

City of Walker  
Walker/Standale Downtown Development Authority  
Tuesday, May 27, 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, P. Goodale, D. Cramer, L. Adams, M. Neal, B. Berg, R. Smith, J. Veldheer, and J. DeGroot

Absent: G. Hicks, T. Bart

Also Present: Scott Conners - City Engineer, Frank Wash - City Planner, Mark Koning - DPW Director, Frank Wash – Planning Director, Chris Shaver - RCS Representative, and Julia Kozminski – Recording Secretary

2. Approval of Minutes: Following review by DDA members, a motion as made by D. Cramer with support by B. Berg to approve the March 18, 2014 Downtown Development Authority minutes as presented. Motion carried. The agenda was amended to reflect the deletion of Item #3 (introduction of new DDA Coordinator) which was replaced by Item#6 (Standale Streetscape Landscaping and Light Fixture Replacement) and the deletion of Item # 5 (Laker Line Update). Members approved agenda as amended.

3. Standale Street Landscaping and Light Fixture Replacement - Robert C. Shaver Company, Inc. (RCS) Representative Chris Shaver was present to follow up on streetscape lighting items previously discussed last March. Mr. Shaver presented information regarding different types and styles of lighting, one of which he brought for display purposes. Mr. Shaver stated that the lights we currently have in the DDA district are yellowing as well as causing glare. The new LED type fixtures are made of acrylic which not only provides energy savings but provides directional lighting with no discoloration of the globes. He went on to describe several types of lights available including an "arm" style that could possibly be utilized to display the DDA banners. There would be an additional cost for this type of fixture.

There are approximately 220 poles in the district. Wash asked if the number of poles could be reduced. Mr. Shaver said that a reduction of poles could be looked into, and with the LED type of lighting, it is possible that fewer poles would be necessary. Each fixture has the potential to direct light 50 feet in each direction. Vander Meulen inquired about the approximate cost of an installed fixture. Shaver replied that the total cost for the replacement project could be around \$120,000, a yearly maintenance

savings of approximately \$5,000 - \$7,000 and a potential energy savings of approximately \$7,000. The costs discussed do not include any rebates from Consumers Energy. Vander Meulen stated that there would need to be an RFP for competitive bidding on the project. The DDA board will be choosing a several different styles and inform Mr. Shaver of their choices. These will be mounted on poles for the members to take a look at. A photo metric plan will be required in the RFP.

4. Budget Update: City Manager Vander Meulen presented the DDA board with an amended budget for FY 2014. An additional \$14,500.00 was added to cover MTT property tax appeal settlements. An adjustment was made in the amount of \$102,443.00 for the sale of the property. The property at 426 Parkside has been paid off.

The FY 2015 budget breakdown is as follows:

Current Operating Surplus (2014) - \$33,303  
Committed Fund Balance (July 2013) - \$112,303  
Committed Fund Balance (July 2014) - \$145,606  
Revenues 2014/2015 - \$343,400  
Total Expenses 2014/2015 - \$371,300  
Committed Fund Balance (July 2015) \$117,706

Vander Meulen highlighted the various budget line items. Following discussion, a motion was made by B. Berg, with support by D. Cramer to approved the FY 2015 budget. Motion carried unanimously.

5. Updates:

- Amber Kneibel has been selected as the new DDA Events and Promotions Coordinator. Amber's position will be jointly shared between the DDA and the City. Amber has been very busy creating brochures, securing sponsors and vendors for the concert series, updating the Facebook page and the DDA site. She is also working on a marketing plan for next year as well as additional family/kid friendly activities. Amber will be introduced to the DDA board at the meeting in June.
- 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. \$5,000.00 has been received to date. Vander Meulen thanked Pat Goodale (on behalf of Village Motor Sports), Leonard Adams (on behalf of Independent Bank), and Doug Cramer (on behalf of Michigan Optical) for their sponsorship support.
- Planning Director Wash is seeking permission from the DDA to place an information board at Community Park one hour prior to the first concert on June 19. The purpose of the display board is to obtain public comment regarding ideas and possible improvements to the park. Following discussion, the DDA endorsed the request.
- Cummings/4 Corners RFP - An RFP was mailed to 21 design/build firms requesting qualifications for the financing, planning, design and construction of a redevelopment project on a 1.4 acre property in the DDA district. No responses were received. Vander Meulen asked the board if they should consider interviewing several brokers. Vander Meulen will investigate this idea further and provide information as it available.

- M-45 Tunnel - The City of Walker has received a "conditional" grant from MDOT in the amount of 1.12 million dollars. \$80,000 has been included in the budget for tunnel design work. The project is still in need of approximately \$700,000 - \$850,000. Additional funding may be received from private donors. Construction could begin as early as spring 2016. Engineer Connors distributed renderings that indicate what the project will look like.
- M-45 Paving Project - Work is currently taking place on M-45 that includes joint sealing, sidewalk work, and resurfacing. Work is being done from 7:00PM to 6:00AM in the Walker section, Monday through Thursday. Completion of the project is anticipated by July 27.
- Member Cramer complimented the DPW, Walker Police/Fire Department and Sharon Johnson and all of the volunteers for doing such a great job on the Memorial Day parade.

6. Any Other Business – None to report.

7. Next Meeting Date and Time – **Tuesday, June 17, 2014 at 1:00PM.**

8. Adjournment – A motion was made by D. Cramer with support by B. Berg to adjourn the meeting at 2:15 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.**