

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 15, 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 (8:30 a.m.), Tom Korth, Bob Kullgren, Walt VanderWulp

BOARD MEMBERS ABSENT: Devin Norman, Ted Wright

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Steve Dertz, Amway Corp, Arlen Maas

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF JULY 14 MEETING, AUGUST 18 SPECIAL MEETING, AND SEPTEMBER 8 SPECIAL MEETING

It was moved by Bowersox, seconded by Harrison, to approve the minutes of the July 14, August 18 and September 8 meetings, as presented. Motion passed unanimously.

APPROVAL OF PAYMENT TO ADA BUSINESS ASSOCIATION FOR 2014 TINSEL, TREATS AND TROLLEY EVENT

Ferro presented an invoice for \$2,500 from the Ada Business Association (ABA) for the DDA's contribution for the 2014 Tinsel, Treats and Trolley event. Kullgren noted this expenditure is included in our budget and the cost-sharing proposal from the ABA was previously approved by the Board.

It was moved by Korth, seconded by VanderWulp, to approve payment of \$2,500 to the ABA for cost-sharing of expenses for the 2014 Tinsel, Treats and Trolley event. Motion passed unanimously.

DDA FINANCIAL REPORT, PERIOD ENDING 08/31/14

Ferro stated that most of the financial activity in the DDA Fund in August was in the Farmers' Market. He noted the only DDA revenue for the year has been in the Farmers' Market, along with a small amount of interest earnings on the fund balance. He pointed out that property tax revenues are not received until the December tax bill is issued.

Kullgren asked if Ferro and the Market Manager have discussed a strategy for developing a new income source for the market. Ferro stated he has had brief discussion with the Market Manager about some special events, as well as the possible sale of the remaining basket inventory to a Market vendor who sells them at her retail store. Kullgren also asked if Ferro has reviewed whether the token inventory is being reconciled periodically with token sales and redemption data. Ferro stated he has not but will do so.

STATUS OF VILLAGE DESIGN PLAN IMPLEMENTATION

The Board reviewed and discussed correspondence from Township bond counsel Jim White concerning the potential schedule for formal adoption and implementation of the proposed financing plan for Village public improvement projects. Ferro noted that Mr. White suggests the possibility of the Township Board adopting a resolution of intent to issue capital improvement bonds at the November 10 Township Board meeting. The preliminary schedule would have the Township Board approving a formal development agreement with Amway on January 26, 2015, along with approval of an amended and restated DDA Development Plan and Tax Increment Financing Plan, and a formal agreement between the Township and

the DDA concerning use of tax increment revenues for bond repayment at the same time.

Kullgren stated that the development agreement is likely to be a very complicated and detailed document that will take some time to finalize. Steve Dertz, Amway Corp. stated that a first draft of an agreement has been prepared by Amway, and that it should be provided to us this week.

Ferro stated the correspondence from legal counsel suggests that the Township Board should not adopt the resolution of intent to issue bonds until we have reviewed a first draft of the development agreement and we have engaged the services of a registered municipal bond advisor.

Ferro updated the Board on the status of discussions with Headley St. property owners regarding the Headley St. design. He stated that revised layouts for parking and driveway access on Headley St. have been provided to Peninsular Oil and Scott Gregory. He stated that the revised layout with one driveway access to Headley St. is acceptable to Peninsular Oil, and we are still waiting for a response from Scott Gregory on the curb and driveway layout for his property. Ferro stated we are also in the process of scheduling a meeting with the Road Commission to review procedures for submitting a right-of-way abandonment petition.

Haga suggested we should prepare a list of all of the steps needed in completing the Headley St. abandonment and relocation process.

PROPOSED PROCESS FOR CONCEPTUAL DESIGN OF CIVIC BUILDING

Kullgren stated he met recently with Ken Dixon regarding engaging him to assist in developing a concept for the proposed civic building/farmers' market pavilion, including assembling a group of individuals to provide creative thoughts on what functions and uses the facility should be designed for.

(Note: Board member Ippel arrived at the meeting at 8:30 a.m.)

Kullgren stated Dixon indicated he could assist in that process for a fee amount that would not exceed \$3,000. Kullgren stated he envisions the product of this effort being a list of attributes the facility should have and some sketches of what it could look like, and he believes this process could be completed in about 60 days.

VanderWulp suggested that Dan Vos Construction might be considered as a source of input.

Following discussion, it was moved by Haga, seconded by Bowersox, to authorize up to \$3,000 to be expended on architectural services from Ken Dixon, for development of a program statement and concept drawings for a multi-use civic facility. Motion passed unanimously.

PUBLIC COMMENT

Arlen Maas introduced himself, and stated he is part of a group that has acquired the Bransdorfer property on Bradfield St. for possible development of a retirement village.

ADJOURNMENT

The meeting was adjourned by consent at 8:48 a.m.

Respectfully submitted:

Tom Korth, Secretary