

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JUNE 13, 2016 MEETING**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00AM by Chairman Bob Kullgren at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

BOARD MEMBERS PRESENT: Sarah Andro, Terry Bowersox, George Haga, Bryan Harrison, Bob Kullgren, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Jim Ippel, Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Steve Groenenboom, Moore & Bruggink, Steve Dertz, Amway, Jeff Hugger, Ada Grill, Noelle DiVozzo, Tom Cooper, Scoopers Ice Cream,

Kullgren announced that in view of interest expressed by a number of community members in having a library branch in the Village, he has asked KDL Director Lance Werner to attend the July meeting to discuss that concept.

Haga noted he would be inviting Township Board members to attend for that discussion.

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. APPROVAL OF MINUTES OF MAY 9, 2016 MEETINGS.

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the May 9 meeting as presented.

Motion passed unanimously.

IV. DDA FINANCIAL REPORT, 05/31/16

Ferro presented a financial report for the DDA as of May 31, 2016. Ferro stated there was very little financial activity during the month, other than Farmers' Market vendor registration fee revenue.

V. STATUS OF ADA DRIVE RE-CONSTRUCTION PROJECT; RECOMMENDATION REGARDING BIDDING AND CONSTRUCTION SCHEDULE

Ferro stated there has been considerable time spent in the last month in addressing project details relating to maintaining access to adjoining property during construction, and obtaining signoffs from property owners for adjustments to their driveways and temporary access arrangements. Ferro noted that Chase Bank has a long and involved process for review of the proposed plan. Ferro stated we are now running up against the deadline to start the project and still complete it this year, in terms of getting the road back open.

Ferro updated the Board regarding the status of discussions with Chase Bank regarding

Kullgren asked whether 5/3 Bank and Devin Norman approvals are in fact achievable soon.

Groenenboom stated that for the Norman property, we have a parking lot solution and grading solution that works. He stated we still need to find 4 replacement parking spaces for the Norman property, which we are in the process of figuring out.

Haga stated we are very close to having a solution for the Norman property, and he believes it won't be an issue, if his lost parking is replaced.

Groenenboom stated that we have a good working relationship with the 5/3 Bank Vice-President, and he doesn't anticipate any issues. He stated he is in communication with Chase Bank regarding engineering details. He noted the Road Commission wants the two Chase driveways to be combined into one, and Groenenboom noted he is proposing a single driveway with a median between the two lanes. He stated that Chase Bank has a concern with runoff draining toward their building into 4 catch basins instead of draining toward the road as it does now.

Groenenboom stated he had asked Chase representatives in early May whether approval was possible by June 2, and the response was that it would be tough, and that an expedited process would more likely take 45-days. He added that Chase said that they would have liked to have begun the review process last September.

Kullgren stated that if we cannot get approval in time to have the project completed by next September, we will have a huge problem.

Harrison stated his understanding is that contacts are being made at higher levels to try to get this process expedited.

Ferro noted we are moving ahead with the bond issue this summer, whether the project gets completed this year or not.

Kullgren asked if there is a need to encourage the Road Commission to remove the requirement to consolidate the two Chase driveways into one. Groenenboom noted that the main issue for Chase seems to be the driveway grade, not the consolidation. Ferro stated that there are also reasons for us to prefer the consolidated driveways, to achieve more on-street parking.

Kullgren asked how important the Chase response is to the construction bidding process. Groenenboom stated our goal is to have approval from Chase before construction on the actual road is started. He stated we could bid the project without their approval.

The consensus of the Board was that no formal action was needed at this point.

VI. REVIEW OF VILLAGE PARKING EXPANSION OPTIONS; RECOMMENDATION REGARDING IMPLEMENTATION.

Board members reviewed concept plans and cost estimates prepared by Moore & Bruggink for various options for expansion of public parking in the core of the Village. Ferro pointed out that the cost estimates and calculation of cost per space for the various options do not take into consideration cost of land acquisition for options that require land acquisition.

In discussion of options, Wright stated that we need to be concerned with the visual impact of these options and impact on the small-town character that the community values.

Haga asked whether the 16-space option on Bronson Street has the least impact on trees. Kullgren

stated that the choice of 16 spaces took into consideration proximity to the business district as well as potential intrusion on the residential character of Bronson St.

Jeff Hugger, owner of Schnitz Deli/Ada Grill asked why we haven't contacted the Road Commission and railroad yet. He stated it is frustrating that we knew what was coming and we made it worse.

Kullgren noted that the Township has engaged temporary staff to conduct parking counts in the Village during lunch hour and dinner time. He stated that the preliminary data shows that the area of the Village and time period showing the highest parking utilization is in the core of the Village over the lunch hour.

Kullgren added that he believed adding 60 spaces on Bronson St. would place many spaces too far away from the core of the Village.

In discussion of seasonal variations in parking demand, the comment was made that the fall season is probably the heaviest parking demand season.

Harrison asked whether we had any idea what impact land costs would have on cost per space. Ferro stated we have not been able to evaluate that yet.

Jeff Hugger, Ada Grill owner, asked if the dollar amount that was paid by the Nonna Café owner in order to reduce their parking supply by two spaces had any relationship to the actual cost of building new parking.

Steve Groenenboom, Moore & Bruggink, stated that amount was based on construction cost alone, on land that was already available, with no need for retaining walls.

Noelle DiVozzo stated that the business district seems to be creeping closer and closer to her home, and that she was concerned with the long-term loss of mature trees in the Village.

Kullgren asked if 16 spaces on Bronson St. could be built this year. Steve Groenenboom stated that based on feedback from the Road Commission at the time the current 30 spaces were built, the Commission might have some concerns with adding more.

Board member VanderWulp stated he believes we need a mix of both added parking on Bronson St. and pursuing acquisition of additional land for future parking.

Tom Cooper, Scoopers Ice Cream owner, stated he believed that putting 60 more spaces on Bronson would be worthless, given the distance of many of the spaces from the core of the business district. He stated he supports acquiring land immediately behind the businesses in his block to put adding parking nearby.

Kullgren stated if there is consensus on adding 16 spaces on Bronson, we should pursue if with the Road Commission and railroad, and obtain resident input.

Ferro stated he has presented these options to the DDA Citizens Council, and their feedback was that adding more parking on Bronson Street was the least favored option.

Wright commented that we need to be transparent with the public regarding the options we are pursuing.

Following discussion, it was moved by Haga, seconded by Harrison, to direct the engineering consultant to contact owners of the two easternmost residences on Bronson St. regarding availability of land to acquire, and to pursue option 4 adding 16 head-in spaces on Bronson St. and option 5 adding 4 head-in spaces on Bronson St. with the railroad and Road Commission.

Motion passed unanimously.

VII. STATUS OF HEADLEY ST. EXTENSION PROJECT

Groenenboom reported that the new traffic signal at Headley Street is going into operation this morning, and the signal at Thornapple River Drive is being put into flashing mode. He pointed out that the Headley Street extension is now open to traffic coming into the Village from the south, and that traffic movement out of the Village across the Thornapple River is closed, with the detour route on Ada Drive to Spaulding Ave. to Cascade Road in effect.

VIII. STATUS OF CAPITAL IMPROVEMENTS BOND ISSUE

Ferro referenced correspondence from bond counsel in the Board members' packets recommending that we move forward with the bond issue this month, in advance of a decision being made as to whether Ada Drive reconstruction will be completed this year or next year.

Kullgren asked whether costs of temporary access to the properties on Ada Drive has affected the cost estimate for the project. Groenenboom reported that the cost estimate included an allowance for these costs.

Haga reported that we received a favorable AA+ rating from Standard & Poors on our bond issue.

IX. FARMERS' MARKET SPONSORSHIP PROPOSAL

Board members reviewed the proposal from Spectrum Health and the Market Manager for Spectrum Health sponsorship of the Farmers Market for the 2016 season.

Jennie MacAnaspie mentioned she has also arranged a fund-raising event at Chipotle Grill on 28th St. in Cascade Township, in which they will donate a percentage of their sales during a 4-hour time window on a certain date.

MacAnaspie stated Spectrum Health is offering a \$500 sponsorship fee payment to the DDA, and Spectrum will pay for graphic materials for use at the Market identifying them as sponsors. She noted Spectrum Health will also provide programs monthly in a booth at the Market oriented toward promoting healthy lifestyles and healthy eating.

Following discussion, it was moved by Harrison, seconded by Andro, to approve the Spectrum Health sponsorship proposal for the Farmers Market.

Motion approved unanimously.

Kullgren commented that if any similar sponsorship proposal is to be entertained next year, it should be brought to the DDA Board well before the start of the Market season.

X. DEVELOPMENT ACTIVITY UPDATE

Ferro summarized the proposed plans pending before the Planning Commission for relocation of Vitales Restaurant to the O'Brien's Market site at 6650 Fulton St., and the proposal for a new Kingma's Market at the corner of Ada Drive and Fulton Street.

Noelle DiVozzo, Bronson Street property owner, asked if parking lot lighting on sites such as Spectrum Health and Vitales could be required to be turned off after a certain time in the evening. Ferro stated this could be required.

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

It was moved by Bowersox, seconded by Harrison, to adjourn at 9:48 a.m.

Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer