



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
January 19, 2016, 12:00PM

MINUTES

Chair Kelle Tobolic called the meeting to order at 12:00pm.

Roll Call

Members Present: Chair Kelle Tobolic , Jennifer Antel, Treasurer Brad Buist , Brian Sweebe, Chase Johnson

Members Absent: Dr. House, Karen Gregersen , Mayor Tim Bala, excused

Others Present: MSD Ingrid Miller, City Manager Tim McLean, Finance Director Cheri Parrish, AmeriCorps VISTA Julia Bouwkamp

Agenda Approval

A **motion** by Jennifer Antel, **seconded** by Brian Sweebe, to approve the meeting agenda of January 19th, 2017 as presented; **motion approved unanimously**.

Approval of Minutes

A **motion** by Brian Sweebe, **seconded** by Brian Sweebe was made to approve Regular Meeting Minutes for December 15, 2016 as presented; **motion approved unanimously**.

Comments from the Public (*None*)

City Staff Communications

City Manager Tim McLean updated the board on the approval of the new sign ordinance by the City Council.

Director's Report

MSD Miller updated the Board on several items. The Executive Committee met January 5th and plans to touch base every month with a meeting every other month. The ER Committee gained two new members. They are still looking for a Chair for that committee as well as an additional member for the Design Committee. MSD Miller met with Nora Balgoyen, Director Economic Development for Allegan County, about grant opportunities. We are working with her on USDA funding and Smart Garden. MSD Miller also met with ITC about sponsoring Porous Pave in downtown tree beds as well as other downtown projects.

Dates to Note:

February 3rd: Volunteer Appreciation Dinner at Vibrant Grains

February 6-7th: Quarterly Training hosted by Wayland at Vibrant Grains

February 28th-March 1st: Wayland Main Street/DDA Annual Meeting (required for Board members and Committee Chairs, all volunteers welcome).

Financial Report

Treasurer Brad Buist indicated we are waiting on past due revenue and current sponsorship dollars before committing to event plans. Brad suggested that we look at creating a reserve account and budget our events better.

Committee Reports

Organization: Appreciation Dinner is February 3. Nominations deadline has passed.

Promotion: Planning for Main Street Celebration is underway but waiting on funding before proceeding

Economic Restructuring: See Director's notes above.

Design: Kelle Tobolic informed board of new design service applicants.

Work Plan Updates

Organization: Handbook is being reviewed and updated

Promotion: Art Hop follow-up being completed. Waiting on sponsorship money for Main Street Celebration.

Economic Restructuring: Billboard project on hold

Design: Flower maintenance and rail road tie replacement downtown, seeking bench plaque donors, façade funding on hold

Old Business (*None*)

New Business

A **motion** by Jennifer Antel, **seconded** by Chase Johnson, was made to approve agreement to allow access to the American Legion parking lot in exchange for plowing services for the lot; **motion approved unanimously**.

Volunteer of the Year Nominations: The DDA Board reviewed the nominations and awarded the following: Volunteer of the Year - Rebecca Dulin, Volunteer of the Year, Youth – Evie Mathis, MVP Main Street Celebration – Anita Buckowing, MVP Movies on Main – Denise & Michael Behm, MVP Fall Fun Fest – Rick Mathis, MVP Art Hop – Scott Dennis and Boy Scout Troop

Michigan Main Street Program Agreement (MEDC):

A **motion** by Jennifer Antel, **seconded** by Kellie Tobolic, was made to approve a change in the MEDC agreement showing the change from MISHDA to MEDC; **motion approved unanimously**.

Main Street America Sublicensing Agreement:

A **motion** by Jennifer Antel, **seconded** by Kellie Tobolic, was made to approve the updated Main Street America Sublicensing Agreement; **motion approved unanimously**.

Comments from the Board

City Manager McLean – Thanks MSD Ingrid Miller and Chair Kelle Tobolic for her help with the passing of the sign ordinance.

Being no further business, Chair Kelle Tobolic declared the meeting adjourned at 12:57PM