

**MEETING OF THE
MONROE NORTH TAX INCREMENT FINANCING AUTHORITY**

Wednesday, November 12, 2014

9:15 a.m. Meeting, or immediately following the DDA Meeting

**Downtown Grand Rapids Inc.
29 Pearl St. NW, Suite 1
Grand Rapids, MI 49503**

AGENDA

1. Call to order
2. Approval of minutes of August 13, 2014 meeting (enclosed)... ..Motion
3. Construction of the Grand River Walkway.....Motion.....DeVries
4. Board Member Discussion
5. Public Comment
6. Adjournment

Meeting of the City of Grand Rapids Tax Increment Financing Authority

August 13, 2014

1. Call to Order – The meeting was called to order by Chair Howard Hansen at 9:21 a.m. Mr. Hansen said an agenda item would be added as item #3 – Approve Financial Audit Services Contract for Fiscal Year ended June 30, 2014.

2. Attendance:

Present: Howard Hansen, Kayem Dunn, Shaun Biel, Mayor George Heartwell, Jane Gietzen, Carl Kelly, Mark Roys, Jim Talen

Absent: Elissa Hillary

Others Present: Kristopher Larson (DDA Executive Director), Mary Sierawski (Exec Asst/Office Manager), Jana Wallace (Treasurer, Eric Pratt (staff), Dick Wendt (Counsel), and others.

3. Approval of Minutes of June 4, 2014

Motion: Jane Gietzen, supported by Kayem Dunn, moved approval of the minutes of the June 4, 2014 meeting of the TIFA as submitted. Motion carried unanimously.

4. Preliminary FY2014 Financials for the Fiscal Year Ending June 30, 2014

Ms. Wallace presented the preliminary financial statement for the fiscal year ended June 30, 2014. Ms. Wallace said these statements are preliminary since FY2014 financial transactions may continue to be processed until the auditors' field work is completed in late October.

Motion: Mayor George Heartwell, supported by Carl Kelly, moved to approve Statement C – Preliminary Schedule of May 1 through June 30, 2014 expenditures as recommended. Motion carried unanimously.

5. Approve Financial Audit Services Contract for Fiscal Year ended June 30, 2014

Mr. Roys asked if there is anything different about the audit this year as opposed to previous years. Ms. Wallace said no and that this contract is just for FY14.

Motion: Jane Gietzen, supported by Shaun Biel, moved to approve a contract with BDO USA LLP for audit services for fiscal year ended June 30, 2014. Motion carried unanimously.

6. Adoption of the Monroe North Tax Increment Finance Authority Annual Budget for FY15

Mr. Pratt presented the MNTIFA annual budget for FY15 to the Board. The budget was approved by City Commission in June 2014. Mr. Pratt said with authorization, the MNTIFA anticipates undertaking several projects including fixed asset maintenance, mobility & accessibility, parks & open space, and development support. Mr. Hansen asked if there were any changes since the preliminary budget was presented. Mr. Pratt said, yes, additional funding was added to the DASH North service for FY15.

Motion: Jane Gietzen, supported by Jim Talen, moved to adopt the MNTIFA Operating Budget for FY2015. Motion carried unanimously.

7. Request for funding to install new hardware for banners in the Monroe North Neighborhood

Mr. Pratt shared that this project will consist of the installation of twenty-four (24) new banner brackets on thirteen (13) existing Square-Tapered Street Lighting Fixtures along Monroe Avenue NW, between Coldbrook St. NW and Newberry St. NW. Mr. Pratt said the MNTIFA was approached by the Monroe North Business Association (MNBA) about the desire to hang banners along Monroe Avenue as a way to help market and brand the neighborhood. In August, DGRI received bids on behalf of the MNTIFA and the DDA for this work. Mr. Pratt said based upon the bids, it is recommended that this work be awarded to City Sign Erectors. Mr. Kelly asked about the Michigan State University (MSU) banners and if those are going to come down. Mr. Pratt said he doesn't know the answer to that question just yet, but most likely MSU would be excluded. Mr. Kelly said he is concerned with sign clutter and asked Mr. Pratt if he sees that as a problem. Mr. Pratt said no, not in this case as branding of the neighborhood will be consistent. Mr. Hansen said the banners will say Monroe North and he is hopeful that these banners could be installed on Ottawa as well. Mr. Hansen said DGRI has contacted the MNBA about holiday lighting as well. Mayor Heartwell asked for clarification about the bid. Mr. Pratt said the MNTIFA can only pay for signs within their boundaries and the DDA would have to pick up the rest. The MNBA will be paying for the actual banners. Mr. Talen asked for clarification about the quotes. Mr. Pratt reiterated that both the MNTIFA and DDA will be involved in paying for different parts of the project. Ms. Dunn asked if there's a difference in the quality of the hardware. Mr. Pratt said there is a warranty in terms of worked performed and they are proposing similar hardware that MSU uses.

Motion: Mayor George Heartwell, supported by Jane Gietzen, moved to authorize the MNTIFA Director to execute a contract with City Sign Erectors, in the amount of \$4,812, upon review/approval by the Authority's counsel, for the MNTIFA's share of cost and that DGRI staff be authorized to negotiate/execute any necessary changes associated with the installation of new hardware for banners along Monroe Avenue NW. Motion carried unanimously.

8. Request for funding for new Pet Waste Dispensers

Mr. Pratt presented a request for funding for new pet waste dispensers in Downtown Grand Rapids. Mr. Pratt said in the coming weeks, staff will be working with an ad-hoc task force, comprised of members of the Alliance for Livability, the Residents Council, pet owner enthusiasts, as well as DGRI and City staff to assist in the siting of new pet waste dispensers. Ms. Gietzen asked which body is responsible for re-stocking the dispensers. Mr. Pratt said the DID's Clean Team would be responsible for this. Ms. Gietzen asked if they take care of the MNTIFA boundaries as well. Mr. Pratt said no, the City of Grand Rapids or Parks & Rec department could potentially refill them in that area. Mr. Pratt said the demand for these dispensers is a good thing because it shows that people want to live downtown and want that added amenity. Mr. Hansen said he is pleased with this idea and said the it was a problem not having dispensers outside of the Boardwalk Condos in the past. Ms. Gietzen said she is reluctant to authorize this unless there is a process in place such as a maintenance plan. Mr. Pratt assured Ms. Gietzen that there would be a maintenance plan in place before installation.

Motion: Shaun Biel, supported by Jane Gietzen, moved to authorize the expenditure, in an amount not to exceed \$2,000 for the acquisition, installation, and maintenance of new pet waste dispensers to be placed within the public right-of-way in the Monroe North Neighborhood. Motion carried unanimously.

9. Adoption of a Purchasing & Bidding Policy

Mr. Pratt presented a recommendation to adopt a bidding and purchasing policy establishing limits of authority for the MNTIFA. Mr. Pratt said this policy is the same as the DDA and DID's policies. Within the policy, it states that all purchases of materials, supplies or services in an amount of more than \$15,000 must be competitively bid and submitted to the MNTIFA Board for approval. Mr. Talen asked if the amount is the same as the other entities. Mr. Larson said they are the same across all Boards.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve the MNTIFA Bidding and Purchasing policy. Motion carried unanimously.

10. Board Member Discussion

Mayor Heartwell distributed GRJazzFest materials to MNTIFA Board members.

11. Public Comment

None.

11. Adjournment

The meeting adjourned at 10:04 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: November 6, 2014

TO: Kristopher Larson, AICP
Monroe North Tax Increment Financing Authority
Executive Director

FROM: Mark A. De Clercq, P.E. *MAD*
City Engineer

**SUBJECT: Construction of the Grand River Walkway
(Canal Street Park to Leonard Street Non-Motorized Trail)**

This portion of the Grand River Walkway from Canal Street Park to Leonard Street is a non-motorized trail extending behind the City of Grand Rapids' Coldbrook water pumping facility along the east bank of the Grand River. At the Leonard Street Bridge over the Grand River, this walkway will swing eastward and end, for the time-being, at the Leonard Street and Monroe Avenue intersection where it will connect with the Monroe Avenue bike lane.

The walkway will be constructed on a corridor of land, formerly owned by the Central Michigan Railway that was acquired by the Michigan Department of Natural Resources Trust Fund, Michigan Department of Transportation (MDOT), City of Grand Rapids, and the Monroe North Tax Increment Financing Authority (MNTIFA) in 2010.

This project is positioned within the broader context of the creation of a long term vision for the Grand River corridor. GR Forward is focused on bringing the community together to envision the future of the Grand River. This effort encompasses the value streams of City River Restoration, River Bank Activation, Connections to a Natural Resource and Environmental/Water Quality and flood control and mitigation. A partnership between the Grand River Restoration Steering Committee, Grand Rapids WhiteWater, Downtown Grand Rapids, Inc. and the City has been forged for the purpose. This portion of the Grand River Walkway is being reviewed by the Fishbeck, Thompson, Carr, and Huber, Inc. (FTCH) and Stoss Landscape Urbanism's Grand River Corridor Design Team to ensure it fits within the context with the overall corridor planning vision.

The proposed project is one segment of multiple segments of riverwalk that when connected will comprise 12 linear miles of multipurpose path along the east and west bank of the Grand River. Currently 5.5 miles of riverwalk connections have been completed representing approximately 46% of the combined length of the east and west banks of the Grand River. The City's Bikeway Implementation Network envisions pedestrian and bicycle connections from points within the city to and from the regional trails via riveredge pathways such as this project. As funding becomes available, the desire is to connect this section of the walkway to the existing walkway north of Ann Street.

This project consists of extension of the walkway from Canal Street Park to the Leonard Street and Monroe Avenue intersection, including a 12' wide concrete multi-use path, lighting, ornamental fence, two rest areas with concrete overlooks, benches, concrete planters, plantings and trees. Similar themes with many consistent features from the walkway along the Grand River within Canal Street Park are incorporated into this portion of the project.

The City of Grand Rapids received a MDOT - Transportation Alternative Program (TAP) grant through the Grand Valley Metropolitan Planning Organization (MPO) on December 20, 2013. Recent changes in Federal grant legislation requires MDOT to distribute portions of the TAP funding through local MPO's by a competitive grant application process.

MDOT received bids for this project on October 3, 2014, and this work will be constructed during the 2015 construction season. The Engineer's estimate is \$327,374.50 and Diversco Construction Company, Inc. (Diversco) submitted the low bid of \$363,075. Estimated total expenditures (\$439,000) required for this project, which includes the construction contract, Consumers Energy, Street Lighting Force Account, engineering/inspection/administration and an approximate five percent allowance for contingencies. Amendments to the project budget may be required at a later date in response to the evolving Grand River vision and River Edge design. Acting to award the contract now preserves the grant portion of project financing.

It is anticipated that at their meeting on November 12, 2014, a recommendation to approve an agreement with MDOT and to authorize total expenditures not to exceed \$256,231 for the local share of costs for the project will be presented to the City Commission for their consideration and approval. Said approval and authorization will be contingent upon the MNTIFA's authorization of its share of costs. The agreement sets forth the conditions under which the work will be performed and the costs for the same.

It is requested that the MNTIFA authorize its share of estimated expenditures in the amount of \$75,000.

MAD/RDV/IM/em

Attachment

cc: Eric DeLong
Jana Wallace
Tracy Hover
Connie Bohatch
Alex Thomas

SUMMARY OF ESTIMATED COSTS

for

Construction of the Grand River Walkway (Canal Street Park to Leonard Street Non-Motorized Trail)

Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
Federal Grant Share (MDOT-TAP)	\$182,769	\$0	\$182,769
Capital Improvement Fund	0	131,231	131,231
West Michigan Trails & Greenways Coalition	0	50,000	50,000
Monroe North TIFA	75,000	0	75,000
Total Project Sources	<u>\$257,769</u>	<u>\$181,231</u>	<u>\$439,000</u>

Breakdown of Project Uses

Construction Contract	\$363,075
Consumers Energy, Street Lighting Force Account Work	12,210
Engineering/Inspection/Administration	<u>43,100</u>
Sub-Total	\$418,385
Contingencies (5%)	<u>20,615</u>
Total Project Uses	<u>\$439,000</u>