

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MINUTES OF THE NOVEMBER 3, 2009 MEETING**

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Jim Ippel, Tom Korth, Bob Kullgren, Betsy Ratzsch, Walt VanderWulp, Ted Wright.

BOARD MEMBERS ABSENT: Devin Norman

OTHERS PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: None

APPROVAL OF AGENDA

Kullgren proposed revising the agenda to include authorization of expenditure for attendance at an upcoming farmers market conference in Grand Rapids. The agenda as revised was approved by consent.

ELECTION OF OFFICERS

Ferro distributed copies of the DDA Board Bylaws that were recently approved by the Township Board. He noted that the Bylaws provide for 4 Board officers to be elected by the Board from among the members of the Board. Ferro stated that the only officer position that has been filled thus far is that of Chairperson, and that a Vice-Chairperson, Secretary and Treasurer should also be elected.

Haga moved, VanderWulp seconded to postpone the election of officers to the December meeting, with the understanding that the Chairman will seek to recruit a slate of candidates for consideration at that time.

Motion passed unanimously.

APPROVAL OF MINUTES OF OCTOBER 5, 2009 MEETING

It was moved by Bowersox, seconded by VanderWulp, to approve the October 5, 2009 meeting minutes as presented.

Motion passed unanimously.

DISCUSSION OF BRONSON ST. IMPROVEMENT PROJECT

Ferro stated that the preliminary plan for Bronson St. improvements has been reviewed by the Kent County Road Commission staff, and they have no objections to the plan. Ferro noted that the KCRC did suggest that milling and repaving of the balance of Bronson St. should be included in the scope of the project, which adds about \$50,000 in total cost.

Ferro distributed two alternative plans and cost estimates for Bronson St., varying only in the number of head-in parking spaces provided. One plan provides 20 head-in parking spaces, and the other provides 31 head-in parking spaces, with a cost difference to the Township of about \$37,000.

The Board discussed what appropriate next steps are for moving the plan forward, and which of the 2 alternative plans should be presented.

Following discussion, it was moved by Haga, seconded by Bowersox, to direct that a public information meeting on the plan be held, with residents of Bronson St. invited to attend as well as members of the DDA Development Area Citizen's Council.

Motion passed unanimously.

VanderWulp left the meeting at this time.

REIMBURSEMENT OF FOOD SPOILAGE DAMAGE AT THE COMMUNITY CHURCH

Kullgren reported that an electrical system overload at The Community Church this summer that was caused by Farmers Market vendor use of power from the church building resulted in a loss of some prepared food in a freezer. Kullgren stated that he wished to provide some reimbursement to the church for this loss, although the pastor has not pushed for this. Kullgren requested authorization to reimburse the church \$100 for the loss.

It was moved by Ratzsch, seconded by Bowersox, to authorize payment of \$100 to The Community church for the food spoilage caused by the Farmers Market use of their electrical power.

Motion passed.

ATTENDANCE AT AGRICULTURE AND FARM MARKET CONFERENCE AND EXPO

Kullgren reported he has formed a stakeholders group to provide feedback on improving the Farmers Market for next year.

Kullgren requested authorization for expenditure of \$70 for two persons, he and Clerk Burton, to attend an educational conference on Farm Markets in Grand Rapids in early December.

It was moved by Korth, seconded by Ratzsch, to authorize expenditure of \$70 for registration for two persons to attend the Farmers Market Expo.

Motion passed unanimously.

BUDGET FOR DECEMBER COMMUNITY EVENT PROMOTION

It was noted that action on this item was completed at the October meeting, and no further action was needed.

DISCUSSION OF 2010 PRIORITIES AND BUDGET

Ferro stated that the Township would soon be starting preparation of the FY 2010-11 budget, and that the DDA Board should consider what programs and activities it may wish to carry out next year that would affect the budget.

Tom Korth stated that the DDA Board should be pushing for the adoption of form based zoning rules for the Village that was recommended as an outcome of the Village Design Charrette.

Kullgren suggested placing the form-based code on the DDA Board agenda for the December meeting, so that the Board could gain some familiarity with the concept.

Betsy Ratzsch suggested that the DDA should continue its financial support for promoting community events.

Jim Ippel suggested that the DDA consider assuming responsibility for snow removal from sidewalks in the Village. He also stated that the DDA should be engaging major property owners in the Village to try to facilitate change and improvement in the Village.

Kullgren suggested that an estimate of the DDA's revenues for the next fiscal year be prepared, and that a cost estimate for snow removal services in the Village be prepared.

Bowersox left the meeting at this time.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

It was moved by Korth, seconded by Ippel, to adjourn the meeting at 9:58 a.m.

Motion passed.

Motion passed.

Respectfully submitted:

Robert Kullgren, Chairperson