

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE APRIL 11, 2016 MEETING**

**I. CALL TO ORDER AND ROLL CALL**

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

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Steve Groenenboom, Moore & Bruggink, Jennie MacAnaspie, Noelle DiVozzo, Betty Jo Crosby, Margaret Idema, Tom Smith (Ada Bike Shop)

**II. APPROVAL OF AGENDA**

The agenda was approved by consent. Agenda Item IV was moved to follow Item VIII.

**III. APPROVAL OF MINUTES OF FEBRUARY 29 AND MARCH 7, 2016 MEETINGS**

**Motion:** It was moved by Harrison, seconded by Bowersox, to approve the minutes of the February 29 and March 7, 2016 meetings, subject to modification of the second sentence under Item VII. a. Parking Study, in the February 29 minutes, to read: “However, he added that the study did identify a lack of parking during the peak lunch hour timeframe, in certain areas of the Village.”

Motion passed unanimously.

**V. FARMERS’ MARKET MANAGER SERVICE AGREEMENT FY 2016-17**

Ferro presented a proposed agreement with Jennie MacAnaspie for services as Farmers’ Market Manager in the fiscal year beginning April 1, 2016. Ferro noted there was no change in compensated hours or hourly rate from last year. Ferro also stated Jennie spent more hours than was provided for in the agreement during the 2015 season. Hours will be monitored closely this year, as 2016 will be a transitional year with the new challenges of construction in the vicinity of the market and changing parking availability. It was also asked of MacAnaspie to fine tune the Market Master’s task list.

**VI. PURCHASE OF UTILITY BUILDING FOR MARKET STORAGE**

Ferro stated that with loss of the use of the garage on the property owned by Tom Korth next to the Farmers’ Market, for storage of Market equipment, there is a need to purchase a small storage building for placement on the Community Church property. Ferro presented two options and pricing information for storage buildings from Home Depot – a wood framed 8-foot by 13-foot plastic resin building for \$1,440, and an 8-foot by 12-foot wood-framed building for \$900. He stated that the plastic resin building would be less expensive to install, and that the price of the wood-frame building did not include shingles for the roof or plywood sheets for flooring. General consensus of

the Board is to purchase the resin building as it will be easier to install (and later move) as this is considered a temporary storage solution.

#### **VII. PROPOSAL TO TERMINATE CREDIT/DEBIT SALES OF TOKENS AT FARMERS MARKET**

Jennie MacAnaspie presented historical information regarding annual volume of credit and debit transactions at the market, and stated the steep decline in credit/debit transactions is due primarily to more vendors using their own terminals. Ferro noted that 2015 volume was affected somewhat by the terminal being out-of-service for several weeks, but that there was still a long-term pattern of declining volume, prior to the 2015 season. MacAnaspie proposed terminating the sale of market tokens via credit and debit cards, but maintaining electronic transactions for the EBT/SNAP and “Double Up Food Bucks” programs only.

#### **VIII. APPROVAL OF NEW TERMINAL & PROCESSING FOR EBT**

MacAnaspie presented a proposal for obtaining a new wireless electronic transaction terminal and new processing service provider for EBT transactions, under a grant program from the Farmer’s Market Coalition, which will pay for new wireless terminal equipment and monthly service fees, excluding transaction fees, for a period of 3 years. She stated she is proposing use of Marketlink as the equipment and processing service provider.

**Motion:** Following discussion, it was moved by Harrison, seconded by Bowersox, to approved the service agreement with Jennie MacAnaspie for Market Manager services for the FY 2016-17 fiscal year, approve purchase of the plastic resin storage building at a cost of \$1,440, approve termination of sale of Market tokens using credit/debit transactions, and approve entering into the grant agreement with the Farmers Market Coalition for grant-funded terminal equipment and processing services from Marketlink.

Motion passed unanimously.

#### **IV. STATUS OF HEADLEY STREET EXTENSION AND ADA DRIVE RECONSTRUCTION PROJECTS**

Steve Groenenboom, Moore & Bruggink, updated the Board on the status of road construction projects planned in the Village this year. Utility work for Headley St. extension will start soon, we are awaiting our DEQ permit. No significant impact is expected on Village traffic until the first part of June. In early June, there will be intermittent lane closures and detours as the Headley extension is tied back into Thornapple River Drive. The new extension is planned to be open to traffic on June 17<sup>th</sup>.

In regards to Ada Drive, Groenenboom stated that the road needs to be raised 7.5 feet in its’ lowest area to get it above the 100 year flood plain. It is anticipated that the work will be done in three phases between July 5<sup>th</sup> and the end of October. There are still complex details to be worked out and the schedule and phasing is tentative. Groenenboom also stated that the engineers are looking into burying the electrical lines along Ada Drive in conjunction with the work.

In discussion, VanderWulp suggested that we look into whether parallel parking can be added on Thornapple River Drive, between Ada Drive and the intersection with the new Headley Street extension. He stated this would be “low-hanging fruit” for adding some more parking supply in the Village. VanderWulp also suggested that with the traffic signal being relocated from the Ada Drive/Thornapple River Dr. intersection to the new Ada Drive/Headley St. intersection, there will no longer be a need for left turn lanes on Ada Drive at Thornapple River Drive, which would permit adding some more parallel parking on Ada Drive.

Groenenboom indicated he would look into both of those possibilities with the Road Commission. Kullgren stated that the Township should make certain this time around that all businesses on Ada Drive be informed of the construction schedule and any changes to the schedule along the way.

## **IX. DISCUSSION OF FINANCING PLANS FOR PUBLIC INFRASTRUCTURE / AMENITY /PARKING PROJECTS**

Ferro presented summary information regarding the estimated cost of public road, utility, parking and amenity projects, compared to the estimated available financial resources of the Township, based on analysis prepared with input from bond counsel and the Township’s financial consultant. Ferro stated the a Discussion of Financing Plans for Public Infrastructure/Amenity/Parking Projects amounts shown in his table as “cash on hand” funds that would be allocated from the Township General Fund, DDA Fund and Parks/Land Preservation Fund needed to be re-evaluated, as those amounts were based on analysis done in Fall 2014. He also noted that the total Township cost for the projects was based on an assumed \$1 million contribution to the cost of a parking structure, and it has not been determined whether a contribution of that amount would be sufficient to get that \$6.8 million to \$7.8 million project accomplished. A meeting with the major stakeholder still needs to occur to determine the status of the parking structure financing.

Additional Bronson Street parking was discussed and it was mentioned that the furthest “new” spots on Bronson under consideration are more than 1000 feet from the corner of Bronson / Ada Drive. Board members would like to know how far the furthest spots near the Covered Bridge are from the same corner and whether all of those spots are utilized during peak demand. Ferro stated that he could provide a radial graph that will demonstrate walking distances to current parking availability and proposed solutions. It was also mentioned that tree preservation is an important consideration for any new parking and there is also potential that the Kent County Road Commission may not approve perpendicular parking all of the way down Bronson Street.

Ferro noted at the DDA Citizens Council meeting, the loss of mature trees and the visual impact of more pavement were brought up as important items for discussion. Ippel reiterated that the need for the additional Bronson area parking is imminent as the new 100 seat restaurant will be opening in the near future.

Kullgren stated we need to have a more complete understanding of project costs and funding sources by the April 25 DDA Board meeting.

## **X. DDA FINANCIAL REPORT**

Ferro distributed the most recent table identifying annual debt service and annual sources of

repayment for a total bonded debt of \$7 million.

*VanderWulp left the meeting at 9:05am*

## **XI. PUBLIC COMMENT**

Margaret Idema, Bronson Street resident and member of the DDA Citizens Council, stated she is concerned with the loss of trees occurring in the Village. She also stated that providing sufficient parking is important. She noted that bicycle riders who come to the Village to use the trails use parking on Bronson Street, and it is also used by some of the residents on Bronson Street. She noted that drivers speed down Bronson Street, and she questions whether the parking on the street slows down traffic. She stated she is also concerned that if adequate parking isn't provided elsewhere, people will start parking along the curb on Bronson Street.

Noelle DiVozzo, Bronson Street resident, stated she would hate to see more trees lost in order to put more head-in parking on Bronson Street. She stated she believes a better idea would be to put parking behind an existing home next to the business district, and convert the home to commercial use.

Betty Jo Crosby, 411 Grand River Drive, stated that there needs to be sufficient parking available as new development occurs. She suggested the possibility of the private sector developing paid parking as a business venture as a possible means of providing more parking.

## **BOARD MEMBER COMMENT**

Jim Ippel asked that cost estimates for having sidewalk snow removal service in the Village provided by the DDA be obtained and provided to the Board at the May meeting.

Sarah Andro asked for an update for the Board at the May meeting on the operations plan for the Farmers Market for the coming season, including Market layout and vendor parking.

## **XII. ADJOURNMENT**

**Motion:** It was moved by Bowersox and seconded by Norman, to adjourn the meeting at 9:50AM.

Motion passed unanimously.

Respectfully submitted:

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Devin Norman, Secretary/Treasurer