

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

AGENDA

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00AM by Chairman Bob Kullgren (via videoconference) at the Ada Township office, 7330 Thornapple River Drive, Ada, MI.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Bob Kullgren (video), Devin Norman, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Sarah Andro, Jim Ippel

STAFF PRESENT: Jim Ferro, Planning Director

PUBLIC PRESENT: Pete Lazdins and Mike Oezer (Progressive AE), Margaret Idema (DDA Citizens Council), Eileen McNeil (Seyferth PR), Rick Schuknecht, Justin Sellers, Kristen Wildes (Ada Historical Society), Steve Groenenboom (Moore and Bruggink), Steve Dertz (Geld) and 1 other person.

II. APPROVAL OF AGENDA

The agenda was approved by consent.

III. APPROVAL OF MINUTES

- a. **Corrected minutes of 1/26/17 Joint Work Session Meeting**
- b. **February 13, 2017 DDA Meeting**

Correspondence regarding 1/26/17 minutes from Ross Leisman were read and discussed.

Motion to approve both sets of minutes, as amended, by Harrison, seconded by Bowersox. Approved unanimously.

IV. Approval of Meeting Schedule for FY 2017-18

Discussion regarding time of day for regular meetings concluded that Mondays at 8am fits the Board Member schedules the best. Evening special meetings can be called if needed.

Motion to Approve the FY 2017-18 Meeting Schedule by Harrison, seconded by Bowersox. Approved unanimously.

V. Review of Proposed River St. Design

Pete Lazdins and Mike Oezer from Progressive AE presented the latest design for River Street. The road is 1250 feet long and will have a 76 foot wide Right of Way (R.O.W.). There will be parallel parking on the north side of the street and 67 head-in parking spots on the south side (park side) of the street. There will be a total of 102 on-street parking spots between River Street and Settlers Street when completed.

Oezer stated that the on-street parking areas will consist of permeable pavers to allow for on-site water mitigation. River Street will remain a private street with ownership, maintenance and care divided among the condominium groups of the adjacent building owners. The pavers will require snow plowing with a plastic tipped blade to minimize damage and maintenance issues. There also will be a public access agreement, in perpetuity, formally recorded in the condominium documents. Bike racks will be included throughout this design development.

Dertz stated that River Street will commence right after Ada Drive is finished (early July) and will be completed by the end of construction season 2017.

This plan and rendering goes before the planning Commission on March 16, 2017 (this week). The DDA board has reviewed the supported design documents and recommends the plan as presented.

VI. Review of Updated Design and Cost Estimate for Settlers' Grove Park

Kullgren opened by stating that there have been some significant design changes to the park plan after receiving initial cost estimates that far exceeded the original estimates from January, 2016. A significant portion of the increased costs was an approximate \$500,000 cost estimate for the boulder wall that retained River Street and transitioned to the lower elevation of Settlers' Park. A more gradual, sloped interface was proposed to save the cost of the boulder wall. This change does mean that the elevation transition will extend approximately 8-12' further into the park (to the floodway line). Because of the gentle nature of the slope, areas (arcs) could be cut out of the slope and retained with a smaller wall to provide more flat area for picnic tables and such.

Also, the walkway in the park closest to the road has been eliminated, being seen as being redundant in close proximity to the river side walkway. The depth of the park ranges from 95 – 205', with a generally flat area in between the road slope and the river bank slope of between 45-155'. By comparison, John Collins Park in East Grand Rapids has a flat area depth of 100-165'.

The total cost for Settlers' Grove Park as amended is approximately 1.6M.

There is an opportunity to complete Phase I of Settlers' Grove Park in conjunction with the construction of River Street. Phase I would include everything adjacent to the roadway down to the floodway line, at an approximate cost of \$860,000.

The next step is for Progressive to complete the construction documents and formalize an RFP for bidding the Phase I portion of the park. There is also the possibility of a DNR grant to help fund some of the park improvements. If Phase I could be completed in conjunction with River Street, there may be some cost savings; however, the Township may have a requirement to bid the project separately. There was also discussion regarding having both phases of the project bid out at the same time, in hopes of seeing some cost savings due to economies of scale. This may preclude seeking a DNR grant (with an application deadline of April 1st) as the time necessary to apply, win and receive grant funding may extend well past the construction schedule.

VII. Review of Updated Envision Ada Project Cost Estimates and Funding Sources

Funding sources identified to date indicate approximately 9.03M in identified funds, with completed and proposed projects totaling approximately 14.03M. The funding short fall may be made up through our philanthropic efforts and the proposed needs include projects for which known scope and costs have not been developed. It was suggested by Harrison and added as a footnote to the Civic/Market Pavilion (and future public parking) line item(s), that the purchase and/or partnership with The Community Church should be included in our proposed project list.

Kullgren stated that we are anticipating our parking study update and Keith Hopkins fundraising report summary at our May meeting.

VIII. Review Proposed Budget, FY 2017-18

1. DDA Operations, including Farmers' Market

The line to review is the 2017-18 Work Session Budget. This budget has been presented to the Township Board. The largest share of revenues comes from the DDA millage, with some funds coming from Tax increment funding. This budget does not include any allocation for the Project Management position, but does include the same proportion of Ferro's time as 2016 (25%)

2. Capital Projects

Includes a fund balance of 2.94M, with 2017 Ada Drive cost estimate of 3M. This does not leave any funds available in 2017 for the Phase I portion of Settlers' Grove Park. However, subject to an amended development agreement with GELD next month regarding sewer/water costs for the completed Headley street, there may be a re-allocation of approximately \$800,000 from GELD towards the Ada Drive project (these are not new funds). This could free up some funds for Phase I of the park.

Also keep in mind, that the Parks and Rec fund has available funds that could be allocated towards a portion of Phase I of the park.

VanderWulp left at 9:02am

IX. Consideration of Project Manager Position and Recruitment Process

Kullgren has our two project manager candidates on hold for now. He stated that we are currently allocating approximately \$27,000 towards project management with Ferro's time and we cannot ignore what our budget is telling us regarding the (un)affordability of a more costly project manager. Kullgren stated that he believes the conditions that warranted our consideration of a Project Manager position have materially changed. First, Seyferth PR has picked up the communication piece and appears to be keeping everyone apprised of the project, changes and happenings through a number of different channels. Second, the project management is very important and currently puts a lot of time demand on Ferro and may be some of his responsibilities could be offloaded onto another person (ie. an administration assistant).

Harrison added that the third need that was identified a few months ago was DDA operations. Currently, we do not have a solution for that item that doesn't continue to add to Ferro's responsibilities. Ferro stated that some administration support in the office would be appreciated. In the current Township budget, Haga has proposed an administrative assistant to be shared between Haga and Ferro. This person could complete meeting agendas, minutes of meetings, prepare board packets, take and return phone calls and other tasks that don't require expertise at the executive level. Harrison will create a draft RFP for Ferro's review looking for staffing help that will offload some of the day-to-day items on Ferro's schedule.

X. Reports and Communications

1. DDA Financial Report, 2/28/17

Included in other discussions.

2. Status of Parking Study Update

Updated data has been provided to the contractor and the study is underway. The Parking committee has had one meeting so far and has another one coming up on March 28, 2017 at 6pm. There will likely be a third wrap-up meeting.

3. Status of Ada Drive Reconstruction

We are still awaiting Chase Bank's final sign off so that the construction of Ada Drive can commence. Groenenboom stated that there have been multiple positive responses (emails, etc) dating back to November, 2016 indicating that Chase Bank was in accordance and ready to sign, yet it hasn't happened yet. Further efforts will be made this week through different channels to get the sign off immediately.

XI. Board Member Comment

Haga mentioned that it may be appropriate now to seek a three month extension of Seyferth's contract to get us through Phase II of the projects this year (River Street).

XII. Public Comment

Ferro stated that the Parks/Rec and Land Preservation Advisory Board have been shown the Settlers' Grove Park plan and they expressed concern regarding the amount of tree removal. Further effort will be made to identify the trees to be removed, what condition they are in, etc. No trees will be removed for the park until 2018 so there is time for the census.

Ferro reminded the board that Rooks Landscaping has offered to donate 25 Bur Oak trees (5-6" caliper) for Settlers' Grove Park. We would have to pay for the cost of relocating the trees (transportation and planting). It was noted that Bur Oak trees are quite temperamental in transplantation and by including so many trees of one variety, if disease came along that harmed Bur Oak, it could wipe out a large portion of trees in a short time frame.

XIII. Adjournment

Motion to Adjourn at 9:48am by Norman and seconded by Bowersox. Approved unanimously.

Respectfully submitted:

Devin Norman, Secretary/Treasurer