

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE JULY 10, 2017 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Board Chair Kullgren.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Sarah Andro, Bryan Harrison

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Gwen Cieslak, Seyferth PR, Margaret Idema, DDA Citizens Council

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. APPROVAL OF MINUTES OF JUNE 12 MEETING

Minutes of the June 12 meeting were approved unanimously.

IV. APPROVAL OF CONTRACT PAYMENTS:

Ferro presented invoices from Progressive AE and Seyferth PR for payment approval.

It was moved by VanderWulp, seconded by Bowersox to approve payment of Progressive AE invoices dated May 9 and June 15 totaling \$25,127.07 (excluding interest charge) and SeyferthPR invoice for services through May 31 in the amount of \$4,217.53.

Ferro presented pay applications 1 and 2 from Kamminga & Roodvoets for the Bronson St. construction project. He noted that Pay application 2 includes a change order amount of \$2,220 for additional underdrain due to wet soil conditions encountered during construction.

It was moved by Norman, seconded by Haga, to approve Change Order #1 in the amount of \$2,240.

Motion approved by 6-0 roll call vote.

It was moved by Haga, seconded by VanderWulp, to approve pay applications 1 and 2 to Kamminga & Roodvoets, totaling \$153,704.35.

Motion approved by 6-0 roll call vote.

V. REPORTS AND COMMUNICATIONS

1. DDA Coordinator Recruitment

Haga updated the Board on the DDA Coordinator recruitment process. Kullgren wants to be sure that the three finalists have the capabilities needed for staff support of the capital campaign. Wright commented that supporting the campaign is only one of many duties of the position.

2. Schedule for Riverfront Park Construction Plans, Bidding and Contract Award

Ferro commented on the status of the Riverfront Park design. He stated that last week the Township received 80% complete construction plans from Progressive and there is a meeting this afternoon to review the plans. He stated that the goal is to have special Board meetings of the DDA and Township Boards to authorize going out for bids. Ferro said that Progressive is scheduled to have bid documents and cost estimates complete by July 21.

The Board reviewed plans for a new restroom building at the riverfront park.

Norman asked if a historic preservation easement on the schoolhouse building has been pursued yet. Ferro stated it has not yet been discussed with the future owner of the building.

Kullgren stated that most likely a special meeting will need to be set up to authorize seeking bids.

(Note: VanderWulp left the meeting at 9:02am.)

3. Status of Capital Campaign Preparations

Kullgren stated that he signed a contract with Hopkins Consulting to proceed with the Capital Campaign. Kullgren and Ferro met with Keith Hopkins on July 5 to work through a list of preparatory work that needs to be done. Initial organizational tasks are being undertaken. He stated the campaign should be up and running within the next 60 days.

Wright asked whether a library is still included in the campaign materials for the civic building. Kullgren stated that KDL and libraries in general consider themselves to be community centers. He stated that a library can satisfy our goals for a community gathering space, provided it is more than just a place for books, and in his view, it is a cornerstone of our plans.

Wright asked if there is a consensus that the building should include a library.

Ferro pointed out that the Township Board has not yet made a decision to commit to a library, and that this needs to be decided in short order.

Kullgren stated he doesn't believe the Township Board has been presented with all of the background public input gathered during our planning efforts that support the library concept.

Wright stated he doesn't think the community overall is aware of this information either, and he is concerned what the reaction may be during the campaign.

Kullgren stated the campaign feasibility study documents positive financial support for the concept.

Norman commented we have never as a Board taken a position on the matter, and that we need to have a consensus regarding what we want the building to be. He suggested we should develop a written description of what we want the attributes of a community center to be.

Haga suggested a joint Township Board and DDA Board meeting be held to discuss a library.

4. Discussions with The Community and Geld, LLC re: church property

Kullgren stated that there are discussions taking place between Geld and The Community Church about possible acquisition of land from the church as an alternative location for the community building. He stated if there is progress made that warrants DDA attention, he will bring it to the Board.

5. Tax Sharing Agreement between DDA and Ada Township

Ferro stated that he, the Township Treasurer, and the Township's financial consultant have been working on revenue and expenditure projections and a financial summary to come up with a bottom-line structure for this agreement that will identify what the DDA's financial commitment will be towards repayment for implementing these projects. He said they should be able to get that agreement before the Board within the next month.

Ferro stated they are also proposing to the Parks, Recreation, and Land Preservation Advisory Board that the debt service on \$550,000 of the overall debt total come from the Parks/Recreation/Land Preservation millage, as participation in about one third of the cost of the Riverfront Park.

6. Status of Ada Drive Reconstruction

Ferro stated that the Ada Drive reconstruction is on schedule. Paving of the second phase of the street is tentatively scheduled for August 1. He stated that after that is completed Ada Drive will be open to local traffic for businesses but closed to through traffic. Ferro said that the only area of concern is that Consumers Energy stays on schedule for placement of overhead electric lines underground.

7. Schedule for November, 2017 and April, 2018 Meetings

Kullgren said he would be happy to delay his departure in November if they could move the November meeting up a week to the 6th, and move the April meeting back a week to the 16th.

It was moved Haga, seconded by Bowersox, to change the November Board meeting date to November 6. Motion passed unanimously.

It was noted the meeting schedule for the next fiscal year would include change in the April meeting date to the 16th.

7. Discussion regarding filling of DDA Board positions

Kullgren stated that he wants to give Haga and the Township Board some help and direction to fill the open DDA Board position. He also stated the need to make sure the Board follows the statutes of having a majority of members with property or business interests in the DDA District. There was also a desire expressed to bring some more diversity to the Board.

Ferro was asked to provide the Board with the statute requirements for Board membership.

8. DDA Financial Report, 6/30/17

Ferro highlighted a few items in the financials. He stated that the contract services amount of \$6,500 was

to the parking consultant for the Parking Study update. There is also in the Operating, Supplies and Services amount, during the month of June, a \$4,298 line item that includes some fees for legal services. Haga stated that they will put in a new line item to change it to the regular account for legal services.

Ferro stated he is not sure if the current fund balance is accurate, and he will look into it.
Motion passed.

VI. BOARD MEMBER COMMENT

Ferro stated that plans are submitted for a zoning review for another 2-story building that would be adjacent to the B-2 building. There is no information yet on specific uses for the building, but it will be a mix of office and retail.

There was discussion on how to thank Jim Ippel for his service to the Board.

VII. PUBLIC COMMENT

No public comments.

VIII. ADJOURNMENT

The meeting was adjourned at 9:52am.