

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE NOVEMBER 17, 2014 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, Jim Ippel, Tom Korth, Bob Kullgren, Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Bryan Harrison

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Betty Jo Crosby, Steve Dertz, Dick Jasinski

APPROVAL OF AGENDA

The agenda was approved by consent.

APPROVAL OF MINUTES OF THE OCTOBER 13, 2014 MEETING

Wright expressed concern that the description in the draft minutes of the proposed Envision Ada nonprofit organization could be interpreted as the organization superseding the role of the Township and DDA in implementing the Envision Ada plan.

In discussion, Korth noted that he had raised the question as to how the development review function of the nonprofit would relate to plan review and approval by the Planning Commission, and Ferro had pointed out that any new development, whether reviewed by the nonprofit or not, would still be subject to normal zoning review and approval procedures.

Discussion took place as to how and whether the minutes should be revised to address Wright's concern.

Haga pointed out that the minutes are simply a summary of what transpired at the meeting.

Ferro stated that revisions to the draft minutes should not be made that add information that was not presented at the meeting, and that if more detailed information needs to be provided to the public regarding the proposed nonprofit, it needs to be done through a separate document.

Ferro stated that Wright's comments underscore the importance of providing clear information to the public regarding the makeup of the nonprofit organization and its board, and the importance of it being a community-based organization.

Korth commented that it should be made clear to all parties that the new non-profit is a totally-separate organization from Township government, and that any development review function that the nonprofit serves will be for Amway-owned properties only, with no obligation by any other property owner.

Ferro read a suggested additional paragraph which could be added to the minutes, following Walt VanderWulp's comment regarding use of a low-power radio station:

"Korth asked if the role of the new nonprofit would supersede any of the Township's responsibilities for review and approval of development proposals. Ferro stated it would not, and that any new development would still need to go through the normal zoning approval process."

There was consensus that this change should be made to the minutes.

Following discussion, it was moved by Haga, seconded by Korth, to approve the minutes with the inclusion of the paragraph as read by Ferro.

Motion passed unanimously.

Kullgren suggested modifying the agenda to take up Item V.E., presentation of a concept plan for the proposed civic building/Farmers' Market pavilion.

Kullgren summarized the process that was used to obtain input in a couple of small group meetings from individuals with expertise in catering, facility management and design, regarding things that should be considered in the design of a multipurpose facility. Kullgren stated a group consisting of he, Haga, Ferro and architect Ken Dixon met with these individuals in two meetings. Kullgren stated the input that was received was very valuable. Examples cited by Kullgren included hearing the view that there is a large unmet demand for small meeting space, that the need for storage space shouldn't be underestimated, and what caterers' needs are in a catering kitchen.

Ken Dixon, Dixon Architecture, stated that in approaching the development of a concept plan, he was guided by the following principles:

1. The facility should have an intimate and unique "Ada" character.
2. There should be flexible room sizes to accommodate a variety of uses.
3. The facility should incorporate a large "warming" kitchen .
4. The facility should be easy to access.
5. The facility should provide adequate storage space.
6. The facility should incorporate state-of-the-art technology.

Dixon presented the overall concept plan for a multi-purpose building with 7,915 square feet, with a separate 2,603 square foot seasonal market pavilion. Dixon noted the building would have movable walls to allow configuration of meeting/event spaces ranging from 476 square feet to 5,153 square feet. Dixon pointed out the market pavilion would provide 14 market stalls with overhead doors, and the adjacent parking area could be used to provide 14 additional stalls.

Kullgren stated that the seasonal market pavilion could be used for purposes other than the Farmers' Market, and the overhead doors provide flexibility to use the pavilion for indoor use as well as be open to the outdoors.

Wright commented that we need to make sure there is adequate parking to serve the facility, and that the parking is easy to find.

VanderWulp commented that the layout of the facility doesn't appear to allow for any future expansion to accommodate additional public functions, if the need or desire arises.

Wright asked what the relative cost would be, and timeframe for being built.

Kullgren stated there has been no cost estimate prepared, but pointed out that the budget in the Envision Ada plan is about \$2.5 million for a 5,000 square foot facility. He noted that this concept plan is larger by about 2,000 square feet.

Kullgren stated the timeframe could be by 2016, but there is a lot of analysis and work to be done to accomplish such a schedule, including having a manager on board who can secure bookings for the facility in advance of it being completed.

Kullgren pointed out that there is much additional work and additional steps needed to arrive at a final design for the facility, and that this concept plan is only a starting point, but gives some idea of what could be accommodated on the site.

Korth suggested looking at including a partial second floor and/or a basement in the building, to make more efficient use of the land.

DDA FINANCIAL REPORT, 10/31/14

Ferro presented a DDA financial report for the period ending October 31. He noted that the only revenues during October were in the Farmers' Market account, with some daily vendor registrations and basket sales. He noted that DDA tax increment revenue would not be received until after the December tax bills are issued. Ferro noted that Farmers' Market vendor registrations have exceeded the budgeted amount by about \$1,800, but that basket sales have been way below the budgeted amount.

STATUS OF ENVISION ADA IMPLEMENTATION

Ferro updated the Board regarding the status of the negotiation of a formal development agreement between the Township and the DDA, the Headley St. road abandonment and the Headley St. relocation and reconstruction project.

PUBLIC COMMENT

Betty Jo Crosby, stated that in her reading of the draft Board minutes from October, her perception of the role described for the Envision Ada organization was the same as Board member Wright's. She also stated she believed that creating usable space on the second floor of a new building was a good idea.

ADJOURNMENT

It was moved by Norman, seconded by Wright, to adjourn the meeting at 9:52 a.m.

Motion passed unanimously.

Respectfully submitted:

Tom Korth, Secretary