

For Approval  
April 15, 2014

## **Draft Minutes**

City of Walker  
Walker/Standale Downtown Development Authority  
Tuesday, March 18, 2014  
1:00PM – DDA Board Room  
Fire Station #2 – 4101 Lake Michigan Drive

1. Call Meeting to Order and Record Attendance – The meeting was called to order by Chairman J. Cornell at 1:00PM. Attendance was recorded as follows:

Present: J. Cornell, C. Vander Meulen, T. Bart, P. Goodale, D. Cramer, L. Adams, M. Neal, B. Berg, R. Smith

Absent: G. Hicks, J. Veldheer, and J. DeGroot

Also Present: Frank Wash – Planning Director, and Julia Kozminski – Recording Secretary

2. Approval of Minutes: Following review by DDA members, a motion as made by T. Bart with support by D. Cramer to approve the February 18, 2014 Downtown Development Authority minutes as presented. Motion carried. The agenda was approved as amended.

3. Review and Approval of the Cummings/4 Corners RFQ – Periodic inquiries have been made regarding this property since 2008. F. Wash provided a master plan overview and history of activity regarding the property. He also explained the RFP/RFQ process to members. Options for this property were discussed at the February 18, 2014 DDA meeting. It was determined at that meeting that an RFQ (request for qualifications) would be sent to developers regarding interest in the property. If the RFQ is approved by the Walker City Commission, DDA members will move forward with the RFQ process. A steering committee will be formed consisting of two City Commissioners, two Planning Commission members, and three members of the DDA board. A motion was made by B. Berg with support by T. Bart to recommend the RFQ to the Walker City Commission for approval on March 24, 2014. Motion carried. Staff will update the RFQ and present it to the DDA board for review in April.

4. Budget Update:

- C. Vander Meulen and Mark Koning have been working on costs for the replacement of lights on the poles in the DDA district. We have the option of financing this project at an interest rate

of 4%. Vander Meulen will be putting an item in the budget regarding the financing. A final decision will be made later. The project would require a formal bid process. A photo metric plan should be included to determine number of lights required.

- There may be a slight delay in the closing of property located at 4284 lake Michigan Drive. Smith-Diamond completed a Phase I (testing of soil) that indicated that at one time, there may have been an above ground tank located on the property that may have contained oil or diesel fuel. Rose & Westra will be completing a Phase II and will provide information to C. Vander Meulen.
- There is still \$55,000 due on the 426 Parkside house. Vander Meulen suggested paying that amount off, which would leave \$45,000 that could be used toward the streetscape lighting project if the sale of DDA property goes forward.
- The DDA fund is on target. An amended budget will be given to DDA members for the April meeting to account for the sale of the property.

#### 5. Project Updates:

- Standale Summer Concert Series – C. Vander Meulen discussed sponsorship opportunities that were mailed out to local businesses within the DDA district seeking support for the Standale Summer Concert Series. \$1,000.00 has been received to date. Additional sponsorships are being discussed with Meijer, Rockford Construction and additional potential sponsors. An updated sponsorship total will be provided at the April meeting.
- Shared Staffing with Grandville - Six resumes were received for the position of DDA Events and Promotions Coordinator. C. Vander Meulen is waiting for Grandville to schedule interviews for the candidates. Walker staff will participate.
- Streetscape Banners - The summer banners we currently have will be used this summer. DDA members will be designing new banners for the holiday season. Victory Apparel will be providing a sample banner for DDA board consideration. A public bid process will be necessary for the replacement of banners in the DDA district.

#### 6. Any Other Business –

- GVSU has purchased property east of Maynard north of Lake Michigan Drive. It is unclear at this date if Grand Valley will continue to use the parking area located behind Fire Station #2.
- The liquor license for the Venue could be released from escrow as soon as April 30th. The City will be monitoring activities at the site to ensure compliance with all ordinances.

#### 7. Next Meeting Date and Time – **Tuesday, April 15, 2014 at 1:00PM.**

8. Adjournment – A motion was made by C. Vander Meulen with support by L. Adams to adjourn the meeting at 2:40 PM. Motion carried.

Respectfully Submitted,

Julia Kozminski, Recording Secretary

**If you have any questions or are unable to attend a meeting, please contact Cathy Vander Meulen at (616) 791-6859. Thank you.**