

## Downtown Development Authority Meeting

September 18, 2018

Members Present: Adam Elenbaas, Jeremy Borgman, Bern Scholma, Mark Alderink, Tom Zuniga, Joshua Thurkettle, Rence Meredith, Ross Stevens, Bob Chapin, Steve Spriensma

Absent: Tom Hovingh, David Vanderwall, Pierce Roon

### Agenda

1. Opportunity for public comment, none received.
2. Approve minutes of the July 17, 2018 meeting, motion made by Alderink, support by Scholma, motion carries.
3. Project Updates: 2 projects under discussion, repaving of streets in the township that need updating & completing sections of sidewalk. DDA has been advised that cost would be substantially lower for both projects if they are bid in the spring of next year.
4. Background on DDA Funding, Guest – Tim VanBennekom, Finance Director: Tim presented the members with the sourcing for the DDA funds and capture calculation. He also presented a recommended formula for basing administrative expense to the budget. Group discussed proper accounting for administrative expense in relation to the activities and projects performed by the DDA in a given year. Motion made by Chapin: 2019 DDA Budget line item of \$45,068.09 of DDA Expenses allocated to Township General Fund to offset administrative expenses of DDA. Support by Alderink, motion carries. David VanGinhoven also spoke about the DDA scope and recommends the DDA & Township Board work cooperatively on future endeavors.
5. Budget: Member discussion & review of 2018 Revenue & Expense – 2019 Budget proposal. Motion made by Alderink: to approve proposed budget for 2019 with the additions of Administrative Charge \$45,068.09 and Total Revenue adjustment to \$1,679,980. Support by Thurkettle. Roll call vote, passed unanimously, motion carries.
6. Public Comment, none received.
7. Next meeting is scheduled for: November 20, 2018 at 7:30AM.
8. Motion to adjourn made by Stevens, support by Elenbaas, meeting adjourned.