

Virtual Meeting Instruction

DOWNTOWN NEIGHBOR NETWORK ADVISORY



Hello,

As many of you know, recent restrictions and mandates have been issued in an effort to reduce the spread of COVID-19. For this reason, and for the safety and wellbeing of our members and employees, we would like to continue to move GR Forward through virtual meetings.

We have decided to use Microsoft Teams for video/phone conferencing for all upcoming board and alliance meetings. Teams has many exciting features including screen sharing, recording, live captions, file sharing, and more. Below are instructions on how to access your upcoming virtual meeting.



MICROSOFT TEAMS

How to Join the Meeting:

1. It is recommended to download the App (but not necessary):
 - a. [Apple Devices](#).
 - b. [Android Devices](#).
2. When you click the following link, it will prompt you to choose: Launch App, Download App, or Join by the web. [Click here to access the Team meeting.](#)
3. Allow access to your mic and camera (this is very important for you to join the conversation).
4. Prior to joining the meeting, it will require you type your name. Make sure your mic and audio are on and click join.

Virtual Meeting Etiquette:

- Test the app and all technology (including camera/video, Wi-Fi, and audio) before the meeting.
- Always have a contingency plan, you may want to download the app to a second device.
- Mute your microphone when you're not speaking.
- Start a comment by saying your name. Not everyone may recognize your voice. This practice also facilitates the work of the person who is taking minutes.
- Be aware of your surroundings: make sure your background is professional and work appropriate.

If you have any questions or need further assistance, please email mmcdaniel@downtowngr.org.
Thank you!

Best,
Mandy



Mandy McDaniel
Administrative Assistant
Downtown Grand Rapids Inc.

29 Pearl NW, Suite 1
Grand Rapids, MI 49503
P: 616 . 719 . 4610

AGENDA



DOWNTOWN NEIGHBOR NETWORK

Advisory

Members:

Christopher Billmeier • Daniel Drent • Eddie Tadlock • Jane Reynolds • Kathy Steindler • Kelli Jo Peltier • Latesha Lipscomb • Laurie Craft • Mark Tangen • Michael Dorney • Myric Harris • Rose Martinez White • Wilma Banks •

October 1, 2020

11:30pm- 12:30pm

Micorosft Teams

- | | | |
|----|---|------------------|
| 1. | Call to order/ introductions | Kelli Jo Peltier |
| 2. | Approval of minutes | Kelli Jo Peltier |
| 3. | Homeless Outreach updates | Annamarie Buller |
| 4. | DNN Recruitment Process | Kelli Jo Peltier |
| | <ul style="list-style-type: none">• Review Application and Process• Confirm who wants to stay on the DNN for 2021?• DNN Advisory Recruitment Priority Conversation• Application live for new DNN Advisory Members, October 1, 2020 | |
| 5. | DNN Website RFQ | Annamarie Buller |
| 6. | Safer Streets Update | Annamarie Buller |
| 7. | Public comment | |
| 8. | Next meeting on November 5, 2020 | |
| 9. | Adjournment | |

The DNN exists to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.





Downtown Neighbor Network Advisory

September 3, 2020

1. Call to order: Ms. Buller called the meeting to order at 11:31 am.
2. DNN Members Present: Michael Dorney, Kathy Steindler, Eddie Tadlock, Kellie Jo Peltier, Jane Reynolds, Mark Tangen, Laurie Craft, Daniel Drent, Latesha Lipscomb, Wilma Banks, and Christopher Billmeier.

DNN Members Absent: Drew Terwee, Myric Harris, Rose Martinez White, and Amy Skentzos.

Others Present: Arianna Skentzos, Annamarie Buller, Marion Bonneaux, Melvin Eledge, and Mandy McDaniel (DGRI Staff).

3. Approval of DNN Advisory Minutes – August 2020
Meeting Minutes were approved by consensus.

4. Downtown Homeless Discussion (added agenda item)

DNN members and residents have expressed concern regarding the deterioration of Monroe Center and bringing attention to the public health crisis as many individuals are sleeping on the streets, not wearing a mask nor social distancing. These issues are now throughout the Downtown area and have significantly increased because of the pandemic.

Ms. Steindler stated she recently sent an email to the Mayor and other city leaders to observe and acknowledge that this is a problem. Mark Washington, City Manager, responded and acknowledging that it is a problem and the city is working on collaboration with multiple organizations. Ms. Steindler asked the DNN what can we do to move forward as a solution and what advice do members have to address this public health issue?

Mr. Eledge, DGRI Staff and member of the Homeless Outreach Taskforce (HOT), stated the Downtown Ambassadors have shifted their schedule to do earlier wake ups, strategizing and cleaning beginning at 5am daily. HOT also participates in the same wake up calls early in the morning. We are also coordinating help create more lighting along with changing the light bulbs. An additional porta potty will be added on Monroe Center to help people access a public bathroom. The city has turned off the outlets along Monroe Center to help break up the large groups that gather there throughout the day. Many leaders have been observing these issues and Mr. Eledge has been performing a weekly audit.

Ms. Buller stated the city is hiring a Homeless Outreach Coordinator to connect with HOT and they also plan to hire an addiction coach and social worker through a contract with Network 180 hopefully approved at the upcoming City Commission meeting. The Grand Rapids Police Department is working on what is called a document that can be distributed to businesses and residents with "what to do" in the case of common behaviors and whom to contact.

Mr. Tadlock stated he has been discussing this issue with the city mayor and manager since it started. The shelters have had to reduce their capacity to 50% which has been a large part of the problem. The city is doing their best to partner with all these different agencies, but it takes a little while to get going.

Mr. Drent stated we must find a better long-term solution than just take away seating. We need to get to the core of the problem and help these individuals better connect to resources that are available to them.

Ms. Peltier requested something to be published for residents to know everything that is being done. Ms. Peltier asked who is the best contact when we see large groups congregating? Mr. Eledge stated you can email him at meledge@downtowngr.org and he will make sure HOT and/or Ambassadors are aware.

This will become a regular DNN agenda item and DNN newsletter item each month to keep the group updated.

5. Approve DNN Advisory Job Description

Ms. Peltier reviewed the updated version of the job description included in the agenda packet. Members were asked for final feedback and a motion for approval.

Ms. Steindler asked if the wording “commit to learning something about downtown each month” can be changed since she is concerned people will not want to join.

Daniel Drent, supported by Kathy Steindler, motioned to approve Downtown Neighbor Network Advisory Responsibilities (with changes). None opposed. Motion passed.

6. Draft DNN Application and Recruitment Process

Ms. Peltier stated we do not currently have a recruitment process. Included in the agenda packet was a draft DNN Advisory Recruitment Process. Ms. Peltier reviewed the recommended qualifications/responsibilities, roles, application and processes with members. DNN members are encouraged to email Ms. Buller with any feedback.

Ms. Buller stated Drew Terwee has stepped down from the DNN along with Amy Skentzos.

Ms. Buller asked members for ideas on how to thank individuals for their service. We will also have a vice-chair added this year rather than only a chair. Please consider volunteering for the Vice Chair Role for election in December.

Ms. Buller will send out a poll following the meeting to vote on how the DNN would like to appoint new members.

7. DNN Website RFQ

Postponed until the next meeting.

8. Safer Streets Update

Postponed until the next meeting.

9. Happy Hour at Uccello’s 4:30 pm, cancelled due to weather.

10. Member Discussion

11. Public Comment

12. Next Meeting Dates: October 1, 2020 11:30am

13. Adjournment

Ms. Buller adjourned the meeting at 12:46 pm.

DNN
September 3, 2020

Unapproved Minutes

Minutes taken by:
Mandy McDaniel
Administrative Assistant
Downtown Grand Rapids Inc.

Downtown Neighbor Network Advisory Responsibilities:

Updated 9/3/2020

Qualifications and Collective Responsibilities:

- Live in Downtown in a multi-unit building as your primary residence OR live in a near neighborhood that is Downtown adjacent.
- Demonstrate a commitment to the Downtown Neighbor Network's Mission to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.
- Demonstrate a commitment to the Downtown Neighbor Network's Vision to work to build a neighborhood that is vibrant and culturally diverse, active, safe and full of opportunity and experiences unique to downtown living.
- In addition to the desirable qualifications identified above, the DNN will prioritize recruitment of new DNN advisory members with unique and diverse connections to the community and underrepresented properties or demographics the advisory agrees to target to address its goal of full diversity.

Individual Responsibilities:

- Support the Downtown Grand Rapids Inc organization, staff and its work.
- Attend the 12 monthly meetings. DNN members are allowed 2 excused absences from the DNN advisory annually. Otherwise they may be asked to leave the committee.
- Maintain an environment of mutual accountability and respect.
- Avoid speaking publicly on behalf of the DNN unless the group has authorized you to do so.
- Stay informed by joining in a subcommittee, ad-hoc committee or project that aligns with Downtown Grand Rapids Inc, GR Forward or one of the DGRI Goal Alliances.
- Better understand your Downtown by regularly attending other meeting where decisions are made that affect Downtown.
 - *For example: City Commission meeting, Downtown Development Authority, Downtown Improvement District, Goal 2 Alliance, Business or Neighborhood Association any other board meeting) Consider sharing what you learn on the DNN Social Media or by emailing our group.*
- Commit to learning and something about Downtown regularly.
 - *For example: learning about or exploring a concept about urban planning, zoning, mobility, community organizing, GR Forward, City of Grand Rapids Master Plan or even departments at the city regularly. We will often offer courses or trainings, be the first to sign up.*
- Commit to trying something you have never tried in Downtown regularly.
 - *For example: Haven't been on the DASH--- take the DASH to dinner. Haven't been to Monroe North---go for coffee or breakfast. Commit to learning about your downtown and sharing what you learn on social media or in an email to the group.*
- Attend and bring friends to Downtown places monthly.
 - *Possibly consider taking pictures and sharing that event, new businesses or place on the DNN social media.*
- Be an ambassador, resource and booster to Downtown. Work to promote and share what you learn at DNN meetings and from your Downtown experiences to your Downtown friends, neighbors and visitors.

- Reach out to someone who just moved into your building or introduce yourself to someone who you don't already know at a downtown event and have a conversation with them, connect them with the DNN.
 - *For example: Forward new neighbor the DNN Newsletter or sign them up. Share the DNN GR Facebook page. Connect them with Annamarie.*

DRAFT

Recruitment Process for DNN Advisory

- The DNN term of service is reviewed annually in October where DNN are asked if they would like to serve for another year. DNN Advisors are invited to recommit to the advisory for the upcoming year.
- Also, in October, the DNN Advisory will prioritize what are looking for in new Advisory members. For instance: buildings are underrepresented, areas of the Downtown, and race, age and skill set.
- The DNN Advisory should not exceed 18 members. Most major buildings in Downtown should be represented. The group size can fluctuate.
- Applications to the DNN Advisory are live on October 1, 2020 and due on October 28, 2020. Advisory members are welcome to share application with potential candidates. It will be shared on the DNN Facebook page and in the DNN Newsletter.
- The DNN Advisory reviews applications at the November meeting. Referencing agreed upon recruitment priorities. Staff and Chair recommend a slate to the group for discussion.
- The DNN elects' members annually in December.
- Terms for new board members would begin in January of 2021.

Chair and Vice Chair Roles

Chair and Vice Chair have a term of service of 2 years, then they can step down or re commit to another 2 years for up to 2 terms.

Chair of DNN Advisory helps set agenda, chairs meetings and helps to manage the advisory members. This person is the leader and champion of the DNN Advisory and works closely with staff.

The Vice Chair of the DNN Advisory chairs meetings in the absence of the Chair and provides additional support and leadership to ad hoc committees and projects. This person will likely be asked to step up as Chair when the Chair is no longer able to serve. But they do not necessarily have to serve as Chair.

The DNN Advisory Application

Thank you for your interest in the Downtown Neighbor Network (DNN). The DNN exists to foster a community of downtown neighbors that are connected, informed, and empowered to improve downtown living.

The DNN elects' members at the December advisory meeting, you are welcome to audit meetings and not vote or provide feedback until that time. If elected your first meeting will be in January. For your application to be considered for the next year, it needs to be submitted by 8:00a.m. the first Thursday in November to Annamarie Buller, Manager of Neighbor Experience at Downtown Grand Rapids Inc. abuller@downtowngr.org for the current DNN Advisory to evaluate prior to the December meeting.

The DNN requires active participation. Please read over the DNN responsibilities and make sure that you can commit.

The DNN meets on the first Thursday of every month from 11:30a.m. – 1:00p.m. You are allowed two excused absences. Please make sure that this time fits in your schedule before applying.

Name:

Phone Number:

Email Address:

Address:

Name of Downtown Building/Near Neighborhood that you reside in:

Employer or other relevant volunteer work:

Please share how your background, perspective, experience, and expertise will make you an ideal candidate for the DNN:

Share your favorite story/experience about living downtown:

Do you have anything you hope to accomplish as a member of the DNN:

Other information you would like to share with the group:

Do you have any barriers to participation in the DNN (Such as: transportation needed, daycare, access to computer for virtual meetings and document review, difficulty attending meetings during the day)

Demographic Information

The DNN is committed to the principals of diversity, equity, and inclusion in the recruitment, development, and support of its members. We publish our demographics annually to show the community the make up of whom is seated on our committees. You name will be listed as well as the property you live in. Any demographics will not be connected you specifically.

Gender:

Race/Ethnicity:

Age:

Resignations in 2019: Bill Coyne (Rowe)

Resignations in 2020: Drew Terwee

(Monroe Center), Amy Skentzos (McKay

Tower), Mike Dorney (Heritage Hill), Wilma Banks (26 Cherry Street), Jane Reynolds (Fitzgerald)

Potential target areas: 10 remaining

- Monroe North Resident (Icon on Bond, 601 Bond (200 units), Monroe Terrace, Boardwalk (230 units), Rivers Edge, 820 Monroe)
- 234 Market -234 units, Studio Park Lofts- 230 units, Weston Apartments 190 units, Ransom Towers 153 units
- Student Housing – 5 Lyon 175, Winter Hall 170

Daniel Drent

Retired

Herkimer Apartments

0426dpg@gmail.com

Mark Tagen

Primerica

The Lofts

tagenmark@gmail.com

Eddie Tadlock

SMG

Fitzgerald

etadlock@smggr.com

Myric Harris

The Empowrment Hour

Waters Building Apartments

myric@theempowrhour.com

Kathy Steindler

Amway

City View Condominiums, 60 Monroe Center

ksteindler@sbcglobal.net

616.291.0200

Christopher Billmeier

Billmeier Group

Regency Flats

christopher@billmeiergroup.com

Kelli Jo Peltier, Chair

Make A Wish Foundation

Plaza Towers

kellijopeltier@gmail.com

Rose Martinez-White

Spectrum Health

Union Square

rmartinezwhite74@gmail.com

Latesha Lipscomb

Amplify GR

Division Avenue Park Place

Latesha@amplifygr.org

Laurie Craft

Grand Rapids Community Foundation/Retired

Riverhouse

ljcraft01@gmail.com



REQUEST FOR QUALIFICATIONS

WEBSITE DEVELOPMENT

DOWNTOWN NEIGHBOR NETWORK

Responses Due

September 25, 2020 by 4:00 PM

Deliver to:

Annamarie Buller, Manager of Neighbor Engagement
Downtown Grand Rapids Inc.
abuller@downtowngr.org

[Downtown Grand Rapids Inc.](#) (DGRI) invites interested parties to submit their qualifications to build a website that supports the [Downtown Neighbor Network](#) (DNN). This online platform will serve as the central communication tool to keep Downtown residents informed, connected and engaged with activities and initiatives related to Downtown living and quality of life. The website will also feature basic information of interest to prospective Downtown residents.

The website must be easy to locate, quick to download, intuitive to navigate and compatible with mobile devices. The home and other content pages must allow for DGRI staff to easily update, add or replace content as needed without disrupting overall site operations.

DGRI has a brand identity for the DNN and plenty of photography to support website development. DGRI staff also will provide content for the site. DGRI will maintain ownership of the website, its components, and content, and will maintain the site with internal staff. The site must include a technology solution that allows internal staff to easily and cost effectively update content and perform basic modifications of the site after initial launch.

Submission Instruction

Responses to this RFQ will only be received electronically. Please submit the response and/or any questions to Annamarie Buller at abuller@downtowngr.org.

All responses are due by September 25, 2020 by 4:00 PM. Responses received after this date and time will not be considered.

Project Background

The DNN organized in 2019 to foster and serve a community of Downtown neighbors that are informed, connected and empowered to improve the Downtown living experience. The DNN, an initiative facilitated by DGRI, ultimately aims to help support the development of a vibrant Downtown neighborhood that is home to a diverse population of residents, a key goal of the *GR Forward* Downtown Master Plan. Still in its early startup, the DNN has focused intentionally on communicating key information to residents, hosting events that bring together and connect neighbors and exploring potential advocacy issues to continue improving the Downtown living experience. The website is expected to serve as a central tool supporting this communication, organizing and engagement work.

New Website Objectives

- Increase awareness of the Downtown Neighbor Network and its activities.
- Support more informed and engaged neighborhood leadership.
- Support increased database sign ups and grow the network of contacts.
- Support efforts to promote Downtown living.
- Reinforce the neighborhood brand as a place of choice.
- Promote relevant events, programming and resources in Downtown.
- Archive past publications, projects and DNN meeting assets.

Website Development Guidelines

- Establish an easy content management system that enables non-technical staff to instantly update website content. Its important to have SEO tool that allows for staff management.
- The website must support SEO best practices.
- Visually appealing. The site must have an attractive mix of text, graphics and/or photography.
- Unique URL

- Site must feature related social networking platforms, currently the [DNN Facebook Group](#).
- Capability to feature newsletter sign ups that integrates with MailChimp and/or DGRI contact database.
- Capability to feature an events calendar so folks can click on upcoming events and get details as well as RSVP to upcoming events.
- Capability to support event registration through Eventbrite or some other user-friendly platform.
- Capability to easily upload and feature video content.
- Include a tool to measure and understand basic website user data ie number of page views and other web traffic trends.

Consultant Selection

Submission to this Request should be no longer than 10 pages. DGRI will evaluate responses to this opportunity based on the following criteria:

- Thoroughness, quality and conciseness of the submittal.
- Project understanding and approach for achieving the stated objectives.
- Related project experience and prior work that demonstrates artistic creativity and innovative user-friendly interfaces.
- Demonstrated understanding of urban living / neighborhood trends and dynamics in Grand Rapids, MI.

Project Schedule

- September 8, 2020 – RFQ Released
- October 2, 2020 – Qualifications Due
- October 16, 2020 – Notice of Award
- November 2, 2020 – Commence Project
- February 1, 2021 – Website Launch

Contact Name	Company	Email
Andrea Naperkowski	Curly Host	andrea@curlyhost.com
Arick Davis	Empathy Tech	moreempathybettertech@gmail.com
Scott Crowley	Highland Group	scott@wearehg.com
Colin Moser	JSL Marketing and Design	info@jsl.marketing
Katie Vanderploeg	Kmotion Design	info@kmotiondesign.com
Deb Lanning	Lala Products	create@lalaprojects.com
Danni	Mighty	danni@mightyinthemidwest.com
Seth Getz	Symposia Labs	seth@symposialabs.com
Rob McCarty	The Image Shoppe	rob@theimageshoppe.com
James Mikrut	TRBL Design	info@trbl.design
Josh Leffingwell	Well Design	josh@welldesignstudio.com
Justin Razmus	616 Media	justin@616media.com
	Carnevale	info@carnevale.co
CJ DeVries	GR Now	Cj@grnow.com
	Lafleur Marketing	info@lafleur.marketing
	Menuha Studios	projects@menuhastudios.com
	Mindscape	sales@wearemindscape.com
Rudy Malmquist	Mindtopia	go@mindutopia.com
Sara Klele	Neapolitan and Co	sara@neapolitanandco.com
	Quick Sites	
Rebecca Dutcher	Red66 Marketing	rebecca@red66marketing.com
Bruce Pobsick	TBX	bruce@wearetbx.com
Maria Filice	Williams Group	mfilice@williams-group.com
Carrie Kolehhouse		carriekolehhouse@gmail.com

Second Email	Received
	1
	1
	1
colin@jsl.marketing	1
katie@kmotiondesign.com	1
	1
	1
	1
	1
	1
james@trbl.design	1
	1

abrand@wearemindscape.com

<https://www.quicksites.co>

Safer Street Interventions:

1. Consider speed traps and ramped up policing in critical locations.
2. Enhanced Pedestrian Safety campaign to build Vision Zero/ Heads Up GR Awareness.
3. Install a high impact art installation that shares stats of pedestrian and car impacts over the past 5 years in Downtown.
4. Bring in a powerful speaker with success in pedestrian safety.
5. Target 4 crosswalks a year for intervention over the next 3 years.
6. Advocate for lighting and painting all crosswalks artistically or consider more street murals like on Sheldon.
7. Work with the City on a construction signage ordinance fine if signage is left after construction is complete for more than 10 days.
8. Contemplate a no turn on red policy Downtown.
9. Back to the concept of streets should be designed for folks of all ages 8-80. Research the addition of a safety patrol at key intersections Downtown at key times during events and rush hour.
10. Lower downtown speed limits and increase enforcement.
11. Road diets and in key areas where speeds are too fast Downtown.
12. Think of all the non-car related uses downtown, bike and bike lane advocacy as well. Scooters and bike share are coming soon.
13. Build support for a distracted driver ordinance and enforcement.
14. Adopt a tree program.