

# AGENDA



DOWNTOWN  
DEVELOPMENT  
AUTHORITY

## Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Greg McNeilly • Jen Schottke • Diana Sieger  
Al Vanderberg • Rick Winn

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Wednesday, December 13, 2023

8:30 a.m. Meeting

29 Pearl Street, NW Suite #1

1. Call to Order
2. Approve November 8, 2023 Minutes (8:31)  
(enclosure) Motion Winn
3. Approve Preliminary November 30, 2023 Financials (8:35)  
(enclosure) Motion Chapman
4. Lower Grand River Water Trail Support (8:40)  
(enclosure) Motion Zietse
5. Market Avenue Riverfront Design (8:50)  
(enclosure) Motion Miller
6. Division Avenue Redesign Funding (9:00)  
(enclosure) Motion Miller
7. 2024 Tree Planting Funding (9:10)  
(enclosure) Motion Eledge
8. Return to River 2024 Funding (9:20)  
(enclosure) Motion Van Driel
9. Executive Director Report (9:30) Info Kelly
10. Public Comment (9:35)
11. Adjournment (9:40)



MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
November 08, 2023

1. Call to Order – This meeting was called to order at 8:31AM by Chair Rick Winn.

Attendance

Members Present: Luis Avila, Jermale Eddie, Greg McNeilly, Jen Schottke, Al Vanderberg and Rick Winn.

Members Absent: Mayor Rosalynn Bliss, Kayem Dunn and Diana Sieger.

Others Present: Tim Kelly (Executive Director), Jessica Wood (Legal Counsel), Mandy McDaniel (Recording Secretary), Tyle Way, Michael Hyacinthe (Has-Heart), Vera Beech (Community Rebuilders), Rich App (GR Chamber), Mark Miller, Bill Kirk, Melvin Eledge (DGRI Staff).

2. Approve Meeting Minutes from September 13, 2023  
*Motion: Member Vanderberg, supported by Member Schottke moved approval of the September 13, 2023, Meeting Minutes with no corrections. The motion carried unanimously.*
3. Accept Preliminary September 30, 2023, and October 31, 2023, Financials  
*Motion: Member McNeilly, supported by Member Avila motioned to accept Statement D: September 30, 2023, Expenditures. Motion carried unanimously.*
4. World of Winter Snow Removal  
Eledge stated at last year's World of Winter festival, DGRI launched a pilot program for snow removal in high traffic areas. The feedback received was resoundingly positive. It was decided to continue and expand services for WoW 2024. After engaging several vendors and receiving 3 quotes, Building Bridges was selected as the preferred vendor for snow and ice removal. Eledge shared renderings of primary and secondary locations. Today's request is an amount not to exceed \$21,332, which includes a 10% contingency.

Vanderberg asked if the amount is locked in if we do not have snow. Eledge stated yes, and if we get more snow than anticipated.

## UNAPPROVED MINUTES

*Motion: Member Avila, supported by McNeilly motioned to approve funding in an amount not to exceed \$21,322, which includes a 10% contingency for snow and ice removal throughout the WoW footprint for the duration of the festival. Motion carried unanimously.*

### 5. MEDC Grant Approval: Has Heart

Eledge informed the board earlier this year the Has Heart's owners approached DGRI about pursuing a small business grant through the MEDC's Match on Main program. Per MEDC guidelines, applicants must be local units of government, Michigan Mainstreet programs, Downtown Development Authorities, or other management districts. The grant application was reviewed and accepted by the MEDC, who then released the funds to the DDA to disburse to Has Heart.

In October, Has Heart finished the work outlined in the application by revitalizing the previously vacant building in Veteran's Memorial Park, which will be open in time for Veterans Day.

Eledge introduced Tyler Way and Michael Hyacinthe, Has-Heart Co-Founders. Way and Hyacinthe who gave a brief background on how the nonprofit was developed and the mission of utilizing art, design, and fashion mediums to benefit, uplift, and inspire US Veterans.

McNeilly inquired for more information on the retail space. Way stated they plan to utilize part of the coffee shop as an incubator space to showcase and sell Veterans' art and designs.

*Motion: Member McNeilly, supported by Member Eddie, motioned to authorize the disbursement of the MEDC Match on Main fund. Motion carried unanimously.*

### 6. Retail Innovation Grant: Shinola

Eledge confirmed Shinola, a small watch maker company, will be opening a store downtown Grand Rapids on the corner of Monroe Center and Division. This will be the 19<sup>th</sup> business the DDA will consider providing grant funding for. Eledge reminded the board of one of the key components Downtown Retail Strategy was to have an anchor tenant on the opposite corner of Rosa Parks along Monroe Center.

Shinola signed a 3-year lease for 40 Monroe Center and is seeking support through a Retail Innovation Grant in an amount not to exceed \$61,000 to support their investment.

Rich App, Retail Retention and Attraction Specialist, stated with the addition of the anchor store, people will now have more of a reason to travel all the way down Monroe Center to Division for retail shopping. App began working with Shinola in February of 2020. App added we are an active and growing city, and this is the active lifestyle place vendors like Shinola are looking to invest in.

McNeilly inquired about the chart of grant recipients included in the packet and if there were any learnings from unsuccessful businesses. Eledge replied in terms of the businesses that have closed, it is hard to glean lessons since it is largely dependent on the business owners and how they run their businesses. Some of the work done in the last 2 years includes revising the grant and as a result we built better mechanisms into the application process – we require more financial reporting than we did in the past and we put a lot more weight on

whether they're working with economic support organizations. As a result, the applications appear stronger for example Second Vibess, which expanded their storefront within 6 months and are very invested into the Downtown community. Our primary focus has been on small start-ups but looking at the broader retail strategy of Downtown and having the opportunity to bring in an anchor store like Shinola will help develop our larger goals to strengthen our retail downtown.

*Motion: Member McNeilly supported by Member Avila motioned to approve funding not-to-exceed \$61,000 for a retail innovation grant to support the opening at 40 Monroe Center Ave. Motion carried unanimously.*

### 7. Community Rebuilders Report

In June 2023, the DDA, along with the City and County approved funding to work with Community Rebuilders on their Geographic Housing Outreach Program. Vera Beech from Community Rebuilders presented an overview of their quarterly review. The initial target for the initiative was Monroe Center. They have successfully assisted 13 individuals get into permanent housing that provides resources and support. Seven of the newly housed individuals were on the list of 22 individuals who were high users of City emergency services. An extensive breakdown of their work was included in the report in the November 2023 Agenda Packet.

Beech explained that the high cost of the project is due to the time it takes to match people with permanent supportive housing – housing that provides necessary support to ensure the housing is stable. Matching people with supportive housing is not very well organized in our community and there is a lot of room for growth and improvement, which is something Community Rebuilders is working on. They have been able to reduce the cost of matching someone with supportive housing to \$6,532 per person.

Moving forward, their conversation is about which area to target next now that Monroe Center has been cleared. They are making connections and working with other community partners to help this underserved population. They are hoping to be able to make people comfortable on the streets when they can't get into permanent housing. Beech said that they are deeply thankful for the support from the community and this Board.

McNeilly inquired about the cost that the City incurs from high users of the emergency services. Ms. Beech explained that they do not have specific numbers, but they have been working with Trinity and Corewell to identify data in this regard. Before being in permanent housing, individuals went to the emergency room 22+ times per year. Data shows that that frequency of visits drops to 1-3 times once they are in permanent housing. There is no good way of tracking all of the cost savings across the City, but they are hoping to at least obtain some estimates.

### 8. Executive Director Report

Kelly presented the following updates:

- Lyon Square and Public Museum construction are underway.
- Wayfinding signage continues to roll out. Today we have 80 new signs deployed and are working on 20 more.

## UNAPPROVED MINUTES

- Monroe Center benches will be installed in December.
- Jefferson Avenue construction will now start in the spring.
- September visitor counts exceeded 2019.
- Christkindl Market at the downtown market starts next week.
- World of Winter website and socials are live.

9. Public Comment

None.

10. Board

Schottke informed members that the Grand Rapids Public Schools bond proposal passed.

11. Adjournment

The meeting adjourned at 9:32AM.

Minutes taken by:  
Mandy McDaniel  
Recording Secretary

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: December 6, 2023

TO: Rick Winn  
Chairman

**Agenda Item 3  
December 13, 2023  
DDA Meeting**

FROM: Tricia Chapman  
Administrative Services Officer II

**SUBJECT: Interim Financial Statements as of November 30, 2023**

Attached are the Authority's interim financial statements for the first five months of the Authority's fiscal year ending June 30, 2024.

The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2024 Budget vs Actual Results
- Statement C: Statement of FY2024 Project Expenditures
- Statement D: Schedule of Expenditures

The Authority's balance sheet on Statement A indicates the Authority is in a strong position financially with sufficient Pooled Cash to support development plan expenditures for FY2024 and beyond.

The Authority has spent approximately 45.1% and 41.5% of its budgeted appropriations in the Non-Tax and Local Tax funds respectively.

Please contact me at 616-456-3848 or at [tchapman@grcity.us](mailto:tchapman@grcity.us) if you have any questions.

Attachments

**STATEMENT A**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Balance Sheet**  
**November 30, 2023**

	<b>Non-Tax Funds</b>	<b>Local Tax Increment</b>	<b>TOTAL</b>
<b>ASSETS</b>			
Pooled Cash and Investments	\$ 3,045,421	\$ 9,935,329	\$ 12,980,750
Petty Cash	-	500	500
Misc Receivable	100	-	100
General Fixed Assets	-	87,651,535	87,651,535
Accumulated Depreciation on Fixed Assets	-	(67,512,579)	(67,512,579)
<b>TOTAL ASSETS</b>	<b>\$ 3,045,521</b>	<b>\$ 30,074,785</b>	<b>\$ 33,120,306</b>
 <b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities</b>			
Current Liabilities	\$ -	\$ 246	\$ 246
Parking Revenue Payable	58,252	-	58,252
Deposit - Area 4 Developer Damage	1,000	-	1,000
<b>TOTAL LIABILITIES</b>	<b>59,252</b>	<b>246</b>	<b>59,498</b>
 <b>Fund Balance / Equity:</b>			
Investments in General Fixed Assets, net of Accumulated Depreciation	-	20,138,956	20,138,956
Non-Tax Increment Reserve	2,859,665	-	2,859,665
Reserve for Authorized Projects	-	9,646,246	9,646,246
Reserve for Compensated Absences	-	8,964	8,964
Reserve for Encumbrances	126,604	280,373	406,977
<b>TOTAL FUND EQUITY</b>	<b>2,986,269</b>	<b>30,074,539</b>	<b>33,060,808</b>
 <b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 3,045,521</b>	<b>\$ 30,074,785</b>	<b>\$ 33,120,306</b>

## STATEMENT B

### DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2023 Budget vs Actual Results July 1, 2023 - November 30, 2023

	Non-Tax Funds		Local Tax Increment		Total	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 9,373,994	\$ 9,363,583	\$ 9,373,994	\$ 9,363,583
Property Tax Increment - Prior Year Appeals	-	-	(15,000)	-	(15,000)	-
Property Tax Increment - Gainsharing Rebates	-	-	(1,403,849)	-	(1,403,849)	-
State Grants	-	-	-	25,000	-	25,000
Interest - General	124,204	288,972	222,662	620,126	346,866	909,098
Property Rental - Buildings and Facilities	72,000	30,000	-	-	72,000	30,000
Property Rental - DASH Parking Lots	687,740	182,364	-	-	687,740	182,364
Contributions - Lyon Square Reconstruction	-	-	400,000	15,000	400,000	15,000
Reimbursements and Miscellaneous Revenues	88,500	80,294	5,000	-	93,500	80,294
<b>TOTAL REVENUES</b>	<b>\$ 972,444</b>	<b>\$ 581,630</b>	<b>\$ 8,582,807</b>	<b>\$ 10,023,709</b>	<b>\$ 9,555,251</b>	<b>\$ 10,605,339</b>
<b>EXPENDITURES</b>						
<b><i>GR Forward Projects:</i></b>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 10,000	\$ 227	\$ 3,300,000	\$ 301,558	\$ 3,310,000	\$ 301,785
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	175,000	24,151	1,675,000	1,662,745	1,850,000	1,686,896
Goal #3: Implement a 21st Century Mobility Strategy	-	-	2,100,000	1,056,903	2,100,000	1,056,903
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	50,000	4,800	550,000	162,774	600,000	167,574
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	2,456,000	1,185,755	2,665,000	580,348	5,121,000	1,766,103
<b>Total GR Forward Projects</b>	<b>\$ 2,691,000</b>	<b>\$ 1,214,933</b>	<b>\$ 10,290,000</b>	<b>\$ 3,764,328</b>	<b>\$ 12,981,000</b>	<b>\$ 4,979,261</b>
Administration	-	-	1,650,000	1,508,206	1,650,000	1,508,206
Debt Service for Bond Issues	-	-	751,500	-	751,500	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,691,000</b>	<b>\$ 1,214,933</b>	<b>\$ 12,691,500</b>	<b>\$ 5,272,534</b>	<b>\$ 15,382,500</b>	<b>\$ 6,487,467</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ (1,718,556)</b>	<b>\$ (633,303)</b>	<b>\$ (4,108,693)</b>	<b>\$ 4,751,175</b>	<b>\$ (5,827,249)</b>	<b>\$ 4,117,872</b>
<b>BEGINNING FUND BALANCE</b>		3,619,572		25,323,364		28,942,936
<b>ENDING FUND BALANCE</b>		<b>\$ 2,986,269</b>		<b>\$ 30,074,539</b>		<b>\$ 33,060,808</b>



STATEMENT C

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Statement of FY2024 Project Expenditures**  
**As of November 30, 2023**

Project Name	%	FY2024	Expenditures		Remaining	% of
		Project Budgets	Nov	Fiscal Year	FY2024 Budgets	Budget spent
River Governance		250,000	8,071	81,859	168,141	32.74%
Lyon Square Improvements		850,000	6,052	23,568	826,432	2.77%
River Edge Improvements		2,200,000	143,411	196,131	2,003,869	8.92%
<b>GRForward Goal # 1 - Local Tax Increment</b>	<b>25.42%</b>	<b>\$ 3,300,000</b>	<b>\$ 157,534</b>	<b>\$ 301,558</b>	<b>\$ 2,998,442</b>	<b>9.14%</b>
Downtown Speakers Series		10,000	-	-	10,000	0.00%
River Economic Opportunity Initiative		-	227	227	(227)	0.00%
<b>GRForward Goal # 1 - Non-Tax Increment</b>	<b>0.08%</b>	<b>\$ 10,000</b>	<b>\$ 227</b>	<b>\$ 227</b>	<b>\$ 9,773</b>	<b>2.27%</b>
Development Project Guidance		25,000	2,000	3,502	21,498	14.01%
Development Project Reimbursements		1,600,000	-	1,659,243	(59,243)	103.70%
Downtown Enhancement Grants		50,000	-	-	50,000	0.00%
<b>GRForward Goal # 2 - Local Tax Increment</b>	<b>12.90%</b>	<b>\$ 1,675,000</b>	<b>\$ 2,000</b>	<b>\$ 1,662,745</b>	<b>\$ 12,255</b>	<b>99.27%</b>
Heartside Quality of Life Implementation		75,000	-	-	75,000	0.00%
Neighborhood Engagement Programs		100,000	3,880	24,151	75,849	24.15%
<b>GRForward Goal # 2 - Non-Tax Increment</b>	<b>1.35%</b>	<b>\$ 175,000</b>	<b>\$ 3,880</b>	<b>\$ 24,151</b>	<b>\$ 150,849</b>	<b>13.80%</b>
Accessibility and Mobility Repairs		130,000	8,004	31,664	98,336	24.36%
DASH North Shuttle Services		400,000	-	100,000	300,000	25.00%
Streetscape Improvements		1,100,000	12,460	682,730	417,270	62.07%
Wayfinding System Improvements		470,000	123,825	242,509	227,491	51.60%
<b>GRForward Goal # 3 - Local Tax Increment</b>	<b>16.18%</b>	<b>\$ 2,100,000</b>	<b>\$ 144,289</b>	<b>\$ 1,056,903</b>	<b>\$ 1,043,097</b>	<b>50.33%</b>
Economic Development and Innovation		550,000	55,926	162,774	387,226	29.60%
<b>GRForward Goal # 4 - Local Tax Increment</b>	<b>4.24%</b>	<b>\$ 550,000</b>	<b>\$ 55,926</b>	<b>\$ 162,774</b>	<b>\$ 387,226</b>	<b>29.60%</b>
Downtown Workforce Programs		50,000	-	4,800	45,200	9.60%
<b>GRForward Goal # 4 - Non-Tax Increment</b>	<b>0.39%</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 4,800</b>	<b>\$ 45,200</b>	<b>9.60%</b>
Downtown Marketing and Inclusion Efforts		420,000	30,179	148,342	271,658	35.32%
Downtown Tree Plantings		150,000	-	84,026	65,974	56.02%
Public Realm Improvements		2,050,000	185,364	334,281	1,715,719	16.31%
Urban Recreation Improvements		45,000	1,123	13,699	31,301	30.44%
<b>GRForward Goal # 5 - Local Tax Increment</b>	<b>20.53%</b>	<b>\$ 2,665,000</b>	<b>\$ 216,666</b>	<b>\$ 580,348</b>	<b>\$ 2,084,652</b>	<b>21.78%</b>
DGRI Event Production		876,000	30,353	322,225	553,775	36.78%
Downtown Ambassador Program		400,000	2,646	350,709	49,291	87.68%
Project and Fixed Asset Maintenance		50,000	1,990	6,303	43,697	12.61%
Public Space Activation		1,000,000	36,032	480,546	519,454	48.05%
Rosa Parks Circle Skating Operations		50,000	-	-	50,000	0.00%
Special Events - Office of		75,000	-	25,000	50,000	33.33%
Winter Avenue Building		5,000	104	972	4,028	19.44%
<b>GRForward Goal # 5 - Non-Tax Increment</b>	<b>18.92%</b>	<b>\$ 2,456,000</b>	<b>\$ 71,125</b>	<b>\$ 1,185,755</b>	<b>\$ 1,270,245</b>	<b>48.28%</b>
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 12,981,000</b>	<b>\$ 651,647</b>	<b>\$ 4,979,261</b>	<b>\$ 8,001,739</b>	<b>38.36%</b>

**STATEMENT D**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of FY2024 Expenditures**  
**November 2023**

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	11/8/2023	Disability Adv of Kent Co	Accessibility & Mobility Repairs	Inclusive Design - Oct 2023	\$ 7,450.00
Local	11/19/2023	Phong Nguyen	Accessibility & Mobility Repairs	Monsoon 50% reimb social zone seating	553.92
					8,003.92
Local	10/31/2023	Paychex	Administration	DDA Payroll Wages, 401, Taxes- Oct 2023	206,237.62
Local	11/30/2023	Paychex	Administration	DDA Payroll Wages, 401, Taxes- Nov 2023	197,691.10
Local	11/15/2023	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	13,344.42
Local	11/19/2023	Plante & Moran, PLLC	Administration	2023 DDA Financial Statement Audit	7,760.00
Local	11/8/2023	McAlvey Merchant & Associates	Administration	Governmental Consulting 10/23	5,500.00
Local	11/8/2023	Federal Square Building Co. #1, LLC	Administration	Office Space Lease Nov 23	4,952.81
Local	11/25/2023	City of Grand Rapids	Administration	Staff services - payroll period ended 11/25/2023	2,463.19
Local	10/28/2023	City of Grand Rapids	Administration	Staff services - payroll period ended 10/28/2023	2,264.48
Local	11/11/2023	City of Grand Rapids	Administration	Staff services - payroll period ended 11/11/2023	2,252.32
Local	11/13/2023	Worksighted, Inc.	Administration	DDA Worksighted IT software 11/23	1,862.63
Local	11/15/2023	US Bank National Association	Administration	DDA Admin: Travel	1,788.01
Local	11/15/2023	City Treasurer - Risk Mgmt	Administration	Monthly General Insurance Allocation	1,027.92
Local	11/16/2023	Blue Cross Blue Shield of Mich	Administration	DDA Dental Insurance Premiums 11.01.23 - 06.30.24	800.38
Local	11/15/2023	US Bank National Association	Administration	Admin: Subscriptions (DDA)	671.40
Local	11/15/2023	US Bank National Association	Administration	Admin: Software Maintenance Agreements	660.00
Local	11/15/2023	US Bank National Association	Administration	DDA: Admin Professional Development	635.83
Local	11/15/2023	US Bank National Association	Administration	DDA: Admin Supplies	613.14
Local	11/2/2023	Mark Miller	Administration	M. Miller reimb for IDA 10/23	604.42
Local	11/13/2023	Worksighted, Inc.	Administration	Worksighted IT monthly subscription 11/23	537.77
Local	10/31/2023	Paychex	Administration	DDA Payroll Processing Fee - Oct 2023	489.50
Local	11/8/2023	Federal Square Building Co. #1, LLC	Administration	Office Space Lease Nov 2023 Mezz	485.38
Local	11/30/2023	Paychex	Administration	DDA Payroll Processing Fee - Nov 2023	463.95
Local	11/5/2023	Professional Maintenance of Michigan Inc	Administration	Janitorial services Window Washing Aug 2023	462.00
Local	11/13/2023	Lisa M Cooper	Administration	HR Consultant services 11/23	430.81
Local	11/6/2023	Cellco Partnership	Administration	Cell Phone Service 10/23	389.43
Local	11/30/2023	Paychex	Administration	DDA Payroll HRS Processing Fees-Nov 2023	370.00
Local	10/31/2023	Paychex	Administration	DDA Payroll HRS Processing Fees-Oct 2023	370.00
Local	11/15/2023	US Bank National Association	Administration	Admin: Memberships	349.00
Local	11/13/2023	GreatAmerica Financial Services Corp	Administration	Copier Lease 11/23	330.28
Local	11/15/2023	US Bank National Association	Administration	DGRI Admin: Supplies (DDA)	246.51
Local	11/13/2023	Cellco Partnership	Administration	Cell Phone Service 11/23	194.78
Local	11/13/2023	Worksighted, Inc.	Administration	DDA Worksighted IT 11/23	192.50
Local	11/15/2023	US Bank National Association	Administration	Admin: Service (DDA)	191.64
Local	11/16/2023	James Peacock III	Administration	J. Peacock III - Mileage 11/23	160.58
Local	11/13/2023	Fusion Financial Services, LLC	Administration	Accounting services 11/23	153.23
Local	11/15/2023	US Bank National Association	Administration	Admin: MISC (DDA)	136.52
Local	11/9/2023	City Treasurer - Mobile GR	Administration	Parking Validation invoice - Oct 2023	130.13
Local	11/19/2023	Littlefoot Coffee Roasters	Administration	Office Supply coffee 11/23	112.42
Local	11/15/2023	US Bank National Association	Administration	Admin: Food/Bev (DDA)	103.14
Local	11/5/2023	Pure Water Partners LLC	Administration	Water Cooler Lease 10/23	97.02
Local	11/19/2023	JobMatch LLC	Administration	HR software 11/23	83.93
Local	11/15/2023	US Bank National Association	Administration	Admin: Professional Development (DDA)	77.61
Local	11/2/2023	Mandy McDaniel	Administration	M. McDaniel reimb for IDA 10/23	61.96
Local	11/16/2023	James Peacock III	Administration	J. Peacock III - Reimb 11/23	60.00
Local	11/15/2023	US Bank National Association	Administration	DDA Admin: Food & Bev	48.16
Local	11/5/2023	Staples Contract and Commercial Inc.	Administration	Office supplies 10/23 DDA	44.34
Local	11/26/2023	Model Coverall Service Inc	Administration	Floor Mat Rental Model Coverall 10/23-06/24	31.52
Local	11/13/2023	Selective Insurance Company of America	Administration	Selective Insurance Workers Comp Policy 11/23	23.10
Local	11/15/2023	US Bank National Association	Administration	Admin: Conference & Travel (DDA) Credit	(1,119.82)
					456,837.06
Local	11/19/2023	M Retail Solutions, LLC	Development Project Guidance	Real Estate Consulting 10/23	2,000.00
					2,000.00
Local	11/13/2023	Meurry Yely Romero Munoz	Dntn Marketing & Inclusion Efforts	Yely, Relax @ Rosa & Las Canchas advertising 11/23	8,500.00
Local	11/15/2023	US Bank National Association	Dntn Marketing & Inclusion Efforts	Marketing: Subscriptions & Publication	4,461.60
Local	11/19/2023	Grand Rapids Community Media Center	Dntn Marketing & Inclusion Efforts	WYCE 88.1fm Quarterly Underwriting 11/23	3,687.50
Local	11/13/2023	CUBE84 Inc.	Dntn Marketing & Inclusion Efforts	District 360 Annual Subscription 2023	3,600.00
Local	11/13/2023	Edgar Omar Arredondo	Dntn Marketing & Inclusion Efforts	AVES Films Video Recording & Editing 11/23	2,389.50
Local	11/13/2023	Hour Media LLC	Dntn Marketing & Inclusion Efforts	Hour Media print and digital marketing 11/23	2,108.00
Local	11/13/2023	Bryan Esler Photo, Inc.	Dntn Marketing & Inclusion Efforts	DGRI Main Shoot 11/23	1,485.00

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**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY2024**

Source	Date	Vendor	Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	11/19/2023	Maria-Isabel Dinkel	Dntn Marketing & Inclusion Efforts	Dreams by Bella photography 11/23	965.25
Local	11/19/2023	Icon Sign Company, LLC	Dntn Marketing & Inclusion Efforts	Icon Sign - decals 11/23	964.83
Local	11/5/2023	Serendipity Publishing LLC	Dntn Marketing & Inclusion Efforts	Serendipity Media Revue Ad 10/23	829.00
Local	11/26/2023	Edgar Omar Arredondo	Dntn Marketing & Inclusion Efforts	AVES Films World of Winter promo reel 11/23	800.00
Local	11/19/2023	Maria-Isabel Dinkel	Dntn Marketing & Inclusion Efforts	Dreams by Bella photography 11/23	371.25
Local	11/15/2023	US Bank National Association	Dntn Marketing & Inclusion Efforts	Marketing: Advertising	17.57
					<b>30,179.50</b>
Local	11/29/2023	Fashion Has Heart	Economic Development & Innovator	MEDC Match on Main reimb grant 11/23	25,000.00
Local	11/5/2023	OUTFRONT Media	Economic Development & Innovator	September digital impression - Outfront Media 10/23	9,000.00
Local	11/26/2023	OUTFRONT Media	Economic Development & Innovator	Outfront Media August digital impression 11/23	9,000.00
Local	11/8/2023	GR Area Chamber of Commerce	Economic Development & Innovator	Retail Retention & Attraction Contract 10/23	4,583.34
Local	11/13/2023	Grand Rapids Children's Museum	Economic Development & Innovator	Window activation design and installation 11/23	3,841.57
Local	11/19/2023	Second Vibess LLC	Economic Development & Innovator	Second Vibess sponsorship grant 11/23	2,540.00
Local	11/5/2023	LiveSpace, LLC	Economic Development & Innovator	Economic Development AV Services 10/23	775.00
Local	11/8/2023	Costar Realty Information Inc	Economic Development & Innovator	Commercial real estate analytics subscription 11/23	489.13
Local	11/13/2023	US Bank National Association	Economic Development & Innovator	Economic Development & Innovation: food/bev	398.56
Local	11/19/2023	Swift Printing & Communications	Economic Development & Innovator	Swift Printing holiday events cards 11/23	298.24
					<b>55,925.84</b>
Local	11/19/2023	Progressive Architecture	Lyon Square Improvements	Lyon Square Professional Services 11/23	6,051.80
					<b>6,051.80</b>
Local	11/27/2023	Community Rebuilders	Public Realm Improvements	Geo Targeted Housing Outreach	132,479.77
Local	11/20/2023	SmithGroup, Inc.	Public Realm Improvements	Hill and River Network Design 11/23	29,452.85
Local	11/5/2023	Site Design Solutions, LLC	Public Realm Improvements	22051-Ah-Nab-Awen Indian Mounds (Viridis-2233-13_	12,225.00
Local	11/5/2023	Eric Gale Goodson	Public Realm Improvements	Downtown security services 10/17/23-10/21/23	4,200.00
Local	11/13/2023	Eric Gale Goodson	Public Realm Improvements	Downtown security services 10/24/23-1028/23	4,200.00
Local	11/5/2023	City Treasurer - Dev Center	Public Realm Improvements	Las Canchas water from June 2022	1,332.00
Local	11/13/2023	Kerkstra Portable Restroom Svc Inc	Public Realm Improvements	Futsal Courts portable restrooms 11/23	1,050.00
Local	11/15/2023	US Bank National Association	Public Realm Improvements	Public Realm Improvements: Supplies	199.98
Local	11/13/2023	Kerkstra Portable Restroom Svc Inc	Public Realm Improvements	Futsal Courts portable restrooms 11/23	150.00
Local	11/2/2023	Lauren Suidgeest	Public Realm Improvements	Reimb community garden supplies 10/23	74.08
					<b>185,363.68</b>
Local	11/5/2023	Site Design Solutions, LLC	River Edge Improvements	22096-Grand River East River Front	140,285.72
Local	11/5/2023	US Geological Survey (USGS)	River Edge Improvements	21051-USGS (USGS-91101648)	3,125.00
					<b>143,410.72</b>
Local	11/26/2023	Interface Studio LLC	River Governance	Interface Grand River Greenway Mapping consultant 1	7,245.00
Local	11/15/2023	US Bank National Association	River Governance	River Governance: Food/Bev	646.31
Local	11/13/2023	michael Demetrius buxton	River Governance	Lyon Square Meet & Greet catering 11/23	399.26
Local	11/15/2023	US Bank National Association	River Governance	River Governance: Subscriptions	7.20
					<b>8,297.77</b>
Local	11/7/2023	Rowe Professional Services Company, In	Streetscape Improvements	Rapid Flash Beacons at Var Locs 2023-1	8,044.20
Local	11/29/2023	Rowe Professional Services Company, In	Streetscape Improvements	Rapid Flash Beacons at Var Locs 2023-1	2,261.42
Local	11/15/2023	City Treasurer - Public Services	Streetscape Improvements	Monthly Trash Disposal - Sept 2023	1,249.75
Local	11/13/2023	Bush Concrete Products Inc	Streetscape Improvements	Barrier Moving Downtown 11/23	525.00
Local	11/5/2023	City Treasurer - Dev Center	Streetscape Improvements	Seasonal Encroachment App from May 2019	270.00
Local	11/19/2023	Katerberg Co., Inc	Streetscape Improvements	Grapids Irrigation service call 11/23	110.00
					<b>12,460.37</b>
Local	11/19/2023	Mydatt Service Inc	Urban Recreation Improvements	Block by Block Supplies 11/23	904.31
Local	11/30/2023	City Treasurer - Water System	Urban Recreation Improvements	WS2179082 23/11 Heartside Restroom	219.13
					<b>1,123.44</b>
Local	11/13/2023	Universal Sign, Inc.	Wayfinding System Improvements	19 Signs and Installation 11/23	100,483.00
Local	11/5/2023	Bazen Electric	Wayfinding System Improvements	Electrical services wayfinding 10/23	9,262.67
Local	11/5/2023	Bazen Electric	Wayfinding System Improvements	Electrical services wayfinding 10/23	5,529.00
Local	11/5/2023	Progressive Architecture	Wayfinding System Improvements	DT Wayfinding Professional Services 10/23	4,215.00
Local	11/19/2023	RLR Associates, Inc.	Wayfinding System Improvements	RLR Dash Maps Updates 11/23	2,625.00
Local	11/26/2023	Progressive Architecture	Wayfinding System Improvements	DT Wayfinding Professional Services 11/23	1,711.00
					<b>123,825.67</b>

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**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY2024**

Source	Date	Vendor	Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Non-Tax	11/5/2023	LiveSpace, LLC	DGRI Event Production	SOODT AV Services: Live Space 10/23	12,300.00
Non-Tax	11/5/2023	Catering by Martha's	DGRI Event Production	Catering Service - State of Our Downtown final payer	5,694.16
Non-Tax	11/15/2023	US Bank National Association	DGRI Event Production	DGRI Admin: Events	2,503.34
Non-Tax	11/13/2023	Western Michigan Bengali Cultural Assn	DGRI Event Production	Sponsorship for WMBCA R2R 2023	2,000.00
Non-Tax	11/13/2023	Grand Rapids Event Management LLC	DGRI Event Production	Event Management October 2023 Training	1,511.38
Non-Tax	11/20/2023	Jesse Cahue-Franks	DGRI Event Production	Jesse Ray Return to the River performance 11/23	1,000.00
Non-Tax	11/15/2023	US Bank National Association	DGRI Event Production	Events Food & Bev 11/23	960.75
Non-Tax	11/15/2023	US Bank National Association	DGRI Event Production	Events: Supplies	928.06
Non-Tax	11/13/2023	Austin VanDenBerge	DGRI Event Production	DJ System event rental 11/23	800.00
Non-Tax	11/26/2023	Robert J Shangle	DGRI Event Production	Shangle Live Statue performances 11/23	500.00
Non-Tax	11/5/2023	Bryan Esler Photo, Inc.	DGRI Event Production	State of Our Downtown photos 10/23	405.00
Non-Tax	11/19/2023	Savon Tillman	DGRI Event Production	Return to the River performance Tillman 11/23	400.00
Non-Tax	11/13/2023	Amnestie Lillian-Tate VerDuin	DGRI Event Production	Costumes for Fire on Ice 11/23	380.12
Non-Tax	11/5/2023	Swift Printing & Communications	DGRI Event Production	Swift Printing WoW stickers 10/23	261.14
Non-Tax	11/15/2023	Consumers Energy	DGRI Event Production	1030 4058 7935 23/11 612 Dewey	245.99
Non-Tax	11/2/2023	Consumers Energy	DGRI Event Production	1030 4058 7935 23/10 612 Dewey	230.01
Non-Tax	11/5/2023	City Treasurer - Dev Center	DGRI Event Production	Temporary Building Permit from Aug 2022	130.00
Non-Tax	11/5/2023	City Treasurer - Dev Center	DGRI Event Production	DJ Pop Up Event from Feb 2023	102.75
					<b>30,352.70</b>
Non-Tax	10/31/2023	Downtown Improvement District	Downtown Ambassador Program	FY24 Assessment - 331 Winter Avenue NW	2,597.87
Non-Tax	10/20/2023	City Treasurer - Mobile GR	Downtown Ambassador Program	Monthly Parking Billing Oct 2023	48.00
					<b>2,645.87</b>
Non-Tax	11/26/2023	Seeds of Promise	Neighborhood Engagement	Seeds of Promise PEACE Social sponsorship 2023	1,000.00
Non-Tax	11/26/2023	Holland Litho Service Inc	Neighborhood Engagement	Holland Litho DNN Holiday Invite 11/23	796.27
Non-Tax	11/15/2023	US Bank National Association	Neighborhood Engagement	Neighborhood Engagement Program: Food/bev	745.20
Non-Tax	11/26/2023	Roosevelt Park Neighborhood Assn	Neighborhood Engagement	Roosevelt Park holiday tree lighting event 11/23	500.00
Non-Tax	11/13/2023	Neighbors of Belknap Lookout	Neighborhood Engagement	Annual Meeting Sponsorship 11/23	426.00
Non-Tax	11/13/2023	Icon Sign Company, LLC	Neighborhood Engagement	Icon Sign - decals 11/23	242.13
Non-Tax	11/13/2023	Icon Sign Company, LLC	Neighborhood Engagement	Icon Sign - decals 11/23	170.76
					<b>3,880.36</b>
Non-Tax	10/31/2023	Downtown Improvement District	Project & Fixed Asset Maint	FY24 Assessment - 39 & 67 Ionia Avenue SW	721.88
Non-Tax	11/19/2023	Mydatt Service Inc	Project & Fixed Asset Maint	Block by Block Supplies 11/23	450.99
Non-Tax	10/31/2023	Downtown Improvement District	Project & Fixed Asset Maint	FY24 Assessment - 251 Louis Campau Promenade	432.81
Non-Tax	10/31/2023	Downtown Improvement District	Project & Fixed Asset Maint	FY24 Assessment - 138 Lyon Street NW	136.49
Non-Tax	11/2/2023	City Treasurer - Water System	Project & Fixed Asset Maint	WS2028692 23/07 Wealthy St Roundabout Irrigation	126.00
Non-Tax	11/2/2023	City Treasurer - Water System	Project & Fixed Asset Maint	WS2028692 23/10 Wealthy St Roundabout Irrigation	121.49
					<b>1,989.66</b>
Non-Tax	11/26/2023	Marissa Fellows	Public Space Activation	Fellows WoW activate grant Portals 2 invoices 11/23	9,000.00
Non-Tax	11/26/2023	Two Eagles Marcus	Public Space Activation	Two Eagles WoW Kalopeiron install 2 invoices 11/23	7,500.00
Non-Tax	11/5/2023	Ice Sculptures LTD	Public Space Activation	Giant Pumpkin Carving 10/23	5,000.00
Non-Tax	11/13/2023	Jasmine Janine Bruce	Public Space Activation	WoW 2024 Projection Art 11/23	5,000.00
Non-Tax	11/5/2023	Lucid Aesthetic LLC	Public Space Activation	World of Winter Retro Rapids project 2023 invoice 1 of	5,000.00
Non-Tax	11/15/2023	US Bank National Association	Public Space Activation	PSA: Supplies	2,240.26
Non-Tax	11/15/2023	US Bank National Association	Public Space Activation	PSA: Contractual Services	2,031.25
Non-Tax	11/19/2023	Kerkstra Portable Restroom Svc Inc	Public Space Activation	Skate Park - Portable Restroom 11/23	180.00
Non-Tax	11/2/2023	City Treasurer - ELC	Public Space Activation	ELC2196635 23/10	80.33
					<b>36,031.84</b>
Non-Tax	11/21/2023	DTE Energy	Winter Ave NW Building	9100 258 89908 23/11 Winter DDA share	59.41
Non-Tax	11/21/2023	Consumers Energy	Winter Ave NW Building	1030 2027 1245 23/11 Winter DDA share	44.54
					<b>103.95</b>
<b>TOTAL EXPENDITURES</b>					<b>\$ 1,108,484.15</b>

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



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DATE: December 6, 2023  
TO: Downtown Development Authority  
FROM: Catherine Zietse, Grand River Greenway Program Manager  
SUBJECT: Lower Grand River Water Trail

Agenda Item #04  
December 13, 2023  
DDA Meeting

This memo requests funds to support implementation of the Lower Grand River Water Trail Development Plan in pursuance of state designation to increase recreational use and awareness of the Grand River. A water trail is defined as a navigable route on a waterway, in this case the Grand River, that is promoted to foster educational and recreational activities.

Collaboration for revitalization in the Grand River corridor envisions Downtown Grand Rapids as the hub for multiple outdoor recreation activities including biking, fishing, and boating. Several community plans such as GR Forward propose ways to amenitize the River to make it a regional draw, including integration of a water trail.

An interconnected regional trail system, both on land and in the water, is a catalyst for new economic activities and amenities like lodging, restaurants, open spaces, and programming. The five current access sites serving the downtown area are supplemented by seven sites in Kent County, five in Ionia County, nineteen in Ottawa County, and future access sites as a part of ongoing park and trail improvements in the river corridor.

## *Project Overview*

The Lower Grand River Organization of Watersheds (LGROW) is in the process of developing and implementing the Lower Grand River Water Trail (LGRWT) for the lower 92 miles of the Grand River from Portland to Grand Haven. As the Grand River is the longest river in the state of Michigan, it is divided into three sections for management purposes, the upper, middle, and lower sections. The Upper and Middle Grand River currently have state designated water trails in place.

Criteria for state designated water trails include providing quality user experience, clear information for users, broad community support, and a water trail plan in place to address sustainable maintenance and marketing of the trail.

The creation of a water trail has many benefits. Water trails help to connect the recreation users to available natural resources. Their use of the water trail will vary; some will be day paddlers, some through paddlers, some will use the water trail for other activities such as fishing. The Outdoor Recreation Industry contributed \$12.6 Billion to Michigan's economy in 2022.

Having a uniform and accessible water trail will attract more users to the Grand River, resulting in economic benefits in addition to the physical and mental benefits of recreational access.

### *Funding and Implementation*

Since the fall of 2021, LGROW, in partnership with the National Park Service, has been working on the LGRWT Development Plan. Information in this plan includes public input, safety information, and an inventory of available access on the Lower Grand River. The development plan is 95% complete, needing only items related to implementation to be added. This plan is a living document and will be updated as necessary with additional access sites and hazards or opportunities in the river corridor.

Finalizing the Lower Grand River Water Trail Plan requires signage installation at access points, marketing and communication materials, formalizing partnerships with public access sites, and staff time to coordinate with partners including the State of Michigan for official designation of the trail.

The estimated overall cost of the Lower Grand River Water Trail, including state designation and implementation, is \$203,750.

The LGRWT Development Plan as it stands today has benefited from past financial support provided by the Frey Foundation, Meijer, Consumers Energy, and other partners (\$24,725), in addition to in-kind technical assistance from the National Parks Service (\$13,000).

To initiate the next phase of project implementation, the staff suggests utilizing funds from the DDA (\$60,000) and the Monroe North TIFA (\$15,000), while working with LGROW to identify additional community partners for remaining needs.

**Recommendation: Authorize DDA funding for an amount not to exceed \$60,000 to support the designation of the Lower Grand River Water Trail.**

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 6, 2023  
TO: Downtown Development Authority  
FROM: Mark Miller  
Managing Director of Planning & Design

Agenda Item #05  
December 13, 2023  
DDA Meeting

**SUBJECT: Market Avenue Riverfront Design Services**

At its May 2023 meeting, the DDA authorized \$398,327 to fund preliminary design services for a new greenway/trail along the east riverfront from Fulton Street to Wealthy Street. These preliminary services were intended to fund the project design from May through October. Since that time, the City of Grand Rapids and DGRI have collaborated with the consultant team to produce a concept trail design that integrates with the proposed amphitheater site and the private property at Market and Fulton. This greenway design also incorporates river access, connectivity under US131, the of crossing existing railroad tracks, and flood control.

This initial phase of the project is complete and the team is now commencing the design development and construction / bidding phases of the professional services. These next phases will include the submission for state of Michigan EGLE permits in January 2024.

The project is still on schedule to be bid-ready in October 2024 and fully constructed by December 2026 to align with planned greenway funding.

The remaining portion of the professional service work to complete the project is \$744,261. To continue to move the project forward, DGRI is recommending that the DDA fund a portion of that fee in the amount of \$200,000. This amount will allow the professional services to continue through the end of January and to submit the EGLE permit. It is anticipated that the remaining portion of professional services will be funded through the pending greenway funding and that these previous portions of DDA funding can be reimbursed through the greenway funding.

**Recommendation:** Authorize funding for \$200,000 for professional services for Grand River East Riverfront project.

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 6, 2023

TO: Downtown Development Authority

FROM: Mark Miller  
Managing Director of Planning & Design

**SUBJECT: Division and Ionia Realignment Project**

Agenda Item #06  
December 13, 2023  
DDA Meeting

In September 2021, the DDA authorized funding in the amount of a not-to-exceed fee of \$516,630 for the Smith Group to undertake concept and design development services for the Hill + River Network project. At that time the project envisioned the implementation of the Switchback Park concept, along with enhanced pedestrian crossings of Division Avenue, the repurposing of Ionia Avenue, and the pedestrianization of the existing rail tunnel under I-196.

In September 2022, the DDA authorized additional funding in an amount not-to-exceed \$495,322 for increases to the original design phase due to increased opportunities on both the hillside and within the Division Avenue right-of-way. These opportunities were the result of a year-long public engagement and stakeholder collaboration process during the first phase of the project. This change brought the overall fee of the project to \$1,011,952.

As the Hill + River Network evolved it became clear that the various project initiatives were three distinct separate projects – the hillside / switchback park, the rail tunnel project, and the realignment of Division Avenue.

Now that these projects are moving beyond concept into full design, the Division Avenue realignment will be administered by the City of Grand Rapids Engineering Department as per the MOU between the City and DGRI. With the project involving City right-of-way and the new street becoming a City asset, the City's Engineering Department will manage the design and construction of the project, ensuring coordination among stakeholders and conformance to appropriate specifications and standards. One additional benefit of this change is that the City of Grand Rapids will be assisting in the funding for the design services and construction of the project.

In the previous concept design stage, the Smith Group subcontracted with Fishbeck as their civil engineer due to their knowledge and experience with City roadway design. Now that the project is moving into the design development, construction drawing, and bidding phases, this new agreement is structured so that Fishbeck will be the prime consultant with the Smith Group as the subconsultant. This approach allows for a consultant that is already under the city's preapproved



term agreement and familiar with design of City streets to be the lead on the project, while keeping the original team intact and incorporating the planning work and vision that has been developed. Fishbeck's proposal includes additional construction document, permitting, and bidding phases, along with required geotechnical, survey, traffic engineering, and environmental services (*these are phases and services not included in the original contract that only went through design development*). The professional services associated with this work are \$628,000 (refer to attached proposal).

Of the originally authorized \$1,011,952 there has been \$450,310.36 invoiced (44.5% complete). This includes all concept design for the Hillside/Switchback Park, all concept design and partial design development for the tunnel project, and concept design for Division Avenue. DGRI recommends that the remaining portion of this originally authorized amount (\$516,641.64) be kept with the Smith Group contract and be reallocated to the remaining tunnel design development and construction documents and future hillside design development (*note that the original contract authorization did not include construction documents or bidding services for the tunnel, the hillside, or Division Avenue*).

DGRI has requested to manage these two remaining projects (hillside and tunnel) since the projects are not on City property or within the right-of-way. The City will be supporting DGRI with these projects since MDOT property is involved and MDOT can only enter into agreements with ACT 51 entities. This allows DGRI to proceed with the tunnel project with the Smith Group and effectively separates the Hill + River Network project into three distinct projects. This arrangement will allow for the previously authorized amount to be allocated as follows: \$79,852.50 to be dedicated to the tunnel design development, \$294,005 for hillside design development (or tunnel construction documents), and \$187,784.14 in reserved fee that can be used for either the tunnel or the hillside project moving forward.

This recommendation then includes an additional amount dedicated to the Division Avenue project and the Fishbeck led team as a separate project. The associated line-item design and engineering fees for the street project include:

- Professional Services through permitting and bidding services: \$628,000
  - Contingency (12%): \$75,600
- TOTAL: \$703,360

Of this amount, the City of Grand Rapids Vital Streets has committed to funding \$400,859, leaving \$302,501 for DDA funding. This includes \$270,090 for professional services and a 12% contingency of \$32,411.

It is anticipated that this project will be bid in August 2024 and that construction will begin in spring 2025, potentially to align with a planned construction project on Division from Michigan to Fulton.

This additional funding will come from the Goal 5 Public Realm Improvements line item of the DDA budget.

## **DOWNTOWN DEVELOPMENT AUTHORITY**

**Recommendation:** Authorize funding for not-to-exceed \$302,501 for professional services for the Division Avenue realignment project.

May 11, 2023

Dan Siminski  
City of Grand Rapids  
300 Monroe Avenue, NW  
5th Floor  
Grand Rapids, MI 49503

## Proposal for Professional Services

### Reconstruction of Division Avenue from I-196 to North of Mason Street Final Design Phase (Design Development and Construction Drawings)

Dear Dan,

SmithGroup is currently under contract with Downtown Grand Rapids Inc. (DGRI) for preliminary and final design work related to the Hill and River Network project. This effort includes three separate final design projects to be funded largely by DGRI.

1. Belknap Hill Connection/Hillside Trail.
2. Reconstruction/Realignment of Division Avenue (required to allow for the Belknap Hill Connection project.)
3. Conversion of the former Bond Avenue railroad underpass at I-196 to a pedestrian underpass.

SmithGroup is contracted directly with DGRI for the final design of the Belknap Hill Connection and I-196 underpass projects. These projects are outside City street right-of-way (ROW) and will likely be maintained with DGRI funds and staff. The Division Avenue improvements will be within City street ROW and will be owned and maintained by the City of Grand Rapids. Although DGRI funds will be used, it has been agreed that the City will administer this project from design through construction. The SmithGroup/Fishbeck team has been asked to contract with City, rather than DGRI for this work. Provided below is our final design proposal.

The estimated total construction cost for the Division Avenue project is \$11.7 million. Construction is tentatively planned for 2025 or 2026. A preliminary scope of proposed construction work is presented below.

- Removal of the existing Ionia and Division Avenue roadways; reconstruction of Division Avenue on a new westerly alignment in Ionia Avenue ROW; possible construction of roundabouts and/or signalized intersections.
- Replacement/rehabilitation of underground facilities including local and transmission watermains, storm sewer and sanitary sewer; stormwater management for the proposed road work and future Hill connection work.
- Placement of multiuse pathway on the east side of proposed Division Avenue or alternatively one-way separated bike lanes along the proposed Division Avenue that will connect to existing and future facilities including the Belknap Hill improvements.
- Streetscaping and landscaping along both sides of new Division Avenue; natural restoration of former Division Avenue footprint and connections to existing hillside stairs and potential future hillside trail facilities.
- Construction of new City electric and telecommunications duct bank.
- Installation of ornamental street and pathway lighting.

## PROJECT TEAM

The proposed project team will be led by Fishbeck (as prime consultant) and SmithGroup. The team will also include Materials Testing Consultants, Geotech, Plummer's Environmental Services (Plummer's), and Commonwealth Heritage Group (Commonwealth). See the attached "Project Team Organizational Chart" and "Proposed Manhour and Fees" spreadsheet for roles and responsibilities.

## APPROACH

At this time, it is assumed the project will be bid by the City rather than as a local agency project. Standard City procedures will therefore be followed during the design process. Specific tasks are listed in the attached "Proposed Manhour and Fees" spreadsheet. The basic approach will be similar to past road and infrastructure projects Fishbeck has completed for the City. If grant money is obtained and the improvements become a local agency project, then the approach and schedule will be adjusted accordingly.

## PROPOSED PROJECT SCHEDULE

Assumes project will be bid by the City. See the attachment "Project Schedule" for visual representation of proposed project schedule.

## PROFESSIONAL DESIGN SERVICES FEES

Provided below is our proposed fee for completing final design for the work described above. The fees and associated tasks are provided in the attached "Proposed Manhour and Fees" spreadsheet.

FIRM	LABOR	REIMBURSABLE EXPENSES	TOTAL
Fishbeck (Project Management)	\$383,452	\$5,048	<b>\$388,500</b>
SmithGroup	0	\$185,000	<b>\$185,000</b>
Materials Testing Consultants	0	\$18,000	<b>\$18,000</b>
Geotech	0	\$28,000	<b>\$28,000</b>
Commonwealth	0	\$5,000	<b>\$5,000</b>
Plummer's	0	\$3,500	<b>\$3,500</b>
<b>Proposed Total Fee</b>	<b>\$383,452</b>	<b>\$244,548</b>	<b>\$628,000</b>

We appreciate the opportunity to assist the City and DGRI with this highly anticipated project. If you have any questions, please contact me at 616.464.3937 or jrplatte@fishbeck.com.

Sincerely,

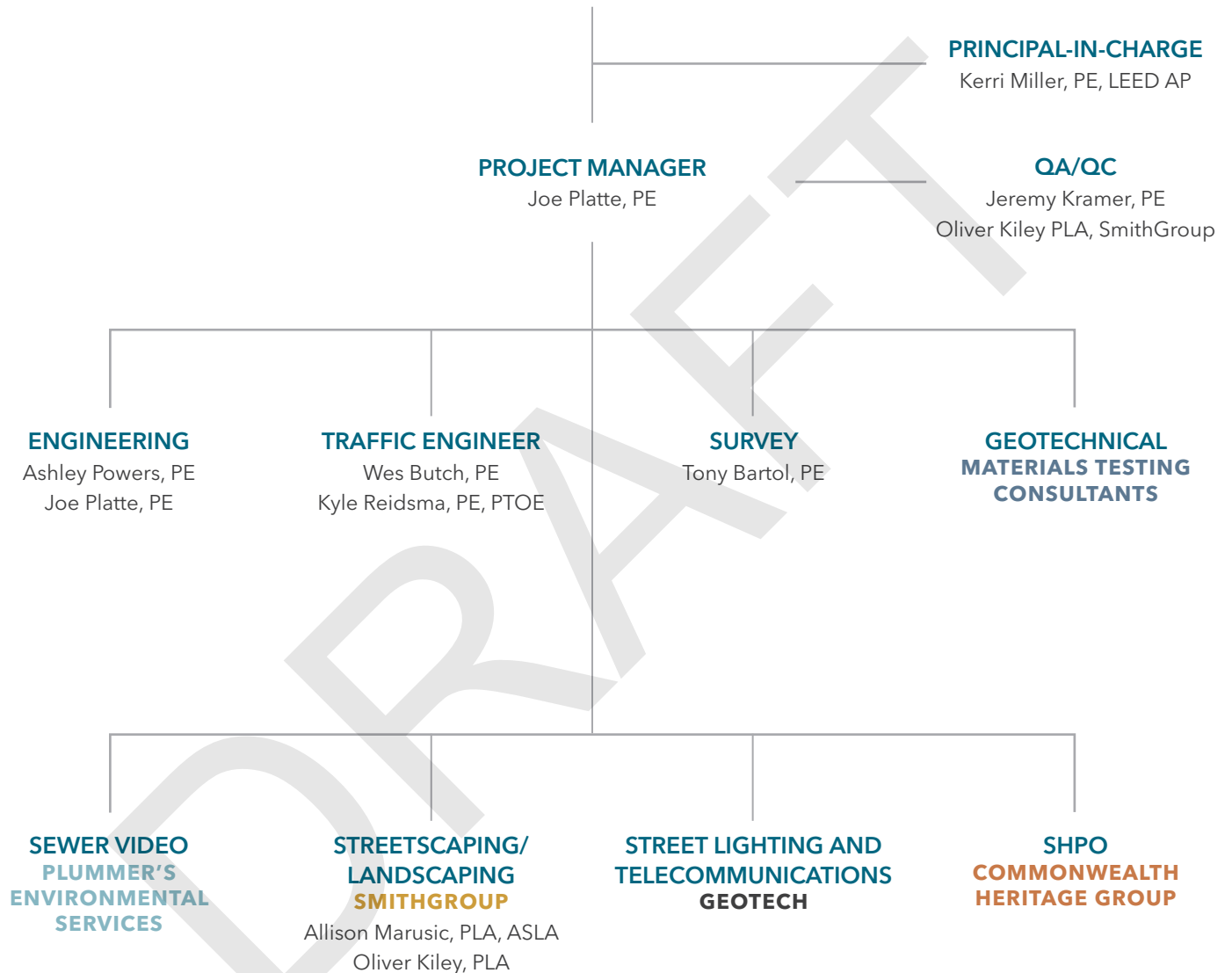


**Joe Platte, PE**  
Senior Civil Engineer

# PROJECT TEAM

## ORGANIZATIONAL CHART

### CITY OF GRAND RAPIDS/DGRI



## KEY STAFF

The team of professionals identified below are uniquely qualified, possessing the expertise and experience necessary to successfully complete this project. Brief biographies of each team member are provided below with a short description of their planned role in this study. Resumes are available upon request.



### **JOE PLATTE, PE – PROJECT MANAGER**

Joe has a variety of experience in preliminary/final design and construction engineering of municipal road, storm and sanitary sewer, and water distribution system projects including the following Grand Rapids projects: East Side Sewer Improvements Program, Livingston (Leonard), and Franklin Second Transmission Water Mains.

### **JEREMY KRAMER, PE – QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)**

Jeremy has been involved with numerous design projects for various municipal and state agencies. His expertise includes site layout, traffic and highway design, hydraulic engineering, water main design, and sanitary sewer design. Jeremy has worked on the design and construction of several large-diameter water main and sewer projects for the City of Grand Rapids including many downtown projects that are directly adjacent to the projects in the request for proposal.

### **ASHLEY POWERS, PE – ENGINEER**

Ashley has experience working on a variety of municipal planning, design, and construction projects. Ashley has a history of assisting municipalities in wastewater and drinking water asset management planning including infrastructure evaluation, funding procurement, preliminary and final design, and construction administration. Her primary design expertise includes hydraulic analysis, water main design, storm sewer design, and sanitary sewer design.

### **WES BUTCH – TRAFFIC ENGINEER**

Wes has 29 years of experience in the transportation industry, having worked extensively for local agencies and MDOT. Two of his specialties are traffic studies and roundabout design. During his career, he has directed and performed technical analysis for hundreds of traffic studies, with a focus on providing practical long-term solutions to operational and safety challenges. Since 1999, Wes has worked on more than 650 roundabout intersections throughout the U.S. He was the primary author of MDOT's Roundabout Guide and has worked on several roundabouts which have been constructed in the City of Grand Rapids. Rounding out his skill set, Wes has extensive experience performing public and stakeholder outreach for transportation projects.

### **KYLE REIDSMA, PE, PTOE – TRAFFIC SIGNALS**

Kyle's experience includes a variety of traffic engineering projects including maintenance of traffic (MOT) design, pavement marking and signing design, traffic simulation, and traffic impact studies, with a specific emphasis on traffic signal systems design and operations for a wide variety of projects and clients in Michigan and beyond. He has been responsible for traffic signal design and review for over 800 devices in his career ranging in complexity from warning sign flashers to adaptive systems and complex interchanges like SPUIs and DDIs. He also has experience in the planning and analysis of roundabout intersections, safety studies, and various other traffic engineering studies.

### **TONY BARTOL, PS – SURVEYOR**

Tony is the lead for all scanning operations at Fishbeck. He developed our standards for field collection of light detecting and ranging (LiDAR) scanning and office workflow. He is proficient in Leica and RIEGL software for post-processing of collection data into a usable geo-referenced point cloud. He uses Cyclone, CloudWorx in AutoCAD, TopoDOT in Microstation, and Edgewise softwares to create mapping and model deliverables. As required for higher accuracy work, Tony uses MicroSurvey STARNET to perform rigorous least squares adjustment on control network points to tighten the tolerances delivered by the point cloud data.

# Project Schedule

## 1. June 2023

- Authorization to proceed with design.
- Kick-off meeting with the City and DGRI.

## 2. June to July 2023

- Develop road geometrics and intersection treatment alternatives.
- Finalize scope of public and private utility work.

## 3. August 2023

- Meet with City Design Team, Spectrum, MDOT and other stakeholders to review road geometrics and intersection alternatives.

## 4. September 2023

- Agree on final roadway design.
- Identify property needs and begin work to secure easement, property and/or temporary grading permits.
- Submit NEPA documentation.

## 5. October 2023 to January 2024

- Create 30% and 60% drawings for internal review.
- Provide cost estimate, with source and uses.
- Meet with stakeholders.

## 6. February 2024 to May 2024

- Create 90% drawings, specifications, and cost estimate for formal City check set review process.

## 7. June to July 2024

- Receive and address check set comments.
- Finalize bidding documents.
- Provide final engineer's estimate with sources and uses.
- Submit MDOT ROW, Water and Sanitary permit applications.

## 8. August 2024

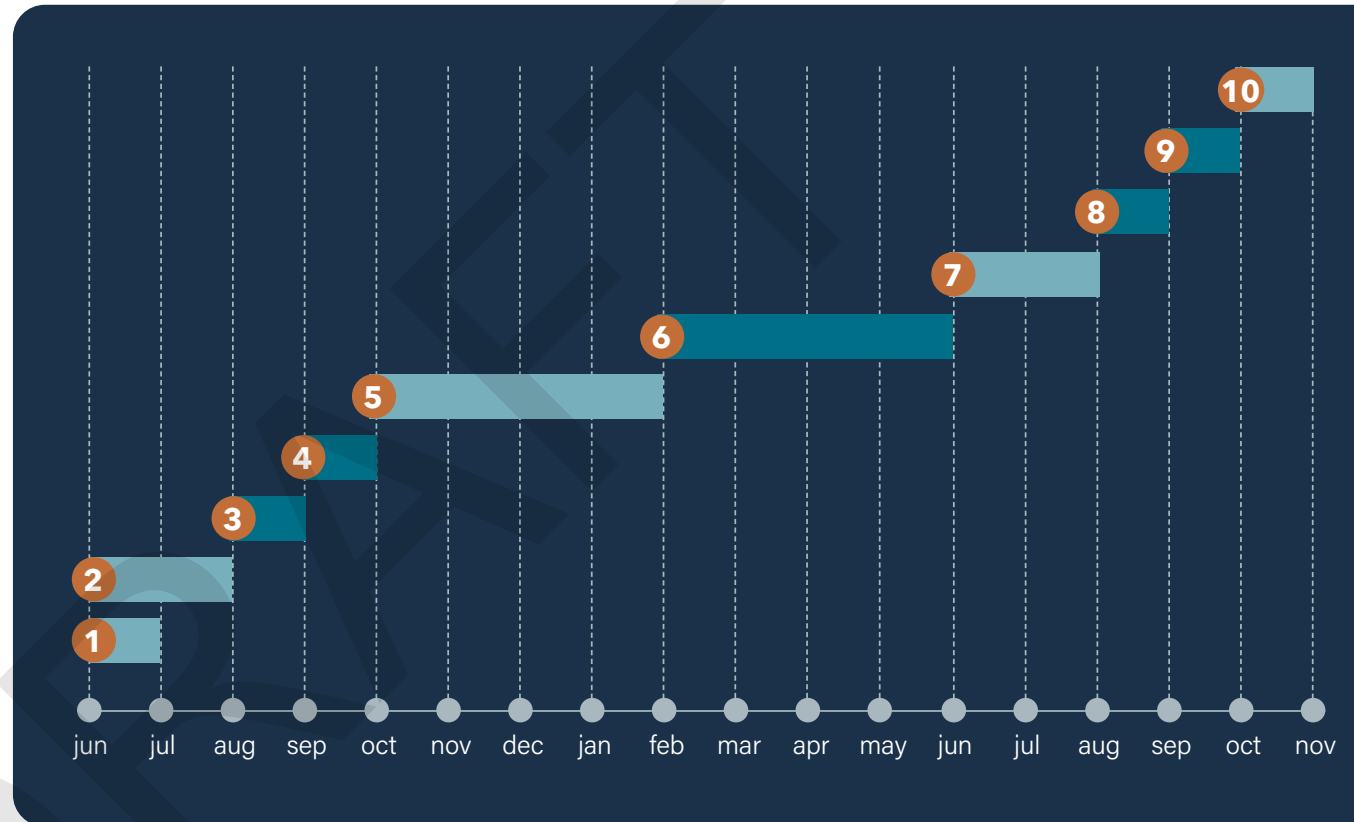
- Project out to bids.

## 9. September 2024

- Open bids.

## 10. October 2024

- Award by Grand Rapids City Commission and DGRI.
- Contractor begins securing materials (such as water main) for 2025 or 2026 construction.





**Reconstruction of Ionia and Division Avenues  
(I-196 to north of Mason Street - 2,800')  
Proposed Manhours and Fees**

	Sr. Engineer, Sr. Scientist	Engineer, Surveyor, Scientist	Staff Engineer, Scientist	Prod. Support	Total Fishbeck Man-Hours	Labor	Reimbursable Expenses	Total	Fishbeck	SmithGroup	Materials Testing	Geotech	Commonwealth	Plummer's
<b>Task 1 - Preliminary Design (DD)</b>														
<b>General Items</b>														
Gather and Review Record Information	0	2	0	2	4	\$498	\$0	\$498	\$0	\$0	\$0	\$0	\$0	\$0
Topographic Survey (supplement existing survey)	4	60	0	0	64	\$9,208	\$0	\$9,208	\$0	\$0	\$0	\$0	\$0	\$0
Existing Utility Condition Assessment	6	0	0	0	6	\$1,212	\$3,500	\$4,712	\$0	\$0	\$0	\$0	\$0	\$3,500
Environmental Investigation	2	20	0	0	22	\$3,204	\$0	\$3,204	\$0	\$0	\$0	\$0	\$0	\$0
Geotechnical Investigation	4	0	0	0	4	\$808	\$18,000	\$18,808	\$0	\$0	\$18,000	\$0	\$0	\$0
Create Base Drawings Sheets	0	0	40	40	80	\$8,760	\$0	\$8,760	\$0	\$0	\$0	\$0	\$0	\$0
SHPD Historic Property Identification	0	2	0	0	2	\$280	\$5,000	\$5,280	\$0	\$0	\$0	\$0	\$5,000	\$0
Grant Assistance	20	10	10	0	40	\$6,540	\$0	\$6,540	\$0	\$0	\$0	\$0	\$0	\$0
<b>Roadway (30% through 60%)</b>														
Road Geometrics (Combining Ionia/Division)	60	20	40	0	120	\$19,320	\$7,050	\$26,370	\$50	\$7,000	\$0	\$0	\$0	\$0
Road Geometrics (Division at I-196)	60	20	10	0	90	\$16,020	\$2,050	\$18,070	\$50	\$2,000	\$0	\$0	\$0	\$0
Road Geometrics (Division at Fairbanks)	60	20	10	0	90	\$16,020	\$5,050	\$21,070	\$50	\$5,000	\$0	\$0	\$0	\$0
Road Geometrics (Division at Newberry)	60	20	10	0	90	\$16,020	\$5,050	\$21,070	\$50	\$5,000	\$0	\$0	\$0	\$0
Road Geometrics (Division at Mason)	30	20	10	0	60	\$9,960	\$2,050	\$12,010	\$50	\$2,000	\$0	\$0	\$0	\$0
<b>Streetscape and Landscape (30% through 60%)</b>														
Sidewalk and Pathway Layout and Design	0	0	0	0	0	\$0	\$7,000	\$7,000	\$0	\$7,000	\$0	\$0	\$0	\$0
Streetscaping & Lighting	0	0	0	0	0	\$0	\$4,000	\$4,000	\$0	\$4,000	\$0	\$0	\$0	\$0
Landscaping (between Division) and base of Hill	0	0	0	0	0	\$0	\$6,000	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$0
Low Impact Design/Green Infrastructure	0	0	0	0	0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$0
<b>Underground Utilities (30% through 60%)</b>														
Watermain	6	2	2	0	10	\$1,712	\$0	\$1,712	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer	10	2	2	0	14	\$2,520	\$0	\$2,520	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater Collection System	10	2	2	0	14	\$2,520	\$3,000	\$5,520	\$0	\$3,000	\$0	\$0	\$0	\$0
Low Impact Design/Green Infrastructure	30	16	20	0	66	\$10,500	\$3,000	\$13,500	\$0	\$3,000	\$0	\$0	\$0	\$0
City Street Lighting (Geotech)	10	0	0	0	10	\$2,020	\$3,500	\$5,520	\$0	\$1,000	\$0	\$2,500	\$0	\$0
Traffic Signals	2	10	10	0	22	\$2,904	\$500	\$3,404	\$0	\$0	\$0	\$500	\$0	\$0
Private Utility	8	4	4	0	16	\$2,616	\$0	\$2,616	\$0	\$0	\$0	\$0	\$0	\$0
<b>Property Assistance</b>														
Descriptions and Exhibits for Property Acquisition	2	4	4	0	10	\$1,404	\$100	\$1,504	\$100	\$0	\$0	\$0	\$0	\$0
Meetings and Coordination with City and MDT	16	4	0	0	20	\$3,792	\$4,100	\$7,892	\$100	\$4,000	\$0	\$0	\$0	\$0
<b>Drawings</b>														
Figures and renderings for Roadway and Streetscape Discussions						\$0	\$4,100	\$4,100	\$100	\$4,000	\$0	\$0	\$0	\$0
30% Plans	10	80	80	0	170	\$22,020	\$11,100	\$33,120	\$100	\$11,000	\$0	\$0	\$0	\$0
60% Plans	10	80	80	0	170	\$22,020	\$11,600	\$33,620	\$100	\$11,500	\$0	\$0	\$0	\$0
<b>Opinion of Cost</b>														
Opinion of Cost based on 30% and 60% Plans	16	4	0	0	10	\$3,792	\$1,000	\$4,792	\$0	\$1,000	\$0	\$0	\$0	\$0
Preliminary Sources and Uses	10	0	0	0	10	\$2,020	\$1,000	\$3,020	\$0	\$1,000	\$0	\$0	\$0	\$0
<b>Meetings</b>														
Kickoff Meeting (including preparation)	6	6	0	0	12	\$2,052	\$2,100	\$4,152	\$100	\$2,000	\$0	\$0	\$0	\$0
Bi-Weekly Progress Meetings	26	12	0	0	38	\$6,932	\$8,100	\$15,032	\$100	\$8,000	\$0	\$0	\$0	\$0
Public Engagement Assistance	14	0	0	0	14	\$2,828	\$6,100	\$8,928	\$100	\$6,000	\$0	\$0	\$0	\$0
Meeting with City Design Team	6	6	0	0	12	\$2,052	\$2,600	\$4,652	\$100	\$2,500	\$0	\$0	\$0	\$0
<b>Total Hours =</b>					1290									
<b>Task 1 Subtotal =</b>						<b>\$201,554</b>	<b>\$131,650</b>	<b>\$333,204</b>	\$1,150	\$101,000	\$18,000	\$3,000	\$5,000	\$3,500
<b>Task 2 - Final Design and Bidding (CD)</b>														
<b>Construction Documents (90%)</b>														
Removals	6	6	40	0	52	\$6,452	\$2,000	\$8,452	\$0	\$2,000	\$0	\$0	\$0	\$0
Sanitary Sewer	2	0	10	0	12	\$1,504	\$0	\$1,504	\$0	\$0	\$0	\$0	\$0	\$0
Watermain Design	10	0	80	0	90	\$10,820	\$0	\$10,820	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater Design	10	10	80	0	100	\$12,220	\$2,000	\$14,220	\$0	\$2,000	\$0	\$0	\$0	\$0
Low Impact Design/Green Infrastructure (MS4 Permit Requirements)	20	10	10	0	40	\$6,540	\$2,000	\$8,540	\$0	\$2,000	\$0	\$0	\$0	\$0
Roadway Improvements	20	10	120	0	150	\$18,640	\$7,000	\$25,640	\$0	\$7,000	\$0	\$0	\$0	\$0
Street Lighting	4	0	4	0	8	\$1,248	\$24,000	\$25,248	\$0	\$0	\$0	\$24,000	\$0	\$0
Traffic Signals	8	70	70	0	148	\$19,116	\$0	\$19,116	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk and Pathway	4	4	0	0	8	\$1,368	\$15,000	\$16,368	\$0	\$15,000	\$0	\$0	\$0	\$0
Grading Plan (beyond new road and walk limits)	4	4	4	0	12	\$1,808	\$8,000	\$9,808	\$0	\$8,000	\$0	\$0	\$0	\$0
Streetscaping and Landscaping Plan/Details	4	4	4	0	12	\$1,808	\$17,500	\$19,308	\$0	\$17,500	\$0	\$0	\$0	\$0
Quality Assurance/Quality Control (QA/QC)	20	8	0	0	28	\$5,160	\$10,000	\$15,160	\$0	\$10,000	\$0	\$0	\$0	\$0
<b>Specification and Cost Estimates (90%)</b>														
Specifications	40	12	12	0	64	\$11,080	\$7,000	\$18,080	\$0	\$6,000	\$0	\$1,000	\$0	\$0
Cost Estimates, Sources and Uses	8	8	4	0	20	\$3,176	\$1,500	\$4,676	\$0	\$1,500	\$0	\$0	\$0	\$0
<b>Final Bid Package</b>														
Drawings	10	80	120	0	210	\$26,420	\$4,000	\$30,420	\$0	\$4,000	\$0	\$0	\$0	\$0
Specifications	10	0	0	0	10	\$2,020	\$500	\$2,520	\$0	\$500	\$0	\$0	\$0	\$0
Items and Quantities	10	10	10	0	30	\$4,520	\$1,000	\$5,520	\$0	\$1,000	\$0	\$0	\$0	\$0
Final Engineer's Estimate, Sources and Uses	5	5	0	0	10	\$1,710	\$1,000	\$2,710	\$0	\$1,000	\$0	\$0	\$0	\$0
<b>Property Assistance</b>														
Descriptions and Exhibits for Property Acquisition	4	8	24	0	36	\$4,568	\$0	\$4,568	\$0	\$0	\$0	\$0	\$0	\$0
Meetings and Coordination with City and MDT	16	8	4	0	28	\$4,792	\$4,000	\$8,792	\$0	\$4,000	\$0	\$0	\$0	\$0
<b>Construction Permits</b>														
MS4/LUDS Permit Package	80	40	40	0	0	\$26,160	\$1,500	\$27,660	\$1,000	\$500	\$0	\$0	\$0	\$0
MDEQ Wastewater System Permit	0	6	6	0	12	\$1,500	\$1,000	\$2,500	\$1,000	\$0	\$0	\$0	\$0	\$0
MDEQ Water Permit	10	4	4	0	18	\$3,020	\$1,000	\$4,020	\$1,000	\$0	\$0	\$0	\$0	\$0
MDOT ROW Permit	0	10	0	0	10	\$1,400	\$898	\$2,298	\$898	\$0	\$0	\$0	\$0	\$0
<b>Bidding (By City)</b>														
Bid Document Assistance	12	0	0	0	12	\$2,424	\$1,000	\$3,424	\$0	\$1,000	\$0	\$0	\$0	\$0
Bid Period Assistance, Review Bids, and Recommend Award	12	0	0	0	12	\$2,424	\$1,000	\$3,424	\$0	\$1,000	\$0	\$0	\$0	\$0
<b>Total Hours =</b>					1132									
<b>Task 2 Subtotal =</b>						<b>\$181,898</b>	<b>\$112,898</b>	<b>\$294,796</b>	\$3,898	\$84,000	\$0	\$25,000	\$0	\$0
<b>Proposed Fee =</b>									<b>\$5,048</b>	<b>\$185,000</b>	<b>\$18,000</b>	<b>\$28,000</b>	<b>\$5,000</b>	<b>\$3,500</b>
<b>Reimbursable Expenses</b>									<b>\$5,048</b>	<b>\$185,000</b>	<b>\$18,000</b>	<b>\$28,000</b>	<b>\$5,000</b>	<b>\$3,500</b>
<b>Total Amount</b>									<b>\$5,048</b>	<b>\$185,000</b>	<b>\$18,000</b>	<b>\$28,000</b>	<b>\$5,000</b>	<b>\$3,500</b>



# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



**DATE:** December 13, 2023  
**TO:** Downtown Development Authority  
**FROM:** Melvin Eledge Jr., Director of Operations  
**SUBJECT:** Downtown Urban Canopy

Agenda Item #07  
December 13, 2023  
DDA Meeting

Urban forests and the canopies they produce have been shown to offset carbon, help cities manage stormwater runoff and reduce the urban “heat island” island effect by reducing rising temperatures. Dense urban canopies have also been shown to reduce stress, increase physical activity in their residents and make neighborhoods safer.

In 2015, recognizing the immense benefits to increasing its urban canopy, GR Forward established a goal to increase the Downtown tree canopy from 5% to 10%. Since that time DGRI and its partners have planted over 944 trees throughout Downtown and only 326 trees remain to be planted before this goal is achieved.

DGRI staff has worked with our partners at Friends of Grand Rapids Parks to identify 300 locations throughout Downtown to plant new trees. This work is set to be done in two phases – the first occurring Spring 2024 and the second occurring Fall of 2024. These 300 trees along with 63 additional trees planted as a part of several public space redesign projects will complete DGRI’s goal of achieving 10% canopy growth by 2025 as outlined in GR Forward.

**Recommendation:** Authorize DDA funding for an amount not to exceed \$180,000 to plant 300 trees and maintain them for two years thereafter.



# Friends of Grand Rapids Parks

## 2024 DOWNTOWN DEVELOPMENT AUTHORITY PLANTING AND MAINTENANCE PROPOSAL

### Prepared for:

Downtown Development Authority (DDA)

### Prepared by:

Lauren Davis, Director of Programs  
Friends of Grand Rapids Parks

### Introduction

This document is intended to serve as a proposal from Friends of Grand Rapids Parks (FGRP) to plant trees in the public right of way or specific businesses to increase the urban tree canopy throughout downtown. In this document you will find a detailed project timeline, cost breakdown per project milestone, and background information on FGRP.

### Current Proposal

FGRP proposes to plant and maintain **300** trees in the DDA district as identified in the most recent GIS mapping completed for the area. FGRP will work in collaboration with the DDA to identify the most impactful opportunity sites to plant **150** trees in the spring of 2024 and **150** trees in the fall of 2024. These trees will be planted with volunteers managed by FGRP and maintained for the following 2 seasons.

Project	Description	Cost	Timeline
Spring & Fall Tree Planting & Community Engagement	(1) Plant 300 total trees during spring/fall of 2024 (2) Notification and engagement of residents, private property owners, and other stakeholders in tree planting events as well as continued care of FGRP planted trees.	\$150,000  *Cost equals # of trees * \$500	<b>April/May/June 2024</b>  <b>September/October/November 2024</b>  Plant 200 trees in viable public planting sites within the business district.

<p>Tree Watering and Maintenance</p> <p><i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (May) and late in fall (November)</i></p>	<p>Watering of all trees planted in the DDA footprint area by FGRP for 2 years after planting, and maintenance of water bags, tree stakes, and other miscellaneous needs.</p> <p><i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (April) and late in fall (November) depending on temperature variation</i></p>	<p>\$30,000 (maintenance materials including stakes, water bags, etc., and 2 seasons of watering for 200 trees)</p> <p>Cost not to exceed \$100 per tree per season</p>	<p><b>May-September 2024/2025:</b></p> <p>Watering of 300 trees from spring/fall 2024 (until average air temp. falls below 45 degrees)</p>
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**Planting Locations:**

To be determined by FGRP staff and DDA based on tree inventory data.

**Project Cost:**

Total Project Cost: **\$180,000**

**Payment Terms:**

2 equal installments due in February 2024 and July 2024

**FGRP Tree Price Breakdown**

We are committed to growing Grand Rapids urban forest canopy. To ensure we are able to do this in a sustainable way that has lasting impact beyond the initial planting of the tree and the first two-to-five years of maintenance to bring the tree to establishment. We layer in community outreach, education, and training for residents, property owners, and volunteers. These programs support improved civic engagement and community health, as well as ensuring multiple stewards are created and have access to necessary support and education to maintain the urban forest for years to come.

We strive to keep our costs low while maintaining a high level of service provision. Because of our engagement with volunteers, we are able to provide street trees at a cost well below similar commercial contractors while providing greater community impact through our community outreach, youth employment programs, and a tree assistance fund, which can help offset the costs of caring for trees that have created problems for residents and property owners.

<b>Item</b>	<b>Cost Per Tree</b>
Tree Purchase and Delivery, including FGRP staff time	\$250.00
Planting of tree - site selection, volunteer training, volunteer management and insurance	\$95.00
Tree Establishment - watering and pruning for two growing seasons via youth Green Team or temporary employment program	\$100.00
Community Engagement and Neighborhood Education to recruit and educate volunteers, property owners, and others in the planting and long-term stewardship of trees and habitat—including supporting Neighborhood Forester Classes and Education	\$75.00
Tree Assistance Fund - supporting property owners impacted by problem trees that cannot be maintained through normal means. While this may not cover the entire cost of the tree removal problem or problem created, it is intended to help offset the cost	\$25.00
Admin Fee (10%)	\$55.00
<b>Total Tree Cost</b>	<b>\$600.00</b>

### **Past Projects**

FGRP has many years of experience planting trees throughout the City of Grand Rapids through a wide range of community-based projects, including:

Downtown Development Authority / Downtown Grand Rapids Inc. – 2017 to Present – Planted and maintained 800+ trees in the downtown business district.

Uptown Inc. – 2019 to Present – Planted and maintained 300+ trees in the Uptown business district

### **About our project lead:**

Our project lead, Becky Pobst is a Certified Arborist as recognized by the International Society of Arboriculture (ISA) and an active member of the Michigan and Midwest chapters. Pobst is sworn to uphold the high standards and best practices set by these entities for urban forest project planning, management, and project execution. Pobst is further supported by Director of Programs and arborist Lauren Davis, who has 7+ years of urban forest management experience spanning across a variety of projects.

## **Friends of Grand Rapids Parks Overview**

Since its founding in 2007, FGRP has been pursuing the bold vision of a City where all people can thrive. In the early years, it was about maintaining our parks and working with the City to pass some permanent levels of funding. Now, FGRP is leveraging our municipal investment through community action in parks and trees to be the healthiest, most shade and park equitable city in America—with a special emphasis on those neighborhoods that currently and historically lack trees, shade, and easily accessible park space.

Our vision directly supports the vision for the City of Grand Rapids Parks and Recreation in *creating and supporting a healthy, vibrant community*.

It is our shared responsibility to ensure all people, regardless of language, culture of origin, religious, gender, sexual orientation, veteran status, socio-economic status or perceived physical ability feel welcome in the parks, amongst the trees, and as a volunteer at FGRP. Our parks and trees are on land that has been cared for by generations by the Anishnabék Community. FGRP supports the expression of Anishnabék Culture and Language throughout our programs.

Friends of Grand Rapids Parks is an independent, resident led, nonprofit enterprise founded in 2008, working closely with but separate from the City, with the mission to empower people to cultivate vibrant parks, trees, and green spaces in Grand Rapids.

We believe that vibrant parks and public spaces are essential to support the community's economic health, competitiveness, and cultural well-being.

We understand that a healthy urban canopy is a long-term commitment, and are committed to help achieve the city's goal of a 40% urban tree canopy in Grand Rapids through the work of FGRP's Community Forest Project.

**Contract Agreement:**

**By signing below**, the client agrees to hire and pay FGRP for the proposed work outlined in this proposal and FGRP agrees to complete the outlined work in good faith and by following industry standards and best practices.

**Friends of Grand Rapids Parks:**

<b>Printed Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	<b>Date: / /</b>
<b>Notes:</b>	

**Downtown Development Authority:**

<b>Printed Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	<b>Date: / /</b>
<b>Notes:</b>	

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 6, 2023

TO: Downtown Development Authority

FROM: Kimberly Van Driel  
Director of Public Space Management

SUBJECT: Return to the River Traveling Exhibits Funding Approval

Agenda Item #08  
December 13, 2023  
DDA Meeting

DGRI has been working towards river activation strategies particularly over the past few years focusing on how to better engage the community with the Grand River. Through Goal 5 and the River Activation Steering Committee, priorities to engage the community through education, art, events, and infrastructure led the organization to start the Return to the River festival.

Now moving into its third year and second year as a two-day event programming three parks, riverwalk and one bridge, we are working towards activation strategies during the festival for 2024. In past years, we have offered local art, music, food, and many other free activities. Last year, we were able to bring three traveling exhibits to the festival. These traveling exhibits were a huge draw that continued to bring people downtown well after the festival happened by having the installations stay up past the event itself.

This year, we are looking to bring in two large scale traveling exhibits for two weeks. They will begin their appearance at the Return to the River festival along with local artworks and programming and continue their stay for a couple of weeks allowing Grand Rapidsians and others to visit the installations during non-event planned dates within the Monroe North district.

We know through the years of planning and programming World of Winter along with the data from last year's Return to the River, there was a huge uptick in visiting the downtown specifically in the area of artworks for the weeks the installations were visiting Grand Rapids. Large scale traveling artworks help to bring in community members from all over the region to interact with. There is a need for both local and international art to make a difference in a community and we at DGRI are working towards that and will continue to work with local artists and programmers for additional festival activities.

During the Return to the River festival week, we had 3,119 visitors to the area in 2023 vs. the 614 counted through Placer.ai in 2022. This data shows a huge uptick in visitors which was conducive to having these large-scale installations present.

