
AGENDA
WYOMING DOWNTOWN DEVELOPMENT AUTHORITY
TUESDAY, JANUARY 5, 2016, 7:30 A.M.
CITY HALL COUNCIL CHAMBERS

1. Call to Order/Roll Call
2. Approval of Meeting Minutes – 07/07/15
3. Public Comment on Agenda Items (3 min./person)
4. Treasurer’s Report
5. Presentations
6. DDA Director’s Report
 - a. 2015 Wyoming Gives Back
 - b. Wyoming Village Mall
 - c. Recruitment to Fill Board Vacancies
 - d. Landscape Maintenance Contract
 - e. Holiday Decorations
 - f. 2016-17 Budget Priorities
 - g. 2016 Meeting Dates
 - h. Correspondence
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 ON OCTOBER 6, 2015

DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the July 7, 2015 Meeting
City Council Chambers
City of Wyoming, Michigan

MEMBERS PRESENT: Mayor Jack Poll, Steve Harkema, Doug Kochneff, Lillian Vanderveen, Jeff Baker, James Streeter

MEMBERS ABSENT: Bernie Van De Klok, Curt Male

STAFF PRESENT: Heidi Isakson

Chairman Kochneff called the meeting to order at 7:32 a.m.

Isakson called the roll.

Approval of Meeting Minutes

Motion by Mayor Poll, seconded by Vanderveen, to approve the minutes of the meeting of April 28, 2015. All ayes.

Public Comment on Agenda Items

Rich Wadsworth, on behalf of the Wyoming-Kentwood Chamber of Commerce, gave his thanks for the Board's support of Metro Cruise, and provided an update on preparations for the event.

Treasurer's Report

Isakson reviewed the status of the year-end financial reports, and expected revenue for fiscal year 2015-16. She proposed using some of the \$20,000 expected revenue increase to replace the holiday decorations, and asked if the Board would like to see proposals for their October meeting. There were no objections, and Vanderveen suggested exploring extending the holiday decorations to the area from Burlingame to Byron Center. There is a question how these would be mounted. It was also suggested that DeVries Lighting might offer this product.

Director's Report

Isakson reviewed the status of 28 West Place, recent redevelopment on 28th Street, the budget, the property at 502 28th Street, and Wyoming Gives Back. The Board agreed it did not have an interest in selling the property at 502 28th Street at this time.

Public Comment

Harriet Sturim said business owners need to be networking and talking to each other. She invited Board members to the meetings held at Marge's Donut Den on the last Thursday of each month at 8:00 a.m.

Marge Wilson asked that the City waive the inspection permit fees for tents erected during Metro Cruise. She said that someone from Inspections had come to their meeting and explained the permit process, but said the fee discouraged people from participating. Mayor Poll asked how many people wanted to put up tents but did not.

Board Round Table

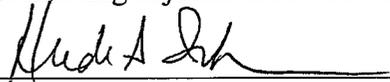
Harkema expressed his disappointment with the time it took to complete restoration work following a storm drain repair in his driveway, and with the poor customer service he received while inquiring about the status. He also mentioned Snap Fitness and Fallas as two new businesses needing welcome letters. He noted Finish Masters needs a reminder to cut their grass/weeds.

Baker asked the Board what they can do as a group to help spur growth in the City, for example how to help Mike Murray market the Klingman's building.

Streeter noted that with limited revenue, the DDA can't offer typical incentives.

Vanderveen noted the Wyoming-Kentwood Chamber of Commerce will be moving, but has not yet found a location. She reminded the Board the DDA used to have a marketing committee, and reminded everyone they can still advertise their business in the Metro Cruise program.

The meeting adjourned at 8:33 a.m.



Heidi A. Isakson, DDA Director

MEMORANDUM
City of Wyoming, Michigan

TO : Board of Directors
Downtown Development Authority

FROM: Heidi Isakson, DDA Director

DATE: December 30, 2015

RE: Director's Report for January 5, 2016

Wyoming Gives Back

Jennifer Stowell will provide an oral report of the 2015 Wyoming Gives Back event.

Wyoming Village Mall Renovation

Wyoming Village Mall owner Meyer C. Weiner Company recently told us they are in negotiations with a tenant which would enable them to begin the renovation project, at least in the northern part of the building, and confirmed we are still committed to funding the street construction costs for 28West Place. No timeline was provided.

Board Vacancies

Curt Male has opted not to be reappointed to the board, so we have two vacancies. Due to the current makeup of board members, these two people do not need to be property owners in the district. Please provide suggestions or help us recruit new members.

Landscape Maintenance Contract

Heyboer has offered to renew their contract, and I should have a proposal in writing by the time of our meeting.

Holiday Decorations

The banners, garland and lights on the pedestrian lighting are in need of replacement. I would appreciate hearing your ideas on the importance of this project to the District considering our budget constraints.

Budget Priorities

I would like a brief conversation on your budget priorities beyond landscape maintenance. That is, if there are funds available for projects, activities or events, what do you believe would have the most impact, and are there ways you as board members can leverage those funds to increase volunteer participation.

MEMORANDUM

TO: DDA Board Members
FROM: Jennifer Stowell
DATE: December 30m 2015
RE: 2016 DDA Meetings Schedule

The 2016 DDA meeting schedule dates are listed below. All meetings will be held in the Wyoming City Hall Council Chambers at 7:30 a.m. If you are unable to attend a meeting, please notify Barb VanDuren.

January 5, 2016
April 5, 2016
July 5, 2016
October 4, 2016



Wyoming Downtown Development Authority

Telephone 616/530-7272
1155 - 28th Street, SW, Box 905 Wyoming, MI 49509-0905
Web: www.wyomingmi.gov

December 21, 2015

Jimmy Johns
2045 28th St SW
Wyoming, MI 49519

Congratulations on the opening of your business at 2045 28th Street. We would like to thank you for locating in the 28th Street Business district, which is assisted by the Wyoming Downtown Development Authority (DDA).

The Wyoming Downtown Development Authority, which serves businesses along 28th Street between Division and Byron Center Avenues, was formed in December 1998. Its Board consists primarily of 28th Street business people. The Board meets quarterly, with its next meeting to be held on January 5, 2016 at 7:30 a.m. in the Wyoming City Hall Council Chambers. The meetings are open to the public.

The DDA has strived to work with businesses to enhance the 28th Street business district. Please contact us at 530-7272 with any questions you may have. We wish you much success.

Sincerely,

Douglas Kochneff
Chairman

BOARD OF DIRECTORS:

Douglas Kochneff, Chairman
Lillian VanderVeen, Secretary
Mayor Jack Poll

Steven Harkema
Curt Male
Jeff Baker

James Streeter
Bernie Van Der Klok

Heidi Isakson, Director



Wyoming Downtown Development Authority

Telephone 616/530-7272
1155 - 28th Street, SW, Box 905 Wyoming, MI 49509-0905
Web: www.wyomingmi.gov

December 30, 2015

Lindo Mexico
1742 28th St SW
Wyoming, MI 49519

Congratulations on the opening of your business at 1742 28th Street. We would like to thank you for locating in the 28th Street Business district, which is assisted by the Wyoming Downtown Development Authority (DDA).

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Wyoming Downtown Development Authority

Telephone 616/530-7272
1155 - 28th Street, SW, Box 905 Wyoming, MI 49509-0905
Web: www.wyomingmi.gov

December 30, 2015

Connie's Bridal Boutique
1735 28th St SW
Wyoming, MI 49519

Congratulations on the opening of your business at 1735 28th St SW. We would like to thank you for locating in the 28th Street Business district, which is assisted by the Wyoming Downtown Development Authority (DDA).

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