

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE NOVEMBER 13, 2017 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Board Vicechair Bowersox.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Margaret Idema, Justin Knapp, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator

PUBLIC PRESENT: Kristen Wildes, Keith Hopkins, Jackie Smith, Steve Dertz, Phil Leerar Gwen Cieslak

II. APPROVAL OF AGENDA

Ferro provided a summary of the Township Board's motion to support the location of the community center/library on the south side of Headley Street, ~~without a recommendation from the DDA, at their October meeting.~~ after the DDA had recommended postponing a decision regarding the location of the building for two weeks. There was discussion on the role the DDA has, as well as the disposition of the property on the north side of Headley Street.

The agenda was approved by consent.

III. RESOLUTION OF APPRECIATION TO FORMER BOARD MEMBERS – SARAH ANDRO, JIM IPPEL, TOM KORTH, BOB KULLGREN, AND BETSY RATZSCH

It was moved by Harrison, seconded by Haga, to adopt a Resolution of Appreciation to former DDA Board members.

The resolution was adopted by an 8-0 roll call vote.

IV. APPROVAL OF MINUTES OF OCTOBER 9 MEETING

Wright proposed adding an amendment to the discussion on the location of the community center/library to indicate that the reason for delaying the recommendation was to investigate the potential for preserving north side green space.

It was moved by Harrison, seconded by Idema, to approve the amendment to the minutes of the October 9 meeting.

Motion passed unanimously.

It was moved by Harrison, seconded by Idema, to approve the minutes of the October 9 meeting as amended.

Motion passed unanimously.

V. APPROVAL OF PAYABLES

It was moved by Norman, seconded by Haga to approve payment of the Seyferth PR invoice for services through September 30 in the amount of \$2,500, and the Hopkins Fundraising Consulting invoice for services through October 16 in the amount of \$5,800.

Motion passed unanimously.

VI. CAPITAL CAMPAIGN UPDATE FROM KEITH HOPKINS

Township fundraising consultant Keith Hopkins provided an update on the Capital Campaign. Hopkins reported that four co-chairs and approximately thirty cabinet members have been recruited to help run the Campaign, and that Steve and Amy Van Andel have agreed to be honorary chairs.

Hopkins reported that between the four co-chairs and himself they have already pledged \$100,000 to the Campaign, and he wanted to invite Township leadership, including DDA Board members and Township Board members, to make personal gifts to the Campaign.

VII. AWARD OF SIDEWALK SNOW REMOVAL SERVICE CONTRACT

Hilbrands presented the three bids that were received for the sidewalk snow removal services for the 2017-2018 and 2018-2019 winter seasons. Hilbrands stated that the bids were solicited for both “cost per push” and full season quotes. He stated that the bid received from Darneil Landscape Management was incomplete, and he was unable to find positive references for snow removal work done by Darneil Landscape. Hilbrands said that the bid received from Woods Landscaping LLC did not produce any cost savings for a season-long contract. Therefore, he recommended that the bid from Woods Landscaping for “cost per push” service be accepted.

Idema asked if there were any complaints received last year. Hilbrands responded that there were none received during the year.

VanderWulp noted that he was less than thrilled with the quality of service last year. He said often times not all of the snow would be removed, or there would be a layer of ice. Ferro stated that the DDA has the discretion of when to apply deicing material, and we might have to do that more often.

Norman noted that EGR uses a brush attachment for snow removal and that it works well. Woods should be asked if they have a brush attachment, or if they can use one.

It was moved by Norman, seconded by Wright to approve the selection of Woods Landscaping LLC. to provide sidewalk snow removal services on a “cost per push” basis as set forth in their bid for the 2017-2018 and 2018-2019 winter seasons.

Motion passed unanimously.

VIII. AWARD OF PARKING LOT SNOW REMOVAL SERVICE CONTRACT FOR COMMUNITY CHURCH PARKING LOT

Hilbrands presented the bid received for The Community Church snow removal services for the 2017-2018 winter season. Hilbrands stated that the bid received from Woods Landscaping LLC included both “cost per push” and full season quotes, and that the bid did not produce any cost savings for a season-long contract. Therefore, he recommended that the bid from Woods Landscaping for “cost per push” service be accepted.

Harrison asked why we are moving away from having Township staff plow the lot. Haga responded that the workload for the staff was already high due to manhours spent performing snow removal for other Township properties.

It was moved by Norman, seconded by Idema to approve the selection of Woods Landscaping LLC to provide The Community Church parking lot snow removal services on a “cost per push” basis as set forth in their bid for the 2017-2018 winter season.

Motion passed 7-1.

IX. APPROVAL OF GARLAND PURCHASE FOR VILLAGE LIGHT POSTS

Hilbrands presented the quotes received for garland that would go on the Village light posts. Hilbrands stated that he received quotes from four companies that provided garland similar to the Township’s current garland. He stated that garland from Northern Lights Display and Display Sales were very similar in cost, and that purchasing garland from Display Sales would ensure that the new garland exactly matches the current garland. Therefore, he recommended purchasing garland from Display Sales.

Hilbrands also presented the quotes received for installation and takedown services of the garland. Hilbrands stated that he received quotes from two companies, and that Woods Landscaping Inc. provided a much lower quote. Therefore, he recommended accepting the quote from Woods Landscaping, Inc. to provide garland installation and takedown service.

Wright asked if we are sure that the materials we have selected will hold up and will not fade prematurely. Haga stated that we get four or five years out of the material, dependent on weather.

Norman asked if these costs fit in the DDA budget somewhere, and if there were items the Township was wishing to offload, and have the DDA take on the payment for. Hilbrands stated that there has not been anything else brought to his attention besides what was currently in front of the Board. He stated that this was not budgeted for in the beginning of the year.

Ferro stated that at the beginning of the year they did take into account miscellaneous expenditures, and by splitting the cost of the garland with the Township it would allow us to fit it within our budget.

VanderWulp noted that we should be looking long-term on this, and to be aware of future potential costs.

It was moved by Harrison, seconded by VanderWulp to purchase the garland from Display Sales, with the installation and takedown of the garland performed by Woods Landscaping. This is conditioned upon Township Board approval of half of the costs.

Motion passed unanimously.

VanderWulp left the meeting at 9:05am.

X. PROPOSED PROJECT DELIVERY METHOD FOR THE COMMUNITY BUILDING/LIBRARY, RECOMMENDATION TO TOWNSHIP BOARD

Ferro presented alternative contracting methods for moving ahead with design and construction of the community building/library. Ferro stated that the Construction Manager/General Contractor process is what we are proposing for completion of this building project. He stated that the benefits of this process are that it provides opportunities for collaboration between the architect and the general contractor in coming up with cost-effective means of constructing the building. This process can also allow for preliminary construction while design work is still underway. Ferro stated that the CM/GC process can deliver the project quicker, and less costly.

Ferro stated that he is recommending the Township issue one RFQ for teams of architects paired with Construction Managers/General Contractors. He stated that in this approach you establish an early budget

for the project, and as design progresses at some point in the design process you establish through a contract with the CM/GC a maximum guaranteed price for the building.

Ferro stated that they are also recommending the retention of a Project Manager by the Township to oversee the solicitation process and the design and construction process of the building, on behalf of the Township.

Wright asked when do the stakeholders get a say in the design of the community center and library. Ferro stated that this will be an initial task, and that Haga is in the process of putting together a committee with multiple stakeholders that will provide input on the design of the project.

Harrison asked what the “at-risk” terminology means. Ferro stated that the General Contractor is at risk, because the CM/GC agrees to a maximum price before construction starts and is held to that.

Steve Dertz stated that he recommends the CM/GC process. He stated that this is the most economical and the quickest way to do it.

It was moved by Norman, seconded by Wright to recommend to the Township Board to pursue the CM/GC at risk process, with the hiring of a project manager, for the design and construction of the community building/library.

Motion passed unanimously.

