

# AGENDA



## DOWNTOWN IMPROVEMENT DISTRICT

### Board Members:

Peter Albertini • Kate Berens • Stacie Behler • Brandon Erhart • Cullen Hillary • Douglas Kessler  
• Emily Loeks • Josh Lunger • Andrew Martin • Jessica Slaydon • Monica Steimle-App • David  
Shaffer • Paul Skentzos • Elliot Talen • Ashley Ward • Rick Winn

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June 17, 2026  
2:00 pm Meeting  
29 Pearl Street, NW Suite #1

1. Call to order (2:00)
2. Approve Meeting Minutes from March 18, 2026 (2:01)  
*Motion – Steimle-App | (enclosure)*
3. Accept May 2026, Financial Statements (2:02)  
*Motion – Steimle-App | (enclosure)*
4. Snowmelt Budget Amendment (2:05)  
*Motion – Eledge | (enclosure)*
5. DID FY 2027 – 2029 Operations Plan & Budget (2:10)  
*Motion – Steimle-App/Kelly/Eledge | (enclosure)*
6. Downtown Ambassador Program (2:20)  
*Motion – Eledge | (enclosure)*
7. Annual Flower Planting (2:25)  
*Motion – Eledge | (enclosure)*
8. DGRI President & CEO Report (2:30)  
*Info Item – Kelly*
9. Public Comment (2:35)
10. Board Member Discussion (2:40)
11. Adjournment (2:45)



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD  
March 18, 2026

1. Call to Order

This meeting was called to order at 2:06 p.m. by Monica Steimle-App.

Attendees

Members Present: Kate Berens, Brandon Erhart, Douglas Kessler, Emily Loeks, Andrew Martin (arrived during item 1), Dave Shaffer, Monica Steimle-App, Elliot Talen, Jessica Gutowski-Slaydon (arrived during item 1), Paul Skentzos (during item 7)

Members Absent: Peter Albertini, Stacie Behler, Cullen Hillary, Josh Lunger, Ashley Ward, Rick Winn

Others Present: Tricia Chapman (Treasurer), Tim Kelly (Executive Director), Lauren Suidgeest (Recording Secretary), Melvin Eledge (DGRI)

2. Snowmelt 5-Year Study

This item was moved to the top of the agenda due to not having quorum at the start of the meeting. Eledge presented that Geotech conducted a snowmelt 5-Year Study as part of the reauthorization process. Eledge noted that the previous audit was completed in January 2020 and reported that the system remains in generally good condition, with no major issues identified beyond routine and ongoing maintenance needs.

The study included an estimate for replacing the Phase 1 snowmelt system, which was projected at approximately \$3.3 million—an amount that exceeds both the District’s annual assessment revenue and budget capacity.

While no major work is required at this time, minor repairs are needed at Monument Park following the completion of the Division Avenue project, which are expected to be covered under warranty.

Eledge also shared that staff have improved internal tracking of maintenance activities and utility usage.

Member Shaffer inquired about the useful life of the system and Eledge stated that Phase 1 is now more than 20 years old, despite an anticipated lifespan of approximately 15 years.

Member Shaffer asked how a future replacement would be funded, Eledge indicated that the DID would likely be unable to cover the full cost independently and would need assistance from the DDA or the City.

Kelly added that alternative funding sources would need to be explored, as assessing the full amount to property owners would not be desirable.

Member Berens encouraged staff to provide feedback to the City's Engineering Department regarding contractors involved in the Division Avenue project to help avoid similar issues in the future.

Eledge concluded by noting that communication and coordination between City staff and the DID team have improved significantly, helping to mitigate construction-related issues by ensuring Geotech could be onsite when needed to oversee proper restoration of the snowmelt system, and thanked Berens and her team for their collaboration.

3. Approve Meeting Minutes from October 15, 2025  
*Motion: Member Shaffer, supported by Member Berens, moved to approve the October 15, 2025, Downtown Improvement District Meeting Minutes as presented. None opposed. The motion carried unanimously.*
4. Approve Meeting Minutes from February 18, 2026  
Quorum was not present during February meeting; did not need to approve minutes
5. Accept June FY 2025 Year End Financial Statements  
*Motion: Member Shaffer, supported by Member Erhart, moved to accept the FY2025 Year-End Financial Statements as presented. The motion carried unanimously.*
6. Accept February 2026 Financial Statements  
Member Martin inquired whether being at approximately 50% of budget expenditures at this point in the fiscal year was typical. Chapman responded that this is normal, as the DDA initially covers the cost of the Ambassador Services contract until the DID assessment is collected.  
  
*Motion: Member Martin, supported by Member Loeks, moved to accept Statement C: Schedule of Expenditures ending February 2026 as presented. The motion carried unanimously.*
7. Snowmelt Budget Amendment  
In October 2024 the DID Board approved \$78,000 to replace a significant section of the Monument Park snowmelt that was no longer operational. Due to several delays in materials and labor this work was not completed until the current fiscal year resulting in a budget shortfall of \$10,000.  
  
Due to this it is recommended the board approve \$60,000 to cover this repair and additional snowmelt operational costs that are anticipated through the end of the fiscal year. This additional \$60,000 will come from the snowmelt fund balance which is currently over \$435,000.  
  
Member Berens asked for clarification regarding whether costs had increased to \$88,000 or if the discrepancy was related to the timing of expenditures. Melvin confirmed that the difference was due to the timing of expenditures.  
  
*Motion: Member Loeks, supported by Member Kessler, moved to approve a budget amendment not to exceed \$60,000 to cover snowmelt repairs and general operating expenses through June 2026. The motion carried unanimously.*
8. DID FY 2027 – 2029 Reauthorization Plan & Budget  
Included with this memo is the final proposed DID Reauthorization Plan which includes detailed budgets for FY 27, FY 28 and FY 28. FY 27 will be the first year of the new reauthorization period.

As outlined in the plan the DID will continue to provide cleaning, maintenance and beautification services, operate snowmelt systems, direct resources towards the marketing of Downtown as a retail and restaurant destination and promote special events.

DID Operations Plan key points:

- Increase area-wide assessment by 3% in FY27 to cover increases in costs related to inflation.
- Area-wide assessment increases of 4% in FY28 and FY29; tied to the State of Michigan's Inflation Rate Multiplier, not to exceed 4%.
- Additional increases in revenue for FY 28 and FY 29 are the result of additional assessment revenue being generated by the expected completion of Acrisure Amphitheater in 2026 (assessed in FY 28) and the Amway Soccer Stadium in 2027 (assessed in FY 29).
- Resident assessment to remain flat at \$120/year for three (3) years.
- Snowmelt assessment to remain flat for three (3) years, based on a recently completed five (5) year maintenance and operations recommendations from our partners at Geotech.
- The DID boundaries are set to expand south along the western edge of Market Ave to include the Acrisure Amphitheater.
- Additionally, there are nominal increases in areas such as marketing, supplies and maintenance to reflect inflationary pressure on wages.

Member Martin asked whether maintaining the residential assessment at its current level represents a conservative baseline. Eledge confirmed that it did, noting that residential assessment revenue can fluctuate as properties change classifications.

Member Berens asked whether staff had considered extending the proposed district boundary expansion south to Wealthy Street in anticipation of future development. Eledge explained that the expansion extends to the railroad tracks, while Kelly added that the proposed boundaries capture all currently planned development projects.

Member Berens inquired whether the Ambassador budget accounted for additional staffing needs associated with the expanded district and anticipated soccer stadium. Eledge responded that approximately 4% increases had been incorporated into the budget over the next two years but deployment of additional resources is yet to be determined.

Kelly noted that the CAA is expected to own the new facilities and, while participation in the DID would be voluntary, the organization already contributes for other downtown properties and is likely to provide financial support for these facilities as well.

Member Shaffer commented that public safety remains an important concern and noted that existing resources can be stretched thin. While not advocating for increased spending from the current budget, he encouraged the Board to continue considering long-term solutions to address perceived gaps in safety and security that influence public perceptions of downtown.

Chair Steimle-App asked for a refresher on the reauthorization process, and Eledge explained that, if recommended by the Board, the plan would proceed to the City Commission for a public hearing and vote before returning to the DID Board for final acceptance. If approved on schedule, the reauthorization plan would take effect on July 1.

