

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE APRIL 4, 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, Betsy Ratzsch, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Devin Norman

OTHERS PRESENT: April Armstrong, Ada Business Association Board President (at 9:55 a.m.)

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES

Ratzsch commented that the Organic Farming Certificate program at MSU she mentioned at the March meeting trains people to operate a CSA (Community Supported Agriculture, in which customers buy a share of the farm's output prior to the harvest) farm.

It was moved by Bowersox, seconded by VanderWulp, to approve the minutes of the March 7, 2011 meeting, subject to revision to Ratzsch's comment as noted.

FARMERS' MARKET BUSINESS

Kullgren presented several documents related to the operation of this year's Farmers' Market for approval by the Board, including 1) a proposed Memorandum of Understanding with the candidate for Market Manager-in-Training, Kay Hart, 2) renewal of the parking lot usage agreement with Amway, 3) a proposed agreement with IMAX Bancard Processing for processing of electronic transactions, 4) an application for participation in the U.S. Dept. of Agriculture Supplemental Nutrition Assistance Program and 5) a proposed policy concerning credit card and electronic benefits transfer transactions,

After presentation of these items, it was moved by Korth, seconded by VanderWulp, to approve items 1 through 5 as described above.

In discussion of the motion, Haga offered an amendment, to specify that the services of the Market Manager in Training shall be provided either through a contract for services, or by the hiring of the Market Manager in Training as a part-time employee of the Township, rather than through a Memorandum of Understanding.

Korth seconded the amendment.

On a vote for the amendment, the amendment passed unanimously.

In additional discussion, Haga commented that the authorization for use of electronic transaction devices and approval of the supporting policies and procedures for their use should be carried out by a separate numbered Resolution of the Board.

Kullgren offered an additional amendment to the motion, to remove item 5 – approval of the policies and procedures for electronic transactions. Bowersox seconded this amendment.

On a vote for the second amendment, the amendment passed unanimously.

On a vote for the adoption of the motion as amended, the motion was unanimously approved.

AUTHORIZATION TO PURCHASE HAND BASKETS FOR RESALE BY THE FARMERS MARKET.

Kullgren presented a proposal to purchase a quantity of imported hand baskets, for resale by the Farmers' Market as a fund-raising endeavor. He proposed purchasing a full pallet of the baskets to achieve a lower per item cost. Kullgren noted that a small quantity had already been purchased for test marketing at the recent Community Expo, and their sales was a big success.

It was moved by Wright, seconded by VanderWulp, to approve expenditure of \$2,235 to purchase a full pallet of 160 hand baskets.

Motion passed unanimously.

Ratzsch suggested the possibility of selling Farmers' Market coffee mugs, and that she would be willing to design a mug and provide them at no cost for resale by the Market.

Ippel suggested allowing the public to use unused tokens after the Market season ends for purchases at local businesses, thereby providing a benefit to local businesses from the Farmers' Market.

FARMERS' MARKET UPDATE

Kullgren reported on preparations for this year's Farmers' Market. He stated that of last year's vendors, only 5 have not returned for 2011. There are 26 returning vendors, and 10-12 new vendors.

Kullgren reported on the recruitment of a Market Manager in Training. He stated that recruitment and interviews of candidates was handled by he and Susan Burton, Township Clerk. They have selected Kay Hart for the position. Kullgren noted that one potential candidate dropped out of the process due to the pay level. Kullgren stated he believes the pay level will need to be increased next year.

Kullgren reported on the loss of some of the parking spaces in the Amway parking lot due to use by Amway employees on Tuesdays, and that he is seeking the use of other parking spaces for vendor parking in the vicinity of the Market.

BRONSON ST. IMPROVEMENTS

There was no new information on the Bronson St. project to report.

TRAFFIC MANAGEMENT/COMMUNICATIONS PLAN FOR ADA DR. SEWER/REPAVING PROJECT

Haga distributed a schedule for various steps in the process for issuance of bonds, soliciting construction bids and award of construction contracts.

COMMERCIAL SPACE INVENTORY

There was no report on this item.

STREETSCAPE FURNISHINGS PLAN

There was no report on this item.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at approximately 10:20 a.m.

Respectfully submitted:

Tom Korth, Secretary