



**CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY/  
MAIN STREET PROGRAM  
BOARD OF DIRECTORS**

**City Hall – Council Chambers  
103 S. Main Street  
March 21, 2013  
12:00PM**

**Minutes**

Vice Chair Army Rodriguez called the meeting to order at 12:07PM

**ROLL CALL**

Members present: Mayor Tim Bala, Vice Chair Army Rodriguez, Secretary Karen Gregersen, Treasurer Ron House, Denise Behm, Jennifer Antel, and Esther Saunders

Members absent: Chair Mike Salisbury

Others present: MSM Alicia Zylstra

**AGENDA APPROVAL**

A **motion** by board member Denise Behm, **seconded** by board Secretary Karen Gregersen to approve the meeting agenda as presented; **motion approved unanimously.**

**PUBLIC HEARINGS** (*None scheduled*)

**APPROVAL OF MINUTES**

A **motion** by board member Jennifer Antel, **seconded** by board member Esther Saunders to approve the MSDDA Board regular meeting minutes for February 21, 2013 and the MSDDA Board special meeting minutes for February 26, 2013 as presented; **motion approved unanimously.**

**OTHER MINUTES FOR REVIEW**

By consensus, the Board accepted the minutes of the following meetings into record:

- City Council Regular Meetings of February 4 and February 18, 2013
- City Council Special Meeting of February 23, 2013
- Planning Commission Regular Meeting of January 8, 2013

## **COMMENTS FROM THE PUBLIC** (None)

## **CITY STAFF COMMUNICATIONS** (None)

### **MANAGER'S REPORT**

**City Engineer Selection Committee:** MSM Alicia Zylstra informed the board that the City is putting out a Request for Qualifications for a City Engineer. City Manager Mike Selden is looking for members to sit on a committee to review the RFQs, conduct interviews and finally make a recommendation to City Council of who to hire as our City Engineer. Vice-Chair Army Rodriguez stated he would be very interested in sitting on that committee as he has much experience in that area.

**Master Plan Update:** MSM Alicia Zylstra informed the board that the Parks Committee has just accepted a bid from Whiteman Associates to update the Parks five year plan. She also stated that City Manager Mike Selden has asked Whiteman Associates to put together a proposal to update the Planning Commission plan at the same time. CM Mike Selden wants to know if the DDA would like to use Whiteman Associates to update the DDA Master Plan along with the other boards. MSM Zylstra stated that this will save the DDA money and time as well as enhance the cohesiveness between the boards. She also reported that Whiteman Associates has an employee on staff that works specifically with DDAs to update their master plans so they have the experience and knowledge necessary to lead us in this process. The DDA Board decided to move forward with Whiteman Associates to update the Master Plan.

### **FINANCIAL REPORT**

**FY 2013-2014 Draft Budget:** MSM Alicia Zylstra reported that not much has changed since the board last saw the draft budget. She reported that the Board of Review met a week before so she anticipates we should know FY 2013-2014 tax capture soon. She also stated that the areas highlighted in yellow are the numbers we are still working on. Mayor Bala stated that he has already contacted Finance Director Cheri Parrish with some questions and had them answered. MSM Zylstra asked board members to please follow-up with her if they had any questions.

**FY 2012-2013 Revenue & Expenditure Report:** MSM Alicia Zylstra reported that the enclosed report shows our revenue and expenditures for the DDA through March 6, 2013. She also stated that she is excited that Finance Director Cheri Parrish is on staff as she has been working hard to update our bookkeeping and plans to report on a monthly basis.

### **COMMITTEE REPORTS**

**February Committee Recap:** MSM Alicia Zylstra reported that the committee recap is a new addition and summarizes the committees' monthly minutes. She also stated that the minutes are still included in the packet.

**FY 2013-2014 Committee Work Plans:** MSM Alicia Zylstra stated that she would like the committee work plans approved at our April board meeting. She asked board members to please contact her before then with any questions on committee projects.

## **OLD BUSINESS** (None)

## NEW BUSINESS

SW Alleyway Easements: MSM Alicia Zylstra briefly explained the easement documents presented to the board. She further explained that Vibrant Grains Bakery & Restaurant contacted the City to release the easement on the rear of their building. Before making a decision, the City has asked the DDA Board for their opinion on releasing the six easements on the rear of the buildings in the southwest block of downtown. The following concerns were discussed:

- The board wants to make sure that there is still adequate lighting in the alleyway. If an easement is released, specifically the one for Vibrant Grains, the board supports the requirement of new lighting to be installed at the owners' expense.
- The board also felt that the cost to remove the existing light for expansion should be done at the owners' expense.
- The board also wanted the owners to be aware of the parking spot that they will lose.

The board is supportive of the expansion and growth of Vibrant Grains.

A **motion** by board member Esther Saunders, **seconded** by board member Jennifer Antel to make the recommendation of releasing any easements on buildings in the southwest block of downtown besides those that need to be maintained to allow access to underground utilities and the alleyway; **motion approved unanimously**.

MMSC Updated Program Agreement – Select Level: MSM Alicia Zylstra informed the board that the Michigan Main Street Center has updated the original program agreement we signed in 2010 when we became a Select Level Main Street Community. She then read the following changes:

The Selected-Level Agreement has been revised to include more comprehensive insurance requirements for the Community, as well as indemnification provisions. Both of these revisions are designed to increase the protection for MMS, so that, if mistakes, accidents or injuries occur, it will be the responsibility of the Community to handle the resulting damages and to protect MMS from any liability which may be asserted against MMS. MMS is providing a service to the Community, but is not, in so doing, willing to be exposed to any losses which the Community may develop or encounter.

Such insurance and indemnification provisions are extremely common in commercial contracts such as the Selected-Level Agreement. Without these protections, it would not be possible for MMS to participate in the "Main Street" program.

A **motion** by board member Jennifer Antel, **seconded** by board Treasurer Ron House to accept the agreement amendments, sign the new agreement, and submit the agreement to the Michigan Main Street Center along with a copy of our insurance coverage; **motion approved unanimously**.

## COMMENTS FROM BOARD MEMBERS

**Board Member Jennifer Antel** thanked Mayor Bala for appointing her to the DDA board. She mentioned that she used to be the DDA Director in Otsego and since moving to Wayland 18 years ago, she has always wanted to sit on the DDA Board.

**Board Treasurer Ron House** welcomed Jennifer to the board.

**Board Member Esther Saunders** welcomed Jennifer to the board.

**Board Secretary Karen Gregersen** welcomed Jennifer to the board and thought Mayor Bala made a good choice appointed her to the DDA.

**Mayor Tim Bala** mentioned that he met with Eric Gamelin and dropped off an application for him to fill the last seat on the board.

A **motion** to adjourn the meeting at 12:41PM by board Secretary Karen Gregersen, **seconded** by board member Jennifer Antel; **motion approved unanimously.**

Meeting adjourned at 12:41PM.