

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE DECEMBER 5, 2011 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, Bob Kullgren, Devin Norman, Betsy Ratzsch, Walt VanderWulp, Ted Wright

**BOARD MEMBERS ABSENT:** Tom Korth

**STAFF PRESENT:** Jim Ferro, Planning Director  
Steve Groenenboom, P.E., Moore & Bruggink

**APPROVAL OF AGENDA**

Kullgren stated he would like to re-arrange the agenda slightly to address the Bronson St. project first.

The agenda as revised was approved by consent.

**APPROVAL OF MINUTES OF NOVEMBER 7 AND NOVEMBER 16, 2011 MEETINGS**

It was moved by Bowersox, seconded by VanderWulp, to approve the minutes of the November 7 and November 16, 2011 meetings as presented.

Motion passed by a vote of 6-0 (Norman and Wright were absent at this time).

**RESOLUTION AND COMMUNICATION TO TOWNSHIP BOARD REGARDING BRONSON ST. PARKING LAYOUT REVISIONS**

Kullgren presented a draft DDA Board resolution and cover letter for consideration by the Board, regarding the changes to parking layout on the Bronson St. project. Kullgren stated he has had an opportunity to review the Bronson St. construction contract. He stated that the contract price is based on unit quantities, which may be adjusted up or down based on actual work performed, without the need for a formal change order.

Kullgren stated that he also reviewed the January, 2010 DDA Board minutes, and Ferro's subsequent report to the Township Board regarding the DDA Board's recommendation regarding the scope of the Bronson St. project. He noted that Ferro's report to the Township Board states that a range of parking options was studied, ranging from 12 to 42 spaces. Kullgren stated that this record supports that parking was viewed as an important component of the project by the DDA Board.

Ippel stated he believes that the intentions of those involved in making the change to the project were good, but that parking is clearly critical to the project. He stated the lesson to be learned from this is that the DDA Board should be consulted on this type of a decision. With regard to the options and cost estimates prepared by Groenenboom for adding various numbers of spaces back to the project, he doesn't feel we should consider any option other than restoring the 7 lost spaces.

(Note: Ted Wright arrived at the meeting at this time, at 8:45 a.m.)

Board members discussed the estimated costs for restoring the 7 lost spaces, as well as the cost reductions that were achieved by removing the spaces from the original project. It was noted that the estimated cost to add the spaces back, less the cost savings from deleting the spaces originally, was \$10,645.

(Note: Norman arrived at the meeting at 9:20 a.m.)

Board members discussed potential sources of the needed additional funds. It was noted that at the last meeting, Jeff Hugger had expressed willingness to contribute funds toward the cost of restoring the 7

spaces.

Ratzsch commented that accepting such a contribution might have unintended consequences, such as creating expectations concerning ownership of the right to use certain spaces.

Haga stated he did not see any negatives from accepting an unsolicited contribution toward a Township project.

Groenenboom stated although he believes that a contribution of \$5,000 toward the project is sufficient, his firm would provide \$7,500 or as much as the entire \$10,645 amount, if needed to avoid the need for any business owners contributions, to restore the 7 spaces.

Following Board discussion, it was moved by Ippel, seconded by Bowersox, to adopt the proposed resolution, with a change in paragraph 4 of the resolution to state "The DDA Board hereby recommends that the Ada Township Board take appropriate steps to restore the Bronson Street project to provide 30 head-in parking spaces, as shown on the originally-approved construction plans or such other plans as may be approved by the DDA Board, at the earliest possible date."

The motion passed by a roll call vote of 8-0, with Korth absent.

Kullgren stated he would meet with Haga, Ferro and Groenenboom to finalize the information to be presented to the Township Board at the December 12 meeting.

#### **LICENSE AGREEMENT WITH AMWAY CORP. FOR USE OF PARKING AREA AT 7215 HEADLEY ST. FOR FARMERS' MARKET PARKING.**

Ferro stated action on this agreement had been postponed at the November 7 meeting, pending review of the legal description attached to the agreement. Ferro stated he had reviewed the legal description, and found that it did not describe the correct property. He noted this has been corrected by removing the legal description, and referring to the property by address number and parcel number only, which is sufficient for an agreement of this type, which does not convey a real property interest.

It was moved by Norman, seconded by VanderWulp, to approve the license agreement with Amway Corp. for use of the 7215 Headley St. property for Farmers' Market vendor parking in 2012.

Motion passed by 8-0 vote.

#### **STATUS OF PROJECTS, DDA COMMERCIAL SPACE INVENTORY**

Ferro reported we had received only two responses to our letter of inquiry regarding interest in participating in an online inventory of space available for lease or sale. The consensus of the Board was for the Chairman to work with Ferro to further define the scope of the inventory, and how it would appear on the Township web site.

Comment was also made that the DDA should have a more visible presence on the Township web site.

Wright suggested that it might be useful to appoint a DDA Board member as a community liaison.

#### **STATUS OF PROEJCTS, FARMERS' MARKET, 2011 SEASON SUMMARY REPORT**

Kullgren reviewed his report to the Board concerning the operations and finances of the Farmers' Market for the 2011 season. He noted that the credit card transaction fee that was assessed to vendors did not quite offset the costs of implementing the electronic transaction system, if the up-front cost of the

equipment that was purchased is considered. He reviewed some changes in the token reimbursement system being considered for next year to reduce the administrative burden of the system.

Kullgren added that it would be nice if the Farmer's Market revenues and expenses could be accounted for separately, without regard to the Township fiscal year.

### **DDA FINANCIAL REPORT**

The year-to-date revenue and expense report for the DDA was reviewed. Haga noted that the budgeted transfer of funds from the General Fund to the DDA fund to pay for staff time being charged to the DDA has not been made yet.

### **DISCUSSION OF 2012-13 PROJECT AND BUDGET PRIORITIES**

Kullgren stated this item would be discussed only briefly today, and postponed to the January meeting.

Ferro referred to the DDA project priorities document that was adopted in 2010, and encouraged Board members to review this for updating.

He noted two suggestions for projects that have been mentioned:

1. Kullgren brought up at the November 7 meeting the possible need for a Village parking study.
2. The Ada Historical Society has expressed interest in developing a historic building walking tour in the Village, with informational signage.

VanderWulp stated he believes it is important to keep track of our public parking inventory.

Kullgren drew Board members attention to items 2 and 3 under Community Design, and Item 3 under Economic Development and Restructuring on the project priority list as items for discussion next month.

### **BOARD MEMBER COMMENT:**

Ippel requested a presentation in the future on the Village Form-Based Code. Ferro stated this could be done.

### **PUBLIC COMMENT:**

There was no public comment.

### **ADJOURNMENT:**

The meeting was adjourned at 10:25 a.m.

Respectfully submitted:

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Tom Korth, Secretary