The first installation we are looking to bring is called Los Trompos from Creos which is proposed to be located at Sixth St. Park. Los Trompos meaning “Spinning Tops” in Spanish, draws its inspiration from a toy that has been popular with children around the world since the dawn of time.

The second installation is Shrooms from Amigo & Amigo that will be located at 555 are 10 separate blow up mushrooms in various sizes and colors.

Both installations would visit Grand Rapids from August 24- September 9, 2024.

**Recommendation:**

Approve expenditures not to exceed \$100,000 to support up two traveling installations for Return to the River 2024.





# RETURN

To the River

DOWNTOWN GRAND RAPIDS 2024  
INTERNATIONAL ART INSTALLATIONS



## INSTALLATION # 1 – Los Trompos

By Creos from Canada

[VIDEO](#)

“*Los Trompos*” (“Spinning Tops” in Spanish) draws its inspiration from a toy that has been popular with children around the world since the dawn of time. This large-scale, interactive artistic installation engages visitors in a way that is both meaningful and playful. *Los Trompos* features a set of larger-than-life, three-dimensional spinning tops in a variety of colors and shapes. The colorful surfaces of each top are created in part by fabric woven in a traditional Mexican style. The fabric is stretched over the modules to seat several people at once. Functioning as both artwork and rotating platform, each sculpture acts as a gathering place for relaxation, social interaction and entertainment. By working together to create momentum, visitors can spin the tops on their bases. Through interaction and collaboration, *Los Trompos* comes to life and gives new meaning to the art of play.

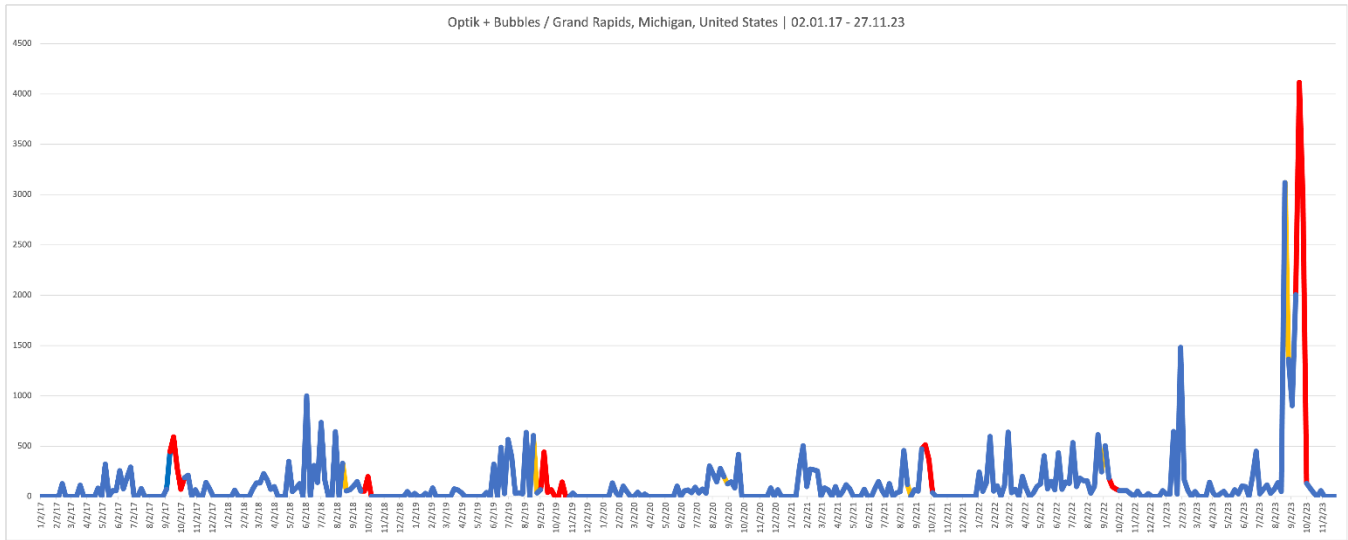


## INSTALLATION # 2 – Shrooms

By Amigo & Amigo from Australia

[VIDEO](#)

In many cultures mushrooms are considered a symbol of luck: to find a mushroom means that good luck is at hand. Shrooms is an immersive artwork of 10 giant inflatable mushroom shapes that encourage our social nature while contrasting with the urban environment.



2023		2022	
week of 8/21/2023	3119	week of 8/22/2022	614
week of 8/28/2023	1364	week of 8/29/2022	245
week of 9/4/2023	902	week of 9/5/2022	503
week of 9/11/2023	2003	week of 9/12/2022	184
week of 9/18/2023	4115	week of 9/19/2022	97
week of 9/25/2023	2944	week of 9/26/2022	74

Installation	Company	Cost	Location	Duration
Los Trompos	Creos	\$33,581.00	Sixth St. Park	8 weeks
Shrooms	Amigo & Amigo	\$19,365.00	555	8 weeks
Shipping		\$7,200.00		4 weeks
Equipment		\$3,000.00		
Hired Help & Security		\$30,000.00		
Contingency		\$6,854.00		
<b>Total:</b>		<b>\$100,000.00</b>		



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Downtown Vitals Report  
Downtown Development Authority



Produced for the month of November 2023

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**NEW BUSINESSES**

**+1**  
in November

**+14**  
year-to-date

**STOREFRONT VACANCY RATES**

**+1%**  
vs. Oct

**+1%**  
vs. 2-yr avg.

**OFFICE SPACE VACANCY RATES**

**9.6%**  
in Q3 vs. 9.3% in Q2

**OFFICE SPACE RENTAL RATES**

**\$22.12**  
per square foot  
in Q3 vs. \$21.56 in Q2

**HOUSING OCCUPANCY**

**+.3%**  
vs. Q2

**+2%**  
vs. 5-yr avg.

**+2%**  
vs. 15-yr avg.

**(OCT) HOTEL OCCUPANCY**

**-8%**  
vs. Sep

**-2%**  
vs. Oct 2022

**+26%**  
vs. 5-yr avg.

**VISITOR ACTIVITY COUNTS**

**+1%**  
vs. Oct

**+7%**  
vs. Nov 2022

**EMPLOYEE ACTIVITY COUNTS**

**+3%**  
vs. Oct

**+3%**  
vs. Nov 2022

**RESIDENT ACTIVITY COUNTS**

**+5%**  
vs. Oct

**+25%**  
vs. Nov 2022

**(OCT) CONSUMER SPENDING**

**-8%**  
vs. Sep

**-10%**  
vs. Oct 2022

**(JUNE) DASH 3.0 RIDERSHIP**

**+5%**  
vs. May

**(SEP) CITY EMPLOYMENT**

**-1%**  
vs. Aug

**+3%**  
vs. Sep 2022

**+4%**  
vs. 5-yr avg.

# Storefront Business Openings | Updated November 2023

## Retail

Pochi's Sweet Designs\*  
 Open Door Bakery  
 Celebri-T Floral & Design  
 One of a Kind Vintage  
 The August Connection

## Additionally:

Zabház Expansion  
 Second Vibess Expansion

## Food & Beverage

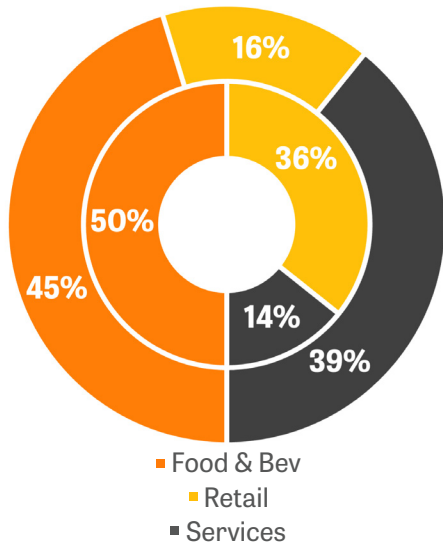
Elsa's  
 Chicago Beef Joint  
 The General Wood Shop  
 Daisies Place  
 Caribbean Bite  
 Scholar  
 Has Heart

## Services

City Nail Bar  
 Key Bank

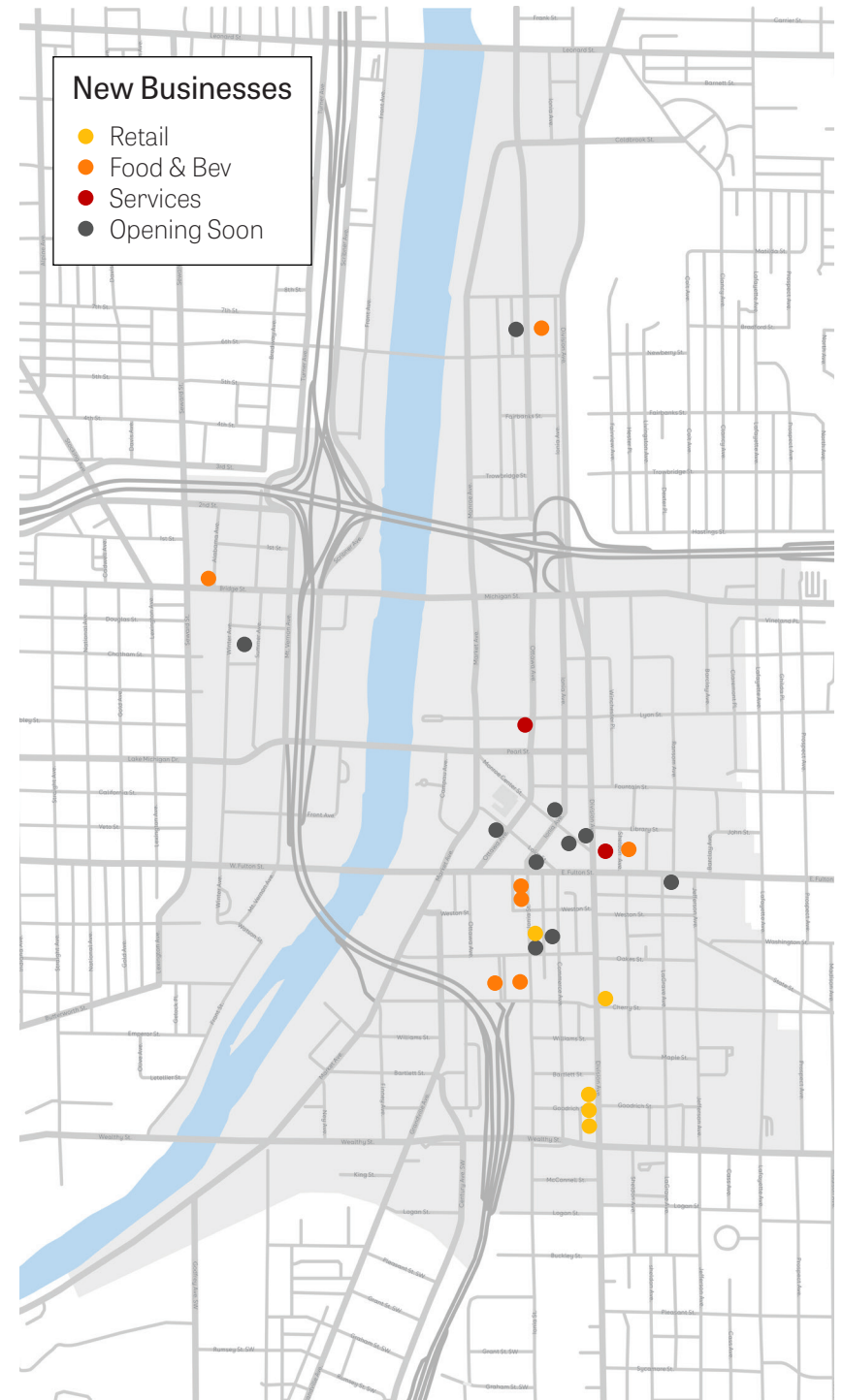
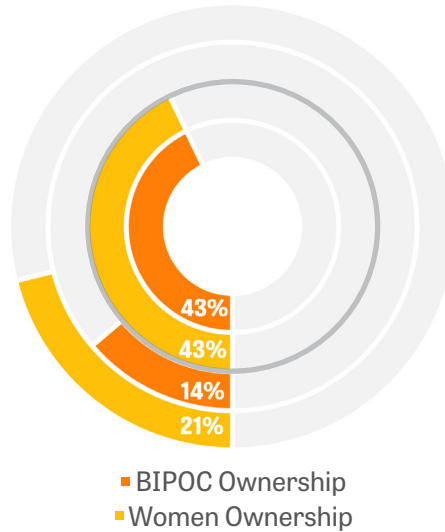
Business Mix of Storefronts

Overall: Outer Ring  
 New in 2023: Inner Ring



Business Ownership of Storefronts

Overall: Outer Rings  
 New in 2023: Inner Rings



Source: Downtown Grand Rapids Inc.

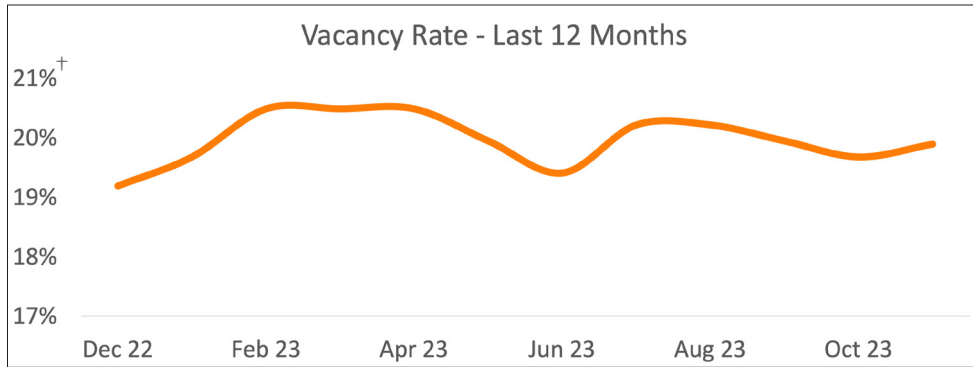
\* received DDA Retail Innovation Grant

# Storefront Vacancies & Recent Closures | Updated Nov 2023

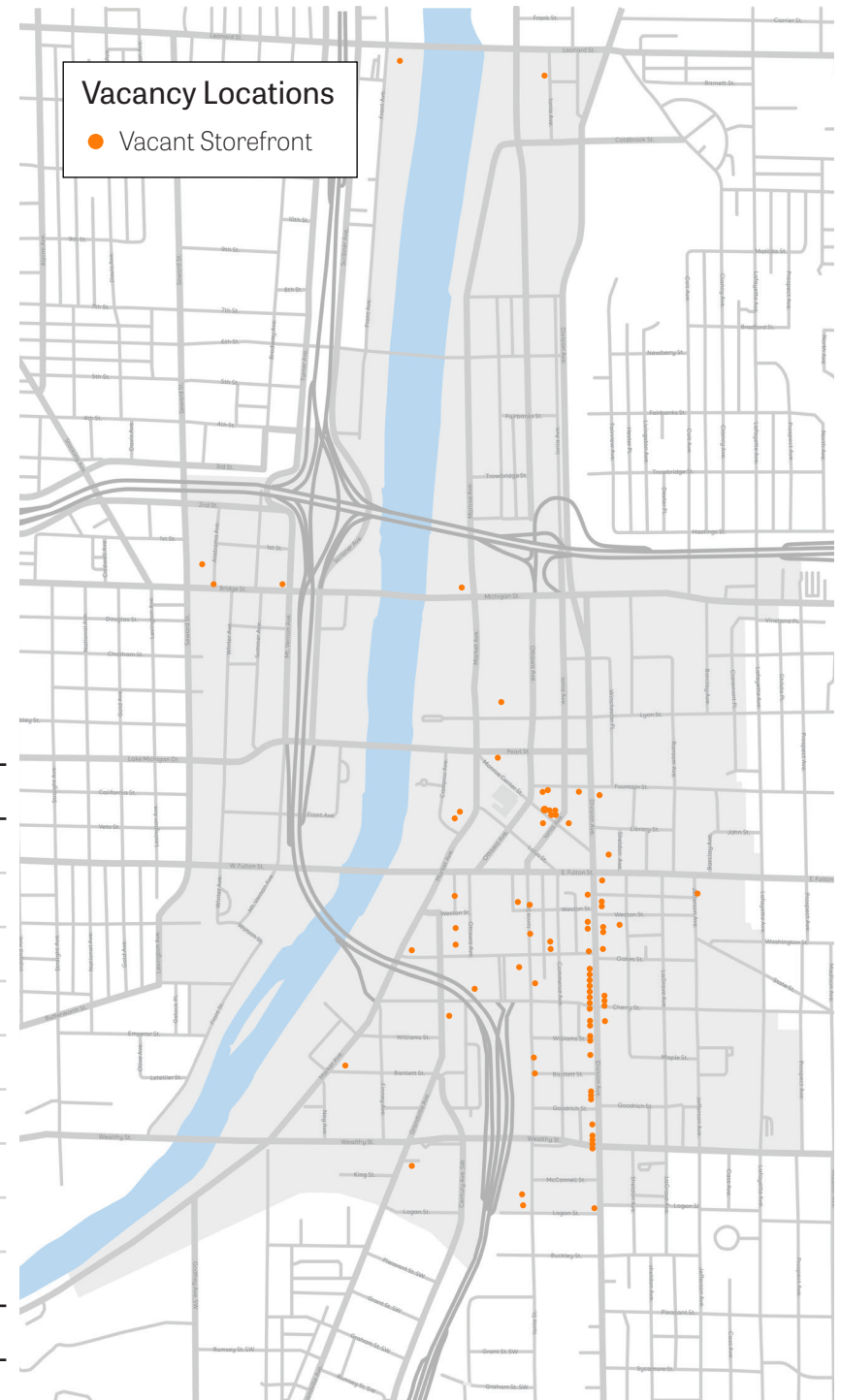
**16**  
storefront  
businesses have  
closed in 2023

**2023 Closures:**  
**44%** Food & Bev  
**31%** Retail  
**25%** Services

**20%**  
vacancy rate



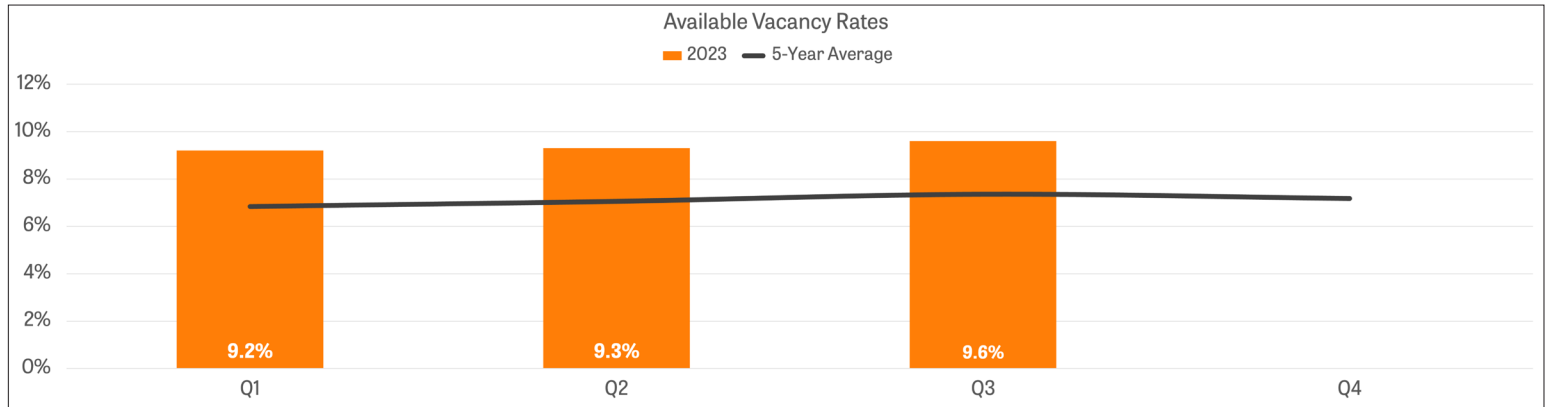
	Storefronts	Vacancies	Vacancy %	Sq Ft Available
Bridge Street	22	3	14%	6,475 sq ft
Center City	117	21	18%	101,425 sq ft
Monroe Center*	52*	8*	15%*	55,388 sq ft*
Fulton & Jefferson	21	0	0%	0 sq ft
Heartside: Division	99	34	34%	~90,097 sq ft
Heartside: Ionia	69	11	16%	46,812 sq ft
Heartside: C. Chavez	14	4	29%	21,087 sq ft
Monroe North	26	0	0%	0 sq ft
Other	4	1	25%	500 sq ft
<b>DISTRICT TOTALS:</b>	<b>371</b>	<b>73</b>	<b>20%</b>	<b>~266,396 sq ft</b>



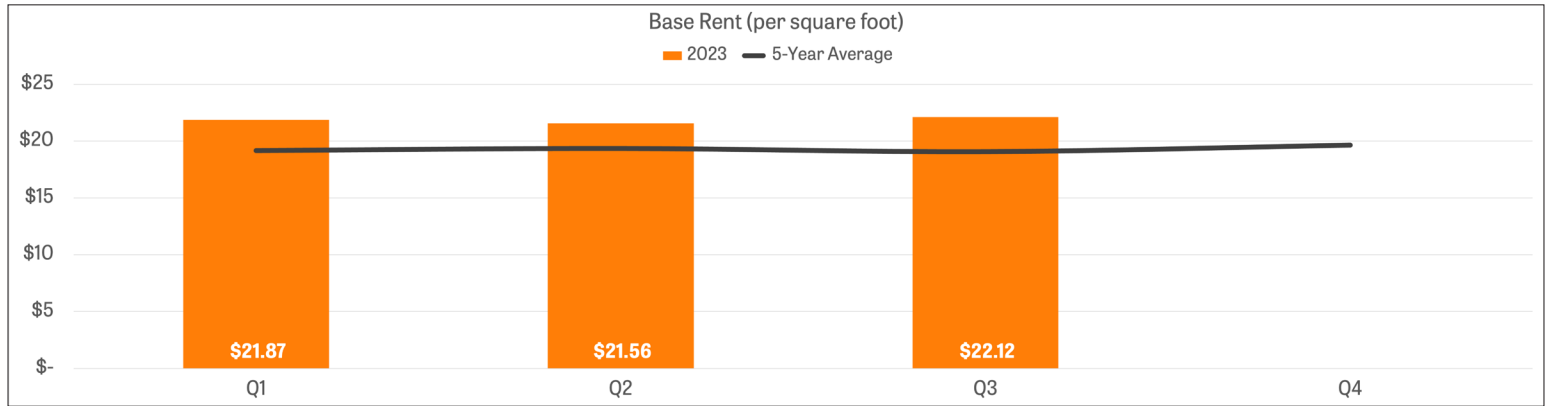
\*Monroe Center is a subset of Center City and is not included in District Totals  
 †truncated y-axis to highlight month-over-month changes

Source: Downtown Grand Rapids Inc.

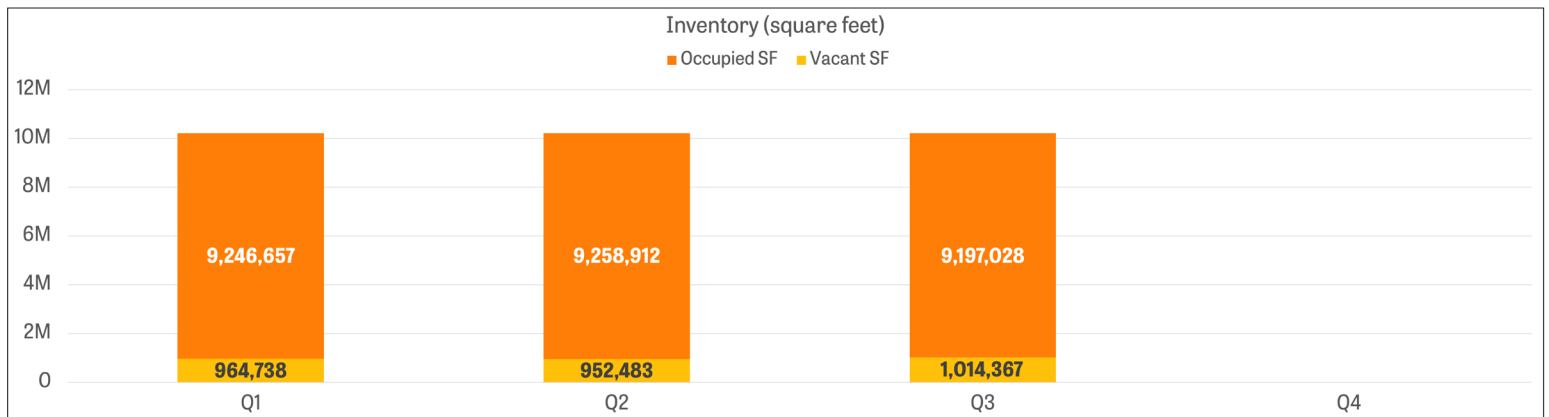
**9.6%**  
vacancy in Q3 2023  
vs. 9.3% in Q2 2023



**\$22.12**  
per sq ft in Q3 2023  
vs. \$21.56 in Q2 2023



**10.2M**  
square feet of office  
space inventory



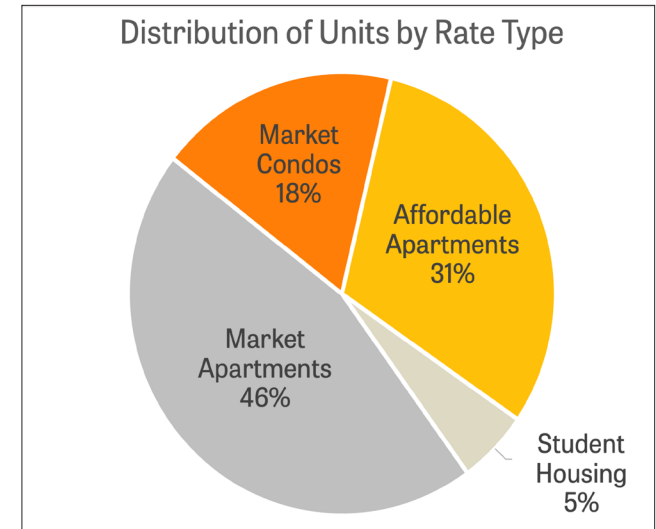
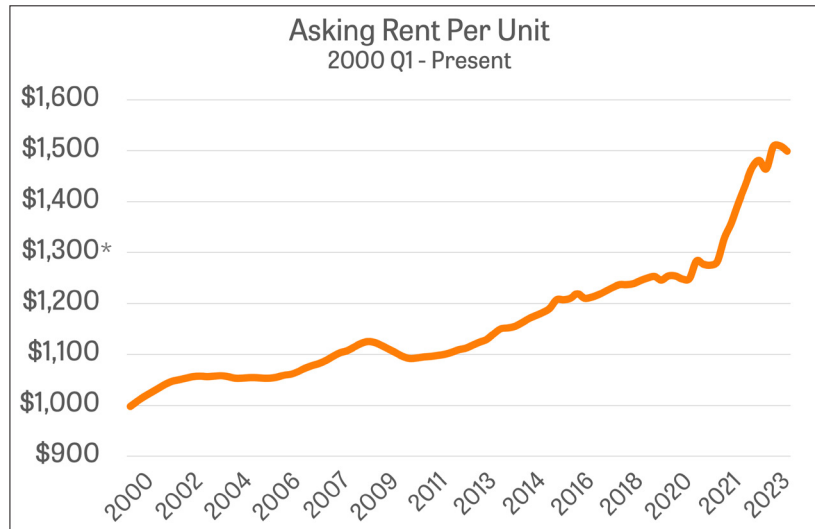
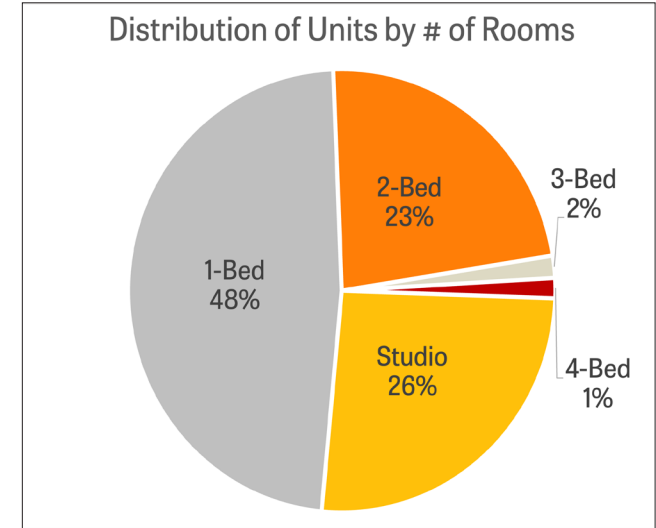
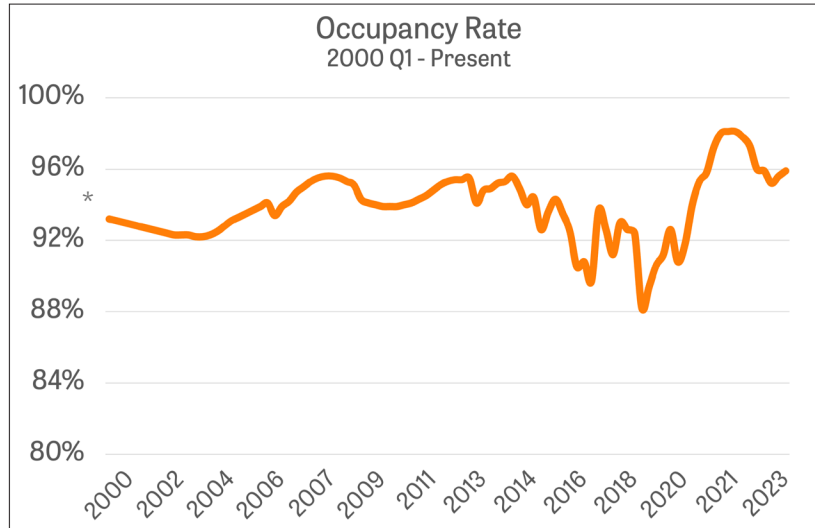


96%  
occupancy  
in Q3 2023

\$1,499  
asking rent rate  
in Q3 2023

251  
units under  
construction

1,171  
units in planning

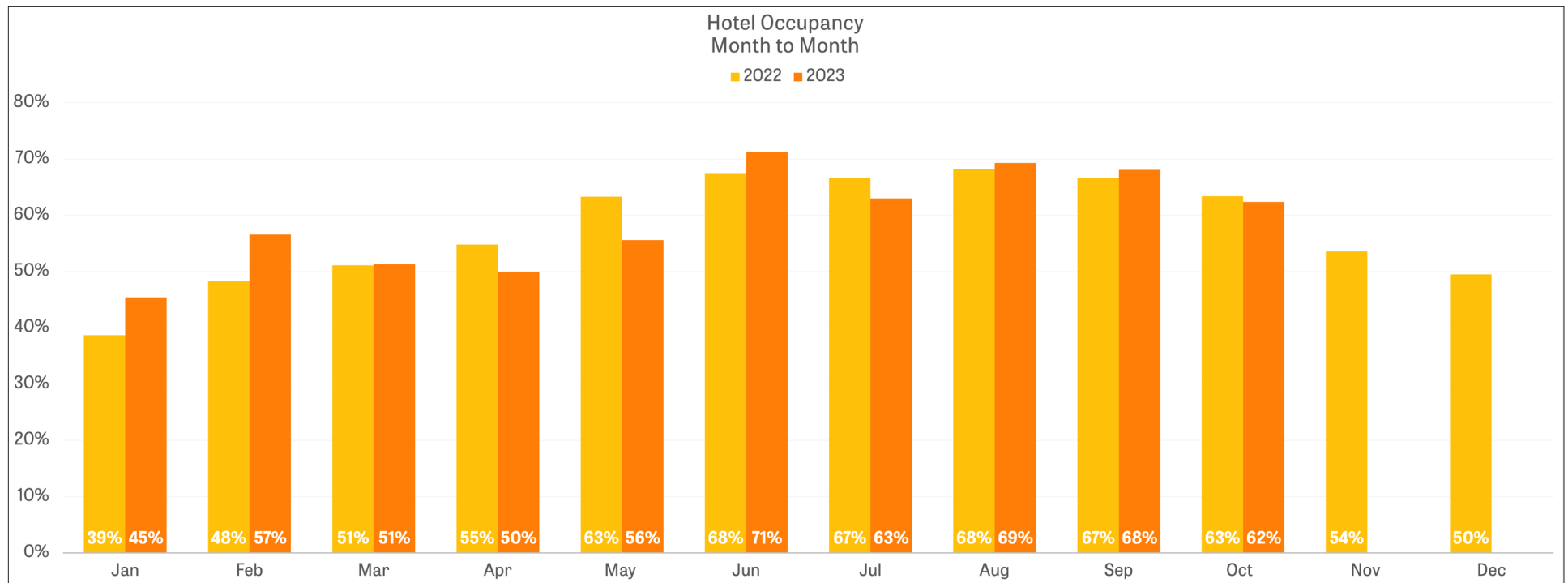
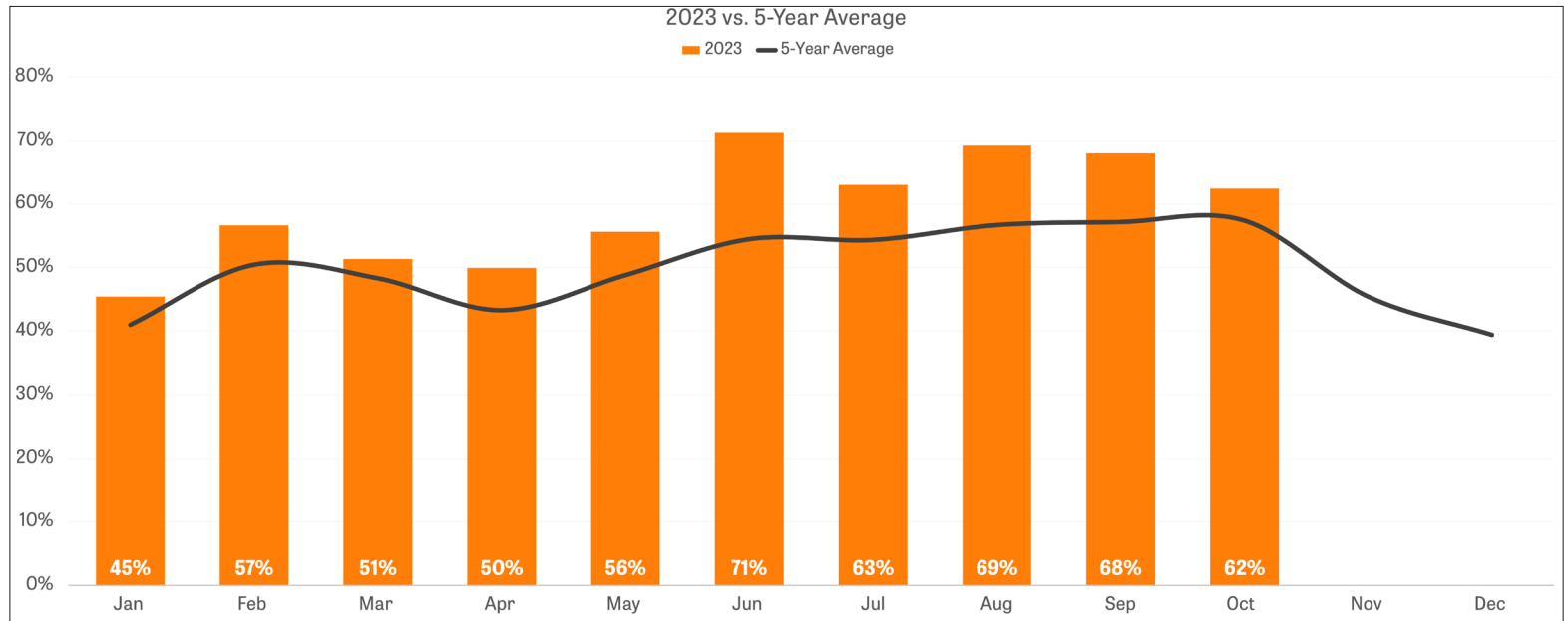


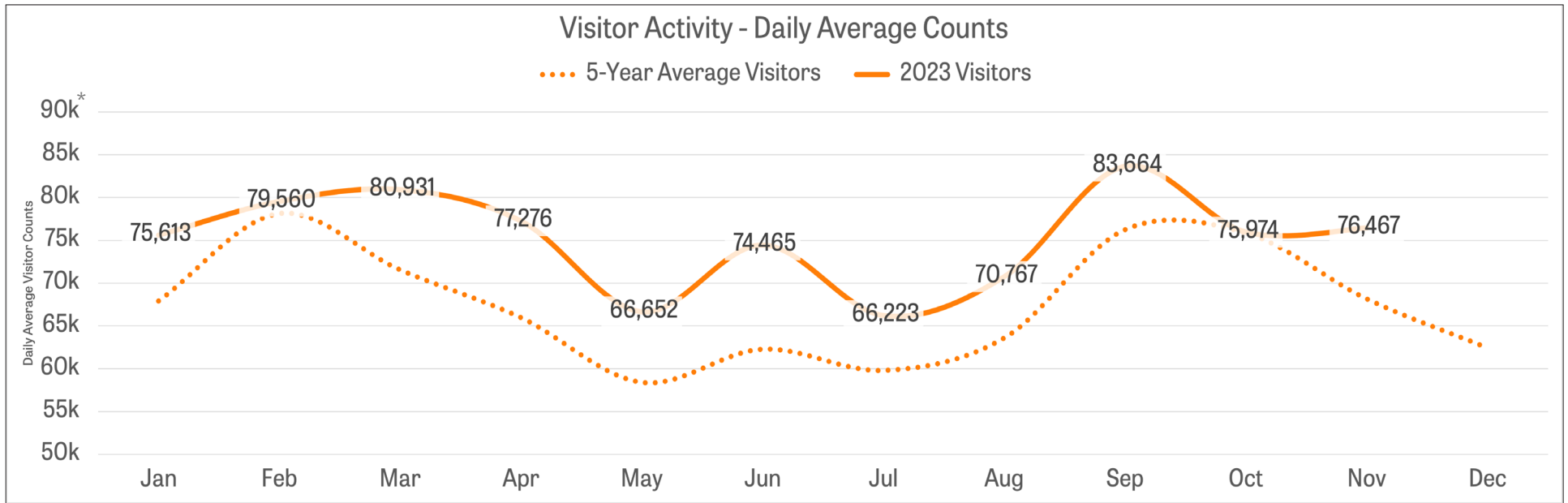
\*truncated y-axis to highlight changes

Source: CoStar & Downtown Grand Rapids Inc.

62%  
hotel occupancy in  
October 2023

59%  
average hotel  
occupancy in 2023  
so far



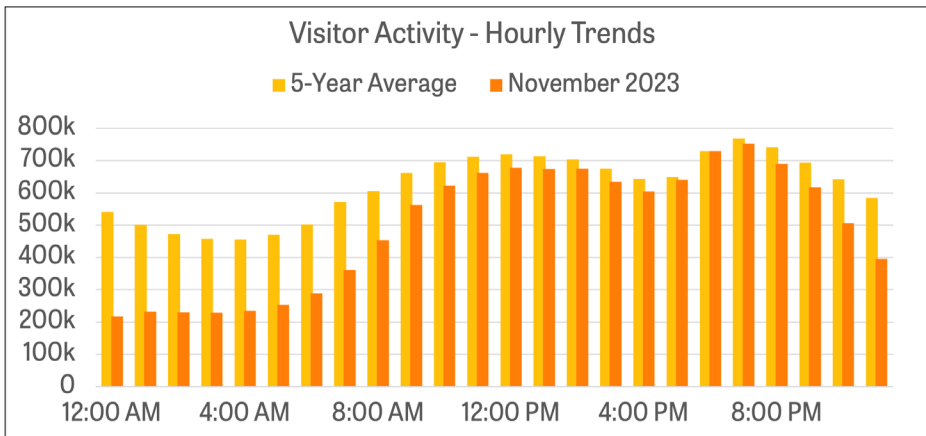


**1%**  
increase in  
Nov 2023 vs. Oct 2023

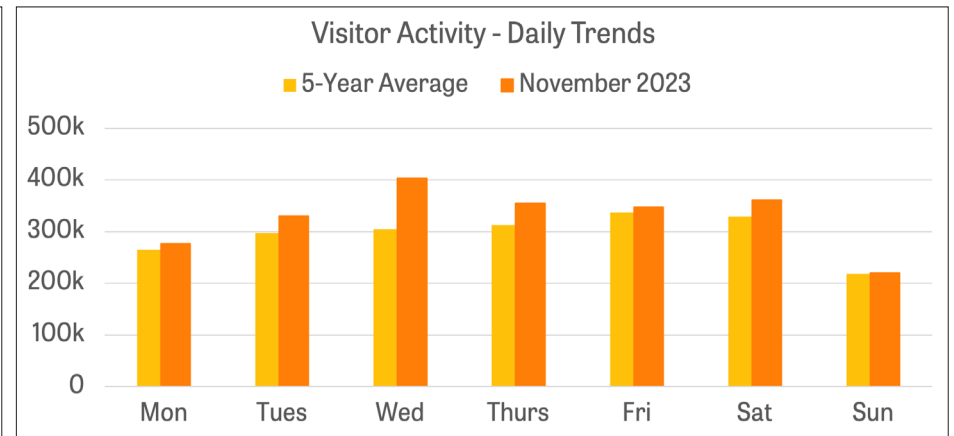
**2%**  
increase in Nov 2023  
vs. 2023 average so far

**12%**  
increase in Nov 2023  
vs. Nov 5-year average

**7%**  
increase in  
Nov 2023 vs. Nov 2022

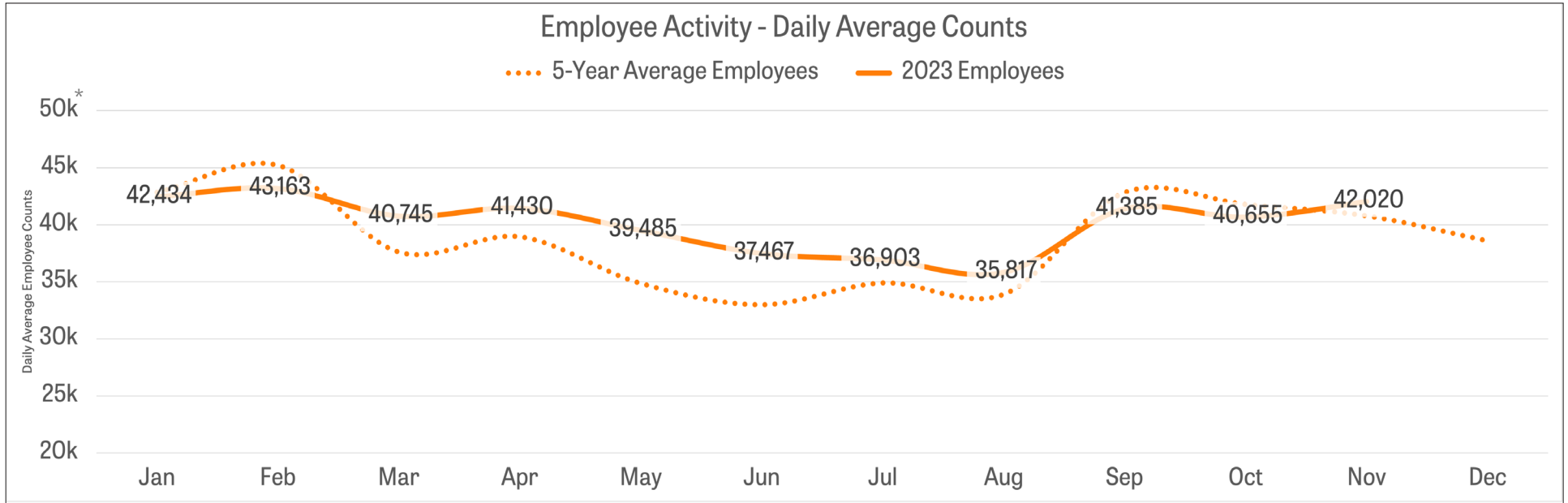


*\*truncated y-axis to highlight changes*



Source: Placer.ai

# Downtown Employee Activity Tracking | Updated November 2023



3%

increase in Nov 2023 vs. Oct 2023

5%

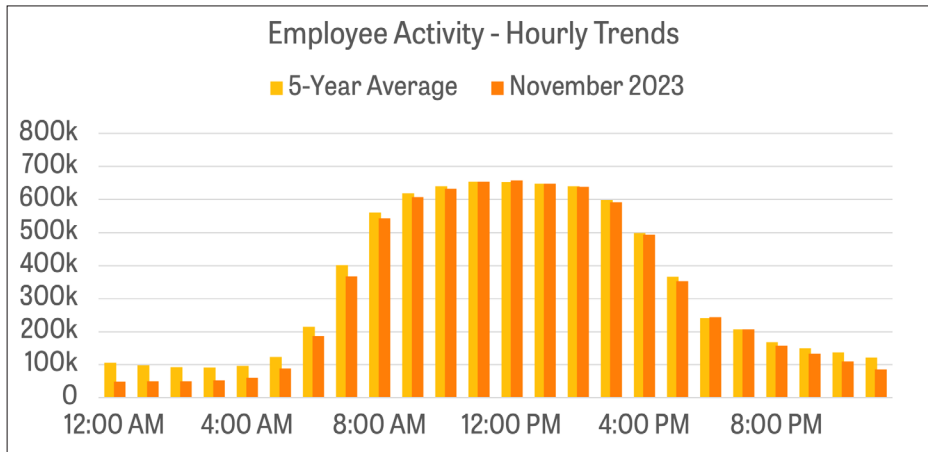
increase in Nov 2023 vs. 2023 average so far

3%

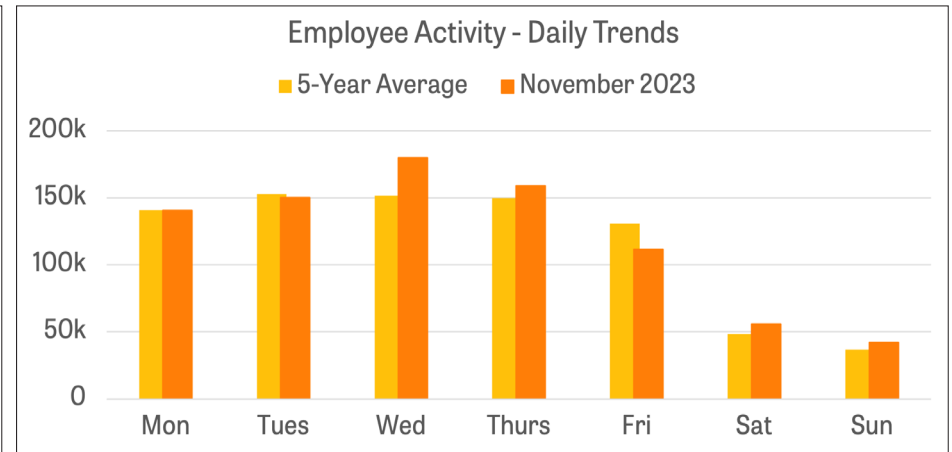
increase in Nov 2023 vs. Nov 5-year average

3%

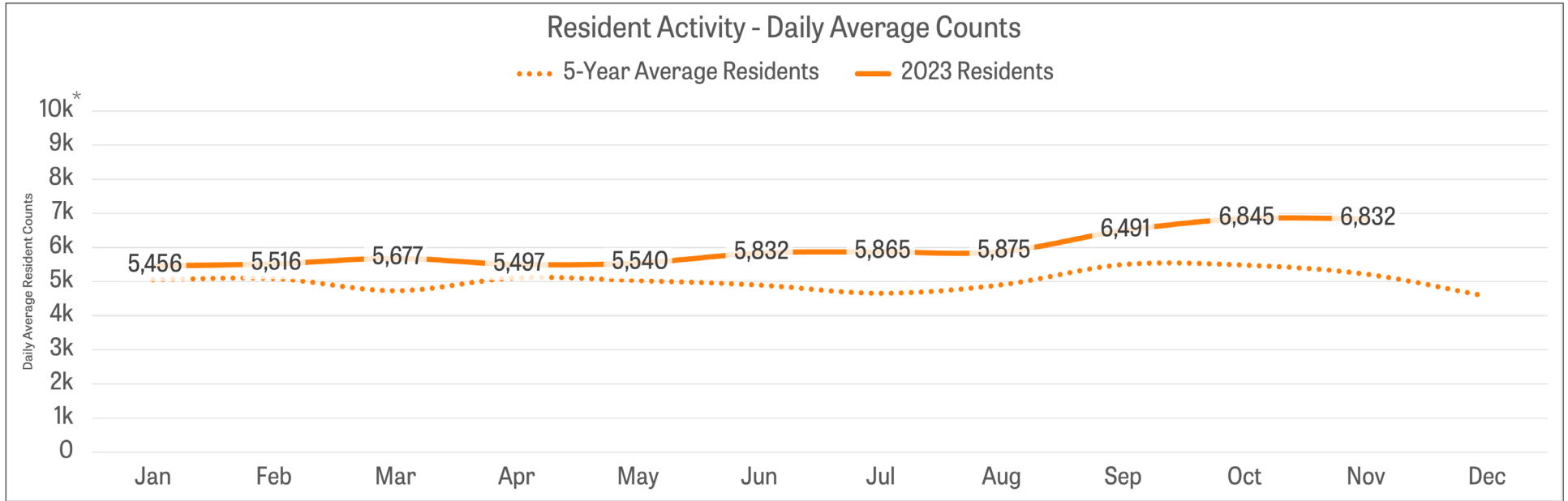
increase in Nov 2023 vs. Nov 2022



\*truncated y-axis to highlight changes



Source: Placer.ai



5%

**increase** in  
Nov 2023 vs. Oct 2023

15%

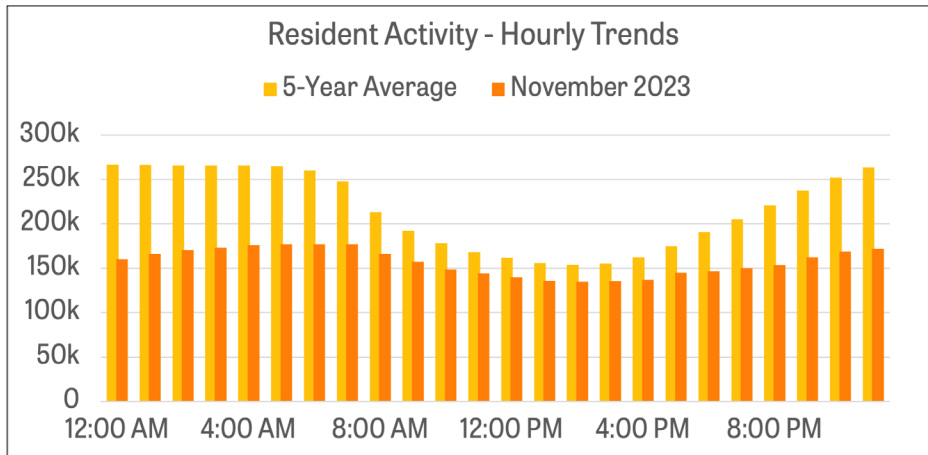
**increase** in Nov 2023  
vs. 2023 average so far

31%

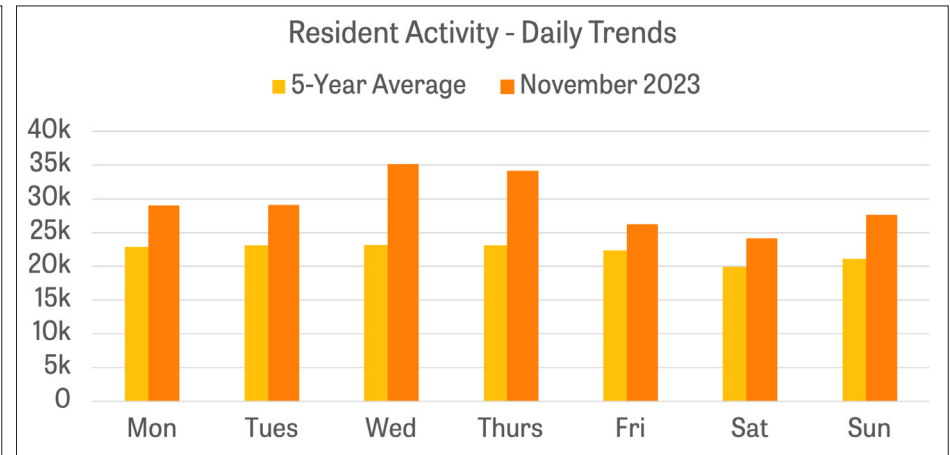
**increase** in Nov 2023  
vs. Nov 5-year average

25%

**increase** in  
Nov 2023 vs. Nov 2022



*\*truncated y-axis to highlight changes*



Source: Placer.ai

## Current Construction & Development | Updated Nov 2023

### 1 Center for Transformation & Innovation

*anticipated completion: Spring 2024*

- +303,000 square feet of office space
- +1,200 jobs
- +1,090 parking spaces
- \$100,000,000 investment

# 543k

square feet of  
office space

### 2 Corewell Health Ambulatory Building

*anticipated completion: Spring 2024*

- +240,000 square feet of office space
- \$20,000,000 investment

# 2,400

square feet of  
commercial space

### 3 Studio Park Residential Tower

*anticipated completion: End 2024*

- +193 housing units
- \$52,000,000 investment

# 251

housing units

### 4 Wealthy & Sheldon Lofts

*anticipated completion: End 2024*

- +58 housing units
- +2,400 square feet of commercial space
- +30 parking spaces
- \$17,500,000 investment

# 1,200

new jobs

### 5 Corewell Health Parking Structure

### 6 Lyon Square Reconstruction

*anticipated completion: Fall 2024*

- \$12,000,000 investment

# 1,120

parking spaces

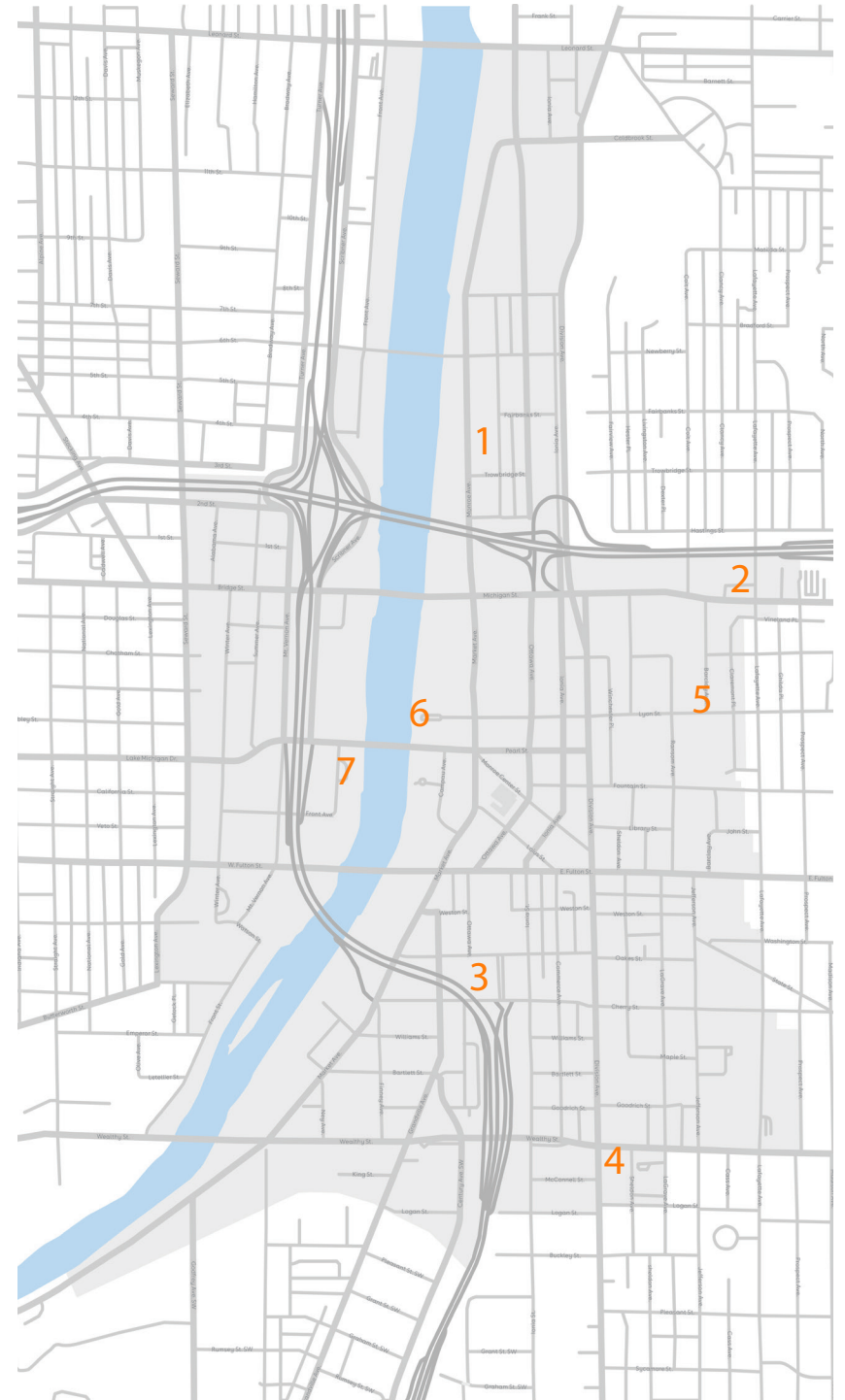
### 7 GRPM River's Edge Work

*anticipated completion: 2025*

- \$12,000,000 investment

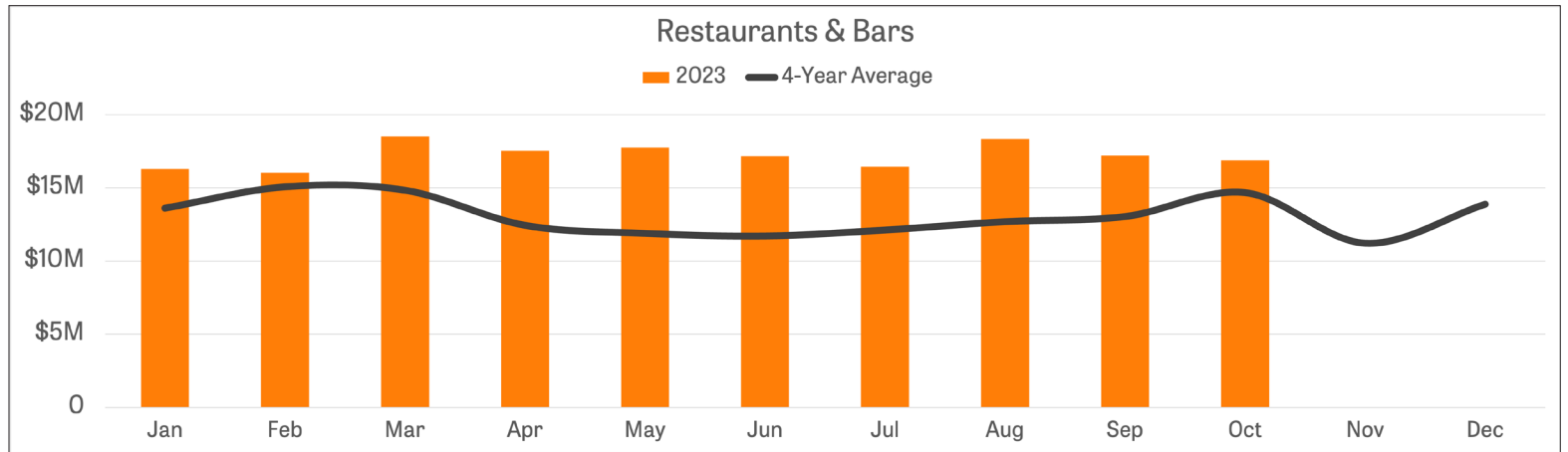
# \$214M

in investment

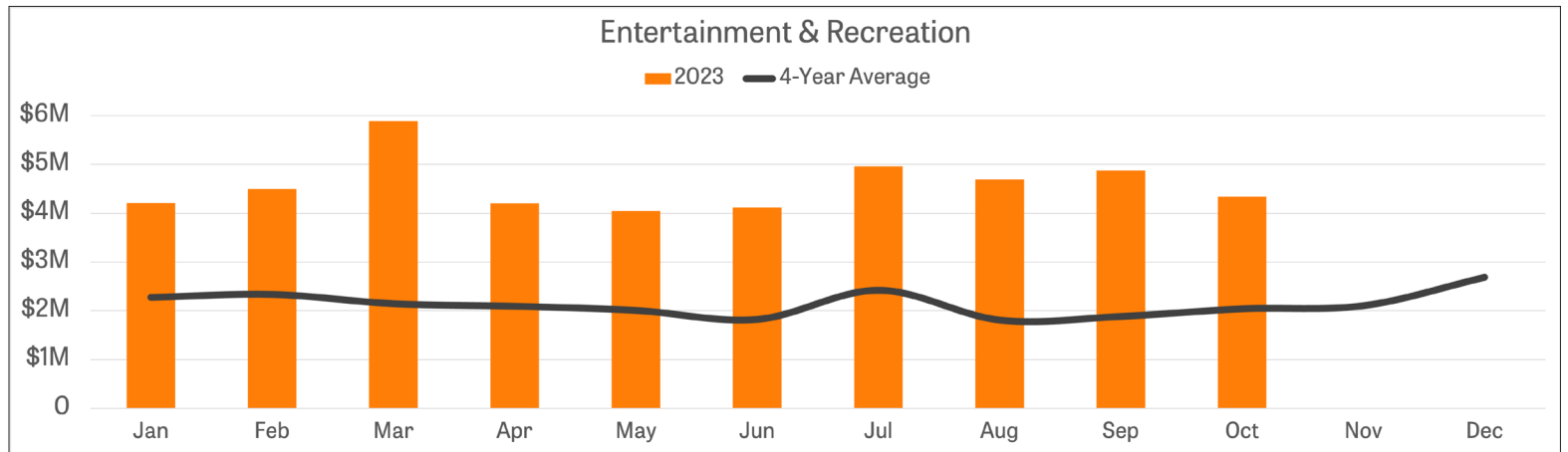


Source: Downtown Grand Rapids Inc.

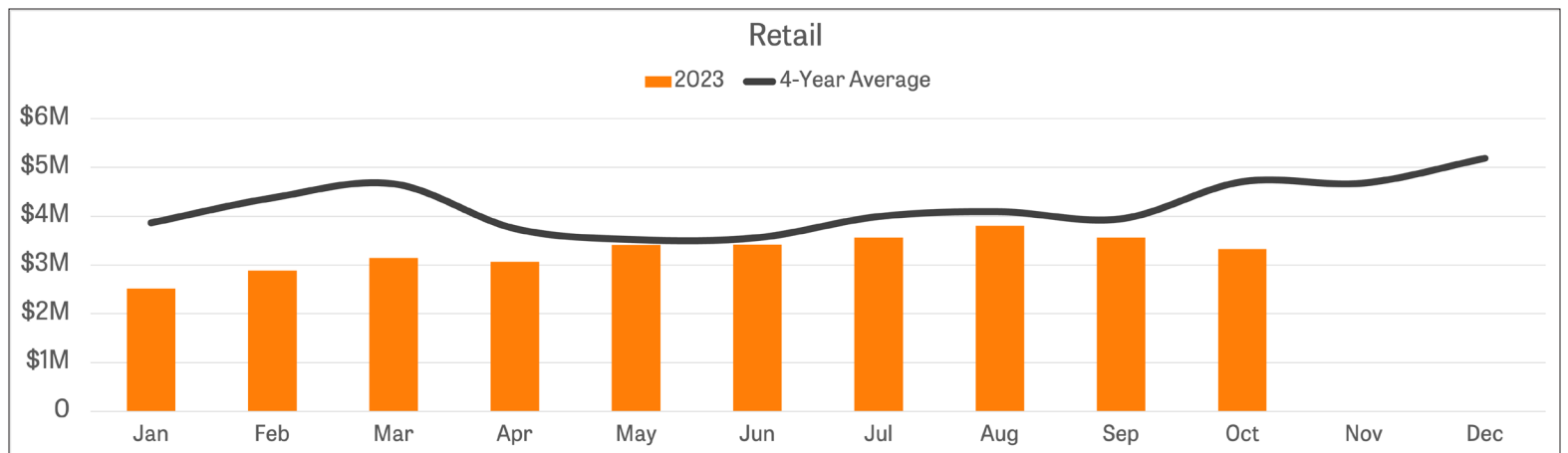
**\$17M**  
in restaurant & bar  
consumer spending  
in Oct 2023



**\$4M**  
in entertainment &  
recreation consumer  
spending in Oct 2023



**\$3M**  
in retail consumer  
spending in Oct 2023

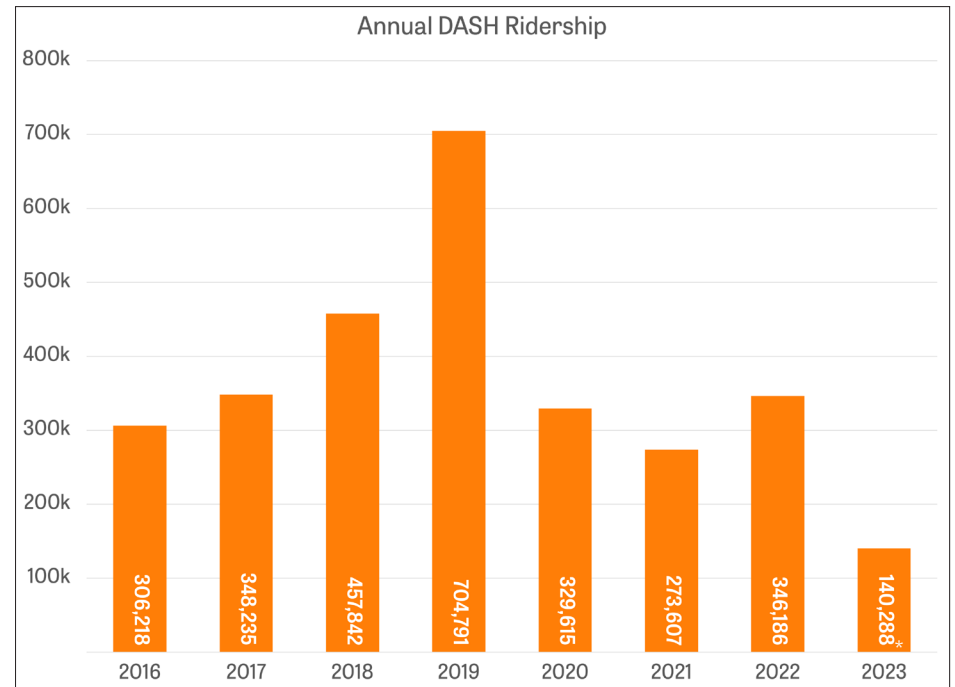
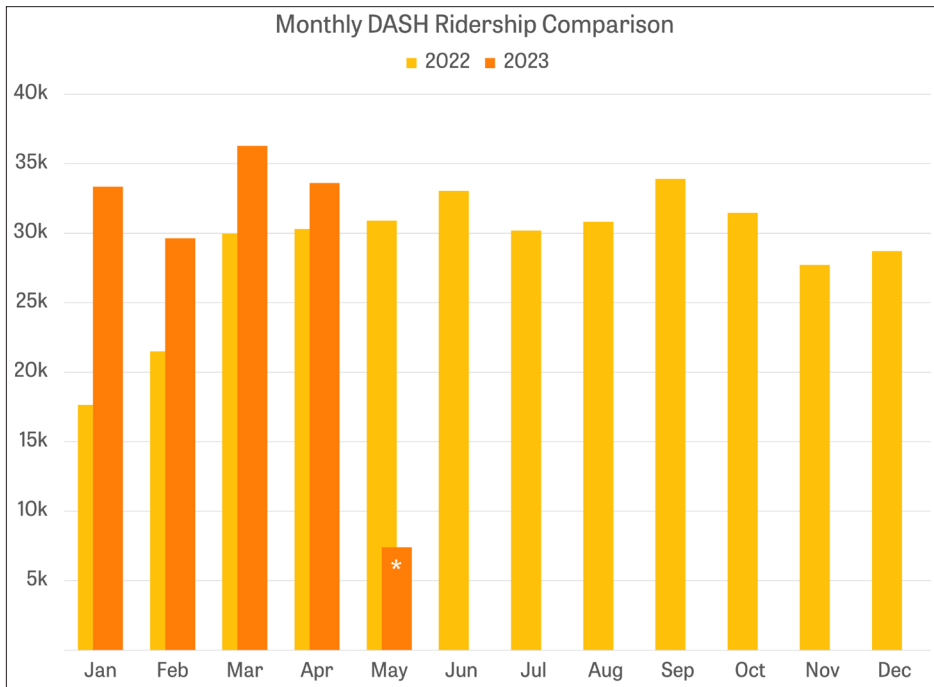
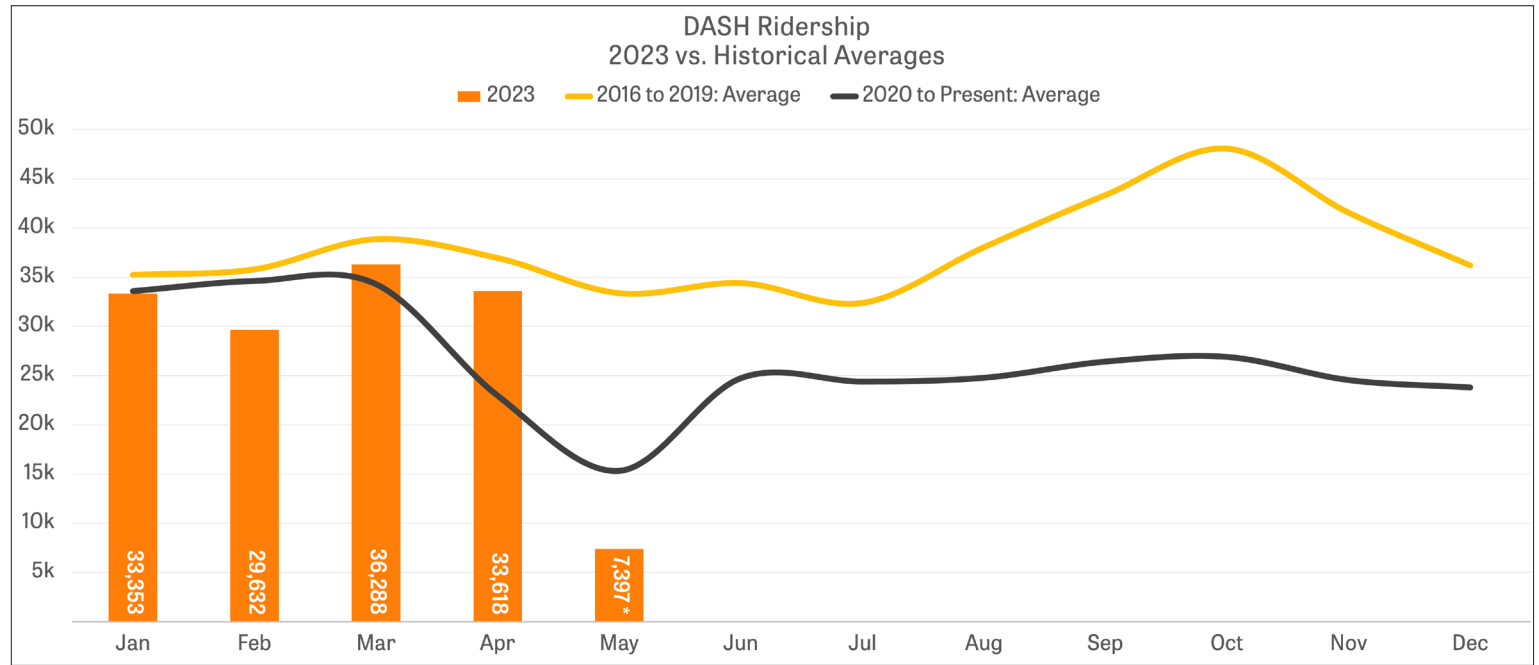


7%

decrease in average ridership Jan - Apr 2023 vs. 7-year average

34%

increase in ridership in Jan - Apr 2023 vs. Jan - Apr 2022



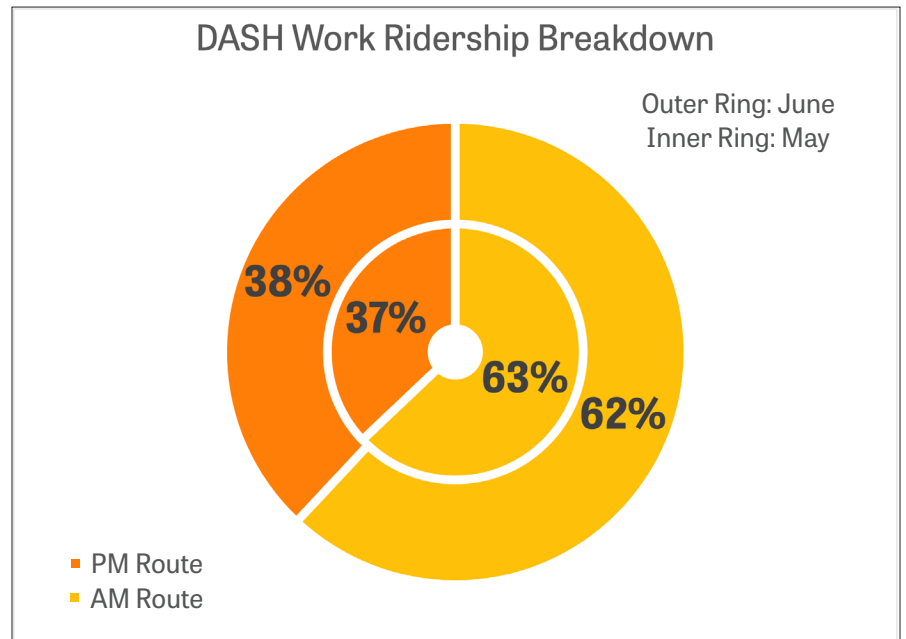
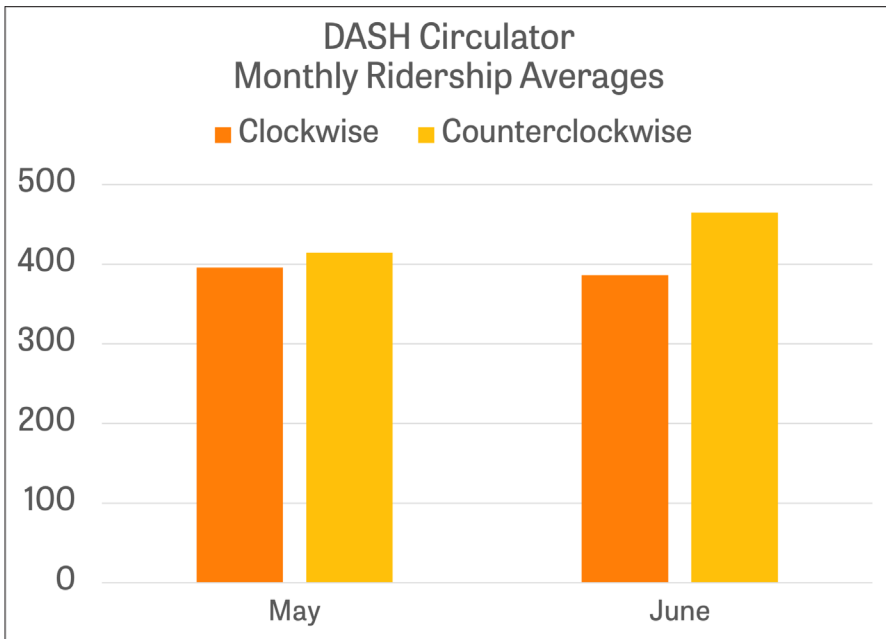
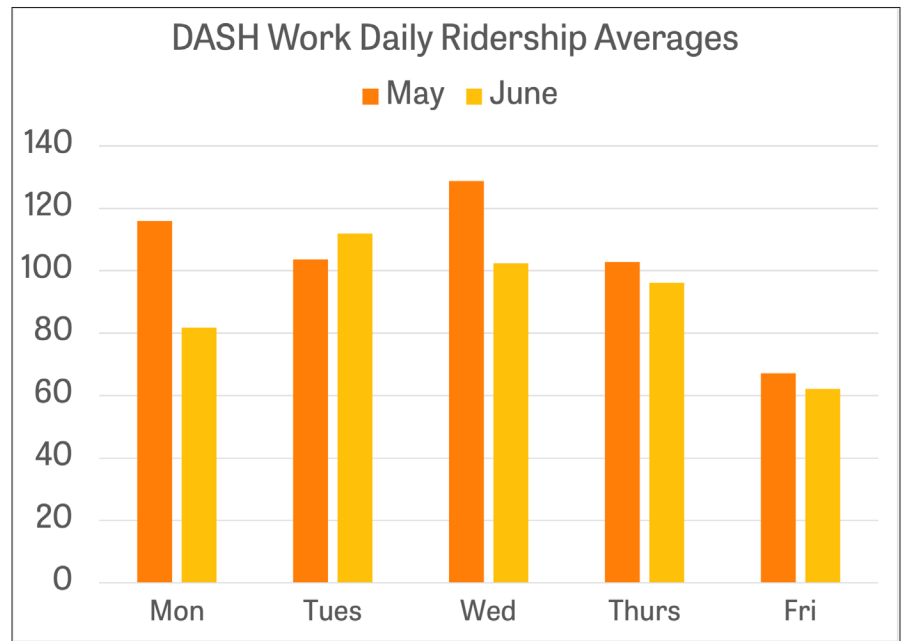
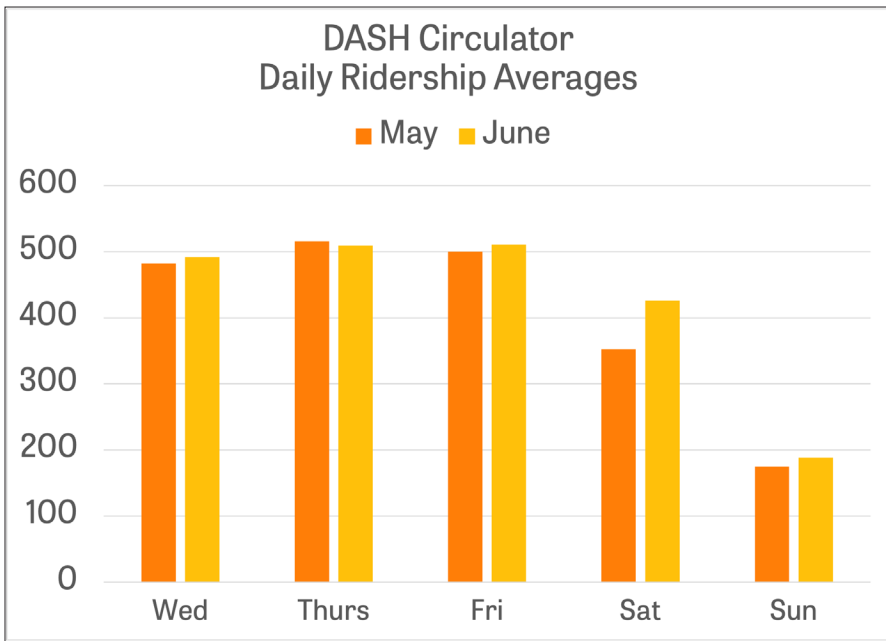
\*incomplete year & month

Source: The Rapid



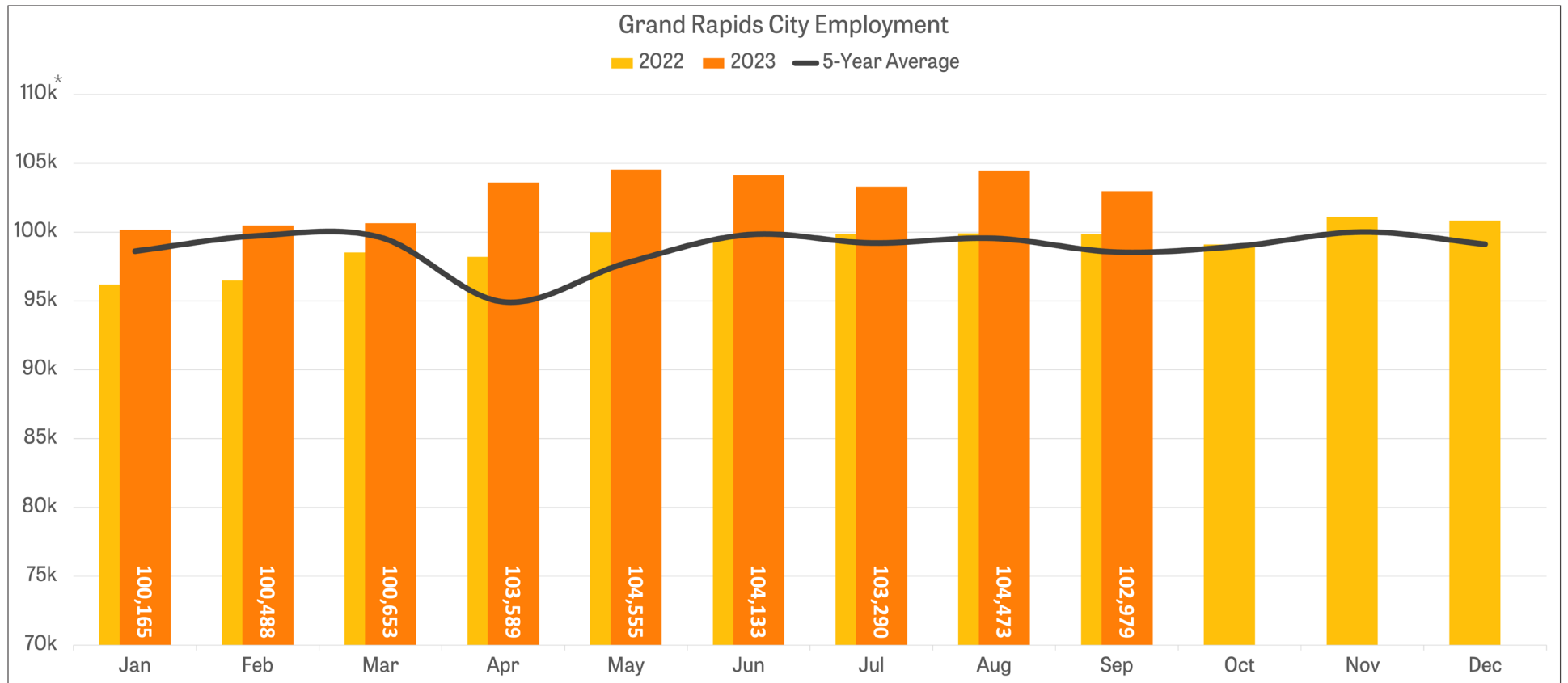
# DASH 3.0 Ridership | Updated June 2023

Reminder: May service started on Wednesday 10



Source: The Rapid

# Grand Rapids City Employment | Updated September 2023



\*truncated y-axis to highlight month-over-month changes

Source: BLS

**1%**  
**decrease**  
 in Sep 2023  
 vs. Aug 2023

**0.3%**  
**increase**  
 in Sep 2023 vs.  
 2023 average so far

**3%**  
**increase**  
 in Sep 2023  
 vs. 5-year average

**4%**  
**increase**  
 in Sep 2023  
 vs. Sep 2022