

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE APRIL 22, 2013 MEETING**

The meeting was called to order at 8:00 a.m. by Chairperson Bob Kullgren.

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director, Debbie Rashid, Assessor, Norm Rhoades, Treasurer, Gina Olszewski, Deputy Treasurer

OTHERS PRESENT: None

APPROVAL OF AGENDA

Kullgren proposed moving the report on status of DDA tax increment revenue to the top of the agenda. The agenda as revised was approved by consent.

DISCUSSION OF DDA TAX INCREMENT REVENUE

Debbie Rashid, Assessor, explained the process by which tax revenues are allocated, and the fact that there needs to be a manual reconciliation each year between the Assessor's office and the Treasurer's office to ensure that revenues are allocated correctly between the DDA and other Township major funds, since it is not done automatically by the Township's financial management software. Rashid stated that this was overlooked until recently, in early March, when the revenue numbers for the Fiscal Year 2012-13 were corrected. She stated that a process is now in place so that this reconciliation will be completed every year.

Kullgren stated it was concerning that the DDA did not know at the start of the last fiscal year that it would have nearly \$100,000 of revenue available.

Haga stated that he would take responsibility for this oversight. He stated that with the DDA's tax value having been below the base year value for several years, the process for transferring tax increment revenue had not been set up.

ELECTION OF OFFICERS

Kullgren stated that Board officers are to be elected annually, and asked whether the Board was prepared to take action. He stated that he was not planning to continue in his role as Chairman beyond the next year.

Korth stated that as Treasurer, he would like to see the Township Auditor review the DDA's internal controls as part of this year's Township audit.

Haga stated he would schedule a meeting between Korth and the auditor when the audit begins.

Bowersox stated that he would be taking on more responsibility in his employment in the coming year, and would like to step down as Vice Chairman.

The consensus of the Board was to postpone election of officers until the May meeting.

Ferro was requested to distribute information regarding term ending dates of current Board members in the meantime.

APPROVAL OF MINUTES OF MARCH 18, 2013 MEETING

It was moved by Harrison, seconded by VanderWulp, to approve the minutes of the March 18 meeting as presented.

Motion passed unanimously.

DDA FINANCIAL REPORT

Ferro presented revenue and expense reports for the period through March 31 for both the DDA overall and for the Farmers Market.

Kullgren reported that Jennie Mac Anaspie, the new Farmers' Market Manager, would be present to meet the DDA Board at the May meeting.

Harrison asked if the new Manager's deliverables were being tracked. Kullgren stated they were, and that he has frequent transition meetings with her.

APPROVAL OF LICENSE AGREEMENTS WITH AMWAY CORP. AND PENINSULAR PROPERTIES FOR FARMERS MARKET PARKING

Kullgren stated that the license agreements were not ready for action yet, and would be ready for the May meeting.

COMMITTEE RECOMMENDATION ON CONSULTANT SELECTION FOR ADA VILLAGE DESIGN PLAN

Kullgren noted that 5 of the 6 committee members who participated in the 4 interviews were present today, the 6th being Paul Leblanc, a member of the Board of Trustees.

Committee members shared their observations from the interview process with the Board. Kullgren pointed out that the unanimous consensus of the Committee was to recommend that the Progressive AE/Jeff Speck & Associates team be selected for the project.

Kullgren reported that he has communicated this recommendation to Amway Corp, and has discussed with Bill Payne the possibility of Amway sharing the cost of the project with the DDA. Kullgren stated that Amway is open to any proposal from the DDA regarding sharing of the consultant fee, which is \$153,220.

Following discussion, it was moved by Korth, seconded by Haga, to select the Progressive AE/Jeff Speck & Associates team for the Village Design Plan project.

Motion passed unanimously.

It was then moved by Korth, seconded by Wright, to propose that the costs of the consultant contract be shared be shared between the DDA and Amway, with the DDA share being \$40,000, and the balance being paid by Amway Corp.

Motion passed unanimously.

MEMBER/STAFF COMMENT

None.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at approximately 9:30 a.m.

Respectfully submitted:

Tom Korth, Secretary