

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE MAY 2, 2011 MEETING**

The meeting was called to order at 8:30 a.m. by Vice Chairperson Terry Bowersox.

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

BOARD MEMBERS ABSENT: Bob Kullgren, Betsy Ratzsch

STAFF PRESENT: Jim Ferro, Planning Director

APPROVAL OF AGENDA

It was moved by Korth, seconded by VanderWulp, to approve the agenda as presented.

Motion passed unanimously.

APPROVAL OF MINUTES

Ferro distributed revised draft minutes which he had emailed to members earlier, noting that the change in the draft minutes was addition of Ippel's suggestion regarding use of unused Farmers' Market tokens after the Market season at local businesses.

Ferro also stated that Board member Ratzsch had commented to him that her offer to provide coffee mugs for sale by the DDA as a Market fundraiser was at "no cost", rather than "at cost".

It was moved by VanderWulp, seconded by Korth, to approve the minutes, subject to their being revised to indicate that Ratzsch's offer of donated coffee mugs was at no cost.

Motion passed unanimously.

RESOLUTION FOR ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICE AND IMPLEMENTING POLICIES/PROCEDURES

Ferro presented the proposed Board resolution to authorize use of credit card transactions and electronic benefits transfer (EBT) transactions at the Farmers' Market. Ferro noted that the policy for handling and processing these transactions along with the tokens used is attached to the resolution.

Korth asked if there were any changes in this from the material that was presented last month. Ferro stated there was not.

Korth asked whether DDA revenues and disbursements are processed through the Township's accounting system. Haga stated that they are.

Following discussion, it was moved by Haga, seconded by VanderWulp, to approve Resolution R-DDA-050211-1, a Resolution for the Acceptance of Payments by Financial Transaction Device.

On a roll call vote, the Resolution was approved by a 7-0 vote, with Bowersox, Haga, Ippel, Korth, Norman, Walt VanderWulp and Wright voting yes, 0 votes against, and with Kullgren and Ratzsch absent.

STATUS OF BRONSON ST. ADA DRIVE REPAVING AND SEWER FORCE MAIN PROJECTS

Haga stated that there would be a public information meeting on the upcoming construction work in the Village on Wednesday, May 25, at 7:00 p.m, and that businesses would be directly notified of the meeting.

Steve Groenenboom, Township engineering consultant from Moore and Bruggink, provided an update on the construction schedule and traffic management plans for the Bronson St. and sewer force main replacement projects.

Groenenboom stated that the Bronson St. project will not be started until after Labor Day, when the sewer force main and Ada Drive repaving projects are complete. He noted that easements have been obtained from property owners for all but about 1,000 feet of the force main along Ada Drive. Groenenboom stated that both the force main and Bronson St. projects would be put out for bid next Thursday, with a June 2 bid opening date and a June 13 contract award date. Construction could then start by June 20.

Groenenboom pointed out that the Road Commission is requiring that Ada Drive be closed while the force main is installed on the Ada Drive hill south of the railroad, due to the location of the force main being further into the middle of Ada Drive than originally planned. The shifting of the location further into the road is due to the needed separation distance from the water main that also runs up the hill. This will result in Ada Drive being closed for about a month.

VanderWulp asked if access from Rix St. to Ada Dr. could be maintained. Groenenboom stated he would look into that.

Ippel expressed concern with the business impact of closing Ada Drive between Thornapple River Dr. and Bronson St., especially if there is a delay between the completion of the Township's force main installation and the County's repaving work.

Groenenboom stated that if there were any delay, a temporary 1-inch asphalt layer would be placed over the sewer line cut, so that the street could be open to traffic.

Ippel also commented that he would like to have the loading zone that is currently used for restaurant deliveries next to his building retained.

Groenenboom pointed out that the road width on Bronson St. will be 30 feet, and that should provide room for a short-term stop by a delivery vehicle of 8 feet width. The idea of removing the planting bed next to the building wall was discussed, which would allow for some narrowing of the sidewalk and shifting of the curb.

Groenenboom distributed photos of a pre-cast concrete crosswalk system that is being included as a bid alternate for the Thornapple River Dr./Ada Drive intersection, with an estimated additional cost of .

Ippel commented he does not believe the Township should spend this additional amount for the crosswalks. Ferro and Haga stated that improving pedestrian access and safety was one of the most important initiatives from the Village Design Charrette.

COMMERCIAL SPACE INVENTORY

Ferro reported that the export of square footage data from the digital tax base records to a separate database file has been accomplished, and that work will soon begin on refining this data. He noted that the Assessor's records do not provide square footage of individual tenant spaces within multi-tenant buildings, and that we will need to collect this information by contacting property owners. In addition, space use categories used by the Assessor are different than the categories that will be used in our database, which will require additional data refinement.

STREETSCAPE FURNISHINGS PLAN

Ferro reported that the Subcommittee of he, Ippel and Korth has met to develop an overall long-term plan

for streetscape furnishing locations. After this plan is completed, it will be publicized along with opportunities for sponsorships/donations.

VOLUNTEER RECRUITMENT FOR ARTS IN ADA BOOTH – MAY 21

Ferro stated that the DDA and Farmers' Market would have a booth at the Arts in Ada festival on Bronson St. on Saturday, May 21, and that a couple of volunteers are needed for staffing the booth. Several Farmers' Market vendors have already volunteered. Copies of the DDA Report to the Community will be distributed, and Farmers' Market baskets will be sold. Bowersox and Korth volunteered for booth duty.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

It was moved by Wright, seconded by Norman, to adjourn the meeting at approximately 9:40 a.m.

Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary