

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JUNE 12, 2017 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00AM by Vice-Chair Terry Bowersox at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

BOARD MEMBERS PRESENT: Sarah Andro, Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Devin Norman (98:03 a.m.), Walt VanderWulp

BOARD MEMBERS ABSENT: Bob Kullgren, Ted Wright

STAFF PRESENT: Jim Ferro, Planning Director

II. APPROVAL OF AGENDA

It was moved by Harrison, seconded by VanderWulp, to approve the agenda as presented. Motion approved unanimously.

III. APPROVAL OF MINUTES OF MAY 8, MAY 22 AND JUNE 5 MEETINGS

It was moved by Harrison, seconded by VanderWulp, to approve the minutes of the May 8, May 22 and June 5 meetings as presented. Motion passed unanimously.

IV. APPROVAL OF AMENDMENT NO. 1 TO PUBLIC INFRASTRUCTURE, AMENITIES AND GRANT AGREEMENT

Ferro presented a proposed amendment to the 2015 Development Agreement between the Township, the DDA and Geld, LLC that sets forth each parties responsibilities with respect to financing and implementing public improvements in the Village. Ferro stated the amendment revises the allocation of responsibility for various project costs between the Township and Geld, with no net change in the total financial responsibility of either party. He stated the intent of the re-allocation of financial responsibility is to better align the Township's various funding sources with the specific components of the Envision Ada public improvements. Ferro stated the re-allocation shifts responsibility for public water and sewer facilities in Headley St. that were paid for by Geld to the Township's water and sewer enterprise funds. Financial responsibility for utilities that will be installed by Geld this summer in the planned River St. and Settlers St. are also re-allocated to the Township.

Ferro added that along with this shift of costs to the Township, and equal share of project costs for non-utility public infrastructure in Ada Drive is shifted from the Township to Geld. He stated the total dollar amount of the costs that are re-allocated is \$800,829.

Ferro stated that the proposed re-allocation of financial responsibility is in alignment with the analysis of available funding sources that was prepared by Township bond counsel and reviewed by the DDA Board and Township Board in 2014.

Following discussion, it was moved by Haga, seconded by Harrison, to adopt the proposed resolution to approve Amendment No. 1 to Public Infrastructure, Amenities and Grant Agreement. Motion approved by a 7-0 roll call vote.

V. ACCEPTANCE OF PARKING STUDY UPDATE FINAL REPORT AND PARKING COMMITTEE REPORT AND RECOMMENDATIONS

Ferro presented the Ada Village Parking Study Update Final Report and the Parking Committee Report and Recommendations. He noted that revisions to the text of the Parking Study report that were suggested at the joint work session have been made. He also noted that there is one final revision yet to be completed, which is correcting the master plan map used in the report to correspond with the square footage projections contained in the report.

Following discussion, it was moved by Harrison, seconded by Bowersox, to accept the Parking Study Update Final Report and the Report and Recommendations of the Parking Committee.

In discussion, VanderWulp noted that at the joint work session the suggestion was made to consider the possibility of shifting the planned Headley St. park and civic building to The Community church site, and moving public parking to the north side of Headley St.

Ferro stated the study is based on what we know today, and plans may change in the future. He stated the report provides a method for evaluating the impact of potential changes in the future.

Motion passed unanimously.

VI. CAPITAL CAMPAIGN FEASIBILITY STUDY

Keith Hopkins, Hopkins Fundraising Consultants, summarized the process, results and conclusions of the feasibility study. He stated that the interviews conducted indicate a very positive reaction to the proposed projects in the Case for Support that was prepared. Two cautionary items that he heard were that: 1) it is important that any campaign conducted be a community-wide effort, and 2) that concerns regarding parking be addressed.

Hopkins stated it is also important for the Township to make decisions promptly regarding whether to move ahead with a campaign, and that we communicate our intentions to the participants in the study.

Harrison asked whether moving the planned civic building across the street to The Community Church property and moving the Farmers' Market to the riverfront would be viewed by the donor community as a positive or negative. Hopkins stated he didn't believe moving the civic building would be viewed negatively, and might be viewed positively, as being closer to the center of the Village. He stated he also heard during the interviews the suggestion of moving the Farmers' Market to the riverfront, and stated that we should consider that.

Harrison asked whether increasing the campaign target might be possible, if future plan changes result in project cost increases.

Hopkins stated that a lot is dependent on the campaign leadership. He stated he would be cautious about increasing the campaign goal, and that we should honor the feedback from the interviewees.

Ferro referred the Board to the draft resolution contained in the packet in support of conducting a capital campaign and retaining Hopkins to provide campaign implementation services. He pointed out that the resolution was drafted with wording that is not location specific as to locations of planned projects.

It was moved by Harrison, seconded by Haga, to adopt the resolution in support of a capital campaign, as drafted.

Ippel commented that for him to vote to commit to having a community center/KDL branch in the

Village, he would need a complete financial picture and information regarding parking.

Harrison stated he supports moving forward with fund-raising, even though there are some unknowns with regard to the project details. He stated that he is not necessarily in support of the design concepts he has seen thus far.

Norman commented he supports having a library branch in the Village, but isn't sold on the current planned location.

Ferro presented information regarding the proposal from Hopkins Fundraising Consulting for assistance in carrying out a capital campaign, for a fee of \$69,500. He noted Hopkins has pointed out to him that the costs of implementing a campaign are typically paid from the campaign proceeds.

Haga stated he supports the avenue we are going down.

Following additional discussion, on a vote for the motion, the vote was:

Voting yes: Andro, Bowersox, Haga, Harrison, Norman, VanderWulp

Voting no: Ippel

Motion adopted.

VII. REPORTS AND COMMUNICATIONS

DDA Coordinator Recruitment

Haga updated the Board on the status of DDA Coordinator recruitment. He stated the Committee comprised of Bowersox, Harrison, Haga and Ferro has selected 5 individuals for interviews, out of 14 applicants.

Tax Sharing Agreement between DDA and Ada Township

Ferro stated the agreement is still being prepared, and not yet ready for review.

Norman asked for an update of the April, 2014 funding sources summary for the various projects to be provided when the draft agreement is presented.

Design for Riverfront Park

Ferro stated we are about a week behind in the park design work. He stated Progressive AE is working on completing the construction plans and specs, and he is hoping they are completed this week.

With respect to the schoolhouse, we now know that it will remain in private ownership, and will be located on the plaza adjacent to the riverfront park as shown on the park plans, for use as an ice cream parlor. He stated we are working with Progressive AE on plans for public restrooms at another location within the park. He stated the result of these changes is that we will likely experience some cost savings on the project. Ferro added the plaza on which the schoolhouse will be located will be on a separate parcel from the park.

Harrison asked if the DDA Board would see the restroom design before it goes out for bids. Ferro stated that would probably require a special meeting, so that we wouldn't have to wait until July to go out for bids.

The consensus of Board members was that the plans should be scheduled for Board action to go out for bids. Ferro stated we would schedule review for the regular July meeting agenda.

Status of Ada Drive Reconstruction

Ferro stated the access route to businesses is more complicated for the second phase of Ada Drive construction, and we have had problems getting people to use the Ada Drive intersection to access the businesses on the west side of the street. Ferro stated that several signs have been added, but drivers do not pay attention to them.

Norman commented that the contractors have been quick to respond in adding more signage, but the need should have been anticipated in the first place.

Andro suggested we look at the signage being used on the Burton St. project in Grand Rapids.

VanderWulp stated that the large signs do not have bright enough colors to be noticed.

Ferro stated that the right-lane closure on Fulton St. that was put in place for paving the Kingma's driveway without any communication to us also created problems.

Haga stated the lane closure for Kingma's driveway paving will be over by the 19th.

Status of Bronson St. Parking Project

Ferro stated the Bronson St. parking project is complete.

VIII. BOARD MEMBER COMMENT

Ippel stated this would be his last meeting, as he has communicated to the Board Chair his intent to resign. Board members thanked him for his service.

IX. PUBLIC COMMENT

Kristen Wildes asked if the schoolhouse would be staying in private ownership. Harrison stated it would be located at the central location adjacent to the park, in private ownership.

Norman asked about the possibility of having a historic preservation easement placed on the building. Ferro stated that idea would be discussed with the owner.

Kristen Wildes stated that electronic changeable message signs could be useful in communicating access information.

X. ADJOURNMENT

It was moved by Harrison, seconded by Norman, to adjourn the meeting at 9:10 a.m.

Motion approved unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer