

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE AUGUST 19, 2013 MEETING**

The meeting was called to order at 8:00 a.m. by Chairperson Bob Kullgren, in the lower level Fellowship Hall at The Community Church, 7239 Thornapple River Dr., Ada, MI.

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director

OTHERS PRESENT: Pete Lazdins and Bob Petko, Progressive AE, Steve Dertz, Amway Corp.

APPROVAL OF AGENDA

The agenda as revised was approved by consent.

APPROVAL OF MINUTES OF JULY 15, 2013 MEETING

It was moved by Harrison, seconded by Korth, to approve the minutes of the July 15 meeting as presented. Motion passed unanimously.

APPROVAL OF PROGRESS PAYMENTS TO PROGRESSIVE AE

Ferro recommended approval of the July 11 invoice in the amount of \$19,382.12 and the August 6 invoice in the amount of \$17,148.43, from Progressive AE for Village Design Plan consulting services. Ferro noted that the invoices to date total just over 20% of the total contract amount.

It was moved by Bowersox, seconded by VanderWulp, to approve payment of the two invoices. Motion passed unanimously.

APPROVAL OF PROGRESS PAYMENT TO GREENBUD LANDSCAPING

Ferro noted that the payment amount of \$4,050.15, in addition to the previous \$2,500 payment to Greenbud includes the total contract amount, less \$300 that is being held back for future installation of the benches and bicycle rack. Ferro stated that Greenbud Landscaping is aware of and in agreement with the held back amount. Ferro also noted that the cost of the benches themselves is not included in Greenbud's scope of services.

It was moved by VanderWulp, seconded by Harrison, to approve payment to Greenbud Landscaping in the amount of \$4050.15. Motion passed unanimously.

UPDATE ON VILLAGE DESIGN PLAN ACTIVITIES

Kullgren provided an update for the Board on the stakeholder input meetings that have been held to date, upcoming stakeholder input meetings, and the schedule for Design Workshop week activities following the Labor Day weekend.

FARMERS' MARKET UPDATE

Kullgren provided the Board with an update on the Farmers' Market. He noted that he and Jim have been working with the Market Manager to ensure accurate records are kept with respect to the token system. He also noted that basket sales are down, and that consideration may need to be given to how to replace this revenue source that offsets the costs of operating the market.

JOINT SESSION WITH VILLAGE DESIGN PLAN STEERING COMMITTEE

Members of the DDA Board were joined at 8:30 a.m. by approximately 20 members of the Steering Committee. Pete Lazdins and Bob Petko of Progressive AE presented summary data regarding public preferences and priorities expressed in the 2-day public open house event and in the stakeholder input meetings that have been held thus far in the planning process. Lazdins and Petko led a discussion of the public input and reaction to it with members of the Steering Committee and DDA Board.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at approximately 10:45 a.m.

Respectfully submitted:

Tom Korth, Secretary