

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE APRIL 2, 2012 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, Bob Kullgren, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Tom Korth, Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director

APPROVAL OF AGENDA

Ferro distributed a revised agenda, adding discussion of the license agreement with The Community Church, for use of their parking lot for public parking. The revised agenda was approved by consent.

APPROVAL OF MINUTES OF MARCH 5, 2012 MEETING

It was moved by Bowersox, seconded by Wright, to approve the minutes of the March 5, 2012 meeting as presented.

Motion approved unanimously.

STATUS OF BRONSON ST. PROJECT

Haga reported that glare shields for the new lights on Bronson St. have not yet been received.

Haga also reported that the Township engineer has stated he will have the bid documents for the additional 7 parking spaces completed within 2 weeks.

Ferro distributed copies of the response letter sent by Kullgren to Noelle Divozzo, in response to her correspondence and petition regarding construction of the additional parking.

Board members questioned why there was a need for additional action by the Township Board to complete the project as originally approved. Haga stated that the Township Board would need to approve the contractor selection and authorize entering into the contract for completion of the work.

Kullgren stated he believes it would be a big mistake for the Township Board to change the project at this point from its originally-intended scope.

Board members requested that the DDA Board be notified in advance of this being scheduled for Township Board action.

Ferro noted that there are also some drainage and sidewalk slope corrections that need to be completed by the original contractor for the Bronson St. project.

Ferro reported he has been told by Design Plus that the "Bike Petal" bicycle rack is scheduled for completion in mid-April.

DDA FINANCIAL REPORT

Ferro presented a revenue and expense report for the current fiscal year through the end of March. He noted that there may be a few transactions that have not been entered into the Township books for this period. He stated that the report reflects total DDA revenues for the fiscal year of \$16,977, and total expenditures of \$14,967. He also noted that this includes Farmers' Market revenues and expenses.

Ferro pointed out that the month-end financial report for the Farmers' Market only reflects activity for the 2012 market season.

GRANT AGREEMENT WITH FAIR FOOD NETWORK, FOR FARMERS' MARKET PARTICIPATION IN "DOUBLE-UP FOOD BUCKS" PROGRAM

Ferro distributed copies of the proposed grant agreement, which Kullgren had e-mailed to members over the weekend. Kullgren provided background information on this program, which allows recipients of food assistance through the Bridge Card program to obtain two times the value of their Bridge Card transaction, up to a \$20 Card transaction, for purchases of fresh, Michigan-grown fruits and vegetables at participating farmers' markets. Kullgren stated that the program benefits are funded by several foundations through the non-profit Fair Food Network organization. He stated the grant agreement is for \$5,000 to match an equal amount of Bridge Card transactions, and that the grant also provides up to \$500 to the Township to offset costs of administering the program.

Kullgren noted that our participation in this program potentially expands the market's customer base to areas outside Ada, since there are only a limited number of markets participating in this program.

Following discussion, it was moved by VanderWulp, seconded by Bowersox, to authorize entering into the grant agreement with the Fair Food Network.

Motion passed unanimously.

EXTENSION OF PUBLIC PARKING AGREEMENT WITH THE COMMUNITY CHURCH

Kullgren reported that in his discussions with a representative from The Community Church, he was asked whether the DDA could provide some relief from The Community's annual payment obligation to the Township for snow-plowing services, under the license agreement which allows use of the church parking lot for public parking.

It was noted that the annual payment amount is \$1,145, which was determined by the church to be its annual average expenditure for snow plowing over the 3 years prior to entering into the public parking agreement with the DDA.

Following discussion, it was moved by Ippel to approve a one-year extension of the license agreement, with no payment for snow plowing services required of The Community Church.

Following discussion, Ippel withdrew his motion.

It was moved by Wright, seconded by VanderWulp, to approve a 3-year extension of the license agreement, with no payment required by The Community to the Township for snow plowing services, with the understanding that the DDA will reimburse the Township for snow-plowing services in the future.

Motion passed unanimously.

Note: VanderWulp left the meeting at this time, at 9:30 a.m.

STATUS OF FILLING DDA BOARD VACANCY

Kullgren reported on the meeting he and Board member Wright held with Haga and Planning Director Ferro to review the applications received for appointment to the vacant DDA Board position. Haga referenced his written correspondence to the DDA Board regarding his proposed appointment of Bryan Harrison, an employee in Amway's governmental affairs office. Haga stated the appointment would be on

the April 9 Township Board agenda for approval.

The consensus of the Board was that Harrison is the best-qualified applicant for the position, given his experience in Township and State government, and his role within Amway.

DDA BUDGET APPROVAL

Haga distributed copies of DDA budget that was approved by the Township Board on March 26.

OFFER FROM ACEMCO OF A DONATED BIKE RACK

Ferro reported on an offer received from the metal fabricator that is manufacturing the Bike Petal to donate a railing-mounted, 3-unit "U"-type bicycle rack to the Township, which could include a laser-cut graphic on the ends of the rack.

Ferro was asked to investigate whether the specifications for this rack are comparable to the similar rack that is made by Cyclesafe, and to look into whether Cyclesafe might also offer a donated rack.

Following discussion, it was moved by Wright, seconded by Bowersox, to accept the bike rack donation from ACEMCO.

Motion passed unanimously.

REVIEW OF DDA PROJECT PRIORITIES

Kullgren referenced the DDA priorities document that was adopted in late-2010, and stated that this item would be placed at the top of the agenda for discussion at the May meeting.

PUBLIC COMMENT: There was no public comment.

ADJOURNMENT:

It was moved by Bowersox, seconded by Ippel, to adjourn the meeting, at 9:45 a.m. Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary