



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chamber – 103 Main St
December 19, 2017 12:00pm

MINUTES

Chair Kelle Tobolic called the meeting to order at 12:03 pm.

Roll Call

Members Present: Chair Kelle Tobolic , Vice-Chair Jennifer Antel, Mayor Tim Bala, Secretary Chase Johnson

Members Absent: Brian Sweebe, Brad Buist, Jason Hancock, excused

Others Present: MSD Ingrid Miller

Agenda Approval

A **motion** by Jennifer Antel, **seconded** by Mayor Tim Bala, to approve the meeting agenda of December 19th, 2017 with the addition of 14.4 Project List; **motion approved unanimously.**

Approval of Minutes

A **motion** by Jennifer Antel, **seconded** by Brad Buist, was made approve Regular Meeting Minutes for October 18, 2017; **motion approved unanimously.**

Comments from the Public *(None)*

City Staff Communications *(None)*

Director's Report

MSD Miller updated the Board on several items; Dr. Ron House will be leaving the DDA. We would like to thank him for his time on the board and wish him well. West Michigan Veterans Assistance Program was awarded Design Services through the State and will receive façade designs in the spring. They are also interested in a façade grant as well. New City Manager Josh Eggleston starts February 5th. Final drafts of the parking lot agreements between the City and American Legion and the City and Bruce Sexton are being completed. Auditors Siegfried Crandall presented report to Council on December 4th showing the DDA deficit being eliminated in one year and the possibility of more money coming back to the DDA due to prior year adjustments. DPW is assessing how they charge the DDA for snow removal. MSD Miller has been asked to be a panelist at the next National Main Street Conference in March. MEDC Blight Elimination Grant Update – Section 106 review submitted to State Historic Preservation Office for review

(30 days), CGA has started environmental assessment and will require public hearings, MSD is working on a development agreement. Grant opportunities – Allegan County Community Foundation Legacy Grant (deadline December 22) Applying for AmeriCorps VISTA, USDA Rural Development – start applications in November, deadline February 28. Dates to note – February 9 Volunteer Appreciation Dinner, 2018 Chamber Kickoff February 23rd. Other Notes – House Family Chiropractic being rebranded as Full Potential Chiropractic starting January 1st. 204-206 S Main St has been purchased by Hubert's Kettle Corn, Sensory Systems Clinic will be leasing a portion of the building for extended space. Benton Bailey Tax Services is open during construction, please let everyone know.

Financial Report

MSD Miller updated us on the finances. Everything looks good now that deficit has been taken care of. All project and committee budgets are on target as of now.

Committee Reports

Design – No meeting this month, met with West Michigan Veterans Assistance Program to discuss façade and enter into design services.

Promo – Wrapping up Art Hop which was a huge success.

Org (Social Media) – Ingrid and Chase met to discuss social media alignment, website redesign, etc.

ER – Met to pick projects for the coming year.

Board Development

Fund development and board responsibility training in the works.

Old Business (None)

New Business

14.1 **Board Appointments**: Robin Beckwith was appointed to the Board to replace the seat left by Dr. Ron House, her term is ending December 31, 2021.

14.2 **Conpoto Community Currency**: Conpoto is a community gift certificate that residents can purchase as gifts or for personal use to participating businesses in the Wayland area. Conpoto offers advertising space and fund raising capabilities. This program will help to keep money in Wayland and its businesses. A **motion** by Jenn Antel, **seconded** by Chase Johnson, was made to approve the use of Conpoto to all businesses within the City of Wayland; **motion approved unanimously**.

14.3 **Façade Grant Funding**: A **motion** by Jenn Antel, **seconded** by Mayor Tim Bala, was made to table the decision of extended façade funding until the final audit review next month; **motion approved unanimously**.

14.4 **Project List**: A list of possible projects was given to the Board for approval. This list will help guide the committees work plans for the next year. A **motion** by Jenn Antel, **seconded** by Chase Johnson, was made to approve the project list as is; **motion approved unanimously**.

Comments from the Board

Jenn Antel – Congratulations to Chase on his Wayland Chamber of Commerce Community Service Award, Merry Christmas to everyone

Ingrid Miller – Congratulations to Chase and wishing everyone a Merry Christmas

Mayor Tim Bala – Hopes everyone has a Merry Christmas

Kelle Tobolic – Everyone have a Merry Christmas

Being no further business, Chair Kelle Tobolic declared the meeting adjourned at 12:50 PM.