



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

City Hall – Council Chambers
103 S. Main Street
July 24, 2013
12:00PM

Minutes

Chair Mike Salisbury called the meeting to order at 12:03PM.

ROLL CALL

Members present: Mayor Tim Bala, Chair Mike Salisbury, Secretary Karen Gregersen, Jennifer Antel, Esther Saunders, and Denise Behm

Members absent: Vice Chair Army Rodriguez and Treasurer Ron House

Others present: MSM Alicia Zylstra

AGENDA APPROVAL

A **motion** by Mayor Tim Bala, **seconded** by board Secretary Karen Gregersen to approve the meeting agenda as presented; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by board Secretary Karen Gregersen, **seconded** by board member Denise Behm to approve the regular meeting minutes of June 20, 2013 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 June 3 and June 17, 2013
- Planning Commission Regular Meeting of May 14, 2013 and June 11, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS *(None)*

MANAGER'S REPORT

Entryway to Dreamride Parking Lot: MSM Zylstra gave a brief report on the condition of the entryways to the Dreamride parking lot that we rent. She reported that DPW has repaired the drain in one entryway that was beginning to cause a sink hole but that there could be additional issues in the future.

MI Works Project: MSM Zylstra updated the board on the progress and timeline of the Michigan Works project on 129 S. Main Street.

Annual assessment: MSM Zylstra asked board members to complete the annual assessment by August 10, 2013 either electronically or on paper.

Annual check-in 9/18: MSM Zylstra informed the board that the year-end check-in from Michigan Main Street Center is scheduled for September 18. The board decided to schedule their meeting with MMSC at 12PM and hold that as the monthly board meeting for September.

Quarterly Training 9/9 - 9/10: MSM Zylstra informed the board that the next MMSC quarterly training would be on Promotions and would be held in Iron Mountain, MI.

FINANCIAL REPORT

FY 2013-2014 Amended Budget:

A **motion** by board member Jennifer Antel, **seconded** by board Chair Mike Salisbury to amend the FY 2013-2014 budget as presented and send to City Council for review; **motion approved unanimously.**

COMMITTEE REPORTS

Design: Mike Salisbury reported that the Design committee is finalizing and order for new downtown banners that will include our new brand colors and logos as recommended in the 2012 Resource Team Visit Report. He also reported that the committee is working on selecting a photo for historic window clings to be placed in vacant buildings to meet the board's goal of promoting a historic preservation ethic.

Promotion: Jennifer Antel reported that the 2013 MS Celebration was a huge success and that she has received much positive feedback from community members. She also reported that she was excited to see so many additional volunteers throughout the day this year and thanked MSM Zylstra.

OLD BUSINESS

Façade Grant Increase: The board is in support of a one year Façade Grant Program amendment to increase the 50/50 match reimbursement to no more than \$50,000 per applicant and committed up to \$200,000 to the program in order to increase participation, revitalization and historic preservation efforts.

Wightman & Associates, Inc. DDA Master Plan Project List: MSM Zylstra briefly explained the next steps in the Master Planning process and voting on our project list. The board would like to move forward with the voting process at the August 15, 2013 board meeting. MSM Zylstra will follow up with Mickey & Chuck to schedule the meeting.

Approval of MSDDA Bylaws:

A **motion** by board member Jennifer Antel, **seconded** by board member Denise Behm to approve the MSDDA Bylaws as presented and send to City Council for approval; **motion approved unanimously.**

NEW BUSINESS

Façade Grant Application for paint – 202 N. Main Street – Hair Cut Hut:

A **motion** by board member Jennifer Antel, **seconded** by board member Esther Saunders to approve the Façade Grant Application for paint at building 202 N. Main Street as presented; **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS

Jennifer Antel recommended that when we do begin downtown parking lot negotiations that we do so in closed session to keep the agreements fair.

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 12:51PM.