



CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM

BOARD OF DIRECTORS  
United Bank of Michigan 1131 W. Superior St.  
October 15, 2015, 12:00PM

MINUTES

Chair Dr. Ron House called the meeting to order at 12:04pm.

**Roll Call**

Members Present:, Chair Dr. Ron House , Vice-Chair Denise Behm , Treasurer Jennifer Antel, Secretary Karen Gregersen , Brad Buist, Mayor Tim Bala

Members Absent: Deb McGowan, Arny Rodriguez

Others Present: MSD Ingrid Miller

**Agenda Approval**

A **motion** by Treasurer Jennifer Antel, **seconded** by Vice-Chair Denise Behm to approve the revised meeting agenda to include item 13.2 Snow Removal Bid, for October 15, 2015 as presented; **motion approved unanimously.**

**Approval of Minutes**

A **motion** by Treasurer Jennifer Antel, **seconded** by Mayor Tim Bala was made to approve Regular Meeting Minutes for September 17, 2015 as presented; **motion approved unanimously.**

**Other Minutes for Review**

Board acknowledged receipt of City Council Regular Meetings of September 8, 2015.

**Comments from the Public**

Stephanie Tubolic is volunteering this week at the Main Street Offices, she is currently helping with the Volunteer Appreciation Dinner.

**City Staff Communications** (*None*)

MSD Miller informed the Board that City Manager Mike Selden has accepted another position and his last day will be November 20, 2015.

**Director's Report**

DDA/Main Street Director Miller (MSD Miller) reminded Board that October 26, 2015 is the WERC Program: How to Write a Business Plan. The workshop is \$10 and includes dinner, presentation by SBDC out of Grand Rapids, all are welcome to attend. October 27, 2015 is the Annual Accreditation Visit with Michigan Main Street and National Main Street.

### **Financial Report**

Treasurer Jennifer Antel informed Board that City Council approved budget amendments.

### **Old Business**

Parking Lot: A **motion** by Treasurer Jennifer Antel, **seconded** by Vice-Chair Denise Behm was made to enter into a closed session to negotiate possible parking lot purchase, **motion approved unanimously.**

Work Plans: *(tabled)*

### **New Business**

Pay Line Credit Card Processing: MSD Miller presented an application for a credit card processing service, Pay Line, which will allow Main Street to accept credit cards for donations, merchandize purchases, and events. A **motion** by Treasurer Jennifer Antel, **seconded** by Chair Dr. Ron House was made to apply for Pay Line credit card processing; **motion approved unanimously.**

Fall Fun Fest Beverage Garden: MSD Miller presented the bids for downtown sidewalk snow removal. A **motion** by Secretary Karen Gregerson, **seconded** by Treasurer Jennifer Antel was made to enter into contract with From The Ground Up Management, LLC for downtown sidewalk snow removal at a rate of \$65 and hour; **motion approved unanimously.**

**Comments from Board Members** *(none)*

Being no further business, Chair Dr Ron House declared the meeting adjourned at 1:20pm.