

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE AUGUST 17, 2015 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, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** Jim Ippel

**STAFF PRESENT:** Jim Ferro, Planning Director

**PUBLIC PRESENT:** Norm Rhoades, Township Treasurer, Dick Jasinski, NAI Wisinski, Steve Dertz, Amway

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**APPROVAL OF MINUTES OF JULY 13, 2015 MEETING.**

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the July 13 meeting as presented.

Motion passed unanimously.

**DDA FINANCIAL REPORT, 07/31/15**

Ferro presented revenue and expenditure reports for both the DDA overall and the Farmers' Market.

**STATUS OF HEADLEY ST. RE-CONSTRUCTION PROJECT**

Ferro reported that the Headley St. right-of-way abandonment petition, with signatures from all property owners and occupants, had been submitted to the Kent County Road Commission, and was approved by the Road Commission on August 10. Ferro stated work was progressing on installation of underground utilities in the new street right-of-way. He also noted that the Rix Robinson memorial has been relocated to the grounds of the museum property until a decision is made on a permanent location for the memorial.

**STATUS OF PARKING STUDY**

Ferro stated a draft of a portion of the parking study report has been received from the parking consultant. He stated the completed material pertains to inventory and analysis of existing conditions, including inventory of existing on-street and off-street parking supply, review of commercial square footage data, and collection of parking occupancy data. Ferro stated the portion of the study addressing future parking needs has not yet been completed, and that the consultant is waiting for us to provide projections of future commercial and residential development in order to complete that portion of the study. Ferro stated that a complete draft report would be completed within a couple of weeks of the consultant receiving that data.

**STATUS OF TOWNSHIP/THE COMMUNITY CHURCH COLLABORATION DISCUSSIONS**

Haga reported that after meetings between members of the leadership group from The Community and the Township Administrative Committee, comprised of he, Clerk Burton and Treasurer Rhoades, as well as obtaining input from Township legal counsel and the Michigan Townships Association, the Administrative Committee has determined not to further pursue discussions regarding possible collaboration in addressing facility needs.

Kullgren commented he believed this was a missed opportunity, and that leadership group from The Community wasn't treated fairly in this process.

## **DISCUSSION OF FUTURE TASKS**

Ferro stated that a schedule for major tasks that remain to be accomplished in implementing the Envision Ada plan would be prepared soon, in consultation with our bond counsel. Ferro stated among these tasks are amending the DDA Development Plan and Tax Increment Financing Plan, amending the DDA ordinance to authorize a millage in the DDA, completing planning and design of public amenities, reviewing and approving the alignment and design of River St., planned for 2016 construction, and initiating the process of issuing bonds for financing of the Township's share of infrastructure projects in the Village. It was noted that re-construction of Ada Drive to elevate it above floodplain elevation is scheduled for 2017.

## **BOARD MEMBER COMMUNICATION/COMMENT**

### Chairman's Winter Absence:

Kullgren stated he would be out of Michigan during the months of November through March, and would be limited in his ability to devote time to DDA matters. He stated he was willing to participate in meetings remotely if that was acceptable and could be arranged.

Bowersox stated that with his office now located at home, he believes he can assist in picking up some slack in the Chair's absence.

(Note: VanderWulp left the meeting at 9:10 a.m.)

### Kent County Grant Proposal:

Haga reported that Ada Township is participating in a county-wide collaboration with other local governments in submitting a grant proposal for Federal funding under the National Disaster Resilience grant program. Haga stated Kent County is coordinating the grant application project. He noted that Ada Township is proposing inclusion of three projects in the overall grant package, including rebuilding of Ada Drive above flood level, park/amphitheater improvements on the proposed Thornapple River greenway and floodproofing of the Township's sewer pump station. Ferro noted that if we are successful in obtaining the grant funding, the grant would provide \$2.3 million of the Township's total \$6.5 million share of Envision Ada project funding.

(Note: Norman and Harrison left the meeting at 9:20 a.m.)

### Filling of DDA Board Vacancy:

Haga stated that he was proposing appointment of Planning Commission member Sara Easter to fill the DDA Board vacancy created by Korth's resignation. Haga stated this would continue the coordination link with the Planning Commission, and also provide required representation by a business owner in the DDA district.

Wright stated he believed that the opportunity for appointment should be opened to others to submit applications.

Haga stated he would consider soliciting applications.

### Trademark Registration of New Township Logo:

Kullgren stated he believed the Township should take steps to protect use of the new Township logo by obtaining trademark or copyright registration. Haga stated that he will be pursuing this. Ferro noted that the Gravel Bottom Brewery has asked whether we would have any objections to their use of the new logo in a modified form, by adding graphic depictions of hops, yeast and barley on the “ADA” graphic, and placing it on the backs of t-shirts that they sell.

The consensus of the Board was that this should not be approved until a formal policy for use of the logo is developed.

**PUBLIC COMMENT:**

Dick Jasinski asked if Rockford Construction had been selected as the developer for Envision Ada.

Steve Dertz, Amway, stated that at present, Rockford Construction has been selected only as the developer of the new Heidi Christines Salon & Day Spa building.

**ADJOURNMENT:**

The meeting was adjourned at 9:43 am.

Respectfully submitted:

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(Note: Approved revisions to draft minutes are indicated by underscore and overstrike.)