

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE MAY 13, 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, Ted Wright

**BOARD MEMBERS ABSENT:** Walt VanderWulp

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

**OTHERS PRESENT:** Steve Dertz, Amway Corp.

**APPROVAL OF AGENDA**

The agenda as revised was approved by consent.

**REPORT ON DDA TAX INCREMENT REVENUE AND TAXABLE VALUE HISTORY**

Haga presented a written summary of the internal audit of DDA taxable value history and tax increment revenue generation, between 2008 and 2013. He stated the results indicated that there was a net amount due the DDA of \$9,463.44, which has now been entered as revenue to the DDA.

Haga stated this information would now be updated annually with a report to the DDA Board. He stated he would also be arranging a meeting in June between the Township's auditor and DDA Treasurer Korth.

Haga was asked what the timeframe would be for the annual reporting. Haga responded that the updated taxable value data would be presented after the March Board of Review meeting.

**DISCUSSION OF JULY DDA BOARD MEETING DATE**

Kullgren stated that the planned schedule for the week-long design workshop is proposed to be changed by the consultant to the week of July 22, one week later than the original schedule. He stated the consultant's scope of work calls for the second meeting with the "steering committee" to occur toward the end of that week. Kullgren stated the DDA Board meeting in July should therefore be re-scheduled to take place on either Thursday evening, July 25 or Friday morning, July 26. He invited Board input on the preferred date. The consensus of the Board was for the meeting to be held on Thursday evening.

Kullgren stated the both the June 17 and July 25 meetings would be important and encouraged Board members to set aside considerable time for these two meetings.

**MAKEUP OF VILLAGE DESIGN PLAN STEERING COMMITTEE**

Kullgren encouraged Board members to consider the potential makeup of a Steering Committee that would guide the Village Design Plan process, consisting of the DDA Board and additional members of the community. He stated consideration needs to be given to the number of persons who should be included and the contributions they could make to the process. Kullgren noted that an invitation was extended to those who attended the Business Association informational meeting held at The Community Church in March, and several individuals expressed interest after that meeting.

Bowersox noted that two residents have approached him regarding their interest, and he will forward those names by email.

Ferro was asked to contact those who have expressed interest and review the planned meeting schedule with them.

(Note: Haga left the meeting at this time, at 8:35 a.m.)

## **CONTRACT FOR VILLAGE DESIGN PLAN CONSULTING SERVICES WITH PROGRESSIVE AE**

Kullgren presented the proposed contract with Progressive AE. He stated that the agreement was reviewed by the Township's legal counsel, which resulted in several requested changes in the standard agreement provisions. He stated these have all been addressed. Kullgren noted that the financial terms of the agreement provide for professional service fees to be billed on an hourly basis for project team members, with the service fees not to exceed \$145,220, plus reimbursable expenses which will be billed at actual cost. These are estimated to be \$8,000.

Kullgren pointed out that the DDA would be responsible for \$40,000 of the project cost, with the amount over \$40,000 being reimbursed to the DDA by Amway. He stated that we still need to obtain written confirmation of the details of reimbursement arrangement with Amway, and he does not intend to sign the agreement with Progressive AE until this is obtained.

Following discussion it was moved by Bowersox, seconded by Wright, to approve the proposed consulting services contract with Progressive AE, subject to obtaining written confirmation of Amway's commitment to reimburse the DDA for contract expenditures in excess of \$40,000.

Motion approved by 7-0 vote.

## **FARMERS MARKET UPDATE**

Kullgren stated that the new Market Manager, Jennie Mac Anaspie, was unable to attend the meeting due to a conflict. He stated that there are 47 season-long vendors who have registered, which is about 5 less than last year. He added that the Silver Spork Food Truck will not be coming back this season, and that Spoonlickers from the Thornapple Village Shopping Center will be a new vendor. He noted that the Market opens on June 18.

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

Kullgren presented proposed license agreements with Peninsular Properties and Amway for use of their properties for vendor parking during the Farmers Market season.

It was moved by Korth, seconded by Bowersox, to approve both license agreements.

Motion passed unanimously.

## **APPROVAL OF MINUTES OF APRIL 22, 2013 MEETING**

It was moved by Harrison, seconded by Wright, to approve the minutes of the April 22 meeting as presented.

Motion passed unanimously.

## **DDA FINANCIAL REPORT**

Ferro reviewed the financial reports for the DDA overall and for the Farmers' Market on a separate basis, for the period through April 30. He noted that tax increment revenue of \$9,643 was received in April, which is the amount resulting from the internal review of past tax increment revenue transfers that was presented earlier by Haga. Ferro stated that the only activity in April for the Farmers' Market was receipt of \$3,580 in vendor registration fees.

## **ELECTION OF OFFICERS**

Kullgren stated this item had been postponed at last month's meeting. He reiterated his desire to transition out of his position in the next year, and that he wished to do so with the DDA in a sound position.

Bowersox noted he would be willing to continue as Vice-Chairman for another year, with the understanding that he did not wish to move to the Chairman position in the future. Korth stated that he may be in a position in the future to transition out of his role as Chair of the Planning Commission, which would allow him to assume more responsibility with the DDA.

In discussion, it was also noted that the Village Design Plan process could result in some qualified candidates for the DDA Board stepping forward. The potential for expanding the DDA Board from 9 to as many as 13 persons was discussed.

Following discussion, it was moved by Harrison, seconded by Ippel, to re-elect all current officers to their respective positions for the current fiscal year ending March 30, 2014, those being Kullgren – Chairperson, Bowersox – Vice-Chairperson and Korth- Secretary/Treasurer.

Motion passed by 7-0 vote.

## **MEMBER/STAFF COMMENT**

None.

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

Moved by Bowersox, seconded by Harrison, to adjourn the meeting at 9:10 a.m.

Motion approved by 7-0 vote.

Respectfully submitted:

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Tom Korth, Secretary