

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 16, 2013 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, Bob Kullgren, Devin Norman , Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Tom Korth

STAFF PRESENT: Jim Ferro, Planning Director

OTHERS PRESENT: Pete Lazdins and Bob Petko, Progressive AE

PUBLIC PRESENT: 2

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF AUGUST 19, 2013 MEETING

It was moved by Harrison, seconded by Bowersox, to approve the minutes of the August 19 meeting as presented. Motion passed unanimously.

DDA FINANCIAL REPORT, JULY 31, 2013

Revenue and expense reports for the DDA overall and for the Farmers' Market for the period through July 31, 2013 were reviewed. Kullgren commented on the status of basket sales and the possibility of developing another source of fund-raising for the Farmers' Market to replace slowing basket sales. He stated he has considered the possibility of a Christmas tree sales event, but has ruled it out because of the extensive need for volunteer labor.

RESOLUTION OF APPRECIATION TO THE COMMUNITY FOR USE OF THEIR FACILITIES

Ferro presented a proposed resolution for approval by the Board, expressing our appreciation to the leadership, staff and membership of The Community church for allowing use of their facilities throughout the summer for meetings and public events held as part of the Village Design Plan process.

It was moved by Bowersox, seconded by Haga, to adopt the Resolution of Appreciation to The Community. Motion passed unanimously.

APPROVAL OF PROGRESS PAYMENTS TO PROGRESSIVE AE

Ferro presented an invoice dated September 9, 2013 from Progressive AE for the period through August 30, for work on the Village Design Plan. Ferro noted that the invoiced period ended before the start of the Design Workshop Week, and that the total billings on the project thus far are about one-third of the total contract amount.

It was moved by Bowersox, seconded by Harrison, to approve payment of the Progressive AE invoice amount of \$17,461.70. Motion passed unanimously.

REVIEW/DISCUSSION OF DRAFT VILLAGE DESIGN PLAN

The Board reviewed and commented on the draft Village Design Plan produced during the Design Workshop Week. Lazdins and Petko from Progressive AE presented information regarding several areas of potential revision to the Plan that are being looked at, based on feedback from a core group consisting of Kullgren, Haga, Korth, Ferro and Dertz at a meeting with the consultants last week. Lazdins stated they plan to have some revision concepts for these areas developed by the end of the week.

STATUS OF STREETScape BENCH SELECTION

Ferro stated he has price quotes from 3 different vendors for street benches, with 2 being from well-known national suppliers – Landscape Forms from Kalamazoo and Victor Stanley from the east coast, and a local manufacturer of recycled plastic benches. He stated the prices range from the \$500 range for recycled plastic up to about \$1,600 for benches with cast iron or aluminum ends, with wood, plastic or metal slats.

It was noted that the committee members who volunteered to assist in selecting a bench style and vendor has not met yet. Ferro stated he would arrange a meeting within the next week.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at approximately 10:00 a.m.

Respectfully submitted:

Tom Korth, Secretary