

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE JUNE 6, 2011 MEETING**

The meeting was called to order at 8:34 a.m. by Chairperson Bob Kullgren.

BOARD MEMBERS PRESENT: George Haga, Jim Ippel, Tom Korth, Bob Kullgren, Devin Norman, Betsy Ratzsch, Walt VanderWulp

BOARD MEMBERS ABSENT: Terry Bowersox, Ted Wright

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: 1

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF MAY 2, 2011 MEETING

It was moved by Korth, seconded by Ratzsch, to approve the minutes of the May 2, 2011 meeting as presented.

Motion passed unanimously.

LICENSE AGREEMENT WITH PENINSULAR TECHNOLOGIES FOR USE OF PARKING BY FARMERS MARKET.

The Board reviewed a proposed license agreement with Peninsular Technologies, which would allow the DDA to use a portion of the Peninsular Technologies parking area off Headley St. for vendor parking on Farmers' Market days.

Kullgren pointed out that the agreement was modeled on the license agreement with Amway Corp. allowing use of their parking area for vendor parking.

Haga pointed out that Township legal counsel has recommended not accepting language proposed by Peninsular that calls for the DDA to indemnify Peninsular against its "gross" negligence, and that we were waiting to hear if Peninsular would agree to removal of the term "gross."

Following discussion, it was moved by Korth, seconded by Norman, to authorize entering into the License Agreement with Peninsular Technologies, subject to resolution of the indemnification language.

Motion passed unanimously.

STATUS OF BRONSON ST. PROJECT

Haga summarized the results of the bid opening for the sewer force main project and Bronson St. project, and noted that Lodestar Construction is the apparent low bidder. Haga noted that the bond sale is scheduled to take place next week, at a special Township Board meeting scheduled for June 16.

Jim Ippel brought up his desire to have the Bronson St. curb moved 4 feet closer to his building near the Ada Drive/Bronson St. intersection, to provide more room for a truck unloading zone. He stated that his concern with this is shared by Jeff from the Schnitz Deli. Ippel stated that the shift of the curb could be accommodated by eliminating the planting beds adjacent to his foundation that are shown on the plan.

Korth commented that this had been brought up some time ago by Ippel, and he was surprised it was not addressed. Haga stated he would re-visit this matter with the Township Engineer, Steve Groenenboom.

TRAFFIC MANAGEMENT/COMMUNICATIONS FOR ADA DR. SEWER/REPAVING PROJECT

Ferro presented the summary description of the phasing and schedule for the sewer force main, Ada Drive repaving, and Bronson St. project that has been placed on the Township web site, to inform the public and business community of the upcoming projects.

COMMERCIAL SPACE INVENTORY

Ferro reported work has not yet started on the commercial floor space inventory, but that the software needed is now in place and the project will begin soon.

STREETSCAPE FURNISHINGS PLAN

Ferro reported that no additional progress has occurred on the streetscape furnishings project. A package of materials for potential donors needs to be produced. Korth stressed the importance of having a quality package to present to donors.

Kullgren pointed out there is a need for someone to step forward to “champion” this project, by making the one-to-one contacts that will be needed to secure donations. He noted that we need to find this person.

DDA FINANCIAL REPORT

Ferro reported that the DDA fund has a balance of \$23,083, with year-to-date revenues of \$6,487 and expenditures of \$4,416.

Devin Norman requested that a report on the status and projections of tax increment revenue for the DDA be provided at next month’s meeting.

FARMERS’ MARKET UPDATE

Kullgren informed the Board that there may be an announcement soon regarding a relationship between the Farmers’ Market and the Secchia Culinary Institute at GRCC, which he believes will be a real plus for the Market.

Kullgren also noted that the basket sales have been a success, with 46 of them sold in only 3 hours at the Arts in Ada festival.

Ippel stated that he could provide Kullgren information on a possible domestic source for baskets.

PUBLIC COMMENT

None

ADJOURNMENT

It was moved by Norman, seconded by Korth, to adjourn the meeting at approximately 9:43 a.m.

Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary