

For Approval  
August 21, 2013

DRAFT  
MINUTES

City of Walker  
Walker/Standale Downtown Development Authority  
Wednesday, July 17, 2013  
1:00PM – DDA Board Room  
Fire Station #2 – 4101 Lake Michigan Drive

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

Members Present: J. Cornell, J. DeGroot, L. Adams, T. Bart, P. Goodale, J. Veldheer, C. Vander Meulen,  
R. Smith, D. Cramer

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

Also Present: Mark Koning - DPW Director, Scott Conners - City Engineer

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 June 19, 2013. Motion carried.

3. Discuss Streetscape Plans and Review RFP – Mark Koning and Scott Conners provided an overview regarding the current status of the streetscape maintenance project bid document specifications. The bid documents are complete and are ready to be advertised. C. Vander Meulen stated that the RFP (Request for Proposal) will be posted on the DDA website, the City of Walker website and in the Advance Newspaper. Thirty three trees will be removed (stumps ground down) and sixty three new trees (total) will be installed. There will be nineteen Paper Bark trees and forty-four Jasmine Pear trees. The bid specifications also include installation of several trees west of Wilson. The installation area(s) will be restored with sod instead of grass seed. Many of the flower beds will be lowered and new flowers will be planted. The project is expected to begin in October with completion expected by mid to late November. The project will be financed utilizing special assessment district funds. Following discussion, a motion was made by D. Cramer, with support by J. DeGroot to authorize the advertisement of the RFP for the DDA street maintenance project.

4. Updates:

- The second summer concert took place last week Thursday in Community Park, with approximately 200 attendees. Everyone seemed to enjoy the event and the band was very good. The next concert is scheduled for Thursday, August 8 from 7:00 – 9:00PM. C. Vander Meulen stated that she would like to organize a work group following the conclusion of the summer concerts to discuss possible changes for next year regarding sound equipment and construction of a stage. She further stated that Mark Koning and the DPW staff have been a tremendous help preparing for the concerts.

- DDA Coordinator – C. Vander Meulen will be meeting with individuals from the City of Grandville and interviewing 5 candidates for the shared DDA Coordinator position. She will provide information to the board following the interviews.
- DDA member Bart asked Engineer Conners if any additional work has been done to assist trail users with crossing Lake Michigan Drive. Conners responded that ideas (such as a bridge or tunnel) were being explored, both of them quite costly. Currently there are no plans in place and funding has not been established. City staff is meeting soon with the trails group to discuss further.

5. Next Meeting Date & Time – Wednesday, August 21, 2013 at 1:00PM

6. Adjournment – A motion was made by T. Bart with support by J. Veldheer to adjourn the meeting at 1:50PM. Motion carried.

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