

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

1. Call to Order/Roll Call
2. Approval of Meeting Minutes – 01/05/2016
3. Public Comment on Agenda Items (3 min./person)
4. Treasurer's Report
5. Budget
 - a. Budget Amendment #1
 - b. 2016-2017 Budget
6. Presentations
7. DDA Director's Report
 - a. 2015 Wyoming Gives Back
 - b. Klingman's
 - c. Board Vacancies
 - d. Pedestrian Lighting
 - e. Correspondence
8. Public Comment (3 min.)
9. Round Table Comments
10. Adjournment

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE WYOMING DOWNTOWN
DEVELOPMENT AUTHORITY AT ITS MEETING ON APRIL 5, 2016

DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the January 5, 2016 Meeting
City Council Chambers
City of Wyoming, Michigan

MEMBERS PRESENT: Mayor Jack Poll, Steve Harkema, Doug Kochneff, Lillian VanderVeen, Jeff Baker

MEMBERS ABSENT: James Streeter

STAFF PRESENT: Heidi Isakson, Jennifer Stowell

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 7:36 a.m.

Isakson called the roll.

Approval of Meeting Minutes

There were no changes to the minutes from the July 7, 2015 meeting. Mayor Poll made a motion to approve the minutes, seconded by Harkema. Motion passed unanimously.

Public Comment on Agenda Items

Bob O'Callaghan thanked the DDA for the support of the 2015 Metro Cruise. The 2016 Metro Cruise is scheduled for August 26 and 27, 2016. The annual Chamber of Commerce meeting is January 22, 2016 at Distinctive Catering by Brann's on Division. The Government Matters meetings are held on the second Mondays of each month and rotate between the City of Wyoming and Kentwood.

Treasurer's Report

Isakson provided and reviewed the Balance Sheet and Income Statement. Harkema inquired about the current year tax assessments and how it would affect the DDA tax revenue. Isakson explained it is based on the cost of living increase, which indicates a very small revenue increase for over the next year.

Presentations

There were no presentations.

DDA Director's Report

2015 Wyoming Gives Back

Stowell explained the 2015 event was a success. Local businesses donated a total of approximately \$4800 in donations either in the form of a gifts or gift certificates that were raffled off to attendees who donated toys. Twenty five businesses hosted tables at the event and over 250 toys were collected for the Salvation Army Angel Tree.

Wyoming Village Mall:

Isakson explained the owners of the Wyoming Village Mall are still pursuing a specific tenant to begin their project. Van der Klok inquired about the pad sites that were previously proposed in front of the mall. Isakson explained this project is on hold at this time.

Recruitment to Fill Board Vacancies:

Isakson noted the board has two vacancies. These members can be members at large.

Landscape Maintenance Contract:

Isakson explained the contract with Heyboer Landscape Maintenance ended in 2015. Heyboer provided a three year proposal that would include a 0% increase the first year, a 1% increase the second year and a 4% increase in the third year. Motion to accept the proposal was made by Mayor Poll and seconded by Baker. Motion passed unanimously. Isakson also explained Heyboer's proposal to improve the perennials located at the corner of 28th Street and 131. Isakson suggested if the budget will allows and the DDA is supportive, recommending the maintenance of this area. Harkema and VanderVeen noted the importance of the visibility of the area. Isakson will include this in the future budget proposal.

Holiday Decorations:

Isakson explained the holiday decorations are in need of replacement. Isakson will research new decorations and costs. VanderVeen noted including the west end 28th Street with lights and decorations.

2016-2017 Budget Priorities:

Isakson inquired if the board had any suggestions, other than those noted above for decorations and landscaping, for the 2016-2017 budget. The board had no comment at this time.

2016 Meeting Dates:

The 2016 DDA meeting dates were included in the packet.

Correspondence:

Copies of recent welcome letters to new businesses were included in the packet.

Public Comment

There were no public comments.

Board Round Table

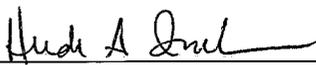
Baker inquired about long term, right fit for the future of 28th Street. Harkema inquired about how the development in surrounding areas impacts the City of Wyoming. VanderVeen noted the importance of getting the community involved.

Van der Klok said that there were several lights out between Burlingame and Byron Center that are now working.

Mayor Poll noted there is now a new electronic sign in front of City Hall. The sign will be utilized to promote activities.

Kochneff noted the support of the DDA for the electronic sign. There is activity on the Klingman building that could include retail and office space. Kochneff noted the importance of the DDA and the continued work to encourage and support retail in the corridor. Kochneff thanked the board for their attendance.

The meeting adjourned at 8:41 a.m.



Heidi A. Isakson, DDA Director

Income Statement

Through 03/22/16
Detail Listing
Exclude Rollup Account

Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental								
Fund Type Special Revenue Funds								
Fund 995 - Downtown Development Authority								
REVENUE								
402.000	Property Taxes Property Taxes	55,000.00	.00	.00	79,741.92	(24,741.92)	145	59,255.91
664.000	Interest on Investments Interest on Investments	500.00	.00	.00	130.09	369.91	26	263.98
	REVENUE TOTALS	\$55,500.00	\$0.00	\$0.00	\$79,872.01	(\$24,372.01)	144%	\$59,519.89
EXPENSE								
Department 000 - General Government								
Activity 72800 - Economic Development								
727.000	Office Supplies Office Supplies	.00	.00	.00	.00	.00	+++	95.59
801.000	Professional Services Professional Services	.00	.00	.00	.00	.00	+++	100.00
801.009	Professional Services Marketing/Web Site	1,000.00	.00	723.39	276.61	726.39	72	6,956.91
801.021	Professional Services Legal Special Counsel	1,000.00	.00	.00	1,000.00	0	0	2,261.00
860.000	Travel and Training Travel and Training	19.21	.00	19.21	.00	.00	100	2,500.09
900.000	Printing & Advertising Printing & Advertising	.00	.00	.00	.00	.00	+++	120.89
932.000	Property Maintenance Property Maintenance	35,000.00	.00	30,229.09	4,770.91	86	86	31,711.50
956.000	Other Services Other Services	.00	.00	100.00	(100.00)	100	+++	.00
967.000	Project Costs Project Costs	2,180.79	.00	2,496.45	(315.66)	114	114	77.34
967.140	Project Costs Metro Cruise	2,500.00	.00	2,500.00	.00	.00	100	2,500.00
967.160	Project Costs Pedestrian Lighting	10,000.00	.00	.00	10,000.00	0	0	17,230.35
	Activity 72800 - Economic Development Totals	\$51,700.00	\$0.00	\$36,068.14	\$15,631.86	\$36,068.14	70%	\$63,553.67
	Department 000 - General Government Totals	\$51,700.00	\$0.00	\$36,068.14	\$15,631.86	\$15,631.86	70%	\$63,553.67
	EXPENSE TOTALS	\$51,700.00	\$0.00	\$36,068.14	\$15,631.86	\$15,631.86	70%	\$63,553.67
Fund 995 - Downtown Development Authority Totals								
	REVENUE TOTALS	55,500.00	.00	79,872.01	(24,372.01)	24,372.01	144%	59,519.89
	EXPENSE TOTALS	51,700.00	.00	36,068.14	15,631.86	36,068.14	70%	63,553.67
	Fund 995 - Downtown Development Authority Net Gain (Loss)	\$3,800.00	\$0.00	\$43,803.87	\$40,003.87	\$40,003.87	1,153%	(\$4,033.78)
Fund Type Special Revenue Funds Totals								
	REVENUE TOTALS	55,500.00	.00	79,872.01	(24,372.01)	24,372.01	144%	59,519.89
	EXPENSE TOTALS	51,700.00	.00	36,068.14	15,631.86	36,068.14	70%	63,553.67
	Fund Type Special Revenue Funds Net Gain (Loss)	\$3,800.00	\$0.00	\$43,803.87	\$40,003.87	\$40,003.87	1,153%	(\$4,033.78)
Fund Category Governmental Totals								
	REVENUE TOTALS	55,500.00	.00	79,872.01	(24,372.01)	24,372.01	144%	59,519.89
	EXPENSE TOTALS	51,700.00	.00	36,068.14	15,631.86	36,068.14	70%	63,553.67
	Fund Category Governmental Net Gain (Loss)	\$3,800.00	\$0.00	\$43,803.87	\$40,003.87	\$40,003.87	1,153%	(\$4,033.78)
Grand Totals								
	REVENUE TOTALS	55,500.00	.00	79,872.01	(24,372.01)	24,372.01	144%	59,519.89
	EXPENSE TOTALS	51,700.00	.00	36,068.14	15,631.86	36,068.14	70%	63,553.67
	Grand Total Net Gain (Loss)	\$3,800.00	\$0.00	\$43,803.87	\$40,003.87	\$40,003.87	1,153%	(\$4,033.78)

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Governmental				
Fund Type	Special Revenue Funds				
Fund	995 - Downtown Development Authority				
	ASSETS				
001.000	Cash	23,588.03	23,580.15	7.88	.03
007.002	Money Market Huntington General	31,050.39	31,040.02	10.37	.03
084.102	Due From Investment Funds Investment Fund	70,471.21	29,740.74	40,730.47	136.95
130.000	Land Land	44,958.00	44,958.00	.00	.00
	ASSETS TOTALS	\$170,067.63	\$129,318.91	\$40,748.72	31.51%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
202.000	Accounts Payable Accounts Payable	.00	3,055.15	(3,055.15)	(100.00)
	LIABILITIES TOTALS	\$0.00	\$3,055.15	(\$3,055.15)	(100.00%)
	FUND EQUITY				
390.000	Fund Balance Fund Balance	126,263.76	126,263.76	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	\$126,263.76	\$126,263.76	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00			
	Fund Revenues	(79,872.01)			
	Fund Expenses	36,068.14			
	FUND EQUITY TOTALS	\$170,067.63	\$126,263.76	\$43,803.87	34.69%
	LIABILITIES AND FUND EQUITY TOTALS	\$170,067.63	\$129,318.91	\$40,748.72	31.51%
	Fund 995 - Downtown Development Authority	\$0.00	\$0.00	\$0.00	+++
	Fund Type Special Revenue Funds	\$0.00	\$0.00	\$0.00	+++
	Fund Category Governmental	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++

RESOLUTION NO. 27

RESOLUTION TO RECOMMEND THE BUDGET FOR THE
CITY OF WYOMING DOWNTOWN DEVELOPMENT AUTHORITY
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

WHEREAS, Public Act 197 of the State of Michigan requires the Director of the Downtown Development Authority to submit a budget to the Board of the Downtown Development Authority, and

WHEREAS, the Director has submitted said budget for recommendation, and

WHEREAS, Public Act 197 further states that said budget must be approved by the City Council of the City of Wyoming prior to adoption by the Board of the Downtown Development Authority; now, therefore,

BE IT RESOLVED, that the revised budget attached hereto and made a part hereof by reference is hereby considered and recommended by the Board of the City of Wyoming Downtown Development Authority for adoption by the City Council of the City of Wyoming.

Boardmember _____ moved, seconded by Boardmember _____, that the above Resolution be adopted.

Motion carried: Yeas: ____ Nays: ____

I hereby certify that the foregoing Resolution was adopted by the Board of the City of Wyoming Downtown Development Authority, at a meeting held on the _____.

Jennifer Stowell
DDA Deputy Secretary

Attachment: Budget

**City of Wyoming
Downtown Development Authority
2016-17 Budget Proposals and Justification**

Revenue:

- Investment income: based on current and last year's investment income, we have budgeted \$100.
- The 2014 DDA Tax Capture is -0- again this year, although we are closer to breaking even since the base was reset.
- The changes to Personal Property Tax law created a "Small Taxpayer Loss (STL) Reimbursement" payable from the State. The first year (2015) we received \$59,255, so we budgeted \$55,000 for 2015-16. Actual revenue was \$79,741, so we are budgeting \$75,000 for 2016-17.

Expenses:

- **Staff - \$-0-**: Historically the DDA paid some of the cost of staff salary who support the DDA (Director, Finance and clerical). The DDA has been unable to fund this since 2011.
- **Administrative Fee**: Fees paid by non-General Fund Departments for general government, building overhead, mailing etc. The DDA has been unable to fund this since 2013.
- **Professional Services, Legal**: **\$1,000** is budgeted to provide any specialized legal services relating to TIF district.
- **Marketing**: **\$1,000**: A significant reduction from previous years, but design, printing or event supplies for marketing is necessary.
- **Travel, Training**: **\$1,500**. Covers part of the cost of one national marketing event; alternatively, local or regional staff training for retail/commercial development topics.
- **Printing and Advertising**: **\$300**. The DDA is required to publish an annual report in the newspaper.
- **Corridor Landscape Maintenance**: **\$25,000** (same) Annual maintenance of lawns and plantings in the ROW in the DDA.
- **Corridor Property Maintenance** **\$15,000** for installation, removal and storage of holiday decorations, and repairs to the irrigation system.
- **Wyoming Gives Back**: **\$3,500**. Supplies, marketing, advertising and sound equipment. We are investing slightly more in this project, as it continues to improve and grow.
- **Metro Cruise**: **\$2,500**. In light of budget constraints, this expense may need to be reconsidered in this or future years.
- **Pedestrian Lighting** **\$5,000**. A major repair and replacement project was completed last year. Ongoing expenses other than damage from motor vehicles accidents will include repair or replacement of the electrical sockets used for holiday decorations.
- **Holiday Decorations** **\$15,000**. Propose to purchase new LED light ropes for all 140 pedestrian light poles. As the old garland became unusable, we have been only decorating about half of the light fixtures.

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 City Manager Recommended
Fund 995 - Downtown Development Authority						
REVENUE						
<i>Taxes</i>						
402.000	Property Taxes Property Taxes	.00	59,255.91	55,000.00	79,741.00	75,000.00
	<i>Taxes Totals</i>	\$0.00	\$59,255.91	\$55,000.00	\$79,741.00	\$75,000.00
<i>Interest and Rentals</i>						
664.000	Interest on Investments Interest on Investments	531.47	263.98	500.00	100.00	100.00
	<i>Interest and Rentals Totals</i>	\$531.47	\$263.98	\$500.00	\$100.00	\$100.00
	REVENUE TOTALS	\$531.47	\$59,519.89	\$55,500.00	\$79,841.00	\$75,100.00
EXPENSE						
Department 000 - General Government						
Activity 72800 - Economic Development						
<i>Supplies</i>						
727.000	Office Supplies Office Supplies	13.80	95.59	.00	.00	.00
	<i>Supplies Totals</i>	\$13.80	\$95.59	\$0.00	\$0.00	\$0.00
<i>Other Services and Charges</i>						
801.000	Professional Services Professional Services	.00	100.00	.00	.00	.00
801.009	Professional Services Marketing/Web Site	505.86	6,956.91	1,000.00	800.00	1,000.00
801.021	Professional Services Legal Special Counsel	4,935.00	2,261.00	1,000.00	1,000.00	1,000.00
860.000	Travel and Training Travel and Training	4,839.78	2,500.09	19.21	19.00	1,500.00
900.000	Printing & Advertising Printing & Advertising	547.40	120.89	.00	.00	300.00
930.000	Repairs and Maintenance Repairs and Maintenance	.00	.00	.00	.00	15,000.00
932.000	Property Maintenance Property Maintenance	28,920.91	31,711.50	35,000.00	40,000.00	25,000.00
956.000	Other Services Other Services	403.10	.00	.00	100.00	100.00
967.000	Project Costs Project Costs	111.89	77.34	2,180.79	2,497.00	.00
967.110	Project Costs Banners/Holiday	.00	.00	.00	.00	15,000.00
967.140	Project Costs Metro Cruise	3,076.00	2,500.00	2,500.00	2,500.00	2,500.00
967.141	Project Costs Wyoming Gives Back	.00	.00	.00	.00	3,500.00
967.160	Project Costs Pedestrian Lighting	.00	17,230.35	10,000.00	10,000.00	5,000.00
	<i>Other Services and Charges Totals</i>	\$43,339.94	\$63,458.08	\$51,700.00	\$56,916.00	\$69,900.00
	Activity 72800 - Economic Development Totals	\$43,353.74	\$63,553.67	\$51,700.00	\$56,916.00	\$69,900.00
	Department 000 - General Government Totals	\$43,353.74	\$63,553.67	\$51,700.00	\$56,916.00	\$69,900.00
	EXPENSE TOTALS	\$43,353.74	\$63,553.67	\$51,700.00	\$56,916.00	\$69,900.00
Fund 995 - Downtown Development Authority Totals						
	REVENUE TOTALS	\$531.47	\$59,519.89	\$55,500.00	\$79,841.00	\$75,100.00
	EXPENSE TOTALS	\$43,353.74	\$63,553.67	\$51,700.00	\$56,916.00	\$69,900.00
	Fund 995 - Downtown Development Authority Totals	(\$42,822.27)	(\$4,033.78)	\$3,800.00	\$22,925.00	\$5,200.00
Net Grand Totals						
	REVENUE GRAND TOTALS	\$531.47	\$59,519.89	\$55,500.00	\$79,841.00	\$75,100.00
	EXPENSE GRAND TOTALS	\$43,353.74	\$63,553.67	\$51,700.00	\$56,916.00	\$69,900.00
	Net Grand Totals	(\$42,822.27)	(\$4,033.78)	\$3,800.00	\$22,925.00	\$5,200.00

City of Wyoming, Michigan
Annual Budget by Account Classification Report
 Summary

	<u>2016 Amended Budget</u>	<u>2016 Estimated Amount</u>	<u>2017 Proposed</u>
Fund: 995 Downtown Development Authority			
Revenue			
Taxes	\$ 55,000	\$ 79,741	\$ 75,000
Interest and Rentals	500	100	100
Revenue Totals	<u>55,500</u>	<u>79,841</u>	<u>75,100</u>
Expenditures			
Supplies	-	-	-
Other Services and Charges	51,700	56,916	69,900
Expenditure Totals	<u>51,700</u>	<u>56,916</u>	<u>69,900</u>
Fund Total	3,800	22,925	5,200
Net Position, Beginning	<u>126,264</u>	<u>126,264</u>	<u>149,189</u>
Net Position, Ending	<u>\$ 130,064</u>	<u>\$ 149,189</u>	<u>\$ 154,389</u>



Wyoming Downtown Development Authority

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

March 14, 2016

Ken's Fruit Market
830 28th St SW
Wyoming, MI 49509

Congratulations on the opening of your business at 830 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 April 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
Bernie Van Der Kloek
Jeff Baker

Heidi Isakson, Director