

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE WYOMING DOWNTOWN DEVELOPMENT AUTHORITY AT ITS MEETING OF APRIL 2, 2013

DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF JANUARY 8, 2013  
CITY COUNCIL CHAMBERS  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Harkema, Kochneff, Male, VanderVeen, VanDuren, VanTimmeren

MEMBERS ABSENT: Vandenberg, Poll

STAFF PRESENT: Ballard, Cochran, Smith

OTHERS PRESENT: Bob O'Callaghan, President-Wyoming/Kentwood Chamber of Commerce; Richard Wadsworth, Edward Jones

Chairman Kochneff called the meeting to order at 7:35 a.m.

Approval of Meeting Minutes

Motion was made by VanderVeen and supported by Male, to approve the minutes of October 2, 2012 meeting. Motion carried unanimously.

Public Comment on Agenda Items

Bob O'Callaghan, the new President of the Wyoming-Kentwood Chamber, introduced himself to the DDA.

Treasurer's Report

Smith reported for the six months ending December 31, 2012. The current fund balance is \$233,874.93.

DDA Director's Report:

Future Funding of DDA Activities: VanDuren explained Attorney Scott Smith had given several options for future DDA funding. These included raising the millage in the DDA district, special assessments, amending the DDA plan to carve out some of the larger parcels that have the most negative impact on funding, and also resetting the base year for the entire DDA. All options were discussed and reviewed by Andrea Boot and Tom Yore. A meeting was then held with Attorney Scott Smith, Boot, Yore and VanDuren and it was recommended that the DDA reset

the base year for the entire district when we hit our lowest value, which is forecasted for 2014. Attorney Smith assured us that Kent County cannot opt out of Wyoming's DDA if we reset the base year. This process will take approximately 90 days. Yore will be working with Kent County to establish the value of DDA properties. Harkema made a motion to go forth with resetting the base tax year recommended for 2014. It was seconded by Male. Motion carried unanimously.

**Blight Elimination Grant:** The State of Michigan allocated 25 million for the Blight Elimination Program to demolish vacant and abandoned properties, promote public safety, stabilize property values and enhance economic development opportunities. Two properties in the DDA were submitted; the Studio 28 property and the former Marathon Station. Both property owners supported the grant. Awards will be made in mid February. If funding for either property is awarded, work will be started in March. Grant funding covers Phase I and II environmental assessments, removal of underground storage tanks, preparation of RFP's and hire demolition/remediation contractor, clean up contamination, applications for demolition permits, demolition of buildings and foundations 3 feet below grade, and backfill excavations with clean sand, topsoil and seed.

**DDA Landscape Maintenance Update:** Heyboer submitted their 2013-2015 proposals. The cost will remain the same for 2013 and 2014 with a 2% increase in 2015. VanderVeen made a motion to accept the proposal. Harkema seconded it. Motion carried unanimously.

**Turn on 28<sup>th</sup> Street Marketing/Promotion:** The marketing committee continues to meet monthly. Current projects included WKTV videoing Wyoming residents and asking what they enjoy about Wyoming at the Wyoming Gives Back event. The videos are available on line on the City's Facebook page and You Tube. These will be used in future marketing and promotion activities along with photos taken at the event. WKTV is in the process of working on a Digital Fly Through that will include the Crescent Street. Erin Nemastil, our Communication Specialist, is currently doing a website content review to start the process of updating the site. Erin is also working the Nederveld, Williams and Works, and Tim Cochran to keep Turn on 28<sup>th</sup> Street posts current on the City's Facebook page. An initial concept plan for the 28<sup>th</sup> Street and Michael Street corridor has been completed and will be vetted at the upcoming Marketing and Promotion meeting that is scheduled for January 17 at 10:30 a.m.

**Wyoming Gives Back Holiday Event:** The second annual Wyoming Gives Back was held on December 6, 2012 and was a success. Business participation doubled for the event. Local school bands and choirs performed, and the Salvation Army donated beverages and cookies. This year's event is scheduled for December 5, 2013. VanDuren thanked the DDA members for volunteering at the event and welcomed comments and suggestions to ensure continued success.

**Congressman Huizenga Visit:** Congressman Huizenga was recently redistricted to the Wyoming area. He is currently visiting with City staff in the West Conference room. He will also be visiting Marge's Donut Den and Detail Technologies today.

Correspondence: Welcome letters went out to new businesses including Destiny Dental, Cherry Street Health Clinic, and Jackson Hewitt Tax Service, which recently moved to 28<sup>th</sup> Street.

DDA Board Members: Due to a completion of term and non-participation, there are vacant seats on the DDA. Suggestions for filling these seats are welcomed.

#### Public Comment

No public comments.

#### Round Table Comments

VanderVeen: Lenger Travel is very busy.

Male: Southland Auto Wash is in the middle of remodeling at its full service location on 28<sup>th</sup> Street. The customer walkway is being redone and equipment is being replaced.

Harkema: Reminded the DDA that Clyde Park and 28<sup>th</sup> Street will be under construction in August, September, and October. This project has deep utility work and is a long, complex project. Currently the plan is to complete work on the south side in August which will be completed in time for the Metro Cruise. Work will then begin on the north side and center lanes; these lanes may be shut down at the same time. VanderVeen suggested that the Marketing committee take a look at a promotional campaign to help promote businesses during this time. Harkema also mentioned the brightness of the Verizon store's sign, on the corner of Clyde Park and 28<sup>th</sup> Street, being very distracting at night. Kochneff will give the owner a call to inform him of the problem.

#### Adjournment

The meeting was adjourned at 8:25 a.m.

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Jennifer Ballard  
Administrative Assistant, City Manager's Office