



CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM  
BOARD OF DIRECTORS  
City Council Chamber – 103 Main St  
May 17th, 2018 12:00pm

MINUTES

Chair Kelle Tobolic called the meeting to order at 12:00 pm.

**Roll Call**

Members Present: Chair Kelle Tobolic, Vice-Chair Jennifer Antel, Treasurer Brad Buist, Jason Hancock, Robin Beckwith, City Manager Josh Eggleston, Chase Johnson, Mayor Bala

Members Absent: Brian Sweebe. excused

Others Present: MSD Ingrid Miller

**Agenda Approval**

A **motion** by Jennifer Antel, **seconded** Mayor Bala, to approve the meeting agenda of May 17th, 2018; **motion approved unanimously.**

**Approval of Minutes**

A **motion** by Jennifer Antel, **seconded** by Robin Beckwith, was made approve Regular Meeting Minutes for April 12th 2018; **motion approved unanimously.**

**Comments from the Public** (*None*)

**City Staff Communications**

Working on finalizing the City budget.

**Director's Report**

MSD Miller updated the Board on several items; 110-118 W. Superior St. Façade Improvements should be done by the end of the month - High School shop class is completing new planters for West Superior Street - Completing RFI for MEDC for local façade funding. They are making up to \$500,000 available to three Michigan communities with a successful façade program - Received local placemaking grant from the Michigan Realtor's Association to fund the rest of the Rain Garden Pavilion - Sherwin Williams will be donating paint and supplies for a public mural on the wall of Wayland Hotel and Bar, Tess Tobolic will design and paint the mural. We are working on including volunteers - I have been asked to join the Michigan Main Street Advisory Council - Submitted Made on Main Street Grant for \$25,000 - A sign company is preparing designs for

Downtown Wayland Parking Signs – funded through MEDC - Flower go in downtown next week – volunteer flower planting will be May 23<sup>rd</sup> - We are planting Dahlia tubers downtown and have picked a 150<sup>th</sup> Logo for the City - MEDC Blight Elimination Grant Update: We have to resubmit Proforma because the contractor's bid was lower than original estimate.

### **Financial Report**

Treasurer Brad Buist updates us on our financial standing; Looks good. Ending positively. Lots of hard work was done on the budget which lead to projects this year.

### **Committee Reports**

Design – Flower planting, 130 W Superior façade, and porous pave.

Promo –MSC entertainment completed. All events and activities scheduled.

Org (Social Media) –Wayland Downtown Dollars and MSC advertising

ER – Business training

### **Board Development**(None)

### **Old Business**(None)

### **New Business**

#### **14.1 130 W Superior Façade**

The design has been picked out for the façade. The original balcony design was determined to be too much of a liability. The bid was \$30,900. Per DDA façade program, we could match up to \$20,000 of the project, to be paid next year. A **motion** by Jennifer Antel, **seconded** by Jason Hancock, was made approve The funding of the 130 W Superior façade project, with a maximum funding amount of \$20,000; **motion approved unanimously.**

#### **14.2 Main Street Director Insurance**

A written letter will be written by the Chair, Kelle Tobolic, releasing MSD Director from our insurance should she choose to find an alternative. A **motion** by Jennifer Antel, **seconded** by Chase Johnson, was made approving the letter be written per MSD Miller's direction; **motion approved unanimously.**

#### **14.3 2018-2019 Budget Review**

Budget was reviewed and all line items were inline with projections The Projects line item will be approved, with the net difference being taken from the Fund Balance. A **motion** by Jennifer Antel, **seconded** by Chase Johnson, was made approve the 2018-2019 Budget; **motion approved unanimously.**

#### **Agenda amended to remove section 15 Closed Session and create 14.4 Discussion of Main Street**

**Director's Salary (Closed Session)**. A **motion** by Jennifer Antel, **seconded** by Robin Beckwith, was made approve the agenda amendment; **motion approved unanimously.**

#### **14.4 Discussion of Main Street Director's Salary (Closed Session)**

The following board members, along with MSD Miller, entered into close session at 12:30 PM; Chair Kelle Tobolic, Vice-Chair Jennifer Antel , Treasurer Brad Buist, Jason Hancock, Robin Beckwith, City Manager Josh Eggleston, Chase Johnson, Mayor Bala.

Closed session was completed at 12:45 PM.

**Comments from the Board**

Brian Sweebe: Retro Room will be on Fox 17 at 9am Thursday, Record Store day April 12<sup>th</sup>.

Being no further business, Chair Kelle Tobolic declared the meeting adjourned at 12:20PM.