



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chamber – 103 Main St
November 15th, 2018 12:00pm

MINUTES

Chair Kelle Tobolic called the meeting to order at 12:01 pm.

Roll Call

Members Present: Chair Kelle Tobolic, Vice-Chair Jennifer Antel, Brian Sweebe, Jason Honcock, Mayor Tim Bala

Members Absent: Treasurer Brad Buist, Robin Beckwith. excused

Others Present: MSD Ingrid Miller, City Manager Josh Eggleston

Agenda Approval

A **motion** by Brian Sweebe, **seconded** Mayor Bala, to approve the meeting agenda of November 15th, 2018; **motion approved unanimously.**

Approval of Minutes

A **motion** by Brian Sweebe, **seconded** by Jason Hancock, was made approve Regular Meeting Minutes for September 21, 2018; **motion approved unanimously.**

Comments from the Public *(None)*

City Staff Communications

City Manager Josh Eggleston updated the board on several city items: The City refinanced 2008 capital improvement bond which the DDA is obligated to 37% of bond debt. The refinance will save the City \$117,000 over the lifetime of the bond. Eggleston addressed the residency requirement for the DDA stating that based on Census data and statistical analysis, the DDA area has approximately 83 residents therefore eliminating the resident requirement for the Board. However, it must be confirmed that statistical data is acceptable, and a survey is not necessary to qualify the requirement. The City will hold a reception for Chief of Police candidates on December 18 and all DDA Board members are welcome to attend.

Director's Report

MSD Miller updated the Board on several items: Director confirmed that current façade projects underway may be eligible for FRI funds as long as the projects meet FRI requirements and the project is

completed after DDA has a fully executed FRI agreement; 120 S. Main Street façade grant application is in progress and should be on the December agenda; The ITC pavilion is complete, ribbon cutting is next week Tuesday at 12:30PM; new Downtown Wayland website is developing nicely and should be complete by the end of the year; Director and volunteers shared a booth with the City at the Wayland Expo and received a lot of interest from new volunteers; NO Fall Fun Fest has proved to be mutually beneficial for program and downtown businesses; Allegan County United Way Day of Caring was another success with new volunteers participating from Allegan General Hospital; Small Business Saturday plans are underway – event is next weekend; Director attending many beneficial trainings this month focusing on incremental development and development project formation.

Financial Report

Chair Kelle Tobolic updated Board on financial standing; all looks good. The audit should be complete this month.

Committee Reports

Design – No meeting this month

Promo – Small Business Saturday plans continue; Art Hop is planning is well underway and should be a great turnout this year. Window decorating contest has been well received. New Committee member Melinda Ganka has been a welcomed addition.

Org (Social Media) – This task force needs some assistance and additional members.

ER – the first Business Leader Forum went well and well attended. Looking forward to growing this meeting and streamlining with other EV activities. Vicki Gless held her first business stakeholder meeting for the Alley Project.

Board Development

The Board discussed open positions, recruitment, and nomination as well as roles and responsibilities. Due to last month's lack of quorum it is imperative that known absences be communicated as soon as possible and that the board fill vacant positions in a timely manner.

Old Business (None)

New Business

14.1 Board Secretary Election

A **motion** by Jennifer Antel, **seconded** Jason Hancock, was made to elect Robin Beckwith Board Secretary; **motion approved unanimously.**

14.2 Façade Restoration Initiative Resolution

A **motion** by Jennifer Antel, **seconded** Brian Sweebe, to pass the Façade Restoration Initiative Resolution dated November 15, 2018, authorizing Ingrid Miller, Executive Director to enter and execute agreements with the Michigan Strategic Fund related to the FRI and pledging to allocate matching funds annually; **motion approved unanimously.**

14.3 204-206 S. Main Street Façade Grant Application

A **motion** by Jennifer Antel, **seconded** Brian Sweebe, was made to approve façade grant up to \$7,440.00 or 80% of qualifying project costs, whichever is met first; **motion approved unanimously.**

14.4 AmeriCorps VISTA January 2019

A **motion** by Jennifer Antel, **seconded** Jason Hancock, was made to apply for an AmeriCorps VISTA member to start January 2019 and serve one year and to pay \$3,000 program fee from Contractual Services; **motion approved unanimously.**

Comments from the Board *(None)*

Being no further business, Chair Kelle Tobolic declared the meeting adjourned at 12:43PM.