XI. REPORTS AND COMMUNICATIONS

a. Results of 2017 Capital Improvements Bond Sale

Ferro presented the results of the of the 2017 capital improvements bond sale. Ferro stated that the interest rate was well below what was used in the financial projections. As a result of that favorable interest rate the total debt service that will come from DDA funds over the life of the bonds will be about \$4.91 million, compared to the \$5.25 million that was included in the earlier analysis.

b. Status of Ada Drive Project/River Street Project

Ferro noted that the overhead poles have been removed from the sidewalks, so our contractor is now able to move ahead to finish the paving of the sidewalks. He stated that the base course of paving on River Street and Settlers Drive is scheduled to go in today, and the top course on Thursday.

c. Status of Riverfront Park Construction

Ferro stated that work has started on the new restroom building. The foundation has been poured, and the walls will be poured soon. He stated that work will continue on the restroom building through the winter. Ferro stated that the foundation walls for the raised plazas will also be poured. Ferro stated that the work below the raised plazas including the paved paths, amphitheater, and tree planting won't be done until next year.

d. Public Parking Agreement Discussions with the Community Church

Ferro reported that the Township is in discussions with the Community Church regarding a long-term parking agreement for public parking in the church parking lot. Ferro stated that he hopes to have a proposed long-term agreement for review soon.

e. Private Development Update

Ferro provided an update on private development in the Village. He reported that there is a new two-story building in the shopping center area on this week's Planning Commission agenda. It would be a building that is about 24,000 square feet at the corner of Headley Street and Ada Drive.

Wright asked if there is a proposed tenant. Ferro stated that it is his understanding that there is a proposed office tenant of the entire upper floor. Ferro stated that there is potential space for a restaurant on the east end of the building.

Wright asked if the same architect is being used for every new building, and he wondered if that was the best thing to do. Ferro stated that the Township is not in control of which architectural firm designs the buildings. He stated that the appearance of the constructed and designed buildings is a reflection of the architectural design standards that are in our Village code.

f. DDA Financial Report, 10/31/17

Hilbrands presented the DDA financial report and highlighted some of the major expenditure items. He reported that the Farmer's Market revenues have exceeded the budgeted \$9,000 by \$2,340.

Norman asked that if we anticipate the Farmers Market remaining in the church parking lot in 2018. Ferro stated that there is no desire for the church to have it anywhere else.

Wright noted that it might be unrealistic to hold the Farmers Market there when construction begins on the community center/library building.

XII. BOARD MEMBER COMMENT

Haga stated he is in the process of receiving applications for filling the open position in the DDA Board, and he has received four so far. He stated he will email the DDA Board members copies of the applications.

Harrison asked if the other DDA Board members would view it as a positive or negative if another Township Board member was placed on the DDA Board.

Wright stated that he liked that the DDA is a separate entity.

Harrison stated that maybe the Township Board needs to sit with them and see the hours that the DDA puts in to making their decisions.

Idema stated that she would be in favor of having someone crossover, because it would provide more ownership of the process.

Haga stated that he will take it up with the Township Board this evening.

Wright stated that this points out that we have not done a good job communicating all of the hard work and the due diligence that the DDA has done. He said he was not sure the Township Board understands the decision process, the due diligence and the hard work that the DDA does.

XIII. PUBLIC COMMENT

Ferro stated that he wanted to bring to the Board's attention the correspondence from Bob Kullgren. He stated that there were two main topics from the correspondence. The first was the issue of who is providing architectural design services for new buildings in the Village, and the issue of housing affordability. He stated that in the recent strategic planning exercise by the Township Board, one of the items that came up was the issue of housing affordability, so it is on their radar as well.

Norman asked if there has been any movement on the old Gilmore property for developing residential. Ferro stated that he is not aware of what is going on there, and he doesn't have any other information on how soon that might get developed.

Wright asked what control or authority the Township or the Planning Commission might have over making properties more affordable. Ferro responded that there can be zoning incentives for developers to make a legal commitment for a certain percentage of new housing units to be at a defined affordable price. One potential incentive is higher density.

XIV. ADJOURNMENT

It was moved by Idema, seconded by Harrison to adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 9:52am.

Respectfully submitted:

Devin Norman, Secretary/Treasurer

*Note: Approved amendments to draft minutes identified by underscore and overstrike marks