

**Draft
Minutes**

City of Walker
Walker/Standale Downtown Development Authority
Wednesday, August 21, 2013
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, T. Bart, J. DeGroot, P. Goodale, D. Cramer, R. Smith, J. Veldheer, and M. Neal.

Absent: L. Adams, G. Hicks, B. Berg, and C. Vander Meulen

Also Present: Scott Connors – City Engineer, Mark Koning, DPW Director, Darrel Schmalzel, Assistant City Manager, Carley Paganelli, DDA Promotion and Events Coordinator

2. Approval of Minutes – July 17, 2013 Downtown Development Authority Meeting – A motion was made by T. Bart with support by D. Cramer to approve the minutes of July 17, 2013 as written. Motion carried.
3. Introduction of New Joint Promotions and Event Coordinator, Carley Paganelli – Members introduced themselves to Ms. Paganelli and stated their affiliation with the DDA.
4. Cost Sharing Letter of Understanding/MOU for Promotions and Event Coordinator - D. Schmalzel explained the Letter of Understanding between the City of Walker DDA and the City of Grandville. Ms. Paganelli will be dividing her time between the two cities (approximately 14 hours per week for each city) and will be employed by the City of Grandville. She plans to start with the City of Walker the week of August 26, 2013.

5. Streetscape Landscaping Bid Approval – RFP’s (Request for Proposals) for landscaping and streetscape maintenance in the DDA district were advertised on the City of Walker website, bid packages were mailed to perspective bidders, phone calls were made to possible interested companies, and an ad was placed in the Advance Newspaper. The bid opening took place in the office of the City Clerk on Thursday, August 15. Only one bid was received from Everett’s Landscape Management Inc. in the amount of \$186,236.00. This amount includes the initial installation of all of the new streetscape landscaping and the maintenance for one year. Subsequent years of maintenance (years 2 – 5) was also approved as part of the project at a cost of \$48,815.00 in year 1 and increases of no more than 5% per year in subsequent years. It was noted that trimming and pruning of trees is now included as part of the streetscape maintenance. Koning reviewed the bid documents with DDA members.

Discussion took place regarding the replacement of the daffodil bulbs. (\$16,291.00 initial cost, but they last for 5 years). Following the conversation, a motion was made by J. Veldheer with support by P. Goodale to keep the cost of the daffodil plantings in the contract. Motion carried.

A motion was made by M. Neal with support by J. Veldheer to approve Everett’s Landscape Management for landscaping and streetscape maintenance for the DDA in the amount of \$186,236.00. Motion carried.

6. Project Updates – J. Cornell reminded members that there is one more concert coming up on September 12 and encouraged more DDA member attendance.
7. Any Other Business – No items to report.
8. Next Meeting Date and Time – **Tuesday, September 17, 2013 at 1:00PM.**
9. Adjournment – A motion was made by J. Veldheer with support by P. Goodale to adjourn the meeting at 1:42PM. 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.