

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
BOARD OF DIRECTORS  
MINUTES OF THE OCTOBER 17, 2016 SPECIAL MEETING**

**CALL TO ORDER AND ROLL CALL**

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

BOARD MEMBERS PRESENT: Sarah Andro, George Haga, Jim Ippel, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Terry Bowersox, Bryan Harrison

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: None

**APPROVAL OF AGENDA**

The agenda was approved by consent.

**SELECTION OF CONSULTANT FOR CAPITAL CAMPAIGN FEASIBILITY STUDY**

Kullgren and Ferro summarized information they obtained in completing reference calls to clients of the 3 consultants being considered for the capital campaign feasibility study. Kullgren and Ferro indicated the feedback was largely positive regarding each of the candidates, and there was no negative feedback of any significance from any of the clients who were contacted. Kullgren and Ferro commented that the conclusion each of them reached was that all 3 candidates were very capable, and any one of them would serve us well.

In discussion of the scope of the study, Kullgren pointed out that very preliminary discussions with Dixon Architecture indicated the cost of a 14,000 square foot community building/library may be in the area of \$300 per square foot, rather than \$200 in our initial estimates. It was noted that this could result in an increase in the fund-raising goal of the feasibility study and any subsequent capital campaign.

Wright expressed concern that the size of the planned building, the feasibility study and fund-raising target not be driven solely by the needs for a library, and that we need to include in the scope of the study the other community amenities that are in our plans. He expressed interest in seeing the layout of the planned building and how the space is allocated between library and community space.

It was agreed the DDA Board should have information regarding the conceptual plan for the proposed building, and a breakout of estimated cost for all project components included in the feasibility study funding goal, prior to the study being initiated.

Following discussion, it was moved by Haga, seconded by Norman, to select Hopkins Fundraising Consulting to carry out the feasibility study, for a professional fee of \$16,500, plus costs for administrative services of \$45/hour.

On a roll call vote, there were Norman, Haga, Ippel and Kullgren voting yes; with Andro, VanderWulp and Wright voting no.

Motion passed by 4-3 vote, with 2 absent.

**BOARD MEMBER/STAFF COMMENT**

Ferro reported there is another closure of Ada Drive at Rix Street scheduled this week, beginning at 9:00 pm on Thursday night, extending to 5:00 a.m. on Friday morning.

Norman stated he would like to have the topic of communication with businesses scheduled for discussion at the next meeting.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Kullgren adjourned the meeting at 9:10 A.M.

Respectfully submitted:

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Devin Norman, Secretary/Treasurer