to get to the Village.

Groenenboom stated that the planned bid opening date for the sewer force main project and Bronson St. streetscape project is June 2, with the intersection crosswalk improvements as a bid alternate. He stated that if the bids come in sufficiently low, the Township Board will then decide whether to include the intersection work in the scope of the project.

**MEMBER COMMENT:**

DDA Presentation to ABA Membership Meeting:

Ferro stated that the Township, including the DDA, will be making a presentation at the quarterly ABA membership meeting on Tuesday, March 15. He noted that he, Haga and Kullgren would be attending and presenting, and that other Board members who wish to attend should RSVP to the ABA. Ferro stated this meeting is an opportunity to begin the communications with the business community regarding the schedule and traffic management plans for the summer construction projects.

Forest Hills Community Expo:

Ferro reminded Board members of the upcoming Forest Hills Community Expo on Saturday, March 19. The Township will have several booths, and the DDA Report to the Community will be on display.

Farmers Market Update:

Kullgren reported to the Board on plans for this year's Farmer' Market. He stated that the vendor kickoff event went very well, with a very positive attitude among the vendors, over 90% of whom will be returning this year, for the single, 15-week season. He stated that the Farmers' Market will be undertaking a fund-raising activity, starting at the Community Expo, selling \$25 market baskets with an "Ada Farmers' Market" hang tag on the baskets.

Kullgren also stated that a part-time Market Manager-in-Training position is being recruited and will be filled soon.

Betsy Ratzsch pointed out that MSU is producing a number of trained organic farmers through its Organic Farming certificate program, who are trained to operate a CSA (Community Supported Agriculture) farm, who could be candidates for the position.

Status Report on Stakeholder Engagement:

Kullgren reported on status of progress in establishing communications significant stakeholders in the community regarding efforts to implement the vision for the community as established in the Village Design Charrette.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

It was moved by Norman, seconded by Ratzsch, to adjourn the meeting at 9:40 a.m.

Respectfully submitted:

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Tom Korth, Secretary