

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE APRIL 10, 2017 MEETING
ADA, MICHIGAN**

AGENDA

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00AM by Chairman Bob Kullgren (via videoconference) at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

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

BOARD MEMBERS ABSENT: Jim Ippel, Walt VanderWulp

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Mike Oezer (Progressive AE), Bev Swanson (DDA Citizens Council), Eileen McNeil (Seyferth PR), Steve Dertz (Geld), Connie O'Toole

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. ELECTION OF OFFICERS

Kullgren stated he is willing to continue as Chair. He stated he knows that having the Chairperson manage the meeting remotely is difficult, and that this fall the Board may want to re-assess whether that should continue.

Norman stated that having the Chair present all the time would be preferable.

It was moved by Haga, seconded by Harrison, to retain the current slate of Board officers, that being Kullgren, Chairperson, Bowersox, Vice-Chairperson and Norman, Secretary/Treasurer.

Motion passed unanimously.

Bowersox stated that with his office being at home in Ada now, he is willing to work closer with the Township to assist

IV. APPROVAL OF MINUTES OF MARCH 13 MEETING

It was moved by Norman, seconded by Bowersox, to approve the March 13 minutes as presented.

Motion passed unanimously.

V. CONSIDER PROPOSAL FROM PROGRESSIVE AE/MOORE & BRUGGINK, FOR PREPARATION OF CONSTRUCTION DRAWING/BID DOCUMENTS FOR SETTLERS' GROVE RIVERFRONT PARK

Kullgren noted that in consideration of this proposal, the Board should be aware that the Township was recently informed by Geld that the schoolhouse may not be made available to the Township for use in the park, but may be used for private development purposes in the redeveloped shopping center area. Kullgren stated that both he and Ferro have communicated in writing to Geld our concern with potential loss of the use of this building, in view of the effort and expense already incurred by the Township and the extensive public stakeholder input obtain in reliance on past verbal

commitments that the building would be given to the Township. He stated that with Progressive's scope of work calling for completion of design work by the end of May, we need this issue to be resolved soon in order to stay on our timeline. He added that we expect to obtain a final answer regarding use of the building this week, and if the building is not available for our use, we will need to incur additional costs for re-design.

Wright asked what the private use of the building would be. Ferro stated we don't know the details regarding what it would be used for.

Andro asked if the communication to Geld could be shared with the Board. Ferro stated it could be.

Mike Oezer, Progressive AE, stated we need to move forward with design work to have construction plans for River St. and adjacent park improvements completed by the end of May.

Following discussion, it was moved by Norman, seconded by Bowersox, to approve the proposal from Progressive AE for preparation of construction plans and specifications for the riverfront park, for a fee of \$69,500 for design services for the park overall, and an additional \$12,500 for architectural design services for re-use of the school house building, if that is included in the scope of services.

Motion passed unanimously.

VI. Consider Proposal from SeyferthPR for Communications Consulting Services for Phase 2 of Ada Drive Reconstruction Project

Eileen McNeil, Seyferth PR, presented a proposal for consulting services in communicating to the public regarding traffic routing and access to businesses and parking during the second phase of Ada Drive re-construction, for a fee of \$12,500, plus estimated reimbursable expenses of \$1,900.

Motion passed unanimously.

VII. Consider Revised Position Description for a DDA Coordinator

Kullgren presented a proposed position description for a full-time DDA Coordinator position, along with a recommended pay range in the Township's compensation classification system of \$38,397 to \$41,969.

Following discussion, it was moved by Haga, seconded by Bowersox, to approve the proposed position description and compensation range, and authorize recruitment for the position.

Motion passed by a vote of 6 in favor, 0 opposed, with Norman abstaining.

VIII. Farmers' Market, 2016 Annual Report; Consideration of Farmers' Market Master Memorandum of Understanding for FY 2017-18

The Board discussed the 2016 Farmers Market Annual Report and the proposed agreement with Jennie McAnaspie for Farmers' Market management services in FY 2017-18. Kullgren stated he has some concerns with trends in number of booths and product mix, and more detailed information regarding the proposed increase in registration fees. He stated he would also like a better understanding of how the Manager's time is spent. He noted that when he was Market Manager, about 1/3 of his time was spent on managing the credit/debit token system, which we no longer have.

The consensus of the Board was that the service agreement for the upcoming year should be acted upon, and the Manager should be requested to attend the May meeting to provide the additional information requested.

It was moved by Haga, seconded by Norman, to approve the Market Manager Memorandum of Understanding for the FY 2017-18 period as proposed.

Motion passed unanimously.

IX. Reports and Communications

1. DDA Financial Report, 3/31/17
2. Status of Parking Study Update
3. Status of Ada Drive Reconstruction
4. Status of Bronson St. Parking Project

Ferro summarized the DDA financial report for March 31, 2017, which is the end of the fiscal year.

Ferro stated the parking study update is progressing, and the Parking Committee has held two meetings. At a 3rd meeting that will be held soon, the Committee will be reviewing options for public parking expansion and developing recommendations. He stated a joint work session of the Township Board, DDA Board and Planning Commission would be held soon thereafter to review the parking study update and Committee recommendations.

Andro asked if the impacts of the Farmers' Market on parking have been considered. Ferro stated our parking counts indicate that parking availability in the Village is affected on Tuesdays by the fact that the Market adds to parking demand while reducing parking supply.

Andro stated she has suggested to Jennie that vendors park in a more remote location, such as Ada Park.

Board members discussed issues with how vendor parking is managed, and how parking issues caused by the Market can be rectified. Kullgren stated that parking issues need to be evaluated and discussed with the Market Manager.

Ferro reported work has started on the Bronson St. parking, with tree removal.

Ferro also reported he has been contacted about the possibility of the Ada Criterium bike race being re-instituted this year, and whether the race could be accommodated on the last Sunday in July. Ferro stated he responded that we would need to evaluate whether the road closures needed could be accommodated in view of the ongoing Ada Drive closure.

X. Board Member Comment

Norman asked about the status of the amendment to the Development Agreement with Geld. Kullgren stated it is still being drafted and finalized in consultation with Geld.

Norman asked whether a DNR grant application had been submitted by April 1 for the riverfront park. Ferro stated a decision to not submit a grant application was made, based on our desire to complete construction drawings and solicit bids this year, which is not compatible with the DNR's

grant rules, which require DNR approval of plans and contractor selection, after a grant has been awarded. Kullgren noted we also evaluated the DNR's point scoring system for grants, and concluded we were at the borderline in terms of our likelihood of the project being funded.

XI. Public Comment

There was no public comment.

ADJOURNMENT

Motion to adjourn at 9:45 am by Harrison, seconded by Bowersox. Approved unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer