

# AGENDA



**TIFA**

MONROE  
NORTH  
TIFA

## Board Members:

Sarah Andro • Jim Baldwin • Shaun Biel • Mark Brieve • Diedre Deering • Michael Drabek • Scott Holzwarth • Mayor David LaGrand • Celeste McIntyre • Rick Winn

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Wednesday December 10, 2025  
10:00 a.m. Meeting  
29 Pearl Street NW

1. Call to order
2. Approve Meeting Minutes from April 15, 2025 (10:00)  
*Motion – Biel | (enclosure)*
3. Approve Financials from June 30, 2025 (10:01)  
*Motion – Chapman | (enclosure)*
4. Approve Financials from September 30, 2025 (10:05)  
*Motion – Chapman | (enclosure)*
5. GR Forward Consultant Selection (10:10)  
*Motion – Miller | (enclosure)*
6. Monroe North Business Association Presentation (10:20)  
*Info – Secchia |*
7. DGRI President & CEO Report (10:30)  
*Info Item – Kelly*
8. Public Comment (10:35)
9. Board Member Discussion (10:40)
10. Adjournment



**TIFA**

Tax Increment  
Finance  
Authority

Meeting of the City of Grand Rapids  
Tax Increment Financing Authority  
April 15, 2025

1. Call to Order – This meeting was called to order at 10:25 AM by Chair Shaun Biel.

Attendance:

Present: Jim Baldwin, Shaun Biel, Mark Brieve, Diedre Deering, Michael Drabek, Kayem Dunn, Celeste McIntyre, Rick Winn.

Absent: Scott Holzwarth, Mayor David LaGrand.

Others Present: Tim Kelly (Executive Director), Jessica Wood (Legal Counsel), Lauren Suidgeest (Recording Secretary), Tricia Chapman (Treasurer), Bill Kirk, Mark Miller, Catherine Zietse, Melvin Eledge and Marion Bonneaux (DGRI Staff).

2. Approved Meeting Minutes from October 9, 2024  
*Motion: Member Dunn, supported by Member Baldwin, moved approval of the minutes from the October 9, 2024, Board Meeting as presented. Motion carried unanimously.*
3. Accept March 31, 2025, Financials  
*Motion: Member Winn, supported by Member Deering, motioned to accept Statement C: March 31, 2025, expenditures. Motion carried unanimously.*
4. 2024 Audit Presentation  
Chapman reviewed the audit included in the agenda packet. Plante Moran issued the Monroe North Tax Increment Authority a clean unmodified audit which is the highest rating possible to get from an external auditor.  
  
*Motion: Mayor Winn, supported by Member Baldwin, motioned to receive and file the audit report. Motion carried unanimously.*
5. FY26 Budget Adoption  
Kelly presented the proposed FY26 budget, noting it remains largely consistent with last year's. The major investment this year is the Canal Park project, with a budget request just over \$2.2 million. The TIFA previously approved \$3 million toward this construction in April 2024. Canal Park is scheduled to break ground on April 30, with a few expenses expected this fiscal year, though most costs will be incurred in FY26 and FY27. An additional \$150,000 is budgeted for pedestrian enhancements along Monroe Avenue, adjacent to the park.

The budget also includes funding for an update to the GR Forward Master Plan. Projects like

the Monroe North TIFA DASH system and the Grand Rapids Whitewater initiative are included in long-term planning, with potential funding showing in FY28 or FY29, though these requests are still evolving.

Under Goal 2, the Downtown Enhancement Grants remain a focus. TIFA previously helped fund improvements at Silva, and while no new projects have been proposed yet, the team is optimistic more will emerge.

Kelly also noted continued monitoring of the Hill and River Network, which isn't in this year's budget but remains a priority. The I-196 pedestrian underpass tunnel connecting Monroe North neighborhood to Center City is fully designed, though construction scheduling remains uncertain. The hillside infrastructure could total \$30–40 million, and depending on final plans, MNTIFA may contribute funding in future years.

Chair Biel emphasized that although progress may feel slow, the April 30<sup>th</sup> Canal Park groundbreaking is significant, marking movement on a project discussed for five years.

Wood reminded new members that funding must be spent within TIFA's geographic boundaries, which can complicate project selection.

Member McIntyre asked about the \$1.5 million in unspent funds for FY25; Kelly explained it would roll over to future project funding. Chair Biel added that TIFA rarely funds entire projects alone, instead collaborating with partners.

Member Dunn inquired whether TIFA applies the same 15% reserve policy as the DDA. Kelly responded that spending down the balance remains a challenge, so that policy isn't in place.

Kelly concluded that the budget outlines spending targets for the year, and any expenditure over \$15,000 will require board approval.

*Motion: Member Winn, supported by Member Dunn, moved to recommend the FY2026 budget to the City Commission for approval. Motion carried unanimously.*

6. DGRI President and CEO Report

Kelly presented the following updates:

- The Amway Stadium groundbreaking is scheduled for April 22.
- The Canal Park groundbreaking will take place on April 30.

7. Public Comment

None.

8. Board member discussion.

None.

The meeting was adjourned at 10:45 AM.

Minutes taken by:  
Lauren Suidgeest  
Downtown Grand Rapids, Inc

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: December 8, 2025

TO: Monroe North Tax Increment Financing Authority

FROM: Tricia Chapman  
Accounting Services Manager

SUBJECT: Interim Financial Statements as of June 30, 2025

**Agenda Item #3  
December 10, 2025  
TIFA Meeting**

Attached are the Authority's interim financial statements for the Authority's fiscal year ending June 30, 2025. Year-end statements will be provided once the 2025 audit is complete.

The attached Statements include:

Statement A: Balance Sheet  
Statement B: FY25 Budget vs Actual Results  
Statement C: Schedule of Expenditures

The Authority's balance sheet on Statement A indicates the Authority is in a strong position financially with sufficient Pooled Cash to support development plan expenditures for FY25 and beyond.

The Authority has spent approximately 16% of its budgeted appropriations.

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

Attachments

**STATEMENT A**  
**MONROE NORTH**  
**TAX INCREMENT FINANCING AUTHORITY**  
**Balance Sheet**  
**June 30, 2025**

**ASSETS**

Pooled Cash and Investments	\$	3,786,392
Interest Receivable		14,359
General Fixed Assets		1,486,800
Less: Accumulated Depreciation		(1,486,800)
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>3,800,751</b>

**LIABILITIES AND FUND EQUITY**

**Liabilities**

Accounts Payable	\$	771
Compensated Absences		1,766
<b>TOTAL LIABILITIES</b>		<b>2,537</b>

**Fund Balance / Equity:**

Investments in General Fixed Assets		-
Reserve for Encumbrances		7,955
Reserve for Authorized Projects		3,790,259
<b>TOTAL FUND EQUITY</b>		<b>3,798,214</b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$</b>	<b>3,800,751</b>
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Prepared December 7, 2025

**STATEMENT B**  
**MONROE NORTH**  
**TAX INCREMENT FINANCING AUTHORITY**  
**FY2025 Statement of Revenues and Expenses**  
**July 1, 2024 - June 30, 2025**

ber 4, 2024

<b>REVENUES</b>	<b>FY2025</b>	
	<b>Budget</b>	<b>Actual</b>
Property Tax Increment	\$ 506,293	\$ 537,679
Property Tax Increment - Prior Year Appeals	(5,000)	-
State of Michigan - Personal Property Losses	147,902	156,729 <sup>1</sup>
Investments Earnings	84,756	197,565
<b>TOTAL REVENUES</b>	<b>\$ 733,951</b>	<b>\$ 891,973</b>
<b>EXPENSES</b>		
<b>Committed and Ongoing</b>		
Contractual Services - Annual Audit	\$ 6,700	\$ 6,700
Contractual Services - Legal	5,000	1,568
General Fund Departments Services	30,590	30,657
Insurance - General Liability	720	720
Staff Support / Personnel	137,500	138,931
Share of DGRI Administration	10,500	15,956
<b>Sub-Total Committed and Ongoing</b>	<b>\$ 191,010</b>	<b>194,532</b>
<b><u>GR Forward Projects:</u></b>		
<b>Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor</b>		
Grand River Greenway and Corridor Planning	\$ 50,000	\$ 15,000
<b>Sub-Total GR Forward - Goal #1</b>	<b>\$ 50,000</b>	<b>\$ 15,000</b>
<b>Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population</b>		
District Enhancement Grants	\$ 100,000	\$ -
<b>Sub-Total GR Forward - Goal #2</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>Goal #3: Implement a 21st Century Mobility Strategy</b>		
Accessibility and Streetscape Improvement	\$ 50,000	\$ 7,431
Transit Improvements in Monroe North District	150,000	99,996
<b>Sub-Total GR Forward - Goal #3</b>	<b>\$ 200,000</b>	<b>\$ 107,427</b>
<b>Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming</b>		
Canal Street Park Improvements	\$ 1,500,000	\$ 9,386
<b>Sub-Total GR Forward - Goal #5</b>	<b>\$ 1,500,000</b>	<b>\$ 9,386</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,041,010</b>	<b>\$ 326,345</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ (1,307,059)</b>	<b>\$ 565,628</b>
<b>BEGINNING FUND BALANCE</b>		3,232,586
<b>ENDING FUND BALANCE</b>		<b>\$ 3,798,214</b>

Note 1: State of Michigan reimbursement for the tax increment revenue losses related to State-mandated industrial and commercial personal property exemptions.

**STATEMENT C**  
**MONROE NORTH TAX INCREMENT FINANCING AUTHORITY**  
**Schedule of Expenditures**  
**April 1, 2025 - June 30, 2025**

Date Posted	Vendor	Purpose / Project	Description	Amount
4/1/2025	Micandy Garden Greenhouses, Inc.	Canal Street Park Improvements	Micandy 03/25	6,000.00
				<b>6,000.00</b>
3/31/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,554.75
4/17/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,554.75
6/10/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,554.75
6/13/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,554.75
				<b>10,219.00</b>
3/31/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	60.00
4/17/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	60.00
6/10/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	60.00
6/13/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	60.00
				<b>240.00</b>
6/20/2025	City Treasurer - Treasury	Share of DGRI Administration	Admin: Supplies (TIFA)	0.07
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Books (TIFA)	0.12
6/20/2025	City Treasurer - Treasury	Share of DGRI Administration	Admin: Postage (TIFA)	0.17
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Subscriptions (MNTIFA)	0.19
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Professional Dev. (TIFA)	0.25
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Supplies (TIFA)	0.35
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Books (TIFA)	0.37
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Local Business Exp. (TIFA)	0.62
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Professional Dev. (TIFA)	0.64
6/20/2025	City Treasurer - Treasury	Share of DGRI Administration	Admin: Local Business Exp. (TIFA)	0.75
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Subscriptions (MNTIFA)	0.85
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Subscriptions (MNTIFA)	0.92
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Supplies (TIFA)	1.16
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Local Business Exp. (TIFA)	1.25
5/19/2025	Staples Contract and Commercial Inc.	Share of DGRI Administration	Staples Office supplies 05/25	1.37
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Supplies (TIFA)	1.51
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Food/Bev (TIFA)	1.56
6/20/2025	City Treasurer - Treasury	Share of DGRI Administration	Admin: Food/Bev (TIFA)	1.75
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Local Business Exp. (TIFA)	1.86
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Food/Bev (TIFA)	1.87
4/1/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 03/25	1.92
5/21/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet 04/25 fees	1.92
5/29/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 05/25 fees	1.92
6/26/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 06/25 fees	1.92
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Supplies (TIFA)	1.99
4/8/2025	Model Coverall Service Inc	Share of DGRI Administration	Model Coverall floor mat rental 07/24-06/25	2.15
5/19/2025	MODEL COVERALL SERVICE INC	Share of DGRI Administration	Model Coverall 05/25	2.15
6/9/2025	MODEL COVERALL SERVICE INC	Share of DGRI Administration	Model Coverall 06/25	2.15
6/26/2025	MODEL COVERALL SERVICE INC	Share of DGRI Administration	Model Coverall floor mat rental 06/25	2.15
6/26/2025	Oh Hello Companies LLC	Share of DGRI Administration	Logo embroidery 06/25	2.25
6/3/2025	Tim Kelly	Share of DGRI Administration	Travel reimbursement 05/25	2.36
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Membership (TIFA)	2.42
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Membership (TIFA)	2.47
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Subscriptions (MNTIFA)	2.98
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Food/Bev (TIFA)	3.14
4/7/2025	Staples Contract and Commercial Inc.	Share of DGRI Administration	Staples office supplies 03/25	3.34
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Membership (TIFA)	3.41
6/6/2025	Staples Contract and Commercial Inc.	Share of DGRI Administration	Staples Office supplies 06/25	3.49
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Supplies (TIFA)	3.58
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Meraki Renewal: labor 06/25 FY25	4.13
4/7/2025	Engineered Protection Sys Inc	Share of DGRI Administration	EPS Security Systems 04/25	4.92
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Food/Bev (TIFA)	5.18
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Food/Bev (TIFA)	6.17
4/17/2025	Pure Water Partners LLC	Share of DGRI Administration	Pure Water Partners water cooler lease 04/25	6.45
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Food/Bev (TIFA)	6.51
4/1/2025	Field & Fire Cafe LLC	Share of DGRI Administration	Field & Fire Cafe 03/25	6.55
6/10/2025	Nancy Toledo Jimenez	Share of DGRI Administration	N. Jimenez reimbursement 06/2025	7.51
5/23/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - April 2025	7.95
4/7/2025	Littlefoot Coffee Roasters	Share of DGRI Administration	Office Supply coffee 04/25	8.54
4/16/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - March 2025	8.95
5/15/2025	Littlefoot Coffee Roasters	Share of DGRI Administration	Admin: Food/Bev (TIFA)	8.99
6/26/2025	Littlefoot Coffee Roasters	Share of DGRI Administration	Admin: Food/Bev (TIFA)	9.03

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**STATEMENT C - continued**  
**Monroe North Tax Increment Financing Authority**  
**Schedule of Expenditures**  
**April 1, 2025 - June 30, 2025**

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Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>				
4/8/2025	FCPA Holdings, LLC	Share of DGRI Administration	Foremost Graphics business cards 04/25	9.28
5/23/2025	Marion Bonneaux	Share of DGRI Administration	M. Bonneaux: conference & travel reimbursement 05/25	9.39
5/16/2025	Robbins Lock Shop Inc	Share of DGRI Administration	Service call & keys 05/25	10.07
6/9/2025	Promotional Impact	Share of DGRI Administration	Green Giftz: DGRI coasters 05/2025	10.17
5/21/2025	CELLCO PARTNERSHIP	Share of DGRI Administration	Verizon Cell Phone Service 04/25	11.08
5/21/2025	CELLCO PARTNERSHIP	Share of DGRI Administration	Verizon Cell Phone Service 05/25	11.08
6/11/2025	CELLCO PARTNERSHIP	Share of DGRI Administration	Verizon Cell Phone Service 06/25	11.08
6/30/2025	CELLCO PARTNERSHIP	Share of DGRI Administration	Verizon Cell Phone Service 07/25 FY25	11.19
4/1/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 03/25	11.74
5/21/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet 04/25 internet	11.74
5/29/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 05/25 internet	11.74
6/26/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 06/25 internet	11.74
5/21/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet 04/25 phone	12.84
5/29/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 05/25 phone	12.84
6/26/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 06/25 phone	12.84
4/1/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 03/25	12.85
4/17/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB Utility Service: Electric 04/25	13.82
5/16/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB Utility electrical 05/25	14.21
6/30/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Service (TIFA)	14.26
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Meraki Renewal: labor 06/25 FY25	14.85
6/20/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB Utility Service: Electric 06/25	14.90
5/29/2025	EMMA BREIDENICH	Share of DGRI Administration	E. Breidenich travel reimbursement 05/25	17.00
4/8/2025	ClearWater Cleaning Solutions, LLC	Share of DGRI Administration	ClearWater Cleaning Solutions - cleaning services 04/25	18.00
6/6/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 05/25	18.96
4/7/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 03/25	19.16
6/11/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting May 05/25	20.23
6/30/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 06/25 FY25	20.44
5/20/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 04/25	20.45
4/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Conference & Travel (TIFA)	23.25
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 05/2025	26.80
4/7/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 04/25	28.14
6/6/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 06/25	28.75
4/7/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street July 2024 - June 2025 ME	31.52
5/21/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street May 2025 - Mezz	31.52
6/5/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street June 2025 - Mezz	31.52
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 05/25	32.28
6/12/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Conference & Travel (TIFA)	32.37
6/10/2025	Melvin Eledge Jr	Share of DGRI Administration	M. Eledge Reimbursement 6/2025	36.26
5/16/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Accounting services - April 05/25	38.25
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Meraki Renewal: labor 06/25 FY25	40.00
5/16/2025	New Dreams, Inc.	Share of DGRI Administration	Janitorial services 05/25	41.25
5/21/2025	New Dreams, Inc.	Share of DGRI Administration	Coverall of Western Michigan: janitorial services 04/25	41.25
5/21/2025	New Dreams, Inc.	Share of DGRI Administration	Coverall of Western Michigan: janitorial services 04/25	41.25
6/11/2025	New Dreams, Inc.	Share of DGRI Administration	Janitorial services 06/25	41.25
5/15/2025	US BANK NATIONAL ASSOCIATION	Share of DGRI Administration	Admin: Conference & Travel (TIFA)	41.58
4/8/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting March 04/25	50.58
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted IT: 1-laptop 04/2025	57.95
6/5/2025	Lisa M Cooper	Share of DGRI Administration	Cooper People Group HR services 05/25	66.94
5/23/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted: Criterion renewal 05/25	75.00
6/30/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting June 07/25 FY25	75.15
5/16/2025	Lisa M Cooper	Share of DGRI Administration	HR Consulting services 05/25	81.38
4/7/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 04/25	110.55
6/6/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 06/25	119.05
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Meraki Renewal: products 06/25 FY25	134.90
6/30/2025	Worksighted, Inc.	Share of DGRI Administration	Meraki Renewal: labor 06/25 FY25	144.00
4/7/2025	Lisa M Cooper	Share of DGRI Administration	Cooper People Group HR services 03/25	151.81
6/30/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - Jun 2025	206.00
6/30/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - May 2025	232.00
4/7/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street July 2024 - June 2025 OFF	331.35
5/21/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Fed Square building lease May 2025	331.36
6/5/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Fed Square building lease June 2025	331.36
4/8/2025	Selective Insurance Co of America	Share of DGRI Administration	Selective Insurance Workers Comp Policy 04/25	554.75
6/26/2025	ADOBE INC	Share of DGRI Administration	Adobe - license renewals 06/25	946.93
5/23/2025	ANDREWS HOOPER PAVLIK PLC	Share of DGRI Administration	AHP: audit services 05/25	1,302.15
				<b>6,434.62</b>

