

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MINUTES OF THE AUGUST 3, 2009 MEETING**

Draft

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren.

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

BOARD MEMBERS ABSENT: Jim Ippel, Tom Korth, Betsy Ratzsch

OTHERS PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: None

APPROVAL OF AGENDA

The agenda as presented was approved by consent.

APPROVAL OF MINUTES OF JULY 6, 2009 MEETING

It was moved by Bowersox, seconded by VanderWulp, to approve the July 6, 2009 meeting minutes.

Motion passed unanimously.

REVIEW OF DDA EXPENDITURES/REVENUES AND BUDGET STATUS

Kullgren reviewed the financial status report distributed with the agenda, which he prepared with assistance from Ferro. Kullgren noted that the report combines actual accounting data from the Township with information he and Ferro provided regarding committed expenditures that have not yet hit the Township's records. Kullgren noted that most project budgets have come in under the original estimate, except for the Farmers Market, where expenditures exceeded the budget by about \$500. Kullgren noted that the \$2,735 in revenue from the Farmers Market, which was not budgeted, has more than offset the higher-than-budgeted expenditures.

Haga noted that the amount budgeted by the Township Board for initial DDA funding was \$8,000, not \$7,750 as shown on the report.

Kullgren pointed out that the report also provides information on anticipated future expenditures, including an invoice of \$565 for graphic design services for the new street banners and Farmers Market signage, as well as striping of on-street parking spaces and the planned October in Ada event. After these expenditures, the total expenditures will still be about \$2,000 under the total revenues.

Haga noted that the cost of striping the on-street parking spaces in the Village would be taken care of by the Township, as has been done in the past.

APPROVAL OF PAYMENT FOR GRAPHIC DESIGN SERVICES

Kullgren presented the invoice from Johnson Design Group for services in the amount of \$565. He noted that the invoice arose from his miscommunication with Karen Johnson, for which he apologized. He noted that as a result of discussion with Karen, the invoice amount was lowered by \$200, with this amount being donated to the DDA by Karen.

Norman commented that the product from the services provided was very well done.

It was moved by Bowersox, seconded by VanderWulp, to authorize payment of \$565 to Johnson Design Group for graphic design and pre-production services.

Motion passed unanimously.

DISCUSSION OF BRONSON ST. IMPROVEMENT PROJECT

The Board reviewed a preliminary plan and cost estimate for improvements to Bronson St. Ferro noted the plan provides for re-configuration of the Bronson St./Ada Drive intersection, with new curb and gutter, a landscape planting bed in the sidewalk adjacent to the Ada Bike Shop, an extension of the bike trail from the railroad tunnel to the Ada Drive/Bronson intersection, head-in parking spaces west of the tunnel, decorative lamps for the entire length of Bronson St. and a new sidewalk the length of Bronson St.

In reviewing the cost estimate, the Board suggested revision of several items, including preparation of a plan for the sidewalk and light pole layout on the entire length of Bronson St., showing existing trees on the plan, providing 10-12 head-in parking spaces adjacent to the railroad, adding unit prices and quantities to the cost estimate, and clarification whether the estimate includes sidewalk the entire length of Bronson.

The Board requested a refined plan to be provided for the September meeting, with the anticipation that input from Bronson St. residents would then be sought.

Haga asked Ferro to obtain a fee estimate from Moore & Bruggink for their work on this phase of the planning for the project.

Walt VanderWulp left the meeting at this time (9:05 a.m.)

REVIEW OF DRAFT DDA BOARD BYLAWS

The Board reviewed the April 1, 2009 draft of proposed Bylaws. It was suggested that Section 2 should be modified to provide that all of the officers of the Authority shall be selected from the appointed members of the Authority Board. Kullgren stated he would work on revised language, and would have a revised draft to present to the Board for approval in September.

FUTURE MEETING SCHEDULE

Kullgren presented a proposed meeting schedule for the balance of the year. He stated that to best accommodate the schedules of both Norman and VanderWulp, he is proposing alternating the meetings between the 1st Monday and the Tuesday after the 1st Monday. For Labor Day week, this is necessary in any case due to the holiday. The remaining meeting dates in 2009 are therefore proposed to be Tuesday, September 8, Monday, October 5, Tuesday, November 3 and Monday, December 7. Kullgren stated he doesn't particularly like this schedule, since it may lead to some confusion, but it was the best he could do to maximize potential attendance. Kullgren added we may wish to revisit this after seeing how it works.

The Board concurred with this schedule for the remainder of the calendar year.

PUBLIC COMMENT: None

ADJOURNMENT

It was moved by Norman, seconded by Bowersox, to adjourn the meeting at 9:35 a.m.

Motion passed unanimously.

Respectfully submitted:

Robert Kullgren, Chairperson