I. Call to Order

II. Roll Call: Doug Heins – Chair, Lesley Van Leeuwen-Vega – Vice Chair, James Willison, Bruce Callen, Sandy Parker, Joseph Stalec, Amy Braschler, Patrick Roggenbau, Amanda Pauli

III. Approval of Minutes (4/13/2023 & 4/27/2023)

IV. Approval of the Agenda

V. Financial Reports

VI. Business

   A. Wayfinding Project Bid Selection
   B. Splash Pad Hours
   C. Planters Clean Up
   D. SLHS Work Based Learning Program
   E. Spring Lake Spruce Up Review
   F. LVAC Artist Trunk Show Review
   G. Miscellaneous

VII. Board Member Comment

VIII. Public Comment

REMEMBER - NEXT WORK SESSION MEETING IS May 25, 2023
NEXT DDA MEETING IS June 8, 2023
Draft MINUTES

DDA Meeting
Thursday, April 13, 2023
12:00 P.M.
Barber School, 102 W. Exchange St.

I. Call to Order
Vice-Chair Van Leeuwen-Vega called the meeting to order at 12:00 p.m.

II. Roll Call:
Present: Van Leeuwen-Vega (Vice-Chair), Braschler, Parker, Pauli, Roggenbau, Stalec & Willison
Absent: Heins (Chairman) & Callen
Staff Present: Herder (DDA Director), Burns (Village Manager), Delamater (DPW Director), Hinga (Clerk/Treasurer) and Schwing (Deputy Clerk)

III. Approval of Minutes of the March 9, 2023, regular meeting and March 23, 2023, Work Session.
Motion by Stalec, second from Braschler, to approve the minutes from the March 9, 2023, regular meeting and March 23, 2023, Work Session as presented and approved. All in favor, motion carried.

Yes: 7  No: 0

IV. Financial Reports – Hinga presented the financial reports to the Board.

V. Business
A. Wayfinding Project
Herder discussed the presentations by Advanced Signs and Universal Signs during the work session and addressed the Board's unanswered inquiries with new visuals.
Herder spoke regarding clarification she received from RLR Design as to the extent of their involvement in the implementation of their designs for the wayfinding project.
Burns addressed the details regarding the process by which the Village accepts bids on projects.
The Board discussed the signs and the need for additional information before an informed decision could be made.

B. Transportation Economic Development Grant (Delamater)
Delamater presented the Federal Transportation Economic Development (TED) Grant to the Board, explained the requirements for its application and how the matching funds grant could be used towards the West Savidge Project.

Delamater explained how combining two projects- the water main crossing under M-104 and street re-construction of W. Savidge- would improve the Village’s score on the grant application for TED-B Funds.

The Board inquired about specific applications of the grant money.

Delamater informed the Board that should there be agreement to move forward with the grant, a resolution would need to be drafted for the next Council meeting to confirm agreement to supply the matching grant funds.

Burns explained the grant application and resolution process.

The Board discussed the grant and the impact it would have on the Central Business District.

Motion by Willison, second from Parker, to recommend to Council to pursue the Federal Transportation Economic Development (TED) Grant.

Yes: 7  No: 0

C. Planter & Streetscape Bids

Herder presented the bids received for planting and maintenance of the Village planters and green spaces.

Burns explained the inclusion of maintenance on the planters.

The Board discussed the presented options and which bid would best accommodate the Village’s needs.

Motion by Willison, second from Parker to approve City Farmer’s bid to provide plants and maintenance for the Village Planters and Greenspaces for the 2023 season.

Yes: 7  No: 0

D. Sparkle Partnership

Herder refreshed the Board regarding the presentation done by Joan Mack from Lilly Cares at the work session.

The Board discussed the plans that had been presented and which agreement would be most beneficial to the Village.

Burns spoke regarding clarifying the terms of the Sparkle contract.

The Board discussed pursuing decorating contests in the central business district to better create a festive atmosphere and the need to better define partnership terms with Lilly Cares for the Sparkle event.

E. Stan’s Bar Patio 2023

Herder spoke regarding Stan’s Bar Patio and the possibility of moving it out of the parking spot beside Field’s Fabrics.

Stalec spoke in regard to moving the patio more towards the Love in Action loading dock.
The Board discussed shifting the patio before determining moving the patio was not ideal for the present season and could be reconsidered next year.

F. Miscellaneous

Delamater discussed the 26 trees identified for removal and replacement.

Delamater notified the Board that the new timer on the Tanglefoot fireplace was operational, and the modifications had been made so that reserved events could utilize the fireplace outside of the pretimed operation.

Delamater informed the Board that the decorative poles and lights that had previously been ordered were several weeks out for delivery and installation.

Delamater spoke regarding the increased number of bike racks at Tanglefoot Park and other strategic locations; as well as the work done to the Kayak launch to get it ready for seasonal use.

Braschler inquired as to when the splash pad would be operational.

Delamater explained the need to limit the duration of run time for each time the button was pressed at the splash pad, the time frame it could be utilized and estimate that it would be open in the beginning of June.

VI. Board Member Comment –

Herder spoke regarding the increased number of reservation tours for Tanglefoot Park Pavilion.

Delamater spoke regarding the possibility of seating inside the Pavilion.

Herder spoke regarding citizens bringing beverages from the Social District into local businesses.

Delamater informed the Board that the Sheriff’s department has access to the security cameras at Tanglefoot Park so that it can be monitored remotely.

Braschler commented on the success of the Great Village Egg Hunt.

VII. Public Comment – N/A

VIII. Adjournment

There being no further business the meeting was adjourned at 1:21 p.m.

__________________________________________  _______________________________________
Lesley Van Leeuwen-Vega, Vice-Chair                        Jordan Schwing, Deputy Clerk
Chair **Heins** called the meeting to order at 12:02 p.m.

Present: Chairman Heins (Chairman), Van Leeuwen-Vega (Vice Chair), Braschler, Callen, Stalec, Willison

Absent: Parker, Pauli & Roggenbau

Staff Present: Herder (DDA Director), Hinga (Clerk/Treasurer) & Schwing (Deputy Clerk)

1. **Old Business**

   A. **West Savidge Project Update**

      **Herder** addressed the Board regarding the West Savidge Street Project reviewing the 50/50 matching funds for street participation available ($128,525) and $109,110 available for the water main project should the Village be awarded the Grant.

      The Board inquired about the progress of the grant submission and the process going forward.

      **Hinga** clarified details of the Board’s budget and the projects that could be pursued in the upcoming fiscal year.

   B. **Wayfinding Project Update**

      **Herder** reviewed with the Board the Wayfinding Project bids from Universal signs and Advanced Signs.

      The Board discussed the bids and the lingering questions they had regarding the price disparity.

      The Board accessed options that could be pursued to ensure that the Wayfinding project could be implemented to the Board’s satisfaction.

      **Herder** spoke regarding the signs that would fall within budget if the Board accepted one of the presented bids.

      The Board discussed the timeframe for fabrication and installation this fiscal year if a bid is accepted.

      The Board placed the acceptance of a Wayfinding bid on the next DDA Regular Meeting Agenda.

   C. **Village Streetscape Project Update**

      **Herder** spoke regarding the contract awarded to City Farmer to manage the Village streetscapes and green spaces for the 2023 season. **Herder** discussed the plants that had been ordered and an estimated timeline for the plant installation.

      The Board discussed the plans for the Village Streetscapes and green spaces.

   D. **Spring Lake Spruce Up & Community Garage Sales**

      **Herder** reviewed with the Board the plans for the annual Spring Clean-up Day hosted May 10th, 2023, and the plan to schedule the community garage sale for the weekend prior to better accommodate Village residents’ junk removal.

      **Herder** spoke regarding the use of volunteers to assist with the overall Village Clean-Up.
E. Lakeshore Visual Arts Collective Trunk Show

Herder spoke regarding the Lakeshore Visual Arts Collective’s intent to host a “Trunk show” in the Village on May 7th, their approved Mass gathering permit and their interest in utilizing the social district.

The Board clarified the details of the upcoming “Trunk show.”

2. New Business

A. Michigan’s Smallest Park

Herder addressed the Board regarding the “Michigan’s Smallest Park” proposal and the positive feedback the idea has received.

The Board supported the idea of creating Michigan’s Smallest Park.

B. Grant Applications

Herder presented the “Consumers Energy Put Your Town on The Map” and “Michigan Municipal League Foundation Bridge Builders Grant” opportunities to the Board and what each of those grants could fund within the Village.

The Board discussed the potential uses of the funding.

C. Memorial Day Parade

Herder spoke regarding the plans for the Memorial Day Parade which will take place Monday, May 29th at 10am, the route that will be taken and the new organizer’s active search additional participation.

Van Leeuwen-Vega provided an update on the active search to add additional business to the parade.

The Board discussed the successes of the parade in previous years.

3. Miscellaneous-

Herder reminded the Board that the timed fireplace switch is installed and operational.

Herder spoke regarding the Kayak rentals at Tanglefoot Park and the intent to have them ready for use by May 1st.

4. Board Member Comment– N/A

5. Public Comment- N/A

6. Adjournment -

There being no further business the meeting adjourned at 12:41 P.M.

Lesley Van Leeuwen-Vega, Vice Chair  Jordan Schwing, Deputy Clerk
## BALANCE SHEET FOR VILLAGE OF SPRING LAKE
### Period Ending 04/30/2023

**Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY**

<table>
<thead>
<tr>
<th>GL Number</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-000.000-001.000</td>
<td>POOLED CASH</td>
<td>1,077,949.93</td>
</tr>
<tr>
<td>248-000.000-002.002</td>
<td>CHOICE ONE SAVINGS ACCOUNT</td>
<td>31,607.36</td>
</tr>
</tbody>
</table>

### Total Assets

1,109,557.29

### *** Liabilities ***

<table>
<thead>
<tr>
<th>GL Number</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-000.000-202.000</td>
<td>ACCOUNTS PAYABLE</td>
<td>35,498.66</td>
</tr>
<tr>
<td>248-000.000-365.000</td>
<td>DEFERRED REVENUE</td>
<td>3,245.00</td>
</tr>
</tbody>
</table>

### Total Liabilities

38,743.66

### *** Fund Balance ***

<table>
<thead>
<tr>
<th>GL Number</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-000.000-390.000</td>
<td>FUND BALANCE</td>
<td>869,827.05</td>
</tr>
</tbody>
</table>

### Total Fund Balance

869,827.05

**Beginning Fund Balance**

869,827.05

**Net of Revenues VS Expenditures**

200,986.58

**Ending Fund Balance**

1,070,813.63

**Total Liabilities And Fund Balance**

1,109,557.29
### Revenue and Expenditure Report for Village of Spring Lake

**Period Ending 04/30/2023**

**% Fiscal Year Completed: 83.29**

<table>
<thead>
<tr>
<th>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</th>
<th>2022-23</th>
<th>04/30/2023</th>
<th>Activity for</th>
<th>Available</th>
<th>% BDGT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>AMENDED BUDGET</td>
<td>NORMAL (ABNORMAL)</td>
<td>INCREASE (DECREASE)</td>
<td>BALANCE</td>
<td>(NORMAL (ABNORMAL))</td>
</tr>
<tr>
<td>Dept 000.000 - GENERAL SERVICES</td>
<td>1,386,410.00</td>
<td>879,093.12</td>
<td>17,598.43</td>
<td>507,316.88</td>
<td>63.41</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>1,386,410.00</td>
<td>879,093.12</td>
<td>17,598.43</td>
<td>507,316.88</td>
<td>63.41</td>
</tr>
</tbody>
</table>

#### Breakdown of Revenues

- **Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY**
  - **Village Taxes Captured** 434,000.00
  - **Refunded Taxes** (500.00)
  - **Captured Local Unit Taxes** 398,702.00
  - **Interest & Dividend Income** 0.00
  - **Community Center Rentals** 25,000.00
  - **Dock Rentals** 9,018.00
  - **Sale of Fixed Assets** 100,000.00
  - **Art in the Park Donations** 0.00
  - **Holiday Donations** 2,500.00
  - **Reimbursements - Charging Station** 10,000.00
  - **Donations - Community Center** 0.00
  - **Other Miscellaneous Income** 2,500.00
  - **Appropriation from Fund Balance** 405,208.00

#### Breakdown of Expenditures

- **Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY**
  - **Salaries - Wages Full Time** 147,473.00
  - **Salaries - Overtime Pay** 6,500.00
  - **Salaries - Wages Part Time** 4,000.00
  - **Life Insurance** 1,225.00
  - **Worker's Comp Insurance** 250.00
  - **Social Security** 10,000.00
  - **Retirement Fund Contribution** 15,956.00
  - **Dental Insurance** 1,010.00
  - **Vision Care Reimbursement** 30.00
  - **Medical Insurance** 24,000.00
  - **Office Supplies** 2,500.00
  - **Operating Supplies** 10,000.00
  - ** Beautification** 4,000.00
  - **Professional Services** 50,000.00
  - **Contractual Services - S.L. Township** 35,000.00
  - **Legal Fees** 5,000.00
  - **Audit Services** 1,575.00
  - **Engineering/Project Admin** 20,000.00
  - **Insurance** 1,150.00
  - **Transportation/Training** 4,000.00
  - **Holiday Decorations** 5,000.00
  - **Chamber Economic Development** 5,700.00
  - **Art in the Park** 20,000.00
  - **Promotions** 7,500.00
  - **Web Site** 2,000.00
  - **Banner Program** 7,500.00
  - **Printing & Publishing** 2,000.00
  - **Parking Lot Electric** 2,600.00
  - **EV Charging Station Electric** 8,000.00
  - **Sprinkler System Water** 16,000.00
  - **Sprinkler Maintenance** 4,000.00
  - **Corridor Maintenance** 2,000.00
  - **Parking Lot Maintenance** 10,000.00
### Fund 248 - Downtown Development Authority:

#### Expenditures

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>2022-23 AMENDED BUDGET</th>
<th>04/30/2023 NORMAL</th>
<th>04/30/2023 (ABNORMAL)</th>
<th>MAR: 04/30/2023</th>
<th>DEPT: 753.000 - TANGLEFOOT PARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-000.000-938.000</td>
<td>SIDEWALK MAINTENANCE</td>
<td>24,000.00</td>
<td>21,999.74</td>
<td>143.58</td>
<td>2,000.26</td>
<td>91.67</td>
</tr>
<tr>
<td>248-000.000-940.000</td>
<td>EQUIPMENT RENTAL</td>
<td>16,500.00</td>
<td>8,349.98</td>
<td>0.00</td>
<td>8,150.02</td>
<td>50.61</td>
</tr>
<tr>
<td>248-000.000-940.002</td>
<td>OFFICE EQUIPMENT RENT</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>248-000.000-956.000</td>
<td>MISCELLANEOUS</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>248-000.000-956.200</td>
<td>BANK FEES</td>
<td>350.00</td>
<td>313.33</td>
<td>0.00</td>
<td>36.67</td>
<td>89.52</td>
</tr>
<tr>
<td>248-000.000-960.236</td>
<td>FACADE GRANTS</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>248-000.000-960.237</td>
<td>FIRE SUPPRESSION GRANTS</td>
<td>15,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>248-000.000-960.238</td>
<td>BRANDING GRANTS</td>
<td>10,000.00</td>
<td>4,291.25</td>
<td>0.00</td>
<td>5,708.75</td>
<td>42.91</td>
</tr>
<tr>
<td>248-000.000-970.000</td>
<td>CAPITAL OUTLAY</td>
<td>459,100.00</td>
<td>89,293.90</td>
<td>0.00</td>
<td>369,806.10</td>
<td>19.45</td>
</tr>
<tr>
<td>248-000.000-978.000</td>
<td>PAYING</td>
<td>50,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>248-000.000-978.825</td>
<td>GRAND RIVER GREENWAY</td>
<td>5,000.00</td>
<td>2,300.00</td>
<td>0.00</td>
<td>2,700.00</td>
<td>46.00</td>
</tr>
<tr>
<td>248-000.000-991.000</td>
<td>DEBT SERVICE - PRINCIPAL</td>
<td>140,000.00</td>
<td>140,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>248-000.000-994.000</td>
<td>BOND INTEREST PAYMENTS</td>
<td>33,388.00</td>
<td>33,387.50</td>
<td>16,413.75</td>
<td>0.50</td>
<td>100.00</td>
</tr>
<tr>
<td>248-000.000-995.101</td>
<td>CONTRACT SERVICE - GENERAL FUND</td>
<td>27,000.00</td>
<td>22,500.00</td>
<td>2,250.00</td>
<td>4,500.00</td>
<td>83.33</td>
</tr>
</tbody>
</table>

**Total Dept 000.000 - General Services**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BALANCE</th>
<th>YTD BALANCE</th>
<th>ACTIVITY FOR % Fiscal Year Completed: 83.29</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,223,227.00</td>
<td>583,032.03</td>
<td>34,075.88</td>
<td>640,194.97</td>
</tr>
</tbody>
</table>

**Dept 753.000 - Tanglefoot Park**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BALANCE</th>
<th>YTD BALANCE</th>
<th>ACTIVITY FOR % Fiscal Year Completed: 83.29</th>
</tr>
</thead>
<tbody>
<tr>
<td>163,183.00</td>
<td>95,074.51</td>
<td>1,511.87</td>
<td>68,108.49</td>
</tr>
</tbody>
</table>

**Total Expenditures**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BALANCE</th>
<th>YTD BALANCE</th>
<th>ACTIVITY FOR % Fiscal Year Completed: 83.29</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,386,410.00</td>
<td>678,106.54</td>
<td>35,587.75</td>
<td>708,303.46</td>
</tr>
</tbody>
</table>

**Fund 248 - Downtown Development Authority:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BALANCE</th>
<th>YTD BALANCE</th>
<th>ACTIVITY FOR % Fiscal Year Completed: 83.29</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,386,410.00</td>
<td>879,093.12</td>
<td>17,598.43</td>
<td>507,316.88</td>
</tr>
<tr>
<td>1,386,410.00</td>
<td>678,106.54</td>
<td>35,587.75</td>
<td>708,303.46</td>
</tr>
<tr>
<td>0.00</td>
<td>200,986.58</td>
<td>(17,989.32)</td>
<td>(200,986.58)</td>
</tr>
</tbody>
</table>
DDA MEETING AGENDA REPORT

TO: Chairman Heins & DDA Board Members
FROM: Stefanie Herder, DDA Director
DATE: April 27, 2023
RE: Wayfinding Project

Background:

SLDDA Wayfinding Project – Bid Selection

<table>
<thead>
<tr>
<th>Company</th>
<th>Advanced Signs Inc</th>
<th>Universal Sign Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Fabrication</td>
<td>$296,339</td>
<td>$218,135</td>
</tr>
<tr>
<td>Cost of Installation</td>
<td>$79,980</td>
<td>$12,045</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$376,319</td>
<td>$230,180</td>
</tr>
</tbody>
</table>

Signs Fabricated By
July 1st, 2023

Signs Installed by
August 1st, 2023

Subsequent Year Pricing

<table>
<thead>
<tr>
<th>Year 2</th>
<th>10% above bid</th>
<th>5% above bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3</td>
<td>10% above bid</td>
<td>10% above bid</td>
</tr>
</tbody>
</table>

References

- Grand Haven
- Ypsilanti
- Rockford
- Greencastle, IN
- Ferrysburg
- Novi

Bid Comparison Breakdown

Difference in Cost of Fabrication: $78,204

Difference in Cost of Installation: $67,935

**Difference in Total Project: $146,139**

Purchasing Policy regarding local bidders:

L. Local Bidders. The Village may grant an award to a qualified local bidder/vendor as defined below for an amount equal to the lowest bid submitted which meets specifications.
The following businesses shall be given the opportunity to lower their overall bid amount on any transaction if they are within the following percentage:

a) Village of Spring Lake, Spring Lake Township, Grand Haven Township, City of Ferrysburg and City of Grand Haven businesses - within 5% for projects up to $100,000 and 4% for project at or over $100,000.

b) Ottawa County businesses - within 4% for projects up to $100,000 and 3% for projects at or over $100,000.

Village of Spring Lake, Spring Lake Township, Grand Haven Township, City of Ferrysburg and City of Grand Haven businesses shall have priority over Ottawa County businesses.

To be considered for local bidder preference, a local bidder/vendor shall have met the following qualifications for a minimum of one year prior to the date bids are due:

Shall have a legal and permanent business address within the areas outlined in subsections (a) and (b) above.

Shall be a personal property and/or real property taxpayer within the areas outlined in subsections (a) and (b) above.

Shall be in compliance with all Village codes and ordinances.

Shall not be indebted or in default to the Village.

**2023/2024 Proposed Wayfinding Project Spend based on the lowest bid:**

<table>
<thead>
<tr>
<th>Sign</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Gateway</td>
<td>$43,256</td>
</tr>
<tr>
<td>West Gateway</td>
<td>$18,959</td>
</tr>
<tr>
<td>North Bank Park Arch</td>
<td>$4,790*</td>
</tr>
<tr>
<td>Tanglefoot Park</td>
<td>$4,979</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$71,993</td>
</tr>
<tr>
<td><strong>Estimated Installation</strong></td>
<td>$5,000 - $10,000</td>
</tr>
<tr>
<td><strong>Estimated Grand Total</strong></td>
<td>$80,000</td>
</tr>
</tbody>
</table>

*Not all of Rotary Drive (North Bank Park Arch) is in the DDA. Some of this would be paid for by the Village.

**Subsequent Year Pricing for remaining signs:**

Year Two – 5% above bid prices

Year Three – 10% above bid prices
**Issues & Questions Specified:** Would the board approve moving forward with awarding the bid to the lowest bidder per our purchase policy? Would the board like to move forward with the proposed 2023/2024 project spend as presented?

**Alternatives:** Do nothing

**Financial Impact:** $80,000 for the 2023/2024 budget. Remaining project to be implemented over the next 2 to 3 years at cost of $150,180 plus any subsequent year pricing. Up to $15,000 in additional costs.

**Recommendation:** Staff is recommending approving the lowest bid and moving forward with the proposed plan for 2023/2024. We have the funds to do so along with other upcoming projects.

**Attachments:** Village of Spring Lake Purchase Policy
REQUEST FOR PROPOSAL FORM

Date: February 9, 2023

ATTN: Stefanie Herder
Downtown Development Authority
Village of Spring Lake
102 W Savidge Street
Spring Lake, MI 49456

From: Universal Sign, Inc.
5001 Falcon View Ave SE
Grand Rapids, MI 49512
(616)916-0837

(name of Contractor)
(address of Contractor)
(phone number of Contractor)

For: Village of Spring Lake Wayfinding Signage
Village of Spring Lake, MI

The undersigned, having familiarized themselves with project conditions and having examined and become fully cognizant of the bid package and all addenda subsequently issued, hereby agrees to furnish all labor, materials, equipment, appliances, fixtures, and incidentals required by the bid package for the construction of the aforementioned project, and to conform to requirements as set forth in the bid package for the amounts set forth in this bid form. The signing of this document and award of contract or purchase order will signify complete understanding by the awarded Bidder of all items detailed in this bid package. The particular items noted herein, detailing fabrication, installation, product and fabricator performance, are understood to be part of any contract(s) from Owner.

Pursuant to the requirements as specified, the undersigned submits the following base bid, which includes all applicable taxes (if any), overhead, and profit.

ADDENDA:
Please acknowledge all addenda received.

Addendum Number Dated
Addendum Number Dated

Nate Zevenbergen - Universal Sign, Inc.

Name and Company

Project Manager
February 9, 2023

Signed Title Date
REQUEST FOR PROPOSAL FORM
VILLAGE OF SPRING LAKE WAYFINDING SIGNAGE

Please provide unit costs for the fabrication and installation of all sign types in package even if no quantity is requested.

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost Fabrication</th>
<th>Unit Cost Installation</th>
<th>Extended Cost / Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>East Gateway</td>
<td>1</td>
<td>$43,256</td>
<td></td>
<td>$43,256</td>
</tr>
<tr>
<td>105</td>
<td>West Gateway</td>
<td>1</td>
<td>$18,959</td>
<td></td>
<td>$18,959</td>
</tr>
<tr>
<td>107</td>
<td>Village Hall ID</td>
<td>1</td>
<td>$2,650</td>
<td></td>
<td>$2,650</td>
</tr>
<tr>
<td>110</td>
<td>North Bank Park Arch</td>
<td>1</td>
<td>$4,790</td>
<td></td>
<td>$4,790</td>
</tr>
<tr>
<td>120</td>
<td>Welcome Sign</td>
<td>1</td>
<td>$1,798</td>
<td></td>
<td>$5,394</td>
</tr>
<tr>
<td>130</td>
<td>Park ID</td>
<td>3</td>
<td>$3,498</td>
<td></td>
<td>$10,494</td>
</tr>
<tr>
<td>135</td>
<td>Trail ID</td>
<td>3</td>
<td>$3,198</td>
<td></td>
<td>$9,594</td>
</tr>
<tr>
<td>137</td>
<td>Tanglefoot Park ID</td>
<td>1</td>
<td>$4,979</td>
<td></td>
<td>$14,937</td>
</tr>
<tr>
<td>150</td>
<td>Parking Lot ID</td>
<td>15</td>
<td>$1,988</td>
<td></td>
<td>$29,820</td>
</tr>
<tr>
<td>200</td>
<td>Vehicular Directional</td>
<td>12</td>
<td>$2,672</td>
<td></td>
<td>$32,064</td>
</tr>
<tr>
<td>210</td>
<td>Secondary Vehicular Direction</td>
<td>3</td>
<td>$2,672</td>
<td></td>
<td>$8,016</td>
</tr>
<tr>
<td>220</td>
<td>Single Destination Direction</td>
<td>0</td>
<td>$1,692</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>230</td>
<td>Parking Directional</td>
<td>20</td>
<td>$325</td>
<td></td>
<td>$6,500</td>
</tr>
<tr>
<td>320</td>
<td>Trail Directional</td>
<td>10</td>
<td>$2,672</td>
<td></td>
<td>$26,720</td>
</tr>
<tr>
<td>400</td>
<td>Business District Directory</td>
<td>1</td>
<td>$4,941</td>
<td></td>
<td>$4,941</td>
</tr>
<tr>
<td>410</td>
<td>History Interpretive</td>
<td>0</td>
<td>$2,495</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

*Please provide a unit cost for items with a current quantity of zero.

Total Cost for Fabrication of Signs .................................................................$ 218,135.00
Total Cost for Installation of Signs .................................................................$ 12,045.00
Grand Total Cost (Fabrication & Installation) ..................................................$ 230,180.00

*Please describe all items included and not included in the Grand Total Cost above (i.e. permits, engineering drawings, shipping, site visits, etc.)

Items Included: Fabrication of all sign types, Super Dark National Walnut Texture sublimated powdercoat finish to achieve wood design, foundations, installation, travel, site visits, shipping, standard traffic control to include coned off installation areas

Items NOT Included: Tax, permit fees, breakaway anchors if required by MDOT, traffic control if flagmen and lighted arrow signs are required, any concrete cutting if signs are not located in dirt/landscape areas, primary wiring to the illuminated sign at Tanglefoot
REQUEST FOR PROPOSAL FORM
VILLAGE OF SPRING LAKE WAYFINDING SIGNAGE

1. Contractor’s Proposed Schedule for the Work (refer to Section II. B.)

   Project submittals will be submitted by: 2 weeks from notice to proceed (Date).

   Signs will be fabricated by: 90 days from approved shops (Date).

   Signs will be installed by: 30 days or less (Date).

