

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE JUNE 16, 2014 MEETING**

The meeting was called to order at 8:00 A.M. by Chairperson Bob Kullgren, at the Ada Township office, 7330 Thornapple River Dr., Ada, MI.

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

BOARD MEMBERS ABSENT: Tom Korth, Walt VanderWulp

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Steve Dertz, Amway Corp

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF MAY 12, 2014 MEETING

Norman pointed out that in the first paragraph of the item titled "Approval of Amendment to Market Manager Compensation Schedule" the draft minutes refer to the extended market season as being "4 additional Tuesdays in March." Norman asked if this shouldn't state "Tuesdays in October." Ferro stated that was correct.

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the May 12 meeting, with the correction of "March" to read "October" as pointed out by Norman. Motion passed unanimously.

DDA FINANCIAL REPORT, PERIOD ENDING 05/31/14

Ferro commented on the DDA financial report for the period through May. He noted that vendor registration fees for the Farmers' Market were close to the budgeted total for the year, and would probably exceed the budgeted revenue during the Market season, from daily vendor registrations and additional vendors signing up for the additional 4 weeks in October.

APPROVAL OF LICENSE AGREEMENTS FOR FARMERS MARKET PARKING

Ferro presented proposed license agreements with Alticor and with Peninsular Oil & Gas, for use of their parking areas for Farmers' Market parking. Ferro stated the only change in the agreements from prior years is the change in the Market season and hours of operation.

It was moved by Haga, seconded by Norman, to approve the Alticor and Pensinular Oil & Gas license agreements.

Motion passed unanimously.

FARMERS MARKET UPDATE

Ferro reported that the first week of the Farmers' Market went well. He stated there was reduced number of vendors, since some vendors do not have much product yet due to the late end to winter.

STATUS OF VILLAGE DESIGN PLAN IMPLEMENTATION

Kullgren reported that he is expecting communication from Amway in early July regarding their proposed financial commitment to the overall Village Plan public infrastructure needs.

Ferro reported on the meeting held with Healey St. property owners on June 5 regarding the status of

the design for the re-located street, the process for abandoning the old street right-of-way and conveying it to adjacent property owners, and preliminary layout plans for converting individual parking lots to a single, shared parking lot.

Ferro stated various methods for implementing shared parking were discussed, ranging from private agreements between property owners to Township or DDA acquisition of property to create a public parking area. Ferro stated it was pointed out that public funds could not be used to install the shared parking layout unless there was a public easement for public parking.

Ferro stated the Peninsular Oil & Gas property owner expressed some reservations about participating in a shared parking arrangement, and had some concerns regarding its impact on serving their clients.

Ferro also stated that as a result of the Kent County Road Commission Director's reaching out to Supervisor Haga, there was a meeting scheduled between Township representatives and Road Commission staff scheduled for June 25. Ferro stated that the Envision Ada consultant Jeff Speck would be participating in the meeting. The purpose of the meeting is to review the overall approach to new street construction and retrofitting of streets recommended in the Envision Ada Final Report.

It was noted that Kullgren, Haga, Korth and Harrison will be attending the meeting on behalf of the DDA, as well as 1 or 2 additional Planning Commission members in addition to Korth.

REPORT FROM BOARD MEMBERS

Kullgren commented on his recent visits to the Cedarburg Cultural Center in Cedarburg, Wisconsin, and to the Civic Center in the City of Grand Haven.

PUBLIC COMMENT

None.

ADJOURNMENT

It was moved by Harrison, seconded by Bowersox, to adjourn the meeting at 9:30 a.m.

Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary