

AGENDA

DOWNTOWN
DEVELOPMENT
AUTHORITY



Board Members:

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

Wednesday, February 12, 2020
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|-----------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from January 8, 2020 (8:01)
(enclosure) | Motion | Dunn |
| 3. Accept January 31, 2020 Financial Statements (8:05)
(enclosure) | Motion | Wallace |
| 4. Liquor License Request: 434 Bridge Street NW (8:10)
(enclosures) | Motion | Kitavi |
| 5. Downtown Enhancement Grant: 65 Monroe Center (8:20)
(enclosures) | Motion | Miller |
| 6. Van Andel Arena Plaza Improvements (8:30)
(enclosures) | Motion | Miller |
| 7. Bridge South Build Out Analysis (8:45)
(enclosures) | Info Item | Kelly |
| 8. Womens Way Alley Activation (8:55) | Info Item | Van Driel |
| 9. President and CEO Report (9:05) | Info Item | Kelly |
| 10. Public Comment (9:15) | | |
| 11. Board Member Discussion (9:20) | | |
| 12. Adjournment (9:25) | | |





MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

January 8, 2020

1. Call to Order: The meeting was called to order at 8:01 a.m. by Chair Rick Winn

2. Attendance

Present: Jim Talen, Rick Winn, Greg McNeilly, Diana Sieger, Mayor Rosalynn Bliss, Jen Schottke, Kayem Dunn, Jermale Eddie

Absent: Luis Avila

Others Present: Tim Kelly (DDA Executive Director), Amanda Sloan, (DDA Recording Secretary) Jana Wallace (DDA Treasurer), Dick Wendt (Legal Counsel), Jessica Wood (Legal Counsel), Andy Guy, Annamarie Buller, Kimberly Van Driel, Melvin Eledge, Marion Bonneaux, Kyama Kitavi (DGRI Staff), David Davis, Jerry Powell, Todd Herring, Amelea Gritter, Kim Daily and others.

3. New Member Introduction

Mr. Winn welcomed Greg McNeilly to the group. Mr. McNeilly shared he has been a resident of GR for 10 years, served in numerous volunteer capacities, and is excited to participate on the DDA Board.

4. Approve Meeting Minutes from December 11, 2019

Mr. Kelly noted the amount originally included on page 2 of the December 11, 2019 DDA Meeting Minutes under the Ottawa Avenue Extension Land Conveyance was recently corrected to \$593,009.56. No other edits were suggested.

Motion: Kayem Dunn, supported by Diane Sieger, moved approval of the minutes from the December 11, 2019 meeting with the correction as presented. Motion carried unanimously.

5. Accept December 31, 2019 Financial Statements

Jana Wallace introduced the financial statements for the first six months of the fiscal year ending June 30, 2020. She noted there are a few larger payments than we typically see in the course of a month including DeVos Place bond issues. The Administration line is also trending higher than expected; however, a payroll reallocation of funds has been submitted and the adjustment will be reflected on Statement B.

Motion: Kayem Dunn, supported by Jim Talen, moved to accept December 31, 2019 Financial Statement D as recommended. Motion carried unanimously.

6. Presentation of the FY2019 Audit

Ms. Wallace presented the Auditor's Report for Fiscal Year ending June 30, 2019. She stated the information in this report is consolidated for high level comparison purposes in a standard statement that represents summarized data. The opinion, provided in a letter from the auditors, is that the financial statements present fairly the financial position of the DDA. Ms. Wallace stated this is a clean opinion of the financial statements and noted the statement of activities can be found in the middle of the report, management analysis in the front, and in the back is the schedule of current and on-going projects (unaudited information) which builds the story of the DDA.

Mr. Talen noted the net position on pages 8 and 9 shows about a \$4 million change over last year and asked if that was attributed to lower expenditures. Ms. Wallace agreed that expenditures were lower but also noted the amount of outstanding debt as principal and interest is being paid down is lower.

Motion: Diane Sieger, supported by Mayor Bliss, moved to accept the FY2019 Audit as presented. Motion carried unanimously.

7. 2020 Vice Chair Election

Mr. Winn stated we need to nominate and elect a Vice Chair for the DDA. Mayor Bliss nominated Kayem Dunn, if willing to serve, for Vice Chair. Ms. Dunn agreed.

Motion: Mayor Bliss nominated Ms. Dunn for Vice Chair of the DDA Board. Motion carried unanimously.

8. 2020 Meeting Schedule

Mr. Winn stated there are a few dates that members, including Mayor Bliss, and Chair have conflicting calendars for upcoming meetings. Vice Chair Dunn confirmed she is available for those dates. Mr. Kelly noted the April meeting falls on spring break for GRPS and several board members indicated unavailability. After discussion, members agreed to hold all meetings as scheduled.

9. Disability Advocates / Common Notice Update

Mr. Kelly stated in June the board authorized funding for Disability Advocates to facilitate accessibility charettes to increase accessibility downtown. Mr. Miller stated since that time, members of Disability Advocates and Common Notice have been working diligently to address the GR Forward goal of increased accessibility. The desire being to encourage universal design principals and create a stress-free pedestrian experience for all ages throughout downtown but also to rethink our public spaces, making downtown more accessible for all. He stated test pilots, consisting of citizen members that provide expertise which can only be gained through live experience, have been used to determine the deficiencies within our built environment.

Mr. Herring stated he is excited to provide an update on the work done over the past 7 months. He shared inclusive design is a methodology created in part by Kat Holmes who proposes changing how we create solutions. Most any disabled person would say one of their biggest challenges is convincing problem solvers that they need to be included. The design process should value the diversity that the

disabled life experience brings to that process. Two inclusive design charrettes were held on July 23 and 24 hosting educators, architects, student, designers, and city planners which were paired up with test pilots. Mr. Herring stated pairing test pilots with problem solvers provides a faster path to a more inclusive society.

The second part of this workshop included event design excursions where small groups journeyed to public event locations and noted key themes related to their experience. Theme categories included: community interaction, pathways, traffic safety, communications/wayfinding, public spaces, transportation and technology. The key insight was that users value safety and predictability along journeys and that the pedestrian journey is as important to the user as the destination accessibility. Mr. Herring stated these excursions revealed that the journey was difficult for both wheelchair users and those with visual impairments noting material transitions and consistency of design, as well as signage and wayfinding.

Following the workshops, eight prototypes for potential solutions were presented to Disability Advocated of Kent County (DAKC) which were then tested and ranked by test pilots. Two prototypes were chosen for further development. The first is The Inclusive Design and Assessment Program. The second prototype is the Accessible Parking and Pathways Guide. He stated more details will be available in the prototype testing report to come in February. Following the prototype testing, a final report will be completed along with a video by Brian Kelly containing encounters and workshop documentation.

Mayor Bliss asked if this data will be shared with the City Manager, City staff, and The Rapid stating there is often a disconnect with contractors and staff and believes this information would be helpful to think through things differently and make appropriate changes. Mr. Herring agreed to share this.

Mr. Winn asked if these suggestions were included in the bid for Calder Plaza. He stated these recommendations need to be on the forefront of our project planning. If they are not ingrained in our city planning, it seems all for not. Mr. Kelly stated we are incorporate inclusive design principles into the design of public spaces, though there are areas for improvement. Ms. Sieger commended Mr. Herring and Ms. Gritter stating the fundamentals in this work can be applicable in a number of different efforts to bring inclusion to all. Ms. Gritter agreed, stating she would love to see more test pilots for other live experiences. Ms. Schottke invited Ms. Gritter and Mr. Herring to present the report to The Associated Builders and Contractors, which represent the local commercial construction industry. She asked for clarification on inclusive design vs. universal design. Mr. Herring stated universal design is a set of principles while inclusive design is a methodology that could lead you to a design that matches principles of universal design. Mr. McNeilly agreed with Ms. Sieger that this is very valuable exercise and asked if we have a benchmark and ability to track the number of disabled visitors downtown now and in the future. Mr. Herring stated in terms of demographics Grand Rapids matches the national disabled demographic of 20% of the population though it is unknown of that 20% how many have engagements downtown. He stated that would be very helpful to know and would be interested in supporting a project to conduct that research but suspects, based on the difficulties experienced by downtown savvy test pilots, that the numbers would be very low. Mr. Eddie suggested setting an inclusion standard or checklist for contractors to follow and perhaps penalize contractors or builders for not meeting these standards. Mr. Herring stated he sees the desire throughout the City to correct issues and make positive changes; one of the biggest issues we have is that there are too many

design options for contractors, which does not allow for consistency in design and would recommend removing some of those options.

10. President and CEO Report

Mr. Kelly provided organization highlights since the December meeting. The Economics of Place Assessment is now underway; we are currently in the data collection phase with Chris Leinberger and his team. Lyon Square bids are due January 28th and Van Andel Arena Plaza bids are due on January 17th for construction to start in the spring. Mr. Kelly stated he and Chair Winn sat in on several RFP interviews for the Wedge project. This piece of property on Fulton across from the arena is an important development site on a key corridor near the arena. In addition, the visioning process, similar to what was conducted for areas 4 and 5, will be done for DASH lots 7,8, and 9. An RFP will be published later this month for that work and a committee will be created in February for work to start yet this quarter. The Heartside Public Restroom is now under fabrication with Portland Loo; we are finalizing site work for a July installation and will have an additional funding request for engineering work on this project. Also, Ms. Van Driel will provide an overview next month on an alley activation project we are calling Womens Way in collaboration with The Community Foundation and Latino Community Coalition. World of Winter kicks off next week with the four-week Prismatic installation. Come out to the Silent Disco (enjoy firepits and smores) or one of the many other free winter festival events.

Mr. Kelly introduced Max Vanderforest, Graphic Designer at DGRI. Mr. Vanderforest presented an art piece to celebrate the State of Our Downtown. He stated he and Andy Guy decided on the theme of a word cloud to encompass 40 years of development downtown; this took the form of rings of a tree which profoundly spoke to, not only the growth of the city from 1980 to now, but also the overwhelming quantity of projects. He stated he was pleased to work with a local screen-printing shop called End Hymns on this project and informed the board that each member will receive a print today.

11. Public Comment

Mr. David Davis addressed the board advocating improved service of the DASH. He stated he is a regular DASH rider and witnessed many times 3 buses following closely behind each other, resulting in wait times as long as 30 minutes instead of the 8 as advertised. As a 78-year-old that is dependent on the bus system, he stated this greatly affects the disabled community and requested this dispatching issue be addressed.

12. Board Member Discussion

Mr. Talen asked if all 5 of the transit shelters have been installed downtown. Mr. Kelly stated some installations are complete and others are in various stages of progress waiting on the installation of glass. In addition, there will be another 45 being installed throughout the city this year.

Mr. Eddie thanked DGRI staff for facilitating the Malamiah Juice Bar ribbon cutting ceremony at Studio Park. He stated he is also very pleased with the May Mobility vehicle operation which is always a pleasant experience and suggested a transit shelter be placed outside of the Studio Park. Mr. Winn asked when the pilot ends for the May Mobility program. Mr. Kelly stated they are actively trying to extend the pilot beyond July of 2020.

Mayor Bliss stated the census is coming soon and as we know county funding formulas are tied to census data. She stated this is the first year that residents are requested to complete the survey online

(postcards will go out on April 1st) and requested assistance with communicating the importance of participation to residents.

Ms. Dunn emphasized her interest in the concept of 100% inclusive design and recognizes the need to break down individual silos to gain consistencies for all the greater good. Mayor Bliss agrees and believes there is opportunity for the DDA to look at local policies and potentially craft changes to elevate our standards above 80%.

Mr. Talen stated he sat in a meeting a month ago with Heartside neighbors and received feedback regarding DASH accessibility. Many believe that routes are intended to move commuters to/from parking, but the desire is for the DASH to be more accessible to the disabled and to residents wishing to access groceries. Mr. Kelly stated as a funder of the DASH, the DDA could advocate for change and is happy to have that conversation. Mr. Winn stated, as a member on the board, he is happy to advocate to The Rapid as well.

13. Adjournment
The meeting adjourned at 9:14 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
February 12, 2020
DDA Meeting**

DATE: February 5, 2020

TO: Rick Winn
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2020 Interim Financial Statements as of January 31, 2020

Attached are the Authority's interim financial statements for the first seven months of the fiscal year ending June 30, 2020. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2020 Budget vs Actual Results
- Statement C: Statement of FY2020 Project Expenditures
- Statement D: Schedule of January, 2020 Expenditures

In January the City Treasurer distributed local tax increment revenues captured from the December 1 "winter" levy. The Local Tax Increment Fund Administration line item appears to be trending higher than expected; however, included in that total are three months of DGRI payroll which need to be re-allocated to Authority, Monroe North TIFA, and Downtown Improvement District projects. Otherwise, expenditures for all three Authority funds are below mid-year expectations. The Authority has sufficient cash to support budgeted expenditures.

Please contact me at 616-456-4514 or at jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of January 31, 2020

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,952,686	\$ 10,108,960	\$ 10,166,697	\$ 25,228,343
Petty Cash	-	-	500	500
Loan Receivable - Project Developer	388,848	-	-	388,848
General Fixed Assets	-	-	87,946,535	87,946,535
Accumulated Depreciation on Fixed Assets	-	-	(57,452,061)	(57,452,061)
Future Tax Increment Revenues Anticipated	-	19,110,000	15,500	19,125,500
TOTAL ASSETS	\$ 5,341,534	\$ 29,218,960	\$ 40,677,171	\$ 75,237,665
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 155	\$ -	\$ 27	\$ 182
Current Year Estimated Excess Capture	-	4,236,018	-	4,236,018
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	14,347	33,320	47,667
Deferred Revenue - 158 Oakes SW LOU	75,000	-	-	75,000
Deferred Revenue - Developer Loan	388,848	-	-	388,848
Contract Payable	-	-	15,500	15,500
Bonds Payable	-	19,110,000	-	19,110,000
TOTAL LIABILITIES	465,003	23,360,365	48,847	23,874,215
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	30,494,474	30,494,474
Non-Tax Increment Reserve	4,299,385	-	-	4,299,385
Reserve for Authorized Projects	-	-	10,101,427	10,101,427
Reserve for Brownfield Series 2012A Bonds	530,998	-	-	530,998
Reserve for Compensated Absences	-	-	10,000	10,000
Reserve for Eligible Obligations	-	5,858,595	-	5,858,595
Reserve for Encumbrances	46,148	-	22,423	68,571
TOTAL FUND EQUITY	4,876,531	5,858,595	40,628,324	51,363,450
TOTAL LIABILITIES & FUND EQUITY	\$ 5,341,534	\$ 29,218,960	\$ 40,677,171	\$ 75,237,665

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2020 Budget vs Actual Results July 1, 2019 - January 31, 2020

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,778,166	\$ 11,466,518	\$ 5,738,550	\$ 6,303,104
Property Tax Increment - Transit Millage	-	-	-	-	524,663	583,933
Property Tax Increment - Prior Year Appeals	-	-	(25,000)	-	(75,000)	-
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(618,821)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Earnings from Investments - General	108,466	61,295	60,252	85,274	142,199	118,893
Earnings from Investments - Prior Year Accrual Reversal	-	(43,290)	-	(40,447)	-	(60,438)
Interest Paid by Developer - The Gallery on Fulton Note	17,498	-	-	-	-	-
Property Rental - DASH Parking Lots	950,000	396,519	-	-	-	-
Property Rentals - YMCA Customer Parking	51,207	25,350	-	-	-	-
Event Sponsorships and Fees	50,000	11,530	-	-	-	-
Valent-ICE Sculpture Reimbursements	15,000	7,250	-	-	-	-
Contributions - Lyon Square Reconstruction	-	-	-	-	900,000	-
Contributions - Arena Plaza Reconstruction	-	-	-	-	440,000	440,148
Principal Repayments - The Gallery on Fulton Note	100,000	-	-	-	-	-
Reimbursements and Miscellaneous Revenues	2,000	162	-	-	5,000	556
From / (To) Fund Balance	1,810,129	-	(60,252)	-	3,060,084	-
TOTAL REVENUES	\$ 3,119,300	\$ 458,816	\$ 11,753,166	\$ 11,511,345	\$ 10,116,675	\$ 7,386,196
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 22,707	\$ -	\$ -	\$ 1,500,000	\$ 108,982
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	165,000	11,640	-	-	1,965,000	1,084,081
Goal #3: Implement a 21st Century Mobility Strategy	200,000	37,500	-	-	1,715,000	564,476
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	50,000	17,939	-	-	450,000	123,031
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	2,669,000	484,367	-	-	2,460,000	341,746
Total GR Forward Projects	\$ 3,114,000	\$ 574,153	\$ -	\$ -	\$ 8,090,000	\$ 2,222,316
Administration	5,300	2,989	-	-	1,250,000	838,598
Debt Service for Bond Issues	-	-	7,230,500	477,750	776,675	393,436
Estimated Capture to be Returned	-	-	4,522,666	-	-	-
TOTAL EXPENDITURES	\$ 3,119,300	\$ 577,142	\$ 11,753,166	\$ 477,750	\$ 10,116,675	\$ 3,454,350
EXCESS / (DEFICIT)	\$ -	\$ (118,326)	\$ -	\$ 11,033,595	\$ -	\$ 3,931,846

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2020 Project Expenditures
As of January 31, 2020

Project Name	FY2020 Project Budgets		Expenditures		Remaining FY2020 Budgets
	%	Amount	Month	Fiscal Year	
Arena South Implementation		\$ 50,000	\$ 6,171	\$ 7,191	\$ 42,809
Downtown Plan		250,000	77,934	79,391	170,609
Grand River Activation		-	-	1,512	(1,512)
Lyon Square Improvements		900,000	66	2,002	897,998
Parks Design		300,000	11,486	12,970	287,030
River Trail Improvements		-	-	5,916	(5,916)
GRForward Goal # 1 - Local Tax Increment	13.39%	\$ 1,500,000	\$ 95,657	\$ 108,982	\$ 1,391,018
Downtown Speakers Series		15,000	4,108	22,317	(7,317)
Riverwalk Maintenance		15,000	390	390	14,610
GRForward Goal # 1 - Non-Tax Increment	0.27%	\$ 30,000	\$ 4,498	\$ 22,707	\$ 7,293
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance		50,000	3,572	6,498	43,502
Development Project Reimbursements		1,400,000	-	1,039,585	360,415
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		250,000	-	31,969	218,031
Weston Street - Sheldon to LaGrave Ave		-	-	6,029	(6,029)
GRForward Goal # 2 - Local Tax Increment	17.54%	\$ 1,965,000	\$ 3,572	\$ 1,084,081	\$ 880,919
Heartside Quality of Life Implementation		125,000	-	356	124,644
Stakeholder Engagement Programs		40,000	458	11,284	28,716
GRForward Goal # 2 - Non-Tax Increment	1.47%	\$ 165,000	\$ 458	\$ 11,640	\$ 153,360
Accessibility and Mobility Repairs		75,000	10,000	56,004	18,996
Bicycle Friendly Improvements		125,000	-	-	125,000
CBD/Heartside/Arena S Streetscape Improvs		360,000	235,640	342,379	17,621
DASH North Shuttle Services		120,000	-	120,000	-
Division Ave - Fulton to Wealthy Streetscape Improvs		310,000	-	45,453	264,547
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		475,000	-	-	475,000
Wayfinding System Improvements		200,000	-	640	199,360
GRForward Goal # 3 - Local Tax Increment	15.31%	\$ 1,715,000	\$ 245,640	\$ 564,476	\$ 1,150,524
Transportation Demand Mnmt Program		200,000	22,500	37,500	162,500
GRForward Goal # 3 - Non-Tax Increment	1.79%	\$ 200,000	\$ 22,500	\$ 37,500	\$ 162,500
Economic Development and Innovation		450,000	2,112	123,031	326,969
GRForward Goal # 4 - Local Tax Increment	4.02%	\$ 450,000	\$ 2,112	\$ 123,031	\$ 326,969
Downtown Workforce Programs		50,000	1,925	12,110	37,890
Letter of Understanding - 158 Oakes SW		-	4,443	5,829	(5,829)
GRForward Goal # 4 - Non-Tax Increment	0.45%	\$ 50,000	\$ 6,368	\$ 17,939	\$ 32,061
Arena Plaza Improvements: Local Tax Increment		672,000	-	175	671,825
Calder Plaza Improvements: Local Tax Increment		672,000	-	14,000	658,000
Downtown Marketing and Inclusion Efforts		416,000	31,571	121,818	294,182
Downtown Tree Plantings		100,000	-	74,954	25,046
Heartside Public Restroom Facilities Construction		50,000	-	31,731	18,269
Public Realm Improvements: Local Tax Increment		200,000	-	10,422	189,578
Sheldon Blvd - Weston to Cherry Street		200,000	-	34,065	165,935
Snowmelt System Repairs / Investigation		25,000	-	-	25,000
State of Downtown Event & Annual Report		25,000	3,106	25,957	(957)
Urban Recreation Improvements		100,000	1,280	28,624	71,376
GRForward Goal # 5 - Local Tax Increment	21.96%	\$ 2,460,000	\$ 35,957	\$ 341,746	\$ 2,118,254
Arena Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
Bridge Lighting Operations		10,000	-	-	10,000
Calder Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
DGRI Event Production		270,000	3,485	125,908	144,092
Diversity Programming		50,000	2,000	69,975	(19,975)
Downtown Ambassadors		222,000	28,926	61,625	160,375
Experience - Miscellaneous		50,000	-	17,964	32,036
Holiday Décor Program		60,000	4,416	10,966	49,034
Major Event Sponsorship		70,000	-	-	70,000
Police Foot Patrols		35,000	-	35,000	-
Project and Fixed Asset Maintenance		25,000	773	1,976	23,024
Public Realm Improvements: Non-Tax Increment		200,000	-	-	200,000
Public Space Activation		250,000	2,624	50,853	199,147
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	-	5,000	20,000
Special Events - Office of		75,000	25,000	50,000	25,000
Special Events - Training Program		5,000	-	1,557	3,443
Ticketed Events - Police Services		80,000	11,068	53,543	26,457
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	23.82%	\$ 2,669,000	\$ 78,292	\$ 484,367	\$ 2,184,633
TOTAL	100.00%	\$ 11,204,000	\$ 495,054	\$ 2,796,469	\$ 8,407,531

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2020 Expenditures
January, 2020

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	1/5/2020	Anlaan Corporation	CBD/Heartside/Arena S Streetscape Improvs	19011-Bridge/Mich Str Improvs (#1901102)-DDA	\$ 123,378.68
Local	1/5/2020	Anlaan Corporation	CBD/Heartside/Arena S Streetscape Improvs	19011-Bridge/Mich Str Improvs (#1901101)-DDA	81,871.27
Local	1/31/2020	Paychex	Administration	DDA Payroll Wages, 401, Taxes-January 2020	80,016.98
Local	1/14/2020	HR&A Advisors, Inc.	Downtown Plan	River Guidance consulting services 11/2019	58,862.64
Non-Tax	1/8/2020	Mydatt Service dba Block by Block	Downtown Ambassadors	Ambassadors 12/2019	26,356.12
Non-Tax	1/30/2020	City Treasurer - Office of Special Events	Special Events - Office of	FY20 Special Events Billing - 2 of 3 installments	25,000.00
Non-Tax	1/30/2020	City Treasurer - MobileGR/Parking Svcs	Transportation Demand Mnmt Program	JAN 2020 DDA SHARE OF DASH NORTH SVC	22,500.00
Local	1/8/2020	Priority Health	Administration	Health Insurance Jan Feb Mar 2020	19,360.77
Local	1/9/2020	Payroll Re-Allocation Entry	Downtown Plan	Allocate from DDA Admin to project 07/01-10/18/19	18,951.99
Local	1/9/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	Allocate from DDA Admin to project 07/01-10/18/19	18,305.20
Local	1/9/2020	Payroll Re-Allocation Entry	Parks Design	Allocate from DDA Admin to project 07/01-10/18/19	11,420.41
Local	1/2/2020	City Treasurer - Budget Office	Administration	Support services allocation - January, 2020	10,722.08
Local	1/9/2020	Payroll Re-Allocation Entry	CBD/Heartside/Arena S Streetscape Improvs	Allocate from DDA Admin to project 07/01-10/18/19	10,600.49
Local	1/30/2020	Disability Advocates of Kent County	Accessibility and Mobility Repairs	Brian Kelly video work for charrettes 1/20	10,000.00
Local	1/5/2020	Hubbell, Roth & Clark Inc	CBD/Heartside/Arena S Streetscape Improvs	19011-Bridge/Mich Str Improvs (#0174018)-DDA	9,654.60
Non-Tax	1/17/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	VANANDEL GRPD OVERTIME - DEC 2019	7,592.01
Local	1/9/2020	Payroll Re-Allocation Entry	Arena South Implementation	Allocate from DDA Admin to project 07/01-10/18/19	6,131.99
Local	1/8/2020	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 1/2020	5,843.13
Local	1/8/2020	McAlvey Merchant & Associates	Administration	Governmental Consulting Dec 2019	4,500.00
Local	1/5/2020	Hubbell, Roth & Clark Inc	CBD/Heartside/Arena S Streetscape Improvs	19011-Bridge/Mich Str Improvs (#0175204)-DDA	4,404.97
Non-Tax	1/14/2020	Bazen Electric	Holiday Décor Program	Repaired circuit and GFIs for holiday lighting	4,231.48
Non-Tax	1/16/2020	Hotel Holdings Monroe	Downtown Speakers Series	Highline Network luncheon 11/2019	3,928.01
Non-Tax	1/17/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	DEVOS GRPD OVERTIME - DEC 2019	3,475.91
Non-Tax	1/29/2020	Dickinson Wright PLLC	Letter of Understanding - 158 Oakes SW	158 Oaks Legal Matters: 11/19	3,396.00
Local	1/5/2020	Hubbell, Roth & Clark Inc	CBD/Heartside/Arena S Streetscape Improvs	19011-Bridge/Mich Str Improvs (#0173216)-DDA	3,393.33
Local	1/6/2020	John T Harmon	State of Downtown Event & Annual Report	SOODT posters 01/2020	3,025.00
Local	1/6/2020	Erika Townsley	Downtown Marketing & Inclusion Efforts	Photography svcs at various locations 12/2019	3,000.00
Local	1/15/2020	Erika Townsley	Downtown Marketing & Inclusion Efforts	Photography svcs at various locations 12/2019	3,000.00
Non-Tax	1/14/2020	Downtown Improvement District	Downtown Ambassadors	FY2020 voluntary assessment	2,359.77
Local	1/8/2020	Encompass, LLC	Administration	Employee assistance program 11/2019-11/2020	2,217.32
Local	1/14/2020	Dickinson Wright PLLC	Economic Development and Innovation	Business Incubator Program 10/2019	2,112.00
Non-Tax	1/14/2020	Literacy Center of West Michigan	Diversity Programming	Sponsorship: Spellebration 2020	2,000.00
Non-Tax	1/3/2020	City Treasurer - Office of Special Events	Downtown Workforce Programs	Relax at Rosa - sups/labor 05/02-10/24/19 no 7/4	1,925.00
Non-Tax	1/8/2020	Creative Studio Promotions	Public Space Activation	World of Winter rock candy 12/2019	1,902.47
Local	1/14/2020	HR Collaborative LLC	Administration	HR Consultant services 12/2019	1,867.56
Local	1/29/2020	Dickinson Wright PLLC	Administration	DDA Legal Matters 11/2019	1,804.00
Local	1/14/2020	Dickinson Wright PLLC	Administration	DDA Legal Matters 10/2019	1,782.00
Non-Tax	1/30/2020	City Treasurer - Parks & Recreation	Public Space Activation	Outdoor Fitness Classes for Summer 2019	1,600.00
Non-Tax	1/29/2020	Dickinson Wright PLLC	Administration	111 Lyon Street development support 10/2019	1,582.00
Local	1/8/2020	Serendipity Publishing LLC	Downtown Marketing & Inclusion Efforts	Revue ad Jan 2020	1,544.00
Local	1/8/2020	Mighty Co.	Downtown Marketing & Inclusion Efforts	Website: newsletter sign up form	1,500.00
Local	1/11/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 01/11/2020	1,282.74
Local	1/8/2020	Landscape Forms Inc	Urban Recreation Improvements	Trash liners 12/19	1,280.00
Local	1/30/2020	Mydatt Service dba Block by Block	CBD/Heartside/Arena S Streetscape Improvs	Planting Supplies Fulton Transit stop 12/19	1,235.00
Local	1/29/2020	Dickinson Wright PLLC	Development Project Guidance	101 Ottawa Project 11/19	1,232.00
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	DGRI Event Production	Event Supplies	1,179.67
Local	1/2/2020	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	1,047.00
Non-Tax	1/14/2020	Dickinson Wright PLLC	Letter of Understanding - 158 Oakes SW	101 Ottawa NW Project 10/2019	1,046.50
Local	1/14/2020	David Specht	Downtown Marketing & Inclusion Efforts	Transit bulb install video12/19	1,040.00
Local	1/28/2020	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 2/1/20-2/29/20	989.26
Local	1/25/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 01/25/2020	806.27
Local	1/29/2020	Dickinson Wright PLLC	Development Project Guidance	111 Lyon Street Project Dev Support	770.00
Local	1/8/2020	The KR Group, Inc.	Administration	IT Services 1/2020	762.20
Local	1/14/2020	Dickinson Wright PLLC	Development Project Guidance	111 Lyon Street devel support 09/2019	726.00
Local	1/8/2020	Mighty Co.	Downtown Marketing & Inclusion Efforts	Website: Middleware Update Nov11-Dec15 2020	700.00
Non-Tax	1/14/2020	Downtown Improvement District	Project & Fixed Asset Maintenance	FY2020 voluntary assessment	649.82
Non-Tax	1/28/2020	Swift Printing & Communications	DGRI Event Production	World of Winter signage 1/20	642.00
Local	1/29/2020	Dickinson Wright PLLC	Administration	DGRI Board of Advisors 09/2019	627.18
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	Downtown Marketing & Inclusion Efforts	Online marketing and advertising	624.91
Non-Tax	1/8/2020	Mid America Risk Services	DGRI Event Production	Paint the Park supplies 12/19	623.83
Non-Tax	1/14/2020	Dickinson Wright PLLC	Administration	YMCA Parking Agreement 10/2019	616.00
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	CBD/Heartside/Arena S Streetscape Improvs	Transit stop equip rental	608.59
Local	1/28/2020	Z2 Systems Inc	Downtown Marketing & Inclusion Efforts	NeonCRM cloud-based software training	600.00
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	DGRI Event Production	Events Rental services	534.85
Local	1/8/2020	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 01/2020	475.14
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	Stakeholder Engagement Programs	DNN advisory committee lunches	457.55
Local	1/8/2020	Professional Maint of Michigan Inc.	Administration	Janitorial services Dec 2019	451.38
Local	1/31/2020	Paychex	Administration	DDA Payroll Processing Fee-January 2020	448.45
Local	1/14/2020	Dickinson Wright PLLC	Administration	DGRI Board of Advisors 09/2019	435.54
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	CBD/Heartside/Arena S Streetscape Improvs	Grand River Activation meeting lunch	416.40
Non-Tax	1/14/2020	Downtown Improvement District	Riverwalk Maintenance	FY2020 voluntary assessment	390.10

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2020
January, 2020

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	1/29/2020	Dickinson Wright PLLC	Development Project Guidance	Area 4/5 Development 09/2019	\$ 382.50
Local	1/29/2020	Dickinson Wright PLLC	Development Project Guidance	Arena Place Project 11/2019	352.00
Local	1/8/2020	Z2 Systems Inc	Downtown Marketing & Inclusion Efforts	NeonCRM Monthly cloud-based software 12/2019	350.00
Local	1/8/2020	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 12/2019	316.49
Local	1/28/2020	Mighty Co.	Downtown Marketing & Inclusion Efforts	Website support 1/20	300.00
Local	1/28/2020	Federal Square Bldg Co. #1, LLC	Administration	Utility Service: Electric Dec 2019	265.88
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	Public Space Activation	Public Space Activation services	250.16
Local	1/29/2020	TDS Metrocom, LLC	Administration	Phone Service 1/20	248.75
Local	1/31/2020	Paychex	Administration	DDA Payroll HRS Processing Fees-January 2020	245.34
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	DGRI Event Production	Events services	240.00
Local	1/28/2020	Local First West Michigan	Administration	Membership renewal 2020	233.61
Non-Tax	1/14/2020	Perrigo Printing Inc	DGRI Event Production	World of Winter 2020 palm cards	225.00
Local	1/14/2020	The Hartford	Administration	Workers Compensation 12/19	205.10
Non-Tax	1/28/2020	Bazen Electric	Holiday Décor Program	Outlet repair for holiday street decorations 2019	185.00
Non-Tax	1/16/2020	Hotel Holdings Monroe	Downtown Speakers Series	Highline Network luncheon 11/2019	180.24
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	Administration	Admin: prof dev books and membership dues	179.28
Local	1/30/2020	The KR Group, Inc.	Administration	IT Services 12/19	177.88
Local	1/23/2020	PCS Gophers Ltd	Administration	December, 2019 courier services	169.29
Local	1/8/2020	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 1/2020	160.75
Local	1/14/2020	Dickinson Wright PLLC	Administration	DGRI Organizational Documents 10/2019	139.37
Non-Tax	1/14/2020	Downtown Improvement District	Project & Fixed Asset Maintenance	FY2020 voluntary assessment	122.84
Local	1/28/2020	Perrigo Printing Inc	Downtown Marketing & Inclusion Efforts	Photovoice palm card 1/20	120.00
Local	1/9/2020	Payroll Re-Allocation Entry	Downtown Plan	Allocate from DDA Admin to project 07/01-10/18/19	119.33
Local	1/14/2020	David Specht	Downtown Marketing & Inclusion Efforts	Mark Wallace Lunch & Learn video12/19	112.00
Local	1/14/2020	Dickinson Wright PLLC	Development Project Guidance	111 Lyon Street devel support 10/2019	110.00
Local	1/9/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	Allocate from DDA Admin to project 07/01-10/18/19	109.59
Local	1/8/2020	Mighty Co.	Downtown Marketing & Inclusion Efforts	Website Hosting and Web Fonts 1/20	105.00
Local	1/28/2020	Pure Water Partners LLC	Administration	Water Cooler Lease 02/20 to 4/20	99.78
Non-Tax	1/23/2020	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 01/2020 DDA's share	93.16
Local	1/14/2020	Littlefoot Coffee Roasters	Administration	Meeting Supplies 1/2020	90.28
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	Administration	Admin local expenses	87.11
Local	1/8/2020	Max VanderForest	State of Downtown Event & Annual Report	Reimb - SOODT posters mailing tubes 01/20	80.91
Local	1/28/2020	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion Efforts	Photographer: Brunch Lounge 1/9/20	80.00
Local	1/28/2020	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion Efforts	Photographer: Brunch Lounge 1/9/20	80.00
Local	1/8/2020	Metro FiberNet, LLC	Administration	Internet at 29 Pearl St NW 12/2019	79.15
Local	1/14/2020	Engineered Protection Systems Inc	Administration	Office Security Service 2/2020 to 4/2020	73.41
Local	1/14/2020	Comcast Cable Communications, Inc.	Administration	Internet at 29 Pearl St NW 1/07/20 to 2/06/20	70.00
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	Administration	Admin: meals for meetings	68.72
Local	1/9/2020	Payroll Re-Allocation Entry	CBD/Heartside/Arena S Streetscape Improvs	Allocate from DDA Admin to project 07/01-10/18/19	66.74
Local	1/14/2020	Dickinson Wright PLLC	Lyon Square Improvements	Lyon Square Improvements 10/2019	66.00
Local	1/9/2020	Payroll Re-Allocation Entry	Parks Design	Allocate from DDA Admin to project 07/01-10/18/19	65.88
Non-Tax	1/30/2020	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 01/2020 DDA's share	64.13
Non-Tax	1/31/2020	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 01/2020 DDA's share	64.13
Non-Tax	1/30/2020	Amanda Sloan	Administration	Supplies - stakeholder engagement events 11/19	58.98
Non-Tax	1/3/2020	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 12/2019 DDA's share	52.76
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	Administration	Admin: Supplies	51.32
Local	1/29/2020	Dickinson Wright PLLC	Administration	Agreement with Block by Block 2019 DID/DDA	44.00
Non-Tax	1/14/2020	ACO Inc	Public Space Activation	Supplies for PSA projects Dec 2019	42.34
Local	1/14/2020	Staples Contract & Commercial Inc.	Administration	Office supplies 12/2019	40.68
Local	1/9/2020	Payroll Re-Allocation Entry	Arena South Implementation	Allocate from DDA Admin to project 07/01-10/18/19	38.61
Non-Tax	1/13/2020	Fifth Third Bank P-Card - 12/2019	Public Space Activation	Public Space Activation Supplies	38.00
Local	1/28/2020	Model Coverall Service Inc	Administration	Floor Mat Rental 11/19	35.31
Non-Tax	1/29/2020	Megan Catcho	DGRI Event Production	Mileage Reimb. DGRI Events 01/20	31.63
Non-Tax	1/14/2020	ACO Inc	Public Space Activation	Supplies for PSA projects Dec 2019	17.68
Non-Tax	1/14/2020	ACO Inc	Public Space Activation	Supplies for PSA projects Dec 2019	16.43
Non-Tax	1/14/2020	ACO Inc	Public Space Activation	Supplies for PSA projects Dec 2019	12.37
Non-Tax	1/14/2020	ACO Inc	Public Space Activation	Supplies for PSA projects Dec 2019	9.98
Local	1/13/2020	Fifth Third Bank P-Card - 12/2019	CBD/Heartside/Arena S Streetscape Improvs	Streetscape Imprv supplies	9.96
Non-Tax	1/28/2020	ACO Inc	DGRI Event Production	Supplies for events 12/2019	8.38
Local	1/9/2020	Payroll Re-Allocation Entry	Administration	Allocate to projects, DID, & MNTIFA 07/01-10/18/19	(825.40)
Non-Tax	1/30/2020	Gebruder Weiss, Inc.	Public Space Activation	Void ck #01347667, canceled with DC #20000027	(1,265.00)
Local	1/9/2020	Payroll Re-Allocation Entry	Administration	Allocate to projects, DID, & MNTIFA 07/01-10/18/19	(135,376.00)
TOTAL JANUARY, 2020 EXPENDITURES					\$ 499,694.39

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 7, 2020

TO: Downtown Development Authority

FROM: Kyama Kitavi
Economic Development Manager

Agenda Item #4
February 12, 2020
DDA Meeting

SUBJECT: Development Area Liquor License Request – Morning Belle, 434 Bridge St. NW

The City Commission policy establishing procedures for the review and approval of development area liquor licenses requires the City Clerk to forward any such requests in the DDA district to the DDA Board for review and recommendation. In evaluating a proposal, the DDA Board may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the district.

Morning Belle, which is operated by Meritage Hospitality, is requesting DDA Board consent to the issuance of a new Class C development area liquor license for their business location at 434 Bridge St. NW. The liquor license will be used for the new restaurant which will serve breakfast, brunch and lunch, and will be accompanied by a \$900,000 investment in the existing 2,550 square foot space. This will be the second Morning Belle Grand Rapids location, with the first being opened on the Beltline in September 2019.

Staff has reviewed the applicant's request and is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

Recommendation:

Approve the resolution for the issuance of a development area liquor license for Morning Belle, 434 Bridge St. NW.





434 Bridge Street NW

DESCRIPTION OF HOW ISSUANCE OF A DDA LIQUOR LICENSE WILL BENEFIT THE DEVELOPMENT DISTRICT AND THE CITY OF GRAND RAPIDS:

A DDA liquor license is being requested for our proposed Morning Belle restaurant which will serve breakfast, brunch and lunch at 434 Bridge Street NW. This site will be the second Morning Belle restaurant in Grand Rapids. Our first Morning Belle opened in September, 2019 on the East Beltline and has been very well received. We plan on investing over \$900,000.00 on the Bridge Street building remodel and equipment. The restaurant hours will be 7:00 AM to 2:30 PM every day of the week. We will offer a full breakfast, brunch and lunch menu as well as a gluten friendly menu. Those menus are attached. We have a drink menu currently offering the following alcoholic beverages:

CHAMPAGNE & COCKTAILS \$8

BELLE MIMOSA House champagne with choice of flavor: blood orange, mango, strawberry, or raspberry puree

MORNING SUNRISE BELLINI Prosecco, peach puree

MORNING SPRITZ Hendrick's gin, raspberry puree, lime juice, house champagne

GARDEN GROVE Hendricks gin, peach puree, lemon juice, house basil champagne

LEMON TREE Tito's vodka, simple syrup, lemon juice, house champagne

STRAWBERRY PATCH Jameson whiskey, strawberry puree, lemon wedge, orange slice

FLOWER BED BLOODY MARY Pinnacle cucumber vodka, bloody mary mix, edible flower

COFFEE OLD FASHIONED Maker's Mark bourbon, bitters, cold brew coffee, orange peel

FRESH SQUEEZED SCREWDRIVER Tito's vodka, fresh squeezed orange juice

CUCUMBER MINT MULE Pinnacle cucumber vodka, lime juice, ginger beer, mint

APPLE BERRY MULE Pinnacle raspberry vodka, apple puree, lime juice, ginger beer

SPIKED COLD BREW \$8

Iced cold brew coffee with your choice of spike and garnish, topped with whipped cream

CHOOSE YOUR SPIKE

Rumchata
Kahlua
Godiva White Chocolate
Bailey's Salted Caramel

CHOOSE YOUR GARNISH

Cinnamon Sugar
Caramel Sauce
Chocolate Sauce
Strawberry Puree

These cocktails are in demand to complement our breakfast, brunch and lunch menu and are favorites for many of our customers. We believe there is a need for a new business outside of the existing dinner and late-night entertainment offerings. There are no other breakfast restaurants along Bridge Street offering the variety food and beverages we offer. There clearly is a demand for our restaurant with all of the development in the area, including the apartments and new retail, and Morning Belle offers a restaurant choice that is desired by the residents in the area.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: February 12, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller, Managing Director of Planning & Design

**Agenda Item #5
February 12, 2020
DDA Meeting**

SUBJECT: Downtown Enhancement Grant – 65 Monroe Center NW

Bradley Veneklas is requesting approval of a Downtown Enhancement Grant for improvements associated with the conversion of the lower level of 65 Monroe Center NW into a 5-room boutique hotel.

Tentatively branded the Finnley, the new hotel is accessed through the main lobby and existing elevator, and secondarily via the lightwell on Ionia Street. Project is anticipated to create two new full-time positions (hotel manager and housekeeping). Project is anticipated to be completed in 2020. Total project investment is estimated at \$729,349.

The overall project includes construction of five (5) hotel rooms in the existing lower level condominium. This space is currently vacant and sits below existing residential condominiums on the upper floors of the building. These existing residential units will remain as separate units from this project. Project includes all room furnishings, hotel support elements and signage. An architect and designer have been hired to provide construction plans and details for the project.

The project's proposed Downtown Enhancement Grant eligible project investments consist of lobby reconstruction including lowering the existing lobby floor to accommodate barrier-free access, elevator improvements to meet the new lobby floor elevation, a new lobby security system to provide hotel users access to the rooms, repair of the lightwell stairs and sidewalk railing, additional lighting in the lightwell, and a mural on the lightwell (west-facing) wall. Mural is currently planned to be completed by artist Ellen Rutt – the artist who did the mural on Division Avenue.

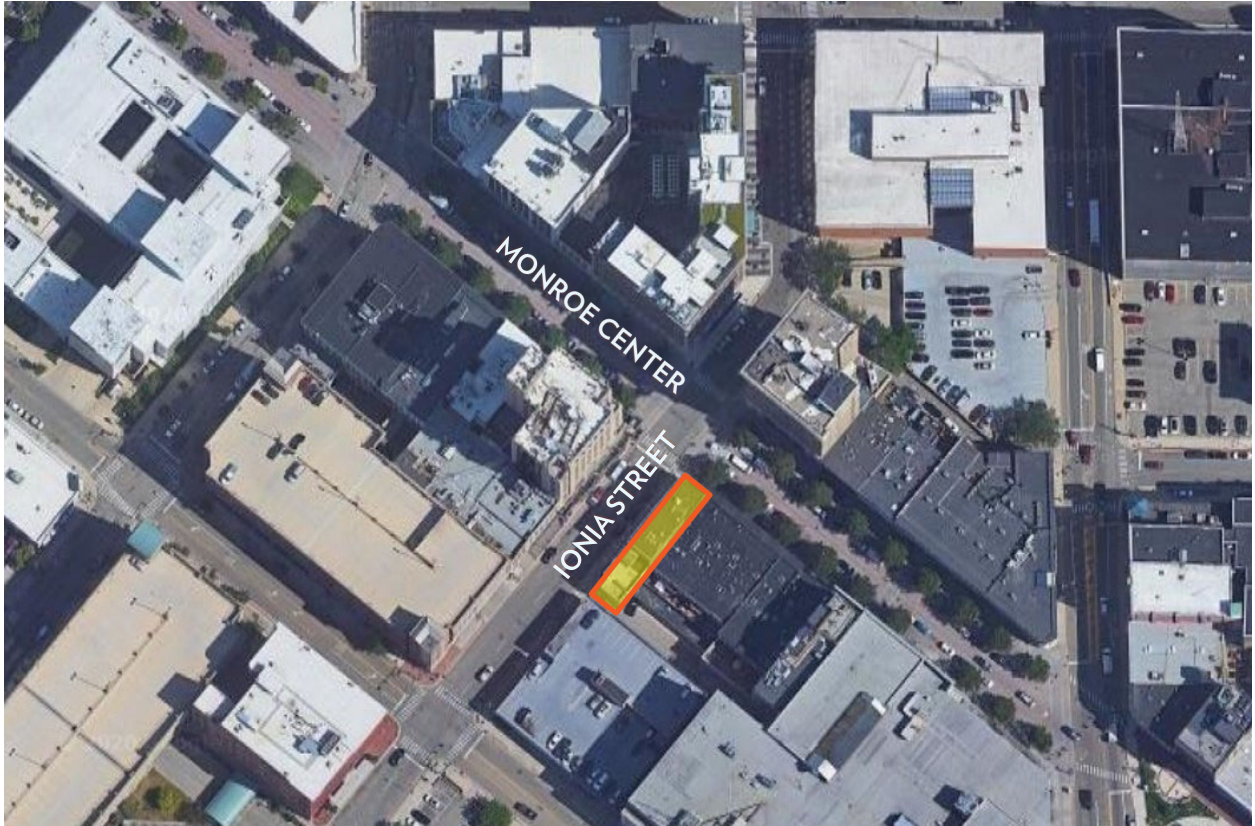
These eligible project investments total \$50,000 (approximately 7% of overall project investment). A Downtown Enhancement Grant is requested to reimburse up to ½ of this amount - \$25,000.



**DOWNTOWN
GRAND RAPIDS INC.**

Recommendation: Approve the Downtown Enhancement Grant request in an amount not to exceed \$25,000 for the improvements to 65 Monroe Center NW.

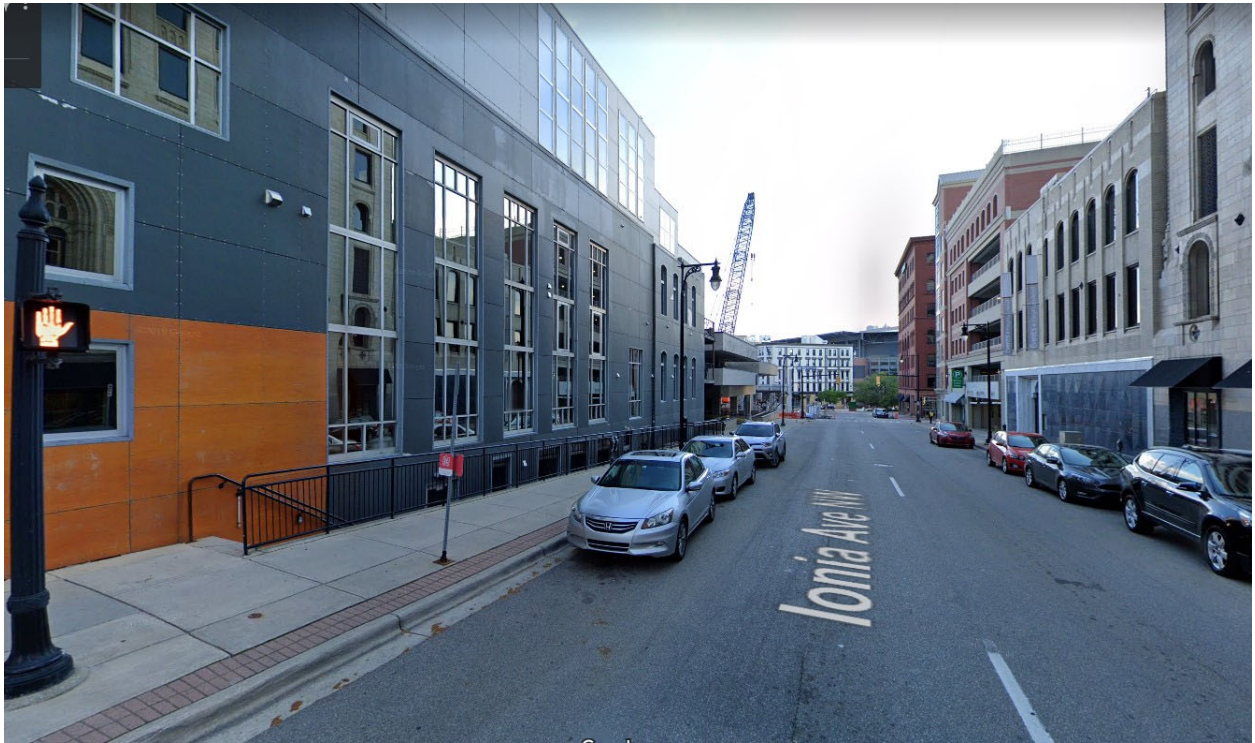
65 Monroe Center NW (location)



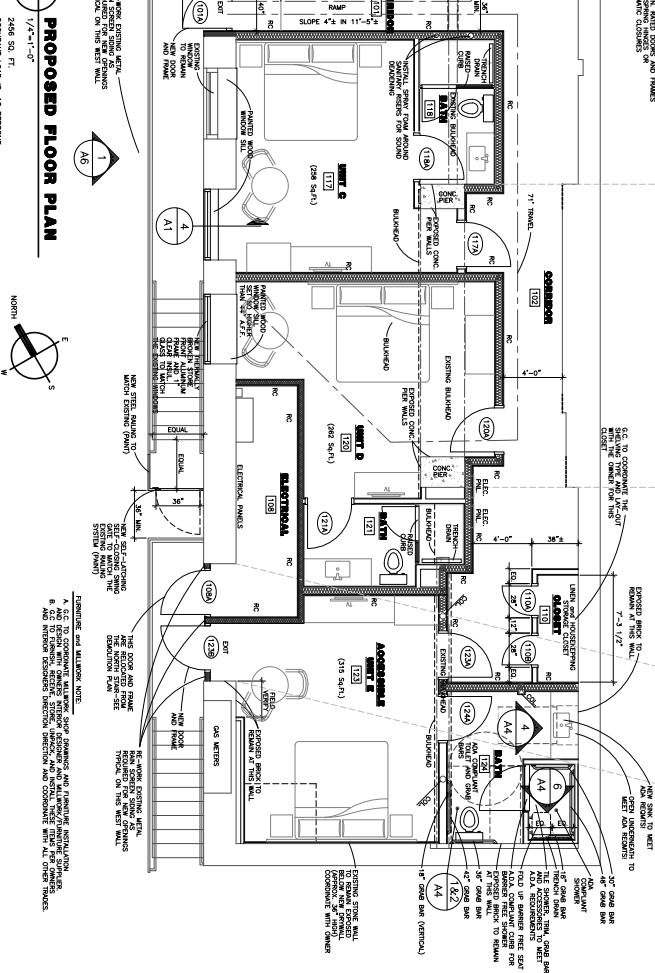
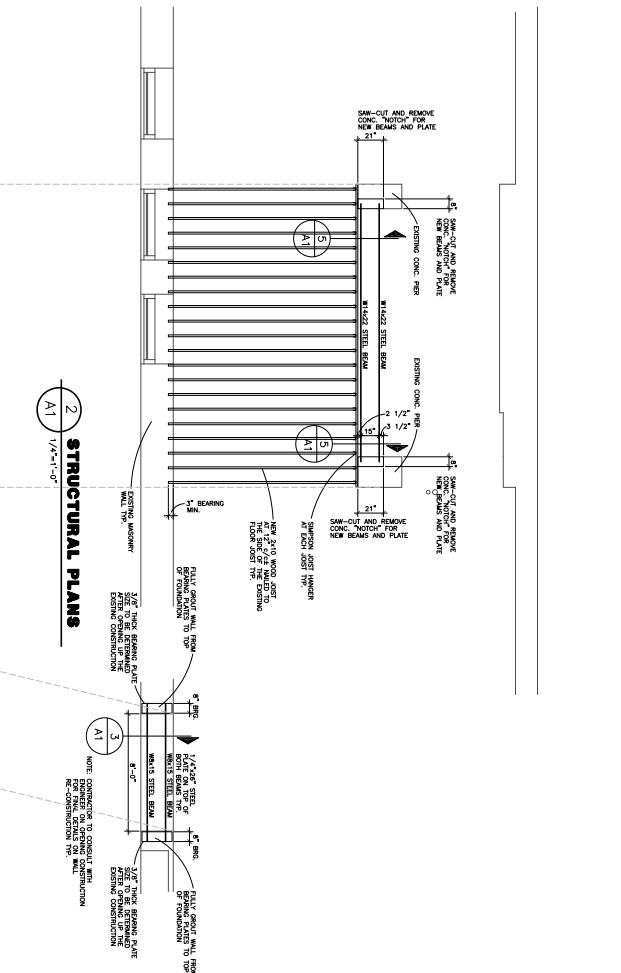
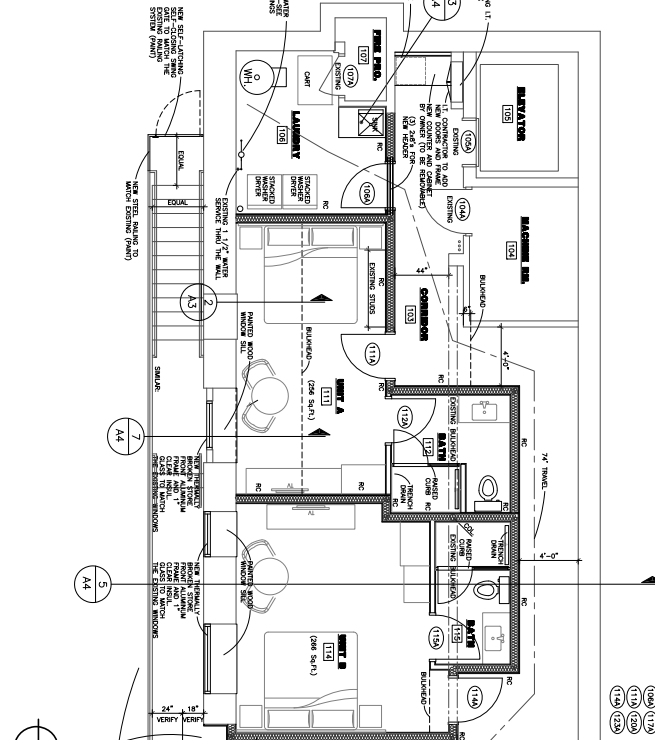
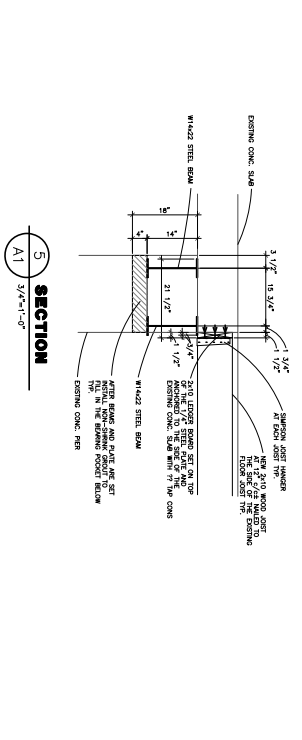
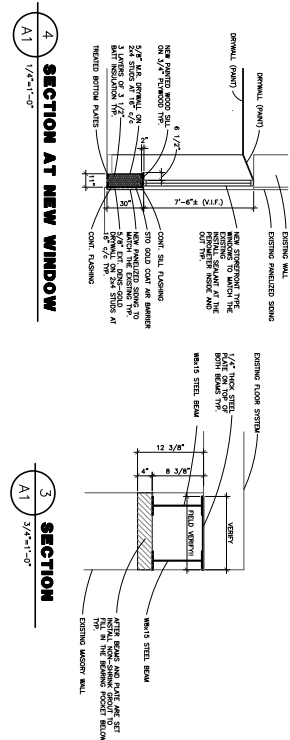
65 Monroe Center NW (front / lobby door)



65 Monroe Center NW (lightwell)



LOWER LEVEL FLOOR PLAN (hotel room level)



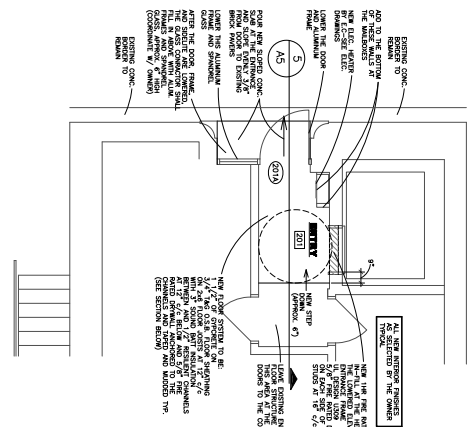
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MICHIGAN 49509

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Richard Pearman Associates P

DATE
TO OWNER: 11/22/19
TO OWNER: 12/5/19

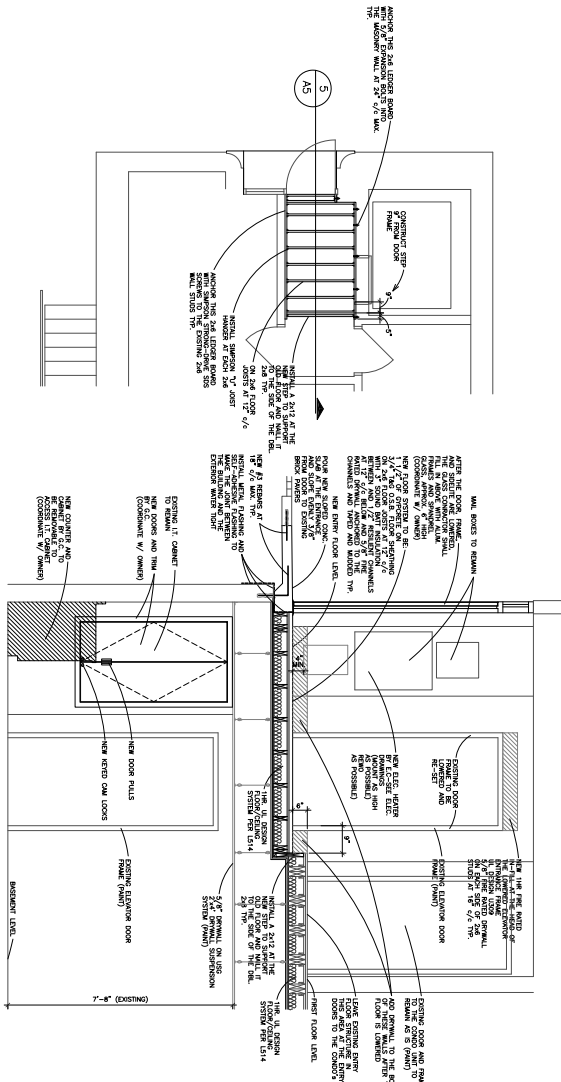
A5



PROPOSED PLAN
1/4"=1'-0"



PROPOSED FLOOR FRAMING PLAN



ALL NEW INTERIOR FINISHES
AS SELECTED BY THE OWNER
TYPICAL



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 12, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller, Managing Director of Planning & Design

SUBJECT: **Van Andel Arena Plaza Improvements**

Agenda Item #6
February 12, 2020
DDA Meeting

In October 2018, the DDA authorized funding for professional design services for the Van Andel Arena plaza. During the last 16 months, the project consultants (MKSK and FTCH) have collaborated with DGRI and SMG/VAA to design the plaza, create construction documents, and bid the project.

The project was issued for bid in December 2019, and on January 17, 2020, four companies submitted bids - Rockford Construction, Orion Construction, Pinnacle Construction, and Pioneer Construction. These submittals were reviewed by the consultant team and DGRI with input from SMG/VAA. The reviewers considered the base bids, various requested alternate bids, the potential contractor's experience completing similar projects, and the firm's history working with public entities.

Based upon this thorough evaluation the review team recommends hiring Pioneer Construction to implement the project, which will include the full demolition of the existing plaza in front of Van Andel Arena and the reconstruction of a new plaza. This reconstruction will include:

- An improved plaza surface consisting of new pavers and reinstalled donor pavers. Plaza surface will have a gradually elevated mid-section to increase arena safety and enhance event-cueing.
- Raised planters within the plaza with integrated benches, landscaping, irrigation, and trees. Additional planters along street edge with more street trees to continue to increase Downtown's tree canopy.
- New snowmelt system throughout the plaza.
- New pedestrian lighting, reinstalled flag poles, and repositioned Jay Van Andel.
- Relocated marquee sign.



- Two integrated bus shelters (one on Fulton, and one on Ottawa). Bus shelters will have a custom design to integrate to the plaza design.

Pioneer Construction's base bid was \$1,885,620. It is worthwhile to note that MKSK's opinion of probable cost for the project, issued in April 2019, was \$1,736,926. We view this OPC as validation of the base bid number, given the dynamic nature of current construction prices. In addition to the base bid, bid alternates were also requested for three items that are outlined below, with a recommendation to include these additions in the project. Construction Administration services for MKSK and FTCH, a post-bid addendum, and a construction contingency are also included in this funding allocation. The funding allocation is as follows:

Base Bid	\$1,885,620.00	
Addendum #1 (remove snow melt at curb)	(\$4,800.00)	City required snowmelt be moved from 2 feet to 5 feet of the curb
SUBTOTAL: post bid alternates	\$1,880,820.00	
Alternate #1: Extend paver design	\$35,258.00	Replace concrete with pavers near intersection
Alternate #2: Irrigation to plaza planters	\$7,145.00	Irrigation to large seating planters in the plaza
Alternate #4: Custom transit shelters	\$32,263.00	Replace 2 standard transit shelters with custom transit shelters
SUBTOTAL: with alternates	\$1,955,486.00	
Construction Contingency (5%)	\$97,774.00	
Construction Administration, MKSK/FTCH	\$53,000.00	Construction Administration was not included in original contract
TOTAL project cost	\$2,106,260.00	
Commitment from SMG/VAA	\$440,148.50	
TOTAL DDA investment	\$1,666,111.50	

Recommendation: Authorize the Executive Director to enter into two contracts, one with Pioneer (for construction of the plaza) and one with MKSK (for construction administration) for a total not-to-exceed amount of \$2,106,260 as follows:

Pioneer Construction contract: not-to-exceed \$2,053,260. Total DDA allocation of \$1,613,111.50 (with previously contributed \$440,148.50 from SMG/VAA).

MKSK Construction Administration contract: fixed-fee \$53,000.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 7, 2020

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #7
February 12, 2020
DDA Meeting

SUBJECT: Bridge South Build Out Analysis

Among the development strategies identified in GR Forward (Plan) is to leverage the publicly owned land on the Westside for future development. To that end the Plan identified conceptual buildout opportunities and recommended a variety of land uses to incorporate, including new housing, commercial development and open space. In addition, the Plan generated massing diagrams to show how development could be oriented to shield the freeway to the east, and better connect to the surrounding area.

Since adoption of the Plan, development on the Westside has shown significant momentum. In the past four years alone, more than 200 housing units, 45,000 square feet of commercial space, and 20,000 square feet of office has been developed. In addition, the Bridge Street Market has opened, and an additional 44 apartments will come online with the completion of the Red Lion site redevelopment.

Given the investment that has taken place, and the demonstrated interest from the private sector in additional growth, now is an ideal time to analyze development scenarios for the area and to identify opportunities to further implement community goals. To inform this, a build-out analysis that incorporates the priorities identified in GR Forward and other area planning initiatives is recommended. The analysis will look at the area's capacity for growth, potential development patterns, land use regulations and incentives, circulation, urban design characteristics, and ultimately will deliver an implementation strategy. The process will be conducted in partnership with the City of Grand Rapids and the YMCA who also own land within the study area.

While there will be opportunities for all community stakeholders to participate in this discussion, to initiate and guide the process, the project partners recommend forming a stakeholder Steering Committee. The proposed participants, organized by stakeholder group, are listed below.



Proposed Steering Committee Members
Neighborhood Representative(s)
Business Owner(s)
YMCA
DDA Board
City of Grand Rapids
GVSU

Following input from the DDA Board and the other project partners, DGRI staff will identify the representatives from the stakeholder groups to participate. The Committee's initial task will involve reviewing responses to a Request for Proposals (attached) to hire a consultant to lead engagement and conduct the analysis. That consultant recommendation will be brought to the DDA Board for approval. The Committee will then work to help design an engagement plan, participate in review meetings, and ultimately make a recommendation to the DDA and City Commission for approval. As identified in the RFP, the process is proposed to last 10 weeks, with deliverables presented to the DDA at the May 2020 meeting.



--- Publicly Owned Land



Request for Qualifications
Planning Services and Build Out Analysis
Grand Rapids, MI

Deadline:
Downtown Grand Rapids Inc. will receive proposals until February 28, 2020

Deliver to:
Downtown Grand Rapids Inc.
Attention: Mark Miller
mmiller@downtowngr.org
29 Pearl Street NW
Suite 1,
Grand Rapids, MI 49503

Introduction

Downtown Grand Rapids Inc. (DGRI) and the City of Grand Rapids (City) are seeking proposals for planning services to conduct a build out analysis and district plan for publicly owned land in Downtown Grand Rapids. The project area (attached) sits on the west side of Downtown which has seen significant investment over the past 10 years. The public land, however, is predominantly surface parking lots, and DGRI and the City want to better understand the development potential to inform a future disposition strategy that will implement community goals.

Opportunity Overview

In the past decade, Downtown Grand Rapids and the City have experienced unparalleled growth, resulting in thousands of new residents, employees and visitors. In past two years alone, Downtown saw the addition of 1,100 new residential units, 800 new hotel rooms, 300,000 sq. ft. of office, and the first downtown grocery store. Construction is also underway for a major corporate headquarters, the second bus rapid transit (BRT) line in the State, and the second phase of the Michigan State University Research Center.

Despite this transformation, additional development opportunities exist. Further, work remains to ensure all members of the community are sharing equally in the ongoing economic success, and that important issues around affordable housing and job access are being addressed. To those important ends, DGRI and the City seek to understand how they can best leverage their assets, including real property, to drive additional growth to further strengthen the local economy and achieve community goals.

Background Information and Coordination with Other Initiatives

DGRI's work is directed by the GR Forward master plan which was developed through one of the most inclusive public engagement efforts in the City's history. GR Forward clearly defines the community's priorities for the next generation of growth in Downtown, and specifically examined growth potential of publicly owned land on the west side (attached).

- [GR Forward](#), 2015

The concepts developed during the community conversations were informed by, and helped to influence, other planning initiatives throughout the City and specifically for the westside. Below is a list of relevant resources and initiatives that offer important context specific to the project area, as well as the City.

- [City of Grand Rapids Equitable Economic Development and Mobility Plan, 2020](#)
- [Grand Rapids Bicycle Action Plan](#), 2019
- [City Strategic Plan, 2019](#)
- [Downtown Grand Rapids Streetspace Guidelines](#), 2019
- [Grand Rapids Destination Assets Study](#), 2017
- [Rose Center Fellowship Report](#), 2017
- [Grand Rapids Downtown Development Authority Development and TIF Plan](#), 2016
- [Westside TIF & Development Plan](#), 2014
- [Westside Area Specific Plan](#), 2014
- City of Grand Rapids Zoning Ordinance

Scope of Services

The successful candidate is expected provide the following deliverables:

- Build out analysis to achieve community goals related to residential density and job creation.
- Scenario planning related to urban design and how potential build out enhances and/or creates public space, including adjacent streetspaces
- Urban design recommendations to rebalance adjacent streetspaces as indicated in Downtown Streetspace Guidelines
- Engagement to build upon vision established in GR Forward
- Massing and height, including relationship of potential development to adjacent urban fabric
- Circulation, including all modes: pedestrian, bike, transit, automobile, and trucks
- Implementation strategy for disposition

Proposed Project Schedule

Dates provided below are subject to change and will be refined with the successful project team.

- February 10, 2020 – RFQ Issued
- February 28, 2020 – Qualifications Due
- March 11, 2020 – Notice of Award
- March 16, 2020 – Commence Project
- May 13, 2020 – Submit Key Deliverables

Eval Criteria

Submission to this request should be no longer than 10 pages. DGRI and partners will evaluate responses to this opportunity based on the following criteria:

- Thoroughness, quality and conciseness of the submittal.
- Project understanding and approach for achieving the stated objectives.
- Related Project experience and demonstration of tangible results.
- Proven understanding of 21st century city building concerns, fundamentals and opportunities.

###

About Downtown Grand Rapids Inc.

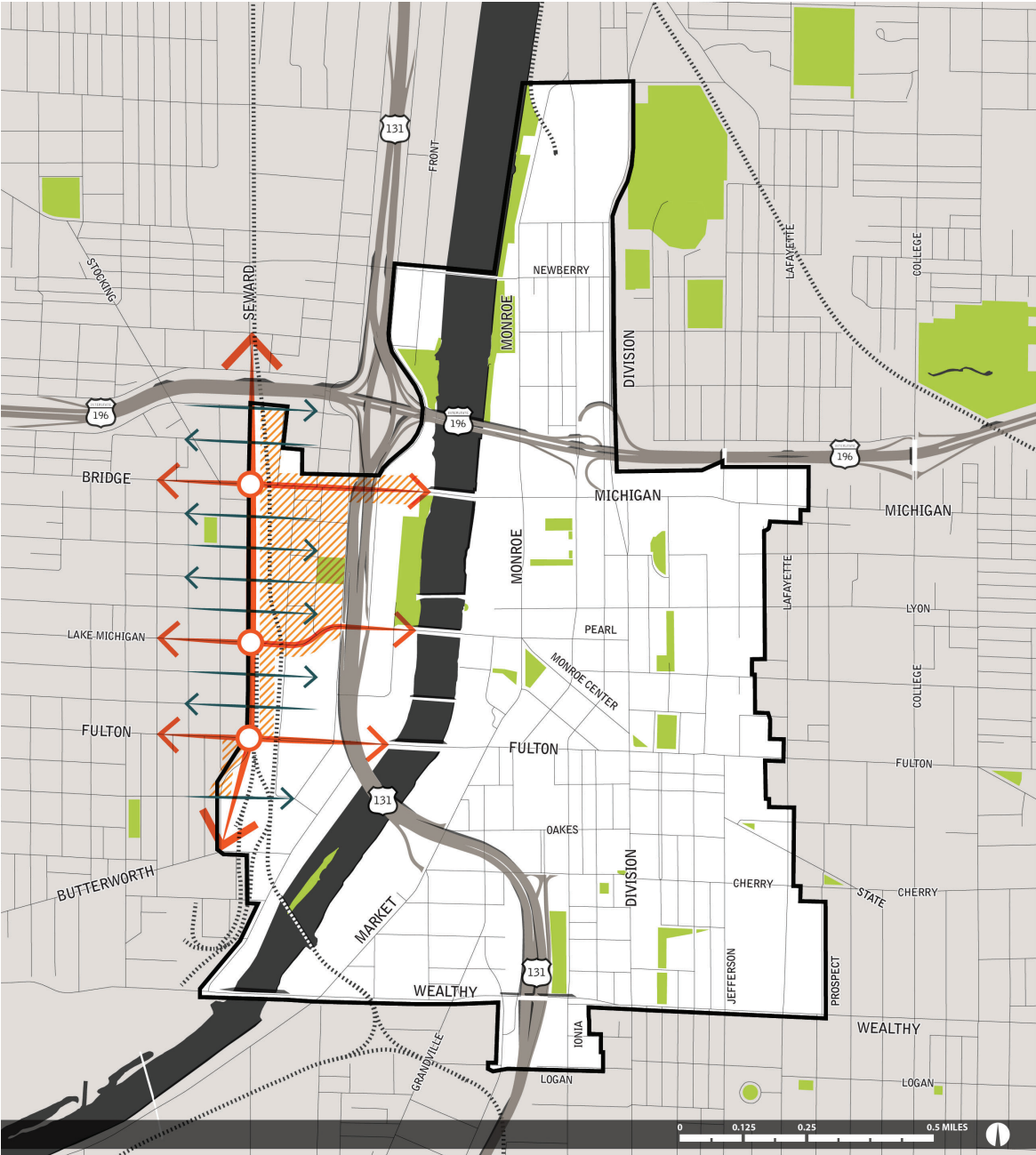
DGRI is the organization responsible for city building and place-management in the urban core of Grand Rapids, Michigan, the state's second largest city. Established in 2013, DGRI serves as the singular management entity for the combined operations of the Downtown Development Authority (DDA), the Downtown Improvement District (DID), and the Monroe North Tax Increment Finance Authority. More details can be found at www.downtowngr.org.



Google



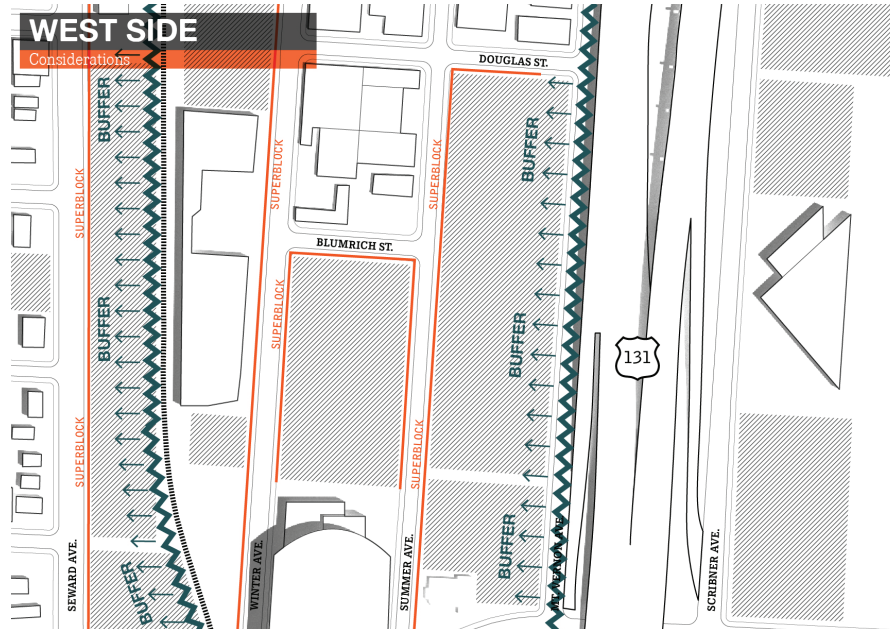
FIG 2.14: Diagram of Westside development opportunities



The opportunity is to encourage development that helps transition the Westside toward the River and Downtown. New infill development is proposed along Seward with higher densities focused east of the rail line near US 131.

- ↔ MAJOR CONNECTION
- ↔ SECONDARY CONNECTION
- POTENTIAL PARK SPACE / DEVELOPMENT OPPORTUNITY
- ▨ DEVELOPMENT OPPORTUNITY

FIG 2.15: Westside Considerations

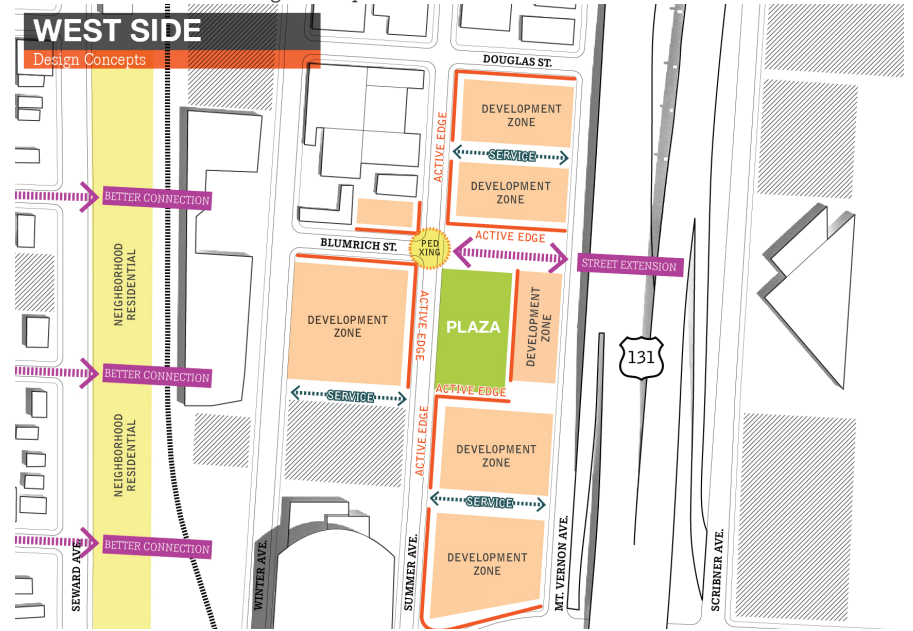


GR Forward took a 3-step approach to combat these challenges. The first is to address the transition from the Westside to Downtown particularly between Lexington and Seward. In accordance with the West Fulton Area-Specific Plan, this area should provide a range of housing types that help to transition the single-family Westside community to higher densities in Downtown. The range of housing include potential micro-units, attached and stacked neighborhood-scaled attached housing

and multi-family apartments. This approach is reflective of recent and proposed/approved developments in the area.

The second recommendation is to improve the connections to the River and the Downtown core from the Westside. This can be accomplished by the development of new buildings [with ground floor commercial use] on major east-west streets including Bridge Street, Lake Michigan Drive, and Fulton Street. Bridge Street currently serves

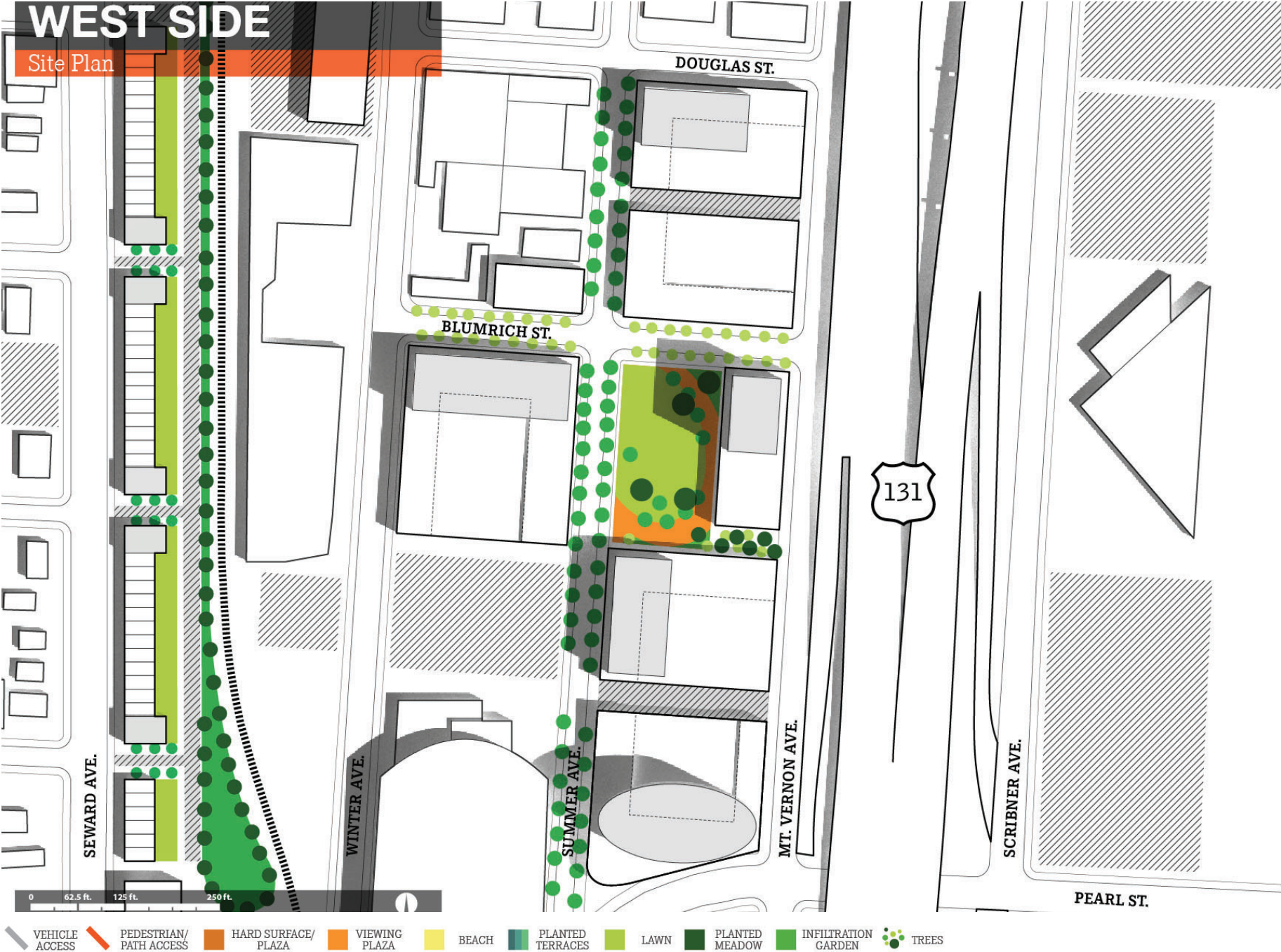
FIG 2.16: Westside Design Concepts



as the primary commercial corridor for the neighborhood and the redevelopment of nearby parking lots will serve to create additional demand for new commercial uses. Although Lake Michigan and Fulton are comprised of larger institutional and commercial uses as well as parking lots, there are some opportunities for new development that would help to fill in some of the gaps between the near Westside and the River.

The conceptual plan for DDA-owned properties includes a mix of housing types and a new park [near Westside park] to serve as a gathering space for new and existing residents.

FIG 2.17: Westside Site Plan





Bridge Street Commercial Corridor on the Westside

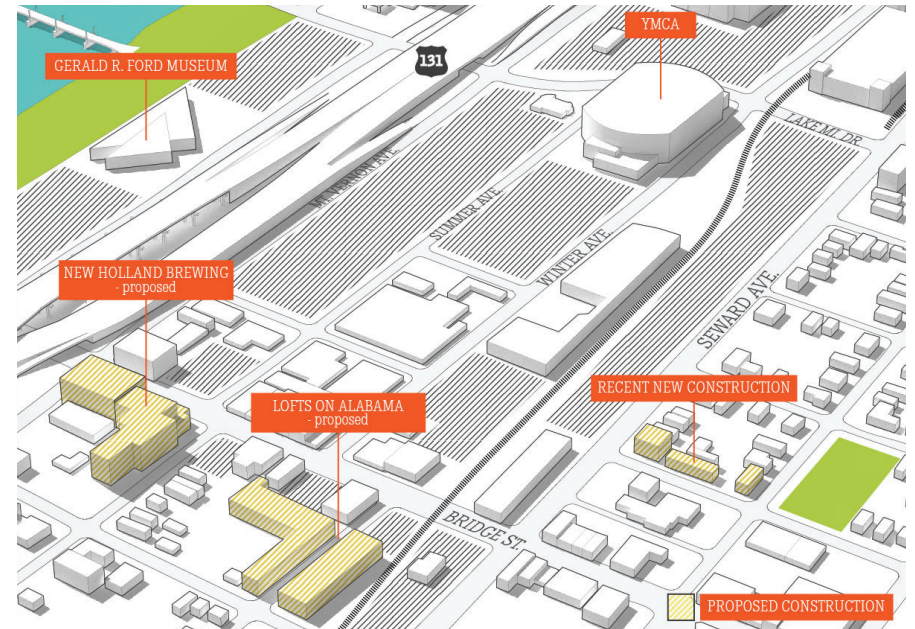


FIG 2.18: Westside Existing

Finally, the large parking lots bounded by Douglas, Mt Vernon, Lake Michigan Drive, and Winter Ave provide a unique opportunity to create a new neighborhood within the near Westside. The proposal is to extend Blumrich Street to Mt. Vernon to break the current “superblock” into a more suitable neighborhood scale. The site plan includes a new plaza south of the extended Blumrich Street that will serve as a gathering space for the neighborhood.

These improvements should serve to support GVSU’s ongoing campus investments. Once complete, these actions would serve to provide space for new residents, workers, and businesses, while forging much needed connections between the Westside and the River.

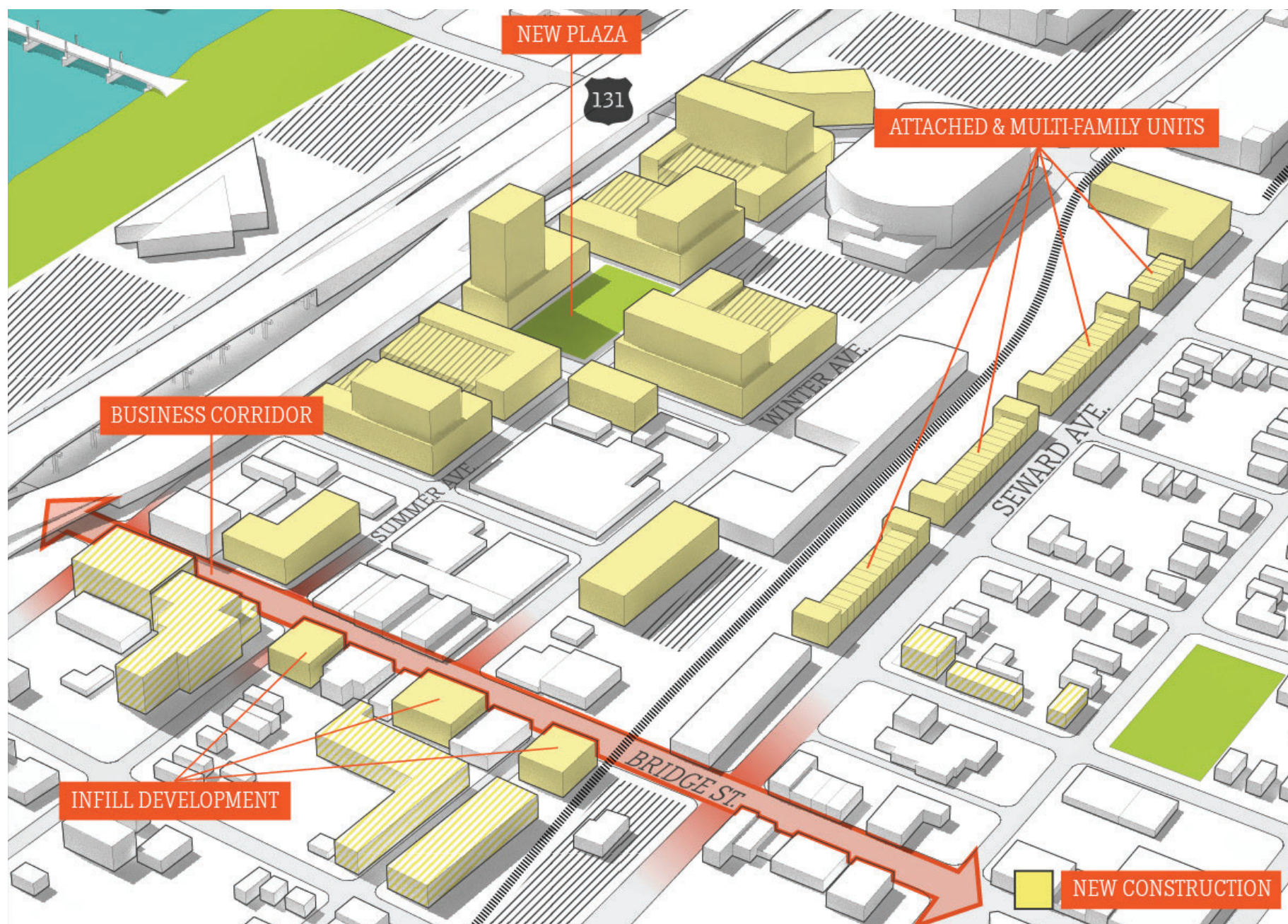


FIG 2.19: *Westside Proposed*