



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

**City Hall – Council Chambers
103 S. Main Street
April 17, 2014
12:00PM**

Minutes

Chair Army Rodriguez called the meeting to order at 12:03PM.

ROLL CALL

Members Present: Mayor Tim Bala, Chair Army Rodriguez, Vice Chair Ron House, Treasurer Jennifer Antel, Secretary Kim Kobish, Denise Behm, Deb McGowan

Members Absent: Esther Saunders

Others Present: MSM Alicia Zylstra

AGENDA APPROVAL

A **motion** by board Treasurer Jennifer Antel, **seconded** by Mayor Tim Bala to approve the meeting agenda for April 17, 2014 as presented; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by board Treasurer Jennifer Antel, **seconded** by board member Denise Behm to approve the regular meeting minutes of March 20, 2014 as presented; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

By consensus, the board accepted the following meeting minutes into record:

- City Council Regular Meetings of February 17, March 3 and March 17, 2014
- Planning Commission Regular Meeting of February 11, 2014

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS *(None)*

MANAGER'S REPORT

National Main Street Conference Travel (May 18-20): MSM Zylstra reported that she would like to reserve two rooms for the Main Street Conference for the anticipated four attendees from Wayland. Treasurer Jennifer Antel confirmed that this expense was in our budget.

Design Services for 145 W. Superior Street: MSM Zylstra reported that she has been working with Greg Benett regarding Design Services and Facade Improvements for 145 W. Superior Street. She has given him recommendations for contractors and anticipates the board will see his Façade Grant Application in the next few meetings.

FINANCIAL REPORT

FY 2014-2015 Budget: MSM Zylstra explained the draft budget that was presented and went over any questions. A **motion** by board Treasurer Jennifer Antel, **seconded** by board member Karen Gregersen to approve the FY 2014-2015 Budget for submission to City Council; **motion approved unanimously.**

COMMITTEE REPORTS

Promotion: Jennifer Antel reported that Main Street Celebration planning is in full swing. She reported that there will be two stages this year and we will be coming up with a solution for shade at the four corners.

Economic Restructuring: MSM Zylstra reported that the ER committee is working with Jessy Lawrence from the Michigan Main Street Center to design our downtown business directory for free. She also reported that the committee is trying to come up with some creative solutions for the building located at 129 S. Main Street. MSM Zylstra stated that although she has shown that building more than any other in downtown, the amount of work that needs to be done is a big deterrent for interested parties.

OLD BUSINESS

DDA Master Plan Updates: MSM Zylstra reported that the Public Hearing on April 7, 2014 went well. She stated that there were a handful of property owners that showed up but only one question in regards to signage down by 131. The Master Plan will go to City Council for approval on April 20, 2014.

NEW BUSINESS

FY 2014-2015 Work Plans – Jennifer, Ron

Jennifer asked questions about the sign grant and banners. Overall, the board was excited about the FY 2014-2015 Work Plans and projects. A **motion** by board Treasurer Jennifer Antel, **seconded** by board Vice Chair Ron House; **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS *(None)*

Being no further business, Chair Army Rodriguez declared the meeting adjourned at 12:44PM.