

AGENDA  
WYOMING DOWNTOWN DEVELOPMENT AUTHORITY  
TUESDAY, JULY 7, 2015, 7:30 A.M.  
CITY HALL COUNCIL CHAMBERS

1. Call to Order/Roll Call
2. Approval of Meeting Minutes – 4/28/15
3. Public Comment on Agenda Items (3 min./person)
4. Treasurer’s Report
5. Presentations
6. DDA Director’s Report
  - a. 28 West Place – Wyoming Village Mall Renovation
  - b. 28<sup>th</sup> Street Business Projects
  - c. Board Vacancy
  - d. Pedestrian Lighting Repairs
  - e. Award – Congress for the New Urbanism
  - f. Budget
  - g. RECON Conference
  - h. 502 28<sup>th</sup> Street Property
  - i. Wyoming Gives Back
7. Public Comment (3 min.)
8. Round Table Comments
9. Adjournment

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE WYOMING DOWNTOWN DEVELOPMENT AUTHORITY AT ITS MEETING OF JULY 7, 2015

DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF APRIL 28, 2015 (rescheduled from April 7, 2015)  
CITY COUNCIL CHAMBERS  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Steve Harkema, Doug Kochneff, Mayor Jack Poll, James Streeter, Bernie Van der Klok, Lillian VanderVeen,

MEMBERS ABSENT: Jeff Baker, Curt Male

STAFF PRESENT: Jennifer Ballard, Heidi Isakson

OTHERS PRESENT: Bob O'Callaghan from the Wyoming-Kentwood Chamber of Commerce, Rich Wadsworth from Edward Jones.

Chairman Kochneff called the meeting to order at 7:33 a.m.

Approval of Meeting Minutes

There were no changes to the meeting minutes from the 10/7/14, 11/13/14 & 1/6/15 (notes). Mayor Poll made a motion to accept the meeting minutes, seconded by Streeter. Motion passed unanimously.

Public Comments on Agenda Items

O'Callaghan presented a Metro Cruise Sponsorship Proposal. The Chamber of Commerce asked for a \$2,500.00 donation from the DDA. Harkema expressed his support of the Metro Cruise. O'Callaghan thanked the DDA for their past and continued support with the Metro Cruise.

Election of Officers

Poll made a motion to approve the election of officers including Chairman Kochneff, Vice-Chair Poll, and Secretary VanderVeen, Streeter seconded. Motion passed unanimously. Isakson recommended Ballard as Deputy Secretary. Poll made a motion to appoint Ballard as Deputy Secretary, seconded by Harkema. Motion passed unanimously.

Appointment of Treasurer

Isakson explained the current situation regarding the City of Wyoming's Finance Department personnel changes. Isakson suggested appointing the Finance Director or Deputy Finance Director as the DDA Treasurer. Poll made a motion to appoint the Finance Director or Deputy Finance Director as DDA Treasurer, seconded by VanderVeen. Motion passed unanimously.

Treasurer's Report

Isakson distributed the balance and income sheets dated through March 31, 2015.

Presentations

There were no presentations.

Approval of 2015-2016 Budget Proposals

The 2015-2016 budget proposal and justification was included in the agenda packet. Isakson walked through the details of the suggested budget proposal figures. Poll made a motion to approve the budget as presented, motion seconded by Van der Klok. Motion passed unanimously.

DDA Director's Report

*Status of 28 West Place:*

Isakson explained the designing of the crescent street is progressing on the City's end, but the physical project is currently on hold due to the recent decision by Wyoming Village Mall to stop renovation and development at this time. Communication between the City Wyoming Village Mall owners will continue.

*Status of Pedestrian Lighting Repair/Replacement:*

Isakson explained (during the budget proposal discussion) that there are still eight light fixtures on Michael Avenue that need replacement. Public Works recommended if the lights cannot be replaced that they be removed. Isakson recommended \$10,000.00 to complete these repairs. This suggestion was approved with the approval of the budget proposal.

*DDA Holiday Decorations:*

Isakson noted the holiday decorations are in need of replacement. Heyboer received a quote of about \$7500.00. Isakson suggested using the current decorations for one more year and continue the discussion and research options for new decorations during the next fiscal year. The board agreed with this suggestion.

*RECON Conference May 2015:*

Isakson will be attending the RECON Conference in May in Las Vegas, Nevada.

*Michigan Downtown Association Flint Workshop April 2015:*

Ballard attended the Michigan Downtown Association Workshop in Flint in April. Ballard explained the agenda of the conference and will email the board the presentations from the conference.

*Wyoming Gives Back*

Wyoming Gives Back is scheduled for Thursday, December 3, 2015.

*Additional Items*

An article titled "A New Life for Dead Malls" article in the packet as informational material for the board.

Public Comments:

O'Callaghan inquired about if there was any movement on the Klingman building. At this time, there was no new information on this property.

Round Table Comments:

Van der Klok inquired about if the board takes bids on landscaping. Kochneff explained that in the past bids were accepted but, Heyboer has continued to do a good job at a reasonable cost.

Harkema noted that the area where the daylilies are located by 131 has overgrown and needs to be cleaned up. Harkema also inquired about the landscaping that was removed on the corner of Clyde Park and 28<sup>th</sup> Street during reconstruction and wondered if MDOT was supposed to replace the landscaping.