*Motion: Member Gutowski-Slaydon, supported by Member Kessler, moved to approve the FY2027-FY2029 DID Reauthorization Plan including the FY2027 budget and recommend it to the Grand Rapids City Commission for approval. The motion carried unanimously.*

9. DGRI President & CEO Report

Kelly presented the following updates:

- Work is underway to update the GR Forward master plan.
- The Whitewater project continues to move forward. The construction contract is scheduled for consideration by the City Commission, with a planned project start date of July 1 following contractor mobilization.
- The Acrisure Amphitheater is scheduled to open in 58 days. Staff are coordinating with City and County partners to prepare for visitor experience and operations.
- Construction of the soccer stadium is progressing rapidly despite some delays, with the facility still anticipated to open in May 2027.
- The DDA is having conversations about development opportunities on the site north of the stadium, including a potential residential tower, and hopes to advance planning efforts by the end of the calendar year.
- World of Winter concluded on March 1. Kelly recognized the Events and Activation team for their work on the festival and noted that staff are currently collecting data and preparing a final wrap-up report.

Member Gutowski-Slaydon asked how many stories were being considered for the proposed development north of the soccer stadium. Kelly responded that details are still being determined but they are looking to maximize the site's development potential.

Member Martin referenced the recently released convention center hotel study and asked whether staff had any further information. Kelly explained that the project is being led primarily by CAA and Experience Grand Rapids. He noted that the rationale for pursuing a connected convention center hotel is to help Grand Rapids attract a higher tier of conventions. Planning efforts are currently focused on understanding what would be required to successfully deliver such a project, but there are no significant updates to share at this time.

10. Public Comment

None.

11. Board Member Discussion

None.

12. Adjournment

The meeting adjourned at 2:41 p.m.

Minutes taken by:  
Lauren Suidgeest  
Downtown Grand Rapids, Inc

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: June 11, 2026

TO: Downtown Improvement District

**Agenda Item #  
June 17, 2026  
DID Meeting**

FROM: Christian Borg  
Financial Analyst

SUBJECT: Interim Financial Statements as of May 31, 2026

Attached are the Authority's interim financial statements for the first eleven months of the Authority's fiscal year ending June 30, 2026.

The attached Statements include:

Statement A: Balance Sheet  
Statement B: FY26 Budget vs Actual Results  
Statement C: Schedule of Expenditures

The District has collected approximately 111.4% of the budgeted assessment revenue in the District-Wide and the Snowmelt funds.

The DID has spent approximately 81.4% and 147.2% of the budgeted appropriations in the District-Wide fund and the Snowmelt fund respectively.

Please contact me at 616-456-3854 or at [cborg@grcity.us](mailto:cborg@grcity.us) if you have any questions.

Attachments

**STATEMENT A**  
**GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT**  
**Balance Sheet**  
**May 31, 2026**

| <b>ASSETS</b>                              | <b>DISTRICT -<br/>WIDE</b> | <b>SNOW -<br/>MELT</b>   | <b>TOTAL</b>             |
|--|----------------------------|--------------------------|--------------------------|
| Pooled Cash & Investments                  | \$ 403,545                 | \$ 363,076               | \$ 766,621               |
| Interest Receivable                        | 3,234                      | 2,046                    | 5,280                    |
| Assessments Receivable                     | 194,040                    | 16,143                   | 210,183                  |
| <b>TOTAL ASSETS</b>                        | <b><u>\$ 600,819</u></b>   | <b><u>\$ 381,265</u></b> | <b><u>\$ 982,084</u></b> |
| <br>                                       |                            |                          |                          |
| <b>LIABILITIES AND FUND EQUITY</b>         |                            |                          |                          |
| <b>Liabilities</b>                         |                            |                          |                          |
| Accounts Payable                           | \$ 6,782                   | \$ -                     | \$ 6,782                 |
| Deferred Assessment Revenue                | 194,040                    | 16,143                   | 210,183                  |
| Compensated Absences                       | 2,943                      | -                        | 2,943                    |
| <b>TOTAL LIABILITIES</b>                   | <b><u>\$ 203,765</u></b>   | <b><u>\$ 16,143</u></b>  | <b><u>\$ 219,908</u></b> |
| <br>                                       |                            |                          |                          |
| Reserve for Encumbrances                   | \$ -                       | \$ -                     | \$ -                     |
| Unrestricted Reserve                       | 397,054                    | 365,122                  | 762,176                  |
| <b>TOTAL FUND EQUITY</b>                   | <b><u>\$ 397,054</u></b>   | <b><u>\$ 365,122</u></b> | <b><u>\$ 762,176</u></b> |
| <br>                                       |                            |                          |                          |
| <b>TOTAL LIABILITIES &amp; FUND EQUITY</b> | <b><u>\$ 600,819</u></b>   | <b><u>\$ 381,265</u></b> | <b><u>\$ 982,084</u></b> |

**STATEMENT B**

**GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT  
FY2026 Statement of Revenues and Expenditures  
July 1, 2025 - May 31, 2026**

|   | DISTRICT-WIDE       |                     | SNOWMELT          |                     |
|---|---------------------|---------------------|-------------------|---------------------|
|   | Budget              | Actual              | Budget            | Actual              |
| <b>REVENUES</b>                           |                     |                     |                   |                     |
| Assessments                               | \$ 1,442,675        | \$ 1,198,646        | \$ 170,000        | \$ 153,968          |
| Reserve for Uncollectible Accounts        | (180,454)           | -                   | -                 | -                   |
| Earnings on Investments                   | 18,397              | 28,834              | 17,900            | 22,118              |
| Miscellaneous Revenues and Reimbursements | -                   | -                   | -                 | -                   |
| <b>TOTAL REVENUES</b>                     | <b>\$ 1,280,618</b> | <b>\$ 1,227,480</b> | <b>\$ 187,900</b> | <b>\$ 176,086</b>   |
| <b>EXPENDITURES</b>                       |                     |                     |                   |                     |
| <b>DISTRICT-WIDE SERVICES</b>             |                     |                     |                   |                     |
| <b>Maintenance and Beautification</b>     |                     |                     |                   |                     |
| Ambassador Program - Clean & Safe         | \$ 834,633          | \$ 708,131          | \$ -              | \$ -                |
| QOL - Residential Project                 | 117,000             | -                   | -                 | -                   |
| Irrigation, Repairs & Utilities           | 7,950               | 24,435              | -                 | -                   |
| Flowers & Plantings                       | 138,000             | 84,599              | -                 | -                   |
| <b>Sub-Total</b>                          | <b>\$ 1,097,583</b> | <b>\$ 817,166</b>   | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>Marketing and Communications</b>       |                     |                     |                   |                     |
| Personnel - Wages & Benefits              | 21,000              | 25,200              | -                 | -                   |
| Printing & Postage                        | 1,250               | 4,846               | -                 | -                   |
| <b>Sub-Total</b>                          | <b>\$ 22,250</b>    | <b>\$ 30,046</b>    | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>Administration</b>                     |                     |                     |                   |                     |
| DGRI Overhead                             | 28,000              | 55,281              | -                 | -                   |
| Personnel - Wages & Benefits              | 73,000              | 94,063              | -                 | -                   |
| Professional Services                     | 22,500              | 11,525              | -                 | -                   |
| City A-87 Costs                           | 37,285              | 34,178              | -                 | -                   |
| <b>Sub-Total</b>                          | <b>\$ 160,785</b>   | <b>\$ 195,047</b>   | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>SNOWMELT SYSTEM OPERATIONS</b>         |                     |                     |                   |                     |
| Central City Snowmelt                     | \$ -                | \$ -                | \$ 187,900        | \$ 44,848           |
| Campau Promenade District                 | -                   | -                   | -                 | 59,176              |
| Monroe Center District                    | -                   | -                   | -                 | 111,419             |
| Monument Park District                    | -                   | -                   | -                 | 61,055              |
| <b>TOTAL EXPENDITURES</b>                 | <b>\$ 1,280,618</b> | <b>\$ 1,042,258</b> | <b>\$ 187,900</b> | <b>\$ 276,497</b>   |
| <b>EXCESS / (DEFICIT)</b>                 | <b>\$ -</b>         | <b>\$ 185,222</b>   | <b>\$ -</b>       | <b>\$ (100,411)</b> |
| <b>BEGINNING FUND BALANCE</b>             |                     | 211,831             |                   | 465,532             |
| <b>ENDING FUND BALANCE</b>                |                     | <b>\$ 397,053</b>   |                   | <b>\$ 365,121</b>   |

| Special & Voluntary Assessments as of 5/31/2026 | Budgeted            | Invoiced            | Received            | Receivable        |
|---|---------------------|---------------------|---------------------|-------------------|
| District-Wide                                   | \$ 1,442,675        | \$ 1,392,686        | \$ 1,198,646        | \$ 194,040        |
| Center City Snowmelt Operations                 | 170,000             | 170,111             | 153,968             | 16,143            |
| <b>TOTAL</b>                                    | <b>\$ 1,612,675</b> | <b>\$ 1,562,797</b> | <b>\$ 1,352,614</b> | <b>\$ 210,183</b> |

**STATEMENT C**  
**GRAND RAPIDS, MICHIGAN**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures**  
**September 1, 2025 - May 31, 2026**

| Date      | Vendor                               | District Name & Category | Budget Line Item | Description                                 | Amount   |
|-----------|--------------------------------------|--------------------------|------------------|---|----------|
| 3/2/2026  | City Treasurer - Budget Office       | Administration           | City A-87 Costs  | IET - Operating Transfer A-87               | 3,107.08 |
| 4/3/2026  | City Treasurer - Budget Office       | Administration           | City A-87 Costs  | IET - Operating Transfer A-87               | 3,107.08 |
| 5/6/2026  | City Treasurer - Budget Office       | Administration           | City A-87 Costs  | IET - Operating Transfer A-87               | 3,107.08 |
|           |                                      |                          |                  |   | 9,321.24 |
| 3/16/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | Worksighted Office 365 - down payment 03/26 | 1,270.08 |
| 3/16/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | FSB office rent 02/26                       | 1,216.74 |
| 5/6/2026  | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | May office rent 04/26                       | 1,216.74 |
| 5/6/2026  | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | April office rent 04/26                     | 1,216.74 |
| 5/14/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Conference & Travel                  | 832.78   |
| 5/14/2026 | US Bank National Association         | Administration           | DGRI Overhead    | TK Pcard 4/26                               | 689.06   |
| 4/15/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Conference & Travel                  | 511.56   |
| 4/13/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | Worksighted Systems Engineer CRIT 04/26     | 428.58   |
| 5/11/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | IT and Security Services 5/26               | 428.58   |
| 3/16/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | Worksighted CRIT 11/25                      | 423.76   |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | KVD Pcard 2/2026                            | 337.58   |
| 4/13/2026 | Fusion Financial Services, LLC       | Administration           | DGRI Overhead    | Accounting services 04/26                   | 273.45   |
| 5/18/2026 | Fusion Financial Services, LLC       | Administration           | DGRI Overhead    | Accounting services 05/26                   | 233.93   |
| 4/15/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Memberships                          | 223.63   |
| 3/17/2026 | Fusion Financial Services, LLC       | Administration           | DGRI Overhead    | Accounting services 03/26                   | 201.08   |
| 2/28/2026 | City Treasurer - Mobile GR           | Administration           | DGRI Overhead    | Parking Validation Invoices - Feb 2026      | 166.00   |
| 4/14/2026 | Lisa M Cooper                        | Administration           | DGRI Overhead    | HR services 03/26                           | 164.43   |
| 3/17/2026 | New Dreams, Inc.                     | Administration           | DGRI Overhead    | Janitorial services 03/26                   | 148.50   |
| 4/13/2026 | New Dreams, Inc.                     | Administration           | DGRI Overhead    | Janitorial services 04/26                   | 148.50   |
| 5/15/2026 | New Dreams, Inc.                     | Administration           | DGRI Overhead    | Janitorial services 05/26                   | 148.50   |
| 5/18/2026 | FCPA Holdings, LLC                   | Administration           | DGRI Overhead    | Ambassador feedback cards 04/26             | 146.00   |
| 5/11/2026 | Lisa M Cooper                        | Administration           | DGRI Overhead    | HR services 04/26                           | 140.81   |
| 3/16/2026 | Lisa M Cooper                        | Administration           | DGRI Overhead    | HR services 02/26                           | 130.10   |
| 3/17/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | Monthly MO365 & extra storage 03/26         | 129.60   |
| 4/13/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | Worksighted Systems Engineer MO365 04/26    | 129.60   |
| 5/12/2026 | Worksighted, Inc.                    | Administration           | DGRI Overhead    | IT Monthly fee 5/26                         | 129.60   |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Conference & Travel                  | 125.71   |
| 5/22/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | Office Rent 6/26                            | 116.30   |
| 4/14/2026 | Paycor Inc.                          | Administration           | DGRI Overhead    | Payroll services 04/26                      | 114.48   |
| 3/16/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | FSB office rent mezz 02/26                  | 113.46   |
| 5/6/2026  | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | April office rent - mezz 04/26              | 113.46   |
| 5/6/2026  | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | May office rent - mezz 04/26                | 113.46   |
| 5/11/2026 | Paycor Inc.                          | Administration           | DGRI Overhead    | Payroll fees 05/26                          | 111.60   |
| 5/14/2026 | US Bank National Association         | Administration           | DGRI Overhead    | TK Pcard 4/26                               | 110.04   |
| 4/15/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Food & Bev                           | 91.14    |
| 4/21/2026 | FCPA Holdings, LLC                   | Administration           | DGRI Overhead    | Employee business cards 04/26               | 81.65    |
| 5/11/2026 | Organicycle, LLC                     | Administration           | DGRI Overhead    | Residential Curbside Composting 5/26        | 81.00    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Professional Dev.                    | 80.24    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Fee                                  | 77.95    |
| 4/3/2026  | GreatAmerica Financial Services Corp | Administration           | DGRI Overhead    | Copier lease 03/26                          | 76.52    |
| 4/8/2026  | City Treasurer - Mobile GR           | Administration           | DGRI Overhead    | Parking Validation Invoices - Mar 2026      | 74.00    |
| 3/16/2026 | GreatAmerica Financial Services Corp | Administration           | DGRI Overhead    | Copier lease 02/26                          | 68.51    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Service                              | 67.51    |
| 4/30/2026 | City Treasurer - Mobile GR           | Administration           | DGRI Overhead    | Parking Validation Invoices - April 2026    | 66.00    |
| 5/14/2026 | ClearWater Cleaning Solutions, LLC   | Administration           | DGRI Overhead    | Office window cleaning services 05/26       | 64.80    |
| 5/11/2026 | GreatAmerica Financial Services Corp | Administration           | DGRI Overhead    | Copier lease 04/26                          | 64.68    |
| 4/15/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Supplies                             | 64.43    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | KVD Pcard 2/2026                            | 57.73    |
| 3/20/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | FSB Electricity Feb. 02/26                  | 48.47    |
| 4/21/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | FSB Electricity Feb. 02/26                  | 46.47    |
| 3/16/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 02/26                     | 46.23    |
| 3/27/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 03/26                     | 46.23    |
| 5/1/2026  | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 04/26                     | 46.23    |
| 5/29/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 05/26                     | 46.23    |
| 3/2/2026  | West Michigan Hispanic CofC          | Administration           | DGRI Overhead    | Membership fee 1/26                         | 45.00    |
| 5/18/2026 | Federal Square Building Co. #1, LLC  | Administration           | DGRI Overhead    | Toilet repair 05/26                         | 44.81    |
| 3/16/2026 | Cellco Partnership                   | Administration           | DGRI Overhead    | Cell phone services 03/26                   | 44.78    |
| 4/21/2026 | Cellco Partnership                   | Administration           | DGRI Overhead    | Cell phone services 04/26                   | 44.76    |
| 5/14/2026 | Cellco Partnership                   | Administration           | DGRI Overhead    | Cellular services 05/26                     | 44.76    |
| 5/14/2026 | US Bank National Association         | Administration           | DGRI Overhead    | TK Pcard 4/26                               | 44.06    |
| 3/16/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 02/26                     | 42.29    |
| 3/27/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 03/26                     | 42.29    |
| 5/1/2026  | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 04/26                     | 42.29    |
| 5/29/2026 | Metro FiberNet, LLC                  | Administration           | DGRI Overhead    | Metronet services 05/26                     | 42.29    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | KVD Pcard 2/2026                            | 38.74    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Food & Bev                           | 35.31    |
| 3/3/2026  | Katie Anton                          | Administration           | DGRI Overhead    | K. Moore (Anton) reimbursement 01/26        | 35.29    |
| 5/14/2026 | US Bank National Association         | Administration           | DGRI Overhead    | TK Pcard 4/26                               | 34.10    |
| 3/19/2026 | Littlefoot Coffee Roasters           | Administration           | DGRI Overhead    | Coffee order 3/26                           | 32.04    |
| 4/23/2026 | Littlefoot Coffee Roasters           | Administration           | DGRI Overhead    | Office coffee 04/26                         | 32.04    |
| 3/16/2026 | US Bank National Association         | Administration           | DGRI Overhead    | Admin: Subscriptions & Publications         | 30.33    |
| 4/13/2026 | Engineered Protection Sys Inc        | Administration           | DGRI Overhead    | Access control system 04/26                 | 28.51    |

*continued on the next page*

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**September 1, 2025 - May 31, 2026**

| Date                             | Vendor                               | District Name & Category     | Budget Line Item               | Description                                       | Amount            |
|----------------------------------|--------------------------------------|------------------------------|--------------------------------|---|-------------------|
| <i>continued from prior page</i> |                                      |                              |                                |   |                   |
| 3/2/2026                         | Kathryn Marie Benson                 | Administration               | DGRI Overhead                  | Off site event 2/26                               | 27.00             |
| 5/19/2026                        | Federal Square Building Co. #1, LLC  | Administration               | DGRI Overhead                  | Eelectrical services 05/26                        | 26.51             |
| 4/20/2026                        | Swift Printing & Communications      | Administration               | DGRI Overhead                  | Thank you cards w/ logo 4/26                      | 25.88             |
| 3/6/2026                         | Malina Anderson                      | Administration               | DGRI Overhead                  | M. Anderson reimbursement 03/26                   | 21.42             |
| 4/3/2026                         | ApplicantPro Holdings LLC            | Administration               | DGRI Overhead                  | Applicant Tracking System 02/26                   | 19.62             |
| 5/7/2026                         | ApplicantPro Holdings LLC            | Administration               | DGRI Overhead                  | Applicant Tracking System 02/26                   | 19.62             |
| 5/7/2026                         | ApplicantPro Holdings LLC            | Administration               | DGRI Overhead                  | Applicant Tracking System 04/26                   | 19.62             |
| 5/18/2026                        | ApplicantPro Holdings LLC            | Administration               | DGRI Overhead                  | Applicant Tracking System 05/26                   | 19.62             |
| 3/16/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | Admin: Supplies                                   | 18.86             |
| 3/16/2026                        | Staples Contract and Commercial Inc. | Administration               | DGRI Overhead                  | Office supplies 02/26                             | 17.41             |
| 5/14/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | TK Pcard 4/26                                     | 14.48             |
| 5/11/2026                        | Staples Contract and Commercial Inc. | Administration               | DGRI Overhead                  | Office Supplies 4/26                              | 12.52             |
| 3/16/2026                        | Staples Contract and Commercial Inc. | Administration               | DGRI Overhead                  | Office supplies 02/26                             | 12.24             |
| 4/15/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | Admin: Fee  | 10.77             |
| 3/17/2026                        | Model Coverall Service Inc           | Administration               | DGRI Overhead                  | Office mats 03/26                                 | 8.13              |
| 4/13/2026                        | Model Coverall Service Inc           | Administration               | DGRI Overhead                  | Office mats 03/26                                 | 8.13              |
| 5/5/2026                         | Model Coverall Service Inc           | Administration               | DGRI Overhead                  | Office mats 04/26                                 | 8.13              |
| 5/29/2026                        | ACO Inc                              | Administration               | DGRI Overhead                  | General supplies 05/26                            | 7.56              |
| 3/16/2026                        | Metro FiberNet, LLC                  | Administration               | DGRI Overhead                  | Metronet services 02/26                           | 7.07              |
| 3/27/2026                        | Metro FiberNet, LLC                  | Administration               | DGRI Overhead                  | Metronet services 03/26                           | 7.07              |
| 5/1/2026                         | Metro FiberNet, LLC                  | Administration               | DGRI Overhead                  | Metronet services 04/26                           | 7.02              |
| 5/29/2026                        | Metro FiberNet, LLC                  | Administration               | DGRI Overhead                  | Metronet services 05/26                           | 7.02              |
| 5/14/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | Admin: Professional Dev.                          | 4.88              |
| 4/15/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | Admin: Subscriptions & Publications               | 2.93              |
| 3/16/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | KVD Pcard 2/2026                                  | 2.15              |
| 3/16/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | KVD Pcard 2/2026                                  | 1.57              |
| 4/15/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | KVD March 2026 Pcard                              | 1.57              |
| 5/14/2026                        | US Bank National Association         | Administration               | DGRI Overhead                  | Admin: Subscriptions & Publications               | (3.13)            |
| 4/7/2026                         | DID Reimbursement                    | Administration               | DGRI Overhead                  | Reimbursement for M. Anderson's flight, FOHL conf | (90.00)           |
|                                  |                                      |                              |                                |   | <b>14,249.82</b>  |
| 3/31/2026                        | Paycor Inc.                          | Administration               | Personnel                      | DID (Admin) Share payroll costs - Mar 2026        | 3,997.14          |
| 2/28/2026                        | Paycor Inc.                          | Administration               | Personnel                      | DID (Admin) Share payroll costs - Feb 2026        | 3,993.77          |
| 3/24/2026                        | Priority Health                      | Administration               | Personnel                      | Priority Health Insurance Premium - March 2026    | 3,598.56          |
| 5/1/2026                         | Priority Health                      | Administration               | Personnel                      | Priority Health Insurance Premium - May 2026      | 3,559.60          |
| 5/29/2026                        | Priority Health                      | Administration               | Personnel                      | Priority Health Insurance Premium - June 2026     | 3,532.87          |
| 3/16/2026                        | American United Life Insurance       | Administration               | Personnel                      | Life Insurance 2/26                               | 529.67            |
| 3/27/2026                        | American United Life Insurance       | Administration               | Personnel                      | Life Insurance 3/26                               | 529.67            |
| 5/1/2026                         | American United Life Insurance       | Administration               | Personnel                      | Life Insurance 3/26                               | 468.17            |
| 3/14/2026                        | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 428.27            |
| 5/23/2026                        | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 415.59            |
| 5/9/2026                         | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 389.00            |
| 3/28/2026                        | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 388.60            |
| 4/25/2026                        | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 388.58            |
| 4/11/2026                        | City Treasurer - Staff Services      | Administration               | Personnel                      | Payroll period ended                              | 381.48            |
| 4/21/2026                        | Blue Cross Blue Shield Of Mich       | Administration               | Personnel                      | Blue Cross Blue Shield Insurance April 2026       | 226.51            |
| 5/26/2026                        | Blue Cross Blue Shield Of Mich       | Administration               | Personnel                      | BCBS May 2026                                     | 213.65            |
| 3/24/2026                        | Blue Cross Blue Shield Of Mich       | Administration               | Personnel                      | Blue Cross Blue Shield Insurance March 2026       | 209.21            |
| 2/28/2026                        | Paycor Inc.                          | Administration               | Personnel                      | DID (Admin) Share payroll fees - Feb 2026         | 6.23              |
| 3/31/2026                        | Paycor Inc.                          | Administration               | Personnel                      | DID (Admin) Share payroll fees - Mar 2026         | 2.86              |
|                                  |                                      |                              |                                |   | <b>23,259.43</b>  |
| 5/27/2026                        | Dickinson Wright PLLC                | Administration               | Professional Services          | DID Admin 5/26                                    | 2,093.00          |
| 5/28/2026                        | Bloom Sluggett, PC                   | Administration               | Professional Services          | Review of DID structure 05/26                     | 1,122.00          |
|                                  |                                      |                              |                                |   | <b>3,215.00</b>   |
| 3/6/2026                         | Mydatt Service Inc                   | Maintenance & Beautification | Ambassador Program             | Ambassador Program February 2026                  | 110,813.12        |
| 4/1/2026                         | Mydatt Service Inc                   | Maintenance & Beautification | Ambassador Program             | Ambassador Program March 2026                     | 110,813.12        |
| 5/7/2026                         | Mydatt Service Inc                   | Maintenance & Beautification | Ambassador Program             | Ambassador Program April 2026                     | 110,813.12        |
|                                  |                                      |                              |                                |   | <b>332,439.36</b> |
| 5/29/2026                        | Angela Haan                          | Maintenance & Beautification | Flowers & Planting             | Native plant 05/26                                | 2,500.00          |
| 5/29/2026                        | Michael Hubbard                      | Maintenance & Beautification | Flowers & Planting             | Garden soil 05/26                                 | 39.00             |
|                                  |                                      |                              |                                |   | <b>2,539.00</b>   |
| 3/16/2026                        | Tony Betten Ford Inc                 | Maintenance & Beautification | Irrigation Repairs & Utilities | Ambassador truck repairs 03/26                    | 10,354.62         |
| 4/17/2026                        | City Treasurer - ELC                 | Maintenance & Beautification | Irrigation Repairs & Utilities | ELC2186487 26/03                                  | 471.08            |
| 3/16/2026                        | Tony Betten Ford Inc                 | Maintenance & Beautification | Irrigation Repairs & Utilities | Ambassador truck repairs 03/26                    | 192.42            |
| 3/2/2026                         | Consumers Energy                     | Maintenance & Beautification | Irrigation Repairs & Utilities | 1030 2027 1245 26/02                              | 165.65            |
| 3/2/2026                         | Consumers Energy                     | Maintenance & Beautification | Irrigation Repairs & Utilities | 1030 2027 1245 26/01                              | 157.51            |
| 3/25/2026                        | Consumers Energy                     | Maintenance & Beautification | Irrigation Repairs & Utilities | 1030 2027 1245 26/03                              | 141.03            |
| 5/31/2026                        | Consumers Energy                     | Maintenance & Beautification | Irrigation Repairs & Utilities | 1030 2027 1250 1/5                                | 131.17            |
| 4/22/2026                        | Consumers Energy                     | Maintenance & Beautification | Irrigation Repairs & Utilities | 1030 2027 1245 26/04                              | 128.28            |
| 4/17/2026                        | City Treasurer - ELC                 | Maintenance & Beautification | Irrigation Repairs & Utilities | ELC2186757 26/03                                  | 75.34             |
| 4/17/2026                        | City Treasurer - ELC                 | Maintenance & Beautification | Irrigation Repairs & Utilities | ELC2186756 26/03                                  | 57.72             |
|                                  |                                      |                              |                                |   | <b>11,874.82</b>  |

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**September 1, 2025 - May 31, 2026**

| <b>Date</b>                      | <b>Vendor</b>                    | <b>District Name &amp; Category</b> | <b>Budget Line Item</b>   | <b>Description</b>                             | <b>Amount</b>    |
|----------------------------------|----------------------------------|-------------------------------------|---------------------------|--|------------------|
| <i>continued from prior page</i> |                                  |                                     |                           |  |                  |
| 3/31/2026                        | Paycor Inc.                      | Marketing & Communications          | Personnel                 | DID (Marketing) Share payroll costs - Mar 2026 | 2,798.57         |
| 2/28/2026                        | Paycor Inc.                      | Marketing & Communications          | Personnel                 | DID (Marketing) Share payroll costs - Feb 2026 | 2,796.88         |
| 2/28/2026                        | Paycor Inc.                      | Marketing & Communications          | Personnel                 | DID (Marketing) Share payroll fees - Feb 2026  | 3.12             |
| 3/31/2026                        | Paycor Inc.                      | Marketing & Communications          | Personnel                 | DID (Marketing) Share payroll fees - Mar 2026  | 1.43             |
|                                  |                                  |                                     |                           |  | <b>5,600.00</b>  |
| 5/18/2026                        | Swift Printing & Communications  | Marketing & Communications          | Printing & Postage        | DID mailers 04/26                              | 2,541.55         |
| 5/18/2026                        | Advance Local Media LLC          | Marketing & Communications          | Printing & Postage        | Public hearing notice 04/26                    | 1,446.15         |
| 3/2/2026                         | Icon Sign Company, LLC           | Marketing & Communications          | Printing & Postage        | Recycling Shelf Vinyl 2/26                     | 186.08           |
|                                  |                                  |                                     |                           |  | <b>4,173.78</b>  |
| 3/22/2026                        | Vicinity Energy Grand Rapids LLC | Snowmelt Operations                 | Campau Promenade District | INV# 420945364665                              | 6,115.90         |
| 4/17/2026                        | Vicinity Energy Grand Rapids LLC | Snowmelt Operations                 | Campau Promenade District | 4200000009                                     | 5,866.09         |
| 3/17/2026                        | DTE Energy                       | Snowmelt Operations                 | Campau Promenade District | 9100 297 30421 26/02                           | 4,537.32         |
| 4/17/2026                        | DTE Energy                       | Snowmelt Operations                 | Campau Promenade District | 9100 297 30421 26/03                           | 259.51           |
| 4/17/2026                        | City Treasurer - ELC             | Snowmelt Operations                 | Campau Promenade District | ELC2182337 26/03                               | 164.84           |
| 4/17/2026                        | City Treasurer - ELC             | Snowmelt Operations                 | Campau Promenade District | ELC2186862 26/03                               | 58.00            |
|                                  |                                  |                                     |                           |  | <b>17,001.66</b> |
| 3/24/2026                        | Geotech Inc                      | Snowmelt Operations                 | Central City Snowmelt     | Snowmelt 3/26                                  | 5,621.18         |
| 3/24/2026                        | Geotech Inc                      | Snowmelt Operations                 | Central City Snowmelt     | Snowmelt 3/26                                  | 4,920.75         |
| 3/24/2026                        | Geotech Inc                      | Snowmelt Operations                 | Central City Snowmelt     | Snowmelt 3/26                                  | 3,306.45         |
| 3/3/2026                         | Geotech Inc                      | Snowmelt Operations                 | Central City Snowmelt     | System 5 Year Study                            | 1,258.00         |
|                                  |                                  |                                     |                           |  | <b>15,106.38</b> |
| 4/17/2026                        | City Treasurer - ELC             | Snowmelt Operations                 | Monroe Center District    | ELC2178170 26/03                               | 12,283.76        |
| 3/22/2026                        | Vicinity Energy Grand Rapids LLC | Snowmelt Operations                 | Monroe Center District    | INV# 320709932284                              | 7,045.46         |
| 4/17/2026                        | Vicinity Energy Grand Rapids LLC | Snowmelt Operations                 | Monroe Center District    | 3200000009                                     | 5,516.86         |
| 3/3/2026                         | Geotech Inc                      | Snowmelt Operations                 | Monroe Center District    | Snowmelt operations 02/26                      | 3,500.08         |
| 3/22/2026                        | Consumers Energy                 | Snowmelt Operations                 | Monroe Center District    | 1030 5268 1089 26/03                           | 2,297.56         |
| 4/17/2026                        | Consumers Energy                 | Snowmelt Operations                 | Monroe Center District    | 1030 5268 1089 26/04                           | 2,143.18         |
| 4/17/2026                        | City Treasurer - ELC             | Snowmelt Operations                 | Monroe Center District    | ELC2181622 26/03                               | 447.41           |
|                                  |                                  |                                     |                           |  | <b>33,234.31</b> |
| 4/27/2026                        | Geotech Inc                      | Snowmelt Operations                 | Monument Park District    | Snowmelt operations 04/26                      | 5,372.20         |
| 3/2/2026                         | Consumers Energy                 | Snowmelt Operations                 | Monument Park District    | 1000 6880 7039 26/02                           | 4,999.35         |
| 5/26/2026                        | Consumers Energy                 | Snowmelt Operations                 | Monument Park District    | 100068807047 2/3                               | 2,728.18         |
| 5/1/2026                         | Consumers Energy                 | Snowmelt Operations                 | Monument Park District    | 100068807045 1/2                               | 632.81           |
| 4/17/2026                        | City Treasurer - ELC             | Snowmelt Operations                 | Monument Park District    | ELC2178214 26/03                               | 125.74           |
| 3/2/2026                         | Consumers Energy                 | Snowmelt Operations                 | Monument Park District    | 1000 6880 7039 26/02                           | 123.20           |
| 5/1/2026                         | Consumers Energy                 | Snowmelt Operations                 | Monument Park District    | 100068807045 1/2                               | 54.56            |
|                                  |                                  |                                     |                           |  | <b>14,036.04</b> |

Prepared June 10, 2026

**TOTAL EXPENDITURES \$ 486,050.84**

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



---

DATE: June 17, 2026  
TO: Downtown Improvement District  
FROM: Melvin Eledge Jr., Director of Operations  
SUBJECT: Snowmelt Budget Amendment

Agenda Item #04  
June 17, 2026  
DID Meeting

In October 2024 the DID Board approved \$78,000 to replace a significant section of the Monument Park snowmelt that was no longer operational. Due to several delays in materials and labor this work was not completed until the current fiscal year resulting in a budget shortfall of \$10,000.

In March, the board approved \$60,000 to cover this repair and additional snowmelt operational costs that are anticipated through the end of the fiscal year.

Unfortunately, additional invoices and operating costs (utilities, minor repairs, shut down etc.) exceeded our initial estimates and there is a \$20,000 shortfall.

**Recommendation:** Approve a budget amendment not to exceed \$50,000 to cover these repairs and general operating expenses through June 2026, which will come from the snowmelt fund balance currently totaling \$365,121.

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



DATE: June 17, 2026  
TO: Downtown Improvement District  
FROM: Melvin Eledge Jr., Director of Operations  
SUBJECT: FY2027 – FY2029 Reauthorization Plan + Budget

Agenda Item #05  
June 17, 2026  
DID Meeting

Included with this memo is the final proposed DID Reauthorization Plan which includes detailed budgets for FY 27, FY 28 and FY 29. FY 27 will be the first year of the new reauthorization period.

As outlined in the plan the DID will continue to provide cleaning, maintenance and beautification services, operate snowmelt systems, direct resources towards the marketing of Downtown as a retail and restaurant destination and promote special events.

#### DID Operations Plan key points:

- Increase area-wide assessment by 3% (including resident assessment) in FY27 to cover increases in costs related to inflation.
- Snowmelt assessment to remain flat for three (3) years, based on an updated five (5) year maintenance and operations recommendations from our partners at Geotech.
- Expand DID service boundaries to include the Acrisure Amphitheater and a property located at
- Additionally, there are nominal increases in areas such as marketing, supplies and personnel to reflect inflationary pressure on wages.

Recommendation: Adopt the FY2027 – FY2029 DID Reauthorization Plan including the FY2027 DID budget.

**DOWNTOWN IMPROVEMENT DISTRICT (DID)**  
**FY2027-FY2029 AUTHORIZATION PLAN**  
APRIL 29, 2026

**CONTENTS**

CONTENTS..... 1

A. BACKGROUND..... 1

B. MAP OF THE DISTRICT ..... 3

C. ASSESSMENT BUDGET ..... 4

D. PROPOSED DID SERVICES..... 5

E. DESCRIPTION OF PROPOSED CHANGES TO SERVICE AREA ..... 5

F. CITY SERVICES..... 5

G. ASSESSMENT PARAMETERS & ASSUMPTIONS ..... 5

H. SPECIAL ASSESSMENT SCHEDULE..... 9

EXHIBIT 1: BASE LEVEL OF SERVICE AGREEMENT ..... 10.

**A. BACKGROUND**

Established in 2000 pursuant to the provisions of the Principal Shopping Districts and Business Improvement Districts Act of Michigan (Act 120 of 1961), the Downtown Improvement District (DID) is an important tool supporting the ongoing revitalization of Downtown Grand Rapids. On August 22, 2000, the City Commission established the Downtown Improvement District Board, which was granted the responsibility and authority to recommend to the City Commission a list of enhanced services to be provided within the DID, and to recommend a budget for the provision of these services.

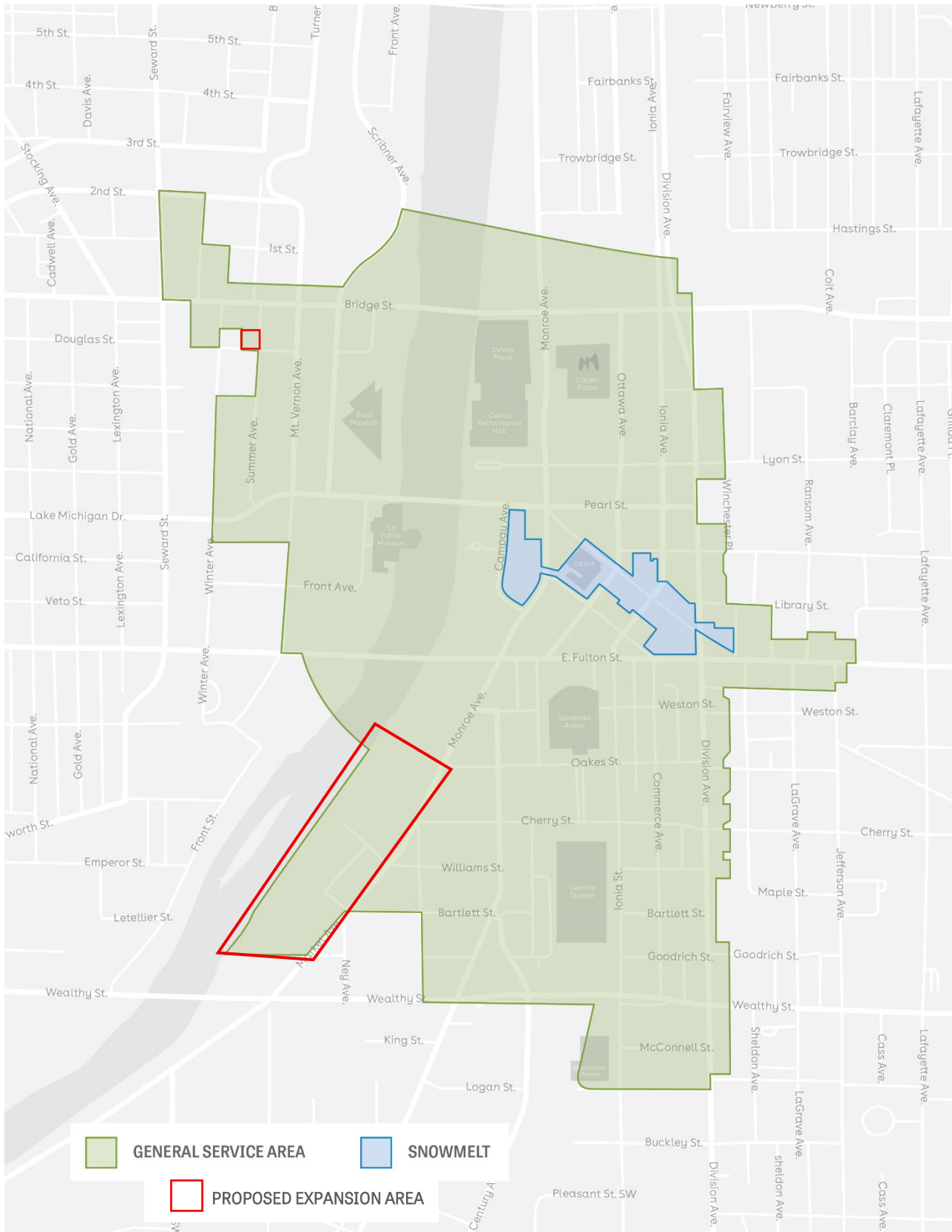
By state law, DID revenue is only used to enhance, not replace, the level of service that local government provides. Enhanced place-management services funded through the DID have included the following:

- Daily cleaning of sidewalks
- Flower planting and beautification
- Restaurant and retail-oriented marketing and promotions
- Snowmelt operations and maintenance
- Irrigation operations and maintenance
- Snow removal from infrastructure and curb cuts & sidewalks
- Advocacy efforts
- Special events
- The Downtown Ambassador Program

The DID is funded through special assessments on real property within the district, collected annually, and transformed into these enhanced services that are provided daily. The entire cost of providing enhanced services is spread amongst the various properties in the district, in proportion to the benefit to the properties within the district. Properties owned for commercial uses, owned by non-profit organizations, and by governmental units are assessed in proportion to their property characteristics which include land area, building area, street frontage, and parking area. Private residentially classified properties are assessed on a per parcel basis rather than by property characteristics, which portions out the benefit to all private residential property owners equally.

This authorization plan (The Plan) establishes the DID boundary, the formula for assessing properties, a description of proposed services, and a budget establishing the area-wide and sub-area assessments for FY2027 – FY2029. The Plan recommends a continuation of existing DID services, maintaining a clean, beautiful, and vibrant downtown within the established boundary. The Plan also calls for a 3 percent increase in the district-wide assessment rates, including the resident assessment, for FY2027 to cover the rising costs of services and materials due to inflation. In addition, the Plan establishes preliminary budgets for FY2028 and FY2029 which will have district-wide increases proportional to the State of Michigan’s Inflation Rate Multiplier, not to exceed 4 percent annually.

## B. MAP OF THE DISTRICT



## C. ASSESSMENT BUDGET

The following table illustrates DID special assessment for the FY2027 – FY2029 authorization period.

Specific Area Wide Services includes core DID area-wide services such as maintenance, beautification, and public safety, listed in more detail in Section D below.

| AREA-WIDE SERVICES REVENUES        | FY 2027            | FY 2028            | FY 2029            |
|------------------------------------|--------------------|--------------------|--------------------|
| District Wide Assessed             | \$1,408,297        | \$1,474,546        | \$1,555,528        |
| Residential Property Assessment    | \$77,624           | \$77,624           | \$77,624           |
| Estimated Investment Earnings      | \$19,959           | \$18,359           | \$16,763           |
| Snow Melt Assessment               | \$170,000          | \$170,000          | \$170,000          |
| Snowmelt Investment Earnings       | \$17,348           | \$15,957           | \$14,570           |
| Anticipated Uncollected Assessment | (\$191,528)        | (\$197,274)        | (\$211,552)        |
| <b>TOTAL DID REVENUE</b>           | <b>\$1,501,700</b> | <b>\$1,559,211</b> | <b>\$1,622,933</b> |

| AREA-WIDE SERVICES                  | FY 2027            | FY 2028            | FY 2029            |
|-------------------------------------|--------------------|--------------------|--------------------|
| Maintenance & Beautification        | \$1,136,463        | \$1,187,762        | \$1,240,927        |
| Marketing & Communications          | \$13,676           | \$16,726           | \$23,144           |
| Administration                      | \$126,928          | \$130,736          | \$135,500          |
| City A-87 Costs                     | \$37,285           | \$38,031           | \$38,792           |
| <b>TOTAL AREA WIDE EXPENDITURES</b> | <b>\$1,314,352</b> | <b>\$1,373,254</b> | <b>\$1,438,363</b> |
| <b>TOTAL SNOW MELT EXPENDITURES</b> | <b>\$187,348</b>   | <b>\$185,957</b>   | <b>\$184,570</b>   |
| <b>TOTAL DID EXPENDITURES</b>       | <b>\$1,501,700</b> | <b>\$1,559,211</b> | <b>\$1,622,933</b> |

### UNCOLLECTIBLE ASSESSMENTS

While the total DID assessments above will be used for setting the annual assessment rates, it is also important to note that there is approximately \$400,000 in voluntary contributions. Because properties owned by governmental units (Class 3 properties) are not placed on the special assessment roll, these entities are instead asked for voluntary contributions. Historically, some have contributed while others have not; the result is that the proposed budget is reduced by \$191,528 to account for estimated uncollected billings based upon previous voluntary contribution patterns.

## D. PROPOSED DID SERVICES

### AREA-WIDE SERVICES

#### **Clean & Safe Services**

Maintenance: Clean Team program, litter pick-up, sidewalk sweeping and washing, graffiti removal, empty waste containers, crosswalk and parking meter snow removal and irrigation maintenance and upkeep.

Beautification: Seasonal flower planting and care, weed removal, seasonal decorations, banners.

Public Safety: Downtown Ambassador program and funding to address concerns about safety, security, and quality of life issues.

#### **Marketing & Communications**

Special events, specialized business outreach and referrals, retail- and restaurant-oriented support, advertising, marketing and promotions, communications, production of print materials, website management, video production.

#### **Administration & City Costs**

City administrative costs, advocate for quality services, staffing and overhead, office expenses, program evaluation.

### SPECIAL SUB-AREA SERVICES

#### **Center City Snowmelt District**

Snowmelt operations and maintenance for Campau Promenade, Monroe Center and Monument Park

## E. DESCRIPTION OF PROPOSED CHANGES TO SERVICE AREA

The FY2027 – FY2029 plan recommends expanding the boundaries of the district south along the western edge of Market Avenue to include the newly built Acrisure Amphitheater opening in May 2026 and the addition of a single parcel on the Westside between Douglas and Bridge St. at the property owner’s request.

## F. CITY SERVICES

Properties within the DID receive special benefit from enhanced services because they receive services over and above those that are routinely provided by the City using general tax dollars. The DID does not replace any standard City services.

As part of this authorization and its Service Agreement with DGRI, the City of Grand Rapids has documented a base level of service agreement. This agreement provides details on regular services provided by the City within the DID and adds clarity for ratepayers on City services compared to DID services.

## G. ASSESSMENT PARAMETERS & ASSUMPTIONS

1. Assessment assumptions and parameters are consistent with those used during the FY 2023-2026 authorization period and are based upon assessment benefit studies conducted on January 23, 2001, prepared by S.B. Friedman & Co. and January 25, 2019 prepared by Progressive Urban Management

Associates. Copies of the original reports are available for viewing in the office of Downtown Grand Rapids, Inc., 29 Pearl St. NW, Suite 1.

2. The special assessments established in this Plan are based upon data provided by the City Assessor for properties as they existed on December 31, 2025.
3. With the exception of residentially classified properties which shall be assessed based on a flat rate, the formula for assessments for all other categories shall be composed of the following property characteristics/factors:
  - Property Area (Square Feet)
  - Property Street Frontage (Linear Feet)
  - Building Area (Gross Square Feet)
  - Parking Area (Square Feet)
4. For the Area-Wide, Center City Snowmelt Assessment Districts, property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor. The following walkways and plazas are treated as street frontage: Monroe Center, Market Ave, Louis Campau Promenade and Lyon Square. The following are not treated as rights-of-way: alleys and river-edge walkways.

Additionally, for the Center City Snowmelt District property frontage is defined in one of three ways:

1. **Monroe Center:** property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor.
  2. **Louis Campau Promenade:** property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services
  3. **Monument Park:** property street frontage is the length of the property that fronts upon a public right-of-way benefiting from snowmelt services.
5. Building Area in a basement is included only if finished for occupancy and “exposed”. Basements are “exposed” if they are visible through walkout grading, exterior walls, or interior atriums.
  6. Parking area includes surface parking lots and parking area in a building. Parking in a building includes basement level parking in multi-use buildings and parking structures. Note: for snowmelt assessment only the ground floor parking square footage will be used in the calculation.
  7. Buildings are assessed whether occupied or not. New buildings under construction will not be assessed until an occupancy permit is issued for any portion of the building, at which time the building will be assessed as if completed. Existing buildings undergoing renovation are assessed as completed buildings.
  8. All properties within the district are assessed, even if they are ordinarily exempt from property taxes. Michigan law provides an exemption only for certain governmental properties. Governmental units owning downtown properties are exempt by law from assessments but will be asked to contribute their fair share to the DID, except parks, walkways and public rights-of-way.
  9. Properties in the district are divided into four classes according to primary use and ownership status of the property:
    - Class 1 – Private Taxable Property

- Class 2 – Private Tax-exempt (non-profit, non-taxed, Pilot: non-profit or non-taxed)
- Class 3 – Public Tax-exempt (government owned and public universities)
- Class 4 – Residentially Classified

10. The DID board has determined that certain private tax-exempt properties owned by non-profit organizations (class 2 properties) benefit to a lesser degree and therefore are assessed at a reduced amount. Residentially classified properties (class 4 properties) are assessed on a per parcel basis. Therefore, properties within the district will be assessed and/or billed at the following rates:

- Class 1 – 1.0
- Class 2 – 0.6
- Class 3 – 1.0
- Class 4 – Flat Rate determined annually by the DID board, currently set at \$124 per parcel.

11. The cost of providing enhanced services benefiting properties in the district, with the exception of residentially classified properties which shall be assessed a flat rate, is spread to each property as follows:

$$\begin{aligned}
 & (\text{Budget} \times 30\% \times (\text{Property Area} / \text{Total Property Area in the District})) \\
 + & (\text{Budget} \times 30\% \times (\text{Property Street Frontage} / \text{Total Property Street Frontage in the District})) \\
 + & (\text{Budget} \times 30\% \times (\text{Building Area} / \text{Total Building Area in the District})) \\
 + & (\text{Budget} \times 10\% \times (\text{Parking Area} / \text{Total Parking Area in the District})) \\
 \hline
 = & \text{Assessment by property} \\
 \times & \text{Benefit factor} \\
 \hline
 = & \text{Initial assessment by property}
 \end{aligned}$$

12. After the cost of providing enhanced services is spread to each property within the district, with the exception of residentially classified properties which shall be assessed a flat rate, the City Assessor will calculate an annual assessment rate or charge for each property characteristic as follows:

$$\begin{aligned}
 (\text{Budget} \times 30\%) / (\text{Total Property Area in the District}) & = && \text{Assessment rate 1} \\
 (\text{Budget} \times 30\%) / (\text{Total Property Street Frontage in the District}) & = && \text{Assessment rate 2} \\
 (\text{Budget} \times 30\%) / (\text{Total Building Area in the District}) & = && \text{Assessment rate 3} \\
 (\text{Budget} \times 10\%) / (\text{Total Parking Area in the District}) & = && \text{Assessment rate 4}
 \end{aligned}$$

13. With the exception of residentially classified properties which shall be assessed at a flat rate, the annual assessment/charge rate will be used to calculate a property's final amount to be assessed and/or charged:

$$\begin{aligned}
 & \text{Property Area} \times \text{Assessment rate 1} \\
 + & \text{Property Street Frontage} \times \text{Assessment rate 2} \\
 + & \text{Property Building Area} \times \text{Assessment rate 3} \\
 + & \text{Property Parking Area} \times \text{Assessment rate 4} \\
 \hline
 = & \text{Initial assessment by property} \\
 \times & \text{Benefit factor} \\
 \hline
 = & \text{Final assessment by property}
 \end{aligned}$$

14. Those expenses related to enhanced services described as Area-Wide Services in Section D are spread to all eligible properties in the district as shown on the map in Section B.

15. Those expenses related to Center City Snowmelt operations and maintenance are spread to properties with frontage on Campau Promenade, Monroe Center and Monument Park.

16. The annual snowmelt assessment/charge rate will be used to calculate a property’s final amount to be assessed and/or charged:

$$\begin{array}{l}
\text{Property Area} \times \text{Assessment rate 1} \\
+ \text{Property Snowmelt Frontage} \times \text{Assessment rate 2} \\
+ \text{Property Building Area} \times \text{Assessment rate 3} \\
+ \text{Property Ground Floor Parking Area} \times \text{Assessment rate 4} \\
\hline
= \text{Initial assessment by property} \\
\times \text{Benefit factor} \\
\hline
= \text{Final assessment by property}
\end{array}$$

17. The characteristics of the properties within the area-wide services assessment district are projected as follows:

*Projected Number of Properties by Class in FY2027\*:*

- Class 1 – 445
- Class 2 – 65
- Class 3 – 80
- Class 4 – 628

*Projected Percentage of Assessment Payers by Class in FY2027\*:*

- Class 1 – 37%
- Class 2 – 5%
- Class 3 – 7%
- Class 4 – 51%

*Projected Assessment Amount by Class in FY2027\*:*

- Class 1 – \$852,446
- Class 2 – \$142,508
- Class 3 – \$411,403
- Class 4 – \$77,624

*\* There projections are from the FY2026 working database and are subject to change.*

## H. SPECIAL ASSESSMENT SCHEDULE

| <b>MILESTONES – SPECIAL ASSESSMENT ROLL</b> |   |
|---|---|
| <b>Date</b>                                 | <b>Milestone</b>  |
| March 2026                                  | DID Board to consider recommendation of new three-year necessity and FY2027 – FY 2029 plan to City Commission.  |
| April 2026                                  | City Commission considers adoption of resolution setting date, time, and place for public hearing of necessity for special assessment.<br><br>Publication and mailing of notices to go out ahead of public hearing.   |
| April – May 2026                            | City Commission conducts Public Hearing concerning necessity of special assessment.<br><br>City Commission considers adoption of resolution establishing necessity for enhanced services to be financed by special assessment.<br><br>Special assessment Roll open for public inspection in City Assessor’s Office. |
| June 2026                                   | Board of Review hearing (City Commission sitting as Board of Review).   |
| July 2026                                   | Confirmation of Roll.   |
| September 2026                              | Billing of Special Assessment Roll.   |

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: June 17, 2026

TO: Downtown Improvement District

FROM: Melvin Eledge Jr., LPM  
Director of Operations

SUBJECT: FY 27 Ambassador (Block by Block) Contract

Agenda Item #06  
June 17, 2026  
DID Meeting

In August 2015 the Downtown Development Authority Board approved a new contract with Block by Block to become the contractor for cleaning and maintenance services downtown. The Clean Team was then subsequently “merged” with the existing Downtown Ambassador program, services also provided by Block by Block, into a singular Downtown Ambassador team with a wide scope and set of responsibilities related to Downtown Grand Rapids Inc’s work as an economic and placemaking entity.

In late 2024 DGRI staff issued an RFP for its Beautification, Maintenance and Placemaking services program. The RFP was sent directly to established, known firms that typically provide these kinds of services as well as publicly listed on the International Downtown Association (IDA) website. On March 3rd, DGRI staff received 3 qualified proposals.

DGRI staff and sub-committee members reviewed the proposal and provided feedback and recommendations to staff as to the quality and content of the responses received.

The total cost of the services is \$1,379,963 and includes options for extensions; it is expected the new Block by Block contract would begin July 1, 2026. The DDA’s portion of the funding is \$400,000, which was approved at their meeting earlier this month.

**Recommendation: Authorize DID funding for an amount not to exceed \$979,963 for Hospitality, Beautification, Maintenance and Placemaking contractual services in FY27.**

# MEMORANDUM



DOWNTOWN  
IMPROVEMENT  
DISTRICT

DATE: June 17, 2026  
TO: Downtown Improvement District  
FROM: Melvin Eledge Jr., LPM  
Director of Operations  
SUBJECT: FY 27 Downtown Flower Planting

Agenda Item #07  
June 17, 2026  
DID Meeting

One of the goals established in GR Forward is to expand and enhance the beautification management of Downtown through the implementation of plants, flowers and other “green” amenities. Flashforward to today and DGRI manages and maintains over 200 planter beds and pots throughout Downtown, last year we planted over 58,000 plants and flowers Downtown throughout all four seasons.

This year we’re replacing some of the Ionia Ave whiskey barrels due to some of them starting to show their age.

Daily maintenance, such as watering, planting preparation, weeding and other care is handled by the Downtown Ambassador team but to assist with planting efforts we’ve engaged MiCandy Gardens who have been helping us plant flowers and plants since 2017.

The total cost of the services is \$204,150 which includes a small contingency to cover unexpected needs. The total request to the DID is for an amount not to exceed \$138,000 which is budgeted in the Maintenance & Beautification line item. The remainder of the cost will be covered by the Downtown Development Authority, which approved \$63,150 at their June meeting and the Monroe North TIFA, which will cover \$3,000.

**Recommendation: Authorize DID funding for an amount not to exceed \$138,000 for Flower planting and Beautification contractual services in FY27.**