2. Contractor’s Experience on Other Similar Interior Projects (refer to Section III. D.)

<table>
<thead>
<tr>
<th>Project</th>
<th>Contact and Phone Number</th>
<th>Dollar Amount</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ypsilanti, MI</td>
<td>Brian Barrick (734)239-6606</td>
<td>$353,090</td>
<td>100%</td>
</tr>
<tr>
<td>Greencastle, IN</td>
<td>Bill Dory (765)653-3100</td>
<td>$167,678</td>
<td>100%</td>
</tr>
<tr>
<td>Novi, MI</td>
<td>Sheryl Walsh (248)349-0345</td>
<td>$159,782</td>
<td>100%</td>
</tr>
</tbody>
</table>

3. Contractor’s Statement of Subsequent Year Pricing (refer to Section VIII. C.)

Owner will be able to purchase additional signage for the program during the period of one year from the signing of a contract at the unit prices listed on this bid form. In subsequent years, the percentage increase for unit pricing will be as follows:

   Year Two + 5 % above bid prices

   Year Three + 10 % above bid prices

5. Subcontractor’s Name and Purpose (refer to Section VI. B.)

   QPC in Carrollton, Texas - Sublimation Powdercoat Finish

6. Material Substitutions and Explanation (refer to Section V. D.)

   All posts to be aluminum

   We recommend adding tube supports behind some of the panels
**Village of Spring Lake**  
102 W. Savidge Street  
Spring Lake, MI  49456

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Account Rep</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Net 30</td>
<td>NZ</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type 100 East Gateway</td>
<td>43,256.00</td>
<td>43,256.00</td>
</tr>
<tr>
<td>1</td>
<td>Type 105 West Gateway</td>
<td>18,959.00</td>
<td>18,959.00</td>
</tr>
<tr>
<td>1</td>
<td>Type 107 Village Hall ID</td>
<td>2,650.00</td>
<td>2,650.00</td>
</tr>
<tr>
<td>1</td>
<td>Type 110 North Bank Park Arch</td>
<td>4,790.00</td>
<td>4,790.00</td>
</tr>
<tr>
<td>3</td>
<td>Type 120 Welcome Sign</td>
<td>1,798.00</td>
<td>5,394.00</td>
</tr>
<tr>
<td>3</td>
<td>Type 130 Park ID</td>
<td>3,498.00</td>
<td>10,494.00</td>
</tr>
<tr>
<td>3</td>
<td>Type 135 Trail ID</td>
<td>3,198.00</td>
<td>9,594.00</td>
</tr>
<tr>
<td>3</td>
<td>Type 137 Tanglefoot Park ID</td>
<td>4,979.00</td>
<td>14,937.00</td>
</tr>
<tr>
<td>15</td>
<td>Type 150 Parking Lot ID</td>
<td>1,988.00</td>
<td>29,820.00</td>
</tr>
<tr>
<td>12</td>
<td>Type 200 Vehicular Directional</td>
<td>2,672.00</td>
<td>32,064.00</td>
</tr>
<tr>
<td>3</td>
<td>Type 210 Secondary Vehicular Directional</td>
<td>2,672.00</td>
<td>8,016.00</td>
</tr>
<tr>
<td>0</td>
<td>Type 220 Single Destination Directional</td>
<td>1,692.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20</td>
<td>Type 230 Parking Directional</td>
<td>325.00</td>
<td>6,500.00</td>
</tr>
<tr>
<td>10</td>
<td>Type 320 Trail Directional</td>
<td>2,672.00</td>
<td>26,720.00</td>
</tr>
<tr>
<td>1</td>
<td>Type 400 Business District Directory</td>
<td>4,941.00</td>
<td>4,941.00</td>
</tr>
<tr>
<td>0</td>
<td>Type 410 History Interpretive</td>
<td>2,495.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Installation</td>
<td>12,000.00</td>
<td>12,000.00</td>
</tr>
<tr>
<td>1</td>
<td>Fuel Surcharge</td>
<td>45.00</td>
<td>45.00</td>
</tr>
</tbody>
</table>

**NOTE:** Permits added at cost, if needed.  
Entity Exempt from Sales Tax  

**Total**  
$230,180.00

Pricing valid for 5 days from the date of the quote. Any balance due at end of terms will be subject to a service charge of 1.5% per month (18% annually). Universal Sign, Inc. retains ownership of the product (signage) until balance due is fully paid.
DDA MEETING AGENDA REPORT

TO: Chairman Heins & DDA Board Members
FROM: Stefanie Herder, DDA Director
DATE: May 9, 2023
RE: Splash Pad Hours

**Background:**
Last year, was the first season of the new splash pad at Tanglefoot Park and it has been a very popular addition to the Village. With that said, the total cost to run the splash pad last year was over $25,000. The kids loooove pushing the button but also folks like pushing the button even if they aren’t going to play in it.

Setting hours for the splash pad may be a way to conserve some of this budget. It would be good to have consistent hours so that it is easy for everyone to remember. We could do 9am to 8pm, 9am to 9pm, or something along those lines. The park is open 7:30am to 10pm.

**Issues & Questions Specified:** What should the posted hours be for the splash pad?

**Alternatives:** Do nothing.

**Financial Impact:** Hopefully this will help conserve some water use.

**Recommendation:** Have set hours for the splash pad.

**Attachments:** None.
DDA MEETING AGENDA REPORT

TO: Chairman Heins & DDA Board Members  
FROM: Stefanie Herder, DDA Director  
DATE: May 9, 2023  
RE: Planter Power Washing

**Background:**
The Village planters are about 20 years old and they have been showing their age. We know we need to replace them but that won’t be until a future budget year. In the meantime, we have City Farmer taking care of the flowers and plants in the pots so that they look better than they have the past few years. However, all of the planters are covered in dirt and a black film and are in need of a scrub down.

Staff reached out to Z’s Green Clean for an informal quote on the 38 planters we currently have in the Village. They drove through town and said it would be approximately $1,100 to do.

Beautification is an allowable use of DDA funds.

**Issues & Questions Specified:** Would the board like to have the planters power washed and cleaned this season?

**Alternatives:** Do nothing.

**Financial Impact:** Approximately $1,100.

**Recommendation:** Have the planters cleaned.

**Attachments:** None.
Background: Earlier this year, Jennifer Boodt, a teacher at Spring Lake High School presented to the Spring Lake Rotary Club about the school bringing back more work-based learning opportunities. Currently, the Careerline Tech Center has a waiting list of over 1,000 students and the local schools are trying to address this issue by creating a new job shadow program. They are partnering with local businesses and organizations to provide job shadowing opportunities.

Stefanie reached out to the school and was matched up with Emme who is a junior at SLHS. Emme is interested in photography and social media. Stefanie has been having Emme help take photos of the Art in the Park murals and more. She will be helping with the creation of an Artwalk brochure and map, putting that information on the website, and more. Emme comes once or twice a week for about an hour and a half. She will be shadowing until the end of May.

Issues & Questions Specified: None.

Alternatives: NA

Financial Impact: None.

Recommendation: NA

Attachments: None.
DDA MEETING AGENDA REPORT

TO: Chairman Heins & DDA Board Members
FROM: Stefanie Herder, DDA Director
DATE: May 9, 2023
RE: Spring Lake Spruce Up

**Background:**
Stefanie scheduled and promoted a Spring Lake Spruce Up event for Saturday, May 6th from 10am – Noon. The goal was to have volunteers to sign up for specific areas of the Village like the Social District, West End, East End, Mill Point Park, Central Park, the bike trail, Lakeside Beach, and more. However, after much promotion 10 volunteers signed up and 9 of them showed up. There was a family of 5 that came from Grand Rapids and really wanted to focus on the beach. One volunteer walked the bike trail and picked up litter. The other 3 volunteers signed up for the Social District along with Stefanie and her husband. For the sake of time and prioritizing, the Social District volunteers focused on raking out the neglected plant beds on the corners of Jackson & Exchange. We filled over 10 bags of leaves and dead plants from those 3 corners and that took the majority of the 2 hours.

There is still much work to be done at the corners of Jackson & Exchange to make them look nice. Also, there are lots of plants below the dirt in those areas that still haven’t sprouted yet.

**Issues & Questions Specified:** What is the board’s vision for what these plant beds should look like?

**Alternatives:** Have more volunteer sessions but with a clear vision of what the end result should look like. Hire professionals. Or do nothing and keep the corners looking wild and unkept.

**Financial Impact:**

**Recommendation:** Have set hours for the splash pad.

**Attachments:** None.
DDA MEETING AGENDA REPORT

TO: Chairman Heins & DDA Board Members
FROM: Stefanie Herder, DDA Director
DATE: May 9, 2023
RE: Lakeshore Visual Arts Collective Event

Background: Lakeshore Visual Arts Collective is a 501c3 organization and they partner with other non-profits and businesses in West Michigan to facilitate Pop Up Art shows creating new networking opportunities for their member artists.

They hosted their very first show in Spring Lake on Sunday, May 7th in the parking lot behind Stan’s Bar from 1pm – 4pm. They successfully shut down the parking lot Saturday night for the lot to be cleared the next day for the event. They had 32 artists participate and had a large and steady flow of people throughout the event.

Stan’s & Smoke N Ash’s collaborated with the event to provide Social District drinks, a food truck, and even live music. The vibe was a perfect, sunny spring Sunday and everyone seemed to enjoy browsing the art.

We hope to have more organizations like this hold events in the Village so this is a great example to share with the community.

Issues & Questions Specified: None

Alternatives: None

Financial Impact: None

Recommendation: NA

Attachments: Event Photos