

Downtown Development Authority
Minutes
September 15, 2009
1:00PM
DDA Board Room
Fire Station #2 – 4101 Lake Michigan Drive NW

1. Call to Order – the meeting was called to order at 1:00PM by J. McIsaac. Attendance was recorded as follows:

Members Present: C. Vander Meulen, J. Cornell, J. McIsaac, P. Goodale, J. Veldheer, L. Rios, L. Adams

Members Absent: J. DiLeonardo, M. Neal, D. Felton, G. Hicks

Also Present: Scott Connors – Engineer, Frank Wash – Planning Director, Tom Bart – Business Owner

2. Approval of Minutes – A motion as made by J. Cornell with support by J. Veldheer to approve the July 21, 2009 DDA minutes as written. Motion Carried.
3. Review of RFP for DDA Sign – Planner Wash described details concerning the Request for Proposals for the new DDA sign, which will be located at the corner of Lake Michigan Drive and Wilson in front of the new Walgreen's location. The landscaping portion of the corner has been completed and looks very nice. The RFP describes in detail what is required by the potential bidders. The proposals are due by September 18, 2009. Following receipt of the proposals, Planner Wash will sort through them, narrowing the field to 3 candidates. He will be reviewing the proposals using a variety of criteria such as cost, company history, ability to complete the project in a timely manner (with completion by the holiday season) and plans to conform with the Standale Master Plan and the downtown ordinance. Once the candidates have been selected, the DDA Board will review the proposals at a meeting that has been scheduled for September 29, 2009 at 1:00PM. Expenses for the sign will come out of the Streetscape fund.
4. Project Status –
 - Standale Trail - Engineer Connors provided an update regarding the Frederick Meijer Standale Trail progress. The project will be bid this year with construction scheduled for spring of 2010. It is anticipated that Consumers Energy will be providing a license very soon that allows the trail to be placed on their property. Following receipt of the license and all approvals, MDOT who is contributing approximately \$1 million dollars to the project will begin the bidding process.
 - Station #2 Parking Lot for GVSU – Connors discussed the parking lot behind the fire station. At peak times there is little room for any additional parking and students are parking in areas that are prohibited. Vander Meulen commented that

the “no parking” signs are placed along the entrance road and that the Police Department is ticketing violators. Discussions have been on-going with the RAPID/GVSU regarding options for more spaces. Vander Meulen will be discussing the issue with Police Chief Garcia-Lindstrom.

- Planting in DDA District – Vander Meulen reported that Everett’s Landscaping will be replacing new day lily bulbs in the landscaped island areas throughout the DDA district in October. Rios inquired about the height of the plants and asked if any of the planted areas could be lowered to ease sight limitations when exiting certain driveways. Engineer Connors commented that plant location and type of plant is usually addressed during MDOT’s design phase. Streetscape Special Assessment funds will be used for the planting project.
- Sidewalks in DDA – The City’s Department of Public Works will go through the DDA district to identify sidewalks that are in need of repair. The work may take place in the spring of 2010.
- Lake Michigan Drive Listed Property – The listing for this property has been renewed for an additional 6 months. There was no activity on the property during the previous listing period. Once the current listing expires, barring any activity, discussion will take place regarding the next step. Currently the property is listed for \$230,000.

5. Any Other Business –

- 2008/2009 Year End Budget Report – City Manager Vander Meulen presented information regarding the DDA budget for fiscal year 08/09.
Revenues - Payment was received from Dara Realty, miscellaneous revenue was received in the amount of \$7,650, and the former fire station is now being rented by Auto Clean for \$1,500.00 per month. There were no property sales. Tax capture slightly exceeded estimates.
Expenses – Money was spent on sprinkler repairs, legal expenses, clean-up of the easement for the new Walgreen’s site, and regular miscellaneous expenses.
4243 Lake Michigan Drive – Payments ending November 2011.
426 Parkside – Payments ending in 2012. A total \$53,000 (combination of the two properties) would be removed from the expenses by November of 2012.
Fund Balance – Year end fund balance is \$135,000. We are in great shape going into the 09/10 year.
- Tom Bart asked if there would ever be a “welcome sign” placed on the east side of the DDA district (near Lincoln Golf Course). Planner Wash responded that a new sign might be possible but that it would need to wait until the trail project was completed. Mr. Bart also inquired about the proposed new traffic light at Kinney and Lake Michigan Drive. Engineer Connors replied that the new light project will not be taking place for another year and that MDOT would perform updated traffic counts. It is Connors hope that by putting the project off for one more year, the new traffic counts may warrant a left turn signal at that intersection.

6. Next Meeting Date & Time – The next regular meeting is scheduled for October 20, 2009. As stated previously, there will be a special meeting on September 29, 2009 at 1:00 PM at Fire Station #2.
7. Adjournment – On a motion by L. Rios with support by P. Goodale, the meeting was adjourned at 2:16PM. Motion Carried.

Respectfully Submitted to Cathy Vander Meulen, Secretary

Julia Kozminski, Recording Secretary

DRAFT