

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE MAY 7, 2012 MEETING**

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren.

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

**BOARD MEMBERS ABSENT:** Walt VanderWulp

**STAFF PRESENT:** Jim Ferro, Planning Director

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**APPROVAL OF MINUTES OF APRIL 2, 2012 MEETING**

It was moved by Bowersox, seconded by Wright, to approve the minutes of the April 2, 2012 meeting as presented. Motion approved unanimously.

**STATUS OF PROJECTS**

Haga reported that Steve Groenenboom has told him that the Bronson St. parking completion bid specs will be out in the next two days, and bids will be due within two weeks. Haga stated he has expressed concern to Groenenboom that the street not be under construction over the July 4 holiday.

Kullgren asked whether the bid specs would include a required completion date.

Haga stated he does not know, as he has not yet seen the bid specifications.

Haga also reported that the light shields have all been installed, and that a contractor, Dirt Cheap, has been authorized to install an additional yard drain to resolve the drainage problem on a short section of the sidewalk.

Kullgren stated that the Board's expectation is that at the June meeting there will be a detailed report on the completion status of the project.

Ferro reported that the Bike Petal bike rack is currently being powder coated. He also reported that we have obtained verbal approval of a license agreement with AT&T to allow placement of some streetscape furnishings on the Ada Drive frontage of the AT&T switching station.

Kullgren questioned whether the AT&T building is a good location for a bicycle rack.

**DDA FINANCIAL REPORT**

Ferro presented revenue and expense summary reports for the DDA as a whole and for the Farmers Market separately, for the period through April 30.

It was noted that the small amount of expected tax increment revenue that will be received this fiscal year was not included in the budget, and that a budget amendment was needed.

**EXTENSION OF AGREEMENTS WITH THE COMMUNITY CHURCH FOR PUBLIC PARKING AND FARMERS MARKET USE OF CHURCH PARKING AREA.**

Kullgren presented proposed amendments to the two agreements with The Community Church, which allow public use of the church parking area, and use of the parking area for the Farmers Market. Kullgren

noted that the Farmers Market agreement extends the term for 3 additional years. With regard to the public parking agreement, Kullgren pointed out that the amendment removes the obligation of the church to pay to the Township an annual fee for snow plowing services, and provides that if the church terminates the agreement early, they are responsible for paying the Township a pro-rated share of the cost of any signage and striping improvements made by the Township.

Haga noted that as he stated last month, the Township will charge actual snow removal costs incurred by the Township to the DDA fund.

Kullgren stated he believed it was very important and appropriate to eliminate the church's obligation to pay the Township for snow plowing services.

It was moved by Norman, seconded by Korth, to approve the amendments to the two agreements with The Community as presented.

Motion passed unanimously.

### **DISCUSSION OF DDA PROJECT PRIORITIES**

Board members reviewed and discussed the project priorities that were developed and approved by the Board in December 2010. Ippel stated he believed the most important task was to develop and carry out a plan for capitalizing on the river frontage in the Village.

Board members were requested to review the list further and suggest revisions and/or additions for discussion at the next meeting. Ferro stated he would send out a reminder email in two weeks soliciting Board member input on project priorities

### **FARMERS MARKET UPDATE**

Kullgren reported on preparations for the 2012 market season, including vendor recruitment and promotion.

### **CHANGE IN JULY MEETING DATE**

Kullgren stated that he would not be available for the scheduled July 2 meeting. He asked whether there were others who would not be able to attend. Norman stated he would not be available.

Following discussion, it was moved by Norman, seconded by Korth, to re-schedule the July meeting to Monday, July 9.

Motion passed unanimously.

**PUBLIC COMMENT:** There was no public comment.

### **ADJOURNMENT:**

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

Motion passed unanimously.

Respectfully submitted:

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Tom Korth, Secretary