

**City of Wayland
Downtown Development Authority
Main Street Program
Board of Directors**

City Hall- Council Chambers
103 S. Main St
July 17, 2014
12:00pm

Minutes

Meeting was called to order at 12:05PM by Board Chair Army Rodriguez.

ATTENDEES:

Members present: Chair Army Rodriguez, Amanda Alfred, Karen Gregersen, Kim Kobish, Denise Behm, and Vice Chair Ron House

Members absent: Deb McGowan, Jennifer Antel and Mayor Tim Bala

Others present: MSM Alicia Zylstra, City Manager Mike Selden, and Mike Salisbury

AGENDA APPROVAL:

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

PUBLIC HEARINGS: None

APPROVAL OF MINUTES: Hold until September meeting.

COMMENTS FROM THE PUBLIC: Mike Salisbury thanked MSM Alicia Zylstra for everything she has done for the Main Street Program.

CITY STAFF COMMUNICATIONS: None

MANAGER'S REPORT:

MSM Zylstra asked Maddie Taylor (City Intern) to help at the MS Celebration on July 19, 2014.

A **motion** by Karen Gregersen, **seconded** by Kim Kobish to contract with the City to hire Maddie at \$10 per hour to help with the Main Street Celebration; **motion approved unanimously.**

FINANCIAL REPORT:

MSM Zylstra reported that City Council approved our 2014-2015 budget.

A **motion** by board Vice Chair Ron House, **seconded** by board member Denise Behm to adopt the 2014-2015 Budget.

COMMITTEE REPORTS:

Promotions- Movies on Main Street will begin in August on Thursday nights at dusk.

ER- Downtown Business Directory has been designed and will be printed within a month.

Org- Organization committee will be hosting a kids activity at MS Celebration.

Design- New downtown Bike Racks have arrived.

OLD BUSINESS:

Main Street Manager Update:

MSM Zylstra reported that Sara Najjar came in for a second interview with the interview committee on July 16, 2014. The Interview Subcommittee would like to extend the job offer to Sara Najjar at \$40,000 annual salary with single benefits. Sara Najjar will start August 4, 2014.

A **motion** by board Vice Chair Ron House, **seconded** by board member Karen Gregersen to hire Sara Najjar at an annual salary of \$40,000 with single benefits; **motion approved unanimously.**

NEW BUSINESS:

Façade Grant Architectural Services: MSM Zylstra reported that the State Historic Preservation Office is in the hiring process to replace Kelly Larson, our Main Street Architect, and the process could take as long as six months. MSM Zylstra stated that we currently have at least two property owners that are interested in utilizing the free Design Services but with the absence of a Main Street Architect, these are not available. Zylstra reported that these will be major projects in our downtown and asked the board to consider increasing the Architectural Services Reimbursement from \$500 in our current Façade Grant Program until a Main Street Architect is hired.

A **motion** by board member Karen Gregersen, **seconded** by board member Denise Behm, to increase the Architectural Services Reimbursement Grant of our Façade Grant Program to up to \$5,000 per property until a Michigan Main Street Architect is hired; **motion approved unanimously.**

Board member Amanda Alfred abstained from voting.

COMMENTS FROM BOARD MEMBERS:

Arny- Thanked Alicia

Denise- Thanked Alicia

Ron- Thanked Alicia

Kim- Thanked Alicia

Karen- Thanked Alicia

Amanda- Thanked Alicia

Adjournment meeting was adjourned at 1:12PM.