*continued on the next page*

**STATEMENT C - continued**  
**Monroe North Tax Increment Financing Authority**  
**Schedule of Expenditures**  
**April 1, 2025 - June 30, 2025**

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<b>Date</b>	<b>Vendor</b>	<b>Activity #</b>	<b>Description</b>	<b>Amount</b>
<b>Posted</b>		<b>Purpose / Project</b>		
<i>Continued from previous page</i>				
5/20/2025	ApplicantPro Holdings LLC	Staff Support / Personnel	Applicant Pro HR software 05/25-06/25	5.45
5/20/2025	ApplicantPro Holdings LLC	Staff Support / Personnel	Applicant Pro HR software 06/25-07/25	5.45
6/20/2025	ApplicantPro Holdings LLC	Staff Support / Personnel	Applicant Pro HR software 07/25-08/25	5.45
6/6/2025	AccuSourceHR, Inc.	Staff Support / Personnel	Accusource HR - background checks ArtPrize 05/25	5.74
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll fees - May 2025	25.97
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll fees - Jun 2025	30.03
4/17/2025	Blue Cross Blue Shield of Mich	Staff Support / Personnel	Dental Insurance Premiums 04/25	36.23
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll fees - Apr 2025	37.48
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll fees - Mar 2025	52.70
6/11/2025	Blue Cross Blue Shield of Mich	Staff Support / Personnel	Dental Insurance Premiums 07/25	55.19
5/14/2025	Blue Cross Blue Shield of Mich	Staff Support / Personnel	Dental Insurance Premiums 06/25	58.83
6/26/2025	AMERICAN UNITED LIFE-GROUP DIV	Staff Support / Personnel	OneAmerica Life Insurance June 2025: 00623113 0625	137.97
6/30/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 06/30/2025	140.10
5/27/2025	AMERICAN UNITED LIFE-GROUP DIV	Staff Support / Personnel	OneAmerica Life Insurance April 2025: G 00623113-000	141.38
5/29/2025	AMERICAN UNITED LIFE-GROUP DIV	Staff Support / Personnel	OneAmerica Life Insurance May 2025: G 00623113-000	141.38
4/7/2025	American United Life-Group Div	Staff Support / Personnel	OneAmerica Life Insurance April 2025	143.30
6/21/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 06/21/2025	218.20
4/12/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 04/12/2025	222.18
5/6/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 05/06/2025	225.01
5/10/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 05/10/2025	226.00
6/7/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 06/07/2025	226.02
5/24/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 05/24/2025	245.32
6/27/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - July 2025	859.14
5/14/2025	Priority Health	Staff Support / Personnel	PH insurance June 2025 coverage	893.90
5/23/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - June 2025	893.90
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll costs - Mar 2025	9,947.30
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll costs - Apr 2025	9,962.52
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll costs - Jun 2025	9,969.97
6/30/2025	PayCor	Staff Support / Personnel	MNTIFA Share payroll costs - May 2025	9,974.03
				<b>44,886.14</b>
4/16/2025	City Treasurer - Mobile GR	Transit Improvements	March 2025 MNTIFA Share Dash North Service	8,333.00
5/27/2025	City Treasurer - Mobile GR	Transit Improvements	April 2025 MNTIFA Share Dash North Service	8,333.00
5/31/2025	City Treasurer - Mobile GR	Transit Improvements	May 2025 MNTIFA Share Dash North Service	8,333.00
6/30/2025	City Treasurer - Mobile GR	Transit Improvements	June 2025 MNTIFA Share Dash North Service	8,333.00
				<b>33,332.00</b>
<b>TOTAL EXPENDITURES</b>				<b>\$ 101,111.76</b>

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: December 8, 2025

TO: Monroe North Tax Increment Financing Authority

FROM: Tricia Chapman  
Accounting Services Manager

SUBJECT: Interim Financial Statements as of October 31, 2025

**Agenda Item #3  
December 10, 2025  
TIFA Meeting**

Attached are the Authority's interim financial statements for the first four 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 Authority's balance sheet on Statement A indicates the Authority is in a strong position financially with sufficient Pooled Cash to support development plan expenditures for FY26 and beyond.

The Authority has spent approximately 27% of its budgeted appropriations.

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

Attachments

**STATEMENT A**  
**MONROE NORTH**  
**TAX INCREMENT FINANCING AUTHORITY**  
**Balance Sheet**  
**October 31, 2025**

**ASSETS**

Pooled Cash and Investments	\$	4,142,225
Interest Receivable		14,360
General Fixed Assets		1,486,800
Less: Accumulated Depreciation		(1,486,800)
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>4,156,585</b>

**LIABILITIES AND FUND EQUITY**

**Liabilities**

Accounts Payable	\$	481
Compensated Absences		1,766
<b>TOTAL LIABILITIES</b>		<b>2,247</b>

**Fund Balance / Equity:**

Investments in General Fixed Assets		-
Reserve for Encumbrances		-
Reserve for Authorized Projects		4,154,338
<b>TOTAL FUND EQUITY</b>		<b>4,154,338</b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$</b>	<b>4,156,585</b>
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Prepared September 26, 2025

**STATEMENT B**  
**MONROE NORTH**  
**TAX INCREMENT FINANCING AUTHORITY**  
**FY2026 Statement of Revenues and Expenses**  
**July 1, 2025 - October 31, 2025**

REVENUES	FY2026	
	Budget	Actual
Property Tax Increment	\$ 553,719	\$ 620,627
Property Tax Increment - Prior Year Appeals	(5,000)	(961)
State of Michigan - Personal Property Losses	152,027	- <sup>1</sup>
Investments Earnings	111,190	314,216
<b>TOTAL REVENUES</b>	<b>\$ 811,936</b>	<b>\$ 933,882</b>
<b>EXPENSES</b>		
<b>Committed and Ongoing</b>		
Contractual Services - Annual Audit	\$ 6,920	\$ -
Contractual Services - Legal	5,000	890
General Fund Departments Services	33,732	11,244
Insurance - General Liability	1,449	483
Staff Support / Personnel	165,000	37,060
Share of DGRI Administration	13,500	5,770
<b>Sub-Total Committed and Ongoing</b>	<b>\$ 225,601</b>	<b>55,447</b>
<b><u>GR Forward Projects:</u></b>		
<b>Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor</b>		
Grand River Greenway and Corridor Planning	\$ 50,000	\$ -
<b>Sub-Total GR Forward - Goal #1</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population</b>		
District Enhancement Grants	\$ 50,000	\$ -
<b>Sub-Total GR Forward - Goal #2</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Goal #3: Implement a 21st Century Mobility Strategy</b>		
Accessibility and Streetscape Improvement	\$ 150,000	\$ 3,000
Transit Improvements in Monroe North District	150,000	33,332
<b>Sub-Total GR Forward - Goal #3</b>	<b>\$ 300,000</b>	<b>\$ 36,332</b>
<b>Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming</b>		
Canal Street Park Improvements	\$ 1,500,000	\$ 485,979
<b>Sub-Total GR Forward - Goal #5</b>	<b>\$ 1,500,000</b>	<b>\$ 485,979</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,125,601</b>	<b>\$ 577,758</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ (1,313,665)</b>	<b>\$ 356,124</b>
<b>BEGINNING FUND BALANCE</b>		3,798,214
<b>ENDING FUND BALANCE</b>		<b>\$ 4,154,338</b>

Note 1: State of Michigan reimbursement for the tax increment revenue losses related to State-mandated industrial and commercial personal property exemptions.

**STATEMENT C**  
**MONROE NORTH TAX INCREMENT FINANCING AUTHORITY**  
**Schedule of Expenditures**  
**July 1, 2025 - October 31, 2025**

Date Posted	Vendor	Purpose / Project	Description	Amount
8/20/2025	Micandy Garden Greenhouses, Inc.	Accessibility / Streetscape Improvement	Spring and Summer Contract Planters	3,000.00
				<u>3,000.00</u>
10/29/2025	Owen-Ames-Kimball Co	Canal Street Park	21049-Canal Park (OAK)	485,979.72
				<u>485,979.72</u>
10/30/2025	Dickinson Wright PLLC	Contractual Services - Legal	Dickinson Wright legal October 2025	754.35
9/10/2025	Dickinson Wright PLLC	Contractual Services - Legal	Dickinson Wright legal 08/25 DGRI admim	42.90
8/1/2025	Dickinson Wright PLLC	Contractual Services - Legal	Dickinson Wright legal 07/25 DGRI admin	39.60
8/4/2025	Dickinson Wright PLLC	Contractual Services - Legal	Dickinson Wright legal 07/25 DGRI admim	27.50
10/16/2025	Dickinson Wright PLLC	Contractual Services - Legal	Dickinson Wright legal August 2025	25.30
				<u>889.65</u>
8/29/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,811.00
7/29/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,811.00
9/9/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,811.00
10/31/2025	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	2,811.00
				<u>11,244.00</u>
8/29/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	120.75
7/29/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	120.75
9/9/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	120.75
10/31/2025	City Treasurer - Risk Mgmt	Insurance - General Liability	Monthly General Insurance Allocation	120.75
				<u>483.00</u>
8/28/2025	Custer Office Envir Inc	Share of DGRI Administration	Custer Inc office furniture 08/25	555.83
10/30/2025	Andrews Hooper Pavlik PLC	Share of DGRI Administration	Andrews Hooper Pavlik PLC: audit service 10/25	450.00
8/31/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - May 2025	406.00
9/5/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl St. Sept. 2025	337.98
10/9/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl St. Oct. 2025	337.98
8/11/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street August 2025	331.36
7/2/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street July 2025 FY25	331.36
7/31/2025	Performyard, Inc.	Share of DGRI Administration	PerformYard subscription 07/25	300.00
7/31/2025	City Treasurer - Mobile GR	Share of DGRI Administration	Parking Validation Invoices - May 2025	200.00
9/18/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted: laptops & RAM supplies 09/25	151.65
10/9/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting Sept. 10/25	143.96
9/4/2025	Lisa M Cooper	Share of DGRI Administration	Cooper People HR services 08/25	120.31
7/15/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted IT CRIT 07/25 FY26	119.05
8/11/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 08/25	119.05
9/10/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 09/25	119.05
10/9/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 09/25	119.05
10/7/2025	Lisa M Cooper	Share of DGRI Administration	HR services 09/25	109.81
10/9/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 09/25	89.10
10/24/2025	Hub International Midwest Limited	Share of DGRI Administration	Directors and Officers/ Employment Liability 10/25	87.75
8/11/2025	Lisa M Cooper	Share of DGRI Administration	Cooper People HR services 07/25	59.24
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Conference & Travel	55.77
10/21/2025	Melvin Eledge JR	Share of DGRI Administration	M. Eledge IDA reimbursement 10/25	52.64
10/15/2025	US Bank National Association	Share of DGRI Administration	T. Kelly Pcard October 2025	51.79
9/5/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting August 08/25	51.70
9/10/2025	Selective Insurance Co of America	Share of DGRI Administration	Selective Insurance 09/25	50.60
7/10/2025	New Dreams, Inc.	Share of DGRI Administration	Janitorial Services 07/25 FY26	41.25
8/11/2025	New Dreams, Inc.	Share of DGRI Administration	Janitorial Services 08/25	41.25
9/10/2025	New Dreams, Inc.	Share of DGRI Administration	Coverall Western MI cleaning services 09/25	41.25
10/9/2025	New Dreams, Inc.	Share of DGRI Administration	Janitorial services 10/25	41.25
7/3/2025	Lisa M Cooper	Share of DGRI Administration	Cooper People HR services 06/25 FY25	33.42
8/11/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street August 2025	31.52
7/2/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street July 2025 FY25	31.52
9/5/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl St. Mezz Sept. 2025	31.52
10/9/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl St. Mezz Oct. 2025	31.52
7/15/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted IT 07/25 FY26	27.90
8/11/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 08/25	27.90
9/10/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted Office 365 09/25	27.90
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Food & Bev	27.48
8/14/2025	Fusion Financial Services, LLC	Share of DGRI Administration	Fusion Financial accounting July 08/25	24.23
9/12/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 08/25	21.32
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Service	19.89

*continued on the next page*

**STATEMENT C - continued**  
**Monroe North Tax Increment Financing Authority**  
**Schedule of Expenditures**  
**July 1, 2025 - October 31, 2025**

**Page 2**

Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>				
8/14/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 08/25	19.54
10/2/2025	Field & Fire Cafe LLC	Share of DGRI Administration	DGRI lunch after tour 09/25	19.34
10/9/2025	Worksighted, Inc.	Share of DGRI Administration	Worksighted CRIT 09/25	18.75
10/9/2025	ClearWater Cleaning Solutions, LLC	Share of DGRI Administration	Window cleaning 09/25	18.00
10/9/2025	GreatAmerica Financial Services Corp	Share of DGRI Administration	Great America Copier Lease 08/25	17.99
9/18/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB: 29 Pearl St. Electrical 09/25	15.29
7/17/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB Utility Service: Electric 07/25	14.60
10/21/2025	Marion Bonneaux	Share of DGRI Administration	M. Bonneaux IDA reimbursement 10/25	14.01
10/16/2025	Federal Square Building Co. #1, LLC	Share of DGRI Administration	FSB Electrical 10/25	13.50
10/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Subscriptions & Publication	13.44
8/15/2025	Cellco Partnership	Share of DGRI Administration	Verizon Cell Phone Service 07/25	13.14
10/16/2025	Cellco Partnership	Share of DGRI Administration	Verizon Cell Phone Service 10/25	13.10
9/12/2025	Cellco Partnership	Share of DGRI Administration	Verizon Cell Phone Service 09/25	13.09
7/24/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 07/25 phone	12.84
8/28/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 08/25 phone	12.84
9/25/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 09/25	12.84
10/30/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 10/25	12.84
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Membership	12.03
7/24/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 07/25 internet	11.74
8/28/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 08/25 internet	11.74
9/25/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 09/25	11.74
10/30/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 10/25	11.74
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Conference & Travel	10.85
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Supplies	10.83
8/15/2025	Littlefoot Coffee Roasters	Share of DGRI Administration	Office coffee 07/25	10.18
7/16/2025	Worksighted, Inc.	Share of DGRI Administration	Laptop RAM upgrade 07/25	9.50
10/22/2025	Littlefoot Coffee Roasters	Share of DGRI Administration	Littlefoot Coffee 10/25	8.65
8/21/2025	Adobe Inc	Share of DGRI Administration	Adobe - Enterprise license subscription 07/25	8.07
10/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Food & Bev	8.00
9/4/2025	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office supplies 08/25	7.70
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Food & Bev	7.25
10/30/2025	Pure Water Partners LLC	Share of DGRI Administration	Wellsys water filter rental 10/25	6.45
9/18/2025	Pure Water Partners LLC	Share of DGRI Administration	Wellsys water filter rental 07/25	6.30
9/24/2025	Pure Water Partners LLC	Share of DGRI Administration	Wellsys water filter rental 09/25	6.30
7/17/2025	Applicantpro Holdings Llc	Share of DGRI Administration	Applicant Pro HR software 08/25-09/25	5.45
8/21/2025	Applicantpro Holdings Llc	Share of DGRI Administration	Applicant Pro HR software 09/25-10/25	5.45
9/18/2025	ApplicantPro Holdings LLC	Share of DGRI Administration	Applicant tracking system 09/25	5.45
10/16/2025	ApplicantPro Holdings LLC	Share of DGRI Administration	Applicant tracking system 10/25	5.45
9/12/2025	Selective Insurance Co of America	Share of DGRI Administration	Selective Insurance 09/25	5.25
7/2/2025	Staples	Share of DGRI Administration	Staples Supplies DGRI 06/25 FY25	5.18
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Supplies	5.11
8/8/2025	Accusourcehr, Inc.	Share of DGRI Administration	Data & Security fee 08/25	5.00
7/17/2025	Engineered Protection Sys Inc	Share of DGRI Administration	EPS Security Systems 07/25	4.92
10/9/2025	Engineered Protection Sys Inc	Share of DGRI Administration	EPS Security Systems 10/25	4.92
7/24/2025	Oh Hello Companies LLC	Share of DGRI Administration	Oh, Hello: M. Anderson gear 07/25	4.72
10/29/2025	Andrew Guy Sanborn	Share of DGRI Administration	DGRI employee reimb	3.78
10/21/2025	Tim Kelly	Share of DGRI Administration	T. Kelly IDA reimbursement 10/25	3.70
8/18/2025	Staples	Share of DGRI Administration	Staples Supplies DGRI 08/25	3.49
8/14/2025	Aco Inc	Share of DGRI Administration	Supplies 08/25	2.50
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Professional Dev.	2.48
9/18/2025	Model Coverall Service Inc	Share of DGRI Administration	Model Coverall floor mat rental 09/25	2.26
10/22/2025	Model Coverall Service Inc	Share of DGRI Administration	Model Coverall floor mat rental 10/25	2.26
7/24/2025	Model Coverall Service Inc	Share of DGRI Administration	Model Coverall floor mat rental 07/25	2.15
8/21/2025	Model Coverall Service Inc	Share of DGRI Administration	Model Coverall floor mat rental 08/25	2.15
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Local Business Expense	2.12
10/30/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 10/25	1.97
7/24/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 07/25 fees	1.93
8/28/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 08/25 fees	1.93
9/25/2025	Metro FiberNet, LLC	Share of DGRI Administration	Metronet services 09/25	1.93
10/15/2025	US Bank National Association	Share of DGRI Administration	T. Kelly Pcard October 2025	1.88
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Service	1.49
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Subscriptions & Publication	1.44
8/21/2025	Lauren Suidgeest	Share of DGRI Administration	Mileage reimbursement 08/25	1.25
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Software Maintenance Agreements	1.24
9/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Subscriptions & Publications	1.22
10/2/2025	Aco Inc	Share of DGRI Administration	General supplies 09/25	1.18

*continued on the next page*

**STATEMENT C - continued**

**Monroe North Tax Increment Financing Authority**

**Schedule of Expenditures**

**July 1, 2025 - October 31, 2025**

**Page 3**

<b>Date Posted</b>	<b>Vendor</b>	<b>Activity # Purpose / Project</b>	<b>Description</b>	<b>Amount</b>
<i>Continued from previous page</i>				
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Supplies	0.73
10/2/2025	Aco Inc	Share of DGRI Administration	General supplies 09/25	0.60
10/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Professional Dev.	0.37
10/15/2025	US Bank National Association	Share of DGRI Administration	Admin: Memberships	0.25
8/14/2025	US Bank National Association	Share of DGRI Administration	Admin: Professional Dev.	0.09
				<b>5,769.66</b>
9/11/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll costs - Aug 2025	9,995.71
9/30/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll costs - Sept 2025	9,995.71
8/15/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll costs - July 2025	9,962.59
9/25/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - October 2025	1,178.06
8/28/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - September 2025	1,165.88
10/22/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - November 2025	942.34
7/24/2025	Priority Health	Staff Support / Personnel	Priority Health Insurance Premium - July 2025	882.07
9/13/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 9/13/2025	270.60
9/27/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 9/27/2025	227.90
10/11/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 10/11/2025	227.90
10/25/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 10/25/2025	224.34
7/19/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 7/19/2025	218.20
8/2/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 8/2/2025	218.20
8/16/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 8/16/2025	218.20
8/30/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 8/30/2025	218.20
8/28/2025	American United Life-Group Div	Staff Support / Personnel	OneAmerica Life Insurance September 2025	160.98
9/25/2025	OneAmerica Inc.	Staff Support / Personnel	OneAmerica Life Insurance October 09/25	144.32
7/31/2025	American United Life-Group Div	Staff Support / Personnel	OneAmerica Life Insurance August 2025	133.16
8/18/2025	Blue Cross Blue Shield Of Mich	Staff Support / Personnel	Blue Cross Blue Shield insurance September 2025	132.20
7/5/2025	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 7/5/2025	77.90
9/18/2025	Blue Cross Blue Shield Of Mich	Staff Support / Personnel	Blue Cross Blue Shield insurance October 2025	66.80
10/16/2025	Blue Cross Blue Shield Of Mich	Staff Support / Personnel	Blue Cross Blue Shield Insurance November 2025	64.42
9/10/2025	Paycor Inc.	Staff Support / Personnel	Paycor 09/25	47.95
8/15/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll fees - July 2025	37.41
7/3/2025	Paycor Inc.	Staff Support / Personnel	Paycor 06/25 FY25	36.80
10/7/2025	Paycor Inc.	Staff Support / Personnel	Payroll services 10/25	33.55
8/11/2025	Paycor Inc.	Staff Support / Personnel	Paycor 08/25	29.80
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	28.60
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	25.50
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	24.70
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	24.60
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	12.50
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	11.81
7/2/2025	Paycor Inc.	Staff Support / Personnel	Paycor FY26 charges 07/25	7.42
7/17/2025	Blue Cross Blue Shield Of Mich	Staff Support / Personnel	Blue Cross Blue Shield insurance August 2025	4.66
9/11/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll fees - Aug 2025	4.29
9/30/2025	Paycor Inc.	Staff Support / Personnel	MNTIFA Share payroll fees - Sept 2025	4.29
				<b>37,059.56</b>
8/31/2025	City Treasurer - Mobile GR	Transit Improvements	Aug 2025 MNTIFA Share Dash North Service	8,333.00
7/31/2025	City Treasurer - Mobile GR	Transit Improvements	Jul 2025 MNTIFA Share Dash North Service	8,333.00
9/30/2025	City Treasurer - Mobile GR	Transit Improvements	Sept 2025 MNTIFA Share Dash North Service	8,333.00
10/31/2025	City Treasurer - Mobile GR	Transit Improvements	Oct 2025 MNTIFA Share Dash North Service	8,333.00
				<b>33,332.00</b>

**TOTAL EXPENDITURES \$ 577,757.59**

# MEMORANDUM

MONROE  
NORTH  
TIFA



DATE: December 8, 2025

TO: Monroe North TIFA

FROM: Mark Miller  
Managing Director of Planning & Design

**Agenda Item #05  
December 10, 2025  
MNTIFA Meeting**

**SUBJECT: GR Forward Update Consultant Recommendation**

Considering the significant progress made to implement the 2015 GR Forward Downtown Plan's recommendations over the last decade, DGRI is undertaking a plan update. The intent of this update is focused on revisiting the existing Plan's principles and strategies with a focus on understanding current trends/headwinds and supporting continued implementation and success in the next 10 years to continue to build a welcoming and prosperous urban core.

To this end DGRI issued a Request for Qualifications (RFQ) for professional services in late July 2025 and received 14 submissions in response. A 7-member review committee that included representatives of the DDA, MNTIFA, DID, and DGRI boards reviewed and scored the submissions, and three teams were shortlisted for interviews. On November 21, the review committee conducted virtual interviews with the three teams and selected Interface Studio as the preferred consultant. Interface was a unanimous choice due to:

- Thorough understanding of DGRI and Downtown Grand Rapids (they were the original plan author).
- Strongest and most flexible engagement approach.
- Emphasis on evolving and strengthening Downtown stakeholders.
- Depth of experience and success in similar downtown work.
- Strength, completeness and relevance of overall team.

DGRI has initiated a scope and fee discussion with Interface and will continue that discussion and refinement in the coming weeks. A preliminary project approach from Interface's original RFQ submission is attached. It is anticipated that the scope and fee will be more clearly outlined by the end of the year and that Interface and team will begin work on the project at the beginning of 2026.

DGRI is recommending authorization of \$50,000 to ensure that the project can start in January 2026. This amount was budgeted in Goal 1, Downtown Planning in the FY26 budget. The DDA will also be asked to authorize a portion of funding for this effort. Once the scope and fee are finalized, a further request is expected to come to the TIFA in 2026 to fulfill the full amount for professional services.

**Recommendation:** Authorize funding for \$50,000 to Interface Studio for initial professional services for the GR Forward Update.

# TECHNICAL PROPOSAL:

## APPROACH

The progress in downtown Grand Rapids is undeniable, new housing, a grocery store(!) and creative investments to grow downtown's economy is an excellent legacy to build upon. DGRI and the work in downtown Grand Rapids is now a best practice to which other cities aspire.

But even the strongest downtowns have much to grapple with and address since the pandemic. Grand Rapids has not suffered the way other, more corporate driven cities have yet the landscape has still changed and new tools and strategies are needed to expand the momentum of GR Forward. Downtown's success has also created a new challenge—a generation of young professionals, recent graduates, and emerging leaders who weren't part of the original GR Forward process but are now the daily users, residents, and economic drivers of downtown.

As documented in the Grand Rapids Bridge to the Future plan as well as the 2025-2030 Kent County Housing Needs Assessment documents a housing shortage of over 30,000 units. While the housing shortage is not downtown's problem to solve, downtown plays a major role and continued focus on bringing housing opportunities to downtown for all families is critical.

DGRI's Downtown Vitals Report for 2025 illustrates an increase in retail storefront vacancy which mirrors a national trend. Michael Berne's retail assessment from 2021 shows there are still promising opportunities to capitalize upon. However, we need to be strategic and proactive with new tools to stimulate retail and restaurant growth particularly for those homegrown in GR.

Downtown public space has taken a major step forward with new parks and activities as well as continued focus along the Grand River. With new major investments including Amway Stadium coming soon, keeping a focus on Downtown's streets, walkability and plazas and natural environment remains critical to ensure that downtown continues to offer a one-of-a-kind experience. We recognize that around mobility, there are partners active in coordinating and planning for improvements to downtown transit. Our role is to fold that ongoing work into this update.

To meet your objectives for this work, as a team, we will:

## DO OUR HOMEWORK

We take very seriously our responsibility to read, research, and understand the planning that has happened in the past decade and how the outcomes of these other initiatives impact downtown. In addition, major investments are coming soon that need attention to help them thrive and support downtown businesses. Our goal is to build on this work, engage differently, and uncover and celebrate the stories that connect people to downtown, including the stories of those who've made downtown home since 2015.

## DATA!

A driving force behind both DGRI and GR Forward, and indeed all of our work, is to lead and inspire with data. Facts on the ground help us understand change and frame important conversations with the public. Our approach will develop an initial data book (a simple summary deck of slides) that will summarize the changes in downtown as well as the potential opportunities for change in the near future. As always, data only tells a story if we bring it to life graphically which is central to who we are as a practice.

## CONNECT, CONNECT, CONNECT

If there is one theme that applies to every downtown in which we have worked it is to connect. As people increasingly see downtowns not just as business centers but also as neighborhoods—and as places to visit with family and friends—the need to create walkable, connected places is essential. What happens at street level drives the economy, and too many gaps in activity takes a major toll on downtown economies. Developing safe, comfortable connections between downtown and surrounding neighborhoods is also essential, so that residents can benefit from and enjoy new amenities and investments in downtown.

## EDUCATE

Integral to Interface Studio's mission is to graphically communicate how downtowns work which can often feel opaque and confusing for the general public. In order to have meaningful engagement, we have to ensure that

everyone understands what is at stake and the trade-offs of different decisions. Our processes are experiential and our materials are colorful and direct. Imagine pop-up workshops where residents of all ages can feel safe and inspired to participate, as well as public realm prompts that could include before/after reveal stations to help participants understand downtown's transformation.

Critical to this exercise is to work with All Together to clearly communicate the progress since the 1st GR Forward. What has been working, what strategies are not yet implemented and are those strategies relevant today? Finally, what's missing in light of today's needs? These questions will jumpstart our conversations to tell the story of downtown yesterday (then), today (wow!), and into the next decade (let's get bolder!). At the core of this work is to connect and collaborate closely with the leaders, funders and key voices that push ideas forward. The result? A plan that builds on downtown's proven ability to implement bold ideas while positioning the next generation as leaders, investors, and implementers of an even bolder future.

### CREATE A DOWNTOWN INVESTMENT GUIDE AND MEASURE THE PROGRESS

The downtown plan should define an action-oriented means of guiding investment by public and private organizations to meet local goals. This effort will identify key opportunities to expand downtown as a neighborhood with more housing, where to strategically focus retail (retail can't go everywhere) and how to manage transportation needs like parking to best support a connected and vibrant downtown. Policy changes to help achieve downtown land use and development strategies will also be included. As a part of this process our team will:

- Develop a programmatic toolkit to determine the factors that can shape and alter development from mixed-income housing and space reserved for locally-owned retail to parking requirements and other factors.
- Identify assembly strategies as necessary to enable specific development opportunities.
- Develop clear development expectations, illustrations and guidelines for future investment across downtown.
- Evaluate the mix of employers both current and potential and what unique needs they may have in

terms of space, land and proximity to other assets.

- Create streetscape designs to connect downtown destinations and improve mobility and safety for all modes of travel emphasizing multimodal opportunities, safe crossings, traffic calming, clear signage, and LED lighting.
- Develop parking strategies that balance access for residents and workers, support economic development, and contribute to a vibrant, active downtown.
- Identify opportunities for new and/or expanded park space, as appropriate, and locations for creative and public space and storefront activation.
- Identify strategies to uncover and celebrate the unique arts, music, sports, food culture, history, and culture of downtown through marketing and events.

### DEVELOP AN DOWNTOWN OPERATIONS MANUAL

Critical to achieving the goals of the next downtown plan will be to ensure that there is sufficient place-management capacity to help execute and manage the new strategy. What's next for downtown Grand Rapids also means what's next for downtown management, and is the capacity there to achieve a bolder, more ambitious plan. The team will:

- Review current operations/scope across all of DGRI including levels of activity, staffing across functions, budget levels, synergy identification.
- Interview stakeholders regarding the current state of downtown management from an operating perspective to identify concerns, opportunities, priorities, and "scope creep".
- Work with DGRI to develop a series of metrics such as geographic coverage area, downtown activity levels (e.g. visitors, residents/workers, events), and development density to allow performance and operational benchmarking for key program areas against 3 to 5 similar best practice organizations.
- Evaluate the proposed activities, programs, and initiatives in the new plan, and map anticipated resource requirements to manage their development and implementation.
- Create a "business model" to fund and operate the next generation downtown management.