

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MARCH 7, 2016 MEETING**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:05AM by Chairman Bob Kullgren at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

BOARD MEMBERS PRESENT: Sarah Andro, George Haga, Bryan Harrison, Bob Kullgren (via video conference), Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Terry Bowersox, Jim Ippel

STAFF PRESENT: Jim Ferro, Planning Director; Brent Bajdek, Planner/Zoning Administrator

PUBLIC PRESENT: Jeff Hugger, Schnitz Deli; 2 other community members

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. REVIEW/ACTION - AMENDED AND RESTATED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

Kullgren opened the discussion with new information regarding a lower tax base from which the DDA revenues will be captured. The reduced estimate is due to a loss of a substantial portion of Personal Property Tax Value with exemptions for manufacturing. Ferro distributed new Taxable Valuations due to exemption filings received due to Personal Property Tax Reform in Michigan. Lower revenues will potentially lower our bonding capacity. This number will continue to change in future years with the complete phase out of Personal Property taxes. A more precise accounting of estimated DDA revenues will be done and presented to the board at its next meeting.

Kullgren stated that the roadmap for the future of the Village is still our overriding mission, and while the revenues available are important, our work should focus on completing the development plan that looks well into the future of the Village. Ferro distributed changes for pages 6, 14, 15, and 18 based upon last month's comments. Board members were asked for their input regarding the amended development plan.

VanderWulp mentioned that the timeframe listed for parking solutions in/around Bronson Street (table, page 18) was agreed upon at the last meeting to be in the 1-3 year time frame:

Much discussion revolved around wording in both table and text format for potential surface parking in the area between Bronson Street and Thornapple River Drive. Cost estimates were debated and it was agreed that the description of parking solutions in the area would be more general (less limiting) in nature and include a possible budget amount of \$800,000 (instead of the \$450,000 in the table) based upon potentially higher land acquisition and construction costs. An estimated cost per Moore and Bruggink for 60 more head-in parking spots on Bronson is \$260,000.

It was noted by multiple board members that the parking “solutions” in different areas of the Village will have different price tags and different sources of funding based upon many factors. The cost of parking in one area cannot be fairly compared to a solution in another area. The budget amounts are best guesses at this point in time so that we have a frame of reference going forward.

Other changes proposed: Page 14: strike the word “easement” from the Community parking lot arrangement (Harrison); Page 8: correct the owner name and current usage for the Amway facility in the light industrial zone on Spaulding (VanderWulp); Page 11: Village Shops – remove the reference to one story buildings unless we are accepting of one story buildings (in general) and encourage/suggest a conformity between current zoning rules and the text of the Development Plan (Norman);

VanderWulp left the meeting at 9:05am

Discussion ensued as to whether the DDA should be involving itself in land use / zoning issues. Ferro reminded the board that the DDA statute contemplates that this board will have influence and suggestive inference with the Planning Commission regarding land use issues and regulations. Further corrections to real property areas defined within the document were proposed and will be corrected in the final document.

MOTION: It was moved by Harrison, and seconded by Haga, to accept the Amended and Restated Development Plan, subject to the modifications agreed upon today. Ferro will provide the board with red-lined copy of the changes by the end of day so that everyone can verify.

Motion passed 6-0 with YEAS: Andro, Haga, Harrison, Kullgren, Norman, Wright.

BOARD COMMUNICATIONS / ACTION ITEMS

a. Farmers Market

Ferro noted that our current Market Manager (MM) agreement runs through March 31, 2016. Also, a decision needs to be made regarding the continued use of the token system. This decision can be made in April with input from the MM and the vendors. Andro noted that parking layout with the Farmer’s Market needs to be addressed prior to the market opening with changes to the Community Church lot due to the relocation of Headley Street. Similar discussions will need to occur to determine vendor parking arrangements; the MM is aware of this and currently working on a plan.

b. Board Decisions

The recently proposed meetings for March 14th and 21st are cancelled and replaced with meetings:

April 11, 2016 @ 8AM – Discuss Parking, specifically on and around Bronson Street

April 18, 2016 @ 8AM – Discuss Public Amenities and Estimated Revenue Streams

c. FY 2016-17 Budget.

Revenue numbers based on recent information will be firmed up and shared with our bond counsel before next meeting to facilitate our future discussions.

- d. Communication regarding Street closures in the upcoming construction season needs to be better thought out and carried out so that the confusion experienced by many last year is not repeated this year. Andro noted that a set stakeholders meeting (possibly 4th Thursday of each month) with Amway, ABA, DDA, Township, Contractors and any interested parties to improve communication has been discussed and dates will be shared when available. Email list of all businesses and landowners will be provided to Andro and all board members to help insure that no one is missed in the communication channel.
- e. Ferro will meet with Moore and Bruggink (engineers) to get good numbers on cost for Bronson Street “head-in” parking (60 spaces) before our next meeting.
- f. Wright noted that someone should be coordinating all of the road and development project’s timelines to minimize disruption to traffic patterns through the Village. Ferro: the Ada Riverfront development west of the trestle bridge on Ada Drive is not contemplated to disrupt Ada Drive traffic, though they will be working in Ada Drive at some point to widen the road and create parallel parking. As for the Headley extension, engineers are currently working on scheduling and timelines regarding road changes/closures and this information will be communicated once it is available.
- g. Ferro and Haga will meet with Amway officials to discuss Township parking contributions and to insure that any parking project that the Township/DDA contributes to is available as public parking. This discussion should occur before our next meeting.
- h. The Citizens Council needs to be brought into the conversation regarding more “head-in” parking on Bronson Street to get their input and ideas/reservations. Ferro has a meeting scheduled with this group next week and this will be on the agenda.
- i. Harrison has had some preliminary discussions with Amway PR about the creation of posters and/or signage directing the public to existing public parking and would like to know what the Township process is for reviewing and approving these action items so that they can move forward quickly.
- j. Andro has a meeting with Randy Joppe (ABA President) to see where they can plug in and help in the efforts to communicate with business owners.

IV. PUBLIC COMMENT

Jeff Hugger, of Schnitz Deli at 597 Ada Drive SE, asked the board to not postpone any action on parking solutions for 6 weeks but to get firm bids immediately so that progress could move forward this year, especially given the known new businesses opening soon. Hugger had a meeting with all tenants in his shared parking and collectively they re-committed to having their employees park in the Community Church lot, Headley Street and other out of the way locations to help with parking.

V. ADJOURNMENT

It was moved by Norman, and seconded by Harrison, to adjourn the meeting at 10:07AM.
Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer