

AGENDA

MONROE
NORTH
TIFA



Board Members:

Jim Baldwin • Shaun Biel • Mayor Rosalynn Bliss • Elianna Bootzin • Diedre Deering
Kayem Dunn • Jane Gietzen • Carl Kelly • Mark Roys • Jim Talen • Rick Winn

Wednesday, April 11, 2018
9:30 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|---|-----------|--------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from February 14, 2018 (9:30)
(enclosure) | Motion | Biel |
| 3. River Design Guidelines Contract Amendment (9:32)
(enclosure) | Motion | McCaul |
| 4. 6 th Street and Canal Street Parks Exercise Equipment (9:40)
(enclosure) | Motion | Wong |
| 5. President & CEO Report (10:00) | Info Item | Kelly |
| 6. Public Comment (10:05) | | |
| 7. Board Member Discussion (10:10) | | |
| 8. Adjournment | | |



Meeting of the City of Grand Rapids Tax Increment Financing Authority

February 14, 2018

1. Call to Order – The meeting was called to order at 9:25am

2. Attendance

Present: Jim Baldwin, Shaun Biel, Mayor Rosalynn Bliss, Elianna Bootzin, Diedre Deering, Kayem Dunn, Jane Gietzen, Carl Kelly, Mark Roys, Jim Talen, Rick Winn

Absent:

Others Present: Tim Kelly (Interim Executive Director), Murphy Ackerman (Executive Asst/Office Manager), Jana Wallace, Jennie Schumacher, Stephanie Wong, Annamarie Buller (DGRI Staff),

3. Approve Meeting Minutes from January 10, 2018

Mark Roys suggested a change to the attendance, as he is listed as absent, when he was present.

Motion: Elianna Bootzin, supported by Mayor Rosalynn Bliss, moved approval of the minutes from the January 10, 2018 meeting minutes with accepted edits. Motion carried unanimously.

4. DASH North Contract Extension

Mr. Naramore said the City has previously established contracts with both the DDA and MNTIFA to support the operation of DASH North. Mr. Naramore said the contract is currently operating out of term and a contract extension needs to be established through June 30th of this year. Mr. Naramore said he and Mr. Kelly are working on an updated contract moving forward. Mr. Kelly said this was previously a budgeted expense and the TIFA has sufficient funds to cover the accruals.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve extending the DASH North agreement with Mobile GR and Parking Services and the Downtown Development Authority (DDA). Motion carried unanimously.

5. Downtown Ambassador 2017 Report

Mr. Eledge gave an overview of the services provided by the Ambassador team in 2017. Mr. Eledge shared various testimonials from businesses and community members that the team continues to have contact with. Mr. Eledge shared that the team will also be training with Spoke Folks to ensure that all team members are trained in bike repair assistance. Mr. Kelly said all of these stats will be made available to the DID Board, as well as condensed for a mailer.

6. President & CEO Report
DDA (1/10/18)

- Approved contract for video services
- Received presentation on the proposed conservancy for Ecliptic at Rosa Parks
- Received presentation on the bikeshare feasibility study

DID (12/19/17)

- Approved financial statements through 10/31/17
- Received update on summer/fall plantings and the Clean Team
- Received an update on potential legislative changes occurring in 2018
- Discussed forming committees to review fund balances and purchasing policies

MNTIFA (1/10/18)

- Elected Shaun Biel Chair and Diedre Deering Co-Chair
- Received presentation on bikeshare feasibility study

DGRI (2/12/18)

- Elected Chair and Co-Chair
- Received presentation on River restoration and the River Trail Design Guidelines

Alliances:

- Goal 1 (Restore the River): April 18, 2018 - 10:00 AM
 - River Design Guidelines, River Trail Crossing
- Goal 2 (Downtown Neighborhood): April 17, 2018 - 3:30 PM
 - Rose Center Recommendations, Housing Now! Recommendations, Affordable Housing
- Goal 3 (21st Century Mobility Strategy): April 23, 2018 - 3:30 PM
 - Bike Share Feasibility Study, Downtown Bike and Pedestrian Safety Projects
- Goal 4 (Economic Vitality): April 25, 2018 - 3:30 PM
 - Micro Local Business Recruitment RFP, Rose Center Recommendations
- Goal 5 (Public Spaces and Programming): April 19, 2018 - 3:30 PM
 - Winter Programming / Outdoor Fitness Equipment

DGRI Staff Highlights

Events / Marketing / Communications / Engagement

- Produced Light Up Downtown – Dec 1
- Completed install of sports-oriented ice rink at Heartside Park for Winter 2018
- World of Winter (WoW) Activities: Feb 9, 2018 – Feb 16, 2018
- Celebrating Black History Month

Planning / Development / Infrastructure

- Completed sale of Area 4 and 5 for Studio Park Development
- Celebrating The Rapid's announcement of Laker Line funding
- Collaborating with City of GR to install public restrooms in parking ramps
- Partnered with The Right Place, City of GR, MDOT, MEDC, and GRR on AHQ2 Proposal
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- Lyon Square DD process ongoing – finalizing scope for in-river designs to be submitted with HCP – to DDA for funding Nov 8
- Calder Plaza – presented to City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50th anniversary of La Grande Vitesse. Drafted Pavilion design RFQ for review by City & County.

- Planning pedestrian safety improvements at several key intersections & crossings
 - Michigan / Bridge Street Trail Crossings
 - Pilot Protected bike lane – Division Ave (Leonard to Fountain)
- Received Pinnacle Award for Leadership from International Downtown Association for Equity-Driven Growth Agenda in GR Forward
- Streetspace Guidelines process ongoing. Upcoming engagement includes meeting with Innovation Central High Students on 2/16.
- Meeting with MEXO (100 Fulton on 1/12 to discuss opportunities for public space activation

Advocacy

- Senator Horn's TIF Reform bill (SB 393) is through the Senate and to House, Afendoulis introduced Fee Fairness Act (HB5325)
- Participated in a Grand River Briefing for the West Michigan Legislative Delegation on January 22, 2018.
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool

9. Public Comment
None

10. Board Member Discussion
Mr. Biel shared that the Monroe North Business Association met last week and was asked to support a special land use for the property along the river and MSU. Mr. Biel asked Mr. Kelly if there could be a group convened to talk more holistically about parking in the Monroe North area as the developments continue to arise. Mr. Kelly said he and Mr. Naramore would work to schedule this.

11. Adjournment
The meeting adjourned at 9:56am

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item # 3
April 11, 2018
Monroe North TIFA Meeting

DATE: April 5, 2018

TO: Monroe North Tax Increment Financing Authority

FROM: Jana M. Wallace
Treasurer

SUBJECT: FY2018 Interim Financial Statements Through March 31, 2018

Attached are the Monroe North Tax Increment Financing Authority interim financial statements for first nine months of the Authority's fiscal year ending June 30, 2018.

Statement A: Balance Sheet

Statement B: FY2018 Statement of Revenues and Expenses

Statement C: Schedule of January 1 through March 31, 2018 Expenditures

The amount of tax increment revenues in the "Actual" column on Statement B is lower than budgeted because the revenue was forecasted using estimated mills, which were 0.1119 mills higher than the actual mills levied. A \$122,248 personal property tax increment revenue loss reimbursement from the State of Michigan was recorded in early December. FY2018 is the second year the Authority received this reimbursement. The City's authorities don't budget for these reimbursements since payment depends on sufficient net State sales and use tax receipts. A brief explanation of the Personal Property Exemption Losses program follows.

After approval of the DASH Shuttle Operating Agreement by both City Commission and the Authority, the Authority has paid the City's MobileGR department for its share of shuttle costs for services from July, 2017 through March, 2018.

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

Attachments

DESCRIPTION OF THE PERSONAL PROPERTY EXEMPTION LOSSES REIMBURSEMENT PROGRAM

Beginning with calendar year 2016/FY2017, the Local Community Stabilization Authority (LCSA) Act, 2014 Public Act 86, (MCL 123.1341 to 123.1362) requires personal property tax reimbursement for all operating and debt millages to the extent that Michigan sales and use tax revenues are available.

The LCSA distributes PPEL reimbursements in the following order of priority:

1. 100% reimbursement for:
 - a. Local school district and intermediate school district (ISD) school debt loss in the current year and local school district sinking funding millage and public recreation and playground millage;
 - b. ISD operating millage;
 - c. School operating loss not reimbursed by the school aid fund;
 - d. Millages used to fund essential services (police, fire, ambulance, and jails);
 - e. **Decline in the tax increment finance (TIF) plan captured value of commercial and industrial personal property;** and
 - f. 2017 small taxpayer exemption loss.
2. Reimbursement for other millages are prorated and may be less than or more than 100%, depending on total calculated losses compared to available Local Community Stabilization Share (LCSS) revenue. The LCSS revenue is derived from the State Use Tax.

How to Calculate Local Unit and TIF Personal Property Exemption Losses (PPEL)

The PPEL is calculated by subtracting the current roll year's commercial and industrial personal property taxable value from the 2013 roll year's commercial and industrial personal property taxable value. Calculations include ad valorem property as well as property on the Industrial Facilities Tax (IFT) property roll with new facilities at 50%. For operating millage reimbursement calculations, the Michigan Department of Treasury subtracts any renaissance zone personal property taxable value from the PPEL calculations.

Source: http://www.michigan.gov/taxes/0,4676,7-238-43535_72736_81317---,00.html

STATEMENT A

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Balance Sheet as of March 31, 2018

ASSETS

Pooled Cash and Investments	\$	1,721,516
Future Tax Increment Revenues Anticipated		106,800
General Fixed Assets		5,307,124
Less: Accumulated Depreciation		(3,420,503)
TOTAL ASSETS	\$	3,714,937

LIABILITIES AND FUND EQUITY

Liabilities

Accounts Payable	\$	-
Contracts Payable		106,800
TOTAL LIABILITIES	\$	106,800

Fund Balance / Equity:

Investments in General Fixed Assets	\$	1,886,621
Reserve for Compensated Absences		1,948
Reserve for Encumbrances		28
Reserve for Authorized Projects		1,719,540
TOTAL FUND EQUITY	\$	3,608,137

TOTAL LIABILITIES & FUND EQUITY	\$	3,714,937
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STATEMENT B
MONROE NORTH
TAX INCREMENT FINANCING AUTHORITY
FY2018 Statement of Revenues and Expenses
July 1, 2017 - March 31, 2018

REVENUES	FY2018	
	Budget	Actual
Property Tax Increment	\$ 367,014	\$ 364,786
Property Tax Increment - Prior Year Appeals	(7,500)	8,472
Personal Property Exemption Losses Reimbursement	-	122,248 ¹
Investments Earnings	15,040	14,643
Investments Earnings - FY2017 Accrual Reversal	-	7,873 ²
From / (To) Fund Balance	223,891	-
TOTAL REVENUES	\$ 598,445	\$ 518,022

EXPENSES

Committed and Ongoing

Contractual Services - Annual Audit	\$ 5,750	\$ 5,800
Contractual Services - Legal	5,000	1,162
Floodwalls Debt Service - Interest	6,689	4,508
Floodwalls Debt Service - Principal	116,400	116,400
General Fund Departments Services	23,084	17,312
Insurance - General Liability	822	615
Share of DGRI Administration	6,200	2,893
Staff Support / Personnel	61,800	19,107
Supplies	200	-
Sub-Total Committed and Ongoing	\$ 225,945	167,797

GR Forward Projects:

Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor

Asset and Riverwalk Maintenance	\$ 10,000	\$ -
Downtown Planning - GR Forward	75,000	20,502
Grand River Restoration	25,000	25,000
Sub-Total GR Forward - Goal #1	\$ 110,000	\$ 45,502

Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population

Building Re-Use Incentive Program	50,000	-
Development Support - Miscellaneous	20,000	-
Downtown Census	5,000	-
Downtown Enhancement Grants	25,000	-
Infrastructure Improvements - Miscellaneous	2,500	-
Sub-Total GR Forward - Goal #2	\$ 102,500	\$ -

Goal #3: Implement a 21st Century Mobility Strategy

Accessibility and Streetscape Improvement	25,000	-
Bicycle Infrastructure Improvements	5,000	-
Public Realm Improvements	20,000	300
Transit Improvements in Monroe North District	80,000	60,003
Sub-Total GR Forward - Goal #3	\$ 130,000	\$ 60,303

Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming

Canal Street Park Riverwalk Extension	-	151
Street Lighting Banner Brackets	5,000	-
Urban Recreation Plan	25,000	-
Sub-Total GR Forward - Goal #5	\$ 25,000	\$ 151

TOTAL EXPENSES	\$ 593,445	\$ 273,753
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EXCESS / (DEFICIT)	\$ 5,000	\$ 244,269
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Note 1: State of Michigan reimbursement for the MNTIFA's tax increment revenue losses associated with State-mandated industrial and commercial personal property exemptions. In FY2017 \$108,170.63 was reimbursed.

Note 2: GASB 31 requires 'mark to market,' entries to reflect current values of investments outstanding at year-end. The mark to market entry as of June 30, 2017 was negative, so the FY2018 adjustment reversal is positive.

STATEMENT C

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Schedule of Expenditures

January 1 Through March 31, 2018

Date	Vendor	Purpose / Project	Description	Amount
3/14/2018	City Treasurer - MobileGR / Parking	Transit Improvements	MNTIFA DASH Lease July 2017-February 2018	\$53,336.00
1/21/2018	Grd Rapids Whitewater Inc	Grand River Restoration	Grand River Revitalization Environmental Services	25,000.00
3/8/2018	Wenk Associates, Inc.	Downtown Planning - GR Forward	17013-Grd River Corridor/River Trail - TIFA share	13,082.76
1/25/2018	Wenk Associates, Inc.	Downtown Planning - GR Forward	17013-Grd River Corridor/River Trail - TIFA share	7,419.27
3/14/2018	City Treasurer - MobileGR / Parking	Transit Improvements	MNTIFA DASH Lease March 2018	6,667.00
1/10/2018	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,924.00
2/5/2018	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,924.00
3/15/2018	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,924.00
3/24/2018	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 03/24/2018	582.22
1/13/2018	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 01/13/2018	400.28
3/10/2018	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 03/10/2018	254.73
1/10/2018	Priority Health	Staff Support / Personnel	Health Insurance Premium 1-3/2018	180.23
3/21/2018	Priority Health	Staff Support / Personnel	Health Insurance Premium 4-6/2018	162.72
1/13/2018	City of Grand Rapids	Canal Street Park Riverwalk Extension	Engineering payroll for period ended 01/13/2018	151.06
1/10/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 1/2018	87.94
2/12/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 2/2018	87.94
3/28/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 3/2018	87.94
2/6/2018	City Treasurer - Risk Mmnt	Insurance - General Liability	Monthly General Insurance Allocation	69.00
3/15/2018	City Treasurer - Risk Mmnt	Insurance - General Liability	Monthly General Insurance Allocation	69.00
1/16/2018	City Treasurer - Risk Mmnt	Insurance - General Liability	Monthly General Insurance Allocation	63.00
1/4/2018	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 12/30/2017	52.38
1/10/2018	Dickinson Wright PLLC	Contractual Services - Legal	Legal Services: Transition Matters	52.38
2/24/2018	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 02/24/2018	36.39
1/2/2018	International Downtown Assn	Share of DGRI Administration	Nonprofit Membership 01/2018-12/2018	31.74
1/1/2018	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 11/2017	28.23
1/10/2018	Dickinson Wright PLLC	Contractual Services - Legal	Legal Services: Misc. DGRI matters	25.10
2/20/2018	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 1/2018	15.16
1/1/2018	The KR Group, Inc.	Share of DGRI Administration	IT services 1/18	12.40
1/29/2018	The KR Group, Inc.	Share of DGRI Administration	IT services 2/18	12.40
1/10/2018	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 12/2017	12.26
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 12/2017	8.98
1/28/2018	Appled Imaging	Share of DGRI Administration	Copier 1/15-4/14/18; Overage 10/15/17-1/14/18	8.06
2/25/2018	Cellco Partnership dba Verizon	Share of DGRI Administration	Cell Phone Service 1/2018	7.85
1/10/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Mezzanine Office 01/2018	7.44
2/11/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Mezzanine Office 02/2018	7.44
3/28/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Mezzanine Office 03/2018	7.44
1/1/2018	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 11/17	7.38
1/10/2018	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 12/17	7.38
3/4/2018	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 1/18	7.38
3/28/2018	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 2/18	7.38
1/28/2018	Interphase Office Interiors, Inc.	Share of DGRI Administration	Computer monitor arms	7.13
1/1/2018	Grd Rapids Area Chamber of Commerce	Share of DGRI Administration	Membership Dues 2018	6.20
1/22/2018	The Hartford	Staff Support / Personnel	Workers Compensation audit 11/2017	6.14
3/13/2018	MVP Sportsplex - GR, LLC	Staff Support / Personnel	Paid via Payroll Deductions 12/2017	5.07
2/25/2018	Dickinson Wright PLLC	Contractual Services - Legal	Legal Services: Transition matters 12/2017	4.36
1/22/2018	MVP Sportsplex - GR, LLC	Staff Support / Personnel	Paid via Payroll Deductions 1/2018	4.18
3/28/2018	MVP Sportsplex - GR, LLC	Staff Support / Personnel	Paid via Payroll Deductions 3/2018	4.18
1/28/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 12/2017	4.10
1/22/2018	TDS Metrocom	Share of DGRI Administration	Phone Service 12/2017	3.75
2/25/2018	TDS Metrocom	Share of DGRI Administration	Phone Service 1/2018	3.69
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 1/2018	3.65
2/25/2018	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 1/2018	3.42
2/20/2018	MVP Sportsplex - GR, LLC	Staff Support / Personnel	Paid via Payroll Deductions 2/2018	3.41
3/1/2018	The KR Group, Inc.	Share of DGRI Administration	IT services 3/18	3.22
2/20/2018	The KR Group, Inc.	Share of DGRI Administration	IT services: Yiovanny Cornejo Microsoft office 1/18	2.95
2/25/2018	GreatAmerica Financial Svcs Corp	Share of DGRI Administration	Copier Lease 1/2018-2/2018	2.87
1/1/2018	The KR Group, Inc.	Share of DGRI Administration	IT security services 11/17	2.78
1/4/2018	Local First West Michigan	Share of DGRI Administration	Membership renewal for 2018	2.74
1/17/2018	Fifth Third Bank P-card 12/17	Share of DGRI Administration	Office Supplies (MNTIFA Portion)	2.65
1/28/2018	GreatAmerica Financial Svcs Corp	Share of DGRI Administration	Copier Lease 12/2017-1/2018	2.60
1/1/2018	GreatAmerica Financial Svcs Corp	Share of DGRI Administration	Copier Lease 11/2017-12/2017	2.55
1/28/2018	Cellco Partnership dba Verizon	Share of DGRI Administration	Cell Phone Service 12/2017	2.42
2/19/2018	Creative Studio Promotions	Share of DGRI Administration	Office supplies: Staff nametags	2.34
2/12/2018	Creative Studio Promotions	Share of DGRI Administration	Office supplies: Staff nametags	2.30
1/28/2018	The KR Group, Inc.	Share of DGRI Administration	IT services 1/16	2.09
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 1/2018	2.04

continued on the next page

STATEMENT C - continued
Monroe North Tax Increment Financing Authority
Schedule of Expenditures
January 1 Through March 31, 2018

Page 2

Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
				<i>continued from prior page</i>
1/17/2018	Fifth Third Bank P-card 12/17	Share of DGRI Administration	DGRI Postage, UPS Shipping (MNTIFA Portion)	\$ 2.00
1/10/2018	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 12/07/2017-1/06/2018	1.98
3/15/2018	Fifth Third Bank P-card 02/18	Share of DGRI Administration	Office Supplies (MNTIFA Portion)	1.87
2/11/2018	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 2/07/2018-3/06/2018	1.86
3/21/2018	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 3/07/2018-4/06/2018	1.86
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 2/2018	1.80
1/2/2018	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 12/2017	1.52
3/28/2018	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 3/2018	1.36
2/25/2018	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 2/2018	1.33
1/22/2018	Engineered Protection Sys Inc.	Share of DGRI Administration	Office Security System 2/2018-4/2018	1.15
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 12/2017	1.01
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 11/2017	0.97
1/22/2018	Breck Graphics dba Allegra Printing	Share of DGRI Administration	Business Cards: F. Valera 1/2018	0.91
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 12/2017	0.87
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 11/2017	0.73
3/1/2018	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 1/9/18-12/10/2018	0.71
1/29/2018	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 1/2018	0.67
2/1/2018	City Treasurer - Mailroom	Share of DGRI Administration	DGRI office supplies (MNTIFA portion)	0.66
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 11/2017	0.65
1/1/2018	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 11/14/17-12/10/2017	0.57
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office/Meeting Supplies 1/2018	0.56
1/1/2018	Model Coverall Service Inc	Share of DGRI Administration	Floor Mat Rental 12/2017	0.50
1/22/2018	Model Coverall Service Inc	Share of DGRI Administration	Floor Mat Rental 1/2018	0.50
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office/Event Supplies 1/2018	0.46
2/1/2018	State of Michigan	Staff Support / Personnel	Unemployment Charges	0.41
1/28/2018	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 12/12/17-1/10/2018	0.36
3/1/2018	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 9/19/17-10/10/2017	0.36
1/29/2018	Fusion IT LLC	Share of DGRI Administration	Network Mnmt: Annual Domain Name Hosting 2018	0.31
2/1/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 11/2017	0.28
1/10/2018	Fusion IT LLC	Share of DGRI Administration	Network Management 1/2018	0.15
1/28/2018	Fusion IT LLC	Share of DGRI Administration	Network Management 2/2018	0.15
3/1/2018	Fusion IT LLC	Share of DGRI Administration	Network Management 3/2018	0.15
2/20/2018	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office/Event Supplies 1/2018	0.15
2/14/2018	Fifth Third Bank P-card 01/18	Share of DGRI Administration	DGRI Postage (MNTIFA Portion)	0.14
2/1/2018	City Treasurer - Mailroom	Share of DGRI Administration	DGRI office postage (MNTIFA portion)	0.05
TOTAL EXPENDITURES JANUARY 1 - MARCH 31, 2018				\$ 113,950.10

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: April 11, 2018

TO: Tim Kelly
Downtown Development Authority
Executive Director

FROM: Jeff McCaul, P.E., Acting City Engineer

SUBJECT: Grand River Corridor Implementation Plan and River Trail Design Guidelines

On July 11, 2017 (Proceeding No. 86898), the City approved a Professional Services Agreement with Wenk Associates, Inc. (Wenk), and authorized expenditures in the amount of \$640,000 to develop design guideline documents for approximately seven and a half (7.5) miles along the east and west banks of the Grand River and to provide schematic designs and construction cost estimates for five opportunity sites along both sides of the river. These sites were carefully selected to efficiently align with construction use for river access, staging of equipment, and material stockpiling during the river restoration work. As the river contractor demobilizes from these river access sites, the City can subsequently restore these sites by constructing park space improvements for Grand River public recreational access and circulation.

On March 14, 2018, Wenk submitted a proposal for an increase of \$91,400 for services outside of their original scope of work. The additional services include: up to four additional trips to Grand Rapids due to extended schedule of the project to perform added project coordination and focus group meetings with the youth groups and a meeting/dinner with the Anishinaabe tribe; preliminary concept studies of to gain a more holistic vision for the park spaces as they connect from Coldbrook to North Monroe sites. The City also requested Fish Ladder Park be included as an opportunity site with deliverables including preliminary and final schematic design concepts, cost estimates, imagery, and supporting graphics.

It is recommended that the DDA approve its share of costs in the amount of \$17,200 in connection with additional public engagement and additional consultant visits related to extended schedule to complete River Trail Design Guidelines. It is recommended that the NMTIFA approve its share of costs in the amount of \$15,000 in connection with added concept studies associated with 6th Street Park and Canal Park. It is anticipated the City Commission will approve its increased share of expenditures for this project on April 10, 2018.

SUMMARY OF ESTIMATED COSTS

for

Grand River Corridor Implementation Plan and River Trail Design Guidelines

Project Funding Source(s)

	Currently Approved	Budget Request(s)	Revised Project Estimate
Transformation Fund	\$100,000	\$0	\$100,000
Capital Improvement Fund	230,000	32,200	262,200
Parks Millage Fund	0	27,000	27,000
Downtown Development Authority	130,000	17,200	147,200
North Monroe Tax Increment Finance Authority	50,000	15,000	65,000
Capital Improvement Fund (Museum Share)	50,000	0	50,000
Other Grants Fund	50,000	0	50,000
Kent County Drain Commission Chapter 20 Drain Floodwalls and Embankment Bonds	30,000	0	30,000
Total Project Sources	<u>\$640,000</u>	<u>\$91,400</u>	<u>\$731,400</u>

Breakdown of Project Uses

Additional Services by Wenk	\$91,400
Previously authorized Services by Wenk	<u>640,000</u>
Total Project Uses	<u>\$731,400</u>



ASSOCIATES
PLANNERS &
LANDSCAPE
ARCHITECTS

March 14, 2018 *(Revised April 2)*

David Marquardt, Director
City of Grand Rapids
Department of Parks and Recreation
201 Market Avenue SW
Grand Rapids, MI 49503

Re: Grand River Corridor Implementation Plan and River Trail Design Guidelines - Additional Service Request

Dear David,

Thank you for allowing us the opportunity to request additional services for the Grand River Corridor Implementation Plan and River Trail Design Guidelines. As we've discussed, we are requesting additional services for tasks outside of our original design contract scope. Below we have identified a description of the additional services and tasks.

Additional Services (Reviewed during Trip #8)

1. Three Additional Trips

\$51,000

Our original contract included 6 trips to Grand Rapids. We have completed 8 trips to date and have one additional trips to planned for the first week in May (trip #9). The additional trips were required due to the extended schedule and coordination required for the project. The original project schedule was anticipated to be complete in December 2107. The project timeframe has been extended to May 2018 to provide additional outreach.

- Ongoing requests for information
- Coordination with City and team
- Development of revised schedules
- 3 Additional Trips during an approximately 5-month extended schedule

2. Additional Focus Group Coordination

\$13,500

Additional focus groups were added to our outreach strategy, including the youth groups and the Anishinaabe special meeting. To cover some of the additional coordination meetings for Williams and Works, we have removed the video task from their scope of work.

- Budget for Anishinaabe outreach, meeting room, and dinner
- Coordination

3. Schematic Design Package

\$3,000

It was requested to not include the schematic designs in the Design Guidelines, but to instead include those as a separate document.

- Formatting of Schematic Design Package

4. Base Mapping **\$7,200**

The base information provided at the beginning of the project was difficult to obtain and was provided in various formats. Additional time was required to create a usable, easy to read base map.

- Base map formatting

5. Preliminary Concept Studies of 6th Street Park & Canal Street **\$15,000**

Wenk Associates developed preliminary concepts for 6th Street Park and Canal Street Park to gain a more holistic vision for the park spaces as they connect from Coldbrook and the North Monroe sites.

- Development of 2 concepts
- Preliminary grading studies
- Concept alignment of future river access points

The total fee for Tasks 1-5 above is \$92,400.

Additional Opportunity Site

6. Fish Ladder Opportunity Site **\$27,000**

Fish Ladder Park is an additional opportunity site. The team will develop a schematic design concept and cost estimate for this site. The website materials will be updated to include the additional site.

- Preliminary Design Concept
- Final Schematic Design Concept
- Cost Estimate
- Precedent imagery and supporting graphics

The fee per consultant for this task is as follows:

Wenk Associates	\$15,000
Viridis	\$ 5,000
ETM	\$ 3,000
Williams & Works	\$ 2,000
FTCH	\$ 2,000

Other anticipated tasks:

A. Additional Trip #10 **\$17,000**

It is possible that an additional trip, beyond the 3 proposed in Task 1, will be needed to facilitate the final public outreach, outreach for Fish Ladder Park, and coordination with the Core Team. We would like to include this task in case it is needed.

B. Coordination with Architect for Coldbrook Building **TBD**

The scope of work for this task has not been identified yet. We would request a contingency to be planned for in case coordination is required or an architect is added to our team.

The total fee for Task A is \$17,000.

Total Additional Service Request

Tasks 1-5 (Additional Services)	\$92,400
Task 6 (Fish Ladder)	\$27,000
Task A (Trip #10, if needed)	\$17,000
Total	\$136,400

Potential Reallocations

There are a few reallocations within our current fee that could help cover the additional services.

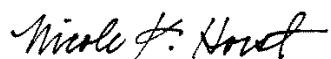
Based on our current project standing, we believe there will be approximately \$5,000-10,000 of unused budget in FTCH's fee. Based on our conversation in early March, it is also possible that the \$15,000 allowance for River Restoration could be reallocated. We also believe there is a project contingency of \$30,000 that could be allocated to these tasks.

Anticipated Unused FTCH Fee	\$10,000
River Restoration's Allowance	\$15,000
Contingency	\$30,000
Total	\$55,000

If the reallocations are feasible and acceptable, we anticipate a total add service request of **\$81,400**.

Please let me know if you have any questions or changes. We have enjoyed working with Grand Rapids and hope to continue our relationship with you into the future. Thank you for your consideration of these.

Sincerely,



Nicole Horst
Principal

MEMORANDUM

MONROE
NORTH
TIFA



DATE: April 11, 2018
TO: Downtown Development Authority
FROM: Stephanie Wong, Project Specialist

Agenda Item #
April 11, 2018
MNTIFA Meeting

SUBJECT: Request for Funding Authorization to Procure and Install Outdoor Exercise Equipment

DGRI Goal 5 Alliance and City of Grand Rapids Parks & Recreation 2017 Strategic Master Plan identified a great opportunity to highlight a series of low cost activities along the riverfront trail. A high level of interest included outdoor exercise equipment and raising the profile of downtown parks. In October 2017, DGRI and Parks and Recreation created a survey about exercise opportunities along 6th Street Park and Canal Park in the Monroe North Neighborhood. We received over 300 responses with informed decisions to move forward in style, strength training and endurance machines.

Norwell Outdoor Fitness met the majority vote in the public survey for a modern/sleek style. The stations are constructed from exclusive glass-blasted stainless steel which minimizes both vandalism and the need for maintenance. The Danish designs include access to the Norwell App and sticker instructions for proper use of each machine.

Installation of six stations with two exercise equipment per station will be permanently installed on concrete pads throughout the linear park trail. These include Cross Elliptical, Air Walkers, Hand Cycler, Leg and Bench Press, Pull Up and Bench, and Chest Press. Drinking fountains and signage will also be provided at the beginning and end of the trail.

Fitness equipment selection criteria were based upon several key factors, including:

- Four-Season durability
- Mix of strength training and endurance
- Flexibility related to installation, site selection and maintenance
- Modern/sleek style

Total cost for the equipment is \$126,141, and the TIFAs share is proposed to be \$25,000. Funding for the equipment is provided in the FY18 in the Urban Recreation line item. If approved, Parks & Recreation will bid costs of installation and construction to begin in June 2018.

Recommendation: Approve Funding for an amount not to exceed \$25,000 to procure equipment for Norwell Outdoor Fitness and installation in 6th Street Park and Canal Park with the City of Grand Rapids Parks and Recreation.



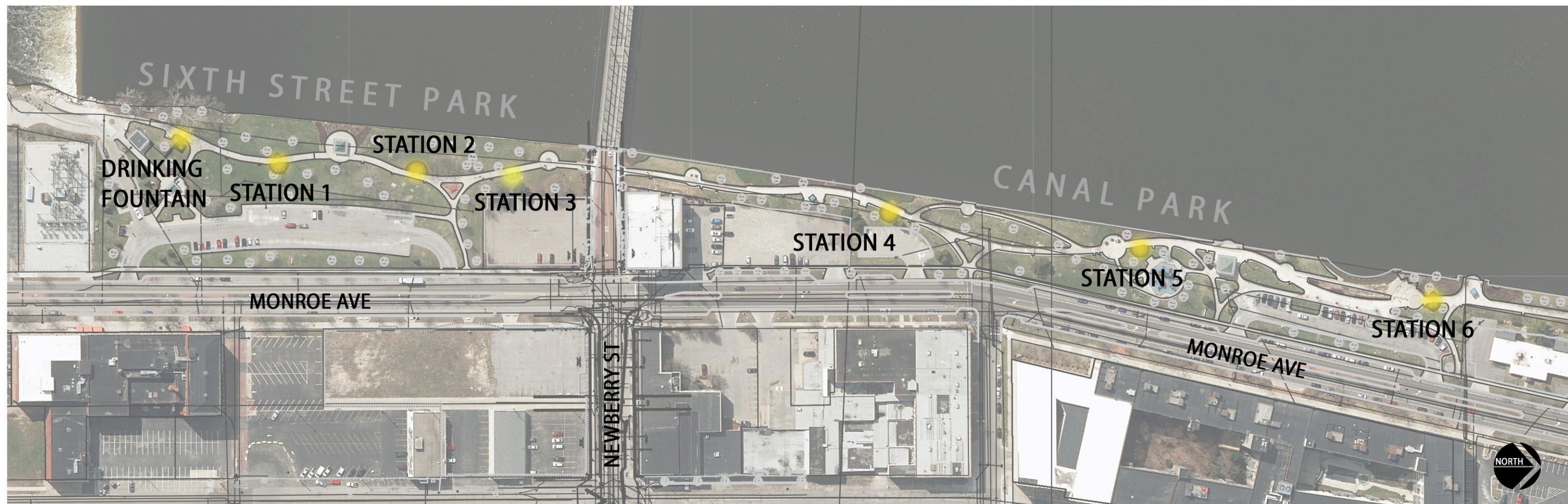
3/30/2018



Hard Surface Improvements to Canal and Sixth Street Parks

Opinion of Probable Costs – 85% CDs

Item	Quantity	Unit	Unit Price	Total
Permit Fees	1	LS	\$1,200	\$1,200
<u>General Site Improvements</u>				
Salvage and Remove Ex. Building-Mounted				
Drinking Fountains	1	LS	\$1,500.00	\$1,500
4" Concrete Paving	1,700	SF	\$5.00	\$8,500
Project Sign	1	EA	\$500.00	\$500
Drinking Fountain	1	EA	\$6,600.00	\$6,600
Shutoff Valve/Drain Down	1	EA	\$1,500	\$1,500
3/4" Water Service	45	LF	\$40	\$1,800
Adjust Irrigation at each Station	6	EA	\$1,000	\$6,000
			Subtotal	\$26,400
<u>Exercise Equipment</u>				
Norwell Chest - NW101	1	EA	\$5,700	\$5,700
Norwell Pull Up - NW104	1	EA	\$5,100	\$5,100
Norwell Leg - NW106	1	EA	\$5,700	\$5,700
Norwell Air Walker - NW201	2	EA	\$5,700	\$11,400
Norwell Sign - NW503	2	EA	\$2,000	\$4,000
Norwell Cross - NW202	2	EA	\$6,000	\$12,000
Norwell Bench - NW501	2	EA	\$4,400	\$8,800
Norwell Hand Cycle - NW2837	1	EA	\$4,400	\$4,400
			Subtotal	\$57,100
<u>Landscaping/Earthwork</u>				
Topsoil	23	CY	\$33	\$759
Turf Restoration Seeding	1,800	SF	\$0.11	\$198
Grading	1	LS	\$4,000	\$4,000
Tree Protection Fence	130	LF	\$5	\$650
SESC Measures	1	LS	\$500	\$500
			Subtotal	\$6,107
			Subtotal	\$90,807
			Contingency (12%)	\$10,897
			Mobilization and General Conditions (12%)	\$10,897
			5% City Administration	\$4,540
			A&E Design and CE/I Services	\$9,000
			Construction Total	\$126,141



**DRINKING FOUNTAIN
w/ BOTTLE FILLER
AND ACCESSIBLE
DRINKING FOUNTAINS**



**STATION 1
CROSS ELLIPTICAL
(2) TOTAL
AND SIGN**



**STATION 2
AIRWALKER
(2) TOTAL**



**STATION 3
HAND
CYCLER**



**STATION 4
LEG PRESS
AND BENCH**



**STATION 5
PULL UP
AND BENCH**



**STATION 6
CHEST PRESS
AND SIGN**

SIXTH STREET AND CANAL PARKS-EXERCISE PROJECT

City of Grand Rapids, Michigan
April 2018



**Parks and
Recreation**
CITY OF GRAND RAPIDS

