

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE APRIL 13, 2015 MEETING**

Draft

The meeting was called to order at 8:00 A.M. by Chairperson Bob Kullgren, at the Ada Township office, 7330 Thornapple River Dr., Ada, MI.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Tom Korth, Bob Kullgren

BOARD MEMBERS ABSENT: Devin Norman, Walt VanderWulp, Ted Wright

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Susan Burton, Ada Township Clerk, Bernie Veldkamp

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF MARCH 16, 2015 MEETING.

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the March 16 meeting as presented.

Motion passed by 6-0 vote.

DDA FINANCIAL REPORT, 03/31/15

Ferro noted that the March 31 revenue and expenditure report reflects the end of the last fiscal year. He noted the report now includes tax increment revenue of \$126,520 that was received during the December-February tax payment season. Ferro noted the only expenditures for the month of March were for a portion of his labor cost, the Farmers' Market Manager's February contract fee, and payment for the appraisals of the Kniff and Weaver properties.

EXTENSION OF FARMERS' MARKET MANAGER SERVICES AGREEMENT

Ferro reviewed a summary of his evaluation of the Market Manager's performance during the past year, as measured against the scope of services identified in the services agreement with Jennie MacAnaspie. Ferro noted that the Market performed well financially for the year. He also noted that improvement remains needed in maintaining current financial and transaction data for the Market on a weekly basis. He stated that he needed to spend time after the close of the season in reconciling Market transaction records with the Township's accounting system.

Ferro proposed a renewal of the contract services agreement with Jennie MacAnaspie for the April 1, 2015 through March 31, 2016 period. He noted that the total hours of compensated services is proposed to be increased from 509 to 535 for the year, a 5.1% increase. Ferro noted the hourly compensation rate of \$15/hour remains the same, resulting in total proposed compensation of \$8,025 for the coming year.

Ferro noted that the Market Manager is likely to request additional compensation for organizing a carrying out a fall fund-raising event for the Market.

Following discussion, it was moved by Korth, supported by Bowersox, to approve the proposed services agreement with Jennie MacAnaspie, as presented.

Haga asked whether this amount was included in the DDA budget, and Ferro responded it was.

The motion was approved unanimously.

STATUS OF ENVISION ADA IMPLEMENTATION

Ferro reported that engineering work to complete construction plans and specifications for the Headley St. re-construction project is progressing, in anticipation of construction start soon after the July 4 holiday. He noted that there is also a proposed plan for a new Heidi Christine's Salon and Spa building at the corner of the new Headley St. intersection with Fulton St. that is pending before the Planning Commission for zoning approval. Ferro stated that zoning approval is needed before the current Heidi Christine's site can be acquired for right-of-way for a modified Headley St. extension alignment.

Ferro also reported that the Market Study is underway and the consultant will be in town next week to conduct stakeholder interviews. Ferro also stated that Amway is preparing a Request for Proposal to retain a parking consultant to evaluate future parking needs in the Village and develop a parking strategy. He stated the results of the Market Study regarding future demand for residential and commercial uses will provide important information in completing the parking study.

Ferro reported on the results of the appraisals for the Kniff and Weaver properties.

Ippel stated he believed it would be advisable to make a "last chance" offer to Kniff based on the original Headley St. alignment. Kullgren pointed out that there has been so much effort and expense made on an alternative alignment that this may not be feasible.

The Board reviewed a draft of a revised Envision Ada overall plan that has been prepared by Amway. It was noted that the plan includes a number of revisions to the plan that have not yet had any public review or input by the DDA Board or Planning Commission.

Kullgren suggested that the plan be scheduled for closer scrutiny and discussion by the DDA Board at the May meeting.

PUBLIC COMMENT:

None

ADJOURNMENT:

It was moved by Bowersox, seconded by Harrison, to adjourn the meeting at 9:07 a.m.

Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary