



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
February 16, 2017, 12:00PM

MINUTES

Chair Kelle Tobolic called the meeting to order at 12:02 pm.

Roll Call

Members Present: Chair Kelle Tobolic , Dr. Ron House, Karen Gregersen, Mayor Tim Bala , , Treasurer Brad Buist , Brian Sweebe, Secretary Chase Johnson

Members Absent: Vice-Chair Jennifer Antel, excused

Others Present: MSD Ingrid Miller, City Manager Tim McLean, AmeriCorps VISTA Julia Bouwkamp

Agenda Approval

A **motion** by Kelle Tobolic, **seconded** by Brad Buist, to approve the meeting agenda of February 16, 2017 as presented; **motion approved unanimously**.

Approval of Minutes

A **motion** by Brian Sweebe, **seconded** by Brad Buist was made to approve Regular Meeting Minutes for January 19, 2017 as presented; **motion approved unanimously**.

Comments from the Public *(None)*

City Staff Communications *(None)*

Director's Report

MSD Miller updated the Board on several items. Annual Volunteer Appreciation Dinner was a huge success, thank you to those who helped. Great turn-out for the Main Street Quarterly Training. A followup needs to occur with the American Legion in regards to the city's use of the parking lot. Design service for 112 W Superior is underway. Met with Start Garden and Michigan Women's Foundation about entrepreneur development opportunities. Design committee welcomes new member, Deana Baker, who will help businesses with merchandising workplan. Looking for volunteers for RRC Self Evaluation team. The Pine Street school redevelopment team will be partnering with the city; Miller updated Board on the status of sponsorship sales and upcoming events.

Financial Report

Treasurer Brad Buist indicated we are making progress towards a sounder budget. Brad suggested we look into what the State of Michigan requires for a reserve account.

Committee Reports

Organization: Volunteer Appreciation Dinner was a huge success, reaching out for sponsorships, social media etiquette.

Promotion: Reaching out to sponsors and helping to collect money, looking a best ways to promote and advertise events.

Economic Restructuring: New board Chair, Brian Sweebe. Proceeding with billboard project, but only as intermediary between Wayland businesses and advertiser.

Design: Welcomed new member Deana Baker; gearing up for flower planting in the Spring.

Work Plan Updates

Committees will be invited to update and develop new work plans after the strategic planning visit on February 28.

Old Business *(None)*

New Business

Budget Amendments: A **motion** by Brian Sweebe, **seconded** by Chase Johnson, was made to approve the latest budget amendments; **motion approved.**

Roll Call Vote:

Brad Buist: Yes

Karen Gregersen: Yes

Tim Bala: No

Kelle Tobolic: Yes

Ron House: Yes

Brian Sweebe: Yes

Chase Johnson: Yes

AmeriCorps VISTA Renewal: The Board discussed the benefit of participating in this program, but agreed the budget did not allow for renewal. No action was taken at this time.

Comments from the Board

Dr. Ron House – Thanks Brad for his work on the budget

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