

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE OCTOBER 10, 2016 MEETING**

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00AM by Chairman Bob Kullgren at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

BOARD MEMBERS PRESENT: Sarah Andro, George Haga, Bryan Harrison, Jim Ippel, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright  
BOARD MEMBERS ABSENT: Terry Bowersox  
STAFF PRESENT: Jim Ferro, Planning Director  
PUBLIC PRESENT: 3

**II. APPROVAL OF AGENDA**

The agenda was approved by consent.

**III. APPROVAL OF MINUTES OF SEPTEMBER 12 AND SEPTEMBER 26 MEETINGS.**

It was moved by Harrison, seconded by Haga, to approve the minutes of the September 12, 2016 and September 26, 2016 meeting minutes, subject to correction of a typographical error in the last sentence prior to Item XI, Adjournment, to read "at a reduced cost."

Motion passed unanimously.

**IV. DDA FINANCIAL REPORT, 09/30/16**

The Board reviewed a revenue and expenditure report for the DDA and Farmers Market for the period through September 30. Ferro noted the DDA had a fund balance as of September 30 of \$495,847.

**V. INTERVIEWS WITH CONSULTANT CANDIDATES FOR CAPITAL CAMPAIGN FEASIBILITY STUDY**

The Board conducted interviews with the following consultant candidates for completion of a capital campaign feasibility study for a potential community fund-raising effort to generate donated funds toward the cost of public amenities, including greenspace development and a combined community building/library branch in the Village:

The Breton Group  
Hopkins Fundraising Consultants  
Kennari Group

**VI. SELECTION OF CONSULTANT FOR CAPITAL CAMPAIGN FEASIBILITY STUDY, AND AUTHORIZATION TO ENTER INTO CONSULTANT SERVICES AGREEMENT**

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

Following discussion of the consultant candidate interviews, the consensus of the Board was to postpone action on selection of a consultant, and to direct the Chair and staff to complete reference calls for each of the consultant candidates. In addition, staff is to poll Board members regarding a possible special meeting to be held the week of October 17 to decide on a preferred candidate.

**VII. APPROVAL OF ARCHITECTURAL SERVICES AGREEMENT WITH DIXON ARCHITECTURE FOR DEVELOPMENT OF CONCEPTUAL PLAN FOR COMMUNITY BUILDING/LIBRARY BRANCH**

Kullgren presented a proposal for architectural services in the amount of \$3,000 from Dixon Architecture to complete a conceptual design for a 2-story building of approximately 14,000 square feet that would be located in the Headley St. green space, housing a combined community building and KDL library branch. Kullgren noted that the similar work that was completed by Dixon within the last two years was for a smaller, single-story building, and was for a much different use that included meeting rooms of various sizes as well as a catering kitchen for use by caterers at special events. Kullgren stated that Dixon would work with Township representatives and KDL representatives to develop a floor space program for the building, and develop architectural renderings of a building concept that could be used in carrying out the capital campaign feasibility study. He stated the goal was to have the renderings completed by the end of October so they would be available for use in the feasibility study.

Following discussion, it was moved by Haga, seconded by Andro, to approve the engagement with Dixon Architecture as set forth in the Dixon proposal dated September 22, at a cost of \$3,000.

Motion passed unanimously.

**VIII. PRESENTATION FROM BOB BECKER, ADJUTANT, WALTER DURKEE AMERICAN LEGION POST 311, REGARDING VETERANS' MEMORIAL PROPOSAL**

Bob Becker, from American Legion Post 311 in Grand Rapids, proposed to the Board the concept of creating some type of veterans' memorial in a public space in the Village, as part of the Village redevelopment. Becker stated that Kent County has an impressive military heritage, noting that there have been ten Medal of Honor recipients in Kent County. Becker referenced historically-significant military units from West Michigan, including the Red Arrow Division, the 42<sup>nd</sup> Regimental Combat Team and a black army battalion from Grand Rapids, all of which could be highlighted in educational displays as part of a veterans' memorial. He also listed other communities around the country that have established such memorials as community focal points, including Wichita Falls, KS, McKinney, TX, Essex County, NJ and Moore, OK.

He stated that he was attracted to Ada as a potential location for a memorial because of his familiarity with the redevelopment plans for the Village and the public space that is planned.

He noted that Seyferth Associates has offered to assist with fund-raising, and he believes that Post 311 can generate the needed funding, if Ada Township can provide a location.

Kristen Wildes, Ada Historical Society Board, noted that there was formerly a Veteran's Memorial with names of Ada veterans located near the corner of Ada Drive and Thornapple River Drive. She stated it was removed at some point in the past, and no one knows what became of the memorial structure.

Following discussion, it was moved by Haga, seconded by Wright, that the DDA work with the Ada Historical Society and Mr. Becker to pursue the concept of establishing a veterans' tribute in the Village at a suitable location.

Motion passed unanimously.

**IX. REVIEW OF PROPOSED BID SPECIFICATIONS FOR SIDEWALK SNOW REMOVAL IN THE VILLAGE**

Ferro presented bid specifications he has prepared for contracting out snow removal from sidewalks in the

Village. Ferro stated the intent is to obtain bids in time for consideration of the bids at the November DDA Board meeting.

It was moved by Haga, seconded by Norman, to authorize advertising for bids for snow removal services, based on the bid specifications presented by Ferro.

Motion passed unanimously.

#### **X. DEVELOPMENT ACTIVITY UPDATE**

Ferro noted construction would be starting soon on the Kingma's Market, the 22,000 square foot building on Ada Drive next to the Kingma's Market and on the Spectrum Health building on Fulton Street. It was noted we are waiting for railroad approval of the Bronson St. parking plans prior to beginning construction.

#### **XI. BOARD MEMBER COMMENT**

Board member Norman stated he had seen communication from the ABA noting that the Tinsel, Treats and Trolley event is being presented by the Ada Business Association and the Lucas Howard Group. He suggested we look into how much funding is being presented by the presenting sponsor, and whether the DDA is being given appropriate recognition based on its \$2,500 contribution toward the event. Staff will look into this.

Norman also commented on the lack of notice to the business community of the Ada Drive road closure on 10/7/16. Ferro stated that the township only received notice from the Road Commission the afternoon prior at 2:30 pm and that the information was passed along to the Ada Business Association, as well as the Ada Township email distribution list. Norman stated that the only notice he received was from the ABA on the day of the closure, 30 minutes prior to the closure. He further asked that either the DDA or the Township make the communication issue a high priority and find a better way to make certain all businesses are being informed in a timely fashion so as to cause the least amount of business interruption.

#### **XII. PUBLIC COMMENT**

Kristen Wildes, Ada Historical Society Board member, stated she would like to be given advance notification regarding planned building demolition in the Village, so that the Historical Society has an opportunity to obtain photo documentation of the buildings before they are removed.

#### **XI. ADJOURNMENT**

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

Respectfully submitted:

---

Devin Norman, Secretary/Treasurer