

# 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

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Wednesday, June 13, 2018  
10:00 a.m. Meeting  
29 Pearl Street, NW Suite #1

- |  |           |           |
|--|-----------|-----------|
| 1. Call to order   |           |           |
| 2. Approve Meeting Minutes from May 9, 2018 (10:00)<br>(enclosure) | Motion    | Biel      |
| 3. FY2019 Budget Adoption (10:05)<br>(enclosure)                   | Motion    | Kelly     |
| 4. DASH Memorandum of Understanding (10:15)<br>(enclosure)         | Motion    | Kelly     |
| 5. Movies on Monroe Presentation (10:25)                           | Info Item | Van Driel |
| 6. President & CEO Report (10:35)                                  | Info Item | Kelly     |
| 7. Public Comment (10: 40)   |           |           |
| 8. Board Member Discussion (10:45)                                 |           |           |
| 9. Adjournment   |           |           |



Meeting of the City of Grand Rapids Tax Increment Financing Authority

May 9, 2018

1. Call to Order – The meeting was called to order at 9:57am

2. Attendance

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

Absent: Rick Winn, Mayor Rosalyn Bliss

Others Present: Tim Kelly (Executive Director), Flor Valera (Administrative Assistant), Jana Wallace, Dick Wendt (DGRI Legal Counsel) Jennie Schumacher and Stephanie Wong (DGRI Staff)

3. Approve Meeting Minutes from April 11, 2018

*Motion: Kayem Dunn, supported by Jane Gietzen, moved approval of the minutes from the April 11, 2018 meeting minutes. Motion carried unanimously.*

4. Newberry Street Reconstruction Authorization

Tim Kelly introduced a proposal to fund a portion of the reconstruction of Newberry Street from Monroe Avenue to Division Avenue. Mr. Kelly added that the DDA had already approved their share cost for traffic signal improvements. Mr. Kelly said that this project was vetted through the Alliances and their recommendations were incorporated into the final design. Mr. Kelly took a moment to introduce Breese Stam from the City's Engineer Department to give an overview of the project. Mr. Stam said this street is an important pedestrian and bicycle connection with the Sixth Street Bridge extending over the Grand River to the west and a future switchback multiuse pathway connecting to Division to the Belknap Hill area to the east across Division Avenue. Mr. Stam added that this project features a two-way street and bike lanes on both sides of the street. Mr. Kelly said this project is currently scheduled for FY2019 and will include pedestrian enhancements to improve the streetscape and walkability. Mr. Stam said MNTIFA's share of costs is for street lighting improvements and street amenities.

*Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve its share of cost in the amount of \$193,555 for the Newberry Street Reconstruction project. Motion carried unanimously.*

5. FY2019 Budget

Tim Kelly gave an overview of the various projects that have been identified in the FY19 budget outline. These include: river restoration, streetscapes accessibility improvements as a result of the accessibility audit, river trail design guidelines, bicycle trail improvements, downtown census update, DASH system/shelter improvements, and public realm improvements. Mr. Kelly added that a report of the Bikeshare feasibility study will become available in July. Jana Wallace pointed out that the authority has a higher revenue percentage reflected in the budget due to all the development happening in the Monroe North district this year. Mr. Kelly added that for FY20, a significant street project for the Monroe North area involves making street enhancements at Coldbrook from Ottawa to the Monroe

intersection. Mr. Kelly explained that this project is tied to the relocation of the water facility and added that major infrastructure work needs to happen in that road. Mr. Kelly said the future contribution for this project will assist with the public enhancements for the Monroe North area in connection to Newberry Street. Mr. Kelly noted that for this fiscal year the Authority has \$25,000 set aside for exercise equipment for this project. The purchase order is set in motion and the expenditures will occur before July 1. Carl Kelly asked when the fitness equipment will be installed. Mr. Kelly said the equipment will be installed this summer 2018.

*Motion: Jane Gietzen, supported by Carl Kelly, moved to recommend the FY19 MNTIFA Budget Summary to the Grand Rapids City Commission and request fund appropriation. Motion carried unanimously.*

6. Development Review Framework

Mr. Kelly gave an update on the Development Incentive Request framework that will be tested out with Goal 4 alliance. Mr. Kelly said the intention of this form is to have some criteria set in place to make sure projects align with the goals and mission of the GR Forward plan. Mr. Kelly added that any recommendations from the board are welcomed. Jane Gietzen asked if the board is expecting any request. Mr. Kelly said there were no requests submitted at the moment.

7. President & CEO Report

DDA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Approved a contract to complete final design for Lyon Square
- Approved the purchase of furniture, games and greenery to temporarily activate Calder Plaza
- Authorized the purchase of exercise equipment to be deployed in 6th Street and Canal Street Park

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 (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Authorized the purchase of exercise equipment to be deployed in 6th Street and Canal Street Park

DGRI (4/18/18)

- Received an update on the implementation of GR Forward
- Discussed potential challenges facing Downtown and possible strategies to overcome them

Alliances

- Goal 1 (Restore the River): July 18, 2018 - 10:00 AM
- Goal 2 (Downtown Neighborhood): July 17, 2018 - 3:30 PM
- Goal 3 (21st Century Mobility Strategy): July 23, 2018 - 3:30 PM
- Goal 4 (Economic Vitality): July 25, 2018 - 3:30 PM
- Goal 5 (Public Spaces and Programming): July 19, 2018 - 3:30 PM

GR>> Highlights

Goal 1 – Reestablish the Grand River as the draw to the City and Region

Action: Develop riverfront trail design guidelines

- Lead: City of Grand Rapids. Wenk Associates serves as lead consultant
- Project involves defining a “playbook” to guide construction of the proposed recreation trail on the banks of the Grand River. This includes:
  - o Establishing an overall character and identity for the trail
  - o Defining unique themes and amenities at different points along the trail
  - o Ensuring improvements along the river edges are integrated with and support whitewater rapids restoration
- Community outreach and ideation underway, including a presentation of draft concepts to GR Forward Goal 1 Alliance and DGRI Board of Advisors.
- Next visit May 21 - 24
- Recommendations coming in Spring 2018

Action: Restore the whitewater rapids in the Grand River

- Lead: Grand Rapids Whitewater
- GRWW organizing to file in Summer 2018 for state permits and initiate environmental review of the river restoration project

Action: Evaluate economic impact of improving and expanding the riverfront trail

- Lead: Downtown Grand Rapids Inc.
- Contracted Grand Valley State University to conduct analysis
- Preliminary findings anticipated in Summer 2018

Action: Enhance Lyon Square Opportunity Site

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Design Development documents nearing completion. Next step is Construction Documents.
- Coordination with surrounding stakeholders in process

Action: Enhance Ah-Nab-Awen / Indian Mounds Park

- Lead: City of Grand Rapids
- Construction anticipated to begin Spring 2018
- Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
- Remains an opportunity to create ceremonial space for native Americans

GR Forward Goal 2 - Develop a true Downtown neighborhood home to a diverse population

Action: Establish Downtown resident organization

- Lead: Downtown Grand Rapids Inc.
- Contracted Steve Faber of Byrum Fisk to facilitate a process with Downtown residents to define the purpose and structure for a resident organization
- Planning committee began exploring potential mission, vision and goals.
- Surveyed Downtown resident ideas and perspectives. Compiling results
- 4th Annual Mix, Mingle and Share event with Downtown neighbors held April 25

GR Forward Goal 3 – Implement a 21st century mobility strategy

Action: Deploy bus shelters to enhance experience for people who ride public transit

- Lead: The Rapid transit agency and City of Grand Rapids
- Mobile GR presented bus shelter deployment plan to City Commission on Feb. 6, 2018.
- GR DDA budgeted \$500,000 to support Downtown deployment
- Goal is to deploy new Downtown shelters before next winter.

Action: Enhance safety for people who walk and bicycle at key Downtown locations

- Lead: Downtown Grand Rapids Inc and City of Grand Rapids
- Design work in progress for enhancements at 4 key intersections:
  - o Michigan Street & Bridge
  - o Fulton & Ionia
  - o Fulton & Monroe/Market
  - o Monroe & Campau
- Specific improvements for evaluation include but are not limited to the installation of pedestrian medians, changes to crosswalks, pedestrian county-down signals and a pedestrian scramble.
- The project also includes piloting a designated bike lane along Division Avenue.
- The City and DGRI aspire to implement improvements in Summer 2018.

Action: Evaluate feasibility of bike share service

- Lead: City of Grand Rapids
- Presented preliminary findings to the DDA on January 10, 2018
- Special Briefing with City Commission occurred February 27, 2018
- Presentation of final recommendations anticipated Summer 2018

Action: Recruit car share service provider

- Lead: City of Grand Rapids
- Mobile GR drafted and released a Request for Information (RFI) to help inform the search for a car share provider. Responses are due March 23, 2018

Action: Complete audit of Downtown's accessibility for people with differing abilities

- Lead: Downtown Grand Rapids Inc.
- Disability Advocates delivered draft recommendations and report
- GR DDA received a presentation of draft recommendations in April 2017

Action: Redesign Michigan Street to improve safety, comfort and clarity for all users

- Lead: City of Grand Rapids
- Completed 7,620 sq ft of new space for trees, landscaping and pedestrians in front of main entrance to Spectrum Health

Action: Update Downtown streetscape guidelines

- Lead: Downtown Grand Rapids Inc. Nederveld and Williams & Works serve as consultants
- Held project kickoff meeting with GR Forward Goal 3 Alliance
- Community outreach and evaluation of streets and key public spaces underway
- Kickoff meeting with GR Forward Goal 3 Alliance in December 2018

GR Forward Goal 4 – Grow more & better jobs & ensure continued vitality of the local economy

Action: Recruit a major office tenant to Downtown

- Right Place, City of Grand Rapids, Downtown Grand Rapids Inc., MI Department of Transportation and MI Economic Development Corporation collaborated to develop pitch for Amazon HQ2.
- Debrief revealed areas of opportunity for improving collaborative Downtown recruitment efforts
- DGRI, City and Right Place exploring more concerted and intentional recruitment strategy to attract larger office tenants

Action: Foster ground-floor businesses to diversify the mix of Downtown retail offerings

- Lead: Downtown Grand Rapids Inc.
- GR Forward Goal 4 Alliance reviewed draft framework for new Retail Business Recruitment and Incubation Program
- Launch of new program anticipate in Q2 2018
- One community goal is to increase # of ground floor businesses owned by women, people of color and other underserved communities 50% by 2025

GR Forward Goal 5 – Reinvest in public space, culture & inclusive programming

Action: Establish Public Space Activation Grant Program

- Lead: Downtown Grand Rapids Inc.
- Designing program criteria and application process in collaboration with GR Forward Goal 5 Alliance
- Defining potential/preferred Downtown areas for activation in collaboration with GR Forward Goal 5 Alliance
- Goal is to launch program Summer 2018

Action: Enhance VandenBerg Plaza/Calder Plaza

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Organizing to deploy short-term activation tactics for Summer 2018 including furniture, shade umbrellas and various entertainment options
- Parks Dept. preparing to issue Request for Qualifications to design the proposed pavilion at SE corner of plaza
- June 2019 is the 50th anniversary of the plaza's opening in 1968 and a key organizing point for a celebratory moment

Action: Expand winter recreational programming in Downtown parks

- Lead: Downtown Grand Rapids Inc.
- Deployed temporary "pop up" ice rink in Heartside Park that hosted pick up hockey games, ski chair racing and other activities
- Successfully hosted 10-day World of Winter festival

Action: Promote food truck businesses in public places

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Presented Year One pilot ordinance outcomes to Grand Rapids City Commission on March 6, 2018.

Action: Renovate Veteran's Park

- Lead: City of Grand Rapids
- Completed reconstruction
- Opened Veterans Day
- Parks Department exploring formal ribbon cutting event

Action: Explore opportunities to beautify public plaza at Van Andel Arena

- Lead: Downtown Grand Rapids Inc.
- Developing preliminary conceptual designs
- Exploring partnership/funding opportunities for FY2019

Action: Improve safety and cleanliness on Division Avenue

- Improve lighting
  - o Lead: City of Grand Rapids
  - o Identified community supported solution
  - o Working to determine implementation costs
- Add public restrooms
  - o Lead: City of Grand Rapids and Downtown Grand Rapids Inc.
  - o City currently designing new public facilities to be installed in Cherry / Commerce and/or Weston / Commerce parking ramps
  - o Working to determine a sustainable facility management protocol for the new facilities.

Action: Continue turning up the volume on public art

- Lead: Downtown Grand Rapids Inc.
- Painted murals on 20 Monroe
- Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting anticipated to begin in Spring 2018 as weather permits
- Exploring mural opportunities at Fulton/131 overpass

GR Forward Goal 6 - Retain & attract families, talent & job providers with high quality public schools  
Action: Transform the old public museum at 54 Jefferson into the new Grand Rapids Public Museum School

- Lead: Grand Rapids Public Schools and Grand Rapids Public Museum
- Renovation of 54 Jefferson in progress and looking great
- The building will reopen as a high school in September 2018

9. Public Comment  
None

10. Board Member Discussion  
Diedre Deering said she was very excited for the exercise equipment that will be installed in the Monroe North neighborhood and for the new location of movies. Jane Gietzen shared with the Board the approved funding from DDA for a pilot project to design a Separated Bike Lane along North Division Avenue from Coldbrook Street to Lyon Street.

11. Adjournment  
The meeting adjourned at 10:26am

# MEMORANDUM

MONROE  
NORTH  
TIFA



DATE: June 8, 2018

TO: Monroe North TIFA

FROM: Tim Kelly, AICP  
President & CEO

SUBJECT: Proposed FY19 Budget and Priority Plan

Agenda Item #3  
June 13, 2018  
MNTIFA Meeting

On May 9, 2018 the MNTIFA Board recommended the FY2019 budget to the Grand Rapids City Commission to request fund appropriation for the fiscal year beginning July 1, 2018. That budget was presented and unanimously approved by the City Commission on May 22, 2018 (attached). The final step in the budget process is adoption by the MNTIFA Board. Below is a summary of the budget process and the priorities included in the FY2019 budget.

Each year, the Monroe North Tax Increment Finance Authority (MNTIFA) recommends and adopts a one-year budget and 5-year priority plan to reflect the priorities for investment in the Monroe North neighborhood. With GR Forward now an approved amendment to the City's Master Plan, DGRI has clearly defined objectives and continues to work diligently to ensure its budgets reflect the plan's recommendations.

The FY2019 MNTIFA budget and priority plan consists of both new projects from GR Forward and carry forward priorities that span multiple fiscal years. New projects include planning for the management of future River Corridor Improvements, support for the initiation of bike share, and contributions to the reconstruction of Newberry Street to ensure it has accommodations for all users. Carry forward projects include funding for the Grand River restoration, contributions to enhancements for DASH North infrastructure, and installation of exercise equipment in Canal Street Park. When examined by GR Forward goal the breakdown for FY19 is as follows:

- Goal 1 (Restore the River as the Draw): \$160,000
- Goal 2 (Create a True Downtown Neighborhood Home to a Diverse Population): \$60,000
- Goal 3 (21<sup>st</sup> Century Mobility Strategy): \$385,000
- Goal 5 (Reinvest in Public Space, Culture and Inclusive Programming): \$30,000



As in previous years, the Downtown Grand Rapids Inc. Alliances played an important role in developing the budget. Beginning in February 2018, staff began soliciting input from the five goal Alliances charged with advising on projects and priorities. This 3-month, iterative process culminated in all five Alliances tendering recommendations to the three fiduciary Boards of DGRI (DDA, DID, and MNTIFA) regarding their ambitions for the coming fiscal year. The attached budget narrative provides additional detail on the various priorities that emerged during that process.

Following a recommendation from the DDA Board, DGRI staff will present each of the fiduciary Boards' recommended budgets to the City Commission on May 22, 2018, requesting bottom-line appropriation. After receiving City Commission appropriation, the fiduciary Boards will each adopt their final annual budgets and priority plans at their next scheduled meetings.

**Recommendation: Recommend the FY2019 MNTIFA Budget Summary to the Grand Rapids City Commission and request fund appropriation.**

**CITY OF GRAND RAPIDS, MICHIGAN**

**MONROE NORTH TAX INCREMENT FINANCING AUTHORITY**

**FY2019 Appropriation Request**

**Recommended by the Monroe North TIFA Board on May 9, 2018**

**Approved by City Commission on May 22, 2018**

**Submitting for Adoption by the Monroe North TIFA Board  
at Its Next Meeting**

	<b>FY2019 Request</b>
<b>RESOURCES</b>	
Property Tax Increment Revenue	\$ 417,410
Property Tax Increment - Prior Year Adjustments	(7,500)
State of Michigan Reimbursement for Pers Property Exemptions	120,000
Interest on Investments	17,073
From / (To) Fund Balance	231,028
<b>TOTAL RESOURCES</b>	<b>\$ 778,011</b>

**APPROPRIATIONS**

**Ongoing and Committed Expenditures**

Staff Support	\$ 65,000
Supplies	200
Contractual Services - Annual Audit	5,060
Contractual Services - Legal	5,000
Insurance - General Liability	802
KCDC Series 2008 Floodwall Bonds - Principal	34,200
KCDC Series 2008 Floodwall Bonds - Interest	3,677
General Operating Fund Overhead Allocation	22,872
Share of Downtown Grand Rapids Inc Administration	6,200
<b>TOTAL ONGOING AND COMMITTED</b>	<b>\$ 143,011</b>

**GR FORWARD PROJECTS:**

Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 160,000
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	60,000
Goal #3: Implement a 21st Century Mobility Strategy	385,000
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	30,000

**TOTAL DEVELOPMENT AND INFRASTRUCTURE \$ 635,000**

**TOTAL APPROPRIATIONS \$ 778,011**

**EXCESS / (DEFICIT) \$ -**

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** June 14, 2018

**BOARD:** Mobile GR Commission

**FROM:** Josh Naramore, Mobile GR and Parking Services Manager  
Mobile GR and Parking Services Staff

**SUBJECT:** **Recommendation to the City Commission to approve the DASH North agreement with the Downtown Development Authority and the Monroe North Tax Increment Finance Authority**

## **Action Requested**

It is the recommendation of the Mobile GR Commission to the City Commission to approve a memorandum of understanding with the Downtown Development Authority (the "DDA") and Monroe North Tax Increment Finance Authority ("MNTIFA") extending the term of a partnership providing DASH transit services between the DDA's Downtown District and the MNTIFA's North Monroe Development Area for an additional one year commencing July 1, 2018.

## **Background**

Since December 2012, through Memorandums of Understanding the City has partnered with the DDA and MNTIFA to provide DASH transit services from and to the Monroe North Development Area and the Downtown District. The City through Mobile GR and Parking Services and the DDA and MNTIFA have shared in the cost of providing such services with the DDA and MNTIFA contributing towards the cost of providing the bus infrastructure and the City covering operating costs. For the first two years of the service, the DDA and MNTIFA contributed \$150,000 each, for the second two years each contributed \$160,000 and during the 18-month period ending June 30, 2018, each contributed \$112,500.

It is proposed that a one year memorandum of understanding be entered into for FY2019 ending June 30, 2019, with the DDA contributing \$99,994 (\$8,333 per month) and the MNTIFA contributing \$80,004 (\$6,667 per month). During FY2019 Mobile GR and Parking Services will continue to work on rebranding the DASH service and review extension of hours of service and route changes as well as discussing the impact of such changes on North Monroe Development Area transit services to determine if changes are required in FY2020 and beyond.

**Agreement**

The City, DDA and MNTIFA would enter into a new memorandum of understanding for FY2019 containing provisions similar to prior Memorandums of Understanding, but adjusting the contribution towards service infrastructure to be paid by the DDA and MNTIFA. The memorandum of understanding also would reflect the City's contribution for operating costs.

**Recommendation**

Approve extending the term of the DASH transit service from and to the Monroe North Development Area and the Downtown District to June 30, 2019, through a memorandum of understanding between the City, DDA and MNTIFA incorporating terms similar to those contained in the prior Memorandums of Understanding provided that the DDA's contribution for such period shall be \$99,994 and the MNTIFA contribution for such period shall be \$80,004. The Chairperson of the Boards of the DDA and the MNTIFA are authorized to execute the memorandum of understanding, approved as to content by the DDA Executive Director and as to form by DDA/MNTIFA legal counsel.

WHEREAS:

1. In 2012, the City of Grand Rapids entered into an agreement with the Monroe North Tax Increment Finance Authority and the Downtown Development Authority to provide DASH bus shuttle service in the North Monroe area, and
2. All parties agreed to a two year pilot program that contracted Interurban Transit Partnership to provide operation, maintenance and shelter for DASH North buses owned by the City of Grand Rapids, and
3. All parties agreed to a two year extension that lapsed on January 1, 2017, and
4. All parties wish to renew the DASH North agreement upon similar terms; therefore

RESOLVED:

1. That upon approval as to form by the City Attorney, the Mayor and City Clerk are hereby authorized to execute an agreement with the Monroe North Tax Increment Finance Authority for DASH North service for a term 12 consecutive months at a rate of \$6,667 a month.