

Approved
May 21, 2013

City of Walker
Downtown Development Authority
MINUTES
April 16, 2013
1:00PM – DDA Meeting Room
Fire Station #2 – 4101 Lake Michigan Drive NW

1. Call to Order: The meeting was called to order at 1:00PM by J. Cornell.

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

Members Absent: G. Hicks, M. Neal, B. Berg

Also Present: Megan Bartlett – DDA Facilities and Events Coordinator,
Frank Wash – Community Development Director

2. Approval of minutes: Following review, a motion was made by T. Bart with support by L. Adams to approve the DDA meeting minutes of February 19, 2013. Motion carried unanimously.
3. Shots Bar Parking Update (Cathy Vander Meulen, City Manager): Cathy Vander Meulen met with Shots owners and Vito Dolci to discuss finding a long-term solution to parking expansion. Shots will need roughly 100 permanent parking spaces. They currently have 40 located on their property, and they utilize DDA parking areas in and around Fire Station #2 across the street. This arrangement cannot work long-term due to the desire to develop the DDA property in the future. Dolci is also looking to add on to his building in the future and will run into the same parking problem. No decisions were made at the meeting however, it was made clear to both parties that now is the opportune time to fix the parking issues surrounding both properties. Shots owners are working with Noto's to see if they can purchase the residential property located behind the restaurant to turn into parking spaces.
4. Standale Laker Line Bus Rapid Transit (BRT) (Frank Wash, Community Development Director): The Silver Line BRT is breaking ground on Division Avenue and will provide fast transportation from Wyoming to Downtown Grand Rapids. The Laker Line BRT is in the planning stages to run from the GVSU Allendale campus along Lake Michigan Drive to the Downtown campus connecting to the Medical Mile. The Rapid, City of Walker, and GVSU are all involved in the planning process of the Laker Line. It will probably be 2-3 years before any progress is seen on the plans for this BRT. The M-45 BRT has the potential to spur development and additional investments in the DDA district.

The Community Development department and the parks committee have been working on updating the parks and recreation plan. Community Park on Cummings Avenue is one of the areas being analyzed for expanded use with a possible connection to the GVSU public parking lot proposed for construction. Different draft concepts have been designed for public display at an open house on

April 23, 2013 at 6PM in Fire Station #2. Some ideas include a permanent stage area for concerts, a sled hill/toboggan run with a warming hut, and updated playground equipment. Everything will need to comply with ADA regulations. This fits into the DDA's Master Plan and Economic Development Plan. This project will be funded through grants and private donations. It is not expected that the State of Michigan will provide any funding unless matching contributions can be proved. The possibility of creating a limited and targeted millage to help fund the project and potentially prove to the State that we deserve their funding will be explored.

5. GVSU proposed lot expansion behind the current parking lot will include an additional 268 spaces. Expecting about 500 cars per day to use the lot. Buses will run at the same 6-9 minute intervals. Planning to see if they can add a sidewalk from the parking lot to Kinney so it will be safer for students and upgrading/adding all lighting to LED. GVSU will plant pine trees along the residential property line next to the new parking lot to obstruct headlights and noise from nearby houses. The DDA would like to see a traffic analysis. This may create enough additional traffic to put in a left turn signal at Kinney and Lake Michigan Drive. Staff is meeting with adjacent neighbors on Thursday afternoon.
6. Concert Series and DDA Logo (Megan Bartlett, DDA Facilities Coordinator): A total of \$1,250 has been collected in sponsorships. Another \$1,500 is expected from Shot's Grill for a total of \$2,750 with the possibility of additional interest as the deadline isn't until April 26, 2013. Mark Koning, DPW Director, has found that the electric in the park is insufficient for our needs. A generator will be rented for each concert as a more cost effective solution. This is estimated to cost an additional \$500 per concert (\$2,000 total) which was not included in the budget. A generic banner will be created for the concert series so it doesn't need to be purchased each year, instead it will only need to be purchased when it starts to look worn out. Additional banners will be purchased for the stage sponsor and a list of all sponsors. These three banners will be placed on wooden poles behind the stage. There will be room for company banners for sponsors at the Platinum level and above on the side of the pavilion, on the fence around the tennis court, and possibly near the stage if additional poles can be acquired.

Megan contacted Kendall College and was told that as it is the end of the semester, there won't be much interest from students in working on a logo design project. It was suggested that the DDA collect pictures and compile a list of verbiage that they would like portrayed in the logo and then provide Kendall with the information in the fall so the project can be included in the curriculum.

Budget Update (Cathy Vander Meulen, City Manager): An update to the fiscal year 2014 budget was presented. \$30,000 has been budgeted for "Development Plan Project" expenses. These projects will be reviewed at the May 21, 2013 meeting to decide what project will be started next. Please review the list of projects from the Development Plan.

Megan Bartlett, DDA Facilities and Events Coordinator has accepted a full-time position at Haworth, however, she will continue to help with the concert series from home and occasionally at the City Hall office after business hours. The salary for this position will remain in the budget until it is reviewed after the concert series where a decision will be made on replacing the DDA coordinator position.

7. Meeting Time: J. Cornell proposed that meetings be moved to Wednesday during the summer months to accommodate his schedule. T. Bart has a conflict, but will check to see if he can change his schedule. Other members present were okay with the change. This topic will be revisited at the May 21, 2013 meeting.
8. Next Meeting Date and Time: The next DDA meeting is scheduled for May 21, 2013 at 1:00PM.
9. Adjournment: A motion was made by L. Rios with support by J. Veldheer to adjourn the meeting at 2:05PM. Motion carried.

Please remember: If you are not going to be able to attend scheduled DDA meetings, please make sure you **call in advance**. It is very important to know ahead of time if a quorum can be met.

Respectfully submitted,

Megan Bartlett
Facilities and Events Coordinator
Phone: 616.791.6856
Fax: 616.791.6808
Email: megan.bartlett@ci.walker.mi.us