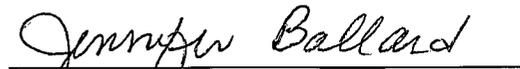
Poll discussed the concerns over the landscaping issues in the medians that the City faced last summer. He noted that while the City does its best to keep costs down when bidding out a project, sometimes the lowest bidder does not turn out to be the best choice. Poll explained the City has revised its approach in the bidding process to ensure the work gets done effectively and as quickly as possible.

VanderVeen asked about the date of the next meeting. The meeting date is July 7, 2015. VanderVeen noted she is happy to hear about the discussion of the possibility of more food businesses and green space areas within the City.

Kochneff expressed his concern regarding the bus stop located at the corner of 28<sup>th</sup> Street and Division Avenue. He noted the stop is utilized by many riders in the winter and because of the east-west route, he suggested some type of enclosure for riders. Kochneff expressed his appreciation for the board's time today.

Adjournment

The meeting was adjourned at 8:28 a.m.



Jennifer Ballard  
Deputy Secretary

**MEMORANDUM**  
City of Wyoming, Michigan

TO : Board of Directors  
Downtown Development Authority

FROM: Heidi Isakson, DDA Director

DATE: June 29, 2015

RE: Director's Report for July 7, 2015

**28West Place - Wyoming Village Mall Renovation**

To my knowledge, Wyoming Village Mall owner Meyer C. Weiner Company continues to pursue sufficient tenants to make their project financial feasible. They plan to demolish part of the building, construct an addition and reface the existing mall, in conjunction with the City's street construction of 28West Place SW.

As it did in fiscal year 2014-15, the City Council has approved a budget of \$1.5 million toward our share of construction costs for the public street.

**28<sup>th</sup> Street Business Projects**

Jeff Baker's project continues – the Miller Equipment Building has been demolished, and construction is underway on Car City's "detailing – car prep" building at the north end of this parcel.

Lindo Mexico's new building is under construction; Gricelda Mata had previously indicated they wanted to be open by Metro Cruise, and they seem on schedule to do that.

**Board Vacancy**

I have not succeeded in filling our board vacancy yet; if you have suggested contacts I can make, please let me know.

**Pedestrian Lighting Repairs**

Light fixture replacements on Michael lining each sidewalk were completed in June, and the total pole replacement near the bus stop will be completed by the time we meet.

In fiscal year 2015-16 we have budgeted \$10,000 to replace fixtures in the median on Michael. Then we should be completely up to date on pedestrian lighting.

**Award – Congress for the New Urbanism**

In April I told you that Mark Miller of Nederveld had submitted the Turn on 28<sup>th</sup> Street Master Plan and our recently adopted Form Based Code for consideration for an award from the

Chicago Chapter of the Congress for the New Urbanism. Via email in June, I informed you that the Plan did indeed win this award. Everyone connected with the lengthy project is to be commended for their work. Congratulations!

### **Budget**

In preparing the 2015-16 budget, I had estimated revenue for the DDA from the “small taxpayer exemption loss” associated with changes in personal property taxation to be \$55,000. Treasurer Andrea Boot now estimates this amount to be \$75,000.

Once the revenue is confirmed and received, I will develop several proposals for you to consider amending the budget at your October meeting. Because this revenue is not guaranteed in the future, but determined on a year-to-year basis depending on rules issued by the Department of Treasury, my thinking is to invest approximately \$7,000 in replacing holiday decorations, and develop a speaker/lunch event for businesses in the DDA as a way of providing networking and business development opportunities in the district, and leave the remainder (about \$10,000) in fund balance. Please let me know if you have ideas on these topics, and I will develop a proposal over the summer.

### **RECON conference**

I attended the RECON retail developers conference in May, 2015. I met with several national mall developers/owners, chain and franchise restaurant and food store operators, and real estate professionals. Each was provided with information about the City of Wyoming, 28West, and our Form Based Code.

The broker currently holding the listing for the former Klingman’s building is very optimistic about a sale and redevelopment of that property, probably as office use. The owner has reduced the price to one that is competitive in the market, however the building is obsolete for retail use as it stands, and renovations to make it useful for modern retail tenants is cost prohibitive.

### **502 28<sup>th</sup> Street**

This property, east of Stedman Insurance, next to the US-131 southbound on-ramp, was acquired by the DDA in 2002 through tax foreclosure. John Stedman inquired about purchasing the property, which he has done on several occasions in the past. He says his interest is mainly in upkeep of the property. The grass and weeds on this property are maintained once per month, May through September. I think Mr. Stedman would prefer weekly maintenance. We treat this area more like a “natural area” than a lawn. Sale of the property would require sealed bids, rather than direct negotiation, and he seemed less interested in such an option. I see no reason to pursue sale at this time; let me know if you disagree.

### **Wyoming Gives Back**

The date for Wyoming Gives Back is Thursday, December 3, 2015. It will again be held at Roger’s Plaza Mall. Letters to all Wyoming businesses will be mailed out in the middle of July. Per requests from the last couple years, we will be looking into renting a better sound system so attendees can easily hear the music and raffles while browsing the local businesses’ tables. If you have any other suggestions for this year’s event, please let Jennifer or Heidi know.